

# Ordinary Council Meeting

14 March 2018

## 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  
DEPUTY MAYOR P FEASEY  
CR W COOPER  
CR M KEARNEY  
CR S LEE  
CR S MILLS  
CR M ROWSE

MS J ABBISS	-	Chief Executive Officer
MRS S WILTSHIRE	-	Acting Director City Strategy
MRS B POWELL	-	Director City Engagement
MS M BELL	-	Director City Legal
MRS M COOKE	-	Director City Regulation
MR T HOSSEN	-	Lawyer
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	0
Members of the Public	1

## **1 Declaration of Opening:**

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

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

## **2 Prayer:**

***Councillor Wendy Cooper read the Prayer***

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

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

### **Apologies**

Councillor Dennis Wood  
Director City Infrastructure, Doug Elkins

### **Leave(s) of Absence (previously approved):**

Nil

## 4 Public Question Time:

### 4.1 Mr Kevin Desmond, Parmelia

#### Question 1

How much money has the Council given to the Western Harbours Alliance?

#### Response

The Mayor advised nil.

#### Question 2

Has the Western Harbours Alliance asked for any money?

#### Response

The Mayor advised that the Western Harbours Alliance have a range of membership options that are available to organisations.

#### Question 3

Is the City of Kwinana proposing to take any of these memberships out? If so, at what level?

#### Response

The Mayor took the question on notice.

#### Question 4

When the Western Harbours Alliance recently used the Darius Wells building, did they pay for the use of the hall?

#### Response

The Mayor stated that the hire fee was waived.

#### Question 5

Do I take it now that all local groups get halls for free?

#### Response

The Mayor advised no.

#### Question 6

How much has the Council spent on promoting the outer harbour?

#### Response

The Mayor took the question on notice.

#### Question 7

Can the Council supply me with a list of all of the current job vacancies?, including how long the vacancies have been open? and also how much money has been saved this financial year by not filling vacancies properly?

#### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that it would take a significant amount of Council resources to provide that information and given the other priorities that our staff have it will be a significant amount of time before you receive a response regarding your question.

#### 4 PUBLIC QUESTION TIME (CONTINUED)

The Mayor took the question on notice.

##### Question 8

Does Councillor Adams or her husband have any financial interest in Phoenix Energy or any of its associated companies?

##### Response

The Mayor advised that she cannot speak for her spouse, but she does not have any financial interest in Phoenix Energy.

#### 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 28 February 2018:

###### COUNCIL DECISION

110

MOVED CR S MILLS

SECONDED CR S LEE

That the Minutes of the Ordinary Meeting of Council held on 28 February 2018 be confirmed as a true and correct record of the meeting.

CARRIED  
7/0

##### 8.2 Electors' General Meeting held on 17 January 2018:

###### COUNCIL DECISION

111

MOVED CR P FEASEY

SECONDED CR S MILLS

That the Minutes of the Electors' General Meeting held on 17 January 2018 be confirmed as a true and correct record of the meeting.

CARRIED  
7/0

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

Nil

## **10 Petitions:**

Nil



## **11 Notices of Motion:**

### **11.1 Notice of Motion – Renaming of Wellard Park**

#### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

#### **SUMMARY:**

A Notice of Motion was received from Councillor Cooper that “consideration be given by the Naming Committee to rename Wellard Park to become Homestead Park”.

The Naming of Parks, Places and Buildings Working Group is tasked with assessing and recommending new names for existing and new facilities within the City of Kwinana. The Working Group met to assess potential alternative names for Wellard Park, along with giving consideration to a request from developer Terranovis for the naming of a new park on Mornington Crescent in Whistling Grove Estate, Wandi. The naming of Parks, Places and Buildings Working Group recommends as follows:

#### **OFFICER RECOMMENDATION:**

That Council adopt the recommendations of the Naming of Parks, Places and Buildings Working Group and submit the following proposals to Landgate for consideration that:

- 1) Wellard Park be renamed Homestead Park; and
- 2) The newly constructed park on Mornington Crescent in Whistling Grove Estate, Wandi be named Mornington Park.

#### **DISCUSSION:**

##### Wellard Park and Wellard Oval

As Councillors will recall, the Naming of Parks, Places and Buildings Working Group was tasked with recommending appropriate names for Council facilities. Recently, the Working Group have considered whether either Wellard Oval or Wellard Park should be renamed.

Wellard Oval and Wellard Park are both located on Wellard Road in Wellard. Some community members have raised the issue of potential confusion should emergency services be required in an emergency situation and have suggested that the name of one of the facilities should be changed to ensure clarity.

Wellard Park is a passive recreation precinct, used predominantly by local residents living in the surrounding streets to walk their dogs or take their children to play on the playground. Wellard Oval is an active sporting ground utilised by Peter Carnley Anglican School, the Kwinana Little Athletics Club, Kwinana Knights Football Club (Auskick only) and a number of personal trainers and boot camps.

Given the type of usage that Wellard Oval receives, the Working Group deemed that it is in the best interests of the community for the Oval to retain the Wellard name, given it is more likely emergency services would be needed at an active sporting oval over a passive recreation area, and that more people from outside the area would be referencing and using the Oval, rather than the Park.



### 11.1 NOTICE OF MOTION – RENAMING OF WELLARD PARK

In assessing options for the renaming of Wellard Park, the Working Group had two guiding objectives:

1. Consideration of names suggested by the Homestead Ridge Progress Association; and
2. Creating a name that would be universally meaningful to all members of the local community.

Given the Park's location in the locality known as Homestead Ridge since its development in the mid 1980s, Homestead Park is the recommended name.

#### Park on Mornington Crescent, Wandl

Developer Terranovis has recently completed construction of a new park on Mornington Crescent in Whistling Grove Estate, Wandl. The developer has advised they wish to officially name the park, prior to hand over to the City.

The developer has requested consideration be given to the name "Salina Park", given one of the original landowners of over 30 years is from the Salina region of Italy, resulting in a name with historical connection to the land.

The naming of Parks, Places and Buildings Working Group considered this name, but thought given the size of the park and the infrastructure available on the park, it would be more appropriate to name the park after the adjoining street so as to make it easy for locals to identify the park. Note: Streets in the Whistling Grove Estate are themed and are named after Australian National Parks. Mornington Crescent is named after Mornington Peninsular.

Mornington Park is the recommended name.

#### **LEGAL/POLICY IMPLICATIONS:**

Council approval of the names of buildings is not a legislative requirement, however Council has a Policy "Naming of Parks, Places and Buildings" that states that the naming of all Council's Parks, Places and Buildings is to be determined by Council resolution.

#### **FINANCIAL/BUDGET IMPLICATIONS:**

Council does not erect signage on local parks, however Council may choose to erect a sign at Homestead Park to embed the new name in the community, for clarity.

Provision for the cost of manufacture and erection of the sign will be made in the 2018/19 budget.

#### **ASSET MANAGEMENT IMPLICATIONS:**

All new and existing facilities do require and will incur periodic maintenance expense. Provision for maintaining the parks has been factored into the Long Term Financial Plan.

## 11.1 NOTICE OF MOTION – RENAMING OF WELLARD PARK

**ENVIRONMENTAL IMPLICATIONS:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

The facility 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>
Strategic Community Plan	1.1: Protect and enhance community identity	1.1.2 Produce communications that celebrate the spirit of Kwinana.

**RISK IMPLICATIONS:**

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

<b>Risk Event</b>	<b>In an emergency situation, there could be confusion between Wellard Park and Wellard Oval, resulting in emergency services attending the wrong site and delaying delivery of vital services.</b>
Risk Theme	Emergency Management
Risk Effect/Impact	Reputation
Risk Assessment Context	Project
Consequence	Major
Likelihood	Possible
Rating (before treatment)	Medium
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Changing the name of one of the facilities to remove confusion
Rating (after treatment)	Low

11.1 NOTICE OF MOTION – RENAMING OF WELLARD PARK

ALTERNATE RECOMMENDATION

MOVED CR C ADAMS

SECONDED CR S LEE

That Council accept the recommendations of the Naming of Parks, Places and Buildings Working Group and;

- 1) Submit the proposal to Landgate to name the newly constructed park on Mornington Crescent in Whistling Grove Estate, Wandi “ Mornington Park”, and
- 2) Undertake further community consultation with the residents of Homestead Ridge on the proposal to rename Wellard Park. Feedback be sought from residents on the proposed names:
  - Homestead Park
  - Homestead Ridge Park, or
  - Retention of the name Wellard Park
- 3) A report on the outcome of the consultation to be presented to Council by the end of June, 2018.

LOST  
2/5

COUNCIL DECISION

112

MOVED CR W COOPER

SECONDED CR M ROWSE

That Council adopt the recommendations of the Naming of Parks, Places and Buildings Working Group and submit the following proposals to Landgate for consideration that:

- 1) Wellard Park be renamed Homestead Park; and
- 2) The newly constructed park on Mornington Crescent in Whistling Grove Estate, Wandi be named Mornington Park.

CARRIED  
7/0

## **12 Reports – Community**

Nil

## **13 Reports – Economic**

Nil

## **14 Reports – Natural Environment**

Nil

## 15 Reports – Built Infrastructure

### 15.1 Consideration to initiate Scheme Amendment No. 155 – Minor textual changes to Schedule V of City of Kwinana Local Planning Scheme No.2

#### DECLARATION OF INTEREST:

There were no declarations of interest declared.

#### SUMMARY:

The purpose of this report is for Council to consider initiating an amendment to the City of Kwinana Local Planning Scheme No. 2 (LPS2) to correct some minor textual anomalies within Schedule V – Development Contribution Plans (DCPs 2-7) (refer Attachments A and B).

The minor textual anomalies were previously highlighted in the City Officer's Report of Item 15.1 [*Affirmation and Adoption of the Cost Apportionment Schedule and DCP Reports for DCAs 2-7 (Common/Civil Infrastructure Items) – Amendment 100A*] of the 13 December 2017 Ordinary Council Meeting, as follows:

*It must be noted that, in the course of finalising the draft CAS and draft DCP reports, some minor textual anomalies were revealed within the gazetted text for DCPs 2-7. In this regard, Councillors should be aware that an Amendment to TPS2 will be presented to Council seeking to correct these and other textual anomalies in early 2018. These include a revision to the definition of Developable Area to include Commercial land and some minor typographical errors.*

The need to correct these minor textual anomalies was also communicated to landowners and developers at a general consultation discussion on the draft Cost Apportionment Schedule (CAS) held at the Darius Wells Library and Resource Centre on 9 November 2017.

The proposed amendment seeks to make the following textual corrections to DCPs 2-7:

1. Modifying the definition of Developable Area in the 'Method for Calculating Contributions' section of DCPs 2-6 inclusive to delete reference to 'commercial land';
2. Correcting a minor typographical error to 4.1 of DCP 4, whereby the first word should state "costs";
3. Correcting a minor typographical error to the Total Contribution formula in the 'Method for Calculating Contributions' section of DCPs 4-7 inclusive, whereby the first word immediately following the '=' sign should state "cost";
4. Correcting a minor typographical error to the Cost Contribution for Administration Costs in the 'Method for Calculating Contributions' section in DCP7, whereby the referenced item number should state "3".

The proposal to initiate the scheme amendment has been reviewed by City Officers, who consider the minor textual changes appropriate for reasons of clarity, correctness and consistency with the objectives of LPS2 and the Western Australian Planning Commission's *Liveable Neighbourhoods* document.

**15.1 CONSIDERATION TO INITIATE SCHEME AMENDMENT NO. 155 – MINOR TEXTUAL CHANGES TO SCHEDULE V OF CITY OF KWINANA LOCAL PLANNING SCHEME NO.2**

**OFFICER RECOMMENDATION:**

1. That Council, pursuant to Section 75 of the *Planning and Development Act 2005* (Act), initiate an amendment to LPS2 for the purposes of:
  - i. Modifying the definition of Developable Area in the 'Method for Calculating Contributions' section of DCPs 2-6 inclusive to delete reference to 'commercial land';
  - ii. Correcting a minor typographical error to 4.1 of DCP 4, whereby the first word should state "costs";
  - iii. Correcting a minor typographical error to the Total Contribution formula in the 'Method for Calculating Contributions' section of DCPs 4-7 inclusive, whereby the first word immediately following the '=' sign should state "cost"; and
  - iv. Correcting a minor typographical error to the Cost Contribution for Administration Costs in the 'Method for Calculating Contributions' section of DCP7, whereby the referenced item number should state "3".
2. That Council consider the amendment is a 'Basic Amendment' as it satisfies the following criteria of Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations):
 

*An amendment to correct an administrative error; and*

*An amendment to the scheme so that it is consistent with a State planning policy.*
3. That the amendment be referred to the Environmental Protection Authority (EPA) as required by Section 57 of the Regulations, and on receipt of a response from the EPA indicating that the amendment does not require further modification, the amendment shall be forwarded to the Western Australian Planning Commission (WAPC) in accordance with Section 58 of the Regulations. In the event that the EPA determines that the amendment requires modification as detailed in a statement prepared by the EPA under 48F(2) of the *Environmental Protection Act 1986*, the City shall modify the amendment in accordance with the statement and forward the modified amendment to the WAPC in accordance with Section 58 of the Regulations.

**DISCUSSION:**

**Land Status**

Metropolitan Region Scheme:	Urban, with some Rural and Rural Water Protection
Local Planning Scheme No. 2:	Various, though predominantly Development Zone

**Background**

Scheme Amendment 100A, which introduced DCPs for DCAs 2-7 to Schedule V of LPS2, was gazetted on 3 October 2017. In the period shortly after gazettal, City Officers discovered some inadvertent textual anomalies within the gazetted text of each DCP.

**15.1 CONSIDERATION TO INITIATE SCHEME AMENDMENT NO. 155 – MINOR TEXTUAL CHANGES TO SCHEDULE V OF CITY OF KWINANA LOCAL PLANNING SCHEME NO.2****Planning Discussion**

The proposed textual changes are the subject of this amendment and involve four separate modifications. Three of these comprise the simple addition of a letter or change to the correct item reference number. The fourth seeks to modify the definition of Developable Area in the 'Method for Calculating Contributions' section of DCPs 2-6 inclusive to delete reference to 'commercial land'. While a seemingly simple correction, this change does have flow-on implications for the apportioning of costs across specific items and thus the CAS.

This would become apparent in areas where commercial land is proposed via an approved local structure plan (as is the case in Anketell South) or via an indicative concept plan (as in Casuarina and the Wandi Anketell District Centre), but is only applicable to items which have their costs apportioned by Developable Area. These items include major roads on the periphery of the respective DCA and applicable administration charges in line with State Planning Policy 3.6 – Development Contributions for Infrastructure (SPP 3.6).

It must be noted in this regard that no commercial land has yet been subject to a subdivision clearance in the context of payment of cost contributions for DCAs 2-7 inclusive, which would act as the standard trigger for the cost contribution for the particular parcel(s) of land to become payable. Further, internal procedures relevant to the annual review of the CAS will shortly be commenced, with the intention being that the reviewed and potentially revised CAS is adopted by Council prior to the end of financial year in mid-2018. This timeframe should result in any discrepancies between the CAS and the definition of Developable Area being resolved.

The proposed textual changes to Schedule V are consistent with the provisions – in terms of content and format – of SPP 3.6 and align with the principles of transparency, consistency and accountability.

**Conclusion**

The proposal to initiate the scheme amendment is considered necessary for reasons of clarity, correctness and consistency with the objectives of LPS2 and SPP 3.6. The proposed amendment has been reviewed by City Officers, who consider the minor textual changes appropriate. It is recommended that Council resolve to initiate the proposed amendment.

**LEGAL/POLICY IMPLICATIONS:**

The following legislation and policies apply:

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Liveable Neighbourhoods (draft revised 2015)*

*City of Kwinana Local Planning Scheme No.2*



### 15.1 CONSIDERATION TO INITIATE SCHEME AMENDMENT NO. 155 – MINOR TEXTUAL CHANGES TO SCHEDULE V OF CITY OF KWINANA LOCAL PLANNING SCHEME NO.2

The proposal to correct the definition of 'Developable Area' to bring this in line with the definition of Developable Area in the Western Australian Planning Commission's *Liveable Neighbourhoods* document – whereby commercial land is included in the definition – is considered a minor amendment for the reasons noted in point 2 of the Officer Recommendation above. The need for the definition correction has been flagged to both landowners/developers and the Council on previous occasions.

#### **FINANCIAL/BUDGET IMPLICATIONS:**

All costs for the preparation and processing of the scheme amendment will be met by the City.

#### **ENVIRONMENTAL IMPLICATIONS:**

The proposed Scheme Amendment presents no environmental implications.

#### **STRATEGIC/SOCIAL IMPLICATIONS:**

The proposed Scheme Amendment presents no strategic/social implications.

#### **COMMUNITY ENGAGEMENT:**

Should Council resolve to initiate the proposed Scheme Amendment, it will be advertised in accordance with the requirements of the *Planning and Development Act 2005* in conjunction the City's Community Engagement Policy.

#### **RISK IMPLICATIONS:**

Council approves development under LPS2 to meet its statutory obligations and facilitate proper and orderly development of the municipality to accommodate development in accordance with the objectives of Council's Strategic Plan.

<b>Risk Event</b>	If the Council does not consider the proposed Amendment, commercial land subject to a subdivision clearance and subsequent cost contribution payable would not be paying a correctly apportioned amount.
<b>Risk Theme</b>	Application of incorrect apportionment of cost contributions due to incorrect definition.
<b>Risk Effect/Impact</b>	Financial accountability
<b>Risk Assessment Context</b>	Operational
<b>Consequence</b>	Moderate
<b>Likelihood</b>	Probable

**15.1 CONSIDERATION TO INITIATE SCHEME AMENDMENT NO. 155 – MINOR TEXTUAL CHANGES TO SCHEDULE V OF CITY OF KWINANA LOCAL PLANNING SCHEME NO.2**

Rating (before treatment)	Moderate
Risk Treatment in place	Reduce Mitigate Risk
Response to risk treatment required/in place	Amendment report presented to Council for Consideration
Rating (after treatment)	Low

**COUNCIL DECISION**

**113**

**MOVED CR S LEE**

**SECONDED CR W COOPER**

1. That Council, pursuant to Section 75 of the *Planning and Development Act 2005* (Act), initiate an amendment to LPS2 for the purposes of:
  - i. Modifying the definition of Developable Area in the 'Method for Calculating Contributions' section of DCPs 2-6 inclusive to delete reference to 'commercial land';
  - ii. Correcting a minor typographical error to 4.1 of DCP 4, whereby the first word should state "costs";
  - iii. Correcting a minor typographical error to the Total Contribution formula in the 'Method for Calculating Contributions' section of DCPs 4-7 inclusive, whereby the first word immediately following the '=' sign should state "cost"; and
  - iv. Correcting a minor typographical error to the Cost Contribution for Administration Costs in the 'Method for Calculating Contributions' section of DCP7, whereby the referenced item number should state "3".
2. That Council consider the amendment is a 'Basic Amendment' as it satisfies the following criteria of Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations):
 

*An amendment to correct an administrative error; and*

*An amendment to the scheme so that it is consistent with a State planning policy.*
3. That the amendment be referred to the Environmental Protection Authority (EPA) as required by Section 57 of the Regulations, and on receipt of a response from the EPA indicating that the amendment does not require further modification, the amendment shall be forwarded to the Western Australian Planning Commission (WAPC) in accordance with Section 58 of the Regulations. In the event that the EPA determines that the amendment requires modification as detailed in a statement prepared by the EPA under 48F(2) of the *Environmental Protection Act 1986*, the City shall modify the amendment in accordance with the statement and forward the modified amendment to the WAPC in accordance with Section 58 of the Regulations.

**CARRIED  
7/0**

**Attachment A – Development Contribution Areas 2-7 Map**



**Attachment B – Modified Schedule V – DCPs 2-7 – tracked changes**

	DEVELOPMENT CONTRIBUTION PLAN 2
Reference No.	DCP2
Area Name:	Development Contribution Area 2 - Wellard East – Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p><b>1. Roads</b></p> <p>1.1 Millar Road – 100% of the full cost of design and construction of Millar Road to a single carriageway urban standard from the Kwinana Freeway to the intersection with the north-south internal collector road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, lighting, kerbing and footpaths).</p> <p>1.2 Mortimer Road – 100% of the full cost of design, realignment, construction and land acquisition of Mortimer Road to a single carriageway urban standard between Kwinana Freeway to Woolcoot Road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 2 and Development Contribution Area 3 on a pro rata developable area basis.</p> <p>1.3 Internal collector road:</p> <p>a) 100% of the full cost of design, land acquisition and construction of the portion of the main proposed north-south internal collector road between Mortimer Road and Sunrise Boulevard across Lot 28 Mortimer Road to an Access Street C standard as defined by <i>Liveable Neighbourhoods</i> (15.4 wide reservation, 6m wide pavement). Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all structures (including lighting, kerbing and footpaths).</p> <p>b) 100% of the full cost of design, land acquisition and construction of the portion of the main proposed north-south internal collector road between Mortimer Road and Sunrise Boulevard across Lot 59 Mortimer Road to an Access Street C standard as defined by <i>Liveable Neighbourhoods</i> (15.4 wide reservation, 6m wide pavement). Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all structures (including lighting, kerbing and footpaths).</p> <p>c) 100% of the full cost of design, land acquisition and construction of the portion of the main proposed north-south internal collector road between Mortimer Road and Sunrise Boulevard across Lots 28 and 59 Mortimer Road to a Neighbourhood Connector B standard (19.4m wide reservation, 11.2m wide pavement) as defined by <i>Liveable Neighbourhoods</i> less the infrastructure defined by 1.3(a) and (b).</p>

	<p>Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all structures (including lighting, kerbing and footpaths).</p> <p><b>2. Drainage – Peel Sub Drains</b> (as identified by the Water Corporation’s “Jandakot Drainage and Water Management Plan 2009”)</p> <p>2.1 Peel Sub N Drain – 100% of the cost of the upgrade of the Sub N Drain to an appropriate urban standard. This item applies to the length of Sub N Drain located outside of the Conservation Category Wetland core area.</p> <p>2.2 Peel Sub N1 Drain – 100% of the cost of the upgrade of the Sub N1 Drain to an appropriate urban standard.</p> <p>2.3 Peel Sub N2 Drain - 100% of the cost of the upgrade of the Sub N2 Drain to an appropriate urban standard. This item applies to the length of Sub N2 Drain located outside of the Conservation Category Wetland core area.</p> <p><b>3. District Sporting Ground</b></p> <p>3.1 Costs associated with the acquisition, site works and basic servicing of land for a District Sport Ground to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive</p> <p><b>4. Community Facilities</b></p> <p>4.1 Costs associated with the acquisition of land for a Branch Library (serves Districts A and B) as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be apportioned between Owners in Development Contribution Areas 2-7 inclusive.</p> <p><b>5. Administration costs</b></p> <p>5.1 Administration costs associated with administering the development contribution plan.</p>
<p>Method for calculating contributions:</p>	<p>Contributions for items 1.1 and 1.2 will be calculated on a pro rata developable area basis. <i>Developable area</i> is defined as the total site area less areas for schools, <del>commercial land</del>, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u><i>Infrastructure Item per hectare calculation for Developable Area</i></u></p> <p>Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha)</p> <p><u><i>Contributions based on pro rata Developable Area</i></u></p> <p>Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel - (minus/subtract) Deductions for Developable Area (ha)</p> <p><u><i>Cost Contribution for Developable Area</i></u></p> <p>Cost Contribution = Developable Area (ha) of land parcel x</p>



	<p>infrastructure item per hectare calculation</p> <p>Contributions for item 1.3(a) will be apportioned only to Lot 28 Mortimer Road on Deposited Plan 65245 on a pro rata gross subdivisible area basis.</p> <p>Contributions for item 1.3(b) will be apportioned only to Lot 59 Mortimer Road on Deposited Plan 202645 on a pro rata gross subdivisible area basis.</p> <p>Contributions for items 1.3(c), 2, 3 and 4 will be calculated on a pro rata gross subdivisible area basis.</p> <p><i>Gross subdivisible area</i> is defined as per <i>Liveable Neighbourhoods</i> (Western Australian Planning Commission).</p> <p><u><i>Infrastructure Item per hectare calculation for Gross Subdivisible Area</i></u>  Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA /(divide) total GSA for the total DCA area (ha)</p> <p><u><i>Contributions based on pro rata Gross Subdivisible Area</i></u>  Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha)</p> <p><u><i>Cost Contribution for Gross Subdivisible Area</i></u>  Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation</p> <p><i>Cost Contribution for Administration Costs</i></p> <p>Contributions for item 5 are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p> <p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%</p> <p><u><b>Total Contribution</b></u>  <b>Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</b></p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.

Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>
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	DEVELOPMENT CONTRIBUTION PLAN 3
Reference No.	DCP3
Area Name:	Development Contribution Area 3 - Casuarina – Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p><b>1. Roads</b></p> <p>1.1 Mortimer Road – 100% of the full cost of design, realignment, construction and land acquisition of Mortimer Road to a single carriageway urban standard between Kwinana Freeway to Woolcoot Road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 2 and Development Contribution Area 3 on a pro rata developable area basis.</p> <p>1.2 Thomas Road – 100% of the full cost of design, construction of Thomas Road to an urban standard as approved and required by Main Roads WA between Kwinana Freeway and the boundary of the Urban zone near Bombay Boulevard. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 3 and Development Contribution Area 4 on a pro rata developable area basis</p> <p><b>2. Drainage – Peel Sub Drains</b> (as identified by the Water Corporation's "Jandakot Drainage and Water Management Plan 2009")</p> <p>2.1 Peel Sub P Drain – 100% of the cost of the upgrade of the Sub P Drain to an appropriate urban standard.</p> <p>2.2 Peel Sub P1 Drain – 100% of the cost of the upgrade of the Sub P1 Drain to an appropriate urban standard and piping under the district open space as per the structure plan.</p> <p>2.3 Peel Sub P1A Drain - 100% of the cost of the upgrade of the Sub P1A Drain to an appropriate urban standard.</p> <p>2.4 Peel Sub O Drain - 100% of the cost of the upgrade of the Sub O Drain to an appropriate urban standard.</p>



	<p><b>3. Public open space</b></p> <p>3.1 100% of the land acquisition costs to acquire public open space in accordance with the structure plan or public open space strategy prepared for the development contribution area, including land for community purposes.</p> <p>3.2 100% of the costs to improve the public open space to an appropriate standard for use in accordance with the structure plan prepared for the development contribution area.</p> <p>3.3 Only creditable public open space as per Liveable Neighbourhoods forms part of items 3.1 and 3.2.</p> <p><b>4. District Sporting Ground</b></p> <p>4.1 Costs associated with the acquisition, site works and basic servicing of land for a District Sporting Ground to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p><b>5. Community Facilities</b></p> <p>5.1 Costs associated with the acquisition of land for a Branch Library (serves Districts A and B) as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p><b>6. Administration costs</b></p> <p>6.1 Administration costs associated with administering the development contribution plan.</p>
<p>Method for calculating contributions:</p>	<p>Contributions for item 1 on a pro rata developable area basis. <i>Developable area</i> is defined as the total site area less areas for schools, <del>commercial land</del>, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u><i>Infrastructure Item per hectare calculation for Developable Area</i></u>  Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha)</p> <p><u><i>Contributions based on pro rata Developable Area</i></u>  Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel - (minus/subtract) Deductions for Developable Area (ha)</p> <p><u><i>Cost Contribution for Developable Area</i></u>  Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation</p> <p>Contributions for items 2, 3, 4 and 5 will be calculated on a pro rata gross subdivisible area basis. <i>Gross subdivisible area</i> is defined as per <i>Liveable Neighbourhoods</i> (Western Australian Planning Commission).</p>

	<p><u><b>Infrastructure Item per hectare calculation for Gross Subdivisible Area</b></u>  Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA /(divide) total GSA for the total DCA area (ha)</p> <p><u><b>Contributions based on pro rata Gross Subdivisible Area</b></u>  Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha)</p> <p><u><b>Cost Contribution for Gross Subdivisible Area</b></u>  Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation</p> <p><u><b>Cost Contribution for Administration Costs</b></u></p> <p>Contributions for item 6 are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p> <p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%</p> <p><u><b>Total Contribution</b></u>  <b>Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</b></p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

	<b>DEVELOPMENT CONTRIBUTION PLAN 4</b>
Reference No.	DCP4
Area Name:	Development Contribution Area 4 - Anketell – Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.

<p>Infrastructure and administrative items to be funded:</p>	<p><b>1. Roads</b></p> <p>1.1 Thomas Road – 100% of the full cost of design, construction of Thomas Road to an urban standard as approved and required by Main Roads WA between Kwinana Freeway and the boundary of the Urban zone near Bombay Boulevard. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 3 and Development Contribution Area 4 on a pro rata developable area basis.</p> <p>1.2 Anketell Road – 100% of the full cost of design, realignment, construction of Anketell Road to a single carriageway urban standard between Kwinana Freeway and Lyon Road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power, and all treatments (including intersections, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 4 and Development Contribution Area 5 on a pro rata developable area basis.</p> <p>1.3 Internal collector road (Treeby Road) – 100% of the full cost of design, construction and land acquisition of Treeby Road across the Bush Forever Site 270 between the southern and northern portions of Development Contribution Area 4, to a single carriageway urban standard. Includes full earthworks, carriageway, drainage, kerbing, footpaths, lighting, landscaping, intersections and undergrounding of power.</p> <p><b>2. Public open space</b></p> <p>2.1 100% of the land acquisition costs to acquire public open space in accordance with the approved structure plan prepared for the northern portion of the development contribution area (between Anketell Road and Bush Forever site 270), including land for community purposes.</p> <p>2.2 100% of the costs to improve the public open space to an appropriate standard for use in accordance with the structure plan prepared for the northern portion of the development contribution area (between Anketell Road and Bush Forever site 270).</p> <p>2.3 Only creditable public open space as per Liveable Neighbourhoods forms part of items 2.1 and 2.2.</p> <p><b>3. District Sporting Ground</b></p> <p>3.1 Costs associated with the acquisition, site works and basic servicing of land for a District Sporting Ground to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p><b>4. Community Facilities</b></p> <p>4.1 Costs associated with the acquisition of land for a Branch Library (serves Districts A and B) as part of a combined community facility to be located within the Wandii District Centre as per the City of Kwinana</p>
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	<p>Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>4.2 Costs associated with the acquisition of land for a District Youth Centre as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 4 (northern portion only), 5 and 6.</p> <p>4.3 Costs associated with the acquisition of land for a Local Community Centre as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 4 (northern portion only) and 5.</p> <p><b>5. Administration costs</b></p> <p>1.1 Administration costs associated with administering the development contribution plan.</p>
<p>Method for calculating contributions:</p>	<p>Contributions for items 1.1 and 1.2 will be calculated on a pro rata developable area basis. <i>Developable area</i> is defined as the total site area less areas for schools, <del>commercial land</del>, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u><i>Infrastructure Item per hectare calculation for Developable Area</i></u></p> <p>Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha)</p> <p><u><i>Contributions based on pro rata Developable Area</i></u></p> <p>Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel - (minus/subtract) Deductions for Developable Area (ha)</p> <p><u><i>Cost Contribution for Developable Area</i></u></p> <p>Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation</p> <p>Contributions for item 1.3, 3 and 4.1 will be calculated on a pro-rata gross subdivisible area basis. Contributions for items 2, 4.2 and 4.3 will be calculated on a pro rata gross subdivisible area basis for landholdings in the northern portion of the Development Contribution Area (between Anketell Road and Bush Forever site 270). <i>Gross subdivisible area</i> is defined as per <i>Liveable Neighbourhoods</i> (Western Australian Planning Commission).</p> <p><u><i>Infrastructure Item per hectare calculation for Gross Subdivisible Area</i></u></p> <p>Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total GSA for the total DCA</p>

	<p>area (ha)</p> <p><u>Contributions based on pro rata Gross Subdivisible Area</u>  Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha)</p> <p><u>Cost Contribution for Gross Subdivisible Area</u>  Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation</p> <p><u>Cost Contribution for Administration Costs</u></p> <p>Contributions for item 5 are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p> <p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%</p> <p><b><u>Total Contribution</u></b>  <b>Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</b></p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

	DEVELOPMENT CONTRIBUTION PLAN 5
Reference No.	DCP5
Area Name:	Development Contribution Area 5 - Wandí – Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p><b>1. Roads</b></p> <p>1.1 Anketell Road – 100% of the full cost of design, realignment, construction of Anketell Road to a single carriageway urban standard between Kwinana Freeway</p>

	<p>and Lyon Road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power, and all treatments (including intersections, lighting, kerbing and footpaths). Costs will be shared between Owners in Development Contribution Area 4 and Development Contribution Area 5 on a pro rata developable area basis.</p> <p>1.2 Lyon Road – 100% of the full cost of design and construction of Lyon Road between Anketell Road and Rowley Road to a single carriageway urban standard. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting, kerbing and footpaths).</p> <p>1.3 Internal collector road – 100% of the full cost of design and construction of the main north-south internal collector road between Anketell Road and Rowley Road to a single carriageway urban standard. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts, lighting, kerbing and footpaths).</p>
	<p><b>2. Public Open Space</b></p> <p>2.1 100% of the total cost of the land and improvements for public open space in accordance with the adopted structure plans for the development contribution area, including land for community purposes.</p> <p>2.2 Only creditable public open space as per Liveable Neighbourhoods forms part of item 2.1.</p> <p>2.3 100% of the total cost of the land, design and construction of the Wandi Playing Fields (as per the approved Wandi North and South Local Structure Plans) including but not limited to land acquisition, earthworks, landscaping, car parking areas and access roads and a playground.</p>
	<p><b>3. District Sporting Ground</b></p> <p>3.1 Costs associated with the acquisition, site works and basic servicing of land for a District Sporting Ground to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p>
	<p><b>4. Community Facilities</b></p> <p>4.1 Costs associated with the acquisition of land for a Branch Library (serves Districts A and B) as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>4.2 Costs associated with the acquisition of land for a District Youth Centre as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 4 (northern portion</p>

	<p>only), 5 and 6.</p> <p>4.3 Costs associated with the acquisition of land for a Local Community Centre as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 4 (northern portion only) and 5.</p> <p><b>5. Administration costs</b></p> <p>5.1 Administration costs associated with administering the development contribution plan.</p>
<p>Method for calculating contributions:</p>	<p>Contributions for item 1.1 will be calculated on a pro rata developable area basis. <i>Developable area</i> is defined as the total site area less areas for schools, <del>commercial land</del>, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u><i>Infrastructure Item per hectare calculation for Developable Area</i></u>  Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha)</p> <p><u><i>Contributions based on pro rata Developable Area</i></u>  Developable Area (ha) of land parcel = Total Site Area (ha) of land parcel - (minus/subtract) Deductions for Developable Area (ha)</p> <p><u><i>Cost Contribution for Developable Area</i></u>  Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation</p> <p>Contributions for items 1.2, 1.3, 2, 3 and 4 will be calculated on a pro rata gross subdivisible area basis. <i>Gross subdivisible area</i> is defined as per <i>Liveable Neighbourhoods</i> (Western Australian Planning Commission).</p> <p><u><i>Infrastructure Item per hectare calculation for Gross Subdivisible Area</i></u>  Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA /(divide) total GSA for the total DCA area (ha)</p> <p><u><i>Contributions based on pro rata Gross Subdivisible Area</i></u>  Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha)</p> <p><u><i>Cost Contribution for Gross Subdivisible Area</i></u>  Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation</p> <p><i>Cost Contribution for Administration Costs</i></p>



	<p>Contributions for item 5 are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p> <p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%</p> <p><b><u>Total Contribution</u></b>  <b>Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</b></p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

	<b>DEVELOPMENT CONTRIBUTION PLAN 6</b>
Reference No.	DCP6
Area Name:	Development Contribution Area 6 - Mandogalup – Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p><b>1. Roads</b></p> <p>1.1 Hammond Road Extension – 100% of the full cost of design and construction of Hammond Road Extension Road to a single carriageway urban standard for a distance of approximately 370m south from Rowley Road, or as required to connect with the Internal connector road. Includes full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, lighting, kerbing and footpaths).</p> <p>1.2 Internal connector road to Hammond Road Extension – 100% of the full cost of design and construction of the east-west internal connector road to cross Lot 2 on DP11392 to a single carriageway urban standard. Includes land acquisition, full earthworks, carriageway, drainage, landscaping, undergrounding of power and all treatments (including intersections, roundabouts,</p>

	lighting, kerbing and footpaths).
	<p><b>2. Public Open Space</b></p> <p>2.1 100% of the total cost of the land and improvements for public open space in accordance with the approved structure plans for the development contribution area, including land for community purposes and Local Sporting Ground as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised.</p> <p>2.2 Only creditable public open space as per Liveable Neighbourhoods forms part of item 2.1.</p>
	<p><b>3. District Sporting Ground</b></p> <p>3.1 Costs associated with the acquisition, site works and basic servicing of land for a District Sporting Ground to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p>
	<p><b>4. Community Facilities</b></p> <p>4.1 Costs associated with the acquisition of land for a Branch Library (serves Districts A and B) as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p> <p>4.2 Costs associated with the acquisition of land for a District Youth Centre as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 4 (northern portion only), 5 and 6.</p>
	<p><b>5. Administration costs</b></p> <p>5.1 Administration costs associated with administering the development contribution plan.</p>
Method for calculating contributions:	<p>Contributions for items 1.1 and 1.2 will be calculated on a pro rata developable area basis. <i>Developable area</i> is defined as the total site area less areas for schools, <del>commercial land</del>, community facilities, dedicated drainage reserves, regional open space, Conservation Category Wetland Areas, transmission and infrastructure corridors, and land for regional roads.</p> <p><u><i>Infrastructure Item per hectare calculation for Developable Area</i></u></p> <p>Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA / (divide) total Developable Area for the total DCA area (ha)</p> <p><u><i>Contributions based on pro rata Developable Area</i></u></p> <p>Developable Area (ha) of land parcel = Total Site Area (ha) of</p>

	<p>land parcel - (minus/subtract) Deductions for Developable Area (ha)</p> <p><u>Cost Contribution for Developable Area</u>  Cost Contribution = Developable Area (ha) of land parcel x infrastructure item per hectare calculation</p> <p>Contributions for items 2, 3 and 4 will be calculated on a pro rata gross subdivisible area basis. <i>Gross subdivisible area</i> is defined as per <i>Liveable Neighbourhoods</i> (Western Australian Planning Commission).</p> <p><u>Infrastructure Item per hectare calculation for Gross Subdivisible Area</u>  Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA /(divide) total GSA for the total DCA area (ha)</p> <p><u>Contributions based on pro rata Gross Subdivisible Area</u>  Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha)</p> <p><u>Cost Contribution for Gross Subdivisible Area</u>  Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation</p> <p><i>Cost Contribution for Administration Costs</i></p> <p>Contributions for item 5 are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p> <p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%</p> <p><b><u>Total Contribution</u></b>  <b>Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Developable Area + (plus) Cost Contribution for Administration Costs</b></p>
Period of operation:	10 years from the date of gazettal.
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at</p>

	least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.
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	<b>DEVELOPMENT CONTRIBUTION PLAN 7</b>
Reference No.	DCP7
Area Name:	Development Contribution Area 7 – Wellard / Bertram – Standard Infrastructure
Relationship to other planning instruments:	The development contribution plan generally aligns with the district and/or local structure plans prepared for the development contribution area.
Infrastructure and administrative items to be funded:	<p><b>1. District Sporting Ground</b></p> <p>1.1 Costs associated with the acquisition and improvement of land for a District Sporting Ground to be located within Casuarina as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between developers of Development Contribution Areas 2-7 inclusive.</p>
	<p><b>2. Community Facilities</b></p> <p>2.1 Costs associated with the acquisition of land for a Branch Library (serves Districts A and B) as part of a combined community facility to be located within the Wandi District Centre as per the City of Kwinana Community Infrastructure Plan 2011-2031 as revised. Costs will be shared between Owners in Development Contribution Areas 2-7 inclusive.</p>
	<p><b>3. Administration costs</b></p> <p>3.1 Administration costs associated with administering the development contribution plan.</p>
Method for calculating contributions:	<p>Contributions for items 1 and 2 will be calculated on a pro rata gross subdivisible area basis. <i>Gross subdivisible area</i> is defined as per <i>Liveable Neighbourhoods</i> (Western Australian Planning Commission).</p> <p><u>Infrastructure Item per hectare calculation for Gross Subdivisible Area</u></p> <p>Infrastructure Item per hectare calculation = Cost of infrastructure item for DCA /(divide) total GSA for the total DCA area (ha)</p> <p><u>Contributions based on pro rata Gross Subdivisible Area</u></p> <p>Gross Subdivisible Area (GSA) (ha) of land parcel = Total Site Area (ha) - (minus/subtract) Deductions for Gross Subdivisible Area (ha)</p> <p><u>Cost Contribution for Gross Subdivisible Area</u></p> <p>Cost Contribution = GSA (ha) of land parcel x infrastructure item per hectare calculation</p> <p><i>Cost Contribution for Administration Costs</i></p> <p>Contributions for item <del>35</del> are applicable across all infrastructure items and will be apportioned to each landholding based on 2% of the total infrastructure item costs for that DCP area.</p>

	<p>Cost Contribution = Sum of the total Capital Infrastructure Costs for the Development Contribution Area x 2%</p> <p><b><u>Total Contribution</u></b>  <b>Total Contribution = Cost Contribution for Gross Subdivisible Area + (plus) Cost Contribution for Administration Costs</b></p>
Period of operation:	10 years from the date of gazettal
Priority and timing:	The development contribution plan report to be prepared as per clause 6.16.5.10.1 will outline the priority and timing of the infrastructure items nominated in the development contribution plan. Generally the priority and timing of the infrastructure items will be determined by the rate of development growth within the development contribution area and will be reviewed when considered appropriate.
Review process:	<p>The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.</p> <p>The estimated infrastructure costs contained in the Infrastructure Cost Contribution Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.</p>

## 16 Reports – Civic Leadership

### 16.1 Accounts for Payment for the month ended 31 January 2018

#### DECLARATION OF INTEREST:

There were no declarations of interest declared.

#### SUMMARY:

The purpose of this report is to present to Council a list of accounts paid by the Chief Executive Officer under delegated authority for the month ended 31 January 2018, as required by the *Local Government (Financial Management) Regulations 1996*.

#### OFFICER RECOMMENDATION:

That Council note the list of accounts, totalling \$5,843,615.78, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2018, as contained within Attachment A.

#### DISCUSSION:

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid by the Chief Executive Officer is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within Attachment A.

Payment Type	Amount (\$)
Automatic Payment Deductions	\$45,703.01
Cheque Payments - #200860 to 200870	\$2,898.94
EFT Payments - #3611 to 3627	\$3,936,532.58
Payroll Payments - 03/01/2018, 17/01/2018, 31/01/2018, Interim 14/01/2018	\$1,858,481.25
<b>Total</b>	<b>\$5,843,615.78</b>

#### LEGAL/POLICY IMPLICATIONS:

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

**16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 JANUARY 2018**

- (a) *the payee's name; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing*
- (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee's name; and*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction; and*
  - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

**FINANCIAL/BUDGET IMPLICATIONS:**

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

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications that have been identified as a result of this report or recommendation.

**ENVIRONMENTAL IMPLICATIONS:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

Plan	Objective	Strategy
Corporate Business Plan	5.4 Ensure the financial stability of the City of Kwinana into the future	Long Term Financial Plan / Finance Team Business Plan



16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 JANUARY 2018

**COMMUNITY ENGAGEMENT:**

There are no community engagement implications that have been identified 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**

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**MOVED CR S MILLS**

**SECONDED CR M ROWSE**

**That Council note the list of accounts, totalling \$5,843,615.78, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2018, as contained within Attachment A.**

**CARRIED  
7/0**



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
<b>Automatic Deductions</b>								
25484	02/01/2018	Go Go On-Hold Pty Ltd	264.00	INV	02/01/2018	00025484	Monthly On-hold Message Service January 2018	264.00
1641804	22/01/2018	Esanda	1,294.70	INV	22/01/2018	LATO01641804A	Monthly Lease Fees KWN700 2/1-1/2/18	1,294.70
30118	04/01/2018	Commonwealth Bank	37.75	INV	04/01/2018	051217-030118A	Credit Card Purchases D Bridson 5/12/17-3/1/18	37.75
30118	04/01/2018	Commonwealth Bank	2,530.33	INV	04/01/2018	051217-030118B	Credit Card Purchases D Elkins 5/12/17-3/1/18	2,530.33
30118	04/01/2018	Commonwealth Bank	419.83	INV	04/01/2018	051217-030118C	Credit Card Purchases B Powell 5/12/17-3/1/18	419.83
30118	04/01/2018	Commonwealth Bank	42.33	INV	04/01/2018	051217-030118D	Credit Card Purchases J Abbiss 5/12/17-3/1/18	42.33
30118	04/01/2018	Commonwealth Bank	7,051.42	INV	04/01/2018	051217-030118E	Credit Card Purchases S Wiltshire 5/12/17-3/1/18	7,051.42
30118	04/01/2018	Commonwealth Bank	4,541.58	INV	04/01/2018	051217-030118F	Credit Card Purchases C Mihovilovich 5/12/17-3/1/18	4,541.58
30118	04/01/2018	Commonwealth Bank	159.92	INV	04/01/2018	051217-030118G	Credit Card Purchases M Bell 5/12/17-3/1/18	159.92
30118	04/01/2018	Commonwealth Bank	1,439.87	INV	04/01/2018	051217-030118H	Credit Card Purchases L Barker 5/12/17-3/1/18	1,439.87
10019134	22/01/2018	BP Australia Pty Ltd	17,736.15	INV	22/01/2018	10019134	Fleet fuel 01/12/17-31/12/17	17,736.15
110118	15/01/2018	Public Transport Authority of Weste	50.00	INV	15/01/2018	055925549 110118	Smarterider recharge to 11/01/18	50.00
1607715	22/01/2018	Caltex Australia Petroleum Pty Ltd	6,250.22	INV	22/01/2018	0301607715	Fleet fuel 01/12/17-31/12/17	6,250.22
21749789	19/01/2018	Fines Enforcement Registry	59.00	INV	19/01/2018	21749789	1x 18018UIN Lodgement fee	59.00
26	22/01/2018	Wright Express Australia Pty Ltd	2,262.07	INV	22/01/2018	26	Fleet fuel 30/11/17-22/12/17	2,262.07
551982	29/01/2018	Toyota Financial Services	1,194.07	INV	29/01/2018	551982	Lease fees January 2018 1EWZ823 & 1EYT548	1,194.07
66797224	08/01/2018	TPG Internet Pty Ltd	49.99	INV	08/01/2018	I166797224	Monthly Internet Mandogalup Station 6/1-5/2/18	49.99
66947304	08/01/2018	TPG Internet Pty Ltd	49.99	INV	08/01/2018	I166947304	Monthly Internet Kwinana South Station 8/1-7/2/18	49.99
95888751	15/01/2018	Ii Net Technologies Pty Ltd	39.95	INV	15/01/2018	95888751	Monthly Internet Senior Citizens 14/1-14/2/18	39.95
95971959	01/01/2018	Ii Net Technologies Pty Ltd	69.99	INV	01/01/2018	95971959	Mthly Internet Bertram Community Centre 1/1-1/2/18	69.99
96270234	12/01/2018	Ii Net Technologies Pty Ltd	59.95	INV	12/01/2018	96270234	Monthly Internet Zone Training 12/1-12/2/18	59.95
96509757	22/01/2018	Ii Net Technologies Pty Ltd	39.95	INV	22/01/2018	96509757	Monthly Internet Kwinana Village 20/1-20/2/18	39.95
96680208	25/01/2018	Ii Net Technologies Pty Ltd	59.95	INV	25/01/2018	96680208	Internet Wellard Community Centre 25/1-25/2/18	59.95



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
Total Automatic Deductions			45,703.01					
Cheques								
200860	04/01/2018	City Of Kwinana - Pay Cash	559.60	INV	03/01/2018	22/12/17-Lib	Petty Cash Recoup to 22/12/17 Library	138.35
				INV	03/01/2018	03/01/2018-Admin	Petty cash recoup to 03/01/2018	421.25
200861	04/01/2018	Department of Transport	23.45	INV	03/01/2018	408889	Vehicle Search Fees	23.45
200862	04/01/2018	Games World	287.89	INV	03/01/2018	261893	Jigsaws for The Zone	287.89
200863	04/01/2018	David O'Neill	100.00	INV	03/01/2018	Refund ID#26357	Refund portion of Animal Registration for Bella	100.00
200864	10/01/2018	City Of Kwinana - Pay Cash	120.00	INV	10/01/2018	05/01/18-Lib	Petty Cash Recoup to 05/01/18 Library	120.00
200869	24/01/2018	Australian Communications and Media	1,012.00	INV	24/01/2018	500997058	Apparatus Licence Renewal fees to 30/01/19	1,012.00
200870	24/01/2018	City Of Kwinana - Pay Cash	796.00	INV	23/01/2018	17/01/2018-FDC	Petty cash recoup to 17/1/2018 FDC	422.65
				INV	23/01/2018	24/12/2017-Admin	Petty cash recoup to 24/12/2017 Recquatic	166.75
				INV	23/01/2018	09/01/2018-Lib	Petty cash recoup to 15/1/2018 Library	158.10
				INV	24/01/2018	24/01/2018-Recq	Petty cash recoup to 17/08/2018 Recquatic	48.50
Total Cheques			2,898.94					
EFT								
3605	02/01/2018	EFT TRANSFER: - 14/12/2017	-3,300.00	Reversal of EFT Payment B & M Automative Service Centre				
3607	02/01/2018	EFT TRANSFER: - 21/12/2017	-300.00	Reversal of EFT Payment Dance Inclusions				
3611	04/01/2018	EFT TRANSFER: - 05/01/2018	717,150.32					
3611.1033-(		Nilfisk Pty Ltd	2,267.79	INV	03/01/2018	156463	Replacement of black scrubber brush	455.65
				INV	03/01/2018	156462	2 x polypropylene brushes for Nilfisk Focus II	478.94
				INV	03/01/2018	209842	The Zone Service charge for FOCUS II D 242	1,333.20
3611.1034-(		North Lake Electrical Pty Ltd	94.16	INV	03/01/2018	50186	Replace transformer	94.16
3611.1046-(		OCE Australia Ltd	624.17	INV	03/01/2018	1433916	Monthly Charges for ColorWave 550 Scanner Nov17	371.47
				INV	03/01/2018	1432692	3x LFM090-841 90GSM Top Colour L175	252.70
3611.1112-(		Phonographic Performance Company of	3,708.81	INV	03/01/2018	3071958	V1D single rate number of classes per annum period	3,708.81
3611.1130-(		Port Printing Works	104.50	INV	03/01/2018	INV008967	Business Cards	104.50
3611.1178-(		Holcim (Australia) Pty Ltd	296.78	INV	03/01/2018	9403432119	0.6m3 concrete	296.78
3611.1206-(		Ritz Party Hire	7,097.00	INV	03/01/2018	1244603041	Supply of toilets	3,279.00
				INV	03/01/2018	1244602978	10 Tables + 80 Chairs + Smoke machine	410.00



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
				INV	03/01/2018	1244602991	Infrastructure Requirements Skate Park Event 18/11	3,408.00
3611.1249-(		Royal Life Saving Society	259.00	INV	03/01/2018	75641	Watch around water registration	150.00
				INV	03/01/2018	75823	Steepblock replacement	109.00
3611.1276-(		Satellite Security Services	3,568.89	INV	03/01/2018	IV001690	The Zone Striker plate outside offices upstairs	493.50
				INV	03/01/2018	IV001686	Administration Supply striker and swipe access	1,349.79
				INV	03/01/2018	IV001678	Wheatfield Cottage change over telcom panel	1,297.60
				INV	03/01/2018	IV001685	Recquatic Pool Courtyard Gate Reader	120.00
				INV	03/01/2018	IV001699	John Wellard Community Centre Exit door damage	308.00
3611.1357-(		Sportsworld Of WA	1,081.30	INV	03/01/2018	134751	Assorted goggles for Proshop	919.05
				INV	03/01/2018	134819	Assorted goggles for Proshop	33.55
				INV	03/01/2018	134693	Wonder women armbands	128.70
3611.1360-(		Saint John Ambulance Australia (WA)	965.20	INV	03/01/2018	EHSINV00087682	Supply of Fist Aid Personnel for ABC Rock Symphony	805.20
				INV	03/01/2018	FAINV00096641	Provide First Aid 11/12/2017	160.00
3611.1423-(		Telstra	109.74	INV	03/01/2018	0335568200Dec17	Phone charges Banksia Park	40.89
				INV	04/01/2018	1548725500Dec17	Alarm Charges Feilman Building	68.85
3611.1516-(		Trisley's Hydraulic Services Pty Lt	427.90	INV	03/01/2018	197654	Call out to inspect motorized valves	132.00
				INV	03/01/2018	197631	Soda ash foot valves	295.90
3611.1520-(		Truck & Car Panel & Paint	198.00	INV	03/01/2018	00003835	Detail vehicle interior and exterior 1EWW269	198.00
3611.1530-(		Wormald Australia Pty Ltd	935.55	INV	03/01/2018	7623290	Admin Routine Inspection and Testing	935.55
3611.1572-(		Western Australian Local Government	567.00	INV	03/01/2018	i3068702	Presenting with Confidence Training 8/12/17	567.00
3611.1592-(		Water Corporation of Western Austra	5,193.79	INV	04/01/2018	900343469Dec17	OU Old St Johns Ambulance	84.40
				INV	04/01/2018	9000358310Dec17	145U Medina Oval	1,053.19
				INV	04/01/2018	9000358337Dec17	4U Boy Scouts Hall	4.64
				INV	04/01/2018	9000358839Dec17	15U Medina Hall	540.84
				INV	04/01/2018	9000358855Dec17	57U Kwinana Senior Citizens Centre	469.40
				INV	04/01/2018	9000343688Dec17	3U Little Rascals	260.16
				INV	04/01/2018	9000354002Dec17	28U BMX Track Amenities	149.30
				INV	04/01/2018	9000354133Dec17	40U New Thomas Oval Pavilion	1,443.19
				INV	04/01/2018	9000357641Dec17	46U Orelia Oval	950.32



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
				INV	04/01/2018	9000356366Dec17	30U Family Day Care	238.35
3611.1595-(		Wattleup Tractors	759.50	INV	03/01/2018	1240745	Alternator	759.50
3611.1696-(		DS Agencies	7,741.80	INV	03/01/2018	142624	Skate Park additional bin enclosure	7,741.80
3611.1726-(		Kyocera Document Solutions Australi	1,178.10	INV	03/01/2018	2811297670	1x Ecosys M6535ci for Building Maintenance Team	1,178.10
3611.1826-(		Arteil	1,203.40	INV	02/01/2018	00068170	Office chair	371.80
				INV	02/01/2018	00068168	Office chair x 2	831.60
3611.1935-(		Ikea	788.00	INV	03/01/2018	620112573	Kallax shelving unit and Klimpen drawer	788.00
3611.2097-(		Beaver Tree Services Aust Pty Ltd	80,332.95	INV	02/01/2018	64764	Removal of trees	3,827.75
				INV	02/01/2018	64765	Vegetation clearance	4,344.43
				INV	02/01/2018	64763	Stump grinding	606.61
				INV	02/01/2018	64762	Removal & stump grinding	1,552.21
				INV	02/01/2018	64761	Vegetation clearance	393.33
				INV	02/01/2018	64766	Tree removal & grinding	158.87
				INV	03/01/2018	64937	1 x Marri reduce limbs	433.33
				INV	03/01/2018	64938	Install Root Barrier	1,078.00
				INV	03/01/2018	64939	Boundary Line Prune for fire break clearance	4,344.42
				INV	03/01/2018	64785	Zone 4 Street Tree pruning	31,626.45
				INV	03/01/2018	64767	Clearance around light poles various	1,266.64
				INV	03/01/2018	64768	Pruning around light poles	972.22
				INV	03/01/2018	64935	General Vegetation Clearance	1,361.11
				INV	03/01/2018	64794	General Vegetation Clearance	16,388.85
				INV	03/01/2018	64940	Install Root Barriers	616.00
				INV	03/01/2018	64936	General Vegetation Clearance	4,544.41
				INV	03/01/2018	64925	Tree Watering W/ending 151217	1,001.66
				INV	03/01/2018	64941	Tree Pruning Uplift and Deadwood	655.56
				INV	03/01/2018	64942	General Vegetation Clearance	983.33
				INV	03/01/2018	64946	Emergency Clean Up Works	1,666.67
				INV	03/01/2018	64944	Mulching Team to move wood to Kwinana Depot	1,966.66
				INV	03/01/2018	64945	1 x remove two limbs	111.11
				INV	03/01/2018	64943	Ficus limb to be removed	433.33
3611.2125-(		Synergy	33,696.30	INV	03/01/2018	821437900Dec17	1361U POS lighting near Wellard Village	485.40
				INV	03/01/2018	829280210Dec17	1394U Chisham Ave street lights	400.15



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
				INV	03/01/2018	882174540Dec17	1071U POS Lighting The Strand	388.70
				INV	03/01/2018	566336000Dec17	1U Fire Pump for Water Tanker	30.80
				INV	02/01/2018	690941950Dec17	302U Gabor Park	131.70
				INV	02/01/2018	958312220Dec17	968U Djilba View	243.85
				INV	04/01/2018	177581220Dec17	99556.92U Recquatic	24,652.80
				INV	04/01/2018	819683070Dec17	534U Car Park Lighting	208.05
				INV	04/01/2018	6613656430Dec17	1159U Leda Community Hall & Bore	317.40
				INV	04/01/2018	618835230Dec17	0U Sloans Caretakers Cottae (Old Bore)	30.45
				INV	04/01/2018	521814530Dec17	6062U Wellard Pavilion	1,195.90
				INV	04/01/2018	151880770Dec17	2U Stidworthy Car Park Lighting	119.95
				INV	04/01/2018	126641430Dec17	1085U Lights Tavern Carpark	304.80
				INV	04/01/2018	846031050Dec17	2368U Private Street Lights The Strand	819.25
				INV	04/01/2018	282690350Dec17	4356U Cas Fire Stn/Hall/Bore	1,483.35
				INV	04/01/2018	192738060Dec17	0U Price Parkway Floodlights	30.95
				INV	04/01/2018	652922630Dec17	211U Changerooms Model Railways	98.80
				INV	04/01/2018	224882670Dec17	657U Little Rascals	247.55
				INV	04/01/2018	766868640Dec17	461U Smirks Cottage	182.20
				INV	04/01/2018	165493420Dec17	223U Smirks Museum	102.80
				INV	04/01/2018	845563650Dec17	14U BBQ Apex Park	35.10
				INV	04/01/2018	221037310Dec17	1169U Thomas Oval Pavilion	418.35
				INV	04/01/2018	157165580Dec17	578U Thomas Oval Pavilion Lights	221.20
				INV	04/01/2018	861503150Dec17	3517U Medina Oval	566.25
				INV	04/01/2018	168917550Dec17	3489U Kwinana Beach Toilets Wells Park	629.90
				INV	04/01/2018	285940430Dec17	1179U Rhodes Park	283.60
				INV	04/01/2018	254890650Dec17	18U Maden Park BBQs	35.45
				INV	04/01/2018	254890320Dec17	5U Rushbrooke Park BBQs	31.60
3611.218-0'		Bob Jane T-Mart	45.00	INV	03/01/2018	129942	Wheel alignment KWN2077	45.00
3611.2224-(		Prestige Catering & Event Hire	394.40	INV	03/01/2018	00021723	Catering 11/12/2017	394.40
3611.2410-(		ABCO Products	3,474.27	INV	03/01/2018	319215	Puregiene superior compact towel	1,383.39
				INV	03/01/2018	103168	Darius Wells Library and Resource Centre	2,090.88
3611.248-0'		Bunnings Building Supplies	129.59	INV	02/01/2018	2163/01559979	Hardware items	29.12
				INV	02/01/2018	2163/01609655	Hardwae items	100.47
3611.2510-(		Technology One Limited	1,804.00	INV	03/01/2018	164340	GIS Consulting Services OPP-0168146	1,804.00



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3611.2565-(		Ausco Modular Pty Ltd	1,435.50	INV	03/01/2018	7100686	Demountable hire	1,435.50
3611.275-0'		Cannon Hygiene Australia Pty Ltd	1,177.90	INV	03/01/2018	00082724	Sanitary monthly service December 2017	1,177.90
3611.2852-(		Downer EDI Works Pty Ltd	79,353.34	INV	03/01/2018	6003333	Contract 587KWN15 Supply and lay SMA7mm	79,353.34
3611.30-01		Carol Elizabeth Adams	344.00	INV	03/01/2018	Nov2017	Reimb of travel and work clothes	344.00
3611.302-0'		Chadson Engineering	144.65	INV	03/01/2018	A0074983	Pool tablets	144.65
3611.3105-(		Poly Pipe Traders	122.25	INV	03/01/2018	00088831	Toro nozzle reticulation	122.25
3611.3155-(		PFD Food Services Pty Ltd	847.50	INV	03/01/2018	KI508787	Cafe Supplies	847.50
3611.3212-(		Marketforce Pty Ltd	16,020.62	INV	03/01/2018	18203	Newspaper Advertisements Statutory Planning	407.09
				INV	03/01/2018	18202	Newspaper Advertisements Statutory Planning	377.28
				INV	03/01/2018	18201	Weekend Courier Greenwaste Collection November 17	618.21
				INV	03/01/2018	18205	Advert for Rock Symphony	2,631.60
				INV	03/01/2018	18197	Advert for Seniors Christmas Party	482.28
				INV	03/01/2018	18204	Advert Seniors safety workshop	482.28
				INV	03/01/2018	18200	92.9 Ad Campaign for Rock Symphony	10,322.40
				INV	02/01/2018	18206	Advert 15/11/17	468.72
				INV	02/01/2018	18212	Advert 16/11/17	230.76
3611.3312-(		Daniels Printing Craftsmen	1,806.20	INV	03/01/2018	50089	New Residents booklets	1,806.20
3611.335-0'		City of Rockingham	87,243.93	INV	03/01/2018	95687	Tip fees to 27/11/17	87,243.93
3611.3355-(		Gholam Reza Najafzadeh Abriz	771.95	INV	02/01/2018	21stDec2017	Reimb of Team Building event Engineering	771.95
3611.339-0'		Civica Pty Ltd	1,185.25	INV	03/01/2018	C/LG010693	Additional Infringement Training On Site	1,185.25
3611.342-0'		CJD Equipment Pty Ltd	920.71	INV	03/01/2018	1621426	V16826314 PLATFORM	920.71
3611.349-0'		Clever Designs	1,509.20	INV	03/01/2018	14218	Uniforms for Customer Services Officers	1,509.20
3611.358-0'		Coastline Mower World	241.20	INV	03/01/2018	15810#4	Filter air cleaner	71.20
				INV	03/01/2018	15834#5	Guard edger	170.00
3611.3596-(		KLMedia Pty Ltd	107.50	INV	03/01/2018	1125643	Purchase 2 of 12 DVD titles from online ordering	107.50
3611.3632-(		Eclipse Soils Pty Ltd	885.50	INV	03/01/2018	KWIN01R043070	Tipping fees for Beacham & Partridge	885.50
3611.3877-(		Schweppes Australia Pty Ltd	218.16	INV	03/01/2018	0807539541	Drinks for Cafe	218.16





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3611.3900-(		Rockingham Books	340.49	INV	03/01/2018	AR2617	11 x Book purchases	340.49
3611.3965-(		Fulton Hogan Industries Pty Ltd	4,286.43	INV	03/01/2018	11262024 RI	Contract 637KWN17 Supply and spray 7mm Emulsion	4,286.43
3611.3977-(		MRP Osborne Park-General Pest/Termi	6,695.00	INV	03/01/2018	69986	Casuarina Fire Station cockroach/rodent control	195.00
				INV	03/01/2018	69411	Treatment of caterpillars	6,500.00
3611.3999-(		Wizard Training Solutions	3,025.00	INV	03/01/2018	WIZZ032	Dealing with Antisocial Behaviour training	3,025.00
3611.407-0'		Winc Australia Pty Ltd	398.47	INV	03/01/2018	9022434543	Staples	3.47
				INV	03/01/2018	9023093597	Library Stationery Order December 2017	395.00
3611.4112-(		Cleverpatch Pty Ltd	219.92	INV	02/01/2018	279294	Christmas crafts	219.92
3611.412-0'		Courier Australia	38.04	INV	03/01/2018	0314	Courier charges to 15/12/17	38.04
3611.413-0'		Covs Parts Pty Ltd	653.40	INV	03/01/2018	1650051061	Weller Soldering Iron 80w	86.19
				INV	03/01/2018	1650050406	Mini blade & ATS fuse	64.90
				INV	03/01/2018	1650050384	Large battery box	33.58
				INV	03/01/2018	1650050390	Terminal pack	65.71
				INV	03/01/2018	1650050975	Parts	336.49
				INV	03/01/2018	1650050988	Air fresh black ice	66.53
3611.42-01		Adventure World	1,089.00	INV	03/01/2018	30840	Excursion 19/12/17 Max 50 children and 5 adults	1,089.00
3611.4246-(		Atom Supply	214.72	INV	03/01/2018	H964682	Cargo pants	49.72
				INV	03/01/2018	H964755	Mack boots size 8	165.00
3611.4256-(		Rockingham Skylights	1,275.00	INV	03/01/2018	11726	Skylights to Units 49,46,71	1,275.00
3611.4350-(		T J Depiazzi & Sons	3,160.30	INV	03/01/2018	91059	Supply 50m3 of Pinebark Mulch	3,160.30
3611.4719-(		Complete Office Supplies Pty Ltd	50.93	INV	03/01/2018	07222722	A4 Gloss Binding Covers	50.93
3611.4790-(		Spotlight Pty Ltd	86.47	INV	03/01/2018	0065020092275	Pin It Made it Craft Term 4	86.47
3611.4861-(		Big W	962.90	INV	03/01/2018	953651-953652	Lolly run supplies	140.00
				INV	03/01/2018	953657-953658	Lollies for lolly run	315.00
				INV	03/01/2018	953516	Santa Costume	27.00
				INV	03/01/2018	953755	Assorted nappies for Recquatic	372.00
				INV	03/01/2018	953649	Kettle for office	49.00
				INV	03/01/2018	953638-953639	Chocolates and Lollies	30.90
				INV	03/01/2018	953563	VA Vite Lambswool and Aux Cable	29.00



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3611.5071-(		JB HiFi Commercial Division	5,538.05	INV	03/01/2018	6235496-100-1	5x Apple iPhone 8 64GB (Space Grey)	5,538.05
3611.5439-(		Redfish Technologies Pty Ltd	534.60	INV	03/01/2018	2607	Council Chambers microphone cable 10 metres	534.60
3611.5581-(		Totally Workwear Rockingham	199.88	INV	03/01/2018	RK3194.D1	1 x Leather Belt Rev M BNBLA	199.88
3611.5750-(		Kev's Wheelie Kleen	445.50	INV	03/01/2018	6098	Bin cleaning Darius Wells	203.50
				INV	03/01/2018	6097	Bin cleaning Admin	165.00
				INV	02/01/2018	5898	Bin cleaning Admin	77.00
3611.5823-(		Accord Security Pty Ltd	3,735.38	INV	03/01/2018	00022172	1 x Security Officer at Darius Wells Library	2,504.92
				INV	03/01/2018	00022174	Security Officer at the Edge Skate Park	1,230.46
3611.583-0'		Flexi Staff Pty Ltd	1,318.18	INV	03/01/2018	183720	Depot Staff w/ending 161217	1,318.18
3611.5882-(		Promotions Only	506.70	INV	03/01/2018	798750156	Sports Twill Bucket Hat	506.70
3611.5958-(		West Coast Profilers	19,216.69	INV	03/01/2018	18257	Hire of 2m Profiler 40mm	8,221.00
				INV	03/01/2018	18245	Hire of 2m Profiler	10,995.69
3611.5996-(		CMS Engineering Pty Ltd	10,197.74	INV	03/01/2018	26720	Darius Wells Dome Cafe cleaning of coils	649.00
				INV	03/01/2018	26718	Darius Wells Kiosk Fan Repair	1,790.80
				INV	03/01/2018	26721	Administration Finance Temp Adjustment	585.20
				INV	03/01/2018	26722	Margaret Fielman Centre air con repairs	584.10
				INV	03/01/2018	26719	Recquatic Boiler fault repair	1,059.30
				INV	03/01/2018	26308	Air con routine maintenance various locations	1,040.88
				INV	03/01/2018	26305	Air con routine maintenance various locations	3,035.55
				INV	03/01/2018	26307	Air con routine maintenance various locations	1,452.91
3611.6018-(		ALSCO Pty Ltd	283.19	INV	03/01/2018	CPER1775593	Linen hire	230.27
				INV	03/01/2018	CPER1783953	Linen hire	52.92
3611.6267-(		Woolworths Group Limited	1,312.56	INV	03/01/2018	2982508	Youth Dinner Open night food item supplies	116.18
				INV	03/01/2018	2982503	Food for inclusive youth dinner on 22/12/17	379.12
				INV	03/01/2018	2995250	Assorted items Term 4 SHP	28.60
				INV	03/01/2018	2995249	Items for Recquatic Centre	24.85
				INV	03/01/2018	2995219	Girls group end of year function	122.77
				INV	03/01/2018	2995235	Gift card for Movie Night prizes	100.00
				INV	03/01/2018	2982504	Assorted Items for Term 4 Holiday Program	38.90
				INV	03/01/2018	2982506	Cafe Supplies Various food items	99.07
				INV	03/01/2018	2982505	Cafe Supplies Various Food Items	97.63

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				INV	03/01/2018	2995237	Cafe Supplies Food Items	74.79
				INV	03/01/2018	2988540	Fruit for seniors Christmas	38.35
				INV	03/01/2018	2995247	Depot morning tea supplies	46.00
				INV	03/01/2018	2995233	Sunscreen for Lolly Run Crews	146.30
3611.6370-(		Elexacom	17,181.92	INV	03/01/2018	22190	Adventure Park supply and install generator	305.37
				INV	03/01/2018	22193	Recquatic Preventative Maintenance Repairs	4,609.78
				INV	03/01/2018	22191	Requatic PA system repairs	998.25
				INV	03/01/2018	22179	Depot Pound Maintenance required gurney hose	401.64
				INV	03/01/2018	22181	Adventure Playground BBQ repairs	1,262.25
				INV	03/01/2018	22046	Wells Park BBQ repair	70.13
				INV	03/01/2018	22044	Lambeth Park BBQ repairs	46.75
				INV	03/01/2018	22117	The Edge Skate Park Adjust timer for lighting	387.75
				INV	02/01/2018	22164	Wellard Pavilion After hours call out	140.25
				INV	02/01/2018	22162	Centennial Park BBQ service	890.45
				INV	02/01/2018	22165	Move 2 power points into studio for fans Recquatic	635.03
				INV	02/01/2018	22110	Darius Wells Floodlight repair	702.44
				INV	02/01/2018	22108	William Bertram CC Supply/Instal GPOs	220.58
				INV	02/01/2018	22170	Wandi Pavilion Preventative Maintenance/Repairs	1,071.75
				INV	02/01/2018	22163	Wellard Pavilion Remove R8 circuit	301.84
				INV	02/01/2018	22173	Supply and installation of power Xmas Tree Pit	3,502.88
				INV	02/01/2018	22185	Fiona Harris Pavilion Lighting repairs	483.67
				INV	02/01/2018	22174	Parmelia House replace lights not working	454.47
				INV	03/01/2018	22169	APU 10 tested desk lamp	70.13
				INV	03/01/2018	22158	BP Clubhouse Investigate & repair lights	600.16
				INV	03/01/2018	22049	Administration Light in ladies toilet has blown	26.35
3611.638-0'		GHD Consultant Engineers	12,365.10	INV	02/01/2018	610046175	Thomas Road landfill water sampling	12,365.10
3611.6395-(		Purpose Built Pty Ltd	49.50	INV	02/01/2018	INV-170546	Workshop Children's School Holidays	49.50
3611.662-0'		Green Skills Inc / Ecojobs	12,741.91	INV	02/01/2018	P603	Blanket spray tree watering	3,516.26
				INV	02/01/2018	P602	Tree watering November 2017	9,225.65
3611.665-0'		Gregs Glass	6,680.00					



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				INV	03/01/2018	3824-18	The Zone Supply and install 400 framing plus panel	6,680.00
3611.6700-(		Sprayking WA Pty Ltd	417.34	INV	03/01/2018	00001497	Treatment of weeds to streetscapes	417.34
3611.6860-(		Advance Scanning Services	1,698.40	INV	03/01/2018	20161958	Service Locate Bertram Road Path 19/12/17	1,698.40
3611.6872-(		Schindler Lifts Australia Pty Ltd	4,636.78	INV	04/01/2018	4678642302	Margaret Feilman Ctre Lift service Jan to Mar 18	2,381.78
				INV	04/01/2018	4678621687	Margaret Feilman Ctre Lift service Oct to Dec 17	1,735.25
				INV	04/01/2018	4678621688	Fiona Harris Pav lift maint Oct 17 to Dec 17	519.75
3611.7042-(		Quantum Building Services	5,843.20	INV	03/01/2018	00001657	Adventure Park Replace skylight sheets	1,553.75
				INV	03/01/2018	00001656	Administration Enlarge box gutter ends outlets	4,289.45
3611.7168-(		Exit Waste	656.70	INV	03/01/2018	2819	Clean grease trap at Thomas Kelly Park 01/12/17	434.50
				INV	03/01/2018	7626	Clean grease trap 700l at Senior Citizen Centre	222.20
3611.7366-(		REDIMED Pty Ltd	880.00	INV	03/01/2018	1004918	Pre employment medical 12/12/2017	198.00
				INV	03/01/2018	1003314	Pre Employment Medical Assessment	341.00
				INV	03/01/2018	1002458	Pre Employment Medical Assessment	341.00
3611.7436-(		Action Glass Pty Ltd	5,585.59	INV	03/01/2018	B59506	Wellard Pavilion repair broken glass to door	357.28
				INV	03/01/2018	B59504	Fiona Harris Pavilion repair broken glass to door	309.98
				INV	03/01/2018	B59105	Parmelia House repairs to broken glass	4,271.36
				INV	03/01/2018	B59566	William Bertram CC Smashed window repair	646.97
3611.7521-(		Strategen Environmental Consultants	330.00	INV	03/01/2018	16335	BAL Reviews ADP and JV	330.00
3611.7605-(		Flying Canape	1,224.40	INV	03/01/2018	11445	Catering for Lolly Run	805.00
				INV	03/01/2018	11444	Engineering services event	419.40
							Catering for Thank you	
3611.762-0'		Blackwood & Sons Ltd	311.89	INV	03/01/2018	PE3959OJ	Cable ties & sealant	197.84
				INV	03/01/2018	PE8717OJ	Latex gloves	114.05
3611.7625-(		Flex Industries Pty Ltd	209.00	INV	03/01/2018	58238	Check fault codes 1EFA503	209.00
3611.7733-(		Clarity Communications	2,681.25	INV	03/01/2018	INV-1652	Management of Rock Symphony social media	2,681.25
3611.7795-(		Progressing Priority Projects	3,795.00	INV	02/01/2018	664	Workshop facilitation & report writing	3,795.00



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3611.7833-(		Kwinana Veterinary Hospital Pty Ltd	970.00	INV	03/01/2018	5862	Euthanasia of Cat	65.00
				INV	03/01/2018	6007	Standard Consultation	65.00
				INV	03/01/2018	6010	Euthanasia of Cat	65.00
				INV	03/01/2018	9272	Euthanasia of Cat	45.00
				INV	03/01/2018	9270	Euthanasia of Cat	65.00
				INV	03/01/2018	7101	Euthanasia of Dog	80.00
				INV	03/01/2018	7003	Cat Euthanasia	45.00
				INV	03/01/2018	6999	Euthanasia of Cat	45.00
				INV	03/01/2018	6065	Euthanasia of Dog	170.00
				INV	03/01/2018	9271	Microchip	65.00
				INV	03/01/2018	9299	Microchip	65.00
				INV	03/01/2018	8934	Microchip	65.00
				INV	03/01/2018	9267	Microchip	65.00
				INV	03/01/2018	9944	Microchip	65.00
3611.7871-(		Jason Mark Walsh	27.00	INV	03/01/2018	02/01/2018	Refund 360L recycle bin upgrade	27.00
3611.7937-(		Kerb Direct Kerbing Pty Ltd	1,617.69	INV	02/01/2018	2626	Install kerbs	1,617.69
3611.8224-(		Axiis Contracting	64,435.69	INV	03/01/2018	3351	Contract 611KWN16 Supply & Construction footpaths	50,763.08
				INV	03/01/2018	3377	Contract 611KWN16 100mm thick footpaths	13,672.61
3611.8227-(		Emerald Gardens and Landscaping	110.00	INV	03/01/2018	19/12/2017	Coastcare Project. Weed control Barter Road	110.00
3611.8302-(		Chris Kershaw Photography	440.00	INV	03/01/2018	L2146	Photography at Citizenship Ceremony 5/12/17	440.00
3611.837-0'		Kwinana Heritage Group	3,300.00	INV	03/01/2018	GALA DAY 2017	Funding for Kwinana Heritage Group Gala Day 2017	3,300.00
3611.8421-(		Back Beach Co	907.70	INV	03/01/2018	16037	Pro Shop - Hooded Robes	907.70
3611.8474-(		Volunteer Task Force	242.50	INV	03/01/2018	SI000796	Verge Mow 13/11/17	50.00
				INV	03/01/2018	SI000795	Verge Mow 29/11/2017	96.25
				INV	03/01/2018	SI000794	Verge Mow 13/11/17	96.25
3611.8623-(		Irrigation West	1,271.82	INV	03/01/2018	IV00000000618	Supply only SDS data coils	1,271.82
3611.8683-(		Compac Marketing Australia	948.86	INV	03/01/2018	52057	William Bertram CC Replacement of R Letter	948.86
3611.8808-(		Alice Cordy-Hedge	450.00	INV	02/01/2018	006	Photography at Wellard Christmas Market 4 hrs	450.00
3611.8818-(		Sienna Properties Pty Ltd	8,054.75	RFD	03/01/2018	1060458	Refund bond Stage 1B Edge Estate	8,054.75



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3611.8868-(		Karen Grima	539.45	INV	04/01/2018	18/12/2017	Refund of Membership No. 007081	539.45
3611.8899-(		Majestic Plumbing	2,302.85	INV	02/01/2018	209405	Administration attended site backflow test	220.00
				INV	02/01/2018	209407	The Zone Backflow Test	220.00
				INV	02/01/2018	209403	Wandi Hall Water in UV Control Box	939.95
				INV	02/01/2018	209397	Emerald Park Drink fountain has no pressure	182.60
				INV	02/01/2018	209404	Thomas Oval Pavilion Backflow Testing	220.00
							15/11/17	
				INV	03/01/2018	209063	Recquatic clear pool backwash lines	520.30
3611.8958-(		Bertram Punjabi Club Inc	332.25	INV	03/01/2018	22ndDec2017	Refund hire of Fiona Harris Pavilion	132.25
				RFD	03/01/2018	1220603	Refund bond Hall hire 18/12/17	200.00
3611.8998-(		McLeods	8,508.37	INV	03/01/2018	100852	Matter No 40649	496.98
				INV	03/01/2018	100853	Matter No: 41519	1,684.87
				INV	03/01/2018	100856	Matter No: 41876	4,536.71
				INV	03/01/2018	100859	Matter No: 41884	975.81
				INV	03/01/2018	100854	Matter No: 41811	162.36
				INV	03/01/2018	100889	Matter No: 40431	651.64
3611.9019-(		Kearns Garden Supplies	213.84	INV	03/01/2018	59	Hose reel & Watering gun	34.90
				INV	02/01/2018	57	Hardware items Adventure Park & Centennial Park	118.94
				INV	03/01/2018	14/12/2017	3 scoops white play sand	60.00
3611.9030-(		Air Liquide Australia	105.63	INV	03/01/2018	UI6602	CO2 Industrial G Cylinders Rental	105.63
3611.9039-(		Serenity Press Pty Ltd	29.99	INV	03/01/2018	0000015	Children's book Vasilisa the wise.	29.99
3611.9054-(		Adcraft Promotional Products & Move	129.80	INV	03/01/2018	00003770	K44350 Ladies 16 Chambrey L/S Shirt Green with C	129.80
3611.9076-(		Charles Service Company	56,614.49	INV	03/01/2018	00030666	Rubbish collection Skate Park 18/11/17	338.25
				INV	03/01/2018	00030621	BP Clubhouse cleaning December 2017	630.99
				INV	03/01/2018	00030667	Supply 2 cleaners for ABC Rock Symphony	676.50
				INV	03/01/2018	00030548	Administration Cleaning services for period	40,470.75
				INV	03/01/2018	00030550	Additional cleaning 17/11/2017	14,498.00
3611.9114-(		D P & L W Webb	200.00	INV	04/01/2018	000110	Children's books for Xmas gifts	200.00
3611.9345-(		Accidental Health & Safety Perth	521.75	INV	03/01/2018	SD610360	Provide First Aid course	160.00
				INV	03/01/2018	SR610275	Re-supply first aid items at the Zone Youth Space	361.75



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3611.9352-(		Mobile Mouse	7,140.00	INV	03/01/2018	11675	Licences Adobe Acrobat Pro-Version DC	7,140.00
3611.9489-(		Contemporary Image Photography Pty	1,303.50	INV	02/01/2018	928	Photography at Rock Symphony event.	1,303.50
3611.9490-(		Culture and Context Pty Ltd	3,243.49	INV	03/01/2018	KWI-003	Prep and facilitation Workshop 18/11/17	3,243.49
3611.9549-(		Western Australian Deaf Society Inc	528.00	INV	02/01/2018	35044W	Interpreters for Celebrate All Abilities event.	290.40
				INV	02/01/2018	34950W	Interpreters for Celebrate All Abilities event	237.60
3611.9594-(		Parmelia Supermarket & Cafe Pty Ltd	225.00	INV	03/01/2018	IV000000000001	Building Maintenance Catering for Christmas Lunch	225.00
3611.9596-(		Lush Digital Media Pty Ltd	9,248.25	INV	02/01/2018	1337	Skate Park Opening	5,453.80
				INV	02/01/2018	1377	Music Festival production	3,794.45
3611.9597-(		West Coast Icecreams and Coffee	588.50	INV	03/01/2018	105	Ice cream and coffees for the staff Christmas party	588.50
3611.9598-(		Parkers WA	1,479.50	INV	03/01/2018	INV-620	To install parents with prams logos	1,479.50
3611.9658-(		Woolworths Group Limited	145.00	INV	03/01/2018	Overpayment	Overpayment invoice 45445 Vendor # 96010799 Food Licence	145.00
3611.9659-(		Australasian Events Pty Ltd	363.00	INV	03/01/2018	00004256	50% of security fee for Rock Symphony	363.00
3611.9660-(		Tiaria Wickliffe	175.00	INV	03/01/2018	11thDec2017	Financial Assistance School Sport Championship	175.00
3611.9661-(		Lemara Pereira	50.00	INV	03/01/2018	878518	Refund 360L recycle bin upgrade	50.00
3611.9663-(		Paul Rueben	100.00	RFD	03/01/2018	1200446	Refund bond Patio hire 8/11/17	100.00
3611.9664-(		Smith Family	415.69	RFD	03/01/2018	1140635	Refund bond bus hire 22/6/2017	415.69
3611.9665-(		Charlotte Adriana Edwards	35.40	INV	04/01/2018	Yoga Refund	Refund for Yoga Classes less admin fee	35.40
3611.9666-(		Shelley Boston	68.75	INV	04/01/2018	18/12/17	Swimming Lessons Refund	68.75
3611.987-0'		Miracle Recreation Equipment	1,155.00	INV	03/01/2018	36460	Adventure Park Supply and delivery of cableway	1,155.00
3611	04/01/2018	EFT TRANSFER: - 05/01/2018	-124.00				Reversal of EFT Payments Commissioner of Police	
3612	03/01/2018	EFT TRANSFER: - 05/01/2018	155,141.93					
3612.565-0'		Bright Futures Family Day Care - Pa	97,936.92	INV	03/01/2018	181217-311217	FDC Payroll 18/12/17-31/12/17	97,936.92
3612.568-0'		Bright Futures In Home Care - Payro	57,205.01	INV	03/01/2018	181217-311217	IHC Payroll 18/12/17-31/12/17	57,205.01
3613	05/01/2018	EFT TRANSFER: - 05/01/2018	19,516.59					
3613.2853-(		Maxxia Pty Ltd	4,655.51	INV	03/01/2018	PY01-14-Maxxia P	Payroll Deduction	2,140.35
				INV	03/01/2018	PY01-14-Maxxia P	Payroll Deduction	2,515.16





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3613.3376-(		Health Insurance Fund of WA (HIF)	1,235.65	INV	03/01/2018	PY01-14-Health I	Payroll Deduction	1,235.65
3613.3719-(		City of Kwinana - Xmas fund	7,890.00	INV	03/01/2018	PY01-14-TOK Chri	Payroll Deduction	7,890.00
3614	05/01/2018	EFT TRANSFER: - 08/01/2018	245,655.64					
3615	08/01/2018	EFT TRANSFER: - 09/01/2018	197,428.00					
3615.153-0'		Australian Taxation Office	197,428.00	INV	03/01/2018	PY01-14-Australi	Payroll Deduction	197,428.00
3616	10/01/2018	EFT TRANSFER: - 11/01/2018	523,991.90					
3616.1034-(		North Lake Electrical Pty Ltd	2,497.26	INV	09/01/2018	50274	Thomas Oval Jockey Pump Burnt Electrics Sundries	1,095.09
				INV	09/01/2018	50275	Thomas Road Entry Pump Starter Fault	567.27
				INV	10/01/2018	50259	Darton Loop POS VFD Starter Fault Repair	834.90
3616.1046-(		OCE Australia Ltd	1,678.38	INV	09/01/2018	1434921	One roll of Self Adhesive Universal Vinyl	193.82
				INV	09/01/2018	1435587	1x Yellow Toner Pearls for Colourwave 550	1,484.56
3616.1130-(		Port Printing Works	221.10	INV	09/01/2018	INV008609	Printed CMYK X 1 side on 150gsm Matt	115.50
				INV	08/01/2018	INV009200	Antisocial behaviour cards	105.60
3616.1157-(		Quality Traffic Management Pty Ltd	11,930.90	INV	10/01/2018	23817	Traffic management for traffic counters 22/11/17	847.44
				INV	10/01/2018	23819	Asphalt repairs 23/11/17 & 24/11/17 Traffic Management	1,224.08
				INV	10/01/2018	23818	Traffic management for street light repairs	958.17
				INV	10/01/2018	23821	Traffic management for McLaughlin Road	1,013.58
				INV	10/01/2018	23822	Traffic management for kerb repairs 30/11/17	1,271.16
				INV	10/01/2018	23823	Traffic management for asphalt repairs 01/12/17	659.12
				INV	10/01/2018	23824	Traffic management for road works Celestine Avenue	541.42
				INV	10/01/2018	23826	Traffic management for traffic counters 11/12/17	800.36
				INV	10/01/2018	23827	Traffic Counters 21/12/17 Traffic Management	706.20
				INV	10/01/2018	23820	Traffic Management for kerb repairs 28/11/17	282.48
				INV	09/01/2018	23709	Traffic Management Plan & Implementation Rock Symphony	3,626.89
3616.1266-(		Salmat Targeted Media Pty Ltd	764.68	INV	09/01/2018	1000520590	Kwinana Recquatic Term 1 Newsletter Distribution	764.68



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3616.1276-(		Satellite Security Services	252.00	INV	08/01/2018	IV001687	Business Incubator Programmed fire evac button	120.00
				INV	08/01/2018	IV001739	Remote access for Auto Glass Doors at Darius Wells	132.00
3616.1360-(		Saint John Ambulance Australia (WA)	629.05	INV	10/01/2018	STKINV00003483	Compression bandages	40.00
				INV	09/01/2018	EHSINV00087764	First Aid Cover 16/12/17 Summer Movie	277.20
				INV	09/01/2018	EHSINV00087718	First Aid Wellard Twilight Christmas Market	311.85
3616.1423-(		Telstra	2,668.91	INV	10/01/2018	9385375010Dec17	Charges to 28/12/17 Internet & Data	2,491.62
				INV	08/01/2018	3764775000Dec17	Depot Direct Line/Alarm	152.83
				INV	09/01/2018	3752384000Dec17	Charges to 211217 FDC	24.46
3616.1516-(		Trisley's Hydraulic Services Pty Lt	7,416.17	INV	08/01/2018	197619	Temporary repair to vacuum breaker on pump 2 of 25	176.00
				INV	08/01/2018	197639	Replace actuators on chlorine shut down system	1,137.40
				INV	08/01/2018	197675	Service to 25m and Leisure UV generators	628.32
				INV	08/01/2018	197674	Supply and install 1 x ARI vacuum breaker	313.50
				INV	08/01/2018	197672	UV automatic wiper kits supplied and installed	926.50
				INV	08/01/2018	197630	Supply and install seal kits for 3 air release	272.25
				INV	08/01/2018	197673	Supply & install new quartz sleeve and lamps	3,962.20
3616.1523-(		Tudor House	738.00	INV	05/01/2018	1445	2 x Replacement Western Australian Flag	738.00
3616.1561-(		WA Limestone Co	4,380.19	INV	10/01/2018	MY5083	Road base 200 tonne delivered to Works Depot	4,380.19
3616.1592-(		Water Corporation of Western Austra	1,495.52	INV	08/01/2018	9000348470Dec17	297U Depot	1,110.12
				INV	09/01/2018	9000345691Dec17	43U Waste Stream Thomas Road Kwinana Beach	99.67
				INV	09/01/2018	9000334597Jan18	Services Charges Feilman Building	285.73
3616.19-01		Absolute Painting Services	66.00	INV	08/01/2018	INV-0254	APU unit 70 touch up walls	66.00
3616.1935-(		Ikea	795.00	INV	08/01/2018	620113709	BP Mirror bathroom cabinets x 5 plus delivery	795.00
3616.1948-(		Maia Financial Pty Ltd	5,246.86	INV	09/01/2018	SB9400	Contract E6N0154764 - Kyocera Taskalfa 4550ci	664.03
				INV	09/01/2018	SB9398	Contract E6N0154436 - Kyocera Taskalfa 3050ci	483.56
				INV	09/01/2018	SB9399	Contract E6N0155485 - Kyocera Taskalfa 8000i	1,130.90



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				INV	09/01/2018	SB9401	Contract E6N0156657 Kyocera Taskalfa 7550ci	2,968.37
3616.2021-(		Subway Kwinana	45.00	INV	09/01/2018	08/01/2018	Host Order ID: SPM20180108125054 Wrap Platter	45.00
3616.2097-(		Beaver Tree Services Aust Pty Ltd	2,003.32	INV	09/01/2018	65033	Tree Watering W/E 22/12/17	1,001.66
				INV	10/01/2018	65035	Verge & POS Tree 29/12/17	1,001.66
3616.2125-(		Synergy	154,959.95	INV	08/01/2018	277773560Dec17	4689U Banksia Park	1,593.45
				INV	08/01/2018	884861450Dec17	6933U APU	1,890.50
				INV	08/01/2018	130957780Dec17	268U BP/APU	126.00
				INV	08/01/2018	223615720Dec17	819U BP Clubhouse	302.60
				INV	08/01/2018	792417950Dec17	Street Lights	112,757.60
				INV	08/01/2018	272150100Dec17	756U Prince Regent Coate Reserve	217.20
				INV	08/01/2018	516172020Dec17	1726U Pump 1 Near Thomas	335.75
				INV	08/01/2018	256732610Dec17	806U Hoyle Road Park	297.25
				INV	08/01/2018	461218120Dec17	1470U Nye Way Reticulation	294.80
				INV	08/01/2018	479742820Dec17	81U Bore Parmelia Verge	57.95
				INV	08/01/2018	963532150Dec17	1674U Town Cenrte Park	588.80
				INV	08/01/2018	809178030Dec17	188U Warner Road Sump	93.65
				INV	08/01/2018	166216150Dec17	398U Sloan Reserve Bore Pump 3	163.20
				INV	08/01/2018	786264020Dec17	1384U Bore Sutherland Parade / Chisham Avenue	317.80
				INV	08/01/2018	144348440Dec17	227U Bore Sutherland Parade	106.65
				INV	08/01/2018	151027420Dec17	149U Brandon Mews Reserve	80.65
				INV	08/01/2018	228715140Dec17	1186U Streetscapes Wellard Village/Pimlico Gardens	372.80
				INV	08/01/2018	558638440Dec17	116U Challenger/Bertram Entry Statement	67.60
				INV	08/01/2018	546496270Dec17	1194U Skottowe Park	428.70
				INV	08/01/2018	705629830Dec17	430U Bournan Heights Reserve	174.40
				INV	08/01/2018	473346610Dec17	1317U Wellard Park Smart Meter	280.75
				INV	08/01/2018	114826050Dec17	974U Industrial Streetscapes Kwinana Beach	255.35
				INV	08/01/2018	201352990Dec17	604U Newstead Park Smart Meter	202.55
				INV	08/01/2018	824098750Dec17	1298U Thomas Road Entry	462.90
				INV	08/01/2018	704953470Dec17	462U Barney Court	184.05
				INV	08/01/2018	544003140Dec17	705U Wellard Road Verge	208.55
				INV	08/01/2018	450583710Dec17	2445U Bertram Oval	412.45
				INV	08/01/2018	187992920Dec17	1040U Bertram Raod Bore for Reticulation	377.35



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				INV	08/01/2018	169026580Dec17	3384U Sump Johnson Road/Gemstone Parade	1,157.65
				INV	08/01/2018	219451580Dec17	210U Price Parkway Bore Pump POS	99.00
				INV	08/01/2018	219451010Dec17	824U Millbrook Avenue Bore Pump POS	305.80
				INV	08/01/2018	023172940Dec17	572U Bertram Park POS	221.25
				INV	08/01/2018	219451200Dec17	185U Sulphur Road Bore Pump POS	81.20
				INV	08/01/2018	412205870Dec17	0U Oakley Hollow	28.40
				INV	08/01/2018	543072120Dec17	1124U Gilmore Avenue Pump 2 near Thomas Rd	251.40
				INV	08/01/2018	2032394026Dec17	1406U Sandringham Park	328.70
				INV	08/01/2018	882732750Dec17	0U Harrison Way	29.45
				INV	08/01/2018	925767370Dec17	2935U Gilmore Avenue Retic	467.35
				INV	08/01/2018	685078510Dec17	83U Gawler Way	57.10
				INV	08/01/2018	832505320Dec17	1766U Ascot Park	619.50
				INV	08/01/2018	488212530Dec17	1125U Chisham Oval	262.95
				INV	08/01/2018	526240500Dec17	1249U Thomas Road Pump 2	271.45
				INV	09/01/2018	129764890Jan18	7009U Amended Invoice Lambeth Park Additional Amt	7.90
				INV	09/01/2018	958335710Jan18	9176U Amended Invoice Orelia Oval Additional Amt	8.20
				INV	09/01/2018	765774910Dec17	1460U FDC	515.90
				INV	09/01/2018	856518550Jan18	Decorative Lighting	2,464.25
				INV	09/01/2018	422268912Jan18	4931U Depot	1,197.05
				INV	09/01/2018	107029100Jan18	7330U Wellard Community Centre	1,969.20
				INV	09/01/2018	179469390Jan18	3477U Bertram Community Centre	970.95
				INV	09/01/2018	118367820Jan18	4770U New Thomas Oval Pavilion	1,042.45
				INV	09/01/2018	258360080Jan18	4991U Kwinana Adventure Park	990.30
				INV	09/01/2018	149872970Jan18	7779U Incubator	2,120.15
				INV	09/01/2018	198694990Jan18	46859.92U Admin/Arts/Parmelia	12,159.35
				INV	08/01/2018	185126570Dec17	194U Borthwick Park Retic	93.65
				INV	08/01/2018	382919470Dec17	311U Medina Centre Reserve	133.15
				INV	08/01/2018	566370150Dec17	12639U Chipperton Park	4,333.95
				INV	08/01/2018	113658350Dec17	273U Hennessy Park	121.00
3616.218-0'		Bob Jane T-Mart	95.00	INV	09/01/2018	129977	P444 PUNCTURE REPAIR P198 1CBR723 FIRE TRUCK	95.00
3616.2339-(		ZircoData Pty Ltd	1,192.83	INV	09/01/2018	82486	Offsite Storage and Retrieval Costs December 17	1,192.83



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3616.247-0'		Bullet Sign Shop	220.00	INV	09/01/2018	00020389	A4 magnets with UV laminate for Speed alert trailer	220.00
3616.248-0'		Bunnings Building Supplies	504.23	INV	09/01/2018	2163/01551574	Fixtures for art exhibition at Darius Wells	54.67
				INV	08/01/2018	2163/01604232	Administration Snap shackles	33.16
				INV	09/01/2018	2163/01610157	Rapid set 20kg	416.40
3616.2492-(		Yakka Pty Ltd	311.95	INV	09/01/2018	10120489	2 Button Jackets	311.95
3616.2507-(		Ixom Operations Pty Ltd	1,091.36	INV	08/01/2018	5914917	Service Fee Chlorine Business 2030 70kg	148.68
				INV	08/01/2018	5911480	Chlorine bottle 78l includes hire	942.68
3616.2546-(		Sigma Chemicals	699.05	INV	08/01/2018	110275/01	Various Pool Chemicals for Recquatic	699.05
3616.264-0'		Cabcharge Australia Ltd	6.00	INV	09/01/2018	00989066P1713	Cab Charge Account Keeping Fee 04/12 to 31/12/17	6.00
3616.2698-(		Wilson Security Pty Ltd	1,180.52	INV	09/01/2018	W00211246	BP Mobile Security Patrols December 2017	433.80
				INV	09/01/2018	W00211295	APU Mobile Security Patrols December 2017	746.72
3616.2852-(		Downer EDI Works Pty Ltd	1,486.51	INV	10/01/2018	6003344	10mm Gran AC50B B and 10mm Gran AC75B D	624.84
				INV	10/01/2018	6003271	10MM Gran AC50N Asphalt	83.77
				INV	10/01/2018	6003270	Asphalt 10mm gran AC50B B 14/12/17	495.87
				INV	10/01/2018	6003269	7MM Gran AC50B Asphalt	282.03
3616.29-01		Acurix Networks Pty Ltd	2,368.30	INV	10/01/2018	00001578	Public Wi-Fi Service @ various locations Jan 18	2,368.30
3616.2903-(		Insight Call Centre Services	4,368.66	INV	08/01/2018	00089887	Overcall fees contract CA0018 for month of Nov17	4,368.66
3616.3105-(		Poly Pipe Traders	6,763.80	INV	10/01/2018	00088973	Hunter 4 Station controller with plug in transform	85.40
				INV	10/01/2018	00088293	15mm Ezi Elbow and 15mm Coupling	54.96
				INV	09/01/2018	00088289	M/F Adaptor PVC Elbow Coupling and Pro Spray	2,413.07
				INV	09/01/2018	00088942	MP Rotator 2000 90-210 Hunter, Poly Elbow M+F	505.20
				INV	09/01/2018	00086931	100mm flow span, coil s-390-2R	3,705.17
3616.3155-(		PFD Food Services Pty Ltd	443.20	INV	08/01/2018	KI610030	Cafe Supplies Ice Creams & Smoothies	443.20
3616.3212-(		Marketforce Pty Ltd	666.48					



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				INV	09/01/2018	18703	Kwinana Recquatic Weekend Courier Advert 1 December	666.48
3616.3312-(		Daniels Printing Craftsmen	803.00	INV	09/01/2018	50170	Open Day DL Flyers Print 23,684 copies, 150gsm	803.00
3616.335-0'		City of Rockingham	84,371.11	INV	10/01/2018	96151	Monthly tipping fees December 2017	84,371.11
3616.3355-(		Gholam Reza Najafzadeh Abriz	302.50	INV	09/01/2018	IPWEA2018	IPWEA 2018 Annual Membership Fee	302.50
3616.3423-(		Andrea Harold	510.00	INV	08/01/2018	20Dec2017	Reimbursement of Team Milestone Family Day Care	510.00
3616.358-0'		Coastline Mowers	470.40	INV	09/01/2018	16023#12	2.27 Kg Brushcutter Cord	470.40
3616.3642-(		Hodge Collard Preston Pty Ltd	20,857.37	INV	09/01/2018	1171702	60% Feasibility Study New Operations Centre	20,857.37
3616.3679-(		Antonino Scidone	302.50	INV	09/01/2018	IPWEA2018	2018 IPWEA Membership Fee	302.50
3616.381-0'		Community Perspectives	1,870.00	INV	09/01/2018	1716	Payment 2 Community Infrastructure Review 2017	1,870.00
3616.4033-(		Envision Ware Pty Ltd	632.50	INV	09/01/2018	INV-AU-3850	Battery for blade inventory reader + shipping	632.50
3616.407-0'		Winc Australia Pty Ltd	1,259.05	INV	09/01/2018	9023143059	Stationery, Paper towels, Bin liners	331.94
				INV	09/01/2018	9023072878	Stationery Order for Admin Bldg December 2017	927.11
3616.4077-(		Commarine	2,216.76	INV	09/01/2018	00011839	1x Vertex VX829 UHF Programmed DFES 400Mhz	1,344.76
				INV	09/01/2018	00011846	5600 Light LED 3700 Surf Mt 12v Blue 5601 LED	872.00
3616.4125-(		LD Total	75,196.85	INV	08/01/2018	88666	Landscape Maintenance Services for December 2017	6,232.40
				INV	08/01/2018	88660	Landscape Maintenance Services for December 2017	1,125.81
				INV	08/01/2018	88658	Landscape Maintenance Services for December 2017	1,108.79
				INV	08/01/2018	88662	Landscape Maintenance Services for December 2017	4,163.24
				INV	08/01/2018	88664	Landscape Maintenance Services for December 17	201.06
				INV	08/01/2018	88667	Landscape Maintenance Services for December 2017	26,954.72
				INV	08/01/2018	88661	Landscape Maintenance Services for December 2017	3,707.19



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				INV	08/01/2018	88659	Landscape maintenance services for December 2017	4,978.34
				INV	08/01/2018	88663	Landscape Maintenance Services for December 2017	13,749.60
				INV	08/01/2018	88665	Landscape Maintenance Services for December 2017	990.67
				INV	08/01/2018	87997	December 2017 Additional Irrigation repair	4,796.94
				INV	08/01/2018	87998	December 2017 Additional Irrigation repair	1,171.85
				INV	08/01/2018	87999	December 2017 Additional Irrigation repair	1,621.90
				INV	08/01/2018	88003	December 2017 Additional Irrigation repair	2,564.38
				INV	08/01/2018	88437	Monthly applications of Lake Park for pond	179.96
				INV	08/01/2018	88438	Supply and install 10m3 Pine Bark Mulch	1,650.00
3616.413-0'		Covs Parts Pty Ltd	1,882.48	INV	09/01/2018	1650051247	PSR9310 Pro select Disc Brake Rotor Pad and Shoe	185.29
				INV	09/01/2018	1650051283	Trailer Parts Various	56.41
				INV	09/01/2018	1650051248	RCA112P Filter Cabin Air	40.58
				INV	09/01/2018	1650051220	Ryco Air & Fuel Filters for various Plant	213.62
				INV	09/01/2018	1650051373	BB20L-SC Bar's Bugs Windscreen Cleaner Super Con	104.65
				INV	09/01/2018	1650051316	Mechanical Parts Various	153.89
				INV	09/01/2018	1650051272	Ryco Oil and Air Filters for various plant	637.43
				INV	09/01/2018	1650051246	Z632ST Ryco SYNTEC Oil Filter	32.65
				INV	09/01/2018	1650051584	5816-30BK Single Core Cable 6mm Black 30m	70.62
				INV	09/01/2018	1650051533	Front Indicator & Position Lamp LED	87.60
				INV	09/01/2018	1650051556	Front Indicator & Position Lamp and 80V Flood Beam	211.39
				INV	09/01/2018	1650051543	DE-DT2-1-L Connector Kit 2P Green Band	66.26
				INV	09/01/2018	1650051571	DE-DT2-1-L Connector Kit 2P Green Band	22.09
3616.4233-(		Wavesound Pty Ltd	4,133.28	INV	08/01/2018	61161	RB Digital License Renewal 01/12/17 to 30/06/17	4,133.28
3616.4245-(		ED Property Services	957.00	INV	08/01/2018	00001025	APU unit 17 shower recess	187.00
				INV	08/01/2018	00001026	APU unit 27 rear fence extensions for privacy	770.00
3616.4279-(		Data #3 Limited	637.38	INV	09/01/2018	01680849	Bundle Sig200 Siganture Pad Colour	637.38
3616.434-0'		Curtin University	7,275.00	INV	08/01/2018	9130088	Student ID No: 18869503 Org Change & Development	3,950.00





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				INV	08/01/2018	9130381	Student ID No: 15115740 Spatial Computations	3,325.00
3616.4382-(		Stonehenge Ceramics	2,056.25	INV	08/01/2018	B0935	APU unit 16 re-tile shower walls and floor	2,056.25
3616.4412-(		JB Hi-Fi Rockingham	1,132.30	INV	08/01/2018	102628978-100	Young People's DVDs	137.46
				INV	08/01/2018	102628980-100	Youth CD's	92.71
				INV	08/01/2018	102628972-100	DVD purchases	519.64
				INV	08/01/2018	102628970-100	CD Music purchase	311.74
				INV	08/01/2018	502617065-100	Aux leads and connections	70.75
3616.4664-(		AMPAC Debt Recovery (WA) Pty Ltd	19.17	INV	09/01/2018	43505	Debt Recovery Commission & Costs December 2017	19.17
3616.4790-(		Spotlight Pty Ltd	134.47	INV	09/01/2018	0065020228773	Various Craft Items Dream Catchers	134.47
3616.483-0'		Landgate	185.00	INV	10/01/2018	62544878	Landgate title search fees Sales Order #22740997	33.20
				INV	10/01/2018	818695	Land Enquiry 37 searches	151.80
3616.4861-(		Big W	656.67	INV	09/01/2018	953656-953753	Wellard Program Supplies School Holidays Jan 18	282.00
				INV	09/01/2018	953762	Wellard Program Supplies School Holiday Jan 18	30.00
				INV	08/01/2018	953670	Purchase new microwave for staff room	48.00
				INV	09/01/2018	953763-953764	Christmas lollies/ treats Community Liaisons	39.12
				INV	09/01/2018	953666-953668	Creating a girls corner in the youth lounge	161.55
				INV	09/01/2018	953673-953674	Pool party pool inflatables	96.00
3616.4865-(		City of South Perth	3,322.49	INV	10/01/2018	170161	Debtor Acc. 300716.01 LSL Contribution	3,322.49
3616.5247-(		Abraham Pattiselanno	56.90	INV	09/01/2018	19thDec2017	Reimbursement for Kwinana YAC Activities	56.90
3616.5279-(		OCP Sales	141.35	INV	08/01/2018	00047062	Repair of broken radio	141.35
3616.5823-(		Accord Security Pty Ltd	1,582.02	INV	09/01/2018	00022175	2 Security Officers for Summer Outdoor Movies	351.56
				INV	09/01/2018	00022250	Security Services at the Edge Skate Park	1,230.46
3616.5996-(		CMS Engineering Pty Ltd	1,565.30	INV	08/01/2018	26551	Recquatic Repair A/C leaking water	1,007.60
				INV	08/01/2018	26552	Administration Directors office is too warm	557.70
3616.6018-(		ALSCO Pty Ltd	105.84	INV	08/01/2018	CPER1785497	Linen hire	52.92
				INV	08/01/2018	CPER1787503	Linen hire	52.92
3616.6224-(		The Grant Finder	720.00	INV	09/01/2018	00115	Movie night activities Prep and Facilitate	270.00



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				INV	09/01/2018	00114	Boredom Busters, facilitate and plan	180.00
				INV	09/01/2018	00115	Movie night activities Prep and Facilitate, Set Up	270.00
3616.6267-(		Woolworths Group Limited	508.38	INV	09/01/2018	2982519	Purchase of food items for drop in	41.99
				INV	09/01/2018	2982520	Purchase of food items for drop in	94.45
				INV	09/01/2018	2982518	Zone supplies	8.00
				INV	09/01/2018	2982514	Cafe supplies	41.49
				INV	09/01/2018	2982515	School holiday pool party	115.80
				INV	08/01/2018	2982513	Cafe Supplies	50.25
				INV	08/01/2018	2982501	2 cans surface spray	20.00
				INV	10/01/2018	2982512	Depot morning tea supplies	26.00
				INV	09/01/2018	24953504	Milk Admin	110.40
3616.6370-(		Elexacom	947.04	INV	08/01/2018	22184	APU units 48 & 73 replace external GPO	343.75
				INV	08/01/2018	22183	APU unit 18 replace exhaust fan in laundry	130.19
				INV	08/01/2018	22172	APU pathway light behind unit 51 fit conduit	208.20
				INV	08/01/2018	22171	APU unit 70 remove GPO from medicine cabinet	264.90
3616.6414-(		Janet Elizabeth Bramwell	57.05	INV	10/01/2018	9thJan18	Pizza Wellard Twilight Markets	57.05
3616.6707-(		Labourforce Impex Personnel Pty Ltd	2,199.20	INV	09/01/2018	134725	Depo Temp Staff W/E 24/12/17	2,199.20
3616.69-01		Alinta Gas	820.40	INV	10/01/2018	474997486Dec17	6680U Darius Wells	790.10
				INV	08/01/2018	972215970Dec17	156U BP Clubhouse to 15/12/17	30.30
3616.6988-(		Game Vault	510.00	INV	09/01/2018	GV741	Incursion 11/1/18 Two hours activity	510.00
3616.7168-(		Exit Waste	869.00	INV	08/01/2018	76211	Clean onsite greasetraps at Darius Wells Bldg	869.00
3616.7352-(		Osman Bin Sulaimi Masnor	1,114.00	INV	08/01/2018	20thDecember2017	Reimb of Study Fees Unit: Intro to Info Warfare	1,114.00
3616.7436-(		Action Glass Pty Ltd	242.00	INV	08/01/2018	B59486	BP villa 10 repair to glass sliding door	242.00
3616.7445-(		Mustang Welding & Fabrication	1,090.10	INV	09/01/2018	146	3 Month Service & Reparis as required P418 & P350	441.10
				INV	09/01/2018	145	6 Mth & 3 Mth Service & Repairs as required	649.00
3616.762-0'		Blackwood & Sons Ltd	349.15	INV	09/01/2018	PE4482OK	01095368 EARMUFF THUNDER T1F H/B CL5 1011600,	63.13
				INV	09/01/2018	PE97870L	03072349 Earplugs Sparkplugs CI5	120.47
				INV	09/01/2018	PE5250OL	08724210 ALLTHREAD ROD STL ZP BSW 3FTX5/16,	165.55



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3616.7812-(		Starbucks Flooring	2,788.00	INV	08/01/2018	000299	APU unit 55 replace flooring to living room	1,338.00
				INV	08/01/2018	000300	APU unit 57 replace complete flooring	1,450.00
3616.7858-(		Datacom systems (WA) Pty Ltd	1,870.00	INV	04/01/2018	INV0013176	Monthly SAAS fee sphere website Dec 2017	1,870.00
3616.8125-(		Xpresso Delight Midland	440.00	INV	08/01/2018	INV-0105	Coffee machine servicing to 27/12/17	440.00
3616.8224-(		Axiis Contracting	3,361.55	INV	08/01/2018	3378	Contract 611KWN16 100mm IN SITU concrete	3,361.55
3616.8335-(		Freya Phillipa Arndell O'Brien	90.40	INV	09/01/2018	09/01/2018	Fuel for Plant 515	90.40
3616.8442-(		Master Instruments	230.85	INV	09/01/2018	872834	Traffic counter batteries 6V Alkaline 4s	230.85
3616.8609-(		Foodbank of Western Australia	113.54	INV	09/01/2018	INV0258832	Purchase of Christmas Hampers goods plus ER items	113.54
3616.888-0'		Les Mills Australia	443.43	INV	08/01/2018	893127	Monthly License fee January 2018	443.43
3616.8983-(		Parmelia News Delivery	38.92	INV	09/01/2018	2837	The West Australian newspaper including delivery	38.92
3616.8998-(		McLeods	1,748.66	INV	08/01/2018	100598	Matter No: 39979	1,748.66
3616.9054-(		Adcraft Promotional Products & Move	1,136.30	INV	09/01/2018	00003769	Purchase of City Assist Uniform	1,136.30
3616.9076-(		Charles Service Company	50,088.33	INV	08/01/2018	00030620	Cleaning Services for December 2017	40,470.75
				INV	08/01/2018	00030622	Additional Cleaning Services December 2017	9,617.58
3616.9109-(		McLernons Means Business	1,423.00	INV	09/01/2018	00010515	2 x 1500L x 700D Industry Standard Desk	1,423.00
3616.9161-(		Kenneth John Margetts	69.30	INV	09/01/2018	19/12/2017	Cancellation of hire of Rhodes Park Kiosk 17/12/17	69.30
3616.934-0'		Mandogalup Volunteer Fire Brigade	3,663.00	INV	08/01/2018	HenleyBushland17	Henley Reserve Fuel Reduction	3,663.00
3616.9458-(		Matrix Traffic and Transport Data P	5,445.00	INV	09/01/2018	00008179	Supply of video survey and data analysis services	4,400.00
				INV	09/01/2018	00008178	Gilmore avenue traffic surveys Task 1	1,045.00
3616.9540-(		Rock and Roll Mountain Biking Tours	540.00	INV	09/01/2018	960	Zone School Holiday Program Mountain Biking	540.00
3616.9592-(		Parties Kids Remember	330.00	INV	08/01/2018	Booking#28604	Christmas Entertainment Movie Night 16/12/17	330.00
3616.9668-(		Melissa Pyke	390.21	INV	08/01/2018	12.9	Rates Refund	390.21
3616.9669-(		Mosaic Community Care Inc	1,877.71	INV	08/01/2018	13.1	Rates Refund	914.24
				INV	08/01/2018	13.2	Rates Refund	963.47
3616.9670-(		Lawrence John Gordon Vasey	1,966.26	INV	08/01/2018	13.0	Rates Refund	1,966.26



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3616.9671-(		Darrell Monteiro	440.00	INV	08/01/2018	22Dec17	Reimbursement of Team Milestone Env. Health	440.00
3616.9677-(		Jim Laurence Troy	50.00	INV	08/01/2018	1068304	360L Recycle Bin Upgrade Fee Refund	50.00
3616.9679-(		Melissa Parry	100.00	RFD	09/01/2018	1220603	Ref Sec Dep The Patio	100.00
3616.9680-(		Lauren McLeod	100.00	RFD	09/01/2018	1205929	Ref Sec Dep The Patio	100.00
3616.9681-(		Kieran Rooney	100.00	RFD	09/01/2018	1192473	Ref Sec Dep The Patio	100.00
3616.9682-(		Premila Jayabalan	100.00	RFD	09/01/2018	1159385	Ref Sec Dep The Patio	100.00
3616.9684-(		Lisa Foletta	100.00	RFD	09/01/2018	1183936	Ref Sec Dep The Patio	100.00
3616.9685-(		School Mates OSHC	100.00	RFD	09/01/2018	1214608	Ref Sec Dep The Patio	100.00
3616.9686-(		Katenje Mukokweza	100.00	RFD	09/01/2018	1200053	Ref Sec Dep The Patio	100.00
3616.9687-(		Kelly Castafaro	100.00	RFD	09/01/2018	1184112	Ref Sec Dep The Patio	100.00
3616.9688-(		Sarah Evans	100.00	RFD	09/01/2018	1181825	Ref Sec Dep The Patio	100.00
3616.9689-(		Shelley Ormerod	100.00	RFD	09/01/2018	1161907	Ref Sec Dep The Patio	100.00
3616.9690-(		Jade Allen	100.00	RFD	09/01/2018	1197947	Ref Sec Dep -The Patio	100.00
3616.9691-(		Eliza Hughes	100.00	RFD	09/01/2018	1227026	Ref Sec Dep The Patio	100.00
3616.9692-(		Sonja Mouton	100.00	RFD	09/01/2018	1207870	Ref Sec Dep The Patio	100.00
3616.9693-(		Hollie Downie	100.00	RFD	09/01/2018	1213116	Ref Sec Dep The Patio	100.00
3616.9694-(		Juliana Kopa	100.00	RFD	10/01/2018	1184112	Ref Sec Dep The Patio	100.00
3616.9695-(		Kellie Christie	100.00	RFD	10/01/2018	1189889	Ref Sec Dep The Patio	100.00
3616.9696-(		Jody McKernan	100.00	RFD	10/01/2018	1169157	Ref Sec Dep The Patio	100.00
3616.9697-(		Rebecca Cross	100.00	RFD	10/01/2018	1200693	Ref Sec Dep The Patio	100.00
3616.9698-(		Renee Harel	100.00	RFD	10/01/2018	1213145	Ref Sec Dep The Patio	100.00
3616.9699-(		Jodie Babb	100.00	RFD	10/01/2018	1220363	Ref Sec Dep The Patio	100.00
3616.9700-(		Charis Chua	100.00	RFD	10/01/2018	1213190	Ref Sec Dep The Patio	100.00
3616.9701-(		Amanda Ross	100.00	RFD	10/01/2018	1213113	Ref Sec Dep The Patio	100.00
3617	15/01/2018	EFT TRANSFER: - 15/01/2018	200.00					
3617.9703-(		Dogue de Bordeaux Rescue	200.00	INV	15/01/2018	12thJan2017	Donation from City of Kwinana	200.00
3618	17/01/2018	EFT TRANSFER: - 17/01/2018	574,891.95					



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3618.1046-(		OCE Australia Ltd	222.66	INV	15/01/2018	1436436	Charges for ColorWave 550 Scanner Dec 17	222.66
3618.1059-(		Vodafone Messaging	176.00	INV	17/01/2018	11187641	Pager network access fee Jan 2018	176.00
3618.1130-(		Port Printing Works	356.40	INV	15/01/2018	INV009568	Science Extravaganza A5 flyer A3 poster	115.50
				INV	15/01/2018	INV009680	Flyers and posters for open mic night	115.50
				INV	17/01/2018	INV009681	Flyers & posters for open mic night	63.80
				INV	17/01/2018	INV009567	Flyers for Science Extravaganza	61.60
3618.1157-(		Quality Traffic Management Pty Ltd	5,860.05	INV	15/01/2018	23816	Traffic Management 25/11/2017 Contract	1,622.85
				INV	16/01/2018	23815	608KWN16 Traffic management	4,237.20
3618.1266-(		Salmat Targeted Media Pty Ltd	1,465.88	INV	16/01/2018	1000525176	Open Day Flyer Distribution 23,684 copies	1,465.88
3618.1277-(		Savage Garden Services	15,953.10	INV	17/01/2018	13-12/1/18	Rural Road Verge Litter Collection	9,243.70
				INV	17/01/2018	12-12/01/2018	General Litter Collection along streetscapes	6,089.40
				INV	17/01/2018	14-12/1/18	Rubbish removal	620.00
3618.130-0'		Australasian Performing Rights	1,951.71	INV	15/01/2018	00119956/00068	Recquatic background music 1/1/18 - 31/3/18	1,951.71
3618.1338-(		South West Group	35,805.00	INV	15/01/2018	171810	2017-2018 Member Council Contributions	35,805.00
3618.134-0'		Australia Post	873.52	INV	11/01/2018	1007058127	Agency Commission Fees Period ending 31/12/17	873.52
3618.1343-(		Southern Metropolitan Regional Coun	11,276.87	INV	15/01/2018	12884	MRF gate fees for Dec 18	11,276.87
3618.1360-(		Saint John Ambulance Australia (WA)	199.00	INV	16/01/2018	FAINV00099247	Provide First Aid Training 6 December 2017	199.00
3618.1375-(		Stewart & Heaton Clothing Co Pty Lt	150.01	INV	15/01/2018	SIN-2809036	Jacket J545 Jacket Wildland GLD WABFB 107R	150.01
3618.1536-(		Ulverscroft Large Print Books	1,379.69	INV	16/01/2018	I119026AU	Library large print titles	472.14
				INV	16/01/2018	I119349AU	Purchase Audio titles	701.67
				INV	17/01/2018	I119025AU	Large print titles	205.88
3618.1609-(		West Australian Newspapers Limited	725.00	INV	11/01/2018	100233482017123'	Full page photo wrap up of Rock Symphony event	725.00
3618.1614-(		Westbooks	323.68	INV	17/01/2018	294077	Purchase 3 book titles as selected online	74.71
				INV	17/01/2018	294054	Purchase 27 titles	159.47
				INV	17/01/2018	294056	Purchase titles as per Quote No. 288376	24.41
				INV	17/01/2018	294055	Purchase 2 book titles as selected online	51.78
				INV	17/01/2018	294057	Purchase of 1 Book special order	13.31
3618.1624-(		Western Power Corporation	550.00	INV	16/01/2018	CORPB0412593	Hewison Park Electricity charges for BBQ	550.00



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3618.1674-(		Inkwell Cartridges & Toner	449.85	INV	11/01/2018	67753	3 x TK-3104 Toner for Kyocera FS-2100DN	449.85
3618.1718-(		Qualcon Laboratories Pty Ltd	12,419.00	INV	17/01/2018	00023615	Pavement testing layer reports as per Quote Q555-1	12,419.00
3618.1767-(		Construction Training Fund	7,847.61	INV	17/01/2018	Dec2017	CTF Levy for month of December 2017	7,847.61
3618.19-01		Absolute Painting Services	1,859.00	INV	15/01/2018	INV-0253	APU unit 57 complete repaint	1,859.00
3618.2048-(		Palm Lakes Gardens & Landscape Serv	2,438.00	INV	11/01/2018	13	APU units 59,60,67,68 paving repairs	1,320.00
				INV	11/01/2018	100118	APU units 5,22,32,36,53 paving repairs	1,118.00
3618.2121-(		Suez	593.04	INV	17/01/2018	24057925	Greenwaste pickup	593.04
3618.2125-(		Synergy	12,344.65	INV	17/01/2018	135567600Jan18	37930U D/W Library & Res Ctre	10,104.95
				INV	17/01/2018	700373810Dec17	281U Rutherford Park	122.65
				INV	17/01/2018	504616220Jan18	4172U Rogan Park	593.85
				INV	17/01/2018	191359550Jan18	1716U Ridley Park	733.60
				INV	17/01/2018	144372270Jan18	3569U Thomas Oval Retic	496.75
				INV	11/01/2018	200144210Dec17	891U Sloan Caretakers Cottage	292.85
3618.2256-(		GlobalX Information Services Pty Lt	46.20	INV	11/01/2018	PSI0083777	Legal Name Searches December 2017	46.20
3618.248-0'		Bunnings Building Supplies	1,005.83	INV	11/01/2018	2163/01614520	Casuarina Fire Station Bolts and Drill Bits	54.02
				INV	11/01/2018	2163/01431279	Wetting Agents and Plants	144.92
				INV	11/01/2018	2163/01616690	6 toilet seats	100.29
				INV	11/01/2018	2163/01564987	Bright Futures Family Daycare Hardware	215.87
				INV	16/01/2018	2163/01559971	Adventure Playground Hardware supplies	312.59
				INV	17/01/2018	2163/00245911	Supplies to paint worm farm	123.81
				INV	17/01/2018	2163/01618255	Moulding Alum Angle Unequal	54.33
3618.2646-(		Neverfail Springwater	52.99	INV	17/01/2018	830570	Neverfail Springwater	52.99
3618.2852-(		Downer EDI Works Pty Ltd	23,689.01	INV	17/01/2018	6003372	Contract 587KWIN15 Sulphur and Durrant	23,689.01
3618.2960-(		Australian Plant Wholesalers	1,320.00	INV	15/01/2018	933565	Native Plants for Adventure Playground	1,320.00
3618.30-01		Carol Elizabeth Adams	106.24	INV	17/01/2018	Dec2017	Refund of travel expenses Dec 18	106.24
3618.3031-(		Specialised Security Shredding	22.44	INV	11/01/2018	00221950	GC Bin Exchange	22.44
3618.3032-(		Celebration Nominees Pty Ltd T/A	540.59	INV	17/01/2018	4thJan2018	Refund material usage fee VP2017/370	264.00
				INV	17/01/2018	08thJan2018	Refund BSL levy fee BP2017/1975	276.59
3618.3155-(		PFD Food Services Pty Ltd	605.60	INV	15/01/2018	KI745221	Recquatic cafe supplies	605.60
3618.3212-(		Marketforce Pty Ltd	2,620.19					



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				INV	11/01/2018	18705	19x4 ad in Kwinana Courier for Rock Symphony	710.16
				INV	11/01/2018	18704	Live cross/prizes for 92.9 visit to Rock Symphony	995.50
				INV	11/01/2018	18707	Advertising Seek Techincal Officer Infrastructure	171.94
				INV	11/01/2018	18708	Walga Contract C017/14 Advertisements	742.59
3618.3312-(		Daniels Printing Craftsmen	1,686.30	INV	16/01/2018	50312	Community Centres Term 1 2018 brochure	1,686.30
3618.335-0'		City of Rockingham	1,489.46	INV	17/01/2018	96438	Contract Agreement Tipping fees	1,489.46
3618.357-0'		BullAnt Security Pty	60.20	INV	15/01/2018	10,163,969	Supply & engrave system key	30.10
				INV	16/01/2018	10,163,910	Fiona Harris Pavilion Key cut	30.10
3618.358-0'		Coastline Mowers	104.00	INV	16/01/2018	15779#5	Brushcutter parts	104.00
3618.3686-(		KAJ Installations & Services	50.00	INV	11/01/2018	00004294	APU 65 garage remote control	50.00
3618.3977-(		MRP Osborne Park-General Pest/Termi	246.17	INV	11/01/2018	68813	Feilman Building Annual Termite Inspection	246.17
3618.407-0'		Winc Australia Pty Ltd	107.98	INV	17/01/2018	9023190997	Stationery	107.98
3618.4161-(		Corporate Living	26,373.51	INV	16/01/2018	1509	Kwinana Recquatic Centre Design Documentation	26,373.51
3618.4233-(		Wavesound Pty Ltd	247.50	INV	16/01/2018	118880	Purchase CD Audio Titles for Library	247.50
3618.4245-(		ED Property Services	649.00	INV	17/01/2018	00001028	Banksia Park Villa 25 Repair	99.00
				INV	17/01/2018	00001027	Banksia Park Villa 43 Repair	550.00
3618.4246-(		Atom Supply	1,007.59	INV	11/01/2018	H964387	Depot Work Uniforms	123.75
				INV	11/01/2018	H964385	Depot Work Uniforms	49.50
				INV	11/01/2018	H962293	Depot Work Uniforms	207.08
				INV	11/01/2018	H961588	Depot Work Uniforms	397.38
				INV	11/01/2018	H962294	Depot Work Uniforms	143.55
				INV	11/01/2018	H965198	Depot Building Maintenance Uniform	86.33
3618.4387-(		Kott Gunning	1,389.96	INV	16/01/2018	234535	Professional Fees Waste Management Contract	1,389.96
3618.4655-(		Natsync Environmental	2,975.00	INV	17/01/2018	00002539	Supply and installation of Cocky Tubes	2,975.00
3618.4692-(		Elliotts Irrigation Pty Ltd	1,683.00	INV	16/01/2018	819146	Iron Filter Service Belgravia Central Emerald Park	490.60
				INV	15/01/2018	819139	Service iron filter at Wellard bore	1,192.40
3618.4800-(		Web In A Box	150.00					





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				INV	15/01/2018	40461	Starter Package Web, Mail, DNS, MySQL, SSL	150.00
3618.483-0		Landgate	1,946.24	INV	15/01/2018	336024-10001098	GRV Schedule No.G2017/25 2/12/17 to 15/12/17	332.31
				INV	11/01/2018	336297-10001098	Rating Interim Schedules 161217 291217	1,377.63
				INV	11/01/2018	336335-10001098	UV Interim Values 01/12/17 to 31/12/17	236.30
3618.4861-(		Big W	273.00	INV	15/01/2018	953768	Various items for Recquatic	173.00
				INV	15/01/2018	100	100 helium balloons for open day	100.00
3618.4995-(		LGISWA	83,695.70	INV	17/01/2018	100-130436	Workers Compensation adjustment	83,695.70
3618.5279-(		OCP Sales	53.35	INV	15/01/2018	00047109	Repairs to two way radio Recquatic	53.35
3618.5520-(		Master Lock Service	723.40	INV	15/01/2018	00004827	APU 65 rekey master key	360.00
				INV	11/01/2018	00004810	Recquatic Open jammed duct door replace lock	268.40
				INV	11/01/2018	00004811	Adventure Playground roller door key	95.00
3618.5750-(		Kev's Wheelie Kleen	434.50	INV	16/01/2018	6354	Darius Wells Library & Resource Centre Bin Clean	258.50
				INV	16/01/2018	6355	Admin Building Bin Cleaning	176.00
3618.583-0		Flexi Staff Pty Ltd	1,653.12	INV	15/01/2018	183929	Temp staff at Depot weekendening 23/12/17	1,653.12
3618.5962-(		Rockingham PCYC	330.00	INV	17/01/2018	KS015694	Kidsport x 2	330.00
3618.5995-(		Zenien Pty Ltd T/as ATFT Astuta Tru	108,863.42	INV	15/01/2018	14940	Wellard CCTV	108,863.42
3618.5996-(		CMS Engineering Pty Ltd	9,610.89	INV	16/01/2018	26846	Admin Building Airconditioning	607.75
				INV	16/01/2018	26847	Administration Environmental Department	459.80
				INV	16/01/2018	26845	Koorliny Community Arts Centre Repairs	3,014.00
				INV	15/01/2018	26605	Maintenance for Dec 17 Various locations	3,035.55
				INV	15/01/2018	26606	Maintenance for Dec 17 Various locations	1,452.91
				INV	15/01/2018	26607	Maintenance for Dec 17 Various locations	1,040.88
3618.6000-(		Scott Printers Pty Ltd	1,144.00	INV	17/01/2018	112726	500 presentation folders	1,144.00
3618.6018-(		ALSCO Pty Ltd	52.92	INV	16/01/2018	CPER1790238	Linen Hire	52.92
3618.6267-(		Woolworths Group Limited	610.84	INV	17/01/2018	2982525	Staff Amenties	4.40
				INV	16/01/2018	25135444	Sundry Groceries	313.37
				INV	16/01/2018	298521	Items for Science experiments at Science Fair 19th	29.14
				INV	15/01/2018	2982524	Morning tea supplies for Depot	70.00



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				INV	15/01/2018	2982516	Recquatic cafe supplies	98.83
				INV	15/01/2018	2982522	Cleaning items for Recquatic	10.98
				INV	15/01/2018	2982523	Recquatic cafe supplies	84.12
3618.6395-(		Purpose Built Pty Ltd	990.00	INV	11/01/2018	INV-170545	1 hour workshop on coding for Thursday Homeschool	49.50
				INV	11/01/2018	INV-170544	Term 4 facilitation for Homework Club & IT Classes	940.50
3618.664-0'		StrataGreen	568.26	INV	16/01/2018	102365	Envirosoak Liquid Soil Wetter 20lt	568.26
3618.6700-(		Spraying WA Pty Ltd	8,566.33	INV	15/01/2018	00001501	Eradiction of weeds December 2017	8,566.33
3618.6707-(		Labourforce Impex Personnel Pty Ltd	1,587.59	INV	15/01/2018	134632	Temp staff at Depot	1,587.59
3618.6749-(		Australia Post	5,566.87	INV	17/01/2018	1007068860	Postage to period ending 31/12/2017	5,566.87
3618.6889-(		Ignatious Shohan Kronenberg	1,000.00	RFD	16/01/2018	1200653	Refund bond Hall hire 22/12/17	1,000.00
3618.6972-(		Go Doors Pty Ltd	187.00	INV	15/01/2018	406253	Repair main entry door at Recquatic	187.00
3618.7366-(		REDIMED Pty Ltd	1,193.50	INV	17/01/2018	1015018	Pre Employment medical	445.50
				INV	11/01/2018	1012072	Pre Employment Medical	407.00
				INV	11/01/2018	1011968	Pre Employment Medical	341.00
3618.7384-(		S J Rural Supplies	645.00	INV	16/01/2018	49268	Black star pickets	645.00
3618.7401-(		As Clean As A Whistle	495.00	INV	17/01/2018	00004176	Banksia Park Villa 52 Vacate Clean	495.00
3618.7436-(		Action Glass Pty Ltd	16,284.09	INV	11/01/2018	B58561	Darius Wells Glass Repairs due to vandalism	12,918.09
				INV	11/01/2018	B58530	Parmelia House repair glass damage	3,366.00
3618.746-0'		Institute Of Public Works Engineeri	605.00	INV	16/01/2018	121623-M0118	Annual subscription fees for IPWEA	302.50
				INV	16/01/2018	100750-M1217	WA Division Membership Manager Works	302.50
3618.7507-(		WCP Civil Pty Ltd	47,712.55	INV	16/01/2018	18279	Variation 1 & 2	4,580.81
				INV	16/01/2018	18278	Removal of kerbing, path, crossovers and tree	43,131.74
3618.762-0'		Blackwood & Sons Ltd	189.93	INV	16/01/2018	KW9707OD	4 x Bandage Crepe Bandages	24.46
				INV	16/01/2018	KW3494OO	Derby Lace Up Safety Boots 608 Black	66.73
				INV	17/01/2018	KWNZ7695	2 x High Visibility Vests	45.64
				INV	17/01/2018	KWOA3785	Gloves Nitrile W9673B for bin tagging	7.46
				INV	17/01/2018	KWOA2592	High Visibility Vests	45.64
3618.770-0'		Jason Signmakers	1,162.43	INV	16/01/2018	183822	WALGA Supplier C019_13 Signs	1,162.43



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3618.7750-(		Morley Panthers Rollers Skating Clu	200.00	INV	17/01/2018	KS015724	Kidsport voucher	200.00
3618.7780-(		Moore Stephens (WA) Pty Ltd	1,210.00	INV	17/01/2018	305469	Audit of Detached Youth for 2016/2017	1,210.00
3618.829-0'		Kwinana Cricket Club	150.00	INV	17/01/2018	KS015608	Kidsport voucher	150.00
3618.8319-(		Poolwerx Spearwood	2,176.04	INV	15/01/2018	92436-1	Daily water test and balance Adventure Park	2,176.04
3618.8322-(		Anita McFadyen	540.00	INV	17/01/2018	04-19/12/17	Facilitation fees Term 3 2017	540.00
3618.833-0'		Kwinana District Tennis Club Inc	112.50	INV	15/01/2018	3thJan2018	Hire fees for period October to November 2017	112.50
3618.843-0'		Kwinana Little Athletics Centre	360.00	INV	17/01/2018	KS015632	Kidsport voucher x 2	360.00
3618.8894-(		Landscape and Maintenance Solutions	32,522.29	INV	17/01/2018	INV-0498	Mowing and brushcutting of Medina Ave verges	1,980.00
				INV	17/01/2018	INV-0499	Broadacre mowing of Sportsgrounds	12,892.95
				INV	17/01/2018	INV-0501	Standing Order Mowing Maintenance	1,859.95
				INV	17/01/2018	INV-0500	Passive and Streetscape mowing service	5,925.60
				INV	17/01/2018	INV-0502	Standing Order Mowing Maintenance	9,863.79
3618.8981-(		DRG Digital	1,337.60	INV	15/01/2018	AMR-0230	Annual Maintenance Renewal	1,337.60
3618.8996-(		Fridgair Industries Pty Ltd	540.10	INV	16/01/2018	29018	Administration Fridge repair	540.10
3618.8998-(		McLeods	10,663.93	INV	15/01/2018	101151	Legal Matter No.41981	5,206.52
				INV	11/01/2018	101181	Legal Matter 41488	4,101.66
				INV	11/01/2018	101153	Legal Matter 42039	757.68
				INV	11/01/2018	101150	Legal Matter 41775	598.07
3618.9013-(		Department of Mines, Industry	11,431.09	INV	17/01/2018	Dec2018	BSL levy for month of December 2017	11,431.09
3618.9019-(		Kearns Garden Supplies	689.48	INV	16/01/2018	24 December2017	Hardware Items	111.57
				INV	15/01/2018	58	Adventure Playground hardware supplies.	160.03
				INV	15/01/2018	3	Vinyl bumpers	5.28
				INV	15/01/2018	4 December 17	Hardware items	412.60
3618.9022-(		Planit Test Management Solutions P/	2,860.00	INV	16/01/2018	40804	BSC Business Analysis Foundation Certificate	2,860.00
3618.9133-(		People Solutions Australasia Pty Lt	2,145.00	INV	16/01/2018	00012181	Psychometric Testing	715.00
				INV	16/01/2018	00012182	Psychometric Testing	715.00
				INV	16/01/2018	00012189	Psychometric Testing	715.00
3618.926-0'		Main Roads Western Australia	1,628.40	INV	16/01/2018	8007630	Dalrymple Drive signage & markings	1,628.40
3618.9325-(		Manfred Surveys	5,335.00	INV	11/01/2018	1206	Orelia Ave Survey	5,335.00



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3618.9326-(		Gymcare	143.00	INV	15/01/2018	2359	Qrtly spin bike service	143.00
3618.934-0'		Mandogalup Volunteer Fire Brigade	2,245.89	INV	17/01/2018	9thJanuary2018	DFES ESL Recoup Oct to Dec 2017	2,245.89
3618.9431-(		Perth Energy	4,529.61	INV	11/01/2018	110066011	28.67U Orelia Sports Pavilion	69.78
				INV	11/01/2018	11066216	31.34U New Thomas Oval Pavilion	103.54
				INV	11/01/2018	110066217	362.97U Recquatic	4,295.00
				INV	11/01/2018	110066218	28U Feilman Building	61.29
3618.9432-(		Forms Express Pty Ltd	828.64	INV	15/01/2018	212329	Printing of rates notices 2017/18	828.64
3618.9482-(		HHG Legal Group	1,500.00	INV	16/01/2018	107642	WALGA contract number C017_12	1,500.00
3618.9547-(		Retech Rubber	324.50	INV	16/01/2018	00002381	Rhodes Park Playground repair soft fall	324.50
3618.9568-(		CM Legal Pty Ltd	1,820.50	INV	16/01/2018	030580	Professional advice re liquor licence	1,820.50
3618.9667-(		ANZ Enviro Pty Ltd	1,705.00	INV	16/01/2018	INV-1112	Asbestos Works	1,705.00
3618.9678-(		Advanced Water Waste Systems Pty Lt	769.97	INV	16/01/2018	INV-2949	Supply and delivery of a refurbished Zenith 1.5 Kw	769.97
3618.9704-(		Lubisa Yovanovich	50.00	INV	15/01/2018	981038	Refund 360L recycle bin upgrade fee	50.00
3618.9705-(		Tegan Michelle Atkinson	50.00	INV	15/01/2018	955191	Refund 360L recyce bin upgrade fee	50.00
3618.9706-(		Bonnie Violet Madsen	50.00	INV	15/01/2018	983732	Refund 360L recycle bin upgrade fee	50.00
3618.9707-(		Jesse John Pierce	50.00	INV	15/01/2018	9thJan2018	Refund 360L recycle bin upgrade fee	50.00
3618.9708-(		Kwinana Community Sharing	3,410.00	INV	16/01/2018	10Jan2018	Community Funding "Passionate Lives"	3,410.00
3618.9709-(		Georgie Wright	100.00	RFD	16/01/2018	1167118	Refund bond Patio hire 14/01/2018	100.00
3618.9710-(		Kim Rose	100.00	RFD	16/01/2018	1169084	Refund bond Hall hire 14/9/2017	100.00
3618.9711-(		Rajan Bansal	50.00	INV	17/01/2018	20928	Refund 360L recycle bin upgrade fee	50.00
3618.9712-(		Gem Property Sales & Management	1,000.00	RFD	16/01/2018	1236484	Refund bond Hall hire 05/01/2018	1,000.00
3618.9713-(		Carly Andrews	100.00	RFD	16/01/2018	1226629	Refund bond Patio hire 19/12/2017	100.00
3618.9714-(		Rick Brendon Beazley	50.00	INV	17/01/2018	983940	Refund 360L recycle bin upgrade fee	50.00
3618.9715-(		Rachel Fiorini	100.00	RFD	16/01/2018	1220589	Refund bond Patio hire 20/11/2017	100.00
3618.9716-(		Amy Harrod	100.00	RFD	16/01/2018	1207770	Refund bond hall hire 22/11/2017	100.00
3618.9717-(		Stacey Coward	100.00	RFD	16/01/2018	1207702	Refund bond Patio hire 23/11/2017	100.00
3618.9718-(		Rachelli Yaafe	100.00	RFD	16/01/2018	1214891	Refund bond Patio hire 8/12/2017	100.00
3618.9719-(		Bahareh Fayyaz	100.00	RFD	16/01/2018	1141890	Refund bond Hall hire 30/6/2017	100.00



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3618.9720-(		Emmanuel De Leon Cruz	50.00	INV	17/01/2018	21650	Refund 360L recycle bin upgrade fee	50.00
3618.9721-(		Nicholas Hussey	50.00	INV	17/01/2018	986988	Refund 360L recycle bin upgrade fee	50.00
3618.9722-(		Hugh Valentine Collison	360.00	INV	16/01/2018	A/N22718	Crossover Subsidy Rebate	360.00
3618.9723-(		Jennifer Codeniera Callera	360.00	INV	16/01/2018	A/N22060	Crossover Subsidy Rebate	360.00
3618.9724-(		Cody James Lewis	660.00	INV	16/01/2018	A/N3047	Crossover Subsidy Rebate	660.00
3618.9725-(		Nitesh Dhoj Joshi	540.00	INV	16/01/2018	A/N22526	Crossover subsidy rebate	540.00
3619	17/01/2018	EFT TRANSFER: - 18/01/2018	136,694.95					
3619.565-0'		Bright Futures Family Day Care - Pa	95,871.76	INV	17/01/2018	010118-140118	FDC Payroll 01/01/18-14/01/18	95,871.76
3619.568-0'		Bright Futures In Home Care - Payro	40,823.19	INV	17/01/2018	010118-140118	IHC Payroll 01/01/18-14/01/18	40,823.19
3620	18/01/2018	EFT TRANSFER: - 18/01/2018	15,302.05					
3620.2853-(		Maxxia Pty Ltd	5,816.40	INV	17/01/2018	PY01-15-Maxxia P	Payroll Deduction	2,256.62
				INV	17/01/2018	PY01-15-Maxxia P	Payroll Deduction	3,070.66
				INV	04/01/2018	100329020171231	Being employee NET IC for period 1/12 to 31/12/17	489.12
3620.3376-(		Health Insurance Fund of WA (HIF)	1,235.65	INV	17/01/2018	PY01-15-Health I	Payroll Deduction	1,235.65
3620.3719-(		City of Kwinana - Xmas fund	8,250.00	INV	17/01/2018	PY01-15-TOK Chri	Payroll Deduction	8,250.00
3621	18/01/2018	EFT TRANSFER: - 19/01/2018	5,127.70					
3621.565-0'		Bright Futures Family Day Care - Pa	3,744.01	INV	18/01/2018	010118-140118-2	FDC Payroll 01/01/18-14/01/18 File2	3,118.70
				INV	18/01/2018	010118-140118-3	FDC Payroll 01/01/18-14/01/18 File3	625.31
3621.568-0'		Bright Futures In Home Care - Payro	1,383.69	INV	18/01/2018	010118-140118-2	IHC Payroll 01/01/18-14/01/18 File2	1,383.69
3622	19/01/2018	EFT TRANSFER: - 23/01/2018	1,037.90					
3622.565-0'		Bright Futures Family Day Care - Pa	1,037.90	INV	19/01/2018	010118-140118-4	FDC Payroll 1/1/18-14/1/18 File4	1,037.90
3623	25/01/2018	EFT TRANSFER: - 25/01/2018	418,656.94					
3623.1034-(		North Lake Electrical Pty Ltd	2,868.91	INV	23/01/2018	50316	Replace faulty VFD unit	2,868.91
3623.1130-(		Port Printing Works	88.00	INV	23/01/2018	009780	Australia Day DL x500	88.00
3623.1157-(		Quality Traffic Management Pty Ltd	37,841.64	INV	22/01/2018	23796	Traffic management 23/11 to 5/12/17	5,318.58
				INV	22/01/2018	23795	Traffic management 17-23/11/2017	4,070.99
				INV	22/01/2018	23747	Traffic management 23/11 to 15/12/17	13,662.97
				INV	22/01/2018	23812	Traffic management Anketell Rd	9,622.64
				INV	22/01/2018	23814	Traffic management Sulphur Road	2,426.98
				INV	22/01/2018	23746	Traffic management Bertram Rd	831.89



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				INV	22/01/2018	23813	Message board 13-18/12/2017	583.88
				INV	22/01/2018	23825	Traffic management plan Gilmore Ave	1,323.71
3623.1178-(		Holcim (Australia) Pty Ltd	256.52	INV	22/01/2018	9403455234	0.4m3 concrete	256.52
3623.1227-(		Rockingham Holden	390.35	INV	23/01/2018	GMCS242824	Repairs to drivers door window KWN1957	390.35
3623.1276-(		Satellite Security Services	245.00	INV	23/01/2018	IV001857	Replace strobe light	245.00
3623.1357-(		Sportsworld Of WA	887.70	INV	23/01/2018	134926	Assorted sizes of flippers for Swim School	245.85
				INV	23/01/2018	134938	Goggles and Swimming Gear	641.85
3623.1369-(		Premier & Cabinet Department of	87.90	INV	22/01/2018	160905	Advertising cost to gazette	87.90
3623.1393-(		Sunny Sign Company Pty Ltd	49.50	INV	23/01/2018	376719	Stainless steel sign	49.50
3623.1485-(		T-Quip	392.00	INV	23/01/2018	73522#12	Shaft p/n 104-3554	151.15
				INV	22/01/2018	73392#12	Shaft spindle, bolt,nut	240.85
3623.1589-(		Waste Stream Management Pty Ltd	1,353.00	INV	23/01/2018	00825100	Monthly tipping fees Jan 2018	1,353.00
3623.1609-(		West Australian Newspapers Limited	47.19	INV	23/01/2018	02624567	Newspaper subscription	47.19
3623.1858-(		Roscos Trade Mate	500.00	INV	23/01/2018	00000192	Excess only KWN1982	500.00
3623.2097-(		Beaver Tree Services Aust Pty Ltd	53,667.06	INV	23/01/2018	64983	Remove jarrah & olive stumps	2,222.22
				INV	23/01/2018	64982	Tree pruning	28,600.00
				INV	23/01/2018	64947	Emergency clean up work	505.56
				INV	23/01/2018	64758	General vegetation clearance	2,866.64
				INV	23/01/2018	64757	Tree pruning and vegetation clearance	3,645.08
				INV	23/01/2018	64756	Tree pruning	433.33
				INV	23/01/2018	64755	Removal of tree trunks and clearance	1,492.92
				INV	23/01/2018	64760	Tree pruning & clearance	393.33
				INV	23/01/2018	64759	Removal of bees	1,535.78
				INV	23/01/2018	64661	Tree pruning	8,083.31
				INV	23/01/2018	64520	General vegetation clearance	3,888.89
3623.2125-(		Synergy	29,422.15	INV	23/01/2018	921049150Jan18	2874U Medina Hall	988.05
				INV	23/01/2018	958335710Jan18	8974U Orelia Oval	2,028.40
				INV	23/01/2018	676621320Jan18	5861U Margaret Feilman	1,985.35
				INV	23/01/2018	127609840Jan17	26U Darius Top Floor	39.10
				INV	22/01/2018	177581220Jan18	76487.58U Recquatic	18,687.00
				INV	22/01/2018	129764890Jan18	7172.69U Lambeth Park POS	1,366.50
				INV	22/01/2018	141057240Jan18	14267.34U The Zone	4,327.75



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3623.218-0'		Bob Jane T-Mart	1,506.00	INV	22/01/2018	130349	Puncture Repair to KAP	25.00
				INV	22/01/2018	130049	Gater Tyres and alignment	1,481.00
3623.2224-(		Prestige Catering & Event Hire	358.50	INV	23/01/2018	00021812	Catering 17/1/2018	358.50
3623.232-0'		Bridging The Gap Inc	210.00	INV	22/01/2018	00000529A	Course fee	210.00
3623.2410-(		ABCO Products	4,257.56	INV	23/01/2018	318456	Toiletries	1,720.26
				INV	23/01/2018	314408	Desk bin and toilet tissues	2,537.30
3623.248-0'		Bunnings Building Supplies	980.10	INV	22/01/2018	2163/01148989	Gift Cards x2	100.00
				INV	23/01/2018	2163/01044899	Dulux Paint 15 litres	190.00
				INV	23/01/2018	2163/01046553	Floor applicator	213.54
				INV	23/01/2018	2163/01566051	Hardware items	99.58
				INV	23/01/2018	2163/01566478	Various Cleaning Products	337.23
				INV	22/01/2018	2163/01404139	Vents for tool cabinet	26.60
				INV	22/01/2018	2163/01695752	Pine Turned Rail 2.4mm x 100mm	13.15
3623.2507-(		Ixom Operations Pty Ltd	988.88	INV	23/01/2018	5919633	Chlorine bottle 78L orders plus hire	988.88
3623.2512-(		Konnect	55.54	INV	23/01/2018	16382808	Stainless steel discs	55.54
3623.2646-(		Neverfail Springwater	110.50	INV	22/01/2018	776579	Bottled water for Zone	55.25
				INV	22/01/2018	829852	Bottled water for Zone	55.25
3623.3105-(		Poly Pipe Traders	2,066.44	INV	18/01/2018	00089306	Reticulation items	1,897.74
				INV	22/01/2018	00088028	Bermad 200 50mm angle	168.70
3623.3155-(		PFD Food Services Pty Ltd	849.90	INV	23/01/2018	KI861159	Cafe Supplies	849.90
3623.3212-(		Marketforce Pty Ltd	171.94	INV	23/01/2018	18207	Advertising online with Seek 6/11/2017	171.94
3623.3424-(		Dale Alcock Homes Pty Ltd	516.00	INV	22/01/2018	17thJan18	Refund material usage fee VP2017/235	516.00
3623.347-0'		Cleanaway Pty Ltd	131,334.54	INV	22/01/2018	9780056	Serviced skip bins December2017	130,520.10
				INV	18/01/2018	9779924	Serviced skip bins Adventure Park	814.44
3623.357-0'		BullAnt Security Pty	275.00	INV	22/01/2018	10,162,381	Call out to repair lock	275.00
3623.358-0'		Coastline Mowers	247.75	INV	22/01/2018	15959#4	Mower parts	233.50
				INV	22/01/2018	16050#12	Grinding Stones 4.0mm-5/32 x 5 Packs	14.25
3623.3700-(		Studiosity Pty Ltd	8,057.50	INV	23/01/2018	00003657	Studiosity Minutes (4,500 Minutes) + Marketing	8,057.50
3623.3877-(		Schweppes Australia Pty Ltd	297.22	INV	24/01/2018	0807604265	Drinks for Recquatic Cafe	297.22
3623.3977-(		MRP Osborne Park-General Pest/Termi	125.00	INV	23/01/2018	70368	Treatment of papermest	125.00





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3623.4033-(		Envision Ware Pty Ltd	22.00	INV	23/01/2018	INV-AU-3869	Envisionware CBA Update firmware	22.00
3623.407-0'		Winc Australia Pty Ltd	90.08	INV	23/01/2018	9023209163	86512953 Klnx 4440 Compact Twll 90 Ctn 24	43.81
				INV	22/01/2018	9023081251	Stationery	46.27
3623.412-0'		Courier Australia	70.31	INV	23/01/2018	0317	Courier charges to 4/1/18	70.31
3623.413-0'		Covs Parts Pty Ltd	1,551.39	INV	23/01/2018	1650052675	Oil and air filters	123.76
				INV	23/01/2018	1650053741	Reverse alarm	71.17
				INV	23/01/2018	1650053701	Socket set hex metric	290.47
				INV	23/01/2018	1650053672	Coupler and grease gun	162.47
				INV	23/01/2018	1650053723	Toledo ball joint tie rod	55.73
				INV	22/01/2018	1650053492	Lithium coin battery	57.64
				INV	22/01/2018	1650052952	Narva guardian flashing amber light	165.57
				INV	22/01/2018	1540051761	Tap set	342.20
				INV	22/01/2018	1650051857	Windshield locking strip	60.21
				INV	22/01/2018	1650053477	Led lamp	222.17
3623.4146-(		Peter Carnley Anglican Community Sc	2,050.00	INV	22/01/2018	16thJan2018	Educational Scholarship Community	400.00
				INV	23/01/2018	22ndJan2018	Funding program Defibrillator	1,650.00
3623.4184-(		Salvatore Sorgiovanni	302.50	INV	24/01/2018	19thJan2018	Reimb IPWEA WA 2017 Membership	302.50
3623.4246-(		Atom Supply	1,620.85	INV	23/01/2018	H964913	Uniforms Depot	398.20
				INV	23/01/2018	H964910	Uniforms Depot	293.70
				INV	23/01/2018	H964911	Uniforms Depot	384.45
				INV	23/01/2018	H964916	Uniforms Depot	384.45
				INV	23/01/2018	H964555	Uniforms Depot	106.70
				INV	22/01/2018	H964498	Socks for Depot	53.35
3623.4483-(		Global Spill Control	176.00	INV	22/01/2018	77821	Road Sign Bi-Pod Leg Weights 3kg ea	176.00
3623.4755-(		University Co-operative Bookshop Lt	178.36	INV	22/01/2018	14564917	Prize for Science Extravaganza Survey	178.36
3623.483-0'		Landgate	4,497.25	INV	22/01/2018	62601112	Data Capture Services	4,331.25
				INV	18/01/2018	62604985	Landgate title search fees	166.00
3623.4861-(		Big W	357.00	INV	23/01/2018	953679	Wellard Program Supplies School Holidays	282.00
				INV	22/01/2018	953684	Safety gate for kitchen	69.00
				INV	23/01/2018	953687	A3 Spiral Sketch Books x2	6.00
3623.537-0'		Educational Art Supplies Co	218.85	INV	22/01/2018	3442203	Assorted craft items for play and learn	218.85
3623.5520-(		Master Lock Service	205.00	INV	22/01/2018	00004837	Replace door handle at Darius Wells	205.00



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3623.560-0'		Goodchild Enterprises	110.00	INV	23/01/2018	520039	Bosch 50D20L-S4 battery	110.00
3623.5627-(		Tyrecycle Pty Ltd	196.04	INV	23/01/2018	659147	Monthly tyre collection November 2017	196.04
3623.5962-(		Rockingham PCYC	664.40	INV	23/01/2018	KS015790	Kidsport vouchers x 5	664.40
3623.598-0'		Forpark Australia Pty Ltd	4,650.25	INV	23/01/2018	40635	Parts for playgrounds	229.35
				INV	23/01/2018	40634	Swing castings	1,141.80
				INV	23/01/2018	40633	Playground equipment	3,279.10
3623.5996-(		CMS Engineering Pty Ltd	3,407.47	INV	23/01/2018	26962	Hydrotherapy pool chiller	359.70
				INV	23/01/2018	26965	Service air con in Recquatic	1,006.50
				INV	23/01/2018	26963	Leda Hall Replace Damaged Sump	797.50
				INV	23/01/2018	26964	Service Kiosk exhaust fan	184.91
				INV	23/01/2018	26967	Service air con in Darius Wells	1,058.86
3623.6000-(		Scott Printers Pty Ltd	5,109.50	INV	22/01/2018	114414	Rock symphony postcards	2,887.50
				INV	22/01/2018	114416	Freight forum booklets x120	506.00
				INV	22/01/2018	114948	Christmas cards x200	528.00
				INV	22/01/2018	115065	1,500 DL flyers for BYO rock symphony	242.00
				INV	22/01/2018	115600	Desk calendars for staff	946.00
3623.6018-(		ALSCO Pty Ltd	52.92	INV	23/01/2018	CPER1794739	Linen Hire for Council Dinners	52.92
3623.6267-(		Woolworths Group Limited	550.83	INV	23/01/2018	2982543	Refreshments	45.00
				INV	22/01/2018	2982547	2 Gift cards	80.00
				INV	22/01/2018	2982535	Various items for Term 4 holiday program	30.50
				INV	22/01/2018	2982537	Items for Mooditj Kulungars	72.33
				INV	23/01/2018	2982540	Items for Recquatic staff room	48.45
				INV	23/01/2018	2982539	Cafe supplies	118.26
				INV	23/01/2018	2982532	Cafe supplies	121.29
				INV	22/01/2018	2982536	Wrap platter for Girls School Holiday Program	35.00
3623.6371-(		KDAire Mechanical Services Pty Ltd	3,102.00	INV	23/01/2018	40934	Install 2.5kw HWS at Darius Wells	3,102.00
3623.662-0'		Green Skills Inc / Ecojobs	1,038.40	INV	23/01/2018	P654	Greenstock Maintenance 8/1/2018	1,038.40
3623.664-0'		StrataGreen	568.26	INV	24/01/2018	91158	Liquid soil wetter	568.26
3623.6699-(		Diamonds Netball Club WA Inc	150.00	INV	23/01/2018	KS015783	Kidsport voucher	150.00
3623.6707-(		Labourforce Impex Personnel Pty Ltd	1,756.76	INV	22/01/2018	135080	Temp staff w/e 07/01/2018	1,756.76
3623.6768-(		Peel Metropolitan Horse & Pony Club	150.00	INV	18/01/2018	KS015692	Kidsport voucher x1	150.00



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3623.682-0'		Harmony Software	82.50	INV	22/01/2018	00019362	Harmony Web Educators Subs	82.50
3623.7366-(		REDIMED Pty Ltd	302.50	INV	22/01/2018	1017952	Pre employment medical 11/1/18	302.50
3623.7436-(		Action Glass Pty Ltd	2,269.08	INV	23/01/2018	B58532	Remove broken glass & replace	2,269.08
3623.7612-(		Professional Trapping Supplies	7,630.25	INV	23/01/2018	27935	Security cameras and chargers	7,630.25
3623.7732-(		Griffin Civil	51,910.14	INV	22/01/2018	00000943	Bertram Rd footpath drainage works	51,910.14
3623.7739-(		The Kings College	300.00	INV	22/01/2018	16thJan2018	Educational Scholarship	300.00
3623.7914-(		Jandakot Jets Junior Football Club	145.00	INV	23/01/2018	KS015756	Kidsport voucher	145.00
3623.7921-(		Baldivis Soccer Club Inc	300.00	INV	22/01/2018	KS015795	Kidsport voucher x 2	300.00
3623.795-0'		K Mart	176.50	INV	23/01/2018	109737	Items for Girls session at Zone	126.50
				INV	23/01/2018	111659	Assorted items for reward box for Term 4	50.00
3623.8325-(		Envirosweep	5,959.25	INV	23/01/2018	53342	Weekly carpark sweeping	3,071.20
				INV	18/01/2018	53312	Footpath Sweeping December 2017	1,950.30
				INV	22/01/2018	53743	Extra sweeping Lyon road	121.00
				INV	22/01/2018	53678	Extra sweeping of Sulphur & Durrant Rd	121.00
				INV	22/01/2018	53679	Extra sweeping Petersfield, Hurn & Beauchamp	514.25
				INV	22/01/2018	53682	Sweeping of Fareham & Runnymede Gate	181.50
3623.850-0'		Gilmore College	300.00	INV	23/01/2018	16thJan2018	2017 Educational Scholarship	300.00
3623.8580-(		FenceWright	17,363.50	INV	23/01/2018	00000153	Dismantle and install fence Adventure P/ground	17,363.50
3623.8609-(		Foodbank of Western Australia	61.25	INV	22/01/2018	INV0257800	Food Bank Groceries for Drop in	61.25
3623.867-0'		Lamp Replacements	242.00	INV	18/01/2018	IN1010299	Tubets 863mm OSR	242.00
3623.8998-(		McLeods	4,227.68	INV	23/01/2018	101141	Legal fee Matter No.41577	677.57
				INV	23/01/2018	101110	Legal fee Matter No 41760	1,803.97
				INV	23/01/2018	101152	Legal fee Matter No 42028	1,746.14
3623.9030-(		Air Liquide Australia	109.16	INV	22/01/2018	UK4238	CO2 G cylinder	109.16
3623.9274-(		Senversa	4,587.00	INV	22/01/2018	11097	Meeting review RAP	4,587.00
3623.9542-(		Rosie O Entertainment Pty Ltd	280.00	INV	23/01/2018	00007518	Wellard Community Centre Facepainting	280.00
3623.9572-(		Aaron Thomas	450.00	INV	22/01/2018	001	Open Mic Night January 2018	450.00
3623.9672-(		Madora Bay Settlements	962.03	INV	23/01/2018	13.6	Rates Refund	962.03



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3623.9673-(		Martinus Glas	710.64	INV	23/01/2018	13.7	Rates Refund	710.64
3623.9730-(		Bradley James William Edwards	50.00	INV	18/01/2018	858310	Refund 360L recycle bin upgrade fee	50.00
3623.9733-(		Robert James Smith	300.00	INV	22/01/2018	16thJan2018	Educational Scholarship	300.00
3623.9734-(		Kevin Stanley Strickland	50.00	INV	22/01/2018	923312	Refund 360L recycle bin upgrade fee	50.00
3623.9735-(		Reeta Davi Singh	43.75	INV	22/01/2018	16thJan2018	Refund of remaining aquatic passes	43.75
3623.9736-(		Janine Kiri Aird	1,228.00	INV	23/01/2018	8thJan2018	Refund of building services levy	1,228.00
3623.9737-(		Catherine Fiona Malcolm	50.00	INV	23/01/2018	1033325	Refund 360L recycle bin upgrade fee	50.00
3623.9738-(		Asylum Seeker Resource Centre	50.00	INV	23/01/2018	3rdJan2018	2017 Lyrik Awards donation	50.00
3623.9739-(		Evelyn Margaret Lance	250.00	INV	23/01/2018	14thDec2017	Lyrik Awards Round 22	250.00
3623.9740-(		Kandie Foster	250.00	INV	23/01/2018	14thDec2017	Lyrik Awards Round 22	250.00
3623.9741-(		Aoife Hayes	30.00	INV	24/01/2018	243730	Dog sterilisation	30.00
3623.9742-(		Jennifer Meagan Felstead	375.00	INV	24/01/2018	16thJan2018	2017 Educational Scholarship	375.00
3623.9743-(		Angela Rochelle Kooper	100.00	RFD	24/01/2018	1146063	Refund bond Hall hire 01/08/17	100.00
3623.9744-(		Jean Gibbs	100.00	RFD	24/01/2018	1143996	Refund bond Patio hire 20/1/18	100.00
3623.9745-(		Karis Weinbrecht	100.00	RFD	24/01/2018	1147080	Refund bond Patio hire 21/1/18	100.00
3623.9746-(		Courtney Marie Wayne	100.00	RFD	24/01/2018	1175830	Refund bond Patio hire 22/9/2017	100.00
3623.9747-(		Australian Breastfeeding Associatio	100.00	RFD	24/01/2018	1181828	Refund bond Patio hire 05/10/17	100.00
3623.9748-(		Katrina Fleur Drake	100.00	RFD	24/01/2018	1220331	Refund bond Patio hire 15/12/17	100.00
3623.9749-(		Leanne Evans	100.00	RFD	24/01/2018	1238465	Refund bond Hall hire 11/1/2018	100.00
3623.9750-(		Renata Schoof	100.00	RFD	24/01/2018	1238465	Refund bond Hall hire 11/1/18	100.00
3623.9751-(		Randolph Bitara Matusalem	1,000.00	RFD	24/01/2018	1238465	Refund bond Hall hire 11/1/18	1,000.00
3623.9752-(		Claire McLelland	100.00	RFD	24/01/2018	1238468	Refund bond Hall hire 10/1/18	100.00
3623.9753-(		Perthnama	1,000.00	RFD	24/01/2018	1238668	Refund bond Hall hire 19/1/18	1,000.00
3623.9755-(		Sian West	100.00	RFD	24/01/2018	1200691	Refund bond Patio hire 09/11/17	100.00
3623.9756-(		John Reuben Walsh	360.00	INV	24/01/2018	A/N22517	Crossover subsidy rebate	360.00
3623.9757-(		Donald Ismail	540.00	INV	24/01/2018	A/N22761	Crossover subsidy rebate	540.00
3623.9758-(		Garry Frederick Smith	360.00	INV	24/01/2018	A/N1168	Crossover subsidy rebate	360.00



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3624	25/01/2018	EFT TRANSFER: - 29/01/2018	221,857.00					
3624.153-0'		Australian Taxation Office	221,857.00	INV	14/01/2018	PY99-15-Australi	Payroll Deduction	158.00
				INV	17/01/2018	PY01-15-Australi	Payroll Deduction	221,699.00
3625	31/01/2018	EFT TRANSFER: - 01/02/2018	165,633.03					
3625.565-0'		Bright Futures Family Day Care - Pa	111,079.09	INV	31/01/2018	150118-280118	FDC Payroll 15/1/18-28/1/18	111,079.09
3625.568-0'		Bright Futures In Home Care - Payro	54,553.94	INV	31/01/2018	150118-280118	IHC Payroll 15/1/18-28/1/18	54,553.94
3627	31/01/2018	EFT TRANSFER: - 01/02/2018	538,470.68					
3627.1033-(		Nilfisk Pty Ltd	251.71	INV	30/01/2018	PSVI000052	Service leak	251.71
3627.1044-(		Oakford Agricultural & Garden Suppl	17.00	INV	30/01/2018	78819	S410 implement pin	17.00
3627.1097-(		Perlex Holdings	1,865.00	INV	31/01/2018	c8511	Inflatable water slides for Australia Day 2018	1,865.00
3627.1130-(		Port Printing Works	85.80	INV	30/01/2018	INV010069	Business cards	42.90
				INV	30/01/2018	INV010305	Business cards	42.90
3627.1206-(		Ritz Party Hire	2,785.00	INV	30/01/2018	1244603200	Marquee	320.00
				INV	30/01/2018	12446012969	Marquee	2,465.00
3627.1227-(		Rockingham Holden	789.15	INV	30/01/2018	GMFS242978	Plant:492Reg:1GEO392 Wrong Fuel Fill, Pick up	789.15
3627.1252-(		Running Bare Australia Pty Limited	651.46	INV	30/01/2018	001507526	Running bare clothing	651.46
3627.1276-(		Satellite Security Services	6,307.65	INV	30/01/2018	IV001892	Business Incubator 18/1/2018 Low battery	315.01
				INV	29/01/2018	00801077	Security Monitoring Jan to Jun 2018	5,697.63
				INV	29/01/2018	IV001877	Replaced zone 24 PIR	295.01
3627.1360-(		Saint John Ambulance Australia (WA)	485.10	INV	31/01/2018	EHSINV00087860	2 Event Health Officers	207.90
				INV	31/01/2018	EHSINV00087866	2 Event Health Officers	277.20
3627.1423-(		Telstra	108.49	INV	31/01/2018	1548725500Jan18	Usage to 18/1/18 Alarm at Feilman Building	61.64
				INV	30/01/2018	0335568200Jan18	Usage to 14/1/18 BP Village	46.85
3627.1516-(		Trisley's Hydraulic Services Pty Lt	1,395.90	INV	30/01/2018	198253	Install sleeve and lamp at Recquatic	1,395.90
3627.1528-(		Twights Plumbing Pty Ltd	1,899.25	INV	30/01/2018	f7513	BP Repair various broken sprinklers	1,899.25
3627.1530-(		Wormald Australia Pty Ltd	1,089.00	INV	29/01/2018	7624919	Service Evac system Admin	275.00
				INV	29/01/2018	7625135	Service fire alarm Council Kitchen	561.00
				INV	29/01/2018	7633152	Service alarm at The Zone	253.00
3627.1572-(		Western Australian Local Government	567.00	INV	30/01/2018	I3069019	Accounts Payable for Local Government	567.00



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3627.1621-(		Western Australian Treasury Corpora	78,152.68	INV	30/01/2018	GFEE DEC17	Govt Guarantee fee GFEE DEC17	78,152.68
3627.1649-(		Dennis Cleve Wood	2,905.33	INV	24/01/2018	ICTALLOW17/18	ICT Allowance	291.67
				INV	24/01/2018	MEETINGFEE17/18	Meeting Fees	2,613.66
3627.1689-(		Sandra Elizabeth Lee	2,905.33	INV	24/01/2018	ICTALLOW17/18	ICT Allowance	291.67
				INV	24/01/2018	MEETINGFEES17/18	Meeting Fees	2,613.66
3627.1706-(		Mayne Publishing Pty Ltd	77.00	INV	30/01/2018	INV20969	Landscape contractor magazine 2 years subscription	77.00
3627.1814-(		P Rond & Co	1,178.51	INV	30/01/2018	00000538	Depot uniforms	1,178.51
3627.1937-(		Coles Myer Ltd - Gift Card Accounti	2,594.85	INV	31/01/2018	IN736522	Gift vouchers	2,594.85
3627.1980-(		Pember Wilson & Eftos	3,850.00	INV	30/01/2018	6-18	Invoice in relation to the valuation of suite	1,925.00
				INV	30/01/2018	5-18	Invoice Valuation of suites 9,10,11,16,17	1,925.00
3627.2052-(		Kwinana District Football Club	150.00	INV	30/01/2018	KS015894	2018 Kwinana Districts Football Club	150.00
3627.2097-(		Beaver Tree Services Aust Pty Ltd	979.33	INV	31/01/2018	65148	Tree watering w/e 19/1/18	979.33
3627.2125-(		Synergy	83.55	INV	29/01/2018	169027190Jan18	OU Entry Statement lighting	54.10
				INV	29/01/2018	169027380Jan18	OU entry statement lighting	29.45
3627.2224-(		Prestige Catering & Event Hire	378.40	INV	31/01/2018	00021821	Catering 24/1/2018	378.40
3627.248-0'		Bunnings Building Supplies	421.78	INV	30/01/2018	2163/01620692	Purchase of various hardware	115.90
				INV	30/01/2018	2163/01150146	Timber Screws	107.83
				INV	30/01/2018	2163/01620960	Adventure Playground Hardware to repair play gear	158.01
				INV	30/01/2018	2163/01566576	Adventure Playground Pest control supplies.	40.04
3627.2652-(		Modern Teaching Aids Pty Ltd	79.97	INV	30/01/2018	43216266	Assorted craft items	79.97
3627.2732-(		KC & C Jack	49.50	INV	30/01/2018	533	Replace lock barrel	49.50
3627.2852-(		Downer EDI Works Pty Ltd	64,453.35	INV	31/01/2018	6003419	2.62 7mm Gran AC50B	479.82
				INV	31/01/2018	6003418	0.50 7mm Gran AC50B Asphalt	91.58
				INV	29/01/2018	6003442	Supply of concrete for Gilmore Ave	63,881.95
3627.2903-(		Insight Call Centre Services	3,466.33	INV	30/01/2018	000900270	Overcall fee for contract CA0018 for month of Dec 17	3,466.33
3627.2981-(		Peter Edward Feasey	4,756.66	INV	24/01/2018	DEPMAYFEE17/18	Deputy Mayoral Allowance	1,851.33
				INV	24/01/2018	ICTALLOW17/18	ICT Allowance	291.67
				INV	24/01/2018	MEETINGFEES17/18	Meeting Fees	2,613.66
3627.30-01		Carol Elizabeth Adams	11,617.50	INV	24/01/2018	ICTALLOW17/18	ICT Allowance	291.67



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
				INV	24/01/2018	MAYALLOW17/18	Mayoral Allowance	7,405.33
				INV	24/01/2018	MEETINGFEE17/18	Meeting Fees	3,920.50
3627.3311-(		FCT Surface Cleaning	1,738.00	INV	29/01/2018	00029114	Removal of Graffiti from Casuarina Fire Stn	1,738.00
3627.335-0'		City of Rockingham	98,817.67	INV	30/01/2018	96555	Tip fees	19,072.64
				INV	31/01/2018	96361	Tip fees	79,745.03
3627.358-0'		Coastline Mowers	2,469.95	INV	30/01/2018	16141	Cutter blade 600mm Sharpened	394.35
				INV	30/01/2018	16089#5	Mower Maintenance / Parts	2,075.60
3627.3677-(		TC Precast Pty Ltd	176.00	INV	30/01/2018	SI-00000476	1200 Manhole cover	176.00
3627.3686-(		KAJ Installations & Services	280.00	INV	30/01/2018	00004313	APU Garage No31 Roller door is not working	120.00
				INV	30/01/2018	00004320	APU Unit 63 maintenance	160.00
3627.4003-(		Infiniti Group	325.56	INV	30/01/2018	422868	Toiletries	325.56
3627.407-0'		Winc Australia Pty Ltd	1,384.27	INV	30/01/2018	9023253899	General stationery Library	737.79
				INV	30/01/2018	9023279146	Stationery	646.48
3627.412-0'		Courier Australia	12.68	INV	31/01/2018	0318	Courier charges	12.68
3627.413-0'		Covs Parts Pty Ltd	750.06	INV	30/01/2018	1650054098	6203ZZ BEARING 17X40X12, 71230 LED UNDER	638.00
				INV	30/01/2018	1650054066	6203ZZ BEARING 17X40X12, 71230 LED UNDER	12.02
				INV	30/01/2018	1650054188	ECR2016BS1 LITHIUM COIN BATTERY 2016 PK 1	100.04
3627.4245-(		ED Property Services	803.00	INV	30/01/2018	00001036	BP villa 65, investigate and repair to roof leak	121.00
				INV	30/01/2018	00001031	APU install bollard to gazebo area	682.00
3627.4246-(		Atom Supply	2,605.46	INV	30/01/2018	H964425	BS6031 Bisley mens metro L/S shirt blue 2XL	160.05
				INV	30/01/2018	H964914	BS6031 Bisley mens metro L/S shirt blue 2XL	126.50
				INV	30/01/2018	H965467	BS6031 Bisley mens metro L/S shirt blue XL	134.75
				INV	30/01/2018	H964600	BS6031 Bisley mens metro L/S shirt blue XL	96.03
				INV	30/01/2018	H965336	BS6031 Bisley mens metro L/S shirt blue XL	398.20
				INV	30/01/2018	H964647	BS6031 Bisley mens metro L/S shirt blue XL	10.67





## Cheque Listing

Payments made between

01/01/2018 to 31/01/2018

<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
				INV	30/01/2018	H965333	BS6031 Bisley mens metro L/S shirt blue XL	384.45
				INV	31/01/2018	H963342	Depot Uniforms	381.43
				INV	31/01/2018	H965703	Depot uniforms	80.62
				INV	30/01/2018	H962870	Depot uniforms	131.73
				INV	30/01/2018	H962642	Depot uniforms	103.95
				INV	30/01/2018	H961654	Depot uniforms	19.25
				INV	30/01/2018	H961589	Depot uniforms	446.22
				INV	30/01/2018	H964915	Depot uniforms	131.61
3627.4542-(		Glenn Swift Entertainment	660.00	INV	30/01/2018	240118	Pre-movie Roving Entertainment	660.00
3627.4692-(		Elliotts Irrigation Pty Ltd	1,683.00	INV	30/01/2018	820067	Standing order Iron filter servicing	1,192.40
				INV	30/01/2018	820066	Standing order Iron filter servicing	490.60
3627.4719-(		Complete Office Supplies Pty Ltd	410.91	INV	31/01/2018	07275504	Stationery Depot	410.91
3627.480-0'		Department of Transport	10.05	INV	30/01/2018	409017	Vehicle Search Fees 2 Successful & 1 Unsuccessful	10.05
3627.4861-(		Big W	78.00	INV	30/01/2018	953701	Catsan Ultra Clumping Cat Litter 15kg	18.00
				INV	30/01/2018	953689/953688	Hose and Containers	60.00
3627.4865-(		City of South Perth	127.75	INV	31/01/2018	170532	Part of White Night costs	127.75
3627.5143-(		Wendy Gaye Cooper	2,905.33	INV	24/01/2018	ICTALLOW17/18	ICT Allowance	291.67
				INV	24/01/2018	MEETINGFEES17/	Meeting Fees	2,613.66
3627.5351-(		Koori Kids Pty Ltd	450.00	INV	31/01/2018	N161/2017	Naidoc school initiatives 2018	450.00
3627.540-0'		EJ's Mini Excavator	13,970.00	INV	30/01/2018	121	Clear vegetation in drains Marri Park & Newbold	13,970.00
3627.5520-(		Master Lock Service	278.00	INV	30/01/2018	00004846	Adventure Park Roller door lock	120.00
				INV	31/01/2018	00004747	Rekey kitchen door	158.00
3627.5652-(		Put On A Happy Face	720.00	INV	30/01/2018	904	Face painters at Open Day	720.00
3627.5743-(		Programmed Maintenance Services Ltd	10,017.52	INV	30/01/2018	SINV514514	BP Gardening & Lawn mowing Jan 18	10,017.52
3627.5823-(		Accord Security Pty Ltd	4,042.98	INV	30/01/2018	00022261	1 x Security Officer 10/12/2017	2,636.74
				INV	30/01/2018	00022260	Security Officer at Edge Park 21/1/17	1,406.24
3627.5958-(		West Coast Profilers	16,175.58	INV	29/01/2018	18327	Hire of profiler, bobcat, semi trailer	13,909.21
				INV	29/01/2018	18335	Hire of profiler, tipper, bobcat	2,266.37



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
3627.5996-(		CMS Engineering Pty Ltd	2,193.73	INV	30/01/2018	103550	Recquatic Repair Chiller	309.76
				INV	30/01/2018	27020	Depot, Administration Building, Air conditioner	434.61
				INV	30/01/2018	27018	The Zone upstairs air conditioning Services	309.76
				INV	31/01/2018	26966	at Darius Wells	1,139.60
3627.6018-(		ALSCO Pty Ltd	52.92	INV	31/01/2018	CPER1793191	Linen Hire for Council Dinner	52.92
3627.6224-(		The Grant Finder	855.00	INV	31/01/2018	00116	Movie night activities Prep and Facilitate	360.00
				INV	31/01/2018	00117	Prepare& facilitate experiment station	495.00
3627.6267-(		Woolworths Group Limited	1,064.90	INV	30/01/2018	3116264	Cafe supplies	47.01
				INV	30/01/2018	3116260	Depot morning tea supplies, Catering items	140.85
				INV	30/01/2018	3116262	Cafe supplies	92.37
				INV	30/01/2018	3116251	Cafe supplies	94.00
				INV	30/01/2018	3116252	Cafe supplies	24.38
				INV	30/01/2018	2982542	Cafe supplies	112.90
				INV	30/01/2018	2982549	Cafe supplies	110.38
				INV	30/01/2018	2982544	Supplies for Open Day	182.44
				INV	30/01/2018	2982545	Wish Card for Movie Night Survey Prize	100.00
				INV	30/01/2018	2982533	Milk for Zone Staff & Tenants	9.00
				INV	30/01/2018	3116261	Purchase of Food items for drop in	65.16
				INV	30/01/2018	3116256	Master chef Program	86.41
3627.6370-(		Elexacom	15,417.85	INV	30/01/2018	22239	BP replace 2 broken pits	892.78
				INV	30/01/2018	22232	BP villa 47, replace unserviceable exhaust fan,	190.69
				INV	30/01/2018	22238	APU unit 71, replace 4x light switches and smoke	368.58
				INV	30/01/2018	22236	Darius Wells Library and Resource Centre	604.35
				INV	30/01/2018	22228	Casuarina/Wellard Fire Station Carpark lights	490.58
				INV	30/01/2018	22230	Administration Light in Finance not working	109.89
				INV	30/01/2018	22231	Recquatic cover missing off dual fluoro light	109.12
				INV	30/01/2018	22240	Install various power points	1,956.02
				INV	31/01/2018	21524	6 mthly RCD testing Wandi Hall	46.75
				INV	31/01/2018	22202	Repair and install new down lights	238.15
				INV	31/01/2018	22188	Service of light towers at Thomas oval	9,973.96
				INV	31/01/2018	21819	Testing of emergency & exit lights	187.00



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
				INV	31/01/2018	21820	Testing of emergency & exit lights	140.25
				INV	31/01/2018	21789	Testing of emergency & exit lights Casuarina	86.35
				INV	31/01/2018	21425	Hall Veranda lights are not working	23.38
3627.6516-(		Industrial Decontamination Services	129.24	INV	30/01/2018	INV-3617	Level 1 Jacket x3, Level 1 Pants x2, Cargo pants	129.24
3627.6707-(		Labourforce Impex Personnel Pty Ltd	1,756.76	INV	30/01/2018	135219	Temp staff Depot w/e 12/01/18	1,756.76
3627.684-0'		Hart Sport	269.70	INV	30/01/2018	782089	Netball bibs	269.70
3627.7042-(		Quantum Building Services	627.00	INV	30/01/2018	00001687	Welding of Stainless Steel Step	627.00
3627.7350-(		Lets All Party	2,195.00	INV	30/01/2018	INV-0196	Slushie Machine for Kwinana Recquatic	215.00
				INV	30/01/2018	INV-0195	Open Day Open Day entertainment	1,980.00
3627.7351-(		Pony Cycles	474.00	INV	30/01/2018	2095	Hire of Pony cycles	474.00
3627.7381-(		Shobair Hosseini	95.98	INV	31/01/2018	29thJan2018	Reimb of fuel 1GIL472	95.98
3627.7436-(		Action Glass Pty Ltd	692.07	INV	31/01/2018	B13097	Repair broken glass	692.07
3627.7557-(		Sheila Mills	2,975.83	INV	31/01/2018	Jan2018	Reimb of expenses	70.50
				INV	24/01/2018	ICTALLOW17/18	ICT Allowance	291.67
				INV	24/01/2018	MEETINGFEE17/18	Meeting Fees	2,613.66
3627.7575-(		Pickles Auctions	418.00	INV	30/01/2018	26009197	Vehicle pickups	418.00
3627.7605-(		Flying Canape	428.00	INV	30/01/2018	11446	Catering Thursday 18 January 2018	428.00
3627.762-0'		Blackwood & Sons Ltd	264.73	INV	29/01/2018	KW3183OD	First Aid Stickers	47.67
				INV	29/01/2018	KWNW4165	First aid sign	19.48
				INV	29/01/2018	PE2879OP	Socks H/Proof Explore Long S1136P BK 6	59.18
				INV	30/01/2018	PE4111OP	KEY GATIC LIFTING 740 LONG	138.40
3627.7625-(		Flex Industries Pty Ltd	143.00	INV	30/01/2018	58527	P471, KWN2035, MITSUBISHI ROSA BUS, "A" SERVICE.	143.00
3627.7689-(		VARIDESK	1,440.00	INV	29/01/2018	IVC--2-582978	4 x The Mat 36, 4 x Dual Monitor Risers	1,440.00
3627.805-0'		Mervyn Thomas Kearney	2,905.32	INV	24/01/2018	ICTALLOW17/18	ICT Allowance	291.66
				INV	24/01/2018	MEETINGFEES17/18	Meeting Fees	2,613.66
3627.8119-(		The Smart Security Company P/L	5,339.95	INV	30/01/2018	4648	BP 24 hour monitoring of alarm January 18	5,339.95



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
3627.828-0		Koorliny Arts Centre	111,983.30	INV	30/01/2018	00003493	3rd quarter management fees	111,983.30
3627.8474-(		Volunteer Task Force	96.25	INV	29/01/2018	SI000937	Mowing services 11/12/2017	96.25
3627.8500-(		Verdant	594.00	INV	31/01/2018	P144.1	Structural Certification for Cacoon Sculpture	594.00
3627.8593-(		Deb Fitzpatrick	450.00	INV	30/01/2018	C492	Author talk School holiday session	450.00
3627.8769-(		Chipmunks Port Kennedy	528.90	INV	30/01/2018	INV-0210	23/1/18 Excursion	528.90
3627.8808-(		Alice Cordy-Hedge	250.00	INV	30/01/2018	007	Photography for Open Day 2 hrs.	250.00
3627.8814-(		Pack and Send Bibra Lake	120.00	INV	31/01/2018	AU-BBLK032626E7	Courier old servers back to Alleasing	120.00
3627.8996-(		Fridgair Industries Pty Ltd	303.07	INV	31/01/2018	29129	Service freezer at the Zone	303.07
3627.9019-(		Kearns Garden Supplies	1,037.87	INV	30/01/2018	103767	Adventure Playground Hardware	849.49
				INV	31/01/2018	09	Adventure Playground hardware	188.38
3627.9044-(		TenderLink	192.50	INV	31/01/2018	AU-234254	Tender services	192.50
3627.9047-(		StarWest Party Supplies	966.00	INV	30/01/2018	1221	Summer Series Movie Nights Saturday 18 November 2017	966.00
3627.9076-(		Charles Service Company	809.19	INV	30/01/2018	00030755	APU Unit 57 Pressure Cleaning	178.20
				INV	30/01/2018	00030697	BP Clubhouse, cleaning January 2018	630.99
3627.9133-(		People Solutions Australasia Pty Lt	715.00	INV	29/01/2018	00012212	Psychometric Testing	715.00
3627.9325-(		Manfred Surveys	715.00	INV	29/01/2018	1214	Set-out survey for Bertram road footpath	715.00
3627.9405-(		Matthew James Rowse	2,905.32	INV	24/01/2018	ICTALLOW17/18	ICT Allowance	291.66
				INV	24/01/2018	MEETINGFEES17/	Meeting fees	2,613.66
3627.9487-(		Sport and Recreation Surfaces	1,045.00	INV	29/01/2018	INV-00595	Place and fix netball goal post	1,045.00
3627.9488-(		Bright Light Signs Pty Ltd	1,320.00	INV	30/01/2018	00013264	3 x VMS boards	1,320.00
3627.9551-(		Double Decker Game Bus	1,320.00	INV	30/01/2018	11084ZH	Double Decker Gaming	1,320.00
3627.9596-(		Lush Digital Media Pty Ltd	3,794.45	INV	30/01/2018	1377	Music Festival remaining 50%	3,794.45
3627.9674-(		My Evolution Body Scans	507.50	INV	30/01/2018	00003289	Body scanner at Open Day	507.50
3627.9675-(		The Remedial Massage Guy	264.00	INV	31/01/2018	RO34/2018	Massage Services at Recquatic Open Day	264.00
3627.9676-(		Sifting Sands	4,775.71	INV	29/01/2018	00004556	Maintenance level clean	4,775.71
3627.9726-(		B & B Waste Contractors	770.00	INV	31/01/2018	00000367	Letterbox drop for rock symphony event	770.00
3627.9732-(		Builders Training of WA	1,360.38	INV	30/01/2018	00005732	Advanced Diploma of Building and Surveying	1,360.38



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
3627.9760-(		Ship Management Service Pty Ltd	539.28	INV	31/01/2018	14.3	Rates Refund	539.28
3627.9766-(		Cockburn City Teeball Club	125.00	INV	30/01/2018	KS015874	Kidsport voucher	125.00
3627.9767-(		Kristal Ann Waller	50.00	INV	30/01/2018	1095606	Refund 360L recycle bin upgrade fee	50.00
3627.9768-(		Lizelle Matthee	126.25	INV	31/01/2018	23rdJan2018	Refund swimming lessons	126.25
3627.9769-(		Defence Housing Australia	87.05	INV	31/01/2018	14.2	Rates Refund	87.05
3627.9770-(		Robecca Ann Britto	50.00	INV	31/01/2018	883780	Refund 360L recycle bin upgrade fee	50.00
3627.9771-(		Eloise Johnson	800.00	INV	31/01/2018	18thJan2018	2017 Educational Scholarship	800.00
3627.9772-(		Roisin Duffy	41.33	INV	31/01/2018	14.1	Rates Refund	41.33
3627.9773-(		Flo Mcleod	100.00	RFD	31/01/2018	1192776	Refund bond Patio hire	100.00
3627.9774-(		Ian Parker	2,000.00	RFD	31/01/2018	1110477	Refund bond Patio hire 20/1/2018	2,000.00
3627.9776-(		Shannon Howell	100.00	RFD	31/01/2018	1176461	Refund bond Patio hire 02/10/2017	100.00
3627.9777-(		Bianca Wakefield	100.00	RFD	31/01/2018	1192473	Refund bond Patio hire 26/10/2017	100.00
3627.9778-(		Sinikiwe Sibanda	100.00	RFD	31/01/2018	1213190	Refund bond Patio hire 5/12/2017	100.00
3627.9779-(		WA Foundation for Deaf Children	100.00	RFD	31/01/2018	1214608	Refund bond Patio hire 06/12/2017	100.00
3627.9780-(		Karney Armstrong	100.00	RFD	31/01/2018	1228028	Refund bond Patio hire 22/12/2017	100.00
3627.9781-(		Jody Wood	100.00	RFD	31/01/2018	1227026	Refund bond Patio hire 21/12/17	100.00
<b>Total EFT</b>			<b>3,933,032.58</b>					

### Cancelled Cheques

200865	24/01/2018	Australian Communications and Media	0.00
200866	24/01/2018	City Of Kwinana - Pay Cash	0.00
200867	24/01/2018	Australian Communications and Media	0.00
200868	24/01/2018	City Of Kwinana - Pay Cash	0.00
200871	31/01/2018	City Of Kwinana - Pay Cash	0.00
200872	31/01/2018	Foxtel Cable Television Pty Ltd	0.00
<b>Total Cancelled Cheques</b>			<b>0.00</b>

### Payroll

PY01-14	03/01/2018	Payroll	596,220.23
PY01-15	17/01/2018	Payroll	640,072.48
PY99-15	14/01/2018	Payroll - Interim	1,232.00



## Cheque Listing

Payments made between  
01/01/2018 to 31/01/2018

<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PY01-16	31/01/2018	Payroll	620,956.54					
		<b>Total Payroll</b>	<b>1,858,481.25</b>					
		<b>Grand Total</b>	<b>5,843,615.78</b>					

## **16.2 Quarterly Strategic Community Plan and Corporate Business Plan Report (Quarter 2 – 2017/18)**

### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

### **SUMMARY:**

Council have endorsed a Plan for the Future made up of a Strategic Community Plan and a Corporate Business Plan. Actions have been developed for each of these plans in order to achieve the aspirations of the community. Every quarter Council will receive a report detailing the progress against the adopted actions within the Strategic Community Plan and Corporate Business Plan.

### **OFFICER RECOMMENDATION:**

That Council note the Quarterly Performance Report (Oct – Dec 2017/18) detailed in Attachment A.

### **DISCUSSION:**

The *Integrated Planning and Reporting – Framework and Guidelines 2016* (Department of Local Government and Communities) recommend implementing quarterly reporting to inform Council and to monitor performance against community aspirations and respond to changing priorities. A Quarterly Strategic Community Plan and Corporate Business Plan Report is provided to Council each quarter. There are some actions in the Quarterly Strategic Community Plan and Corporate Business Plan Report that have been completed and do not have a comment associated with them for this quarter. This is due to the action being completed and a comment being provided in a previous quarter.

A short status summary and a list of highlighted achievements towards achieving the Strategic Community Plan to date has been included below:

#### **Rich in spirit**

Status: On target

Achievements so far:

- The City's Place Plans are now in draft form
- A New Residents Kit has been developed
- A Reflect Reconciliation Plan is now in draft form
- Completed construction of 'The Edge' Skate Park and continued activation with workshops, clinics and competitions
- Activated the Kwinana Adventure Park
- Held the Act Belong Commit Rock Symphony (with approximately 5,000 attendees)
- Held the Christmas Lolly Run (delivering 13,000 lolly bags to the community)
- Supported the Punjabi Association to host an annual cultural celebration in October



**16.2 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT  
(QUARTER 2 – 2017/18)**

- Recruited four Community Liaison Officers to engage in the City Centre
- Delivered the first half of the Parks Play program
- Activated the Zone Youth Space with various programs
- Activated the City's Community Centres (William Bertram, John Wellard and the Darius Wells)
- Delivered a Homelessness Week event at Medina Hall

**Alive with opportunities**

Status: On target

Achievements so far:

- Appointed an Economic Development Specialist
- The City has been appointed to the Reference Group for the Westport Taskforce
- Improved Local Commercial and Activity Centres through the provision of a small business grant program
- Progressed the Medina Town Centre Revitalisation Project
- Continued to brief stakeholders on the Kwinana Outer Harbour Project

**Surrounded by nature**

Status: On target

Achievements so far:

- Initiated the review of the Local Biodiversity Strategy
- Completed weed control measures for 2017
- Inherited three new reserves for inclusion in the City's natural areas
- Undertook fuel load assessments on City reserves
- Completed controlled burns in City reserves
- Completed fire break maintenance
- Held Living Smart workshops at the Wandi Community Centre
- Held guided activities such as the Wildflower Walk and Night Stalks
- Kwinana Community Share volunteers have been inducted as volunteers for the City
- Secured the Coastcare Program until 2018
- Commenced Rural Urban Interface Plans with local City brigades
- Commenced a review of the City's Emergency Services
- Initiated the development of an Environmental Education Strategy
- Adopted the Green Building Policy
- Completed the 2017 Groundwater Monitoring Program
- Initiated the development of a Landscape Strategy
- Progressed the Local Planning Policy to the final stages of review

## 16.2 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT (QUARTER 2 – 2017/18)

### It's all here

Status: On target

Achievements so far:

- Initiated the design stage for a local sporting ground with a community sports building in Bertram
- Upgraded the Kwinana Netball Courts with five new courts, player's shelters, retaining walls, perimeter fencing and a water fountain
- Upgraded the Tennis Club with the resurfacing of playing courts, a sun shade and internal carpets
- Initiated a condition audit of the City's Building Portfolio
- The City's Parking Strategy is now in draft form
- The City's Bike and Walk Plan is now in draft form
- Initiated a review of the Local Housing Strategy

This summary has also been expanded upon in Attachment A.

### LEGAL/POLICY IMPLICATIONS:

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

#### *Integrated Planning and Reporting - Framework and Guidelines*

Section 4.1 In Practice – Reporting indicates that:

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

#### Supporting Processes

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

### FINANCIAL/BUDGET IMPLICATIONS:

The actions that have been identified in this report achieve the "City Sustainability" objectives and strategies listed in the Corporate Business Plan. There are no budget implications in providing this report to Council. Actions that are stated in the report are carried out when there is a budget assigned to the action.

## 16.2 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT (QUARTER 2 – 2017/18)

### ASSET MANAGEMENT IMPLICATIONS:

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

### ENVIRONMENTAL IMPLICATIONS:

The actions that have been identified in this report achieve the “Surrounded by Nature” objectives and strategies listed in the Strategic Community Plan.

### STRATEGIC/SOCIAL IMPLICATIONS:

This report will support the achievement of the following objective(s) detailed in the Strategic Community Plan and/or Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Civic Leadership	5.1 An active and engaged Local Government, focused on achieving the community’s vision.

### COMMUNITY ENGAGEMENT:

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

### RISK IMPLICATIONS:

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

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

The risk implications specifically related to this proposal are as follows:

Risk Event	This report is not supplied on a quarterly basis.
Risk Theme	Providing inaccurate advice/ information
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic

**16.2 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT  
(QUARTER 2 – 2017/18)**

Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	The information contained in the report resides within the City's Corporate Planning Software. This information is easily obtainable and a report can be generated by any City Officer.
Rating (after treatment)	Low

**COUNCIL DECISION**

**115**

**MOVED CR W COOPER**

**SECONDED CR S LEE**

**That Council note the Quarterly Performance Report (Oct – Dec 2017/18) detailed in Attachment A.**

**CARRIED  
7/0**

# Quarterly Performance Report

Quarter 2 (October – December) 2017/18

# Summary

## 1. Rich in spirit

*Status: On target*

Achievements so far:

- The City's Place Plans are now in draft form
- A New Residents Kit has been developed
- A Reflect Reconciliation Plan is now in draft form
- Completed construction of 'The Edge' Skate Park and continued activation with workshops, clinics and competitions
- Activated the Kwinana Adventure Park
- Held the Act Belong Commit Rock Symphony (with approximately 5,000 attendees)
- Held the Christmas Lolly Run (delivering 13,000 lolly bags to the community)
- Supported the Punjabi Association to host an annual cultural celebration in October
- Recruited four Community Liaison Officers to engage in the City Centre
- Delivered the first half of the Parks Play program
- Activated the Zone Youth Space with various programs
- Activated the City's Community Centres (William Bertram, John Wellard and the Darius Wells)
- Delivered a Homelessness Week event at Medina Hall

## 2. Alive with opportunities

*Status: On target*

Achievements so far:

- Appointed an Economic Development Specialist
- The City has been appointed to the Reference Group for the Westport Taskforce
- Improved Local Commercial and Activity Centres through the provision of a small business grant program
- Progressed the Medina Town Centre Revitalisation Project
- Continued to brief stakeholders on the Kwinana Outer Harbour Project



### 3. Surrounded by nature

*Status: On target*

Achievements so far:

- Initiated the review of the Local Biodiversity Strategy
- Completed weed control measures for 2017
- Inherited three new reserves for inclusion in the City's natural areas
- Undertook fuel load assessments on City reserves
- Completed controlled burns in City reserves
- Completed fire break maintenance
- Held Living Smart workshops at the Wandi Community Centre
- Held guided activities such as the Wildflower Walk and Night Stalks
- Kwinana Community Share volunteers have been inducted as volunteers for the City
- Secured the Coastcare Program until 2018
- Commenced Rural Urban Interface Plans with local City brigades
- Commenced a review of the City's Emergency Services
- Initiated the development of an Environmental Education Strategy
- Adopted the Green Building Policy
- Completed the 2017 Groundwater Monitoring Program
- Initiated the development of a Landscape Strategy
- Progressed the Local Planning Policy to the final stages of review

#### 4. It's all here

*Status: On target*

Achievements so far:

- Initiated the design stage for a local sporting ground with a community sports building in Bertram
- Upgraded the Kwinana Netball Courts with five new courts, player's shelters, retaining walls, perimeter fencing and a water fountain
- Upgraded the Tennis Club with the resurfacing of playing courts, a sun shade and internal carpets
- Initiated a condition audit of the City's Building Portfolio
- The City's Parking Strategy is now in draft form
- The City's Bike and Walk Plan is now in draft form
- Initiated a review of the Local Housing Strategy

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.1 Develop and strengthen community identity to create a sense of belonging</b>					
1.1.01 Create a Wellard/Bullrush District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	40	07/02/2018 - The draft plan has been created. Further work will occur following adoption of the Kwinana Central Place Plan.
1.1.02 Create a Mortimer District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	40	07/02/2018 - The draft plan has been created. Further work will occur following adoption of the Kwinana Central Place Plan.
1.1.03 Create an Anketell District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	40	07/02/2018 - The draft plan has been created. Further work will occur following adoption of the Kwinana Central Place Plan.
1.1.05 Create a Kwinana Central Place Plan	4.3 Community Development	01/07/2017	30/06/2018	60	07/02/2018 - The draft plan is still progressing.
1.1.07 Facilitate culture sharing by organising get-togethers and classes for cooking, dance and other hobbies	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.1.08 Develop and disseminate a "New Residents' Kit / Welcome Pack" including information about local resources and services	4.3 Community Development	01/07/2017	30/06/2018	100	07/02/2018 - The New Resident's Kit has been developed and is being disseminated to the community through the Library, Community Centres, Recquatic and Administration Centre Customer Service Counter.
1.1.09 Work with culturally and linguistically diverse groups and relevant service providers to ensure newcomers are welcomed and integrated into the community	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - Partnership with Fremantle Multicultural Centres enables weekly conversational English classes and an Inspire Me training program to be held at the Darius Wells Library and Resources Centre during term time.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.10 Develop and implement youth programs that increase engagement between CaLD young people, Aboriginal young people and non-CaLD young people	4.3 Community Development	01/07/2017	30/06/2018	25	<p>07/02/2018 - The Edge Skate Park art project involved a collaborative approach between young people of different cultural backgrounds (including Aboriginal youth) working together to create the artworks for the park.</p> <p>The City also delivered a Youth Dinner and Open Night at the Zone Youth Space in December 2017 which targeted culturally and linguistically diverse (CaLD) young people and their families to come together at the Zone for an end of year celebration dinner. The event aimed to introduce the Zone and the City's youth programs to the CaLD community with the view to increasing engagement and youth memberships. The event attracted over 50 young people and their families. Cultural games were played and a range of food dishes were provided with input from the community. Approximately 40% of attendees have not been to the Zone before.</p>
1.1.11 Advocate for and with CaLD communities in all appropriate forums and networks to share information about CaLD-related issues and opportunities	4.3 Community Development	01/07/2017	30/06/2018	50	<p>07/02/2018 - Multicultural Advisory Group meetings continue on a bi-monthly basis where issues of relevance to CaLD communities are discussed. Officers regularly attend the South West Metro CaLD Network where CaLD related issues, services and opportunities are discussed. Also, regular liaison occurs with Fremantle Multicultural Centre.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.12 Organise small community gatherings to build relationships	4.3 Community Development	01/07/2017	30/06/2018	50	<p>07/02/2018 - The Seniors Christmas Lunch format was changed for 2017. Four smaller, more intimate local functions were held throughout the community rather than the one large function. Feedback was very positive, interaction between attendees was lively and animated, new friendships were forged, new people attended who had not previously participated and interest in community centre programs was generated. The change in format was deemed to be an improvement. Neighbour Day (25 March 2018) grants to support community groups and individual residents to hold local gatherings to build neighbourhood connections have been advertised.</p> <p>Small groups of residents continue to use the community centres to meet informally to create local interest groups, with community centres staff working with Befriend to develop new social meet-up groups.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.13 Work with the City's residents and community groups to increase CaLD residents' participation in community life	4.3 Community Development	01/07/2017	30/06/2018	50	<p>07/02/2018 - A community workshop is scheduled for 2018 to work with community groups and sporting clubs on how to make the groups or clubs more welcoming and to encourage increased diversity in membership.</p> <p>A social inclusion grant funding application was submitted to the Federal Government for an intensive "Welcome Program" for new residents from overseas, the City is currently awaiting the outcome of the funding assessment process.</p> <p>A joint action group has been established with Connecting Communities for Kids to develop strategies to celebrate cultural diversity in the community.</p> <p>A partnership exists with Fremantle Multicultural Centre for weekly conversational English classes and the Inspire Me training programme for women from a CaLD background.</p> <p>From January 2017 to December 2017 9% of new volunteer referrals were from CaLD residents and 6% of volunteer referrals were identified as having a disability.</p>
1.1.14 Ensure multilingual support (partial or complete) on City websites	4.3 Community Development	01/07/2017	30/06/2018	90	<p>07/02/2018 - The City's website now has the Google Translate feature added to it, and links to it are noted at the bottom of each web page. There is space for 4 community languages other than English - Tagalog, Punjabi, Mandarin and Hindi are the top languages spoken at home other than English according to the 2016 ABS Census.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2017 to 31/12/2017

## Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.16 Increase CaLD content in City marketing and promotional materials	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - Work on this is ongoing, in conjunction with the Marketing Department.
1.1.17 Work with other organisations to ensure essential community information available in priority community languages	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.1.19 Introduce a standardised multilingual message, including a contact number for an interpreting service, on all City letterhead and communications	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - Information on Telephone Interpreter Service is being disseminated throughout the organisation. Associated marketing material still to be developed in conjunction with the City's Marketing Department.
1.1.20 Leverage all available opportunities to promote the benefits of cultural diversity and the success of Kwinana as a harmonious multicultural community	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.1.21 Undertake and support anti-racism initiatives	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.1.22 Advocate to the State and Commonwealth governments for the promotion of Kwinana's growth potential through its CaLD-related strengths	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.



Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.23 Partner with community organisations to respond to racism and safety concerns	4.3 Community Development	01/07/2017	30/06/2018	50	<p>07/02/2018 - City Officers regularly attend Kwinana/Rockingham Domestic Violence Network meetings and partner in joint awareness raising campaigns.</p> <p>A community workshop was held with Kwinana Seniors and the Police on community safety initiatives and safety in the home strategies.</p> <p>Community Liaison Officers have been employed and the City Centre Welcoming Diversity Strategy was implemented, including commencement of City Centre patrols.</p> <p>Discussions are continuing with the Aboriginal community on how best to support the Welcoming Diversity strategy initiatives and the patrols.</p> <p>The Kwinana Library has registered to become an eSmart Library, partnering with The Alannah &amp; Madeline Foundation and The Telstra Foundation by utilising their eSmart Libraries Framework to take a multifaceted approach to improving online safety within the community.</p>
1.1.24 Develop a Reconciliation Action Plan	4.3 Community Development	01/07/2017	30/06/2019	25	<p>07/02/2018 - Work on the draft Reflect Reconciliation Plan is progressing. Feedback on the draft plan has been received from Reconciliation Australia and workshops are planned with elected members and community members to progress through to adoption by 30 June, 2018. Reconciliation Week activities are being planned for May 2018.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2017 to 31/12/2017

## Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.25 Review the operation of the Zone Drop in facility	4.6 Youth Services	01/07/2017	30/06/2018	0	18/01/2018 - The review of the Zone Drop In Facility will commence in March 2018.
1.1.26 Ensure young people have access to good quality local education and employment opportunities and are 'ready' to enter employment and/or pursue economic success	4.6 Youth Services	01/07/2017	30/06/2018	10	07/02/2018 - The City partnered with the South West Group including the Department of Employment, Rockingham Chamber of Commerce, City of Rockingham and various employment sector agencies to deliver a youth careers and jobs expo titled Shape Your Future held on 25th October 2017 at the Gary Holland Community Centre in Rockingham. The event aimed to connect local job seekers with employment opportunities. Over 300 young people participated in the event and over 100 agencies provided information on employment and training opportunities.
1.1.27 Adopt the ten key principles of the Youth Friendly Communities Framework to guide City service provision in meeting the needs of young people	4.6 Youth Services	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.
1.1.28 Run life skills workshops (financial counselling, health, etc.) at various community centres targeting young people, young parents, homeless people, etc.	4.6 Youth Services	01/07/2017	30/06/2018	5	07/02/2018 - Delivered a Drumming Workshop targeting young people at the Bertram Community Centre in December 2017. A series of drumming workshops will be held at the Bertram Community Centre during 2018.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.29 Deliver youth and community outreach programs throughout the community to support vulnerable people at risk.	4.6 Youth Services	01/07/2017	30/06/2018	25	<p>07/02/2018 - The City delivered youth outreach sessions twice weekly at the Edge Skate Park during Term 4 2017 and the end of year school holidays.</p> <p>Delivered monthly late night youth outreach on Thursday evenings targeting known youth hot spots.</p> <p>Delivered once weekly outreach targeting hot spots in the Central Business District (CBD) where people experiencing homelessness are present.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.2 Inspire and strengthen community spirit through community activities and events</b>					
1.2.01 Host an Australia Day Celebration event	4.3 Community Development	01/07/2017	30/06/2018	75	07/02/2018 - The celebration will occur on 26 January 2018 at the Adventure Park.
1.2.02 Host a Youth Festival	4.3 Community Development	01/07/2017	30/06/2018	100	19/01/2018 - The Youth Festival was held as part of the opening of The Edge Skate Park in November 2017.
1.2.03 Host a Children's Festival event	4.3 Community Development	01/07/2017	30/06/2018	75	19/01/2018 - The Children's Festival is planned for March 2018.
1.2.04 Host a Big Concert event	4.3 Community Development	01/07/2017	30/06/2018	100	07/02/2018 - The Act Belong Commit Rock Symphony was held on 2 December, 2017. Attendance was approximately 5,000 residents and visitors.
1.2.05 Host the Christmas Lolly Run	4.3 Community Development	01/07/2017	30/06/2018	100	07/02/2018 - The Christmas Lolly Run occurred on 25 December 2017. 20 vehicles participated and delivered 13,000 lolly bags to the community.
1.2.06 Provide a Community Event Funding Program for local community groups to host local events in their communities	4.3 Community Development	01/07/2017	30/06/2018	100	19/01/2018 - Local Events Fund was advertised and 13 groups were funded to host a variety of local events.
1.2.07 Facilitate multicultural festivals with food, a market, music, fashion, and crafts	4.3 Community Development	01/07/2017	30/06/2018	75	19/01/2018 - Ongoing as groups emerge, for example, Punjabi Association was supported to host annual cultural celebration on Calista Oval in October 2017.
1.2.08 Provide culturally-appropriate food options at City events and functions	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing and is included in programming considerations for each event.
1.2.09 Assist CaLD community groups to present cultural celebrations, including Chinese New Year and Diwali	4.3 Community Development	01/07/2017	30/06/2018	50	19/01/2018 - Ongoing, for example, Punjabi Festival held October 2017.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2017 to 31/12/2017

## Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.10 Ensure local multicultural groups are involved in all local events	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - Multicultural content is automatically included in the programming for all events and relevant activities e.g. The Children's Festival, March 2018.
1.2.11 Support Harmony Week events	4.3 Community Development	01/07/2017	30/06/2018	50	19/01/2018 - Community groups have been encouraged to stage Harmony Week events through the provision of small grants. The Children's Festival is planned for March 2018 during Harmony Week. Programming includes a number of different cultural activities from diverse cultural communities.
1.2.12 Facilitate Aboriginal cultural celebrations that people of other cultures can be involved in	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.2.13 Present cultural programs and workshops that invite residents of all cultural backgrounds to come together	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.2.14 Present more art exhibitions by local CaLD artists	4.3 Community Development	01/07/2017	30/06/2018	50	19/01/2018 - The exhibition program for 2017 involved 3 artists from CaLD backgrounds showcasing their artistic practice. Work is currently progressing on a "Me and My Lunchbox" portrait project with a local artist from Iran. This project will highlight the cultural richness of the community through food.
1.2.15 Promote multiculturalism through multimedia displays at City facilities such as the Administration Building's and Darius Wells' reception areas	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - Days of cultural significance are posted on the City's facebook site and on the screens at the Administration building and the Community Centres.
1.2.16 Incorporate CaLD themes into all City events	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - CaLD themes are considered as part of the programming for each of the City's events e.g. The Children's Festival, March 2018.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.17 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	2.8 City Strategy	01/07/2017	30/06/2018	100	<p>07/02/2018 - Citizenship ceremonies took place on the 1 August, 5 September, 17 October and 5 December where a total of 95 people took the pledge to become new citizens.</p> <p>In November a Seniors stakeholder event took place. This was a morning tea held in the Council lounge where Seniors were welcomed with a speech by the Mayor which included an information section on what's happening in the City and a question and answer session. 37 Seniors attended this event.</p> <p>In November a stakeholder function was held for people involved in volunteering in arts and culture in the community. This event was attended by 53 local volunteers. They were welcomed with a speech by the Mayor which included an information section on what's happening in the City and a question and answer session.</p> <p>In December the Local Organisations Christmas Event took place. 116 local volunteers were in attendance, together with award nominees for leadership awards, the Mayor, Councilors, Citizens of the year and Freeman.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.3 Facilitate improved community safety and reduced crime levels</b>					
1.3.01 Develop a Community Safety and Crime Prevention Plan	4.3 Community Development	01/07/2017	30/06/2018	75	19/01/2018 - A Community Safety and Crime Prevention Network comprised of both internal and external stakeholders has been formed to support the development of the plan and significant research has been undertaken to inform the content. A draft plan is currently being prepared.
1.3.02 Recruit Community Liaison Officers and commence community engagement patrols in the City Centre public places.	4.3 Community Development	01/07/2017	30/06/2018	100	07/02/2018 - Four Community Liaison Officers were recruited in October 2017 including 2 dedicated positions for people of Aboriginal descent. The team patrol the City Centre daily, seven days per week, connecting with and assisting residents.



Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.03 Develop a partnership with local Aboriginal Elders to encourage cultural sharing and engagement.	4.3 Community Development	01/07/2017	30/06/2018	50	<p>07/02/2018 - Positive partnerships have developed through the creation of various artworks for example, artworks at the Adventure Park and the Edge Skate Park. Local Elders have been engaged as part of these projects to mentor young people. An engagement program is in place with respect to the development of the Reconciliation Action Plan.</p> <p>The Community Engagement and Community Liaison teams regularly liaise with the Medina Aboriginal Cultural Centre, including with Elders to share information in support of Aboriginal community members in need. The City has partnered with Relationships Australia and the MACC to deliver the National Empowerment Program - a social and emotional wellbeing program targeting young Aboriginal Women.</p> <p>Local Elders have been consistently engaged and supported to undertake Welcome to Country ceremonies.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.04 Implement a range of youth diversion activities in various locations in the City Centre and surrounding areas.	4.6 Youth Services	01/07/2017	30/06/2018	25	18/01/2018 - Delivered weekly youth diversion programs on Friday nights. The two programs are Beatball and Nightfields which are sports programs targeting young people 10 - 18 years. Conducted weekly outreach sessions at the Edge Skate Park. Conducted monthly meetings of the Community Safety and Crime Prevent network which includes members from both internal Council teams and external agencies and businesses in Kwinana. The network meets to discuss community safety initiatives and seeks to put in place strategies and actions to improve perceptions of safety in Kwinana.
1.3.05 Create a policy which influences environments supportive of non-risky alcohol consumption and free of tobacco and other drugs	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	25	07/02/2018 - This action is ongoing.
1.3.06 Providing educational opportunities to enhance community resilience	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The Club Development Officer hosted a series of education seminars and courses to help build the skill level and knowledge base of volunteers.  The Community Development Officer also hosted a series of events to help build the knowledge and skill set of attendees.
1.3.07 In partnership with WA Police and key stakeholders develop an antibullying and anti-violence social media campaign	4.6 Youth Services	01/07/2017	30/06/2018	5	18/01/2018 - Discussions have commenced with key stakeholders to determine the scope, parameters and resources needed to develop an effective anti bullying social media campaign.
1.3.08 In liaison with local schools ensure the provision of workshops targeting parents of teenagers	4.6 Youth Services	01/07/2017	30/06/2018	0	07/02/2018 - The City is currently planning for the delivery of a series of cyber safety workshops targeting parents.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2017 to 31/12/2017

## Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.09 Continue to provide the Zone Youth Space 'Drop In Service'	4.6 Youth Services	01/07/2017	30/06/2018	25	07/02/2018 - The Zone Youth Space drop in service was delivered daily Monday - Friday after school from 2:30 pm and on Saturdays from 12:00 pm - 4:00 pm.
1.3.10 Investigate opportunities for grant funding for an Aboriginal youth mentoring program based at the Zone	4.6 Youth Services	01/07/2017	30/06/2018	5	07/02/2018 - Commenced discussions with funding bodies in relation to the development of an Aboriginal youth mentor and leadership program. At this stage a key partnership has been confirmed with Nyoongar Wellbeing and Sports, a locally based Aboriginal controlled organisation.
1.3.11 Develop and implement an activation plan for the new Kwinana Outdoor Youth Space	4.6 Youth Services	01/07/2017	30/06/2018	25	07/02/2018 - The City delivered an activation program including workshops, clinics and competitions targeting all users of the Edge Skate Park. Delivered BMX, Skating, and Scooter sessions along with weekly youth outreach sessions, Street Ball competitions using the Basketball court and security service patrols.
1.3.12 Develop youth activation plans for key community facilities and spaces	4.6 Youth Services	01/07/2017	30/06/2018	0	07/02/2018 - New activation strategies targeting youth in Kwinana Central, Bertram and Wandi suburbs are currently being developed for 2018.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.4 A healthy and active community with services for everyone's needs</b>					
1.4.01 Activating parks, ovals, walking trails through place making	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>07/02/2018 - The 1st half of Parks Play program was successfully delivered. This included:</p> <ul style="list-style-type: none"> <li>* Successful activation of Rhodes Park under the Magical Park virtual reality game</li> <li>* Application for funding assistance to Lotterywest for upgrade of Kwinana Loop Trail</li> <li>* Discussions with Kwinana Little Athletics Club about an activation event for the Loop Trail</li> <li>* Coordination with landscape architects and the Building Assets Team to upgrade quality of playgrounds to assist in activating parks.</li> <li>* Upgrade to Kwinana Netball Courts to see greater netball activity</li> <li>* Continue to work with local sporting clubs using sporting ovals</li> <li>* Assisted in opening of Edge Skate park</li> <li>* Assisted in opening of Adventure Park</li> </ul>
1.4.02 Supporting Community Events that promote community inclusion and involvement	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>07/02/2018 - The Healthy Lifestyles team supported events to improve community inclusion through:</p> <ul style="list-style-type: none"> <li>* The Kwinana Concert</li> <li>* The Kwinana Skate Park opening</li> <li>* The Kwinana Adventure Park opening</li> </ul>

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.03 Support community involvement in activities that encourage a connected and mentally healthy community, such as community gardens and volunteering	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>07/02/2018 - Several of Kwinana's Primary Schools use a community garden project with their students. The community gardens for adults include those involved with Sloans Cottage and a proposed one for the Wandi residents group.</p> <p>Volunteer opportunities exist for local residents through the following:</p> <ul style="list-style-type: none"> <li>* Sporting clubs</li> <li>* Recreation clubs</li> <li>* Residents associations</li> <li>* Charities</li> <li>* Service organisations</li> </ul> <p>Additional support is provided though a variety of financial support programs to aid these organisations and individuals who volunteer within them.</p>
1.4.04 Providing or supporting healthy lifestyle opportunities that build understanding of the importance of good physical and mental wellbeing	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>07/02/2018 - The Healthy lifestyles team has been working with the School Network Officer to deliver a range of health promotion activities and programs including:</p> <ul style="list-style-type: none"> <li>* Magical Parks - October to December 2017</li> <li>* Healthy Halloween - October 2017</li> <li>* Dad and Kids Healthy Breakfast Club with Schools</li> <li>* Purchase of a "Smoothie Bike" for health promotion activities</li> <li>* Bladder Bowel health promotion</li> <li>* Family Fitness at Bertram in Term 4</li> <li>* Senior Week Have a Go Day visit to Burswood</li> <li>* Food Sensation program</li> <li>* All Abilities Day</li> <li>* Cycling and Walking Network</li> </ul>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.05 Using the Kwinana Recquatic Centre and Community Centres to deliver activities and programs that support healthy lifestyle behaviour change	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The SilverSport program was finalised. The majority of the SilverSport recipients have continued to be members at the Recquatic improving their health and wellbeing.
1.4.06 Review the Children and Families Policy	4.3 Community Development	01/07/2017	30/06/2018	25	07/02/2018 - Work is currently being planned to commence this project in conjunction with service providers in the City.
1.4.08 Activate the Zone Youth Space through the provision of appropriate activities, programs and services to meet the needs of young people, parents, agencies and the community	4.2 Community Centres	01/07/2017	30/06/2018	25	18/01/2018 - The Zone Youth Space is fully activated with all available upstairs offices tenanted and community hirers operating 6 days a week. The Zone offers term and school holiday programs through out the year.
1.4.09 Activate the Darius Wells Library and Resource Centre through the provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2017	30/06/2018	100	07/02/2018 - This action is ongoing.
1.4.10 Activate the John Wellard Community Centre including provision of appropriate activities, programs and services to meet the needs of agencies, hirers and the community	4.2 Community Centres	01/07/2017	30/06/2018	100	07/02/2018 - This action is ongoing.
1.4.11 Activate the William Bertram Community Centre including provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2017	30/06/2018	100	07/02/2018 - This action is ongoing.
1.4.12 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.2 Community Centres	01/07/2017	30/06/2018	100	07/02/2018 - This action is ongoing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.13 Continue to facilitate multi-sector youth diversional programming and support service network group	4.6 Youth Services	01/07/2017	30/06/2018	25	18/01/2018 - The Youth Engagement team is comprised of two full time Youth Workers who provide support, advocacy and referral to young people at risk aged 12 - 18 years. The service was delivered consistently throughout the period. The service works closely with state government agencies to ensure the best possible outcomes for the young people they work with. After school programs delivered during the period include Girls Group 12 - 14 years and 15 - 18 years and school based programs include DrumBeat and Totally Tuesday.
1.4.14 Continue to work in partnership with stakeholders to deliver youth diversional programs i.e. Zone School Holiday Program, Beatball and Night Fields on Friday nights	4.6 Youth Services	01/07/2017	30/06/2018	25	07/02/2018 - Youth diversion programs and activities delivered during the period include Nightfields (fortnightly based at Orelia Oval), Beatball (fortnightly based at Kwinana Recquatic) and youth outreach sessions delivered weekly at the Edge Skate Park. Youth Outreach Live Outdoors (YOLO) sessions are delivered monthly at the Kwinana Market Place. The Zone Youth Space delivered daily after school drop in and activities including Rock and Water, LAN Gaming, Cooking programs and multi sports.
1.4.15 Continue to deliver a range of low-cost, inclusive programs, which build confidence, self-esteem and general wellbeing	4.6 Youth Services	01/07/2017	30/06/2018	25	07/02/2018 - Youth programs which build confidence, wellbeing and resilience delivered during the period include the Adventure Park Public Art Program which includes young people working alongside local Aboriginal Elders and Artists to produce a public art piece. Young people involved in the program developed artistic and creative abilities, project management skills and a connection to culture.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.16 Continue to work in partnership with service providers, organisations and agencies to submit joint funding initiatives to address gaps in service provision	4.6 Youth Services	01/07/2017	30/06/2018	0	18/01/2018 - No relevant funding opportunities were identified during the period.
1.4.17 Continue to maintain and promote the City of Kwinana Youth Services Directory	4.6 Youth Services	01/07/2017	30/06/2018	25	18/01/2018 - The youth services directory was updated in late 2017. New copies will be available in February 2018.
1.4.18 In partnership with services deliver community events, which increase awareness of key social issues such as homelessness, domestic violence and drug and alcohol abuse	4.6 Youth Services	01/07/2017	30/06/2018	25	07/02/2018 - The City partnered with We Are One Community Service organisation to deliver a Homelessness Week event at the Medina Hall. A community concert was held and service agencies were invited to attend to connect with people experiencing homelessness in Kwinana.
1.4.19 Ensure parents in the City of Kwinana have access to appropriate parenting skills workshops	4.6 Youth Services	01/07/2017	30/06/2018	25	18/01/2018 - Parenting skills workshops were delivered by locally based community service organisations and include 123 Magic, Protective Behaviours, Sleep Solutions, Circle of Security and Managing Teenage Behaviours.
1.4.20 Continue to provide detached youth and community outreach sessions targeting homeless people and other marginalised and disadvantaged people	4.6 Youth Services	01/07/2017	30/06/2018	25	18/01/2018 - The Homelessness Interagency group is comprised of a range of Kwinana and Rockingham based community support service organisations who work with people at risk of homelessness or who are already homeless. The City's Community Engagement team members attend the quarterly meetings to share information and learn about new programs and initiatives in this space. The team attended 1 meeting during the period.
1.4.21 Continue to support the Kwinana Rockingham Homelessness Interagency Group	4.6 Youth Services	01/07/2017	30/06/2018	25	07/02/2018 - This action is ongoing.



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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.22 Continue to support the South Metropolitan Mental Health Sub-committee	4.6 Youth Services	01/07/2017	30/06/2018	0	07/02/2018 - The Mental Health Sub-Committee did not meet during the period.
1.4.23 In partnership with nongovernment organisations ensure provision of community events	4.6 Youth Services	01/07/2017	30/06/2018	0	07/02/2018 - The City delivered a social media campaign during Mental Health week in October 2017 to raise awareness of youth mental health services available to young people in Kwinana.
1.4.24 Increase CaLD content in all community, cultural, health and recreational facilities and services	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing, CaLD content is considered as part of all programming decisions.
1.4.25 Increase CaLD content at the Kwinana Public Library and Youth Zone Space (e.g. multilingual Storytime sessions and CaLD-related youth activities)	4.3 Community Development	01/07/2017	30/06/2018	50	<p>07/02/2018 - A multicultural project conducted through the Library, the "My Home, My Place" book, was launched and distributed.</p> <p>The library purchased a range of both adult and junior multi-language resources from The Language Centre, with a focus on Punjabi and Chinese language resources.</p> <p>The possibility of implementing a Learning English through Storytime (LETS) program is currently being investigated for implementation in the near future.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.5 Actively work with the community to build local capacity</b>					
1.5.01 Complete actions to improve local sporting club organisational development	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>07/02/2018 - The Healthy Lifestyles team has assisted in improving club development and operations through:</p> <ul style="list-style-type: none"> <li>* Regular venue based meetings (Orelia, Thomas, Wellard and Magenup)</li> <li>* Provision of club development seminars and workshops (Healthy Club Management and First Aid)</li> <li>* 5 new courts, players shelters, water fountain, disability access</li> <li>* Established usage procedure for clubs addressing issues of management, cleaning, bookings and maintenance</li> <li>* Successful application for funding assistance from Netball WA for the netball courts</li> <li>* Consultation with the Tennis Club in regards to new access paths in and around the club</li> <li>* Successful application for funding for the Bowls Club for a synthetic playing surface</li> </ul>
1.5.02 Complete actions to improve local sporting club participation	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>07/02/2018 - The Club Development Officer assists clubs through:</p> <ul style="list-style-type: none"> <li>* Promotion of activities and initiatives through City social media platforms</li> <li>* Provided clubs with opportunities to exhibit at a clubs expo day</li> </ul>
1.5.03 Complete actions to improve local sporting club membership	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>07/02/2018 - The Club Development Officer manages the KidSport program offered by the Department of Local Government Sport and Cultural Interests. This assists hundreds of young Kwinana residents to access local sporting clubs.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.04 Complete actions to improve local sporting club people development	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The Club Development Officer conducts workshops and seminars to help with volunteers.
1.5.05 Complete actions to improve local sporting club infrastructure	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The City's Healthy Lifestyles team has overseen the improvement and development of a range of sporting infrastructure including: * Stage 1 of Kwinana Netball Courts with 5 new courts, players shelters, retaining walls, perimeter fencing and water fountain * Stage 1 improvement to the Tennis Club including resurfacing of the playing courts, sun shade and internal carpets * Receipt of funding for the upgrades to Kwinana Bowls Club for their synthetic playing surface * Receipt of funding for upgrade to Kwinana Netball Club from Netball WA * Receipt of funding for upgrades to the playing surface lighting at Medina Oval * Maintenance works to the Magenup Equestrian Centre
1.5.06 Complete actions to improve local sporting club talent development	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The Club Development Officer managed the City's Financial Assistance Application program. This provides funding to elite athletes to travel and represent WA. The Club Development Officer also sits on the Local Champions advisory panel that selects recipients for federal funding to attend national sporting events.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.07 Deliver the Community Development Fund in two funding rounds per annum	4.3 Community Development	01/07/2017	30/06/2018	50	19/01/2018 - The first allocation of the Kwinana Community Funding program was made in December 2017. 13 organisations received funding totaling \$30k - the program is a collaboration between the City, Bendigo Bank and the Kwinana Community Chest.
1.5.08 Deliver the Place Based Events Fund	4.3 Community Development	01/07/2017	30/06/2018	100	07/02/2018 - The Local Events Fund was distributed in October 2017. 9 local groups were funded to deliver local events.
1.5.09 Form partnerships with local community groups to promote healthy environments i.e.. healthy canteens, safe alcohol provision, no smoking venues	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	10	07/02/2018 - The Community Development Officer for Recreation and the Club Development Officer are working with sporting clubs to have them sign up to the Healthy Canteen program.
1.5.10 Support and encourage food businesses to provide healthy options	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	10	07/02/2018 - This action is ongoing.
1.5.11 Continue to provide and facilitate the Kwinana Youth Advisory Council (YAC), Junior Council and Youth Reference Groups	4.6 Youth Services	01/07/2017	30/06/2018	25	18/01/2018 - The Youth Advisory Council (YAC) meets on a fortnightly basis and are involved in a range youth initiatives. During the period the YAC delivered one community impact initiative in the lead up to the end of year period where they provided small gifts to commuters on the train line between the City and Kwinana to celebrate Christmas.
1.5.12 Provide a 'Youth Project Grants' program with the view to increase the number of youth led community-based projects.	4.6 Youth Services	01/07/2017	30/06/2018	0	18/01/2018 - Youth project grants were not open for applications during the period.
1.5.13 Review and enhance the structure of existing youth and community support service committees and networks	4.6 Youth Services	01/07/2017	30/06/2018	25	07/02/2018 - This action is ongoing.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.14 Host a series of professional development workshops in Kwinana targeting youth workers	4.6 Youth Services	01/07/2017	30/06/2018	0	18/01/2018 - Planning is underway to deliver a series of professional development sessions targeting youth workers in 2018.
1.5.15 Market and promote the Zone Youth Space to the local secondary schools as both a hub of youth services and hireable space for school events and functions	4.6 Youth Services	01/07/2017	30/06/2018	25	18/01/2018 - The Marketing of the Zone Youth Space has increased with the focus on more effectively making use of social media channels to link in with local secondary schools to promote the Zone programs and available facilities.
1.5.16 Administer a Youth Wellbeing Scorecard with industry benchmarking biannually (modelled after the City's existing Community Wellbeing Scorecard	4.6 Youth Services	01/07/2017	30/06/2018	0	07/02/2018 - This action is ongoing.
1.5.17 Hold capacity-building sessions for the sector	4.6 Youth Services	01/07/2017	30/06/2018	10	18/01/2018 - The City chairs a stakeholder group called the Kwinana Action Group which is a subcommittee of the Kwinana Early Years Working Group. A priority agenda of this group is to ensure the community services sector has opportunities to participate in workshops and seminars aimed at addressing community needs and service gaps. The Kwinana Action Group is currently identifying priority themes and relevant funding opportunities to deliver a series of Kwinana based workshops.
1.5.18 Promote youth data available via the web, and ensure all stakeholders are aware of it	4.6 Youth Services	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.
1.5.20 Review all operations to remove barriers to accessibility for CaLD communities	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.5.21 Assist unincorporated CaLD groups to access funding	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.5.22 Develop a Multicultural Officer position at the City to be the support person for referrals, information and possible advocacy	4.3 Community Development	01/07/2017	30/06/2018	0	19/01/2018 - Consideration will be given to such a position as part of the Review of the City Engagement Directorate.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.23 Ensure information about grant and tender opportunities is communicated to CaLD communities in an accessible manner	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.5.24 Provide CaLD communities with training and support in grant and tender writing	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - A community workshop on grant writing has been scheduled for February 2018 and discussions are occurring with the City of Rockingham to hold a joint grants expo, the time frame is to be confirmed.
1.5.25 Collate and monitor data on the proportion of grants and tenders that support CaLD communities	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing. Of the 9 local events grants distributed, 1 supported a CaLD group. None of the grants supported local CaLD groups from the recent distribution of the Kwinana Community Funding program (13 grants distributed).
1.5.26 Ensure job advertisements encourage applicants from CaLD backgrounds	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
<b>1.6 Increase the prevalence of volunteering in Kwinana</b>					
1.6.02 Develop a campaign in partnership with the Kwinana Volunteer Service targeting local high schools promoting the benefits and opportunities for volunteering	4.6 Youth Services	01/07/2017	30/06/2018	0	07/02/2018 - Planning for this action has commenced in consultation with the Kwinana Volunteer Service.
1.6.03 Provide a range of dedicated youth volunteer positions within the City of Kwinana	4.6 Youth Services	01/07/2017	30/06/2018	5	18/01/2018 - Three dedicated youth volunteer positions were provided as part of the Edge Skate Park grand opening event held in November 2017.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.7 Develop and celebrate arts in Kwinana</b>					
1.7.01 Develop a Local Planning Policy for public art contributions to be mandatory	3.1 Planning and Development	01/07/2017	30/06/2018	90	07/02/2018 - The Policy has been advertised and will be presented to a meeting in February for final adoption.
1.7.02 Review Public Art Masterplan	4.3 Community Development	01/07/2017	30/06/2018	25	07/02/2018 - A consultant has been engaged to review the Public Art Master Plan, the work is progressing.
1.7.03 Review the City's Percent for Art Policy	4.3 Community Development	01/07/2017	30/06/2018	25	19/01/2018 - Work is progressing on reviewing all policies in relation to public art and the Developer Contributions toward Public Art Policy.
1.7.04 Present and support arts initiatives relating to Kwinana's diversity	4.3 Community Development	01/07/2017	30/06/2018	50	19/01/2018 - In the 2017 art program 10 exhibitions were showcased with artworks by local artists and with themes associated with Kwinana, the people and the landscape.
<b>1.8 Respect and promote Kwinana's unique heritage</b>					
1.8.02 Develop a vision for the City's Heritage Assets	4.3 Community Development	01/07/2017	30/06/2019	75	<p>07/02/2018 - Visioning workshops have been held to develop the vision and management plans for Sloan's and Smirk's Cottages. The plans will be received by the City by end January 2018.</p> <p>Reviewed conservation plans for the 2 facilities will be received by end March 2018.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.9 Improve levels of disability access and inclusion throughout the community</b>					
1.9.01 Develop links between the DAIP and other Council plans and strategies	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The City of Kwinana is a member of the Cockburn-Kwinana Local Advisory Group of the National Disability Insurance Scheme. This group meets every 2 months on local issues, achievements and challenges.  There is scope for improved connectedness between the City of Kwinana and neighbouring Councils of Cockburn and Rockingham.
1.9.02 Continue to provide a priority bin service for eligible people with a disability	3.3 Environmental Health	01/07/2017	30/06/2018	100	07/02/2018 - The City is currently providing this service to 8 residents of the City.
1.9.03 Design City of Kwinana events using the Disability Services Commission 'Creating Accessible Events checklist', and provide a link to the checklist on the City's webpage and Live webpage	4.3 Community Development	01/07/2017	30/06/2018	100	07/02/2018 - This action is ongoing.
1.9.04 Ensure all relevant City of Kwinana events, programs and services are accessible and inclusive of people with disability	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The City has an Access and Inclusion policy that includes a section on events. The City requires that staff that host events comply with accessibility and inclusion principles when planning and delivering City events.
1.9.05 Continue to ensure the City's library provides products, resources and services for people with disability	4.4 Library	01/07/2017	30/06/2018	50	18/01/2018 - The library has requested an enhancement for text to speech functionality on the self check out machines. Improvements are also being considered for the possibility of tactile surfaces to indicate library card positioning to improve the self checkout experience for those with limited vision.
1.9.06 Ensure that tender and contracts documentation includes the City's Disability Access and Inclusion Plan	5.3 Contracts	01/07/2017	30/06/2018	100	19/01/2018 - This is included in the City's request for tender/quote documentation and contracts.



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1.9.07 Ensure that contractor requirements are met as per the legislation and that contractors report on their delivery of DAIP objectives and strategies during the course of the contract	5.3 Contracts	01/07/2017	30/06/2018	5	19/01/2018 - The Contracts Team are ensuring that Contractors are aware of their obligation in regards to DAIP. We will review avenues to ensure better compliance with DAIP around April/May 2018.
1.9.08 Ensure that City of Kwinana staff are aware of the requirements of relevant legislation	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.
1.9.10 Ensure all programs run are accessible and inclusive	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - All events are subject to compliance with the City's Access and Inclusion guidelines as part of its events planning process. Events that used this process included the Rock Concert as well as The Edge Skate Park opening.
1.9.11 Implement a program of upgrading and rebuilding to ensure all public toilets have a universally accessible toilet	3.2 Building Services	01/07/2017	30/06/2018	0	07/02/2018 - This action is ongoing.
1.9.12 Ensure that all City owned buildings meet Access Standards	3.2 Building Services	01/07/2017	30/06/2018	0	07/02/2018 - This action is ongoing.
1.9.13 Ensure that ACROD parking meets both the required standards and the needs of people with disability	1.1 Engineering	01/07/2017	30/06/2018	25	07/02/2018 - ACROD parking requirements have been considered and supplied for relative projects as required, i.e. Skate Park parking.
1.9.14 Ensure all parks and recreational areas are inclusive and accessible	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - All parks and reserves are accessible and inclusive. Features that reinforce this include the use of a variety of disability access gates, softfall at playgrounds, use of ramps to access higher play spaces, selection of accessible items of play equipment, installation of disability exercise stations at Sloans Reserve and use of accessible benches and tables.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.15 Ensure bushland walks and trails are inclusive and accessible	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Accessible trails are a consideration in new development areas. Accessible trails that have been created and handed to the City are managed to ensure the intended level of accessibility is maintained.
1.9.16 Ensure developments create accessible public spaces and install accessible equipment including playgrounds in new developments	3.1 Planning and Development	01/07/2017	30/06/2018	25	07/02/2018 - Accessibility in all Public Open Space (POS) developments for various features including pedestrian facilities and playgrounds are considered during the design and construction phases of projects to ensure appropriate and complying accessibility is provided.
1.9.17 Ensure that footpaths are accessible, maintained, and kept free of debris and sand	1.3 Works Depot	01/07/2017	30/06/2018	50	07/02/2018 - High priority footpaths are being swept weekly and monthly. These include the City Centre Precinct, Wellard Village Shopping Precinct, Thomas Road, Gilmore Avenue and Marri Park Drive.
1.9.18 Ensure buildings, car parks and public spaces are clearly signed	3.2 Building Services	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.9.19 Ensure all Building and Planning applications meet Disability Standards and legislative requirements	3.2 Building Services	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.9.20 Continue to update You're Welcome information and provide this information via the City's website	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The Community Development Officer and Club Development Officer regularly update both the Your Welcome, City Facebook and other platforms to update the community on achievements and upcoming opportunities.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.21 Provide a beach wheel chair and matting for use by the community at Kwinana Beach	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - A beach wheel chair has been made available at Wells Beach. This service is promoted on the City's website. It is housed at Wells beach with security access via the Recquatic to enable bookings and easy key access.
1.9.22 Promote the achievement of DAIP outcomes to the community	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - Achievements are reported at various levels including: * Local - advising community through annual reports and Facebook * Local - through members of the Access and Inclusion Working Group * State Government - through Annual Reports
1.9.23 Ensure all of the City of Kwinana information is available on request in alternative formats and promote this to the community	2.6 Customer Services	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.
1.9.24 Ensure the City of Kwinana website and associated websites and social media pages meet the access and universal design principles listed on the Disability Services Commission website	2.2 Marketing and Communications	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.9.25 Ensure the City's grievance and complaints policies are clear, equitable and available in accessible and alternative formats	2.6 Customer Services	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.
1.9.26 Ensure customer service staff are adequately trained so they can facilitate complaints from people with a disability	2.6 Customer Services	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.27 Continue to facilitate the Disability Access and Inclusion Working Group ensuring representation from the community and agencies	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The City facilitates an Access and Inclusion Working Group. Meetings are held every 2 months with representatives from: * City Councillors * City Staff * Government Disability Organisations * Commercial Disability Organisations * Community Members
1.9.28 Ensure all community consultations is accessible and inclusive for everyone	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
1.9.29 Consult with disability organisations and networks as required	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - Consultation is regularly maintained through the Access and Inclusion Working Group that meets every two months. This Working Group has representatives from: * City Councillors * City of Kwinana staff * Commercial Disability Organisations * Government Disability Organisations * Community Members
1.9.30 Ensure meetings and forums held as part of community consultations comply with Accessible Events guidelines	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - Meetings and events are to comply with the City of Kwinana Events Guideline that identifies Access and Inclusion issues to be addressed. This was included for events such as the Rock Concert and the Skate Park opening.
1.9.31 Ensure consultation documents are available in accessible formats	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - Requirement for information in alternate formats is considered as part of the development of the communication plan for engagement processes.
1.9.32 Ensure all aspects of Council Meetings are accessible and inclusive	2.8 City Strategy	01/07/2017	30/06/2018	100	07/02/2018 - Council Meetings were advertised and open to the public.

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.33 Refer any access issues identified through consultations, which are not the responsibility of the City, to relevant parties	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>2.1 Residents have access to ample job opportunities locally</b>					
2.1.01 Implement the Local Employment Solutions Council Policy	2.4 Economic Development	01/07/2017	30/06/2018	0	07/02/2018 - The recruitment of the Economic Development Specialist was finalised late December. This action will commence in February 2018.
2.1.02 Work with the State and Commonwealth governments, and non-government agencies, in progressing the Kwinana Outer Harbour Project to improve job prospects to the community	6.1 Executive	01/07/2017	30/06/2018	25	30/01/2018 - The City of Kwinana has been appointed to the Stakeholder Reference Group for the Westport Taskforce and has nominated to be part of all work streams.
2.1.03 Work with the State and Commonwealth governments, and non-government agencies, in job creation initiatives targeting culturally and linguistically diverse residents	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
2.1.04 Consider the community's diversity when reviewing vacancies; and where appropriate, include CaLD-related competencies in selection criteria (including relevant language skills)	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
2.1.05 Engage CaLD people with English language proficiency to assist those who don't with employment and housing, etc.	4.3 Community Development	01/07/2017	30/06/2018	0	19/01/2018 - This action will be considered as part of the City Engagement Directorate review.
2.1.06 Investigate the possibility of developing a work placement program for CaLD residents	4.3 Community Development	01/07/2017	30/06/2018	25	07/02/2018 - This action is ongoing.
2.1.07 Encourage service providers to take part in the healthier workplaces program	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.
2.1.08 Support a local network of service providers to encourage collaboration and partnerships and sharing of information regarding opportunities	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
2.1.09 Supporting a coordinated effort by Volunteering Coordinator and Club Development Officer to promote local opportunities	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	07/02/2018 - The Volunteering Coordinator and Club Development Officer work together to identify needs within clubs for volunteers and matching available volunteers to these opportunities as they arise.
2.1.10 Continue to offer staff a variety of health and wellbeing opportunities	2.3 Human Resources	01/07/2017	30/06/2018	100	07/02/2018 - A program of health and wellbeing opportunities has been scheduled for 2017/18. In addition, the City is exploring other new options for the first half of 2018.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>2.2 The community has a choice of quality public and private facilities to meet their education and training needs throughout their life time</b>					
2.2.01 Create a Lifelong Learning Strategy	4.3 Community Development	01/07/2017	30/06/2018	25	07/02/2018 - Programs offered through the library and community centres programme form the basis of the City's life long learning strategy. A formal documented strategy may be created in the future.
2.2.02 Facilitate the holding of workshops on skills for success in the Australian job market	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - Ongoing liaison occurs with agencies whose role it is to support labour market programmes for example, Bridging the Gap, Challenger TAFE and South Metro Youth Link.
2.2.03 Advocate for expansion of affordable English classes for newcomers and those previously without access	4.3 Community Development	01/07/2017	30/06/2018	50	19/01/2018 - A partnership exists and ongoing liaison occurs with the Fremantle Multicultural Centre in relation to english classes for newly arrived migrants.
2.2.04 Facilitate foreign language classes	4.3 Community Development	01/07/2017	30/06/2018	50	19/01/2018 - Ongoing liaison occurs with the Fremantle Multicultural Centre.
2.2.05 Participate in networks that facilitate coordinated approaches to education, employment and training for culturally and linguistically diverse residents	4.3 Community Development	01/07/2017	30/06/2018	50	19/01/2018 - Officers regularly attend the South West CaLD Network.
2.2.06 Advocate and work with all levels of government and the business community to strengthen Kwinana's position as a diverse and inclusive community	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
2.2.07 Promote the importance of cross-cultural awareness training in the community	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
2.2.08 Advocate for a more diverse range of languages to be offered in school as a second language	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.



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Action	Business Unit	Start Date	Finish Date	Status	Comments
2.2.09 Advocate for cultural workshops in schools	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
2.2.10 Support the development of student exchange opportunities through schools and community organisations (e.g. Rotary)	4.3 Community Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing.
2.2.11 Ensure Private Sector Education providers are aware of opportunities that population growth in the region bring by creating a prospectus annually	2.4 Economic Development	01/07/2017	30/06/2018	0	07/02/2018 - The recruitment of the Economic Development Specialist was finalised late December. This action will commence in February 2018.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>2.3 The City Centre is home to a thriving range of specialty shops, restaurant and family entertainment venues and an active night-life while neighbourhood centres are revitalised</b>					
2.3.01 Implement design guidance actions to ensure that the City Centre exhibits an Urban Structure that will create a context for people to engage with place	3.1 Planning and Development	01/07/2017	30/06/2018	100	07/02/2018 - This action is ongoing and implemented as part of assessments of development and subdivision applications within the City Centre.
2.3.02 Implement design guidance actions to ensure that the City Centre exhibits a Built Form that will create a context for people to engage with place	3.1 Planning and Development	01/07/2017	30/06/2018	100	07/02/2018 - This action is ongoing and is implemented as part of assessments of development and subdivision applications within the City Centre.
2.3.03 Implement design guidance actions to ensure that the City Centre exhibits an Interface with the Public Realm that will create a context for people to engage with each other	3.1 Planning and Development	01/07/2017	30/06/2018	50	07/02/2018 - This action is ongoing as part of the review of the City Centre Master Plan and Design Guidelines.

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.3.04 Improve Local Commercial and Activity Centres by providing a small business grant program annually	2.4 Economic Development	01/07/2017	30/06/2018	50	<p>07/02/2018 - Completed projects in this period include:</p> <ul style="list-style-type: none"> <li>* Exterior painting of Calista Shopping Centre</li> <li>* EDSA Asian Shop, Medina - Roller shutter and security door</li> <li>* Eatchateara, Medina - Removal of acrylic and install electric roller shutter</li> <li>* The Green Barista, Medina - Replace door and windows</li> <li>* Sculptures Hair Studio, Medina - Replace entrance door and replace cracked window</li> <li>* Family Fair Supermarket, Orelia - Replace 37 Fluoro lights with LED tube fittings</li> </ul> <p>Grants still to be paid:</p> <ul style="list-style-type: none"> <li>* B and M Automotive</li> <li>* Calista Barber Shop</li> <li>* Rehoboth Asian Market</li> <li>* Parmelia Deli</li> <li>* Midway Dry Cleaners and Laundry</li> <li>* Calista Hair Salon</li> <li>* Lillies Nails</li> </ul>
2.3.05 Complete the Medina Town Centre Revitalisation Project	2.4 Economic Development	01/07/2017	30/06/2018	50	<p>07/02/2018 - The City Officers have liaised with the Department of Communities and the Minister for Housing to request assistance in improving the amenity of the land behind the Pace Road Local Commercial Centre. Options available to Council will be presented mid 2018 after further due diligence has been undertaken by City Officers.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.3.06 Complete a report to revitalise the Orelia Local Commercial Centre	2.4 Economic Development	01/07/2017	30/06/2018	0	12/01/2018 - The City's Place Plan (the Plan which includes Orelia) will incorporate an economic development improvement action plan for the Orelia Local Commercial Activity Centre. Other assistance available to the businesses operating in the Orelia Local Commercial Activity Centre includes Council's Local Commercial Activity Centre Improvement Grant Funding Program.
2.3.07 Complete a report to revitalise the Calista Local Commercial Centre	2.4 Economic Development	01/07/2017	30/06/2018	0	12/01/2018 - The City's Place Plan (the Plan which includes Calista) will incorporate an economic development improvement action plan for the Calista Local Commercial Activity Centre. Other assistance available to the businesses operating in the Calista Local Commercial Activity Centre includes Council's Local Commercial Activity Centre Improvement Grant Funding Program.
<b>2.4 The Western Trade Coast Precinct is developed with maximum leverage being gained from investments in new infrastructure</b>					
2.4.01 Complete the Postans Precinct Study	3.1 Planning and Development	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence in the 2018/19 financial year.
2.4.02 Create an Industrial Development Policy	3.1 Planning and Development	01/07/2017	30/06/2018	30	07/02/2018 - The draft Planning Policy is underway for internal review.
2.4.03 Create an Integrated Transport Strategy	3.1 Planning and Development	01/07/2017	30/06/2018	0	07/02/2018 - This action is on hold awaiting confirmation of the Westport Terms of Reference.
2.4.04 Continue to lobby for the Kwinana Outer Harbour Project	6.1 Executive	01/07/2017	30/06/2018	25	30/01/2018 - The Mayor and CEO continue to brief stakeholders on the Kwinana Outer Harbour and present at forums and conferences as requested. The City held the first Westport Forum in November 2017 bringing together all affected local governments.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>2.5 Stimulate economic development and encourage diversification</b>					
2.5.01 Create an Economic Development Action Plan	2.4 Economic Development	01/07/2017	30/06/2018	0	12/01/2018 - This action plan will include all the improvements and actions identified in the Place Plans as well as other aspirations that Council request the City to deliver.
2.5.02 Create a Land Optimisation Strategy	2.4 Economic Development	01/07/2017	30/06/2018	0	12/01/2018 - A review of land owned by the City will be undertaken in 2018.
2.5.03 Advocate for the development of a policy that supports and addresses barriers for local and new businesses offering health promoting services, such as personal trainers in public open spaces	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	0	07/02/2018 - This action will commence later in the financial year.
<b>2.6 Provide a best practice development approval system that attracts and retains business investment in the area</b>					
2.6.01 Review the City's approval system annually to ensure that the City is utilising the integration features available with relevant State Government Planning Platforms	3.1 Planning and Development	01/07/2017	30/06/2018	100	18/01/2018 - Ongoing as part of regular annual reviews of the City's approval systems.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>3.1 Improve conservation of biodiversity and protection of native vegetation whilst achieving high levels of environmental protection in new developments</b>					
3.1.01 Integrate the Local Biodiversity Strategy into the Local Planning Strategy, Town Planning Scheme and Local Planning Policies	3.4 Environment	01/07/2017	30/06/2018	30	07/02/2018 - The Local Biodiversity Strategy review is underway comprising a review of the amount of native vegetation remaining, the levels of protection that are in place and areas where additional protection is appropriate.
3.1.02 Tender for grass weed control	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - The 2017 spray season has been completed. The 2018 season is due to commence in May and is weather dependent.
3.1.03 Complete bushland weed and condition mapping	3.4 Environment	01/07/2017	30/06/2018	80	07/02/2018 - Condition and Weed coverage mapping has been completed by a contractor and a draft report has been received. The City has requested several changes to the draft.
3.1.04 Tender for Environmental Weed Control	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - The Weed Control Tender was awarded in 2017 for 2-3 years.
3.1.05 Prepare and implement a works program to control significant Environmentalweeds in Kwinana Reserves	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - A Weed Control Works Program has been implemented and includes sites designated to a contractor and sites controlled by in-house Environmental Field Officers. Surveying of weed cover and type will inform the 2018 season program.
3.1.06 Investigate and apply for grants for environmental weed control	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - The South West Group has assisted the City by securing a Conservation Volunteer for various activities including weed control at several reserves.
3.1.07 Budget for new reserves	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - Three reserves have been handed to the City for inclusion within the City's Natural areas. The reserves will be included in the 2018 budget.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.08 Post Controlled Burn/Arson Weed Control	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Weed control has been undertaken for sites where arson occurred in summer of 2016/17.
3.1.09 Routinely inspect fences, gates and pedestrian access points for damage and arrange repairs	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Asset management is included within the Natural Areas Management Plan. A weekly inspection and repair schedule is included in Field Teams work packages. Covert surveillance and cooperation with the WA Police to apprehend and prosecute repeat offenders is underway.
3.1.10 Removal of illegal dumping/litter from reserves	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - The litter and illegal dumping program has been focusing on overt surveillance in problem hot spots in peak periods (e.g. Christmas rubbish) which has minimised opportunistic dumping.  A grant has been received from Keep Australia Beautiful which will be used to install cameras at more locations and signage.
3.1.11 Site preparation, weed removal, installation planting, maintenance, weed control	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Preparation for the 2018 planting season is underway including identification of sites, planning and ordering of stock.  Sites from the previous seasons planting programs are subject to watering, as needed, and weed control.
3.1.12 Budget for consumables	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Budgeting for consumables is included in the annual budget process.
3.1.13 Post-arson weed management	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - Sites requiring post arson weed control (from 2016/2017) were included in the 2017 weed control contract. These sites have had grass weed herbicide applied.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.14 Improve bushland in Clementi Reserve	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Clementi Rd Reserve is included in the City's Natural Areas Management Plan and subsequent weed control program. Clementi Rd Reserve has also had feral animal control undertaken in November/December 2017. A Fauna Monitoring Program also continues within the reserve.
3.1.16 Revegetation of degraded bushland surrounding Wellard Park – Homestead Ridge	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - Maintenance of previous years community plantings is included in routine tasks for Environmental Field Officers. Planning and ordering of stock for the 2018 season is well on the way to being completed.
3.1.17 Complete fuel load assessments	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Fuel load assessments have been undertaken on several reserves, subsequently several controlled burns were undertaken in December 2017
3.1.18 Complete controlled burns	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Henley Road Reserve, Millar Wellard Reserve, Rifle Range Reserve and Crofter Reserve have had mosaic burns undertaken within them.
3.1.19 Complete Fire Mapping	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - New GIS resources will be used to complement previous mapping techniques. In-house GIS training has been organised for Environmental Officers.
3.1.20 Complete firebreak maintenance	3.4 Environment	01/07/2017	30/06/2018	100	07/02/2018 - Firebreak maintenance was completed in November 2017.
3.1.21 Complete controlled patch burns	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Patch burns have been undertaken in Crofter Court reserve.



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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.22 Complete survey reserves	3.4 Environment	01/07/2017	30/06/2018	80	23/01/2018 - Reserve condition and weed coverage surveying has been undertaken by a contractor. A draft has been received and revisions have been requested by the City of Kwinana.
3.1.23 Undertake rabbit control measures	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - Viral and pesticide control measures have been deployed in several reserves.
3.1.24 Undertake fox control measures	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - A contracted fox trapper removed foxes from various reserves in Kwinana.
3.1.25 Undertake phytophthora control measures	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Surveying is to occur this financial year. Previous treatments (2017) are still effective.
3.1.26 Undertake cat control measures	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - A feral cat trapping program occurs across the City of Kwinana's conservation reserves.
3.1.27 Undertake bee control measures	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Swarms are being collected by a apiarist if practical. Bees in tree hollows are being controlled.
3.1.28 Provide information brochures/posters and promotion for natural areas	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - Brochures are being distributed to schools and community groups as well as targeted brochures in certain circumstances (litter, dumping, animal control).
3.1.29 Conduct Water Wise Garden & Community Energy Efficiency Workshops	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - Living Smart workshops were conducted at the Wandi Community Centre, another workshop series is planned for 2018.
3.1.30 Conduct schools planting events	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - Planning and ordering of stock is underway.
3.1.31 Conduct community planting events	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Planning and ordering of stock is underway.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.32 Conduct Guided Activities (e.g.. Bushwalks, Nightstalks, Bird Walks and Wildflower Tours)	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Wildflower Walk was completed in September 2017. 2 Night Stalks were conducted in September and October as part of Biodiversity Month. Bird and Bat boxes assembled and installed in October 2017.
3.1.33 Conduct a Clean Up Australia Day event	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - The City will collect rubbish collected by the community for this event.
3.1.34 Conduct volunteer training	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Kwinana Community Share Members inducted as volunteers for the City of Kwinana.
3.1.35 Collect provenance seed	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - Propagation material collected as well as seeds provided to Men of the Trees.
3.1.36 Continue to implement the Coastcare Program	3.4 Environment	01/07/2017	30/06/2018	50	07/02/2018 - The Coastcare Program has been secured to June 2018.
3.1.37 Develop a Bushfire Risk Management Plan as per WESTPLAN Fire	5.2.2 Emergency Services	01/07/2017	30/06/2018	0	11/01/2018 - This will commence later in the financial year.
3.1.38 Develop and implement bushfire management and mitigation programs for Unallocated Crown Land and Unmanaged Reserves	5.2.2 Emergency Services	01/07/2017	30/06/2018	0	11/01/2018 - The City has limited input to State controlled land. Department of Fire and Emergency Services is responsible for the bushfire management on these lands.
3.1.39 Develop practices for bushfire management on local government lands	5.2.2 Emergency Services	01/07/2017	30/06/2018	25	11/01/2018 - The City has commenced Rural Urban Interface Plans with local City brigades.
3.1.40 Administer the provisions of relevant Statutes, Regulations, Policies and Local Laws	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	11/01/2018 - This is a business as usual statutory and compliance action that the City completes each quarter.
3.1.41 Support community engagement and awareness programs as identified in the Bushfire Risk Management Plans	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	11/01/2018 - Working with Department of Fire and Emergency Services in implementing community safety and bushfire preparedness programs.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.42 Provide advice on Bushfire Management Plans in regards to land use planning	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	11/01/2018 - The City's Emergency Services team regularly provides advice and works with the Planning and Building departments to achieve this action.
3.1.43 Develop and review relevant Emergency Services management documents	5.2.2 Emergency Services	01/07/2017	30/06/2018	25	11/01/2018 - Commenced the review process that provides guidance for the City's Emergency Services.
3.1.44 Develop Emergency Services policies and procedures	5.2.2 Emergency Services	01/07/2017	30/06/2018	25	11/01/2018 - Commenced the review process that provides guidance for the City's Emergency Services.
3.1.45 Develop and maintain the City Bushfire Response Plan	5.2.2 Emergency Services	01/07/2017	30/06/2018	25	11/01/2018 - Commenced the review process that provides guidance for the City's Emergency Services.
3.1.46 Develop Brigade Response Plans	5.2.2 Emergency Services	01/07/2017	30/06/2018	25	11/01/2018 - Commenced the review process that provides guidance for the City's Emergency Services.
3.1.47 Provide input to the annual review of Gazetted Fire Districts within the City	5.2.2 Emergency Services	01/07/2017	30/06/2018	0	11/01/2018 - This action is due to commence later in the financial year.
3.1.48 Facilitate Volunteer Bush Fire Brigade training	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is business as usual.
3.1.49 Liaise with and support the State Emergency Service	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	08/02/2018 - The City liaised with the Local Emergency Management Council and State Emergency Services over the last quarter.
3.1.50 Develop and submit annual Local Government Grants Scheme operations and capital grants	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This occurs as needed.
3.1.51 Complete an annual audit of current relocation/welfare centres to ensure readiness for activation	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	08/02/2018 - This is a part of the Local Emergency Management Council process and the new Local Emergency Management Council Plan is now due to be presented to the City of Kwinana Council.

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3.1.52 Audit Emergency Coordination Centres to ensure readiness for activation	5.2.2 Emergency Services	01/07/2017	30/06/2018	0	11/01/2018 - This action will commence later in the financial year.
3.1.53 Support key Bushfire meetings and Committees	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - The Emergency Services team attends the meeting as required.
3.1.54 Maintain emergency water supplies owned by the City	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	08/02/2018 - Emergency water supplies are checked each quarter.
3.1.55 Inspect hydrants outside Gazetted Fire Districts	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - The local volunteer brigades undertake these checks as normal course of business.
3.1.56 Exercise Emergency Services as per Local Emergency Management Arrangements	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - The City's Emergency Services team has completed all scheduled exercises.
3.1.57 Attend Local Emergency Management Committee meetings	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - The City's Emergency Services team attends these meeting quarterly.
3.1.58 Coordinate Local Government Incident Management capacity and capability	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is business as usual.
3.1.59 Participate in Emergency Services Forums	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - The City's Emergency Services team attends these meetings as required.
3.1.60 Respond to emergency incidents that impact on communities, infrastructure and assets in the City	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is business as usual.
3.1.61 Respond to incidents in neighbouring Cities when requested by the Regional Duty Coordinator	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - The City responded to an incident in a neighbouring local government over the last quarter.
3.1.62 Encourage brigades to report suspicious and deliberately lit fires	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is business as usual.
3.1.63 Provide appropriate support and counselling to City volunteers and staff following incidents	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is business as usual.
3.1.64 Provide support to the City Recovery coordinator or recovery team when established	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is business as usual.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.65 Coordinate special projects as required by the Department of Fire and Emergency Services or the City	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is business as usual.
<b>3.2 Educate and promote improved environmental land management.</b>					
3.2.01 Create an Environmental Education Strategy	3.4 Environment	01/07/2017	30/06/2018	30	08/02/2018 - Planning for development and stakeholder engagement has commenced.
<b>3.3 Promote the use of renewable energy within the City of Kwinana and reduce energy use where possible.</b>					
3.3.01 Retrofit City buildings with updated codes and actively engage in the design process of new Council buildings to ensure energy efficiency is maximised	3.4 Environment	01/07/2017	30/06/2018	50	08/02/2018 - The Green Building Policy has been adopted. The Policy has been tested on a pavilion prior to adoption.  Water and energy audits on various buildings have been undertaken.  Various retrofitting (mainly solar voltaic installations) has been commissioned and are now producing energy or saving water.
3.3.02 Progressively install solar panels on Council buildings	3.4 Environment	01/07/2017	30/06/2018	50	08/02/2018 - The Darius Wells Library and Resource Centre 100 kwh system has been commissioned. The City's Business Incubator system contract has been awarded.
3.3.03 Investigate green building options when planning new Council buildings	1.2 Asset Management Services	01/07/2017	30/06/2018	100	08/02/2018 - Council's Green Building Policy requirements are incorporated into the design of all new building infrastructure where practical. The Sustainability Officer is consulted as part of the design process.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>3.4 Encourage and exercise best practice water management</b>					
3.3.04 Investigate working with sporting clubs to reduce their electricity use in the City's sporting facilities	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	08/02/2018 - The Club Development Officer hosts regular meetings with the majority of sporting clubs within the City. Management of the City's infrastructure is a standing agenda item.
3.4.01 Review the City's Verge Policy to align with the Water Corporation's Water wise Verge Best Practice Guidelines	3.4 Environment	01/07/2017	30/06/2018	0	08/02/2018 - The Policy will be adopted in early 2018.
3.4.02 Write and Adopt a Green Building Policy for new and renovated Council Buildings	3.4 Environment	01/07/2017	30/06/2018	100	08/02/2018 - The Policy will be adopted in early 2018.
3.4.03 Monitor existing data loggers and real time monitoring systems weekly (at minimum) to quickly identify and address leaks	3.4 Environment	01/07/2017	30/06/2018	50	23/01/2018 - The monitoring of data loggers installed on water and energy meters has proved to be a sound investment, particularly in the identification of very large water leaks and unusual power consumption events. The savings made in both dollar and resource terms are significant.
3.4.04 Continue to redevelop bores and attach to centralised irrigation control	1.3 Works Depot	01/07/2017	30/06/2018	50	08/02/2018 - Three irrigation bores were redeveloped.
3.4.05 Carry out mapping of irrigated areas to allow quick station identification	1.3 Works Depot	01/07/2017	30/06/2018	50	19/01/2018 - Mapping of irrigated areas has progressed and some mapped areas passed on to the City's contractor.
3.4.06 Maintain the registry of City of Kwinana bores	1.3 Works Depot	01/07/2017	30/06/2018	100	08/02/2018 - The register is up to date.
3.4.07 Continue to monitor water use and irrigation application rates and improve water use efficiency	1.3 Works Depot	01/07/2017	30/06/2018	50	19/01/2018 - All bore hydrometers are read and recorded monthly along with monthly irrigation schedules changes.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.4.08 Maintain monitoring of the groundwater resource to identify any potential adverse impacts of abstraction and respond pro-actively to mitigate impacts	1.3 Works Depot	01/07/2017	30/06/2018	100	08/02/2018 - The 2017 groundwater monitoring program has been completed and a summary report has been submitted to Department of Water and Environmental Regulation.
3.4.09 Monitor nutrient concentrations in groundwater and review nutrient management practices if needed	1.3 Works Depot	01/07/2017	30/06/2018	100	08/02/2018 - The 2017 groundwater monitoring program has been completed and a summary report has been submitted to Department of Water and Environmental Regulation.
3.4.12 Develop an educating program for the cleaning of side entry pits, GPTs and bubble up pits	1.2 Asset Management Services	01/07/2017	30/06/2018	5	08/02/2018 - Initial discussions have been held with the Works Depot to understand existing practices. A program based on associated risk and industry best practice will be developed in liaison with the Works Depot.
3.4.13 Develop the schedule/program for the inspection and maintenance of sumps and compensating basins	1.2 Asset Management Services	01/07/2017	30/06/2018	0	08/02/2018 - Initial discussions have been held with the Works Depot to understand existing practices. A program based on associated risk and industry best practice will be developed in liaison with the Works Depot.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>3.5 Understand the impacts of climate change and take a risk management approach to addressing these effects in future planning.</b>					
3.5.01 Review the Kwinana Local Emergency Management Plan annually	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	08/02/2018 - This action is complete.
3.5.02 Review with Department of Fire and Emergency Services the Community Emergency Services Coordinator Business Plan	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	11/01/2018 - This action has been completed.
3.5.03 Develop and adopt a Landscape Strategy which addresses the development and maintenance of an "urban forest"	1.1 Engineering	01/07/2017	30/06/2018	50	08/02/2018 - Development of a comprehensive landscape strategy is in progress. The draft document is anticipated to be completed by September 2018.
3.5.04 Develop a triple bottom line planning policy which includes measures to reduce the carbon emissions of new developments	3.1 Planning and Development	01/07/2017	30/06/2018	50	08/02/2018 - Development of a Tree and Landscape Protection Policy (2016), Bike and Walk Plan, Economic Development Strategies and the Local Biodiversity Strategy will help to achieve this action.
3.5.05 Investigate the use of recycled materials in road base	1.1 Engineering	01/07/2017	30/06/2018	100	08/02/2018 - The use of recycled road base has previously been investigated. Proposed project did not qualify for State Government subsidy. The City will keep this in mind for future projects.
3.5.06 Create a Local Planning Policy to address Sea Level Rise	3.1 Planning and Development	01/07/2017	30/06/2018	40	08/02/2018 - A working draft of the Local Planning Policy is at the final stages for consideration across the organisation.
3.5.07 Develop a Management Plan to address Sea Level Rise	3.4 Environment	01/07/2017	30/06/2018	80	08/02/2018 - An Adaptation and Mitigation Plan for Kwinana was developed by the Cockburn Sound Coastal Alliance. The plan identified that two sections of coastline are managed by the City of Kwinana and at risk of erosion and inundation by 2110.



Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.1 Residents are provided with a range of multifunctional community places and accessible recreation facilities.</b>					
4.1.01 Conduct a feasibility study for the upgrade of Wells Beach Foreshore	1.2 Asset Management Services	01/07/2017	30/06/2018	0	15/02/2018 - This action will progress later in the financial year.
4.1.07 Design and construct a Local Sporting Ground with a Community Sports Building in Bertram	1.2 Asset Management Services	01/07/2017	30/06/2018	25	08/02/2018 - The contract has been awarded and the project is in the design stage.
4.1.08 Design and construct a Pavillion Extension for Wellard	1.2 Asset Management Services	01/07/2017	30/06/2018	10	08/02/2018 - This tender waiting to go to market.
4.1.11 Subject to Long Term Financial Plan deliberations of Council, design and construct Stage 1 of the Civic Administration Building Upgrade	1.2 Asset Management Services	01/07/2017	30/06/2019	0	08/02/2018 - No works will commence until the Long Term Financial Plan has been adopted by Council.
4.1.12 Upgrade the Thomas Oval Netball Courts	4.3 Community Development	01/07/2017	30/06/2018	100	<p>08/02/2018 - Stage 1 of this upgrade has been completed. Courts have been resurfaced, 2 new shelters and a water fountain have been installed. New posts, fencing and a disability access gate have been installed.</p> <p>Stage 2 works of sports lighting, additional seating, power board upgrade and final painting to be completed end June 2018.</p>
4.1.13 Complete condition auditing of the City's building portfolio	1.2 Asset Management Services	01/07/2017	30/06/2018	10	08/02/2018 - The data collecting and scheduling process of a building condition audit for 2017/18 has been started.

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1.14 Continually engage community through the Parks for People Strategy	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>08/02/2018 - Engagement of the community for Parks for People projects is undertaken by way of survey responses. The local community in close proximity to a park that is identified for development under the strategy will receive a letter of invitation to participate in a survey.</p> <p>Responses are entered into a briefing report to inform decision makers as to the aspirations and expectations of the local community. This is supported by statistical data to inform decision makers of the demographic of the area.</p> <p>Recent examples were undertaken for Rogan Park (Leda), Gawler Park (Calista) and in Ridley Green (Medina).</p>
4.1.15 Motivate creative design of open space in newly developed areas	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	<p>08/02/2018 - Healthy Lifestyles team works with the City's Landscape Architects and developers in seeking creative open spaces. Recent examples of this includes Sloans Reserve and upgrades to local parks.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.2 The community has easy access to well-equipped, quality parks and public open spaces</b>					
4.2.01 Construct the Kwinana Outdoor Youth Space which includes a skate park	1.1 Engineering	01/07/2017	30/06/2018	100	08/02/2018 - Construction of the projects is 100% completed. The 12 month defects liability period will end in September 2018.
4.2.02 Activate the Kwinana Adventure Playground	4.3 Community Development	01/07/2017	30/06/2018	50	08/02/2018 - In addition to City events, community groups are encouraged to hold events in the park. The Patio booking option has been extended to include an afternoon time slot to increase access to the facility.
4.2.03 Activate the Kwinana Outdoor Youth Space which includes a skate park	4.3 Community Development	01/07/2017	30/06/2018	50	08/02/2018 - Activation of the Edge Skate Park includes youth outreach sessions twice a week, clinics twice a month and competitions twice a month targeting all ages and abilities across skating, BMX and scooter riding.  The 2017/18 school holiday program delivered Street Ball basketball competitions fortnightly and security patrols were put into place during this period.
4.2.04 Upgrade the Rogan Park playground in Leda	1.2 Asset Management Services	01/07/2017	30/06/2018	50	08/02/2018 - This action is progressing.
4.2.05 Design and upgrade the Ascot Parkway Small Skate Park in Bertram	1.2 Asset Management Services	01/07/2017	30/06/2019	0	23/01/2018 - This action will commence in the 18/19 financial year.
4.2.06 Upgrade Gawler Park in Calista	1.2 Asset Management Services	01/07/2017	30/06/2018	0	08/02/2018 - This action will commence later in the financial year.
4.2.07 Upgrade Hewison Park in Medina	1.2 Asset Management Services	01/07/2017	30/06/2018	0	08/02/2018 - This action will commence later in the financial year.
4.2.11 Undertake a condition survey of Parks and Reserves	1.2 Asset Management Services	01/07/2017	30/06/2018	50	18/01/2018 - Condition assessment of parks and reserves assets in progress.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
4.2.12 Undertake a condition survey of the City's Public Open Space	1.2 Asset Management Services	01/07/2017	30/06/2018	50	08/02/2018 - A condition assessment of public open space infrastructure assets is in progress.
4.2.13 Develop a Master Schedule of annual work for Depot services	1.3 Works Depot	01/07/2017	30/06/2018	25	08/02/2018 - Individual plans and maintenance schedules are currently being collated to produce the Annual Master Schedule.
4.2.14 Develop Activity Standards for work tasks and develop appropriate unit rates	1.3 Works Depot	01/07/2017	30/06/2018	30	08/02/2018 - The Parks Activity Standards are in place as well as the Parks and Reserves Asset Management Plan 2016.
4.2.15 Investigate a Maintenance Management/Work Order System for generating and managing maintenance work	1.3 Works Depot	01/07/2017	30/06/2018	25	08/02/2018 - This action is being investigated by the IT Department.
4.2.16 Investigate the implementation of a Tree Management System	1.3 Works Depot	01/07/2017	30/06/2018	50	08/02/2018 - This action is ongoing.
4.2.17 Review current in house mowing schedules and advise on capacity to take on new mowing areas currently performed by contractors	1.3 Works Depot	01/07/2017	30/06/2018	50	08/02/2018 - Mowing schedules have been updated for the quarter.
4.2.18 Implement the Parks Inspection and Continuous Improvement System	1.3 Works Depot	01/07/2017	30/06/2018	25	08/02/2018 - The inspection schedule is ongoing.
4.2.19 Coordinate the transfer of landscape and irrigation developer gifted assets to the City's maintenance operations and asset management systems	1.3 Works Depot	01/07/2017	30/06/2018	100	08/02/2018 - All 2017 landscape and irrigation hand overs are complete and have been transferred into applicable datasets, works and contract schedules.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
4.2.20 Consult access and inclusion working group regarding development of all public buildings, parks, beaches and spaces	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	08/02/2018 - The City hosts a bi monthly Access and Inclusion Working Group. This forum discusses issues and obstacles for residents as it relates to access to public buildings, parks and reserves and the inclusion of a range of community groups and individuals.  The Working Group continues to be chaired by two City Councillors with support from the Healthy Lifestyles team.
4.2.21 Support community groups to establish places that encourage community participation/involvement, i.e. community gardens	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	08/02/2018 - Healthy Lifestyles continues to encourage groups to undertake these projects. At present the Honeywood Residents Association are investigating the establishment of such a project.
<b>4.3 Ensure the Kwinana community is well serviced by government and non-government services.</b>					
4.3.01 Conduct a full review of waste management contracts	3.3 Environmental Health	01/07/2017	30/06/2018	75	17/01/2018 - The City is currently progressing the kerbside waste and recycling collection tender and has included actions picked up in the Kwinana Waste Strategy.
4.3.02 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2017	30/06/2018	50	08/02/2018 - A working draft is nearing completion for consideration across the organisation.
4.3.03 Manage and maintain the City of Kwinana Aged Persons Accommodation	2.8 City Strategy	01/07/2017	30/06/2018	100	08/02/2018 - This action is ongoing.
4.3.04 Create a Lobbying Strategy	2.8 City Strategy	01/07/2017	30/06/2018	0	12/01/2018 - City Officers will liaise and workshop with Elected Members to create a lobbying strategy once the Long Term Financial Plan has been adopted by Council.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity.</b>					
4.4.01 Continue to evolve the Policy Framework to reflect quality residential design and development including the accuracy and strategic management of Council's developer contributions policy	3.1 Planning and Development	01/07/2017	30/06/2018	50	18/01/2018 - Review of the City's Local Planning Policies is currently underway.
4.4.02 Create a Public Open Space Standards Policy	3.1 Planning and Development	01/07/2017	30/06/2019	0	16/01/2018 - To be commenced in 2018/19.
4.4.03 Create a Parking Strategy	3.1 Planning and Development	01/07/2017	30/06/2018	40	08/02/2018 - A working draft has been completed for consideration by Council early 2018.
4.4.04 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2017	30/06/2018	25	11/01/2018 - First draft to be completed by Mid January 2018 for review.
4.4.05 Adopt a new Town Planning Scheme	3.1 Planning and Development	01/07/2017	30/06/2018	10	16/01/2018 - Scheme Review Reports are being drafted with the Scheme to be commenced in 2018/19.
4.4.06 Work with the Waste Authority to implement the West Australian Waste Strategy	3.3 Environmental Health	01/07/2017	30/06/2018	100	17/01/2018 - This is an ongoing task and everything the City's Environmental Health team does is in keeping with the Waste Strategy to reduce waste to landfill.
4.4.07 Activate the actions from the Wellard/Bullrush District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	0	08/02/2018 - This action will begin following Council adoption of the Place Plans.
4.4.08 Activate the actions from the Mortimer District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	0	08/02/2018 - This action will begin following Council adoption of the Place Plans.
4.4.09 Activate the actions from the Anketell District Place Plan	4.3 Community Development	01/07/2017	30/06/2018	0	08/02/2018 - This action will begin following Council adoption of the Place Plans.
4.4.11 Activate the actions from the Kwinana Central Place Plan	4.3 Community Development	01/07/2017	30/06/2018	0	08/02/2018 - This action will begin following Council adoption of the Place Plans.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.5 Actively improve the appearance of public areas and streetscapes throughout the City.</b>					
4.5.01 Implement the Depot Annual Maintenance Works Program	1.3 Works Depot	01/07/2017	30/06/2018	50	08/02/2018 - This action is ongoing.
4.5.02 Implement the recommendations from the Works Depot Service Review	1.3 Works Depot	01/07/2017	30/06/2018	40	08/02/2018 - Actions from the Works Depot Service Delivery Review are underway.
4.5.04 Investigate a "value for money" methodology for condition assessment of drainage assets	1.1 Engineering	01/07/2017	30/06/2018	20	08/02/2018 - The City is currently investigating by reviewing guidelines for stormwater drainage asset inspections. Also obtaining indicative rates for different types of inspections from contractors.
4.5.07 Develop a sump inspection and maintenance program, issue to Depot for implementation	1.1 Engineering	01/07/2017	30/06/2018	0	08/02/2018 - Initial discussions have been held with the Works Depot to understand existing practices. A program based on associated risk and industry best practice will be developed in liaison with the Works Depot.
4.5.08 Undertake a pilot pipe/pit survey for condition rating of select sites in urbanised residential and industrial areas	1.1 Engineering	01/07/2017	30/06/2018	0	08/02/2018 - This may be included in the 2018/19 budget.
4.5.09 Create a Landscape Strategy	1.1 Engineering	01/07/2017	30/06/2018	50	08/02/2018 - The development of the landscape strategy is in progress, the draft strategy document is anticipated to be completed by September 2018.
4.5.11 Undertake a comprehensive audit of lighting assets for asset condition rating subject to funding being available	1.1 Engineering	01/07/2017	30/06/2018	0	08/02/2018 - This may be included in the 2018/19 budget.
4.5.16 Identify opportunities and undertake upgrade of lamps to energy efficient type lamps where possible and continue with Western Power bulk globe replacement program	1.1 Engineering	01/07/2017	30/06/2018	10	08/02/2018 - Awaiting award of Western Power LED lighting contract and determination of electricity tariffs by Synergy to further progress the development of a program to replace existing street lights with energy efficient LED lights. It is anticipated new tariffs will be announced by Synergy in July 2018.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.6 To provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system</b>					
4.6.01 Create an Integrated Transport Strategy	3.1 Planning and Development	01/07/2017	30/06/2019	0	11/01/2018 - On hold awaiting confirmation of Westport Terms of Reference.
4.6.05 Implement the 10 year Road Resurfacing and Road Rehabilitation Programs	1.1 Engineering	01/07/2017	30/06/2018	25	08/02/2018 - The current 10 year forward works program will be reviewed in detail following the completion of the road condition survey which is anticipated to be completed by the end of June 2018.
4.6.06 Implement the Road Shouldering Program	1.3 Works Depot	01/07/2017	30/06/2018	10	08/02/2018 - The Road Shouldering Program is currently being finalised with works due to commence in March 2018.
4.6.07 Implement the Footpath, Trails and Cycle ways Forward Works Program	1.1 Engineering	01/07/2017	30/06/2018	25	08/02/2018 - The review of the footpath/cycleway forward works program is in progress. The project is to be proposed as part of the 2018/19 capital budget submission and will be selected from the revised forward works program.
4.6.08 Implement the Traffic Survey Program	1.1 Engineering	01/07/2017	30/06/2018	100	08/02/2018 - The Traffic Survey Schedule is complete.
4.6.09 Coordinate installation of Bus shelters/Facilities in conjunction with Public Transport Authority	1.1 Engineering	01/07/2017	30/06/2018	100	08/02/2018 - A total of four bus shelters to be installed in conjunction with Public Transport Authority.
4.6.10 Advocate to the Department of Transport to develop more bus routes/more frequent buses in Kwinana	6.2 Elected Members	01/07/2017	30/06/2018	25	30/01/2018 - Elected Members ensure local structure plans can accommodate future public transport routes.
4.6.11 Investigate the opportunity to develop a local shuttle bus	4.3 Community Development	01/07/2017	30/06/2018	25	19/01/2018 - Current transport routes/ patterns have been reviewed and need for such a service is currently being investigated.
4.6.12 Create the City's Bike and Walk Plan	3.1 Planning and Development	01/07/2017	30/06/2018	70	11/01/2018 - Draft plan has been completed. A report is being prepared for Council consideration in February 2018.



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Action	Business Unit	Start Date	Finish Date	Status	Comments
4.6.13 Creating a policy that specifies best practice requirements for encouraging active transport	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	0	08/02/2018 - This action will commence later in the financial year.
4.6.14 Reviewing the current Bike Plan	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	08/02/2018 - This action is progressing through the creation of the Bike and Walk Plan.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.01 An active and engaged Local Government, focussed on achieving the community's vision.</b>					
5.1.02 Review the Corporate Business Plan annually	2.8 City Strategy	01/07/2017	30/06/2018	50	11/01/2018 - The Corporate Business Plan was reviewed and adopted by Council on 12 December 2017. The next review period will commence in early 2018.
5.1.03 Review the Workforce Plan annually	2.3 Human Resources	01/07/2017	30/06/2018	80	08/02/2018 - A draft of the City's Workforce Plan (WFP) was prepared in June 2017.
5.1.04 Review the Long Term Financial Plan	2.7 Finance	01/07/2017	30/06/2018	5	13/02/2018 - The Long Term Financial Plan review is in progress, to be completed by 30 June 2018.
5.1.06 Review the Buildings Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	25	18/01/2018 - The Building Asset Management Plan (September 2016) has been reviewed and will be updated accordingly.
5.1.07 Review the Parks and Reserves Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	0	08/02/2018 - A review of the Parks and Reserves Asset Management Plan is due to commence in July.
5.1.08 Review the Roads and Transport Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	0	08/02/2018 - The City is currently reviewing asset quantities and the document's structure. Other key information including condition and long term funding requirements will be updated following a condition inspection in 2018/19.
5.1.09 Review the Storm Water Drainage Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	0	08/02/2018 - The City is currently reviewing asset quantities and the document's structure.
5.1.10 Review the Public Lighting Asset Management Plan	1.2 Asset Management Services	01/07/2017	30/06/2018	0	08/02/2018 - The City is currently reviewing asset quantities and the document's structure. Other key information including condition and long term funding requirements will be updated following a condition inspection in 2018/19.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.15 Review the Parks for People Strategy	4.3 Community Development	01/07/2017	30/06/2018	75	08/02/2018 - The strategy has been updated for the current status of parks and infrastructure contained in the parks. The scope of the strategy is being extended to include active open space requirements and this work will be completed by March 2018.
5.1.16 Review the Children and Families Strategy	4.3 Community Development	01/07/2017	30/06/2018	25	19/01/2018 - Planning for this work is being undertaken in conjunction with other relevant service providers in the City.
5.1.17 Review the Club Development Plan	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	50	08/02/2018 - The Club Development Plan is developed by the Club Development Officer as a condition of funding through Sport and Recreation WA.  This plan has been updated and presented to Sport and Recreation WA for the 2017/18 funding period.
5.1.19 Review the Disability Access and Inclusion Plan	4.1 Healthy Lifestyles	01/07/2017	30/06/2018	25	08/02/2018 - The DAIP has concluded for the 2013-2017 period. Staff are currently addressing the consultation and development to the next phase of the DAIP for 2018-2022.
5.1.28 Review the Community Infrastructure Plan	4.3 Community Development	01/07/2017	30/06/2018	75	08/02/2018 - The review is currently in progress, a consultant has been engaged to assist with reviewing infrastructure provision standards and population projections. The review is to be completed by March 2018.
5.1.30 Review the Business Continuity Plan	5.1 City Legal Team	01/07/2017	30/06/2018	75	08/02/2018 - The Crisis Management and Business Disruption Response Plan and the Crisis Management and Business Disruption Management Procedures Manual have been prepared.

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## Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.31 Review the Disaster Recovery Plan	5.1 City Legal Team	01/07/2017	30/06/2018	75	08/02/2018 - Crisis Management and Business Disruption Response Plan and Crisis Management and Business Disruption Management Procedures Manual have been prepared.
5.1.32 Provide a report to Council detailing achievements made against the Strategic Community Plan and Corporate Business Plan each quarter	2.8 City Strategy	01/07/2017	30/06/2018	100	11/01/2018 - This report is provided to Council every quarter, detailing the many actions that the City is in the process of completing to achieve the community's vision.
5.1.33 Advocate for projects and services that will achieve the community's vision	6.2 Elected Members	01/07/2017	30/06/2018	25	30/01/2018 - Elected Members have continued to advocate for the Outer Harbour, the standard of development expected within the City and the sustainability of local service providers.
5.1.34 Regularly attend and participate in community events	6.2 Elected Members	01/07/2017	30/06/2018	25	30/01/2018 - Community events are regularly attended by Councillors who participate in proceedings and assist with the successful conduct of events to ensure community groups are supported.
5.1.35 Promote the opportunities and attributes that Kwinana offers	6.2 Elected Members	01/07/2017	30/06/2018	25	08/02/2018 - Council supports, through budget allocations, the development of marketing and promotional activities and materials and the provision of human resources such as the Economic Development Specialist, to promote the opportunities and attributes the City offers.
5.1.36 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	6.2 Elected Members	01/07/2017	30/06/2018	25	30/01/2018 - The Mayor and Councillors continue to meet with Federal and State Members of Parliament to brief them on issues affecting the City. Presentations have been made to the State Cabinet as part of the South West Group also.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.38 Implement the findings of the Depot Service Delivery Review	1.3 Works Depot	01/07/2017	30/06/2018	40	17/01/2018 - Approximately 50% of the recommendations from the Depot Service Review have been implemented.
5.1.39 Recoup funds from the City Centre Revitalisation Project	2.8 City Strategy	01/07/2017	30/06/2018	60	08/02/2018 - Meetings with key stakeholders have occurred in an effort to gain support from State Government to progress this project.
5.1.40 Maintain the ISO 9001: 2015 Quality Management Systems accreditation through an annual audit	2.8 City Strategy	01/07/2017	30/06/2018	100	08/02/2018 - The City is currently ISO 9001:2015 accredited.
5.10.01 Implement a software system for the engagement of pre-qualified suppliers.	5.3 Contracts	01/07/2017	30/06/2018	5	08/02/2018 - The system has been tested and further review is taking place.
5.10.12 Implement a software system for contracts and tenders management	5.3 Contracts	01/07/2017	30/06/2018	5	19/01/2018 - Preliminary scoping undertaken in regards to determining the City's requirements when it comes to a Contracts and Tenders Software System.
5.10.13 Provide training and continuously develop the Online Requisition enhancement throughout the whole organisation	2.7 Finance	01/07/2017	30/06/2018	5	13/02/2018 - The training program is currently being reviewed.
<b>5.02 Engage in meaningful consultation to understand and prioritise community needs</b>					
5.2.01 Ensure all projects requiring community engagement adhere to the Community Engagement Strategy	4.3 Community Development	01/07/2017	30/06/2018	50	13/02/2018 - This action is ongoing.
<b>5.03 Maintain and improve risk management</b>					
5.3.01 Manage and monitor the City's Risk Register	5.1 City Legal Team	01/07/2017	30/06/2018	100	13/02/2018 - The City's Risk Register is monitored and reported on quarterly.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.04 Ensure the financial sustainability of the City of Kwinana into the future</b>					
5.4.01 Incorporate strategies into the Long Term Financial Plan to improve the City's financial sustainability	2.7 Finance	01/07/2017	30/06/2018	0	13/02/2018 - Long Term Financial Plan review is in progress, to be completed by 30 June 2018.
5.4.02 Create a Rating Strategy	2.7 Finance	01/07/2017	30/06/2018	0	13/02/2018 - This action will progress further in March 2018.
5.4.03 Create a Debt Strategy	2.7 Finance	01/07/2017	30/06/2018	0	13/02/2018 - This action will progress further in March 2018.
5.4.04 Prepare the Annual Budget for adoption	2.7 Finance	01/07/2017	30/06/2018	5	13/02/2018 - Preparation is underway with the Budget to be adopted by 30 June 2018.
5.4.05 Complete the Land Data Project	2.7 Finance	01/07/2017	30/06/2018	0	13/02/2018 - This project will progress later in the financial year.
5.4.06 Continue to ensure Fair Value Accounting in liaison with the Department of Local Government and in AASB13	2.7 Finance	01/07/2017	30/06/2018	10	23/01/2018 - This action will progress later in the financial year.
5.4.08 Distribute debtor invoices electronically to improve processing and customer service	2.7 Finance	01/07/2017	30/06/2018	50	13/02/2018 - Currently waiting for the Version 7 Authority upgrade before finalisation of implementation of system.
5.4.09 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	2.7 Finance	01/07/2017	30/06/2018	50	13/02/2018 - A number of properties have been changed from UV to GRV with the Minister for Local Government's approval due to subdivision of land. However, a review of all other UV properties is necessary to ensure the land is being rated on its predominant use.
5.4.10 Review land uses and their rating categories to ensure fair and equitable rating within the City	2.7 Finance	01/07/2017	30/06/2018	0	13/02/2018 - This review will commence in time for rates modelling.
5.4.11 Conduct a review of the City's Software System	2.7 Finance	01/07/2017	30/06/2018	10	13/02/2018 - The Corporate Business System Project team has been established with the initial stages of review being completed.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.4.12 Conduct EOI and tender process for a new software system for the City of Kwinana	2.7 Finance	01/07/2017	30/06/2018	5	13/02/2018 - The scope is being developed for the procurement process.
5.4.13 Create a Procurement Strategy	2.7 Finance	01/07/2017	30/06/2018	0	13/02/2018 - This action will progress later in the financial year.
<b>5.05 Increase the level of Federal, State and Corporate funding</b>					
5.5.01 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	6.1 Executive	01/07/2017	30/06/2018	25	30/01/2018 - State Government partnerships were secured for the provision of community facilities such as the Youth Outdoor Space and joint use agreements for new primary schools in Wellard and Honeywood are being negotiated.
<b>5.06 Maximise the value of the City's property assets</b>					
5.6.01 Implement the action plan from the Land Optimisation Strategy	2.4 Economic Development	01/07/2017	30/06/2018	0	12/01/2018 - A review of land owned by the City will be undertaken in 2018.
5.6.02 Annually review the lease management policy and procedures	5.1 City Legal Team	01/07/2017	30/06/2018	0	13/02/2018 - This action will progress later in the financial year.
<b>5.07 Build productive relationships</b>					
5.7.01 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	6.1 Executive	01/07/2017	30/06/2018	25	30/01/2018 - Corporate sponsorship opportunities were secured for events such as the Kwinana Rock Symphony.
5.7.02 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2017	30/06/2018	50	12/01/2018 - City Officers are liaising with State Government departments and businesses to ensure that Kwinana is an attractive City to do business in.
5.7.03 Continue to actively seek resource sharing opportunities with other organisations	2.8 City Strategy	01/07/2017	30/06/2018	100	12/01/2018 - The City of Kwinana are members of the South West Group of Councils where resource and knowledge sharing occurs.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.08 Apply best practice principles and processes to maximise efficiencies and quality.</b>					
5.8.01 Ensure that reports to Council require consideration of the implications for the Strategic Community Plan and Corporate Plan	2.8 City Strategy	01/07/2017	30/06/2018	100	13/02/2018 - Reports to Council currently include implications for the Strategic Community Plan and Corporate Business Plan.
5.8.02 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	2.7 Finance	01/07/2017	30/06/2018	5	13/02/2018 - Long Term Financial Plan review is in progress, to be completed by 30 June 2018.
5.8.03 Conduct a financial systems review to improve efficiencies and ensure the automation of financial reporting	2.7 Finance	01/07/2017	30/06/2018	10	13/02/2018 - The review of the Finance team has been completed with further continual improvements to be identified, the Corporate Business System project team has been established for review of the City's core systems.
5.8.04 Implement the internal audit function and carry out audits as per the Internal Audit Plan	5.1 City Legal Team	01/07/2017	30/06/2018	50	13/02/2018 - This action is ongoing.
5.9.01 Develop a Customer Service Strategy	2.6 Customer Services	01/07/2017	30/06/2018	0	13/02/2018 - This action is ongoing.
5.9.02 Review the CRM system to ensure improved reporting	2.6 Customer Services	01/07/2017	30/06/2018	0	13/02/2018 - This action will commence later in the financial year.
5.9.03 Continually improve new technology such as the online lodgement of planning and building applications (eServices)	2.6 Customer Services	01/07/2017	30/06/2018	100	13/02/2018 - This action is complete with the introduction of Building and Planning applications online from 2017.
5.9.04 Create a Knowledge Base to enable City Officers to provide a higher level of customer service to the community	2.6 Customer Services	01/07/2017	30/06/2018	20	13/02/2018 - Gathering of information has commenced, some systems demonstrations viewed.
5.9.05 Update call centre technology	2.6 Customer Services	01/07/2017	30/06/2018	20	13/02/2018 - This action is ongoing.



Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.11 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value</b>					
5.11.01 Implement the Backup and Disaster Recovery Plan	2.1 IT	01/07/2017	30/06/2018	80	11/01/2018 - Backup solution has been installed and is operational. Disaster Recovery solution has been installed and is operational. All City of Kwinana data is now backed up and being replicated to an offsite location. Outstanding task is to increase the backup frequency to hourly, from daily.
5.11.02 Complete the Kwinana Domain Improvements	2.1 IT	01/07/2017	30/06/2018	80	11/01/2018 - Kwinana IT Domain has been upgraded with multiple failover solutions to prevent IT outages due to loss of power or IT hardware failures.
5.11.03 Complete the ICT Security Projects	2.1 IT	01/07/2017	30/06/2018	90	11/01/2018 - Enterprise grade firewalls have been installed to provide advanced threat protection from internet security threats. Ethical hacking contractors have been contacted to thoroughly test all IT security systems to ensure all data is safe from online security threats.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.11.04 Complete the Corporate Application Review	2.1 IT	01/07/2017	30/06/2018	50	<p>08/02/2018 - The Library Management System has been reviewed. The project was initiated to investigate other options. A new Library Management System was chosen and is being implemented around mid-2018</p> <p>The Recquatic, event and facility software has been reviewed. The project was initiated to investigate other options. A new software was chosen and has been implemented. Further implementation is due to occur in 2018 to enable many online features for Recquatic members and members of the public to book facilities.</p> <p>The core business system is currently being reviewed as the software is not meeting many requirements for the City. The project was initiated to investigate other options. Investigations are ongoing, and it has been highlighted that many efficiencies and benefits (to both internal staff and external customers) could be gained by a change.</p>
5.11.05 Complete the IT Infrastructure Upgrade	2.1 IT	01/07/2017	30/06/2018	100	<p>11/01/2018 - All critical IT infrastructure such as servers, networking and storage hardware has been replaced and upgraded.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.11.06 Complete the City's On-Premise Migration	2.1 IT	01/07/2017	30/06/2018	90	<p>13/02/2018 - All the City's IT systems are currently located in a cloud platform. This platform has proven very difficult to work with and is the cause of many internal workflows being overly complex and time consuming to complete.</p> <p>A shift of all IT systems to a new on-premise IT platform has been initiated and will be completed in January 2018.</p>
5.11.07 Complete the Internet Upgrade Project	2.1 IT	01/07/2017	30/06/2018	50	<p>11/01/2018 - The City's primary internet connection has been upgraded substantially. This internet connection also supports the City's new free Wi-Fi service, which as proven to be very fast and stable.</p>
5.11.08 Complete the Computer Fleet Review	2.1 IT	01/07/2017	30/06/2018	50	<p>11/01/2018 - The internal IT Department has analysed all computing hardware used by staff and has determined the ideal hardware configuration for each staff member.</p> <p>These hardware configurations will be used as a reference when computing hardware is decommissioned and replaced on an ongoing basis.</p> <p>A large portion of the City's computer fleet will be replaced in March 2018.</p>
5.11.09 Facilitate Printing Upgrades	2.1 IT	01/07/2017	30/06/2018	20	<p>11/01/2018 - The internal IT department has determined that a centralised printing solution will reduce printing costs and paper/toner consumption by approximately 20-30%.</p> <p>A solution has been selected and will be implemented by June 2018.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.11.10 Facilitate AV Upgrades	2.1 IT	01/07/2017	30/06/2018	70	13/02/2018 - Aging projectors have been replaced with Interactive LCD Systems Portable projectors have been replaced with lightweight portable projectors. Council Chambers has been investigated by multiple audio/visual providers, and each have made recommendations. Project placed on hold due to potential renovations.
<b>5.12 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities</b>					
5.12.01 Continually develop the City's Electronic Document Management System	2.5 Records	01/07/2017	30/06/2018	70	13/02/2018 - CM9 has been successfully implemented and will be enhanced after the migration to an in-house Information Technology System
5.12.03 Upgrade scanning hardware and software to increase record processing speed	2.5 Records	01/07/2017	30/06/2018	80	13/02/2018 - Updated software and hardware have provided vast improvements in quality capture of information.
5.12.03 Upgrade scanning hardware and software to increase record processing speed	2.5 Records	01/07/2017	30/06/2018	75	18/01/2018 - Processes are working well and will be fine tuned after exit from the cloud platform.
5.12.04 Implement the actions from the Records service review	2.8 City Strategy	01/07/2017	30/06/2018	0	13/02/2018 - No work has commenced to progress the findings of the records service review.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.13 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice"</b>					
5.13.01 Ensure policies, positions descriptions and roles are clear to assist in job satisfaction	2.3 Human Resources	01/07/2017	30/06/2018	75	23/01/2018 - A schedule of review of policies has been prepared and is in the process of being implemented. A review of the classification systems (which will include position descriptions) has been tasked to an external provider. This project will commence in January 2018.
5.13.02 Measure employee satisfaction through regular Staff Values Surveys	2.8 City Strategy	01/07/2017	30/06/2018	100	13/02/2018 - The City completed the last Staff Values Survey in October 2017.
5.13.03 Review and improve exit processes to ensure major issues are identified and used to facilitate improvements within the organisation. Trend data and report to CEO on a monthly basis	2.3 Human Resources	01/07/2017	30/06/2018	90	23/01/2018 - Permanent employees (with rare exceptions) undergo a formal exit interview. Data from these interviews are collated and also recorded in the City's Workforce plan. Analysis of the data is undertaken and where-ever possible strategies developed and implemented to address any issues.
5.13.04 Continue to monitor market trends in remuneration and conditions and offer packages that are competitive for negotiated salary positions	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - This process is ongoing and is undertaken annually.
5.13.06 Research, implement and promote employee benefits	2.3 Human Resources	01/07/2017	30/06/2018	80	13/02/2018 - The Human Resources team are constantly reviewing and assessing programs/benefits that can be offered to staff. If a program is adopted/implemented, then this is communicated to staff with the assistance of the Marketing team.
5.13.07 Identify core components of succession planning, including specific tools and models	2.3 Human Resources	01/07/2017	30/06/2018	25	13/02/2018 - As part of the Staff Development Review (SDR) process, staff identify possible career progression and what the City can do to assist to achieve these goals.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.08 Prepare individual training plans for key staff with consideration be given to business continuity and excellence in service delivery	2.3 Human Resources	01/07/2017	30/06/2018	75	13/02/2018 - Where possible, individual training plans have been developed, based on the information gained from Staff Development Reviews (SDRs).
5.13.09 Explore development opportunities, such as mentoring, interim placement, job swaps and secondments	2.3 Human Resources	01/07/2017	30/06/2018	40	13/02/2018 - This action is ongoing.
5.13.10 Conduct a Training Needs Analysis (TNA) for senior level employees	2.3 Human Resources	01/07/2017	30/06/2018	50	13/02/2018 - The Training Needs Analysis is prepared from information listed in the Staff Development Reviews (SDRs).
5.13.11 Build supervisory and management capability through formal training	2.3 Human Resources	01/07/2017	30/06/2018	25	13/02/2018 - On analysis of results of the Training Needs Analysis prepared from the Staff Development Reviews (SDRs), a decision regarding highest priority supervisory and management training will be determined. This will be factored in the 2018/19 budget.
5.13.12 Ensure systems are in place to notify of any legislative amendments in order to remain compliant	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The Quality Management System Cross Functional Team members receive weekly emails with updates to legislation. Subscriptions to Industrial Relations/Employee Relations organisations provide regular updates/notifications/newsletters. Regular attendance at HR forums also provide applicable updates.
5.13.13 Continue to develop and proactively manage effective performance management	2.3 Human Resources	01/07/2017	30/06/2018	90	13/02/2018 - Managers undertook Performance Management training late 2017. The training was aligned to the City's Performance Management policy and procedures.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.14 Ensure that an effective grievance resolution procedure is maintained and staff are trained in this area	2.3 Human Resources	01/07/2017	30/06/2018	80	13/02/2018 - The Human Resources Grievance Management policy and procedures have recently been amended/updated. The review included feedback from two external consultants. Staff will be undertaking Equal Employment Opportunity training throughout 2018 and part of the training will include Grievance Management/Resolution.
5.13.15 Maintain a relevant and achievable EEO management plan through communication, review and evaluation	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - An Equal Employment Opportunity (EEO) Management Plan is prepared on an annual basis. This plan is submitted to the EEO Commission for their information and approval.
5.13.16 Ensure that the Performance Manager system is being effectively utilised by staff	2.8 City Strategy	01/07/2017	30/06/2018	80	13/02/2018 - The Performance Manager system is continually updated and staff are trained to use the system as required.
5.13.17 Empowering staff through inclusion /input in decision making activities by harnessing their current skills and knowledge level	2.3 Human Resources	01/07/2017	30/06/2018	50	23/01/2018 - Through the Staff Development Review (SDR) process, the skill and knowledge level of the employee is identified. The information obtained through this process will assist managers/supervisors/coordinators to involve their staff in decision making activities.
5.13.18 Promote the City's wellbeing programs	2.3 Human Resources	01/07/2017	30/06/2018	90	13/02/2018 - All City wellbeing programs are communicated to staff via several methods - including, emails to All Users, staff newsletters, through the Intranet, OSH Committee meetings and the team agenda template.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.19 Increase the diversity of the workforce through the incorporation of EEO and diversity values in programs/activities across the organisation	2.3 Human Resources	01/07/2017	30/06/2018	50	13/02/2018 - This is included and maintained in the Equal Employment Opportunity (EEO) Management Plan. Also, raising the profile of a diverse workforce will be included in the 2018 EEO training.
5.13.20 Recognise and manage the aspirations of the different generations across the employee demographic	2.3 Human Resources	01/07/2017	30/06/2018	40	13/02/2018 - Through the Staff Development Review (SDR) process, there is an opportunity for staff aspirations to be identified and recorded. From this information, specific strategies can be developed and implemented.
5.13.21 Conduct a review of the City's exit processes	2.3 Human Resources	01/07/2017	30/06/2018	85	13/02/2018 - The Human Resources team continually reviews its processes - including the exit process. Human Resources conduct exit interviews with staff who are leaving the organisation. This information is collated and included in the City's Workforce Plan.
5.13.22 Review Occupational Safety and Health Policy annually	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The annual review was completed in late 2017.
5.13.23 Ensure all employees receive a safety and health induction on commencement of employment	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - This occurs on the first day of work at the City with a "general" induction and a "site-specific" induction. A review of the information presented in the induction is due for completion by end of January 2018.
5.13.24 Review positions descriptions annually to ensure safety responsibilities are clear	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - All position descriptions (PDs) have a section relating to OSH responsibilities.
5.13.25 Ensure Staff Development Reviews include safety performance objectives (where applicable)	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The Staff Development Review (SDR) form includes a rating/assessment of the employee's safety performance.



Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.26 Ensure Team Agenda items clearly articulate safety issues and current safety performance	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The team agenda template has a dedicated section for safety. Appropriate information is provided and included on a monthly basis. In addition, the OSH Committee determine a monthly safety topic which is included on the template for discussion at team meetings.
5.13.27 Develop an OSH calendar to coordinate OSH activities	2.3 Human Resources	01/07/2017	30/06/2018	70	13/02/2018 - The OSH Calendar has been set up in Outlook.
5.13.28 Continuously develop and implement a cultural change program that promotes and rewards safe and healthy behaviour	2.3 Human Resources	01/07/2017	30/06/2018	50	13/02/2018 - An organisational cultural change program has been developed and implemented over the past two years. Many aspects of the change program have and can be applied to OSH.
5.13.29 Review the Safety Plan annually	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The Safety Action Plan continues to be reviewed annually. Actions from the plan have been developed to ensure the City will be compliant in all elements of the WorkSafe audit program.
5.13.30 Review OSH information in the City's record management system to ensure employees have the most current information	2.3 Human Resources	01/07/2017	30/06/2018	80	13/02/2018 - This is part of the City's document management control process. The review is ongoing.
5.13.31 Review policies relating to OSH annually	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The OSH Policy has recently been reviewed and approved by the Executive. This is part of the annual document review process.
5.13.32 Review OSH Committee Terms of reference and compliance of the OSH Committee against the OSH Act 1984	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - This has been recently reviewed as part of the OSH Action Plan. This action will be undertaken annually.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.33 Revitalise the OSH Perception survey	2.3 Human Resources	01/07/2017	30/06/2018	20	13/02/2018 - Investigated the option of implementing an OSH perception survey and this was presented to the OSH Committee for a decision. It was decided to undertake the survey in the first half of the 2018/19 financial year.
5.13.34 Review the hazard and risk management process annually	2.3 Human Resources	01/07/2017	30/06/2018	50	13/02/2018 - This task is currently being undertaken.
5.13.35 Conduct workplace inspections as directed by the OSH Committee	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - A workplace inspection program has been developed and scheduled. The various areas/departments are required to submit the results of the workplace inspection for review and discussion at the OSH Committee. Any issues/suggestions/improvements are discussed at the OSH Committee.
5.13.36 Conduct investigations for all accidents/incidents	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - Information from the investigations are documented in the monthly OSH statistics.
5.13.37 Ensure employees are consulted and trained when purchasing new equipment or chemicals	2.3 Human Resources	01/07/2017	30/06/2018	50	13/02/2018 - The City engaged an external consultant to undertake a review of the City's hazardous substances and to assist with the correct set-up of the ChemAlert system.
5.13.38 Place information about incidents and health programmes on Team Meeting Agendas	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - This information is provided on a monthly basis.
5.13.39 Review the Hazard/Near Miss/Injury Report form annually	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - This action forms part of the document review process. All OSH induction information is currently being reviewed as part of this process. Once completed, the forms will be approved by the OSH Committee and then communicated to all staff.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.40 Implement a proactive health program	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The City achieved Bronze status in the "Recognised Healthy Workplace" program and is aiming to achieve Gold status at the next review.
5.13.41 Establish an annual training plan and budget	2.3 Human Resources	01/07/2017	30/06/2018	80	13/02/2018 - The training plans and budget are also part of the Staff Development Review (SDR) process.
5.13.42 Establish individual training plans during Staff Development Reviews	2.3 Human Resources	01/07/2017	30/06/2018	80	13/02/2018 - This process occurs annually using information in the Staff Development Review (SDR) form.
5.13.43 Develop an annual evaluation of training	2.3 Human Resources	01/07/2017	30/06/2018	50	23/01/2018 - Staff are requested to evaluate training after attendance. The purpose of the evaluation is to assess suitability, effectiveness and relevance of training. This information is used for future training applications.
5.13.44 Review training requirements of all OSH Representatives	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - This is an ongoing process. Current training requirements for 2018 have been identified and action has been taken to ensure appropriate training is being undertaken. This has been scheduled throughout 2018.
5.13.45 Ensure all relevant staff are trained as Fire Wardens	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The majority of this training has occurred for this financial period. Two courses have been scheduled for late January 2018, which will ensure all appropriate staff have received training.
5.13.46 Develop procedure for in-house drills and review annually	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The schedule has been developed and is reviewed on an annual basis.
5.13.47 Develop a Business Recovery and Continuity Plan and review	2.3 Human Resources	01/07/2017	30/06/2018	0	13/02/2018 - This action is ongoing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.14 Develop and implement training and development programs/activities that meet current and future skills and competency needs</b>					
5.14.01 Conduct a Training Needs Analysis annually	2.3 Human Resources	01/07/2017	30/06/2018	80	13/02/2018 - This forms part of the Staff Development Review (SDR) process.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.15 Promote and continually reinforce a culture where all employees understand and support the vision and purpose of the organisation</b>					
5.15.01 Engage an independent consultant to facilitate Staff Values training sessions on a regular basis	2.8 City Strategy	01/07/2017	30/06/2018	100	13/02/2018 - The next set of Staff Values training sessions has been scheduled for March 2018.
5.15.03 Development of a training program and/or if appropriate a mentoring/coaching program to address identified gaps in the results of the review	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - This is an ongoing process that is monitored.
5.15.04 Review and implement the Buddy System policy	2.3 Human Resources	01/07/2017	30/06/2018	90	13/02/2018 - The Buddy System Policy and procedures are currently under review.
5.15.05 Develop a Change Ambassador mandate	2.8 City Strategy	01/07/2017	30/06/2018	0	13/02/2018 - This action will progress later in the financial year.
5.15.06 Create a diverse mix of communications which includes EAP, EEO and Mental Health initiatives	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The Human Resources team work closely with the Marketing team to ensure initiatives are communicated to staff using a variety of communication medias.
5.15.07 Boost Social XFT participation by putting out a call for new members	3.1.1 Statutory Planning	01/07/2017	30/06/2018	0	13/02/2018 - No work has commenced on this action to date. A call will be put out to all teams at the February / March round of team meetings seeking interest for new members.
5.15.08 Create an annual calendar of social events	3.1.1 Statutory Planning	01/07/2017	30/06/2018	0	13/02/2018 - No work has commenced on this action to date.
5.15.09 Identify skills experts and rollout through the intranet	2.2 Marketing and Communications	01/07/2017	30/06/2018	0	13/02/2018 - This action will commence later in the financial year.
5.15.10 Provide presentation to new staff at induction about Staff Values	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	13/02/2018 - This action is ongoing.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.15.11 Undertake, if necessary, a performance improvement plan	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - Managers/Supervisors attended performance management training to ensure that any employee's whose performance is not meeting the expected outcomes of their role can be placed on a Performance Improvement Plan (PIP) and managed appropriately.
5.15.12 Translate actions into the Performance Manager software that demonstrate alignment to staff values	2.8 City Strategy	01/07/2017	30/06/2018	100	13/02/2018 - Performance Manager now includes actions from the Staff Values Action Plan.
5.15.13 Undertake an audit and assessment of current state of the City and implement recommendations.	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - This action is ongoing.
5.15.14 Implement the Organisational Values Benchmarking Framework	2.8 City Strategy	01/07/2017	30/06/2018	100	13/02/2018 - The Organisational Values Benchmarking Framework has been initiated with the Staff Values Survey 2017.
5.15.15 Compare HR metrics with like Local Governments	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The City participates in the annual WALGA salary review, the MacArthur review.
5.15.16 Continually assess and review the City's Celebration and Recognition policy to determine currency and validity.	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - Assessment and review of the Celebration and Recognition Policy was completed in December 2017 and presented to the Executive for approval.
5.15.17 Promote and improve awareness of the staff awards	2.2 Marketing and Communications	01/07/2017	30/06/2018	50	13/02/2018 - This action is ongoing.
5.15.18 Conduct employee satisfaction surveys at pre-determined intervals to establish "How the City is progressing"	2.3 Human Resources	01/07/2017	30/06/2018	50	23/01/2018 - The City has recently conducted a survey designed to measure "How the City is progressing with the cultural change program?". The results of the survey were communicated to staff at the end of December 2017. Further surveys will be conducted in the future.

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.15.19 Communicate staff achievements via different media	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	13/02/2018 - This action is ongoing.
5.15.20 Actively pursue ways and opportunities to "thank/recognise a colleague/team"	2.2 Marketing and Communications	01/07/2017	30/06/2018	50	13/02/2018 - This action is progressing.
5.15.21 Participate in the 'Great Place to Work' study in order to gain certification	2.8 City Strategy	01/07/2017	30/06/2018	50	13/02/2018 - This action will progress later in the financial year.
5.15.22 Conduct quarterly celebrations	2.2 Marketing and Communications	01/07/2017	30/06/2018	100	13/02/2018 - The Quarterly Celebrations for this quarter were held at the Staff Christmas Party.
5.15.23 Encourage team building exercises to build trust in the organisation	3.1.1 Statutory Planning	01/07/2017	30/06/2018	0	13/02/2018 - No work has commenced on this action to date.
5.15.24 Promote the submission of innovations and implement into intranet (phase 2)	2.2 Marketing and Communications	01/07/2017	30/06/2018	20	13/02/2018 - This action will progress later in the financial year.
5.15.25 Create an office of multicultural interest by implementing the Multicultural Action Plan	2.3 Human Resources	01/07/2017	30/06/2018	0	13/02/2018 - The Human Resources team will liaise with the City Engagement Directorate to determine the aspects/information presented in the Multicultural Action Plan with the view to develop an action plan that relates to staff.
5.15.26 Rollout EEO training every 2 years	2.3 Human Resources	01/07/2017	30/06/2018	50	13/02/2018 - Equal Opportunity Training for all staff has been scheduled for 2018.
5.15.27 Develop a Staff Values Communication Plan	2.2 Marketing and Communications	01/07/2017	30/06/2018	20	13/02/2018 - This action will commence later in the financial year.
5.15.28 Report on and share progress towards the Staff Values (Team meeting agendas, Quarterly performance reports, Values moment)	2.8 City Strategy	01/07/2017	30/06/2018	50	13/02/2018 - An update on progress of the Staff Values has been provided through the actions in this report.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.16 Establish a performance appraisal system that links individual and team behaviour with strategic direction</b>					
5.16.01 Review the Staff Development Review process to include performance against strategic actions	2.3 Human Resources	01/07/2017	30/06/2018	100	23/01/2018 - The review of the Staff Development (SDR) process is on-going. It was identified prior to the 2017 SDR process that amendments to the form will be included in the next (2018 SDR process) to more closely align and recognise performance outcomes against strategic actions.
<b>5.17 Develop programs and processes to encourage and formally recognise good performance</b>					
5.17.01 Implement the Staff Recognition and Reward Policy	2.3 Human Resources	01/07/2017	30/06/2018	100	13/02/2018 - The Celebration and Recognition Policy has undertaken its annual review. This policy is well known to staff and is communicated to staff via several different medias.
<b>5.18 Ensure well developed systems are in place to manage the capacity of the HR team to service employees</b>					
5.18.01 Investigate e-learning options for the City	2.3 Human Resources	01/07/2017	30/06/2018	0	23/01/2018 - This has been placed on hold until the City has determined which IT system will be used. Once this has occurred, then assessment of e-Learning systems can commence.



Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.19 Minimise the life cycle cost of assets</b>					
5.19.01 Continue the City's Asset Management Cross Functional Team	1.2 Asset Management Services	01/07/2017	30/06/2018	100	13/02/2018 - With the conception of a dedicated Asset Management Team ongoing liaison across the organisation will continue both ad hoc and within a formal on going cross functional format.
5.19.03 Update the Long Term Financial Plan to reflect the financial projections outlined in all of the Asset Management Plans	2.7 Finance	01/07/2017	30/06/2018	5	13/02/2018 - Long Term Financial Plan review is in progress, to be completed by 30 June 2018.
5.19.04 Update fair value/financial asset register to reflect current asset dimension, age and value	2.7 Finance	01/07/2017	30/06/2018	10	23/01/2018 - This action will progress later in the financial year.
5.19.05 Investigate data pick-up resource requirements for all of the City's asset classes	1.2 Asset Management Services	01/07/2017	30/06/2018	25	12/01/2018 - Data collection needs are currently being assessed by the Asset Management Team, budget proposals will be developed for those works required to be out-sourced to specialist consultants.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse</b>					
6.1.01 Conduct a full review of waste management contracts	3.3 Environmental Health	01/07/2017	30/06/2018	75	18/01/2018 - The City is currently progressing the kerbside waste and recycling collection tender and has included actions picked up in the Kwinana Waste Strategy.
6.1.02 Seek short term contracts for processing of waste and recyclables to remain flexible in view of the uncertainty regarding effect of the CDL, Phoenix EfW facility and possible changes to SMRC	3.3 Environmental Health	01/07/2017	30/06/2018	50	13/02/2018 - The tender for kerbside collections and processing has an array of options that may be implemented.
6.1.03 Use the Strategy to guide the tender specifications for renewal, particularly surrounding recycling contamination and compaction density	3.3 Environmental Health	01/07/2017	30/06/2018	100	13/02/2018 - This action is ongoing.
6.1.04 Maintain current scope for compliant recyclables (e.g. allow soft plastics)	3.3 Environmental Health	01/07/2017	30/06/2018	100	13/02/2018 - This is included in the tender specifications.
6.1.05 Tender for kerbside and hard waste collection	3.3 Environmental Health	01/07/2017	30/06/2018	75	17/01/2018 - The tender process for verge collections has been completed and the contract has been awarded.  The tender for kerbside collections is underway and will be advertised in late January or early February.
6.1.06 Engage a new contractor/s to deliver waste services for Kwinana	3.3 Environmental Health	01/07/2017	30/06/2018	40	17/01/2018 - 80% of the tender has been completed and will be advertised shortly.
6.1.07 Consider using NSW model contracts to reduce cost and risk after implementation of CDL	3.3 Environmental Health	01/07/2017	30/06/2018	50	17/01/2018 - A clause has been included in the tender specification.
6.1.08 Seek update from Phoenix regarding facility opening	3.3 Environmental Health	01/07/2017	30/06/2018	10	13/02/2018 - Phoenix will be briefing Council in relation to the selection of the panel that will be constructing the plant and in relation to the financial close.

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.1.11 Assist the South Metropolitan Regional Council with the 3 bin trial	3.3 Environmental Health	01/07/2017	30/06/2018	50	17/01/2018 - The trial is currently underway in the City of Melville and the City of Kwinana is contributing towards the trial and gaining some insights.
6.1.12 Continue assisting with the Recycle Right or similar model campaign	3.3 Environmental Health	01/07/2017	30/06/2018	100	13/02/2018 - This action is ongoing.
6.1.13 Develop a comprehensive resident behaviour change program aiming to improve recycling and waste management, through development of Recycle Right or similar model	3.3 Environmental Health	01/07/2017	30/06/2018	100	13/02/2018 - This action is ongoing.
6.1.14 Increase recycling by issuing free 360L bins	3.3 Environmental Health	01/07/2017	30/06/2018	100	11/01/2018 - As at the 30 November 2017 the number of 360 litre bins within the City has increased to 1914.
6.1.15 Promote the use of home composting bins/worm farms by organising community workshops twice a year	3.3 Environmental Health	01/07/2017	30/06/2018	100	13/02/2018 - This action is ongoing.
6.1.16 Investigate options to participate in the Emissions Reduction Fund	3.3 Environmental Health	01/07/2017	30/06/2018	50	13/02/2018 - Emission Reductions Federal grant funding for waste management is being reviewed,
<b>6.2 Provide City Assist services in line with stakeholder expectations to ensure a safer community</b>					
6.2.01 Ensure City Assist implement the requirements of the Off Road Vehicle Act in partnership with the police and neighbouring local governments	5.2.1 City Assist	01/07/2017	30/06/2018	100	13/02/2018 - This action is ongoing, no significant offences detected in the last quarter.
6.2.02 Review City Assist Standard Operating Procedures	5.2.1 City Assist	01/07/2017	30/06/2018	100	13/02/2018 - Ongoing reviews are occurring in this area. A significant number of work instructions have been reviewed with more to occur in the next quarter.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.3 Provide Emergency Services in line with stakeholder expectations to ensure a safer community</b>					
6.3.01 Undertake annual reviews of the City's Local Emergency Management Arrangements (LEMAs)	5.2.2 Emergency Services	01/07/2017	30/06/2018	100	13/02/2018 - The review is complete and is awaiting presentation to Council in January 2018.
6.3.02 Develop annual mitigation or treatment works based on City's Bush Fire Risk Management Plans (BRMP)	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is in progress.
6.3.03 Monitor and Implement Vehicle Movement and Harvest Bans in accordance with Bush Fires Act 1954	5.2.2 Emergency Services	01/07/2017	30/06/2018	50	11/01/2018 - This action is business as usual.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.4 Use the latest technology and partner with other agencies to provide quality services, collections and programmes that meet the needs of the community</b>					
6.4.01 Further develop and implement the Library Local History Plan	4.4 Library	01/07/2017	30/06/2018	50	<p>13/02/2018 - During this quarter, 131 Local History items were obtained for the collection, 1781 views occurred on the Voices of Kwinana portal, 2 oral histories and 1 photograph were catalogued, and 7 Local History events with 67 attendees were held.</p> <p>Major achievements included the initiation of the local history volunteer writing and digitisation program and the well attended Darius/Kwinana 125th Anniversary event, which provided valuable feedback regarding public access to and awareness of Local History collections and events.</p>
6.4.02 Further develop and implement the Library Youth Services Strategic Plan for the provision of literacy and youth programs	4.4 Library	01/07/2017	30/06/2018	50	<p>13/02/2018 - The Youth Services area has provided programming to 332 Storytime, 110 Toddlertime, 100 Rhymetime and 159 Teen Club participants throughout Term 4, and 154 School Holiday Program attendees during the quarter.</p>

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.4.03 Further develop and implement the Library E-Services Strategic Plan	4.4 Library	01/07/2017	30/06/2018	50	<p>19/01/2018 - 22 technology training sessions took place this quarter, inclusive of one-on-one training.</p> <p>Self checkout loans remain at approximately 38 per cent of issues, however this would be expected to increase with the implementation of a new self checkout station which is to occur later in the year.</p> <p>Electronic resources need regular promotion to support their continued usage by the public, and the usage of each subscription is regularly reviewed. Some products, including Overdrive ebooks and eaudio show consistently high usage.</p>
6.4.04 Review the Library Collection Development Guidelines	4.4 Library	01/07/2017	30/06/2018	50	19/01/2018 - This action is ongoing.
6.4.05 Further develop and implement the Library Adult Services Plan for the provision of literacy and lifelong learning programs and potential grant funding	4.4 Library	01/07/2017	30/06/2018	50	19/01/2018 - 159 deliveries were made to Home Library recipients this quarter. 8 adult events were held, including 6 NaNoWriMo (National Novel Writing Month) events and 2 Seniors' Morning Teas, with a total of 213 participants attending.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.5 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential</b>					
6.5.01 Maintain the highest qualification in the National Quality Framework (NQF)	4.7 Family Day Care	01/07/2017	30/06/2018	100	13/02/2018 - The Family Day Care Service completed the review process and were awarded Excellent status in the National Quality Standards.
6.5.02 Provide services to support access to FDC for Aboriginal parents	4.7 Family Day Care	01/07/2017	30/06/2018	100	13/02/2018 - The Moorditj Kulungar play-group is continuing to run successfully with a good number of parents and guardians attending with their children, many return each week proving a good consistent service is being offered. Many outside service providers are invited to attend to further support parents in the community.
6.5.03 Monitor the new funding model for the FDC Service and examine the most cost effective provision of corporate services	4.7 Family Day Care	01/07/2017	30/06/2018	50	13/02/2018 - This action is ongoing.
6.5.04 Review service policies with input from educators, staff and families	4.7 Family Day Care	01/07/2017	30/06/2018	95	13/02/2018 - This action is in its final stages and is expected to be complete at the end of February 2018.
6.5.05 Review all systems and processes used to provide in-home care	4.7 Family Day Care	01/07/2017	30/06/2018	100	13/02/2018 - A recent review has been completed.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.6 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City</b>					
6.6.01 Undertake regular reviews of the City's Developer Contribution Schemes in accordance with State Planning Policy 3.6 and the City's Scheme	3.1 Planning and Development	01/07/2017	30/06/2019	100	13/02/2018 - On-going reviews are taking place in accordance with Town Planning Scheme No 2.
6.6.02 Prepare a new Local Planning Scheme	3.1 Planning and Development	01/07/2017	30/06/2019	40	18/01/2018 - To be prepared as part of 2018/2019 Financial Year.
6.6.04 Create a Signage Policy	3.1 Planning and Development	01/07/2017	30/06/2018	60	13/02/2018 - Working draft of the Local Planning Policy completed for internal review across the organisation.
6.6.05 Create a Telecommunications Policy	3.1 Planning and Development	01/07/2017	30/06/2018	40	13/02/2018 - The working draft of the Local Planning Policy is being prepared.
<b>6.7 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings</b>					
6.7.01 Ensure Building Compliance across the City	3.2 Building Services	01/07/2017	30/06/2018	0	12/01/2018 - This is an ongoing action that is reliant on compliance officers.
6.7.02 Review and ensure efficient Building processes	3.2 Building Services	01/07/2017	30/06/2018	0	12/01/2018 - Current processes will be evaluated and amended after managed services is obsolete and Authority V7 is implemented.
6.7.03 Implement a Builder Satisfaction Survey	3.2 Building Services	01/07/2017	30/06/2018	0	13/02/2018 - This action will progress later in the financial year.



Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.8 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment</b>					
6.8.01 Develop a Public Health Plan consistent with legislative requirements	3.3 Environmental Health	01/07/2017	30/06/2018	10	13/02/2018 - The existing plan is robust but some improvements can be made.
6.8.02 Work with Community Engagement to review processes in place to guarantee health compliance at all events annually	3.3 Environmental Health	01/07/2017	30/06/2018	40	13/02/2018 - Discussions are currently under way and the team is supporting implementation of new application forms.
6.8.03 Implement a Mosquito and Midge Management Plan for Kwinana	3.3 Environmental Health	01/07/2017	30/06/2018	50	13/02/2018 - This action is ongoing.
6.8.04 Review the City of Kwinana health policies and procedures as a result of the introduction of the Public Health Plan and any associated delegations or authorisations	3.3 Environmental Health	01/07/2017	30/06/2018	50	13/02/2018 - Sand blasting and abrasive blasting guidelines have been drafted. Standard health conditions for development applications have been drafted and implemented on applications.
6.8.06 Prepare a Risk and Hazard Management Plan that considers the City's known contaminated sites	3.3 Environmental Health	01/07/2017	30/06/2018	10	17/01/2018 - Initial discussions have been had with staff and Council and an action plan has been drafted.

### **16.3 Amendment to Council Policy – Community Funding Policy to include a Greening Fund**

#### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

#### **SUMMARY:**

The City has received \$100,000 from the State Government to create a Greening Fund. Community groups would be able to apply for funding to plant trees native to the Perth metropolitan area, or undertake other projects aimed at preserving or rehabilitating natural bushland through the provisions of the Fund. The funding is to be disbursed over a three year period (\$95,000 for projects, \$5,000 for administration).

This report recommends that the funding be awarded through the existing Community Funding Policy, to set criteria with assessment undertaken by a panel, as is done for other community funding opportunities. The report outlines how the funding can be incorporated into the Community Funding Policy and recommends the composition of the proposed assessment panel.

#### **OFFICER RECOMMENDATION:**

That Council:

- Endorse proposed amendments to the Community Funding Policy to make provision for the distribution of funding to community groups to plant trees native to the Perth metropolitan area, or undertake other projects aimed at preserving or rehabilitating natural bushland (as outlined in Attachment 1) and
- Appoint Cr \_\_\_\_\_ and Cr \_\_\_\_\_ to sit with the Director City Regulation and Manager Environment Services on the Greening Fund Selection Panel; and
- Delegate authority to the Greening Fund Selection Panel to determine applications pursuant to the requirements of the Community Funding Policy, section 1.9 - The Greening Fund

#### **DISCUSSION:**

While many suburbs in the City of Kwinana are unique within the Perth metropolitan landscape in that they have retained a tree canopy, or a tree canopy has grown within the urban area. Some suburbs within the City of Kwinana have noticeably fewer trees in parks and streetscapes or bushland areas, and these areas can be considerably improved. Consecutive community surveying undertaken to inform the City's Strategic Community Plan confirms that the community of Kwinana values the trees present in streetscapes and parks and sees them as a unique identifier of the area.

Through a commitment made by Roger Cook MLA, Member for Kwinana, during the 2017 State Government election, funds to establish a Greening Fund have been made available to the community by the State Government. The funds are to be disbursed by the City of Kwinana.

### 16.3 AMENDMENT TO COUNCIL POLICY – COMMUNITY FUNDING POLICY TO INCLUDE A GREENING FUND

The Funds' objectives are to facilitate greening of the urban landscape through installation of trees in parks and road reserves, restoration of bushland areas and replacement of trees within areas of Public Open Space (POS).

#### LEGAL/POLICY IMPLICATIONS:

The existing Community Funding Policy provides a suitable mechanism through which these funds can be disbursed to the community. The Community funding policy provides the appropriate mechanism for the equitable allocation of funds to community based organisations, groups and individuals.

It is therefore recommended that the Community Funding Policy be amended to include a new section (section 1.9 The Greening Fund), the text of the amendment is included below:

#### 1.9 The Greening Fund

Purpose – The green canopy of Kwinana is easily identifiable and valued by the residents of Kwinana. Kwinana has a relatively high retention rate of tree canopy for an urban area (comparable to some Western Suburbs). The Greening fund has been provided by the State Government to create a fund for community groups to apply for funding to plant trees native to the Perth metropolitan area or undertake other projects aimed at preserving or rehabilitating natural bushland. The Fund is for community groups to green up spaces special to them.

#### Project Criteria:

- Primarily projects should aim to increase the urban tree canopy or restore areas of bushland;
- Funding of projects is selected from a pool with a total of \$95,000 available;
- Community groups can apply for funding for several projects, each project can be between 1-3 years in duration, OR several projects can be combined together;
- Community groups and organisations must be Kwinana based incorporated not for profit entities, and must provide proof of public liability insurance to \$10m;
- Projects for which funds are being sought are to provide benefits for residents of Kwinana;
- Collaborative projects between multiple groups will be viewed favorably;
- The proposal should be in writing on the applicable form and should address the following:
  - A statement detailing a description of the project, including the objectives of the project, the location of the project, an indicative area, expected timeframes and the expected outcomes and benefits that will be delivered to the residents of the area in which the project will be implemented;
  - Demonstrated ability of the group/organization to achieve timeframes and budgets outlined in the proposal;
  - The organisation's capacity to administer the project;
  - The projects viability in terms of support from any other relevant organisations;
  - Appropriate marketing and communications acknowledgement of the City's support;

**16.3 AMENDMENT TO COUNCIL POLICY – COMMUNITY FUNDING POLICY TO INCLUDE A GREENING FUND**

- Details of other sponsors, proposed or confirmed, involved with the project;
- Species selection should primarily be from local natives (or approved street trees if it is a verge project). Regeneration of bushland areas should attempt to replicate local vegetation communities;
- Projects should occur on Council managed land or Crown land, with the land owners permission i.e. Department of Biodiversity, Conservation and Attractions; and
- Applicants should consider weed control, watering, site preparation, timing, plant selection, purchasing (City of Kwinana would be able to assist organising purchasing and delivery of tube stock in some cases, and some contracts with suppliers might also be used).

A selection panel comprised of two elected members, Director City Regulation and Manager Environment Services will assess applications made under Section 1.9 against the stated criteria. Applicants will be notified of the outcome of their application within four weeks of the closing date for applications.

The Greening Fund is funded for 3 years, expiring 30 June 2021. After this date, the Greening Fund will either be removed from this Policy, if no funding source is identified, or remain in the Policy if suitably funded.

As per the Funding Agreement, the City of Kwinana is required to submit an Acquittal Report to the Department of Parks and Wildlife (now Department of Biodiversity, Conservation and Attractions) at the end of the funding period (2020/21) outlining:

- Which community groups or projects have been awarded grant funding;
- Progression of those projects; and
- A statement from the City's financial auditor detailing the disbursements made from the Fund.

**FINANCIAL/BUDGET IMPLICATIONS:**

Budget Item Name:	Greening Fund
Budgeted Amount:	\$100,000
Expenditure to Date:	\$0
Proposed Cost:	\$100,000
Balance:	\$100,000

\*NOTE: All figures are exclusive of GST

Funds were received by the City of Kwinana from the Department of Parks and Wildlife. The funds were budgeted for in the 2017/18 budget and are included in the Bushcare Program.

**ASSET MANAGEMENT IMPLICATIONS:**

To ensure the funded projects are maintained after their completion, projects are required to be carried out on City of Kwinana managed land, or on Crown land with the agreement of the relevant agency to manage those projects that occur on their land on an ongoing basis, on completion.

**16.3 AMENDMENT TO COUNCIL POLICY – COMMUNITY FUNDING POLICY TO INCLUDE A GREENING FUND**

The projects will result, in most cases, in a gifted asset to the City of Kwinana. The asset will be a non-depreciable asset and its value will be hard to determine. The assets will require maintenance (watering) both during and after the completion of the project. The acceptable project criteria has been developed to minimise asset burden to the City and assist applicants to determine an appropriate project.

The cost of the maintenance burden versus the benefit to the community is also hard to determine, although projects such as these can be implemented successfully and provide much value to those involved, and to the surrounding community.

The following asset management implications have been identified, post project completion:

- Greenstock maintenance, weed control and watering costs of revegetation sites (these are present at all revegetation sites);
- Asset capture (street trees and POS);
- Asset conflicts (buried and overhead services);
- Bushfire implications (increased fuel load or risk moved closer to properties);
- Minor increase in tree maintenance (for street tree projects)

Projects involving installation of trees in road reserves will require an impact assessment with regard to ongoing asset management implications. Impacts on services and adjacent neighbours will be considered as part of the assessment.

Projects are likely to be located in City of Kwinana vested reserves and will be looked after, and added to, through subsequent community revegetation projects.

**ENVIRONMENTAL IMPLICATIONS:**

The City has a significant urban canopy, although there are still notable reductions occurring, mainly as a result of urban development. The Greening Fund will offset to some degree the loss of urban canopy that has and will occur as residential and commercial development occurs within the City.

The benefits from a well developed urban tree canopy are significant, including buffering extreme weather events, reducing heat island effect, extending asset life, provision of habitat and increasing community health and activity levels.

**STRATEGIC/SOCIAL IMPLICATIONS:**

Additional to the environmental implications, the meeting of like minded individuals in the community working together on projects fosters and improves relationships within the community and increases a sense of belonging.

### 16.3 AMENDMENT TO COUNCIL POLICY – COMMUNITY FUNDING POLICY TO INCLUDE A GREENING FUND

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

Plan	Outcome	Objective
Strategic Community Plan	Surrounded by Nature	<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 <b>3.6</b> Understand the impacts of climate change and take a risk management approach to addressing these effects in future planning

#### COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report. It is anticipated that Greening Fund applications will be invited for consideration in approximately March or April each year aligning with the commencement of the annual planting season.

#### RISK IMPLICATIONS:

Tree planting and revegetation projects are relatively low risk activities that have manageable hazards. Incorporated groups that apply will have to have their own insurances and groups that are working as volunteers on behalf of the City will have to be inducted appropriately. It is envisaged that in most cases the successful applicants and officers from the City would be working closely to improve project efficiencies (seedling survival rates, bulk purchasing discounts and project fine tuning) including minimising risk from activities that would occur on Council managed lands.

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

Risk Event	Fraudulent applications or project management Inexperienced groups managing projects Loss of or poor record keeping losing documents required for the acquittal Accident or injury to group members or volunteers Conflict with services
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## 16.3 AMENDMENT TO COUNCIL POLICY – COMMUNITY FUNDING POLICY TO INCLUDE A GREENING FUND

Risk Theme	External theft and fraud Errors omissions delays Providing inaccurate advice/ information Inadequate project/change management Inadequate Document Management Processes Inadequate safety and security practices Inadequate asset sustainability practices
Risk Effect/Impact	People/Health Financial Environment Reputation Property
Risk Assessment Context	Strategic Operational Project
Consequence	Moderate Minor Insignificant
Likelihood	Possible Unlikely Rare
Rating (before treatment)	Moderate Low
Risk Treatment in place	Reduce - mitigate risk Transfer - move impact of the risk to a third party Share - Share with another party Prepare Contingent Plans - in event risk occurs
Response to risk treatment required/in place	Transfer -Policy amendment requires incorporated groups to apply or for groups to become volunteers of the City. Mitigate - City of Kwinana Volunteer managed projects will have a Risk Assessment undertaken for operational works. Volunteers will be required to undertake an OSH induction. Avoid - applications to have a Risk Assessment prepared for the specific location considering potential impacts on bushfire, underground services and adjacent residents (if required).
Rating (after treatment)	Low

16.3 AMENDMENT TO COUNCIL POLICY – COMMUNITY FUNDING POLICY TO INCLUDE A GREENING FUND

**COUNCIL DECISION**

**116**

**MOVED CR S LEE**

**SECONDED CR M ROWSE**

**That Council:**

- **Endorse proposed amendments to the Community Funding Policy to make provision for the distribution of funding to community groups to plant trees native to the Perth metropolitan area, or undertake other projects aimed at preserving or rehabilitating natural bushland (as outlined in Attachment 1) and**
- **Appoint Councillor Sandra Lee and Councillor Wendy Cooper to sit with the Director City Regulation and Manager Environment Services on the Greening Fund Selection Panel; and**
- **Delegate authority to the Greening Fund Selection Panel to determine applications pursuant to the requirements of the Community Funding Policy, section 1.9 - The Greening Fund**

**CARRIED  
7/0**





**POLICY**  
**COMMUNITY FUNDING**



## COMMUNITY FUNDING

**To provide an equitable framework for the allocating of funds to support the Kwinana community in achieving the aspirations of the Strategic Community Plan**

Adopted:	16/12/2015 #084
Last reviewed:	<b>13/09/2017 #587</b>
Legal Authority	Local Government Act 1995 Sections 2.7, 6.7(2), 6.8 & 6.11(1)

### Policy

To establish criteria for the allocation of funding to community based organisations, groups and individuals.

Council is to allocate each year in the financial budget, funding for community activities to satisfy the objectives of this Policy and to ensure that these funds are distributed in an equitable manner to assist the City and the community as a whole to achieve the goals and aspirations, as detailed in the Strategic Community Plan.

The City has a number of funding opportunities available to assist and encourage the provision of services and achievement of goals, including:

1. Grants and subsidies
2. Provision of cash and in kind donations
3. Waiving of fees for use of community facilities
4. Educational scholarships
5. Sponsorship
6. Loan funding

In all instances, where support is provided under the provisions of this Policy appropriate acknowledgment of the City's contribution is to be undertaken by the recipient.

The purpose, criteria, eligibility and method of assessment for each funding group are detailed below:

### 1. Grants and Subsidies

#### 1.1 Community Development Fund

Purpose - to assist community groups to enhance community life and strengthen community connections through the provision of a financial grant to projects that meet Council's objectives of facilitating community development.

- a) To encourage local community organisations to engage in capacity building and community engagement projects, events and programs, maximising the potential for collaboration between multiple groups. Examples of suitable projects include:
  - Community events and initiatives
  - Pilot programs such as homework groups or breakfast clubs
  - Community arts projects
  - Community workshops and training courses

- b) To give local groups and organisations access to a local funding source for the acquisition or replacement of minor equipment. Examples of suitable projects include:
- Replacement or new sporting equipment for junior sporting clubs
  - gardening tools for community gardens
  - tables and chairs for community halls
  - trailers.

The City of Kwinana has entered into a Memorandum of Understanding with the Kwinana Community Bank and the Kwinana Community Chest for the collective distribution of the three organisations' annual community funding allocation. The Kwinana Community Funding Program has been established as the mechanism through which the allocations will be made.

A panel comprised of two representatives from each organisation has been formed to administer the Kwinana Community Funding Program including:

- Engagement with community groups and organisations to attract applications to the funding program;
- Determining allocations to be made from the funding program as per the guidelines of the funding program; and
- Ensuring grants from the funding program are adequately acquitted.

Two Councillors will represent the City of Kwinana on the Allocations Panel.

## 1.2 Minor Capital Works

Purpose – to encourage local community organisations using City facilities, or facilities where an agreement is in place between the City and another public entity (such as the Department of Education) for the joint use of the facilities, to maintain the facility to service levels sufficient to meet community need.

### Criteria

- Minor capital works will only be considered for City owned/controlled reserves, road reserves and property, or where a joint use agreement is in place for use of the facility by the community at large.
- It is a requirement that the applicant provides at least 50% of the total project cost. Applicant contributions can be either cash or in - kind such as donated supplies, materials or services eg labour.

City contribution to the project will be a maximum of \$5,000 per project.

Examples of suitable projects include:

- Installing benches in a park
- Additional play equipment in a playground
- Installing reverse cycle air conditioning in clubrooms
- Cleaning courts

- Relaying cricket wicket surfaces
- Installing a basketball hoop
- Building a community barbeque

Applications for funding will be called for once in each year. A selection panel comprised of two elected members and one Officer of the City from the City Engagement Directorate will assess applications against the stated criteria. Applicants will be notified of the outcome of their submission within six weeks of the closing of the funding round.

### 1.3 **Active Participation Fund**

Purpose - to improve the health of Kwinana residents by increasing participation in sport through the provision of financial assistance to low income families who their children in sports clubs.

- Council will support children and young people to participate in community sport through the provision of a club fee subsidy program.
- Funding will be provided on a needs basis to children aged between 5 and 18 years of age.
- Applications must be made on the appropriate form and can only be for participation in sport and recreation clubs that are incorporated not for profit groups. Fees will not be subsidised for participation in activities run by commercial entities.
- Applicants should be made aware of local clubs and be directed to these clubs for registration where possible, however funding will also be provided for participation in clubs outside of the City.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

### 1.4 **Seniors Security Subsidy Scheme**

Purpose – to assist Seniors improve the level of security within their home by subsidising the purchase of home security devices through the Seniors Security Subsidy Scheme.

- Eligible applicants must hold a valid Pensioners Concession Card or Seniors Card.
- A subsidy (currently maximum \$250 per application) will be paid toward the cost of installing a range of security items such as window and door deadlocks, security screens, home intruder alarms, meter box locks and roller shutters.
- Security items must be installed and the invoice dated no more than 3 months prior to the application being lodged. Only one claim per household per year is permitted.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

### 1.5 **Subsidy for Representative Athletes**

Purpose - to assist local Kwinana residents who have been selected to represent Western Australia or Australia at an elite level of competition with the costs of attending a regional, national or international sporting competition or event.

***Definitions:***

**International event** means any sporting competition or event that occurs outside of Australian borders.

**National event** means any sporting competition or event that occurs outside of the Western Australian border.

**Regional event** means any sporting competition or event that occurs within Western Australia.

- Applications are to be made in writing on the appropriate form.
- Every application for assistance must be accompanied by verification from the relevant peak or sporting body or Club President.
- Individuals and/or groups are eligible to receive a subsidy once per financial year.
- Should an individual or a group not compete in the event after having received funding from the City to attend, all funds must be returned to the City.
- On return from competition, successful applicants must be able to provide proof of participation in the competition, for example, air ticket, medals, photograph, etc.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

**1.6 Waste Collection and Disposal Assistance Scheme**

Purpose – to assist community groups with waste and recycling collection and disposal costs.

- Any organisation staging a free community event in Kwinana may apply for 240 litre waste and 360 litre recycling collection services for their event, free of charge once per financial year.
- A journal transfer from the City of Kwinana Donations account will be made to the relevant business unit's income account for an amount equivalent to the value of the waste collection services provided.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

**1.7 Planning, Building, Health, Waste and Food Fees Reimbursement Scheme - Community Organisations**

Purpose - to reimburse a percentage of the planning, building, health, waste and food fees paid by local community groups and organisations on development of new facilities (including extensions and alterations to existing facilities) within the City of Kwinana.



- The City of Kwinana will reimburse local groups, volunteer organisations, religious groups and not for profit organisations with a percentage of the fees paid by them to the City, on development of new facilities (including extensions and alterations to existing facilities) within the City of Kwinana.
- Applications are to be made in writing in the financial year in which the fees are paid.
- The amount to be reimbursed per application is to be 50% of the fees paid, to a maximum of \$1,000.
- A journal transfer from the City of Kwinana Donations account will be made to the relevant business unit's income account for an amount equivalent to the value of the fees waived.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

### **1.8 (a) Local Events Fund – Place Based Events**

Purpose – to assist community groups to enhance community life and strengthen community connections through the provision of financial grants for the hosting of local, place based community events.

- Funding of projects is to a maximum of \$5,000 per event.
- One application per community group will be accepted per annum.
- Community groups and organisations must be Kwinana based incorporated not for profit entities, and must provide proof of public liability insurance to \$10m.
- Projects for which funds are being sought are to provide benefits for residents of Kwinana.
- Collaborative projects between multiple groups will be viewed favourably.
- The proposal should be in writing on the applicable form and should address the following:
  - A statement detailing a description of the event, including date/time, location, theme, audience, proposed activities and entertainment, etc including the objectives of the event and the expected outcomes and benefits that will be delivered to the residents of the area in which the event will be held.
  - Demonstrated ability of the group/organization to achieve timeframes and budgets outlined in the proposal.
  - The organisation's capacity to administer the project.
  - The events viability in terms of support from any other relevant organisations.
  - Appropriate marketing and communications acknowledgement of the City's support.
  - Details of other sponsors, proposed or confirmed, involved with the event.

### **(b) Local Events Fund - Neighbour Day Events**

Purpose – to assist individuals and community groups to enhance community life and strengthen community connections through the provision of financial grants for the hosting of local, Neighbour Day events.

- Funding of projects is to a maximum of \$150 for events organized by individuals at a street level and \$3,000 for events

organized by community groups at a community level.

- One application per event will be accepted.
- Community groups and organisations must be Kwinana based incorporated not for profit entities, and must provide proof of public liability insurance to \$10m.
- Events for which funds are being sought are to provide benefits for residents of Kwinana at a neighbourhood level.
- The proposal should be in writing on the applicable form and should address the following:
  - A statement detailing a description of the event, including date/time, location, theme, audience, proposed activities and entertainment, etc including the objectives of the event and the expected outcomes and benefits that will be delivered to the residents of the area in which the event will be held.
  - Demonstrated ability of the individual/group/organization to achieve timeframes and budgets outlined in the proposal.
  - The individual/group/organisation's capacity to administer the project.
  - Appropriate marketing and communications acknowledgement of the City's support.

A selection panel comprised of three elected members and two Officers of the City from the City Engagement Directorate will assess applications made under Section 1.8 (a) and (b) against the stated criteria. Applicants will be notified of the outcome of their application within four weeks of the closing date for applications.

## 1.9 The Greening Fund

Purpose – The green canopy of Kwinana is easily identifiable and valued by the residents of Kwinana. Kwinana has a relatively high retention rate of tree canopy for an urban area (comparable to some Western Suburbs). The Greening fund has been provided by the State Government to create a fund for community groups to apply for funding to plant trees native to the Perth metropolitan area or undertake other projects aimed at preserving or rehabilitating natural bushland. The Fund is for community groups to green up spaces special to them.

### Project Criteria:

- Projects should aim to increase the urban tree canopy or restore areas of bushland primarily
- Funding of projects is from a pool with a total of \$95,000 available
- Community groups can apply for several projects, each project can be between 1-3 years in duration, OR several projects can be combined together.
- Community groups and organisations must be Kwinana based incorporated not for profit entities, and must provide proof of public liability insurance to \$10m.
- Projects for which funds are being sought are to provide benefits for residents of Kwinana.
- Collaborative projects between multiple groups will be viewed favorably.
- The proposal should be in writing on the applicable form and should address the following:
  - A statement detailing a description of the project,

including the objectives of the project, the location of the project, an indicative area, expected timeframes and the expected outcomes and benefits that will be delivered to the residents of the area in which the project will be implemented.

- Demonstrated ability of the group/organization to achieve timeframes and budgets outlined in the proposal.
- The organisation's capacity to administer the project.
- The projects viability in terms of support from any other relevant organisations.
- Appropriate marketing and communications acknowledgement of the City's support.
- Details of other sponsors, proposed or confirmed, involved with the project.
- Species selection should primarily be from local natives (or approved street trees if it is a verge project). Regeneration of bushland areas should attempt to replicate local vegetation communities
- Projects should occur on Council managed land or Crown land, with the landowners permission i.e. Department of Biodiversity, Conservation and Attractions
- Applicants should consider weed control, watering, site preparation, timing, plant selection, purchasing (City of Kwinana would be able to assist organising purchasing and delivery of tube stock in some cases, and some contracts with suppliers might also be utilisable).

A selection panel comprised of two elected members, Director City Regulation and Manager Environment Services will assess applications made under Section 1.9 against the stated criteria. Applicants will be notified of the outcome of their application within four weeks of the closing date for applications.

The Greening Fund is funded for 3 years, expiring 30 June 2021. After this date, the Greening Fund will either be removed from this Policy, if no funding source is identified, or remain in the Policy if suitably funded.

## 2. **City of Kwinana Donations Programme**

Purpose - to provide for generic, discretionary and small donations to be made to any cause which merits the involvement of the City and which will be of direct or indirect benefit to the municipality, in instances where other grants are not suitable or available. For example, the donations could be for the development and implementation of a local scheme, project or initiative; for the provision of assistance in instances of individual or group hardship or to assist individuals to achieve their full potential; or where the provision of assistance will be for the greater benefit of the local community.

- The City of Kwinana Donations Programme is divided into two principal areas; cash donations and donations of in-kind goods and services.
- Donations will only be made to individuals and organisations that are based in, or undertake their activities in the City of Kwinana.

### 2.1 **Cash Donations**

- A panel is to consider requests for 'one off' donations to local



individuals and organisations, or to other community groups and services that provide support to local residents.

- Generally, the maximum amount per cash donation will be \$500, however, applications for higher amounts will be considered on their merits. All cash donations above \$1,000 must be approved by Council.
- Ineligible requests include donations for:
  - Unspecified purpose or general fundraising drive
  - Organisations that do not provide support to local residents.
  - Religious or political activities or entities
  - Activities for private or commercial gain
  - Bonds or insurance for hire of facilities
  - Backdated events
- Requests for ongoing donations or donations greater than the maximum value detailed above should be made through other relevant City of Kwinana Funding Programs.
- A panel comprised of two elected members and one Officer of the City from the City Engagement Directorate will assess requests against the stated criteria.

## 2.2 Non cash donations

Purpose – the City may make non-cash donations of goods and services to the value of \$500, to be used as prizes by local organisations in fund raising efforts. An example of this could be a 3 month Bronze membership to the Recquatic Centre or merchandise from City teams such as branded drink bottles.

In the case of non-cash donations, a journal transfer from the City of Kwinana Donations account will be made to the relevant business unit's income account for an amount equivalent to the value of the non-cash donation.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

## 2.3 Emergency Relief Reserve Fund

Council by resolution may consider making a donation to disaster relief appeals upon being given approval by the Minister for Local Government; Heritage, Culture and the Arts. Such donations are to be drawn from the Emergency Relief Reserve Fund.

## 3. Waiving of fees for City managed facilities

Purpose – to support and encourage community groups and organisations to provide a range of activities across a broad spectrum of interest areas, for the benefit of the community.

Generally fees will only be waived for hire of facilities; other fees and charges may apply to a booking of a facility including a bond, or a liquor licence, as specified in the City's adopted Schedule of Fees and Charges. Consideration may be given to waiving bond requirements taking into consideration the activity proposed and past hire history of the group or organisation. All hire is subject to facility availability and all booking requirements and Terms and Conditions of Hire apply to any booking covered under this policy.

Where fees are waived for the hire of facilities, a journal transfer from the City of Kwinana Donations account will be made to the relevant business unit's

income account for an amount equivalent to the value of the hire fee.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

### **3.1 One off waiver**

- Requests for waiving of hire fees will be assessed taking into consideration the group's/organisation's capacity to self fund, the benefit to the community and past hire history of the group or organisation.
- Each group or organisation is eligible for one hire fee waiver per year to a maximum value of \$500. Extraordinary circumstances for additional waiving of hire fees may be considered at the City's discretion.
- Where a community group or organization is funded under the Place Based Events Fund to host a local community event, consideration will be given to waiving hire fees if the event is to be hosted in a City managed facility.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

### **3.2 Ongoing fee waiver**

The following organisations are to be provided with an annual hire fee waiver as detailed below;

- Kwinana Schools – Granting of a waiver of hire fees on one occasion per year for every school in the City of Kwinana for the purpose of one school organised event per year. The booking may be made through the relevant school or it's P & C Association.
- Progress Associations/Residents Groups – Council grants a waiver of hire fees for Progress Associations/Residents Groups based in the City of Kwinana for three hours per month for the purpose of conducting monthly meetings of residents.
- Kwinana R.S.L – Council grants a waiver of hire fees on one occasion per year, for hire of the Medina Hall, to conduct an ANZAC day function.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

### **3.3 Other Waiver**

In order to support the establishment of a new community group without financial resources or a new community or sporting activity for which demand is untested, consideration may be given to waiving hire fees and charges on up to twelve occasions.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

## **4. Educational Scholarships**

Purpose - to recognise educational achievement and encourage attainment of entry level qualifications to further education institutions by young people from

Kwinana with the long term goal of raising the educational standard of residents and assisting local people to compete effectively in the employment market.

- Council will provide scholarships to promote educational development and skill enhancement amongst local young people.
- Scholarships will be allocated in consultation with all secondary education providers currently located within the City of Kwinana.
- Council is seeking to encourage young people and their parents to value the importance of gaining basic or entry level qualifications and to provide young people with opportunities to compete for a range of life enhancing opportunities, including employment.
- Scholarships will recognise vocational subjects as well as academic achievement as a means of gaining entry level qualifications.
- Whilst financial hardship is not the primary motive for awarding scholarships, where this information is supplied, it will form part of the decision-making process.
- As other secondary education providers are established in the City, this scheme will be opened to students attending these institutions. This will lead to greater competition and may not necessarily require additional Council funding.
- The number of scholarships and the eligible categories will be reviewed annually during the budget development process.
- The Scholarship Program will be publicised to students and parents in Term 3 with applications to be received by a working group comprised of staff from Gilmore College, Peter Carnley Anglican Community School, Kings College and City Officers to allow for presentation of scholarships to successful students in Term 4.
- Council also offers one scholarship to a Murdoch University student who must be:
  - Enrolled full-time at any of Murdoch University's campuses in any course or year at the HECS census date
  - A resident of the City of Kwinana for at least two years prior to accepting the scholarship
  - In circumstances of personal and/or financial hardship
  - An Australian Citizen or Permanent Resident with an Humanitarian visa
- The process for awarding and administering this scholarship lies with Murdoch University.

The Chief Executive Officer or their delegate will assess applications against the stated criteria and will notify applicants of the outcome of their application.

## 5. **Sponsorship**

Purpose – to enter into sponsorship arrangements with organisations or individuals to support new or existing programmes, services, facilities or events which contribute to the quality of life of residents of the City of Kwinana. Sponsorship is defined as an arrangement in which the sponsor provides a contribution in money or in-kind, to support a service, event, program or facility in return for specified benefits. Sponsorship differs from a grant or a donation.

- Sponsorship arrangements will only be considered when there is an alignment with the objectives outlined in the City of Kwinana's Strategic Community Plan and the benefits to residents of the City are clearly

demonstrable.

- All sponsorship proposals should generally fall into one of the following categories:
  - Business, industry or economic;
  - Cultural, social or the arts;
  - Sporting or healthy lifestyle orientated; or
  - Environmental.
  
- Sponsorship proposals should be in writing and should address the following:
  - A statement of the objectives and detail of the sponsorship activity;
  - A detailed statement outlining the outcomes and benefits that will be delivered over the short/medium/long term to the residents of the City of Kwinana;
  - Demonstrated ability to achieve timeframes and budgets outlined in the proposal;
  - The organisation's capacity to administer the project;
  - The activity's viability in terms of support from any other relevant organisations;
  - Appropriate marketing and communications acknowledgement of the City's sponsorship support; and
  - Details of other sponsors, proposed or confirmed, involved with the activity.
  
- Sponsorship proposals in excess of a total value of \$10,000 (including cash and in-kind contributions) will be considered by Council. Sponsorship proposals less than a total value of \$10,000 (including cash and in-kind contributions) will be considered by a panel comprised of two elected members and two Officers (relevant to the sponsorship proposal) of the City of Kwinana.

## 6. **Local Organisations Financial Assistance via Loan Funds**

Purpose – to assist local organisations based in Kwinana by raising loans on their behalf for items of capital expenditure.

Clubs or local organisations requesting Council by resolution to raise loans on their behalf will be required to:

- provide the past three years audited trading and balance sheet statements along with a business plan;
- be an incorporated body; and
- satisfy Council that the purpose of the loan is to lend itself to municipal purposes as identified in the Strategic Community Plan.

## 16.4 Submission on Infrastructure WA

### DECLARATION OF INTEREST:

There were no declarations of interest declared.

### SUMMARY:

The State Government has requested public comment on the Infrastructure WA initiative. Infrastructure WA is proposed to be an independent board that provides guidance to the State Government on matters related to strategic infrastructure planning and prioritisation of projects. Public comment on the Infrastructure WA initiative closes on the 20 March 2018. City Officers have reviewed the proposed model and a draft submission as outlined in Attachment A, is recommended for Council's endorsement. The submission is drafted to respond to the State Government's preferred format for submissions.

Infrastructure WA is proposed to be an independent body to provide expert advice to the Premier and Government on infrastructure needs and priorities in Western Australia. Infrastructure WA's key objective will be to improve infrastructure planning and decision-making to maximise the value to Western Australia from every dollar spent on infrastructure. It is intended that this will create more certainty, a better environment for private sector investment and more secure, long-term jobs.

Infrastructure WA's main roles include:

- developing a 20-year State Infrastructure Strategy as advice to Government;
- providing expert advice on infrastructure matters; and
- supporting the work of agencies in developing their infrastructure plans.

Infrastructure WA's board is proposed to have a maximum of 10 members, including an independent Chair (with casting vote). The board would consist of the Under Treasurer, Directors General of the Department of Premier and Cabinet and the Department of Planning Lands and Heritage, and up to two other government agencies (Department of Primary Industries and Regional Development and Department of Transport in the first instance, potentially on a rotational basis with other agencies) and four non-government members appointed by the Governor in Executive Council on the recommendation of the Premier.

The advice to the Government would be non-binding, with the government of the day ultimately having the final say on infrastructure investment. A copy of the *Infrastructure WA - Public Consultation Paper* is included in Attachment B.

### OFFICER RECOMMENDATION:

That Council endorses the submission (Attachment A) on *Infrastructure WA*, and forward it to the State Government for its consideration.

### DISCUSSION:

Decisions around infrastructure provision are critical to the liveability of Western Australia. Often decisions over funding are perceived to be political in nature and there is limited transparency in the decision making process. The Infrastructure WA initiative would create an independent board to best advise the government of the day about the most appropriate infrastructure decisions.

#### 16.4 SUBMISSION ON INFRASTRUCTURE WA

The role of the board would be to establish a 20 year State Infrastructure Strategy as well as provide advice around the prioritisation of high-value (over \$100 million) or high-risk infrastructure provision.

While local government is limited in its role of delivering the high value infrastructure, it is very involved in planning for the development of the state, making local government representation in the development of a State Infrastructure Strategy critical. Despite this need, local government has no proposed representation on the board. One of the main points of the City's submission is to highlight the need to include local government in the development of the State Infrastructure Strategy and to create processes, which allow the combined coordination of state and local government infrastructure development.

The City's position on the creation of a new harbour at Kwinana is well documented and currently the subject of the Westport Strategy. It is not envisaged that Infrastructure WA will impact on the delivery of the Westport Strategy, but following the Strategy's release, it would be likely considered by Infrastructure WA in any subsequent application to Infrastructure Australia or as part of prioritising spending on investment.

What is not clear in the proposal is the ability of Infrastructure WA to respond to unsolicited bids from the private sector to develop infrastructure. Given wide interest in the delivery of the port, it is critical that a process is outlined by which Infrastructure WA can provide guidance to the State Government on offers for funding of items of state significance.

Lastly, whilst the State Government has indicated verbally that it does not intend to become involved in local government developer contributions arrangements (which often are valued in excess of \$100 million), it may be interested in the strategic implications of major growth and how it relates to social infrastructure. In order to effectively allow local governments to plan for these events, it is suggested that the State Government finalise the *Perth and Peel @ 3.5million* documents to give certainty, prior to the development of a State Infrastructure Strategy.

#### **LEGAL/POLICY IMPLICATIONS:**

There are no legal implications related to this item, however under the proposed model, Infrastructure WA would be a legislated body through future legislation.

#### **FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial management implications related to this item.

#### **ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications related to this item.

#### **ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications related to this item.

## 16.4 SUBMISSION ON INFRASTRUCTURE WA

**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	10.1 Planning	10.1.1 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City.

**COMMUNITY ENGAGEMENT:**

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

**RISK IMPLICATIONS:**

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

Risk Event	The State Government is unaware of the need to work with local government in developing Strategic Infrastructure Plans and in the coordination of the delivery of infrastructure.
Risk Theme	Providing inaccurate advice/ information
Risk Effect/Impact	People/Health
Risk Assessment Context	Strategic
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Share - Share with another party
Response to risk treatment required/in place	Ensure the State Government is aware of local government's ability to contribute to a more robust planning process
Rating (after treatment)	Moderate



16.4 SUBMISSION ON INFRASTRUCTURE WA

**COUNCIL DECISION**

117

**MOVED CR S MILLS**

**SECONDED CR M ROWSE**

**That Council endorses the submission (Attachment A) with further highlight of the need for a Local Government Chief Executive Officer from a growth Council to be invited onto the Board of *Infrastructure WA*, and forward the submission to the State Government for its consideration.**

**CARRIED**

**7/0**

**NOTE – That the Officer Recommendation has been amended as the point regarding the need for a Local Government Chief Executive Officer was not highlighted sufficiently within the submission.**



## **Attachment A**

### **Submission by City of Kwinana on Infrastructure WA**

#### **Establishing IWA**

*Do you have any comments relating to Infrastructure WA's authority (i.e. legislation), composition of the board, reporting and accountability, and administrative arrangements?*

The public consultation paper refers to the roles that the State Government, Private Sector, Not for Profit and Local Government sectors have in the provision of infrastructure in the State. Local government is responsible for billions of dollars of forward planned infrastructure, which it delivers through a range of financing mechanisms. As the level of government most likely to be involved in the role out of infrastructure, there is a clear need for local government membership on the board.

Critical to the success of the Infrastructure WA project is the ability to work across all sectors, which is why membership by State Government, the private sector, local government and not for profits is critical. This will allow for information about best practice approaches to flow both ways. It is considered crucial that local government be included in the first board established, in order to ensure that it is appropriately accounted for in the setup of the Infrastructure WA policies, procedures and operations. What is apparent to local government is that the State Government and the private sector assume that they are aware of how local government operates, however often underestimate the breadth of issues that it covers or the financial and governance structures in place. In order to help understand the strategic planning need for infrastructure in the state, it is necessary to include local government in these discussions at the highest levels. It is recommended that the composition of the board, in the first instance, include a local government CEO from a growth Council, to inform the coordination of strategic infrastructure across the private sector, State Government and local government sectors

#### **Improving long-term planning**

*Do you have any comments on the proposed long-term infrastructure strategy, in terms of its scope, review period, supporting information, consultation and status?*

The twenty-year horizon has some merit, however there is a need for a longer term vision for other strategic infrastructure. Development of projects such as a second airport would not fit within this timeframe, but the reservation of appropriate land is critical to the long-term planning of the state. Decisions to reserve land in Kwinana for a new port were made in the 1950s and fortunately, this long-term vision has allowed for the state to have options for improving efficiencies today. Whilst the Western Australian Planning Commission and the Department of Planning Lands and Heritage would undertake much of this work, the Infrastructure WA board should have the remit to request that government departments prepare very long-term plans and ensure that protections are in place to protect land for future strategic infrastructure.

In addition to the infrastructure plan, it is critical that the State Government prepare a complimentary Long Term Financial Plan. This plan would demonstrate how the State

Government intends to fund the Infrastructure Strategy and the associated asset maintenance, asset renewal and operating costs associated with the civil and social infrastructure. The plans should show expected income and borrowings as well as reporting the State's financial ratios, to demonstrate the capacity of the State Government to deliver infrastructure in a financially responsible manner.

The long-term infrastructure plan must also relate to long-term planning strategies for the regions, to ensure that the plan coordinates the housing, commercial and industrial needs of the state. Without such supporting and coordinated long-term plans, there is risk of continued inefficiencies in infrastructure delivery and potential lost opportunities from properly managed land use growth.

### **Informing decision-making over the short to medium-term**

*Do you have any comments on the short to medium-term infrastructure plan?*

Infrastructure WA's role looks at projects from an economic, social and environmental perspective. The short-term decision making shifts many roles back to the Treasury processes. This has many efficiencies that should be pursued, however Treasury's evaluation of projects should be altered to ensure that there are statutory provisions to see it assess projects from a triple bottom line perspective.

### **Better quality infrastructure proposals**

*Do you have any comments on Infrastructure WA's proposal development, project evaluation, and assurance roles?*

If Infrastructure WA is to have a role in proposal development, evaluation and assurance, the challenge will be to ensure that the organisation has sufficient resources to undertake all of these roles. The State Government is currently undertaking two enormous infrastructure projects in the Metropolitan area alone, being Metronet and the Westport Taskforce. Each of these projects require significant resourcing to complete their tasks. The City believes that it is more effective to leave these projects separate to Infrastructure WA, with the board instead taking a guidance and review role, leaving them independent of the initial business case development.

### **Other complementary roles**

*Do you have any comments on Infrastructure WA's proposed roles relating to funding and financing advice, coordination of land development and infrastructure provision, sectoral and other infrastructure strategies and plans, other general advice, and interaction with Infrastructure Australia? Are there any additional roles that Infrastructure WA should undertake? For what value or benefit? Is there any ongoing need to retain the ICC once Infrastructure WA is established?*

The City is supportive of Infrastructure WA providing independent financing advice to the State Government.

The role of the Infrastructure Coordinating Committee would likely become less critical if the Infrastructure WA programme is a success. By involving local government in the board, the ability to plan and deliver infrastructure improvements in a coordinated manner would be greatly improved, leading to greater planning and efficiencies for all involved.

Lastly, there is a role for Infrastructure WA in providing advice to the State Government on unsolicited bids to create new infrastructure. The private sector has significant expertise and resources to deliver major infrastructure through alternative funding arrangements. By creating a process that allows the private sector to propose forward funding infrastructure, the State may be able to capitalise on opportunities that it had not been aware of or considered viable.

### **Other general comments**

*Do you have any other general comments on the proposal?*

The City of Kwinana is supportive of the creation of Infrastructure WA as a legislated body. The Board is to create a strategic plan which is to be reviewed regularly (every five years is suggested). There have been numerous suggestions that this be changed to a four yearly (term of government) review. Given the purpose of Infrastructure WA is to depoliticise the planning and decision making process, moving the reviews to term of government may give the wrong message. Also, by having a five yearly process, this can link in to the Census, to ensure that each plan clearly recognises up to date population information, which can be difficult to predict in regional areas. Consideration should be given to legislatively ensuring that a review cannot occur within a certain proximity to a State Government election, in order to ensure that the strategy remains apolitical.

Prior to the creation of the State's first strategic infrastructure plan, there is a need to complete the *Perth and Peel @ 3.5 million* document, associated Sub Regional Frameworks and Transport Strategy. These documents have been unresolved for a number of years and will be critical to informing infrastructure planning in the Perth and Peel regions.

## Proposal for public consultation



February 2018

**Department of the Premier and Cabinet**  
Dumas House  
2 Havelock Street  
West Perth  
Western Australia 6005

Phone: (08) 6552 5000  
Fax: (08) 6552 5001  
E-mail: [infrastructurewa@dpc.wa.gov.au](mailto:infrastructurewa@dpc.wa.gov.au)

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## Premier's foreword

This year, Western Australians celebrated the 10th anniversary of the opening of the Perth-Mandurah rail line.

The project was criticised at the time, but can you imagine what Perth would be like without it? Living in Rockingham, I see the benefits of the project every single day – hundreds of cars taken off the road, easing congestion, and passengers from the southern suburbs enjoying an efficient, modern connection to the city.

The project is an excellent example of the benefits that can flow when infrastructure is done the right way – long-term jobs and an asset that will serve the community for decades to come.



Investment in infrastructure is critical in growing the economy, generating new jobs and in supporting sustainable and vibrant communities.

Strong planning when it comes to schools, public transport and roads are the things that really matter to families. They are the 'bread and butter' of any government.

There is a need for more integrated and coordinated planning to build the infrastructure we need.

In the past, infrastructure planning and decision-making has, at times, had a short-term focus that can be susceptible to politicisation.

We need to get this right in order to plan for the State that we would like to leave for our children and grandchildren. We also need to create jobs.

The establishment of Infrastructure WA represents a new approach to infrastructure planning and decision-making in this State. One that ensures taxpayers' money is invested wisely, with strong returns to the State.

It is an important component of the McGowan Labor Government's vision to create a strong, diverse and resilient economy and a pipeline of jobs for Western Australians.

Infrastructure WA will help foster a more bi-partisan approach. It will help ensure investment in the right projects, at the right time.

The certainty that there is a plan for the next 20 years and beyond will create a better environment for private sector investment and more secure, long-term jobs.

I encourage you to consider the proposals outlined in this paper and provide feedback.



**Mark McGowan**

**Premier of Western Australia**







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# 1 Introduction

The provision of infrastructure can be a powerful catalyst for achieving social, environmental and economic outcomes. If the right projects are delivered at the right time, infrastructure plays a major role in improving economic competitiveness and productivity, supporting businesses, and creating jobs (both direct and indirect). There are well established links between infrastructure investment and economic gains. The International Monetary Fund estimates that each dollar of infrastructure investment could boost economic activity by as much as \$1.80<sup>1</sup>.

Effective planning and coordination of infrastructure is essential in an environment where there are competing demands for finite resources. It is government's role to ensure that investment relates to desired policy outcomes, and provides maximum benefit for the community. With multiple entities within and outside of government responsible for the planning and delivery of infrastructure, it is a significant challenge to ensure that infrastructure is planned in a coordinated manner, and that the right infrastructure is delivered in the right place at the right time, and for the right price.

Today, Western Australia is home to more than 2.5 million people, with around 2 million of the State's population residing in Greater Perth. By 2050, it is estimated that more than 3.5 million people will live in Greater Perth, with just over an additional 1 million living in the State's regional areas.

Western Australia will continue to experience population growth and change into the future. While this growth will no doubt bring enormous opportunities, it will also increase demand on the State's resources, social and physical infrastructure and services, and the natural environment. New initiatives, and alternative models, will be needed to meet these infrastructure needs across the State.

Issues in Western Australia in relation to infrastructure planning, decision-making and delivery are similar to those that have been experienced in other states. These include the absence of a long-term strategy or plan; the need for more robust advice to inform investment decisions; inconsistent sectoral strategies; inconsistent project evaluation, governance and monitoring systems; and limited interaction and engagement with the private and not-for-profit sectors.

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<sup>1</sup> IMF Note to the Group of Twenty Deputies (February, 2009)



... Government is seeking to improve long-term planning, decision-making and delivery of infrastructure.

There are opportunities to improve infrastructure planning across the short, medium and longer-terms, both from a single agency and a whole-of-government perspective. This will lead to better and more informed choices around infrastructure priorities, resulting in fewer costly project delays and cancellations and ensuring best value is delivered to the taxpayer.

Through its commitment to establish Infrastructure WA (IWA), the Government is seeking to improve long-term planning, decision-making and delivery of infrastructure. IWA will have a range of roles and functions, including the development of a long-term infrastructure strategy and the evaluation of proposals above a specified threshold. The proposed model places a stronger focus and greater effort on longer-term strategic planning as a means of informing sectoral infrastructure plans and selecting the right projects at the right time. With an evidence based and transparent strategy in place, over time greater focus can be placed on how proposals can be improved, packaged or delivered more efficiently.

The model proposed by Government seeks to:

- support a more bipartisan approach to infrastructure planning and prioritisation
- establish a strong foundation and evidence base to identify longer-term infrastructure needs across the State, and to inform subsequent shorter term plans and strategies
- embed more rigour and transparency in project planning, development and decision-making
- improve engagement with other levels of government, the community and industry on infrastructure planning and delivery
- improve the evaluation of proposals and the quality and consistency of business cases
- increase innovation in infrastructure planning, delivery and management
- increase awareness of the challenges relating to infrastructure planning and delivery
- increase investor confidence that projects will be delivered
- better coordinate the way infrastructure is planned and delivered, and integrated with surrounding land uses.





Where possible, the IWA model seeks to build on or bring together existing functions performed within government, rather than create new processes. The model essentially creates a single 'home' for critical whole-of-government infrastructure functions. Given the scope of the proposed initiatives, it is likely that IWA's functions will be phased in and evolve over time.

Figure 1 provides an overview of IWA's proposed role at key points in the infrastructure planning cycle.

The IWA model has been developed in the context of current public sector reforms that seek to deliver government services more efficiently. Key findings and recommendations of the Inquiry into Government Programs and Projects will be taken into consideration in finalising the model for IWA. The Inquiry will examine governance arrangements, decision-making processes, transparency and financial consequences of a range of State Government programs and projects. Findings of the Service Priority Review will also be considered.

Stakeholder comment is invited on each of the proposals presented in this paper. For information on how to make a submission, please refer to Section 7.



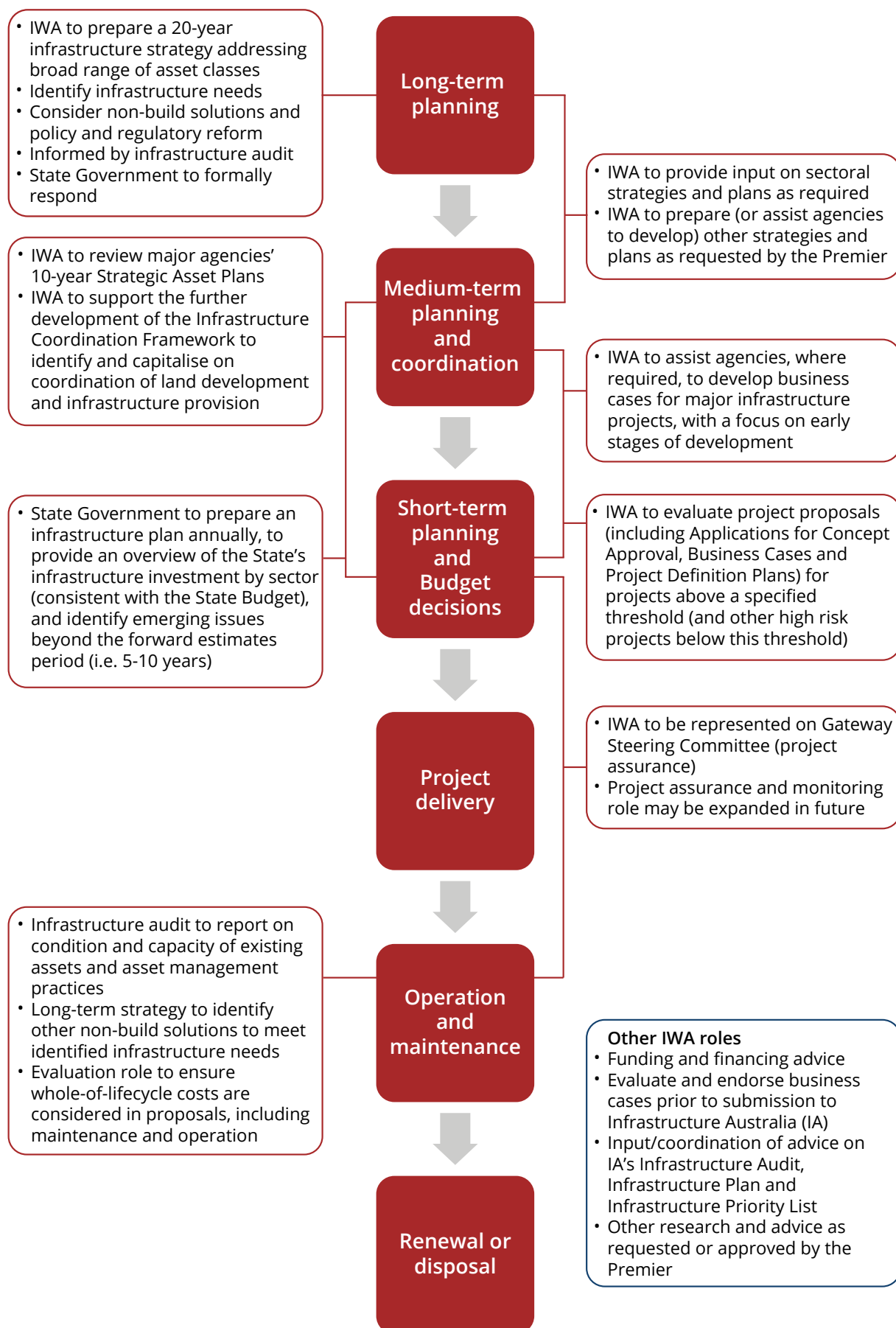


Figure 1: Overview of proposed model



## 2 Establishing IWA

Infrastructure is planned, delivered and maintained by all levels of government, as well as by the private and not-for-profit sectors. Harnessing these perspectives and expertise is crucial in forming a sound and credible view of the long-term infrastructure needs for the State. An independent, long-term view is essential to better inform decision-making in infrastructure planning, and in gaining support for major proposals from industry, business and the community.

Models established in other jurisdictions have addressed this through the establishment of an independent advisory body, with a board comprised of members representing both the public and private sectors. In most cases, key roles of these bodies include preparing a long-term evidence based infrastructure strategy or plan, evaluating infrastructure proposals, and advising government on a range of infrastructure matters. Some of these infrastructure bodies also have roles in shorter-term infrastructure planning, project development, delivery and monitoring.

### INFRASTRUCTURE ADVISORY BODIES IN OTHER JURISDICTIONS

Independent infrastructure advisory bodies have been established through legislation by the Commonwealth Government ([Infrastructure Australia \(IA\)](#)), and by governments in Victoria ([Infrastructure Victoria \(IVIC\)](#)), New South Wales ([Infrastructure NSW \(INSW\)](#)) and Queensland ([Building Queensland](#)). Each infrastructure body has a board ranging from 7 to 12 members, including an independent Chair with a majority of non-government members and 3 or 4 heads of specified government agencies (except for IA whose board has no government representation).



## 2.1 Representation

Non-government representation on the board is critical to the success of IWA, with members having appropriate skills and expertise to support IWA's defined roles and functions. It is proposed that the board include a majority of non-government members (or a casting vote), and be appointed by the Governor in Executive Council on the recommendation of the Premier.

An understanding of, and integration with, government operations is necessary to perform the board's roles effectively. Consistent with models applied in other states, it is proposed that IWA include State Government representation, including the Under Treasurer and Directors General of the departments of the Premier and Cabinet (DPC) and Planning, Lands and Heritage (DPLH). Provision for two other government agencies to be represented, potentially on a rotational basis, is also proposed. In the first instance this will be the Departments of Primary Industries and Regional Development (DPIRD) and Transport (DoT).

To ensure oversight at the highest level, it is proposed that IWA report directly to the Premier.

## 2.2 Reporting and accountability

Establishing IWA under legislation will allow for a clearly defined and transparent statutory role, however may be less flexible to change over time. Alternatively, a non-statutory body is simpler to establish and more flexible to change, however may be more easily influenced by the government of the day, which may impact on its credibility. Infrastructure advisory bodies set up in other states without legislation have not been successful and have been criticised by industry for a lack of independence and credibility. To ensure oversight at the highest level, it is proposed that IWA report directly to the Premier. This will allow for a whole-of-government perspective, rather than having a narrower sectoral view or focussing on a particular category of infrastructure.

To ensure IWA can maintain its independence while being appropriately responsive to government, the Premier will be able to direct IWA in limited circumstances. Any directions will be made publicly available to ensure transparency.

To provide high-level government oversight, focus and commitment to policy, planning and delivery for major infrastructure projects, IWA will report to a Cabinet sub-committee and advise on any infrastructure problems or risks on a regular basis so they can be promptly addressed.





To undertake its functions effectively, IWA will need to access information and expertise within agencies. Agencies, including Government Trading Enterprises (GTEs), will therefore be required to cooperate with IWA and provide IWA with any information required (with appropriate exceptions, e.g. certain Police matters).

Equally, IWA will be required to consult with agencies and other stakeholders as appropriate and consider existing government-endorsed policies, priorities, strategies, statements of corporate intent etc. when undertaking its functions.

## 2.3 Support and administration

A small team of experienced staff will be needed to support the IWA board and ensure it is able to perform its functions effectively. Initially, support will be provided through an adequately resourced sub-department within DPC reporting directly to the Premier. DPC will provide administrative and corporate support to minimise duplication and cost. There will be provision for the IWA board to be supported by a stand-alone agency in future if the need arises. This model strikes the right balance between the need for independence and the need for efficiency, while remaining consistent with the focus on consolidating agencies through current public sector reforms.





## SUMMARY OF PROPOSAL

### Legislative basis

- IWA will be established under an Act, with details to be set out in regulations, policies and guidelines to provide flexibility over time.

### Board composition and accountability

- IWA will have a board (with a maximum of 10 members), including an independent Chair (with casting vote), Under Treasurer, Directors General of DPC and DPLH, and up to two other government agencies (DPIRD and DoT in the first instance, potentially on a rotational basis with other agencies) and four non-government members appointed by the Governor in Executive Council on the recommendation of the Premier.
- The IWA board and chief executive will report directly to the Premier.
- IWA may be directed by the Premier in limited circumstances only, with directions required to be published on IWA's website in a timely manner.
- IWA's work will be overseen by a Cabinet sub-committee.
- All agencies, including GTEs, will be required to cooperate with IWA and provide IWA with any information required for it to perform its functions (with appropriate exceptions, e.g. certain Police matters). Equally, IWA will be required to consult with agencies and stakeholders as appropriate.
- IWA will be required to consider existing government-endorsed policies, priorities, strategies, statements of corporate intent etc. when undertaking its functions.

### Administration

- IWA will initially be supported by a sub-department within DPC, managed and led in accordance with the general policies and strategic direction determined by the board, reporting directly to the Premier. The legislation will provide the option for IWA to be supported by a stand-alone entity in the future should the need arise.



## 3 Improving long-term planning

Development of a long-term coordinated infrastructure strategy will be a fundamental role for IWA. The purpose of the strategy will be to set out an infrastructure vision, identify challenges and initiatives and set direction in the planning and provision of infrastructure. This 'missing link' in the Government's strategy and policy suite will provide a solid foundation and strong evidence base to inform sectoral strategies and plans and future investment plans. An evidence based strategy will support more informed consideration of infrastructure needs and priorities, and over time will help to support a more bipartisan approach to infrastructure planning.

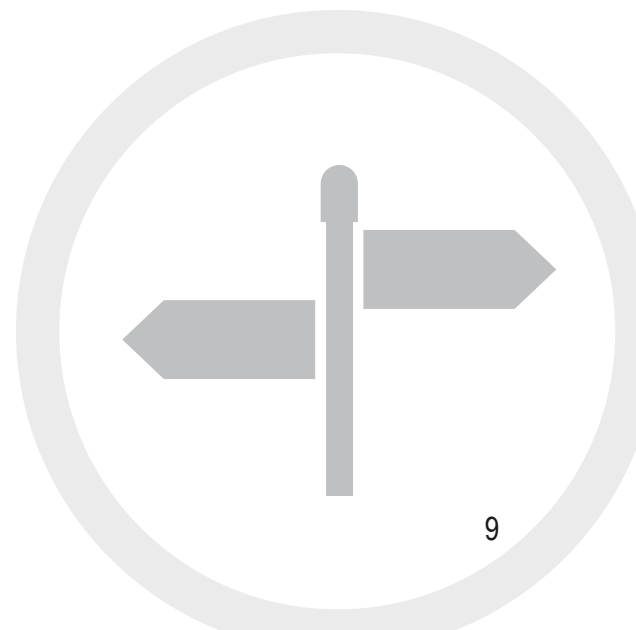
The purpose of the strategy will be to set out an infrastructure vision, identify challenges and initiatives and set direction in the planning and provision of infrastructure.

### 3.1 Scope of infrastructure

To provide a comprehensive view of infrastructure needs, it is proposed that the strategy address a broad scope of infrastructure, funded and delivered by all levels of government as well as the private and not-for-profit sectors. Different types of infrastructure provide a range of benefits to the community, whether it be economic, social, environmental, or a combination of these. These needs must be balanced by the Government in determining infrastructure and service priorities as part of preparing the annual State Budget. As a tool to inform shorter-term planning and decision-making there is value in the strategy addressing a broad selection of infrastructure.

Strategies prepared in other jurisdictions address a wide range of infrastructure types including:

- transport (public transport, rail, roads and freight, active transport, gateways such as airports and seaports)
- cultural, recreation and tourism
- education and training
- water, wastewater and drainage
- solid waste management
- energy
- justice and emergency services
- health and human services (including social housing)
- information and communications technology
- green or environmental infrastructure
- science and agriculture.



A wide range of asset types is necessary to identify potential synergies and efficiencies that may not otherwise have been realised. It will also maximise the potential for integrated asset development by agencies, including through private sector engagement, financing and procurement, starting at the earliest strategic point. While it is proposed that a broad range of infrastructure be addressed, the final scope and scale will require further consideration as the strategy is developed.

The strategy needs to be founded on a strong evidence base – other jurisdictions have completed an infrastructure audit and capacity assessment as part of their strategy development, providing an infrastructure baseline across sectors (reporting on a range of factors such as infrastructure condition, age, capacity to meet demand, levels of investment and management practices). This is considered a critical step in developing a strategy.

Providing high-level advice on potential funding and financing models for major projects is also a feature of other jurisdictions' strategies, and is proposed for IWA's strategy (refer to Section 6.1).

### 3.2 Better use of existing assets

In identifying infrastructure needs and potential solutions, it is important the strategy consider non-build solutions (e.g. smart technology and demand management), as well as regulatory, policy and land use reforms. Optimising existing assets through capacity upgrades and improved management practices has the potential to defer costly investment in new or replacement infrastructure.

### 3.3 Supporting information and strategy review

There are a range of existing policies, priorities, strategies and plans that address infrastructure planning and delivery within and across agencies and sectors. It is proposed that these policies, strategies and plans be taken into account by IWA when developing the strategy.

For the strategy to remain relevant and to adequately inform shorter-term plans, it is important that the strategy is reviewed regularly. As a minimum, it is proposed that the strategy will be reviewed every five years, but this could be undertaken earlier, for example if there is a significant shift in monitored trends (e.g. economic, technology).

A review could also occur earlier if requested or approved by the Premier.



### LONG-TERM STRATEGIES IN OTHER JURISDICTIONS

NSW's strategy covers a 20-year planning horizon and was first published in 2012. INSW is required to review the strategy every five years (and at such times as the Premier directs or INSW considers appropriate). An update was published in 2014. The INSW Act provides broad direction on the contents of the strategy. The Premier is required to consider the strategy, and adopt the strategy with or without amendments or refer it back to INSW for further consideration.

IVIC's strategy addresses a 30-year planning horizon and was first published in 2016. The strategy must be reviewed every 3-5 years. Similar to INSW, the IVIC Act provides an outline of the scope of the strategy. Public consultation on the draft strategy must be undertaken, and the Government is required to provide a formal response. The strategy is tabled in Parliament.

At the Commonwealth level, IA prepares the Australian Infrastructure Plan, covering a period of 15 years, or such other period as determined by the IA Board. The Plan must specify priorities for nationally significant infrastructure for Commonwealth, State, Territory and local governments, and be reviewed every five years, or at other intervals as determined by IA.

In Queensland, the Government prepares a long-term infrastructure strategy. The strategy sets a vision to guide infrastructure investment, identifying infrastructure challenges and objectives, and a set of directions to address them.





### 3.4 Consultation

The input of industry, local government and community sectors will be fundamental in developing a comprehensive strategy for the State covering a broad range of infrastructure.

The input of industry, local government and community sectors will be fundamental in developing a comprehensive infrastructure strategy for the State. This will allow for an improved and broader understanding of infrastructure needs and challenges, and will improve the way infrastructure is planned and coordinated in response to industry, business and community needs.

### 3.5 Adoption and reporting

In New South Wales and Victoria, the long-term strategy has the status of an independent report providing recommendations to government (i.e. non-binding advice). Government then considers and responds to the strategy in a formal way within a specified timeframe. To the extent that government supports the recommendations, the strategy then becomes government policy. As adopted government policy, agencies (including GTEs) are required to align their sectoral plans, programs and strategies with the long-term strategy.

Similar to other jurisdictions, to improve transparency and accountability, it is proposed that IWA monitor and report on the Government's progress in implementing the adopted strategy. This evaluation could form part of IWA's annual report.

#### SUMMARY OF PROPOSAL

##### Strategy scope

- IWA will develop a long-term infrastructure strategy addressing a minimum timeframe of 20 years, which sets out an infrastructure vision, identifies challenges and initiatives and sets direction in the planning, sequencing and provision of infrastructure. The scope will include but not be limited to, identification of objectives, infrastructure needs, potential solutions, indicative timeframes, and recommended policy reforms.
- The strategy will include both public (including GTEs) and private sector-delivered infrastructure across the full range of asset classes (economic, social and environmental).

##### Strategy review and status

- The strategy be reviewed at least every five years, or earlier if requested or approved by the Premier.

- While the strategy will be made publicly available, it will only have the status of an independent report with recommendations from IWA to the Government. The strategy will not be binding on the Government, and will not become policy except to the extent it is adopted in part or in full through the Government's formal response (prepared within a specified timeframe). Agencies (including GTEs) will be required to align their plans, programs and strategies with government's endorsed infrastructure strategy.
- IWA will monitor and report annually on the Government's progress in implementing the adopted Strategy.

#### Strategy consultation and evidence base

- The strategy will be developed with input from industry and the community through targeted and public consultation.
- The strategy will be informed by a comprehensive infrastructure audit and capacity assessment to identify the infrastructure baseline. The audit will build off existing material available within government agencies.









## 4 Informing decision-making over the short to medium-term

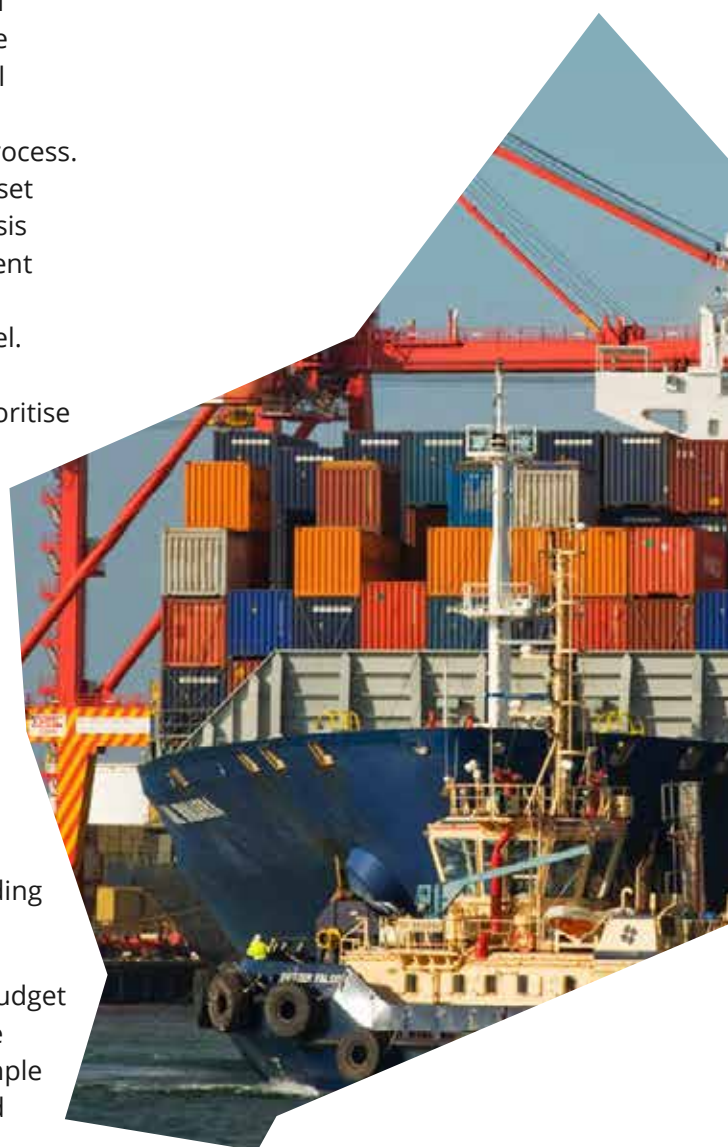
### 4.1 Short to medium-term infrastructure plan

A common issue raised by stakeholders is the lack of clarity and transparency on the basis for the Government's short to medium-term infrastructure planning and decision-making, particularly the evidence base on which decisions are made. Stakeholders have also called for a clear pipeline of infrastructure projects across sectors, to provide greater stability for investment decision-making, and to improve engagement and leverage with the private sector.

Short to medium-term infrastructure planning encompasses a range of functions, typically led by agency strategic asset planning and the development and evaluation of infrastructure options to meet identified infrastructure needs. These plans are refined within agencies' annual budget proposals and through the evaluation and prioritisation of projects as part of the State Budget process. Agencies are guided by the Government's Strategic Asset Management Framework (SAMF), which provides a basis for decisions on the investment in, and the management and disposal of, assets required to meet government service delivery objectives at the individual agency level. However, the SAMF does not provide an overarching, whole-of-government approach to coordinate and prioritise infrastructure planning.

To address this gap in short to medium-term infrastructure planning (and to inform annual Budget processes), other jurisdictions include provision for development of a five-year infrastructure plan, prepared by either the independent infrastructure body or by government (as a published plan or as advice to government). In general, the intent is to provide an outline of infrastructure priorities and projects from a whole-of-government perspective with broad information on elements such as the rationale for proposals, indicative costs, potential funding arrangements and delivery timeframes.

These plans are valuable in providing context to the Budget and how projects or programs will meet infrastructure needs as identified in the long-term strategy (for example through build or non-build solutions and/or policy and regulatory reform).



### SHORT TO MEDIUM-TERM PLANS IN OTHER JURISDICTIONS

In Queensland, the Government prepares the [State Infrastructure Program](#). The Program reflects the Government's infrastructure program over the four-year Budget period (for each asset class), and is reviewed and updated annually. Infrastructure investment is linked back to the long-term strategy for each asset class. The Program also outlines opportunities to address future infrastructure or service needs (unfunded and categorised as either short or medium/long-term), providing some visibility beyond the immediate Budget period.

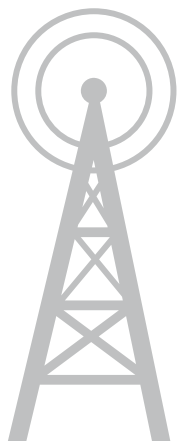
Building Queensland is an independent statutory body which leads the development of business cases for State infrastructure proposals with an estimated capital cost greater than \$100 million and assists with those between \$50 million and \$100 million. An [Infrastructure Pipeline Report](#) is published every six months, providing an overview of the maturity of unfunded infrastructure proposals.

In Victoria, the Government prepares a 5-year infrastructure plan which has regard to the 30-year infrastructure strategy. The plan identifies priority infrastructure projects to be undertaken in the next 5 years (including their rationale, link to strategy objectives, estimated cost, proposed funding and delivery arrangements and estimated timeframes for delivery). The Minister is able to request IVIC's advice on the draft plan. In its annual report, IVIC must include an assessment of the Government's priorities and progress in meeting the infrastructure needs identified in the 5-year infrastructure plan.

NSW is required to prepare and submit a 5-year infrastructure plan to the Premier, with a content similar to that of the Victorian plan. The plan as adopted by the Government is published in the Budget papers. Advice on priority projects is provided by NSW to Government to inform the Budget process.

Preparation and publication of a separate 5-year infrastructure plan by IWA is likely to have limited value, given that the State's 4-year Asset Investment Program (AIP) in the Budget in effect represents government's short-term infrastructure plan. Preparation of the Budget is supported by a rigorous and comprehensive process – preparation of a plan by IWA would likely duplicate some of this effort, and is unlikely to add much value.

However, a short to medium-term infrastructure plan prepared by the Government (with input from IWA) would have value from an industry and communications perspective by providing a narrative around infrastructure investments in the State's Budget, in the context of the endorsed 20-year infrastructure strategy, and identifying



emerging infrastructure challenges beyond the forward estimates period.

It is therefore proposed that the Government publish a short to medium-term infrastructure plan to provide an overview of the State's infrastructure investment by sector. The plan will be fully consistent with the State Budget, and will be published on an annual basis, shortly after the Budget is released. In addition to reflecting the 4-year Budget period, the plan will also address the 5-10 year period to identify emerging infrastructure challenges beyond the forward estimates period. Collectively, this information will provide an investment pipeline for stakeholders, and assist agencies' development of strategic asset plans. Development of the plan will be led by DPC, in consultation with the Department of Treasury (Treasury) and IWA, for consideration by Cabinet.

#### SUMMARY OF PROPOSAL

- The Government will develop a short to medium-term infrastructure plan annually (led by DPC, in consultation with Treasury and IWA), for Cabinet's consideration. The plan will be fully consistent with the State Budget, providing an overview of the State's infrastructure investment by sector. In addition to reflecting the 4-year Budget period, the plan will identify emerging infrastructure issues beyond the forward estimates period (i.e. 5-10 years). The Plan will be released soon after the Budget.







FIONA  
STANLEY  
hospital

Emergency  
Mental Health  
Rehabilitation

## 5 Better quality infrastructure proposals

Proposals for major infrastructure projects are usually developed over a long period, from a concept identified in longer-term strategies and plans, through to the investment approval, procurement and delivery stages. Under the Government's SAME, proposals are developed by an agency and considered by the responsible Minister and/or Cabinet at key stages by way of the following deliverables (refer to Figure 2):

- Agency 10-year Strategic Asset Plan
- Application for Concept Approval – to proceed to business case preparation
- Business Case – for provisional funding in the Budget
- Project Definition Plan – to refine the costs, schedule and risk mitigation strategy for the project, and recommendations on the procurement and financing arrangements.

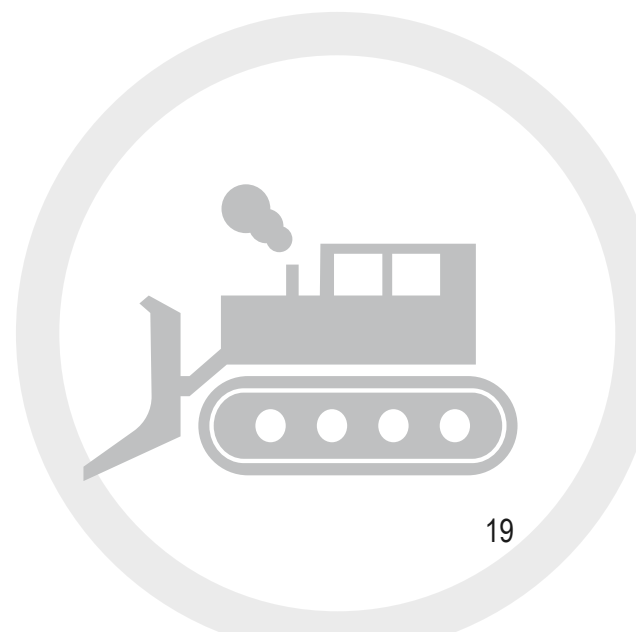
Problems with the delivery of major infrastructure often stem from the early stages of proposal development, which may then be carried through to more detailed design stages. Issues that have been raised by some stakeholders regarding the current process include:

- a lack of transparency (including project rationale, cost estimates, options assessment etc.)
- poor consideration of strategic alignment (in the absence of robust, longer-term strategic plans)
- limited evaluation of alternative options to meet infrastructure needs
- limited scope including evaluation of associated land use costs and benefits
- inconsistent use of forecasts and assumptions.

As the State's expert infrastructure advisory body, IWA will have an important role in promoting better quality infrastructure proposals.

### 5.1 Development of proposals

Specialist expertise is required to develop concept proposals and robust business cases for major infrastructure, drawing on a range of skills (for example modelling, finance, engineering, risk management). In some cases, this expertise may be available within agencies, however many agencies engage consultants when these skills are not available



internally. This is more often the case for agencies that do not plan and deliver major infrastructure on a regular basis.

To address this challenge, it is proposed that IWA will have some capacity to assist agencies, where required, to develop business cases for major infrastructure projects. This would create a small 'centre of expertise' in business case development within IWA that could be used to assist across government agencies where necessary. IWA would focus on the early stages of business case development and assist to strengthen these skills within government. Leadership and ownership of the business case will remain with the proponent agency. Any potential conflicts between IWA's business case development and evaluation roles (refer Section 5.2) will be managed through internal processes.

IWA's proposed role in assisting with the development of business cases will also need to consider outcomes of the Inquiry into Government Programs and Projects, and any broader government reforms in this area.

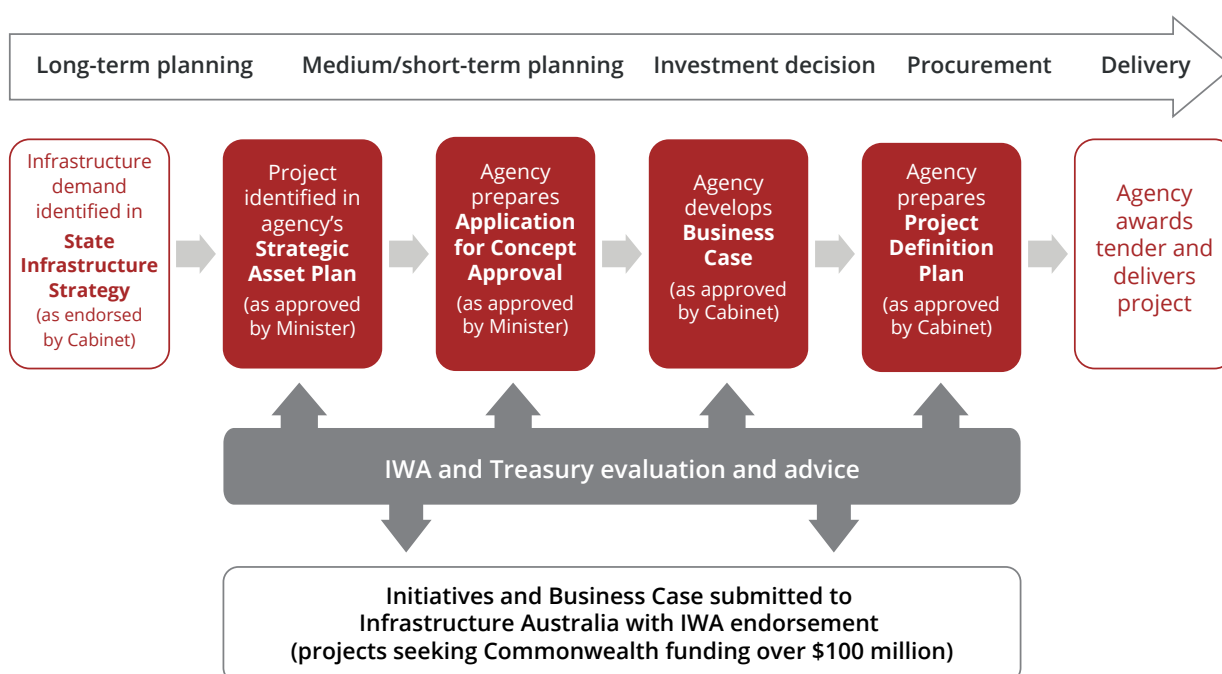


Figure 2: IWA interaction with project evaluation process

## 5.2 Evaluation of proposals

Evaluation of public sector infrastructure proposals in Western Australia is predominantly the responsibility of Treasury, guided by the Government's SAMF. Under the SAMF, infrastructure proposals are evaluated by Treasury at four stages, these being the agency's 10-year Strategic Asset Plans, Applications for Concept Approval, Business Cases and Project Definition Plans.

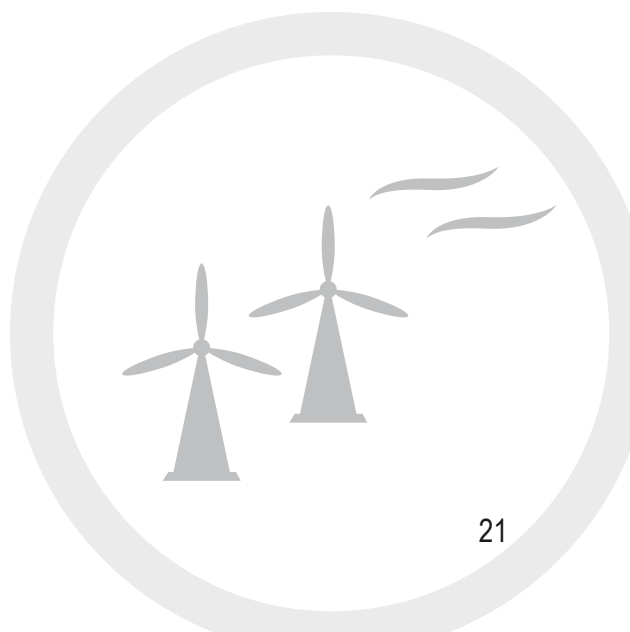
Treasury's advice is provided to the Treasurer and Cabinet for consideration. Treasury's evaluation has a particular focus on a project's value for money and its affordability in the context of the Budget.

IA plays an additional evaluation role for projects that seek more than \$100 million of Commonwealth funding, and provides advice to the Commonwealth Government to inform its funding decisions.

Given its independence and strategic focus, it is proposed that IWA play a role in evaluating infrastructure proposals above a specified threshold (e.g. \$100 million, plus high risk projects below this threshold). This evaluation would focus on the conceptual, business case and project definition stages of proposal development to:

- ensure proposals are aligned with whole-of-government infrastructure objectives and are not considered in isolation
- use agreed/consistent demand forecasts and assumptions
- appropriately address integration with land use (where relevant) and economic opportunities
- identify interdependencies with other projects across sectors and opportunities to 'package' projects together, and
- ensure that alternative options have been adequately addressed (including non-build solutions).

Outcomes from IWA's evaluations would be provided as advice to Treasury and Cabinet. It is anticipated that the advice would improve the quality and consistency of business cases across government agencies and those submitted to IA. The evaluation process will also apply to GTEs.





Rather than establish new evaluation processes additional to existing requirements, it is proposed that IWA evaluate proposals in parallel, and complementary to, Treasury's role under the SAMF. Importantly, IWA's evaluation role will be structured to avoid duplication with existing Treasury processes.



## PROJECT EVALUATION IN OTHER JURISDICTIONS

IA applies its [Assessment Framework](#) for assessing business cases and considering initiatives and projects for inclusion on its national Infrastructure Priority List. The Framework includes five stages, being Problem Identification and Prioritisation; Initiative Identification and Options Development; Business Case Development; Business Case Assessment, and Post Completion Review.

The Victorian Government's [Investment Lifecycle and High Value High Risk Guidelines](#) support the development of investment proposals over key stages of the investment lifecycle (Conceptualise, Prove, Procure, Implement, Realise). Projects identified as being high value and/or high risk are subject to more rigorous scrutiny and approval processes.

In Queensland, the Government applies the [Project Assessment Framework](#) to assess projects throughout the project lifecycle. Under the Framework, projects have one pre-project stage (Strategic assessment of service requirement), six generic project stages (Preliminary evaluation through to Deliver service) and one post-project stage (Benefits realisation). The Framework must be applied to projects with an estimated capital cost of \$100 million or more. Other thresholds apply for projects of lower value.

Building Queensland leads the preparation of business cases for infrastructure projects which have an estimated capital cost of \$100 million or more, and assists agencies with business cases for projects between \$50 - \$100 million. Their Business Case Development Framework requires three business cases to support a project's progress before being considered by the Government for funding.

These stages are a Strategic Business Case (to identify the need), Preliminary Business Case (to assess the options) and a Detailed Business Case (detailed analysis to enable a funding decision).

INSW has a function to review and evaluate proposed major infrastructure projects by government agencies or the private sector.

Many of the above project evaluation frameworks also include, or are integrated with, project assurance processes (such as Gateway reviews) as outlined in Section 5.3.

Given the State-wide focus of IWA, it would be appropriate for IWA to also evaluate high value and high risk infrastructure projects and programs in the regions, before funding can be approved from the Royalties for Regions (RfR) Fund.

It is proposed that IWA will also evaluate and endorse business cases prior to their submission to IA. It is envisaged that IWA work with proponent agencies, Treasury and IA to provide advice on business cases during their preparation, and prior to formal submission to IA. IWA's interaction with IA in this regard would assist to improve the consistency and quality of business cases submitted to IA (and meet requirements under IA's Assessment Framework), and ensure WA projects on the national Infrastructure Priority List are consistent with identified infrastructure needs.

### 5.3 Project assurance and monitoring

Gateway review is a project assurance methodology which has been adopted by most states in Australia and globally in the United Kingdom and elsewhere. Gateway is an independent review process designed to support the development, planning, management and delivery of major projects and programs. The process uses independent assessors to review plans and processes across six gates from early project development (strategic assessment) through to post-delivery (benefits evaluation). The Gateway review process in WA is currently managed by the Department of Finance.

#### PROJECT ASSURANCE IN NEW SOUTH WALES

In New South Wales, responsibility for project assurance was transferred to INSW in 2015 under the State's [Infrastructure Investor Assurance Framework](#) (IIAF). The IIAF was introduced on the recommendation of the Auditor General to ensure that Cabinet is supported by effective tools to monitor the Government's infrastructure program, receive early warning of any emerging issues, and to act ahead of time to prevent projects from failing. The IIAF also includes regular project reporting by delivery agencies and project monitoring conducted by INSW. For high value/high risk projects, a regular summary of these processes is provided to an Infrastructure Investor Assurance Committee (comprising heads of key government agencies) and to Cabinet.

Gateway reviews became mandatory for State Government infrastructure projects valued at \$100 million or more in January 2017 (including RfR funded projects). Gateway does not currently apply to GTEs, however Treasury is able to identify any project where a Gateway review must be undertaken, including proposals by GTEs. Reviews must be undertaken at two or more 'gates', which are nominated by

the proponent agency. The results of Gateway reviews are provided as confidential advice to the proponent agency, however any high risk recommendations with outstanding actions are reported to the Gateway Steering Committee to discuss further action required with the delivery agency.

Over time, there would also be value in IWA taking on a stronger project assurance role, through involvement in the Gateway review process. Initially, IWA will be represented on the Gateway Steering Committee at the 'strategic assessment', 'business case' and 'readiness for market' gates for major infrastructure projects. Over time, the administration of Gateway reviews for major infrastructure projects could be transferred to IWA to consolidate related infrastructure assurance functions into one place within the Government. IWA could also provide regular Gateway summary reports to Cabinet to enable Cabinet to more effectively monitor the progress of major projects and require action by agencies to address any 'red flag issues', particularly before Cabinet approves a business case or project definition plan. An immediate priority should be the formal inclusion of GTEs in the Gateway review system.

## **SUMMARY OF PROPOSAL**

### **Business case development**

- IWA will have some capacity to assist agencies, where required, to develop business cases for major infrastructure projects, with a focus on the early stages of development. IWA will not lead or take ownership of the development of business cases.

### **Project evaluation**

- IWA will evaluate proposals for infrastructure projects above a specified threshold (e.g. \$100 million, plus high risk projects below this threshold), including projects seeking funding from the RfR program or the Commonwealth, and provide advice to agencies, relevant Ministers, Treasury and Cabinet.
- IWA will undertake this role in parallel to the existing evaluation process of Treasury and work iteratively with proponent agencies to ensure high quality consistent business case development.

### **Project assurance**

- IWA will be represented on the Gateway Steering Committee.
- There will be scope for the administration of Gateway reviews for major infrastructure projects to be transferred to IWA over time and for IWA to provide regular Gateway summary reports (e.g. using a traffic light system) to Cabinet for high value/high risk projects.







## 6 Other complementary roles

As an independent and expert infrastructure advisory body, there would be value in IWA performing a number of other complementary and related roles as outlined below. These proposals build on IWA's primary roles, establishing a single home for whole-of-government infrastructure functions.

### 6.1 Funding and financing

In Western Australia, State Government infrastructure has traditionally been funded through consolidated funds, raised through the application of broad-based taxes and charges, and grants. However, some stakeholders have suggested that greater consideration of alternative funding and financing models for major infrastructure would increase the opportunities for private sector participation in infrastructure investment. Ongoing consideration, improvement and application of alternative models will be required if the Government is to meet future infrastructure needs and achieve value for money outcomes.

In this context, it is important to clarify what is meant by the terms 'funding' and 'financing'. Funding refers to the money provided by government for a specific purpose, such as an infrastructure project. Financing is the act of obtaining money or capital for a project, which is usually provided by banks or other financial institutions.

Some stakeholders have suggested that greater consideration of alternative funding and financing models for major infrastructure would increase opportunities for private sector participation in infrastructure investment.



Different funding options affect who pays and who benefits from infrastructure, and can include methods such as user charges; value capture; property development; asset sales; and general Commonwealth, State and local government revenue.

How government finances infrastructure affects how much is paid and when. Government can arrange finance itself or via other parties such as private financiers and equity partners. Increased access to private finance does not create more money for infrastructure projects – in the long run, government or infrastructure users still need to pay.

### FUNDING AND FINANCING ADVICE IN OTHER JURISDICTIONS

In other jurisdictions, infrastructure bodies provide advice to government on alternative funding and financing models.

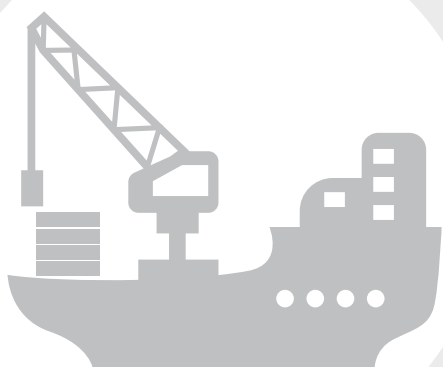
IVIC undertakes and publishes research on matters relating to infrastructure including funding and financing models. Its 30-year infrastructure strategy must also include recommendations regarding the funding options for specified major projects, policies or reforms.

INSW advises the Premier on appropriate funding models. Its 5-year infrastructure plan may also include recommendations on funding and delivery arrangements for priority projects identified in the plan.

In Western Australia, detailed advice on alternative financing models for major projects should remain the responsibility of the Government, through proponent agencies, Treasury and the Western Australian Treasury Corporation.

However, it is also proposed that IWA provide high-level advice on appropriate funding and financing models and principles for different types of infrastructure in its long-term strategy from the whole-of-government perspective. For example, IWA could help to identify at an early stage major infrastructure proposals that would be attractive to different types of investors, such as superannuation funds, either as individual or 'packaged' investments. This advice will support government decision-making and inform stakeholders on the merits of the various funding and financing options.

In addition, as part of its advice on the short to medium-term infrastructure plan, IWA could identify projects with the greatest potential to attract private sector financing.





Finally, as part of its project evaluation role, IWA could also assess whether alternative/appropriate funding and financing models had been adequately considered for relevant projects, and provide this advice to the Government.

Overall, IWA's advice would support government decision-making and inform stakeholders on the merits of the various funding and financing options – and facilitate early public discussion and acceptance of new initiatives.

IWA's advice at the strategic and individual project levels would strengthen the quality of advice to the Government drawing on the experience of the private sector members of IWA's board. Stronger advice, particularly on private financing opportunities would also assist the Government in attracting funding from private and Commonwealth sources.

## 6.2 Coordination of land development and infrastructure provision

A substantial portion of the State's investment in infrastructure relates to that required for land development to support population growth. Development of greenfield sites or infill areas is needed to support population and employment growth. A range of critical infrastructure is required to develop or redevelop land, including new or upgraded roads and public transport services as well as water, wastewater and energy services. Social and community infrastructure, such as education, health and recreation facilities are also provided as areas are developed or redeveloped. This urban growth is guided by land use strategies and plans prepared by State and local governments.

Coordinating land and infrastructure development is important for government, industry and the community. For government, which provides services across a diverse range of development fronts, improved sequencing and coordination can result in deferring or avoiding the need to build new infrastructure, and allowing existing infrastructure to be used more efficiently. For developers, it assists to ensure that critical and supporting infrastructure is provided in a timely manner to facilitate development.



The State Government is improving the way infrastructure is coordinated and integrated with land use, both for major infrastructure (for example new passenger rail lines) as well for infrastructure to support land development. For major projects, this is achieved through formal, inter-agency governance arrangements.

### MAJOR PROJECTS – COORDINATION AND INTEGRATION

In Western Australia, the planning and delivery of major infrastructure projects is often overseen by a high-level steering committee or taskforce, supported by working groups, with representation across a range of agencies. Coordination of infrastructure to support a major project, and integration with surrounding land uses is addressed through these governance arrangements.

As an example, the planning and delivery of METRONET is being supported by a specialist team comprising transport planning, land development, and town planning experts from a range of agencies. This approach ensures land use and transport outcomes are optimised and well integrated. The METRONET team considers the infrastructure required to directly deliver the project, as well as any impacts on surrounding infrastructure and land uses, and opportunities to maximise integration, coordination and value creation.

It is not intended that IWA undertake a coordination role for major projects where strong governance arrangements are in place, however IWA may provide strategic advice when requested by a major project's steering committee or taskforce or when requested by the Premier.

The DPLH and the Western Australian Planning Commission (WAPC) are improving the coordination of land development and infrastructure provision at the State level. This work is based on the Infrastructure Coordination Framework and a prototype spatial viewer (focused initially on the Perth and Peel regions). The Framework promotes a collaborative approach among agencies through the sharing of detailed information, which can improve the coordination of business case development for projects and developments that are not overseen by a major taskforce. Western Australia is seen as a leader in this field, with other jurisdictions now also considering similar initiatives.

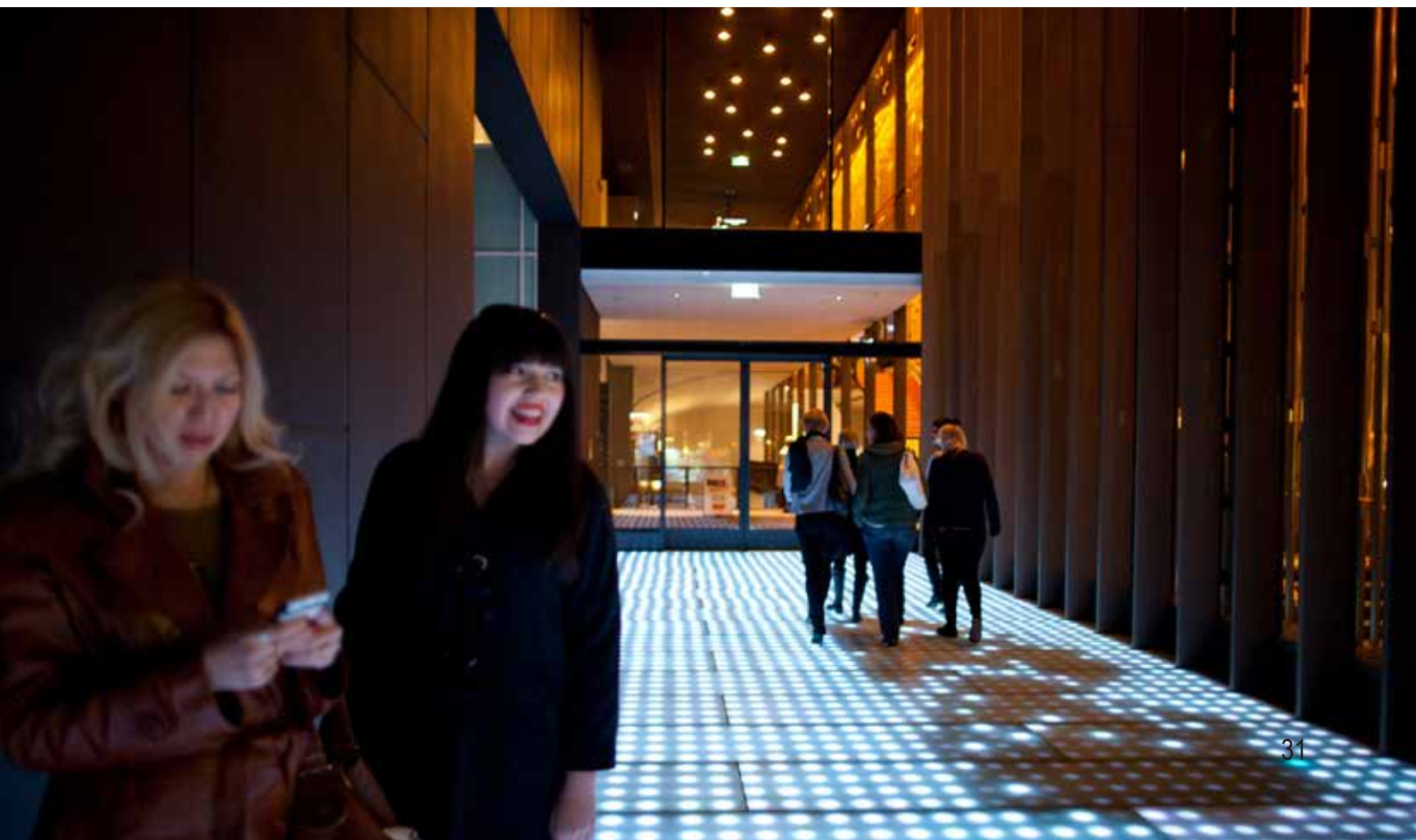


Given the significant task to coordinate land and infrastructure planning and provision at the whole-of-State level, it is proposed that IWA work closely with the WAPC and DPLH to further implement the Framework and spatial viewer. IWA's proposed interaction with the WAPC is outlined below.

#### INTERACTION WITH THE WAPC

The WAPC undertakes strategic land use planning throughout the State. Through development of a long-term infrastructure strategy, as well as other proposed roles, IWA will perform a strategic coordination role across Government, which will both inform and be informed by the WAPC's strategic land use planning work. For example, the WAPC will inform IWA's strategy and other work through the preparation of strategic land use plans and policies (e.g. Perth and Peel @3.5 million), which set the strategic direction for land use across the State. This will assist IWA in identifying infrastructure needs and priorities. IWA may also provide advice to the WAPC and vice-versa. For example, IWA may prepare advice on how to better utilise existing infrastructure assets which, in turn, may inform areas more suited to urban consolidation.

Preparation of a long-term infrastructure strategy will also assist local governments to improve the strategic alignment of land use plans and infrastructure proposals.



The Infrastructure Coordinating Committee (ICC) is established under the *Planning and Development Act 2005* to advise the WAPC on planning for the provision of infrastructure across the State. The ongoing need for the ICC will need to be considered in the context of potential duplication of functions (especially in relation to the coordination of land development and infrastructure provision), and in light of current public sector reforms.

### 6.3 Sectoral and other infrastructure strategies and plans

IWA may assist agencies when needed to develop longer-term, evidence based strategies which are consistent with the endorsed strategy.

To inform future planning and investment processes, many agencies or portfolios prepare strategies and plans (for example transport plans, water plans, health infrastructure plans). These may be publicly available, or internal to an agency or government, and address a range of differing planning horizons.

In addition to the long-term infrastructure strategy, there would be value in IWA, at the request of the Premier, developing, or assisting agencies to develop, sectoral infrastructure strategies and plans as required. This would support appropriate sectoral level infrastructure planning and ensure consistency and alignment with the endorsed State strategy. While some agencies or infrastructure sectors prepare and update their strategic plans regularly, others may not have the skills, experience or resources to undertake this work. IWA's role could also extend to providing infrastructure-related input to land use planning and regional development strategies.

#### SECTORAL STRATEGIES AND PLANS IN OTHER JURISDICTIONS

One of the primary functions of IVIC is to “provide support as requested during the development of sectoral infrastructure strategies by public service bodies or public entities.”

INSW also has a role in sectoral strategies. At the direction of the Premier, INSW must prepare sectoral State infrastructure strategy statements.

INSW has progressed the development of a cultural infrastructure strategy, and has also prepared the Port Botany–Sydney Airport Precinct Infrastructure Strategy Statement and the Hawkesbury–Nepean Valley Flood Risk Management Strategy, on behalf of the Government.



## 6.4 Advice

As the Government's independent advisor on infrastructure matters, there would be value in enabling the Premier to request advice from IWA from time to time to inform government policy and decision-making. For example, this may include broad advice on infrastructure policy and reforms or specific advice on a government or private sector infrastructure proposal, including unsolicited proposals.

It is proposed that IWA will prepare a forward advice and research program on an annual basis. This program would require approval of the Premier and be published on IWA's website. It is intended that the advice and research program support and inform the Government's strategy and policy direction.

## 6.5 Coordination with Infrastructure Australia and the Commonwealth

IA is required to strategically audit Australia's nationally significant transport, energy, water and communications infrastructure, and develop a 15-year rolling infrastructure plan that specifies national and State level priorities. IA also has responsibility to determine which nationally significant projects should be on the national Infrastructure Priority List, and has a role in evaluating business cases for projects seeking more than \$100 million in Commonwealth funding.

There are opportunities for IWA to improve Western Australia's interaction with IA, including:

- IWA to review, provide advice to proponent agencies and endorse early-stage infrastructure initiatives and business cases prior to their submission to IA
- IWA to coordinate the State Government's input on updates to the Infrastructure Priority List, and
- IWA to coordinate the State Government's input to the national Infrastructure Audit and Infrastructure Plan as needed.

IWA's interaction with IA would improve the consistency and quality of business cases submitted to IA, increasing the likelihood of a positive assessment by IA for consideration for funding by the Commonwealth Government. Coordination by IWA would also ensure that projects on the national Infrastructure Priority List are consistent with the



IWA's interaction with IA would improve the consistency and quality of business cases submitted to IA, increasing the likelihood of a positive assessment by IA for consideration for funding by the Commonwealth Government.

endorsed State Infrastructure Strategy and identified infrastructure needs.

Government's commitment states that IWA will also manage Commonwealth funding applications. Commonwealth funding negotiations and submissions are currently led by relevant agencies and/or Ministers and may be reviewed by Treasury and DPC at various stages. Rather than IWA undertaking this role, there would be value in DPC coordinating all funding negotiations and submissions between the State Government and the Commonwealth to ensure submissions are coordinated in line with the Government's infrastructure priorities. It is recommended that this process is kept outside of the IWA board's scope as an independent body.

#### INTERACTION BETWEEN IA AND INSW

In New South Wales, INSW is responsible for coordinating all submissions to IA on behalf of the Government. Proponent agencies work with INSW and engage with IA staff early in the business case development process to ensure business cases meet the requirements of IA's Assessment Framework. INSW also reviews and endorses agency business cases prior to their submission to IA.

#### SUMMARY OF PROPOSAL

- The scope of IWA's long-term strategy will include high-level advice on the potential funding and financing models for infrastructure. Detailed advice to Government on the appropriate funding and financing models for specific projects will be provided by delivery agencies and Treasury, and include advice from the Western Australian Treasury Corporation or consultants as appropriate.
- IWA will work with the WAPC and DPLH to further implement the Infrastructure Coordination Framework and supporting spatial viewer.
- Consideration will be given to the ongoing need for the ICC.
- In addition to the long-term infrastructure strategy, the Premier will be able to request that IWA develop (or assist agencies to develop) other infrastructure strategies and plans as required (e.g. sectoral infrastructure plans).
- IWA's role will include providing advice to the Premier on infrastructure related matters as requested. IWA will provide a research and advice program to the Premier each financial year for approval, which will be made available on IWA's website.

- IWA will review (and endorse) business cases and work with IA, proponent agencies, DPC and Treasury to address any issues, prior to business cases being formally submitted to IA for assessment.
- IWA will coordinate Western Australia's dealings with IA, including the national Infrastructure Priority List, Infrastructure Audit and Infrastructure Plan and other initiatives as required for consideration by Cabinet, DPC and Treasury.
- DPC will coordinate all State infrastructure funding negotiations and submissions to the Commonwealth, in consultation with relevant agencies and Ministers.







## 7 How to make a submission

The State Government is seeking public comment on the proposals outlined in this paper. The paper is available for public comment from 6 February 2018 to 20 March 2018.

All submissions received will be considered by the State Government prior to finalising the model for IWA in 2018. When making a submission please make sure you:

- clearly state your views and the reasons for your views
- where relevant or possible, outline alternatives or solutions to your identified issues.

Note that all submissions will be treated as confidential within the limits of the *Freedom of Information Act 1992*.

Submissions can be made by:

- Preparing a written submission and sending via post to:  
Infrastructure Policy Unit  
Department of the Premier and Cabinet  
Locked Bag 3001  
WEST PERTH WA 6872
- Sending an email to:  
[infrastructurewa@dpc.wa.gov.au](mailto:infrastructurewa@dpc.wa.gov.au)
- Completing the form provided over page. An electronic version is available at [www.dpc.wa.gov.au/infrastructurewa](http://www.dpc.wa.gov.au/infrastructurewa)
- For more information on making a submission and all other enquiries, please email [infrastructurewa@dpc.wa.gov.au](mailto:infrastructurewa@dpc.wa.gov.au) or call (08) 6552 6620.

**All submissions must be received by 5pm on Tuesday 20 March 2018.**

Late submissions will not be considered.



## INFRASTRUCTURE WA – PROPOSED MODEL

### Submission Form

**By post:** Infrastructure Policy Unit  
Department of the Premier and Cabinet  
Locked Bag 3001  
West Perth WA 6872

**By email:** [infrastructurewa@dpc.wa.gov.au](mailto:infrastructurewa@dpc.wa.gov.au)

Name:

Postal Address:

Postcode:

Phone:

Email:

Organisation:

Please provide comments in the boxes below. Additional pages/files may be attached to your submission if required.

#### Section 2: Establishing IWA

Do you have any comments relating to Infrastructure WA's authority (i.e. legislation), composition of the board, reporting and accountability, and administrative arrangements?

#### Section 3: Improving long-term planning

Do you have any comments on the proposed long-term infrastructure strategy, in terms of its scope, review period, supporting information, consultation and status?

#### Section 4: Informing decision-making over the short to medium-term

Do you have any comments on the short to medium-term infrastructure plan?

#### Section 5: Better quality infrastructure proposals

Do you have any comments on Infrastructure WA's proposal development, project evaluation, and assurance roles?

#### Section 6: Other complementary roles

Do you have any comments on Infrastructure WA's proposed roles relating to funding and financing advice, coordination of land development and infrastructure provision, sectoral and other infrastructure strategies and plans, other general advice, and interaction with Infrastructure Australia?

Are there any additional roles that Infrastructure WA should undertake? For what value or benefit?

Is there any ongoing need to retain the ICC once Infrastructure WA is established?

### Other general comments

Do you have any other general comments on the proposal?

Please note that the Department of the Premier and Cabinet is subject to the *Freedom of Information Act 1992* and as such, submissions may be subject to applications for access under the Act.

To be signed by person(s) making the submission

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Acronyms

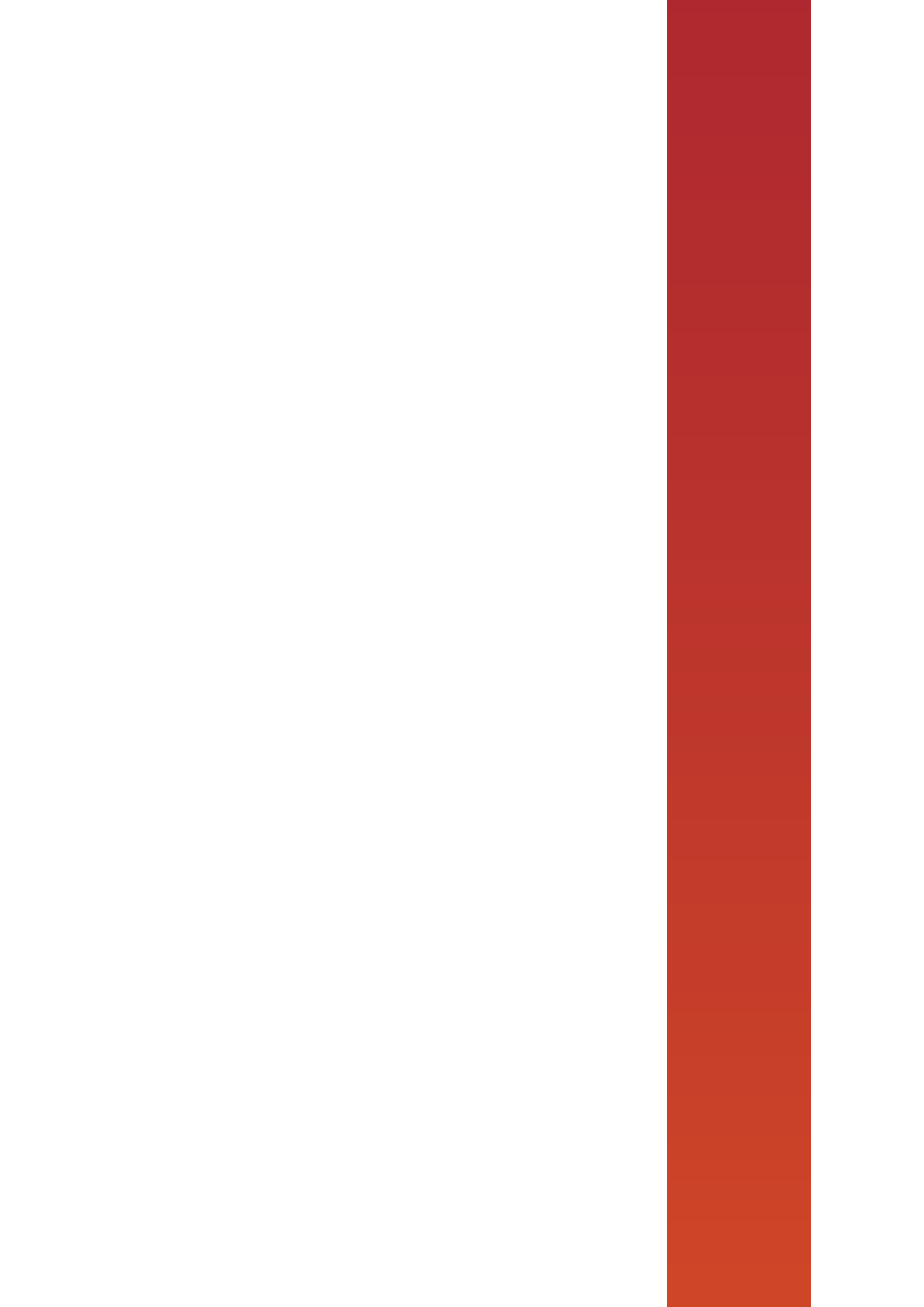
ACA	Application for Concept Approval
DPC	Department of the Premier and Cabinet
DPIRD	Department of Primary Industries and Regional Development
DPLH	Department of Planning, Lands and Heritage
GTE	Government Trading Enterprise
IA	Infrastructure Australia
ICC	Infrastructure Coordinating Committee
INSW	Infrastructure New South Wales
IVIC	Infrastructure Victoria
IWA	Infrastructure WA
RfR	Royalties for Regions
SAMF	Strategic Asset Management Framework
WAPC	Western Australian Planning Commission



## Photo captions and credits

Page	Caption	Source
Front cover	Perth CBD	Photographer Taras Vyshnya © Shutterstock ID 468827780
ii	Grand Gateway to WA	Main Roads WA
iv	Perth Arena	Department of Planning, Lands and Heritage
3	Southern Seawater Desalination Plant	Water Corporation
5	St Georges Terrace	Tourism WA
7	Tunnel Boring Machine Grace at the site of the future Forrestfield Station	Public Transport Authority
8	Kwinana Freeway	Department of Transport
11	Governor Stirling Senior High School	Department of Education
13	Stand-alone Power System	Western Power
14	Entering the Harbour at Port Hedland	Pilbara Ports Authority
15	Fremantle Port	Department of Transport
17	Narrows Bridge	Department of Transport
18	Fiona Stanley Hospital	Department of Health
22	Great Southern Rail Indian Pacific Train	Great Southern Rail
26	Port Hedland Interchange	John Holland
27	Ord East Kimberley Expansion	Department of Primary Industries and Regional Development
29	Adara Apartments, Cockburn Central	Department of Planning, Lands and Heritage
31	State Theatre Centre	Tourism Western Australia
33	Carnarvon Health Campus	Gascoyne Development Commission
35	Albany Health Campus	Department of Health
36	Terminal 1 Domestic Pier	Perth Airport
Inside back cover	Regional Mobile Communications Project	Department of Primary Industries and Regional Development





## **17 Urgent Business**

Nil

## **18 Councillor Reports**

### **18.1 Councillor Merv Kearney**

Councillor Merv Kearney reported that Kwinana Small Business After 5, will be hosting their first function on 23 March 2018 at the Kwinana Golf Club. Councillor Kearney explained that 25 small business owners have indicated that they will be attending and that he has received a lot of questions and interest in the event. Councillor Kearney extended the invitation to all Elected Members and the City's Economic Development Specialist.

### **18.2 Councillor Sandra Lee**

Councillor Sandra Lee reported that she had attended the Peel Riding for the Disabled Opening of the Woolworths Outdoor Arena at Mead Farm. Councillor Lee added that the restoration project plans for the Mead Farm Farmhouse were on display and that it is hoped to turn the Mead Farm Farmhouse into tea rooms.

Councillor Lee advised that she had attended the Honeywood Residents Association and Honeywood Primary School P&C Harmony Day celebrations.

### **18.3 Councillor Matthew Rowse**

Councillor Matthew Rowse reported that he had attended the Community BBQ and Reconciliation Action Plan Update.

Councillor Matthew Rowse advised that he had attended the Local Emergency Management Committee Meeting (LEMC) and advised that there is an upcoming Joint Recovery Exercise in May 2018 and that he will be undertaking Western Australian Local Government Association (WALGA) Emergency Management training beforehand.

## **19 Response to Previous Questions**

Nil

## **20 Mayoral Announcements (without discussion)**

Mayor Carol Adams reported that she had attended the National Growth Areas Alliance Executive Briefing.

The Mayor advised that she had attended Sculptures by the Sea.

The Mayor mentioned that she had attended the WALGA Mayors and Presidents Forum.

**20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION) CONTINUED**

The Mayor reported that she had attended the WALGA Reconciliation Action Plan Launch.

The Mayor advised that she had attended the WALGA State Council Meeting and passed on her congratulations to the re-elected Mayor Lynne Craigie for a further two years as President and Mayor Tracey Roberts as Deputy President.

The Mayor mentioned that she had attended the Community BBQ at Harry McGuigan Park to discuss the City's Reconciliation Action Plan and to seek community members to be on the advisory committee.

The Mayor reported that she had attended the Opening of the "Woolworth Arena" at the Peel Riding for Disabled facility on the Mead Cottage Premises. The Mayor explained that the WA Government, as part of their pre-election commitment has pledged \$750K to the redevelopment of Mead Cottage.

The Mayor advised that she had attended the Harmony Day event organised by the Honeywood Residents Association and the Honeywood Primary School P&C.

The Mayor mentioned that she had participated in a podcast series for Women in Local Government being undertaken by Dr Paul Maginn from UWA.

The Mayor reported that in company with the Chief Executive Officer (CEO) that she had attended the South West Group Meeting and she wished Rockingham retired CEO Andrew Hammond all the very best in his retirement and to congratulate him on his recent appointment as one of three City of Perth Commissioners.

The Mayor advised that the City had a visit and presentation by WALGA's Tony Brown and Joanne Burgess.

The Mayor mentioned that upcoming events of note are:

- Westport reference group meeting No. 2
- The official blessing of the Peter Carnley Calista Campus
- Bertram Primary School Fair
- "Finally Friday" event at Bertram Community Centre
- Launch of the Aboriginal Grassroot sites Netball Program in Medina
- Alcoa Children's Festival from 11am – 3pm on Saturday 17 March 2018

## **21 Matters Behind Closed Doors**

Nil

## **22 Meeting Closure**

The Mayor declared the meeting closed at 7:30pm.