

# Ordinary Council Meeting

28 November 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:

MAYOR CAROL ADAMS  
DEPUTY MAYOR P FEASEY  
CR W COOPER  
CR M KEARNEY  
CR S LEE  
CR S MILLS  
CR M ROWSE  
CR D WOOD

MS J ABBISS	-	Chief Executive Officer
MRS M COOKE	-	Director City Regulation
MS C MIHOVLOVICH	-	Director City Strategy
MRS B POWELL	-	Director City Living
MR R NAJAFZADEH	-	Acting Director City Infrastructure
MS M BELL	-	Director City Legal
MR P NEILSON	-	Manager Planning and Development
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	1
Members of the Public	2

## 1 Declaration of Opening:

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

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

## 2 Prayer:

***Councillor Sandra Lee read the Prayer***

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

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

### Apologies

Nil

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

Nil

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

Nil

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

Nil

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

Mayor Carol Adams declared an impartiality interest in item 15.1, Proposed Medical Clinic and Associated Car Parking: Lot 800 (20) Ivory Way, Wellard due to her step son and daughter in law owning a home on Ivory Way.

Mayor Carol Adams declared an impartiality interest in item 16.1, Accounts for payment for the month ended 31 October 2018 due to her husbands employer receiving a payment.

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

##### **7.1 Mrs Varinder Sahota, regarding item 15.1, Proposed Medical Clinic and Associated Car Parking: Lot 800 (20) Ivory Way, Wellard:**

Please don't use Ivory Way as a driveway for cars entering the Proposed Medical Clinic and consider the safety of our kids, coming from school and playing at the front of our house. Ruby Lane is also not safe due to the traffic with the kids coming and going from school. Why cant they only use Johnson Road. Can you please let us know the outcome, and the procedure if we need to take legal action against the plan.

The Medical Centre is in front of our house, my daughter is 10 years old and my son is 2 years old. We were told it is a residential area. The driveway is in the front of our house. Please consider our kids safety and our kids safety should come first. Can Council request another design to only use Johnston Road instead of the residential area. I wont know if someone is coming out of the Medical Centre.

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

##### **8.1 Ordinary Meeting of Council held on 14 November 2018:**

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

337

**MOVED CR S MILLS**

**SECONDED CR P FEASEY**

**That the Minutes of the Ordinary Meeting of Council held on 14 November 2018 be confirmed as a true and correct record of the meeting.**

**CARRIED  
8/0**

## **8.2 Audit Committee Meeting held on 19 November 2018:**

### **COUNCIL DECISION**

**338**

**MOVED CR P FEASEY**

**SECONDED CR S LEE**

**That the Minutes of the Audit Committee Meeting held on 19 November 2018 be confirmed as a true and correct record of the meeting.**

**CARRIED  
8/0**

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

### 9.1 City's Systems and Procedures Audit 2018:

#### DECLARATION OF INTEREST:

There were no declarations of interest declared.

#### SUMMARY:

To present the comprehensive report and findings of the biennial Systems and Procedures Audit detailed in **Confidential Attachment A**. The purpose of the Audit is to satisfy the requirements of Regulation 17 of the *Local Government (Audit) Regulations 1996* by reviewing the appropriateness and effectiveness of the City's systems and procedures in relation to:

- Risk management;
- Internal controls; and
- Legislative compliance.

Due to the changes to the *Local Government (Audit) Regulation 1996* (Regulation 17) the next systems and procedures audit is not required to be undertake again until 2021.

#### OFFICER RECOMMENDATION:

That the Audit Committee

1. receives the Report as detailed in Confidential Attachment A, outlining the results of the biennial Systems and Procedures Audit, conducted by Moore Stephens, as required by Regulation 17 of the *Local Government (Audit) Regulations 1996*; and
2. recommend to Council, that Council receives the Systems and Procedures Audit Report as detailed in Confidential Attachment A, conducted by Moore Stephens, as required by Regulation 17 of the *Local Government (Audit) Regulations 1996*.

#### AUDIT COMMITTEE RECOMMENDATION:

That Council

1. receives the Report as detailed in Confidential Attachment A, outlining the results of the biennial Systems and Procedures Audit, conducted by Moore Stephens, as required by Regulation 17 of the *Local Government (Audit) Regulations 1996*; and
2. receives the Systems and Procedures Audit Report as detailed in Confidential Attachment A, conducted by Moore Stephens, as required by Regulation 17 of the *Local Government (Audit) Regulations 1996*.

## 9.1 CITY'S SYSTEMS AND PROCEDURES AUDIT 2018

### DISCUSSION:

At its meeting of 11 July 2018, Council appointed Moore Stephens to conduct the biennial systems and procedures audit. The Chief Executive Officer is to comply with Regulation 17 of the *Local Government (Audit) Regulations 1996* in reviewing certain systems and procedures in relation to:

- (a) risk management;
- (b) internal control; and
- (c) legislative compliance.

Historically, a local government was to carry out a 'systems and procedures' audit at least once every two years, with the review to be completed by 31 December 2018. After carrying out a systems and procedures audit the local government is to prepare an audit report in a form approved by the Minister. The local government's Audit Committee is to review the audit report and is to provide the results of that review to Council.

Moore Stephens provided a report in accordance with the Regulations as detailed in **Confidential Attachment A** for consideration.

Please note that the *Local Government (Audit) Regulations 1996* were amended in 26 June 2018. Part of the amendment is in relation to the frequency of the system and procedures review. The system and procedures review is to be carried out every 3 financial years. The next system and procedures review is to be carried out in 2021.

The recommendations outlined in the Chief Executive Officer's report, as prepared by Moore Stephens, have been forwarded to the relevant officers for consideration and a response required. Responses to the recommendations are as detailed in **Confidential Attachment B**.

### LEGAL/POLICY IMPLICATIONS:

*Local Government Act 1995*

#### 7.3. **Appointment of auditors**

(1) *A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint\* a person, on the recommendation of the audit committee, to be its auditor.*

*Local Government (Audit) Regulations 1996*

#### 17. **CEO to review certain systems and procedures**

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
  - (a) *risk management; and*
  - (b) *internal control; and*
  - (c) *legislative compliance.*

**9.1 CITY'S SYSTEMS AND PROCEDURES AUDIT 2018**

- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

*[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868; amended in Gazette 26 Jun 2018 p. 2387.]*

**FINANCIAL/BUDGET IMPLICATIONS:**

The amount for the system and procedures audit has been included in the 2018/2019 budget in account 400058.1085.60 – Audit Fees.

**ASSET MANAGEMENT IMPLICATIONS:**

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

**ENVIRONMENTAL IMPLICATIONS:**

There are no direct environmental implications related to this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome's and objective's detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.8 Apply best practice principles and processes to maximise efficiencies and quality
	Civic Leadership	5.3 Maintain and improve risk management
	People and Culture	5.13 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as a Great Place to Work

**COMMUNITY ENGAGEMENT:**

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

## 9.1 CITY'S SYSTEMS AND PROCEDURES AUDIT 2018

**PUBLIC HEALTH IMPLICATIONS**

There are no implications on any determinants of health as a result of this report.'

**RISK IMPLICATIONS:**

This audit plays a valuable role in reducing risk and improving practices relating to internal control, risk management and legislative compliance.

Risk Event	Not complying with legislated requirements by failing to conduct the biennial systems and procedures audit
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Major
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Legislative compliance (mitigate the risk)
Response to risk treatment required/in place	Conduct systems and procedures audit in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996
Rating (after treatment)	Low

**COUNCIL DECISION**

339

**MOVED CR P FEASEY****SECONDED CR D WOOD**

**That Council**

1. receives the Report as detailed in Confidential Attachment A, outlining the results of the biennial Systems and Procedures Audit, conducted by Moore Stephens, as required by Regulation 17 of the *Local Government (Audit) Regulations 1996*; and
2. receives the Systems and Procedures Audit Report as detailed in Confidential Attachment A, conducted by Moore Stephens, as required by Regulation 17 of the *Local Government (Audit) Regulations 1996*.

**CARRIED**  
**8/0**

## **9.2 Audited Annual Financial Report for the year ended 30 June 2018**

### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

### **SUMMARY:**

The Audit Committee is to examine the Annual Financial Report, review any matters raised by the Auditor in the Management Report and ensure that appropriate action is taken in respect to those matters raised.

This report presents the audited Annual Financial Report including the Independent Auditor's Report and the Management Report from the City's Auditor's, Moore Stephens (WA) Pty Ltd (Moore Stephens), for the year ended 30 June 2018. An unqualified opinion was issued, meaning that the City of Kwinana's financial records and statements are fairly and appropriately presented, and in accordance with *Australian Accounting Standards Board (AASB)* and the *Local Government Act 1995*.

### **OFFICER RECOMMENDATION:**

That the Audit Committee recommends that Council, at its next Ordinary Council Meeting, receive:

1. The Annual Financial Report for the year ended 30 June 2018, including the Independent Auditor's Report as detailed in Attachment A;
2. The Auditor's Management Report as detailed in Attachment B; and
3. The Audit Concluding Memorandum as detailed in Attachment C.

### **AUDIT COMMITTEE RECOMMENDATION:**

That Council, receive:

1. The Annual Financial Report for the year ended 30 June 2018, including the Independent Auditor's Report as detailed in Attachment A;
2. The Auditor's Management Report as detailed in Attachment B; and
3. The Audit Concluding Memorandum as detailed in Attachment C.

### **DISCUSSION:**

#### **Closing Surplus for the year ended 30 June 2018**

The audit of the Annual Financial Report for the year ended 30 June 2018 was completed in November 2018. The final closing surplus at 30 June 2018 was \$1,259,903. The 2018/2019 adopted Annual Budget estimated a closing surplus brought forward of \$1,345,947. The shortfall in the expected carried forward surplus is \$86,044. The budget review process is currently underway, where options to cover the shortfall of \$86,044 through savings in expenditure will be presented to Council at an Ordinary Council Meeting to be held in February 2019.

## 9.2 AUDITED ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

**Financial Performance of the City of Kwinana**

Total rates raised (income), operating and capital expenditure and non-operating revenue, are increasing over a three-year average as a result of the growth of the City. The City's reserve balance is also improving its performance with a positive trend over a three-year average. Detailed in the table below is key financial information for 2017/2018 and the previous five financial years for comparison:

	<b>Key Financial Information (\$) for Financial Years Ended</b>					
	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total Rates Raised	26,028,934	28,833,801	31,596,063	33,835,973	34,375,003	35,057,664
Operating Revenue (including Rates)	53,675,027	58,427,070	67,270,911	64,093,908	61,204,478	63,450,484
Non-Operating Revenue	22,238,957	15,638,037	17,562,326	34,499,186	20,034,001	15,409,897
Operating Expenditure	(49,419,347)	(57,104,791)	(58,724,546)	(64,704,411)	(66,028,465)	(67,582,523)
Actual Net Result	27,469,947	19,586,530	19,377,926	33,953,002	15,042,185	11,277,858
Capital Expenditure (including contributed assets)	(25,045,295)	(13,892,109)	(18,969,282)	(42,370,310)	(23,811,470)	(19,553,153)
Loan Borrowings Principal Outstanding	25,206,093	19,792,290	22,226,890	23,256,410	22,689,134	22,071,411
Cash & Cash Equivalents (including Reserves & Restricted Cash)	30,660,323	38,294,906	48,278,546	55,295,009	53,726,269	52,896,908

It is recommended that when reviewing the performance of a local government, it is reviewed over a three and six-year average to identify the longer term trends. A local government may experience a one off item in one year that results in the performance not reflecting the normal operations. The following table demonstrates the three and six-year increase in each of the financial categories:

## 9.2 AUDITED ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

	% Increase/(Decrease)	
	3 Year Average	6 Year Average
Total Rates Raised	4%	6%
Operating Revenue (including Rates)	(2%)	5%
Non-Operating Revenue	10%	8%
Operating Expenditure	5%	8%
Actual Net Result	(2%)	(1%)
Capital Expenditure (including contributed assets)	21%	11%
Loan Borrowings Principal Outstanding	0%	5%
Cash & Cash Equivalents (including Reserves & Restricted Cash)	3%	13%

**Management Report provided by Moore Stephens (WA) Pty Ltd**

As a requirement of the *Local Government Act 1995* the City's Auditor's, Moore Stephens, are required to report on certain compliance matters and any other matters which arise during the course of their audit. The Management Report is the format in which the Auditors report this information.

The Management Report for the year ended 30 June 2018 raised no concerns with compliance but provided the following information in regards to ratios:

**1. Operating Surplus Ratio**

*The Operating Surplus Ratio represents the percentage by which the operating surplus (or deficit) differs from the City's own source revenue which includes rates and operating grants.*

*The City's ratio (after adjustment for FAGs and Loss on revaluation of infrastructure) has slightly deteriorated in the current year from (0.11) to (0.13) and it has been negative for the last 3 years.*

*Analysis of the City's Statement of Comprehensive Income indicates the deterioration of the ratio has been attributed to the increase in operating expenses (in particular, depreciation, employee costs and material and contracts) more than the increase in operating revenue.*

*Discussion with management indicated they will continue their effort in identifying practical ways of increasing the City's operating position in the future in order to increase the ratio above the basic acceptable target level. This includes considering the sustainability of the current rating structure, identifying potential new avenues of revenue, and finding the optimum level of the City's operating expenses.*

The formula for the operating surplus ratio is:

Operating Revenue minus operating expense divide Own Source Operating Revenue

## 9.2 AUDITED ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

Where:

*Operating Revenue - Revenue that is operating revenue for the purposes of the AAS, excluding grants and contributions for the development or acquisition of assets*

*Operating Expense - Expenses that are operating expenses for the purposes of the AAS.*

*Own Source Operating Revenue - Revenue from rates and service charges, fees and user charges, reimbursements and recoveries, interest income and profit on disposal of assets.*

The standards set by the Department of Local Government, Sports and Cultural Industries (DLGSC) is that the basic standard is between 1% and 15% (0.01 and 0.15) and the advanced standard is greater than 15% (>0.15).

### **Officer Comment**

The City recognised \$12.1 million in gifted assets as a result of civil infrastructure being given over to the City as a result of development. The ratio includes non cash expenses which includes depreciation and profit and loss on sale of assets. The depreciation cost for the 2017/2018 financial year was \$14.3 million. It is important for local governments to recognise that assets depreciate and there should be sufficient funds available for renewal and replacement of these assets. DLGSC states that this ratio indicates how much of a local government's percentage of total own source revenue is available to help fund proposed capital expenditure, transfer to cash reserves or to reduce debt. However non cash items are not required to be included in the calculation of a rate setting statement. The DLGSC require a rate setting statement, which determines how much rates income is required to be raised to balance a budget, to exclude non cash items such as depreciation. The rate setting statement's purpose is to determine the amount available to fund proposed capital expenditure, transfer to cash reserves or to reduce debt. The City's 2017/2018 operating surplus ratio is negative, indicating that City's current services and/or depreciation expenses are higher than the total operating income. For a high growth local government such as Kwinana, this ratio will be lower than an established local government and will improve in the future as the number of rateable properties increase.

## **2. Asset Sustainability Ratio**

*The Asset Sustainability Ratio expresses capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. It is used to identify any potential decline or improvement in asset conditions. A percentage of less than 100% on an ongoing basis indicates assets may be deteriorating at a greater rate than spending on renewal or replacement.*

*This ratio has deteriorated further from last year and is trending downwards, and has been below the Department of Local Government, Sport and Cultural Industries target level of 0.90 for the last 2 years.*

*An analysis of the City's Statement of Comprehensive Income indicates the main reasons for the deterioration of this ratio to be:*

## 9.2 AUDITED ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018

a) A significant reduction in the City's capital renewal expenditure for the year. This was due mainly to the City's resources being utilised on the completion of the Calista Oval Destination Park and Kwinana Outdoor Youth Space Skate Park. Capital expenditure on new projects is not taken into account in calculating this ratio and may be a reason for short term fluctuations; and

b) An increase in the depreciation expense from \$12.5m to \$14.4m for the current year. The increase was mainly due to additional infrastructure assets (in particular roads) worth \$13.6m contributed by developers and the revaluation of buildings last year.

To help the City maintain its assets base more effectively and improve this ratio, the above matters should be considered in the City's asset management planning in the future.

The formula for the asset sustainability ratio is:

Capital Renewal and Replacement Expenditure divide Depreciation Expense

Where:

*Capital Renewal and Replacement Expenditure - Expenditure to renew or replace existing assets.*

*In other words, it is expenditure on an existing asset to return the service potential or the life of the asset up to that which it had originally. It is periodically required expenditure. As it reinstates existing service potential it may reduce operating and maintenance costs.*

*Depreciation - Has the meaning given in the AAS. Under AASB 116 paragraph 6, Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life. In other words, depreciation represents the allocation of the value of an asset (its cost less its residual value) over its estimated useful life to the local government. Depreciation expense can be sourced from the audited annual financial report.*

The standards set by DLGSC is that the basic standard is met if the ratio can be measured and is 90% (0.90) and the improving standard is met if the ratio is between 90% and 110% (0.90 and 1.10).

**Officer Comment**

The DLGSC states that the purpose of this ratio is to indicate *whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.*

The City of Kwinana is a high growth local government and continues to work to balance the expectations of the community and the services provided with the revenue sources available at the time. As the City continues to mature in its development and grows towards its projected population, revenue sources receivable through rates and other fees and charges income will also increase. More funds will be available for the renewal and maintenance of the assets, improving the above financial ratios. Currently the City's focus is delivering the services that the community require and as the City's operating income increases, greater investment in capital renewal and capital replacement will occur.

**9.2 AUDITED ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018**

Ratios provide useful information when compared to industry and internal benchmarks and can assist in identifying trends. Whilst not conclusive in themselves, understanding ratios, their trends and how they interact is beneficial for the allocation of scarce resources and planning for the future.

**LEGAL/POLICY IMPLICATIONS:**

Section 6.4 of the *Local Government Act 1995* states:

- (1) *A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.*
- (2) *The financial report is to —*
  - (a) *be prepared and presented in the manner and form prescribed; and*
  - (b) *contain the prescribed information.*
- (3) *By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —*
  - (a) *the accounts of the local government, balanced up to the last day of the preceding financial year; and*
  - (b) *the annual financial report of the local government for the preceding financial year.*

**FINANCIAL/BUDGET IMPLICATIONS:**

The end of year surplus result differs from the forecast surplus in the 2018/19 budget by \$86,044. This shortfall in funds available for the 2018/2019 budget will be required to be funded through savings in expenditure. During the budget review process City Officers will present to Council the options to fund this shortfall.

**ASSET MANAGEMENT IMPLICATIONS:**

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

**ENVIRONMENTAL IMPLICATIONS:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.4 Ensure the financial sustainability of the City of Kwinana into the future

**9.2 AUDITED ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2018****COMMUNITY ENGAGEMENT:**

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

**PUBLIC HEALTH IMPLICATIONS**

There are no implications on any determinants of health as a result of this report.

**RISK IMPLICATIONS:**

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

Risk Event	Annual Financial Report not completed and lodged in specified timeframes with the Department of Local Government, Sport and Cultural Industries.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Annual Financial Statement and Audit cycle forms part of the finance corporate compliance calendar.
Rating (after treatment)	Low

**COUNCIL DECISION**

340

**MOVED CR P FEASEY****SECONDED CR D WOOD**

That Council, receive:

1. The Annual Financial Report for the year ended 30 June 2018, including the Independent Auditor's Report as detailed in Attachment A;
2. The Auditor's Management Report as detailed in Attachment B; and
3. The Audit Concluding Memorandum as detailed in Attachment C.

**CARRIED**  
**8/0**

# Annual Financial Report

for the Year Ended 30 June 2018



**CITY OF KWINANA**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2018**

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**COMMUNITY VISION**

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

Principal place of business:  
Corner Gilmore Avenue and Sulphur Road  
Kwinana WA 6167

**CITY OF KWINANA**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30TH JUNE 2018**

*Local Government Act 1995*  
*Local Government (Financial Management) Regulations 1996*

**STATEMENT BY CHIEF EXECUTIVE OFFICER**

The attached financial report of the City of Kwinana for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the City of Kwinana at 30 June 2018. The results of the operations for the financial year are in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the

6<sup>th</sup>

day of November 2018



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Joanne Abbiss  
Chief Executive Officer

**STATEMENT OF COMPREHENSIVE INCOME**  
**BY NATURE OR TYPE**  
**FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
<b>Revenue</b>				
Rates	24(a)	35,057,664	35,239,983	34,367,785
Operating grants, subsidies and contributions	2(a)	8,468,213	15,591,452	8,909,512
Fees and charges	2(a)	12,949,200	13,612,832	13,492,239
Interest earnings	2(a)	3,067,213	2,183,500	2,251,635
Other revenue	2(a)	3,895,968	589,101	2,183,307
		<b>63,438,258</b>	<b>67,216,868</b>	<b>61,204,478</b>
<b>Expenses</b>				
Employee costs		(26,770,022)	(28,531,268)	(25,332,263)
Materials and contracts		(24,786,855)	(27,092,856)	(23,375,655)
Utility charges		(2,333,379)	(2,527,669)	(2,388,243)
Depreciation on non-current assets	9(b)	(14,379,553)	(13,268,106)	(12,461,397)
Interest expenses	2(a)	(1,153,004)	(1,101,765)	(1,191,217)
Insurance expenses		(558,909)	(593,109)	(539,510)
Other expenditure		(172,291)	(170,153)	(740,180)
		<b>(70,154,013)</b>	<b>(73,284,926)</b>	<b>(66,028,465)</b>
		<b>(6,715,755)</b>	<b>(6,068,058)</b>	<b>(4,823,987)</b>
Non-operating grants, subsidies and contributions	2(a)	15,409,897	1,707,484	20,004,053
Other non-operating revenue		0	0	29,948
Profit on asset disposals	9(a)	12,226	6,746	43,484
(Loss) on asset disposals	9(a)	(180,851)	(146,145)	(211,313)
(Loss) on revaluation of Infrastructure - Street Lights	8(b)	(9,803)	0	0
Reversal of prior year loss on revaluation of Infrastructure - Parks & Ovals	8(b)	2,762,144	0	0
<b>Net result</b>		<b>11,277,858</b>	<b>(4,499,973)</b>	<b>15,042,185</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	10	57,147,876	0	1,966,674
<b>Total other comprehensive income</b>		<b>57,147,876</b>	<b>0</b>	<b>1,966,674</b>
<b>Total comprehensive income</b>		<b>68,425,734</b>	<b>(4,499,973)</b>	<b>17,008,859</b>

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

**STATEMENT OF COMPREHENSIVE INCOME**  
**BY PROGRAM**  
**FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
<b>Revenue</b>	2(a)			
Governance		512,047	34,112	398,955
General purpose funding		40,042,948	39,360,031	40,009,005
Law, order, public safety		423,460	428,938	437,430
Health		198,151	232,333	202,220
Education and welfare		10,763,316	7,077,857	7,742,585
Community amenities		6,521,169	14,725,868	7,307,664
Recreation and culture		3,013,006	3,182,645	2,931,537
Transport		421,207	246,593	311,016
Economic services		1,303,720	1,656,713	1,338,552
Other property and services		239,234	271,778	525,514
		<b>63,438,258</b>	<b>67,216,868</b>	<b>61,204,478</b>
<b>Expenses</b>	2(a)			
Governance		(5,286,761)	(5,657,452)	(4,938,262)
General purpose funding		(1,200,118)	(1,507,199)	(1,363,247)
Law, order, public safety		(3,165,065)	(3,274,281)	(2,670,214)
Health		(1,185,747)	(1,306,423)	(1,237,340)
Education and welfare		(10,912,644)	(9,709,305)	(10,101,888)
Community amenities		(9,480,011)	(11,077,159)	(8,897,157)
Recreation and culture		(18,851,782)	(19,202,442)	(17,528,733)
Transport		(13,325,344)	(14,147,394)	(12,558,114)
Economic services		(1,888,929)	(2,202,270)	(1,934,499)
Other property and services		(3,704,608)	(4,099,236)	(3,607,794)
		<b>(69,001,009)</b>	<b>(72,183,161)</b>	<b>(64,837,248)</b>
<b>Finance Costs</b>	2(a)			
Governance		(57,150)	(57,237)	(62,679)
Education and welfare		(94,793)	(94,856)	(96,611)
Recreation and culture		(844,658)	(810,652)	(869,687)
Transport		(156,403)	(139,020)	(162,240)
		<b>(1,153,004)</b>	<b>(1,101,765)</b>	<b>(1,191,217)</b>
		<b>(6,715,755)</b>	<b>(6,068,058)</b>	<b>(4,823,987)</b>
Non-operating grants, subsidies and contributions	2(a)	15,409,897	1,707,484	20,004,053
Other non-operating revenue				29,948
Profit on disposal of assets	9(a)	12,226	6,746	43,484
(Loss) on disposal of assets	9(a)	(180,851)	(146,145)	(211,313)
(Loss) on revaluation of Infrastructure - Street Lights	8(b)	(9,803)	0	0
Reversal of prior year loss on revaluation of Infrastructure - Parks & Ovals	8(b)	2,762,144	0	0
		<b>17,993,613</b>	<b>1,568,085</b>	<b>19,866,172</b>
<b>Net result</b>		<b>11,277,858</b>	<b>(4,499,973)</b>	<b>15,042,185</b>
<b>Other comprehensive income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	10	57,147,876	0	1,966,674
<b>Total other comprehensive income</b>		<b>57,147,876</b>	<b>0</b>	<b>1,966,674</b>
<b>Total comprehensive income</b>		<b>68,425,734</b>	<b>(4,499,973)</b>	<b>17,008,859</b>

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

**STATEMENT OF FINANCIAL POSITION  
AS AT 30TH JUNE 2018**

	NOTE	2018 \$	2017 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	52,896,908	53,726,269
Trade and other receivables	5	5,584,432	4,463,080
Inventories	6	34,180	36,203
<b>TOTAL CURRENT ASSETS</b>		<b>58,515,520</b>	<b>58,225,552</b>
<b>NON-CURRENT ASSETS</b>			
Other receivables	5	4,602,040	4,488,131
Property, plant and equipment	7	155,477,757	159,964,117
Infrastructure	8	357,614,778	288,754,573
<b>TOTAL NON-CURRENT ASSETS</b>		<b>517,694,575</b>	<b>453,206,821</b>
<b>TOTAL ASSETS</b>		<b>576,210,095</b>	<b>511,432,373</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	11	4,016,753	4,269,486
Current portion of long term borrowings	12(a)	777,133	617,723
Provisions	13	4,627,270	4,522,884
<b>TOTAL CURRENT LIABILITIES</b>		<b>9,421,156</b>	<b>9,410,093</b>
<b>NON-CURRENT LIABILITIES</b>			
Payables	11	19,224,000	22,117,000
Long term borrowings	12(a)	21,294,278	22,071,411
Provisions	13	447,068	436,010
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>40,965,346</b>	<b>44,624,421</b>
<b>TOTAL LIABILITIES</b>		<b>50,386,502</b>	<b>54,034,514</b>
<b>NET ASSETS</b>		<b>525,823,593</b>	<b>457,397,859</b>
<b>EQUITY</b>			
Retained surplus		241,215,987	232,470,241
Reserves - cash backed	4	52,875,771	50,343,659
Revaluation surplus	10	231,731,835	174,583,959
<b>TOTAL EQUITY</b>		<b>525,823,593</b>	<b>457,397,859</b>

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

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	RETAINED SURPLUS \$	RESERVES - CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
<b>Balance as at 1 July 2016</b>		<b>220,833,639</b>	<b>46,938,076</b>	<b>172,617,285</b>	<b>440,389,000</b>
Comprehensive income					
Net result		15,042,185	0	0	15,042,185
Changes on revaluation of assets	10	0	0	1,966,674	1,966,674
Total comprehensive income		15,042,185	0	1,966,674	17,008,859
Transfers from/(to) reserves		(3,405,583)	3,405,583	0	0
<b>Balance as at 30 June 2017</b>		<b>232,470,241</b>	<b>50,343,659</b>	<b>174,583,959</b>	<b>457,397,859</b>
Comprehensive income					
Net result		11,277,858	0	0	11,277,858
Changes on revaluation of assets	10	0	0	57,147,876	57,147,876
Total comprehensive income		11,277,858	0	57,147,876	68,425,734
Transfers from/(to) reserves		(2,532,112)	2,532,112	0	0
<b>Balance as at 30 June 2018</b>		<b>241,215,987</b>	<b>52,875,771</b>	<b>231,731,835</b>	<b>525,823,593</b>

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

**STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Rates		34,142,548	34,182,784	33,186,450
Operating grants, subsidies and contributions		8,106,746	15,591,452	9,063,794
Fees and charges		12,949,200	13,612,832	13,492,243
Interest earnings		3,067,213	2,183,500	2,251,634
Goods and services tax		2,861,322	0	3,275,733
Other revenue		3,895,968	589,101	2,183,307
		65,022,997	66,159,669	63,453,161
<b>Payments</b>				
Employee costs		(26,684,529)	(27,491,069)	(25,116,512)
Materials and contracts		(27,821,794)	(27,075,856)	(28,144,211)
Utility charges		(2,333,379)	(2,527,669)	(2,388,243)
Interest expenses		(1,231,824)	(1,101,765)	(1,095,601)
Insurance expenses		(558,909)	(593,109)	(539,510)
Goods and services tax		(2,835,644)	0	(3,158,993)
Other expenditure		(172,291)	(170,153)	(740,180)
		(61,638,370)	(58,959,621)	(61,183,250)
<b>Net cash provided by (used in) operating activities</b>	14	3,384,627	7,200,048	2,269,911
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment		(2,237,698)	(6,761,951)	(2,764,010)
Payments for construction of infrastructure		(5,163,939)	(5,470,454)	(7,453,990)
Non-operating grants, subsidies and contributions		3,258,381	1,707,484	6,440,531
Proceeds from sale of fixed assets		531,347	659,000	443,979
<b>Net cash provided by (used in) investment activities</b>		(3,611,909)	(9,865,921)	(3,333,490)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of long term borrowings		(617,723)	(617,722)	(3,365,770)
Proceeds from self supporting loans		15,644	15,645	(591)
Proceeds from new long term borrowings		0	2,897,000	2,798,494
<b>Net cash provided by (used in) financing activities</b>		(602,079)	2,294,923	(567,867)
<b>Net increase (decrease) in cash held</b>		(829,361)	(370,950)	(1,631,445)
Cash at beginning of year		53,726,269	54,341,736	55,357,714
<b>Cash and cash equivalents at the end of the year</b>	14	52,896,908	53,970,786	53,726,269

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

**RATE SETTING STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 2018**

	NOTE	2018 Actual	2018 Budget	2017 Actual
		\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
Net current assets at 1 July b/fwd - surplus/(deficit)		3,194,697	1,534,059	2,844,089
		3,194,697	1,534,059	2,844,089
<b>Revenue from operating activities (excluding rates)</b>				
Governance		518,239	34,112	398,955
General purpose funding		4,985,284	4,127,548	5,641,220
Law, order, public safety		423,460	428,938	439,886
Health		198,151	232,333	202,220
Education and welfare		10,763,316	7,077,857	7,742,585
Community amenities		6,521,169	14,725,868	7,307,664
Recreation and culture		3,013,006	3,182,645	2,931,576
Transport		421,207	246,593	311,016
Economic services		1,303,720	1,656,713	1,338,552
Other property and services		245,268	278,524	566,504
		28,392,820	31,991,131	26,880,178
<b>Expenditure from operating activities</b>				
Governance		(5,366,680)	(5,740,233)	(5,005,256)
General purpose funding		(1,200,118)	(1,514,699)	(1,363,247)
Law, order, public safety		(3,211,075)	(3,285,871)	(2,714,408)
Health		(1,185,747)	(1,306,423)	(1,242,379)
Education and welfare		(11,007,437)	(9,804,161)	(10,198,499)
Community amenities		(9,485,946)	(11,083,382)	(8,902,957)
Recreation and culture		(19,697,694)	(20,013,094)	(18,453,873)
Transport		(13,511,834)	(14,313,868)	(12,720,354)
Economic services		(1,888,929)	(2,202,270)	(1,954,927)
Other property and services		(1,027,063)	(4,174,570)	(3,683,879)
		(67,582,523)	(73,438,571)	(66,239,779)
<b>Operating activities excluded</b>				
(Profit) on disposal of assets	9(a)	(12,226)	(6,746)	(43,484)
Loss on disposal of assets	9(a)	180,851	146,145	211,313
Loss on revaluation of fixed assets	8(b)	9,803	0	0
(Reversal) of prior year loss on revaluation of fixed assets	8(b)	(2,762,144)	0	0
Movement in deferred pensioner rates (non-current)		(79,585)	0	(10,323)
Movement in employee benefit provisions (non-current)		115,445	0	34,739
Movement in Banksia Park deferred management fund receivable		4,648	0	(548,983)
Movement in Banksia Park valuation of unit contribution		(2,893,000)	0	482,000
Depreciation and amortisation on assets	9(b)	14,379,553	13,268,106	12,461,397
<b>Amount attributable to operating activities</b>		(27,051,661)	(26,505,876)	(23,928,853)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions		15,409,897	1,707,484	20,004,053
Other non-operating revenue		0	0	29,948
Proceeds from disposal of assets	9(a)	531,347	659,000	443,979
Purchase of property, plant and equipment	7(b)	(2,237,698)	(6,761,951)	(2,764,009)
Purchase and construction of infrastructure	8(b)	(5,163,939)	(5,470,454)	(7,453,990)
Contributed infrastructure assets		(12,151,516)	0	(13,593,470)
<b>Amount attributable to investing activities</b>		(3,611,909)	(9,865,921)	(3,333,490)
<b>FINANCING ACTIVITIES</b>				
Repayment of long term borrowings	12(a)	(617,723)	(617,722)	(3,365,770)
Proceeds from new long term borrowings	12(b)	0	2,897,000	2,798,494
Proceeds from self supporting loans	12(a)	15,644	15,645	(591)
Proceeds from loan borrowings (Unspent)		0	0	62,705
Transfers to reserves (restricted assets)	4	(9,919,440)	(9,196,975)	(8,649,520)
Transfers from reserves (restricted assets)	4	7,387,328	8,033,866	5,243,937
<b>Amount attributable to financing activities</b>		(3,134,191)	1,131,814	(3,910,745)
<b>Surplus(deficiency) before general rates</b>		(33,797,761)	(35,239,983)	(31,173,088)
<b>Total amount raised from general rates</b>	24	35,057,664	35,239,983	34,367,785
<b>Net current assets at June 30 c/fwd - surplus/(deficit)</b>	25	<b>1,259,903</b>	<b>0</b>	<b>3,194,697</b>

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

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**1. BASIS OF PREPARATION**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities and to the extent they are not inconsistent with the *Local Government Act 1995* and accompanying regulations.), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

**THE LOCAL GOVERNMENT REPORTING ENTITY (Continued)**

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

**AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY**

**Land under roads**

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the fact *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the City.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**2. REVENUE AND EXPENSES**

**(a) Revenue**

**Significant revenue**

Non-Operating Grants, Subsidies & Contributions - Contributed Assets

**Other revenue**

Reimbursements and recoveries

Other

**Fees and Charges**

Governance

General purpose funding

Law, order, public safety

Health

Education and welfare

Community amenities

Recreation and culture

Transport

Economic services

Other property and services

	<b>2018 Actual</b>	<b>2017 Actual</b>
	<b>\$</b>	<b>\$</b>
Non-Operating Grants, Subsidies & Contributions - Contributed Assets	12,151,516	13,593,470
Reimbursements and recoveries	922,993	813,526
Other	2,972,975	1,369,781
	<b>3,895,968</b>	<b>2,183,307</b>
Governance	39,593	39,791
General purpose funding	158,726	146,924
Law, order, public safety	203,977	172,868
Health	150,217	160,335
Education and welfare	1,962,266	1,805,620
Community amenities	6,445,575	7,086,464
Recreation and culture	2,436,356	2,410,474
Transport	181,818	0
Economic services	1,207,161	1,247,212
Other property and services	163,511	422,551
	<b>12,949,200</b>	<b>13,492,239</b>

There were 7 amendments to the 2017/18 Fees and Charges after budget adoption during the year ended 30 June 2018.

At the Ordinary Council Meeting held on the 26th July 2017 an amendment was made to reduce the Waste Management Changeover Fee for Recycling 360 litre MRB bins (from 240L) from \$52 to no charge.

At the Ordinary Council Meeting held on the 26th July 2017 amendments were made to the following Building charges to change them to Statutory Fees and adjust the amount of the fee as indicated:

Building - Sign Licence Application Fee (By-Law relating to Signs & Bill Posting)		
	Previously Adopted Fee	Amended Fee
A Pylon Sign - (will also require a bulding permit)	\$21.00	\$20.00
An Illuminated Sign - (will also require a bulding permit)	\$16.00	\$15.00
Any Other Sign - (may also require a bulding permit)	\$11.00	\$10.00
Hoardings up to 22m <sup>2</sup>	\$52.00 per annum	\$50.00 per annum
Hoardings > 22m <sup>2</sup> and up to 36m <sup>2</sup>	\$103.00 per annum	\$100.00 per annum

At the Ordinary Council Meeting held on the 25th October 2017 an amendment was made to the Dishonoured Cheque / Direct Debit Processing Fee to include GST in the actual cost incurred.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**2. REVENUE AND EXPENSES (Continued)**

**(a) Revenue (Continued)**

**Grant Revenue**

Grants, subsidies and contributions are included as operating revenues in the Statement of Comprehensive Income:

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>Operating grants, subsidies and contributions</b>		
General purpose funding	1,675,627	2,420,523
Law, order, public safety	178,449	225,949
Health	24,028	29,671
Education and welfare	5,819,016	5,350,878
Community amenities	63,334	201,529
Recreation and culture	472,817	375,831
Transport	234,942	304,131
Other property and services	0	1,000
	<b>8,468,213</b>	<b>8,909,512</b>
<b>Non-operating grants, subsidies and contributions</b>		
Law, order, public safety	599,260	129,479
Education and welfare	9,650	0
Community amenities	527,801	2,642,913
Recreation and culture	519,860	1,702,988
Transport	13,753,326	15,502,383
Other property and services	0	26,290
	<b>15,409,897</b>	<b>20,004,053</b>
<b>Total grants, subsidies and contributions</b>	<b>23,878,110</b>	<b>28,913,565</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Grants, Donations and Other Contributions**

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over

**Grants, Donations and Other Contributions (Continued)**

a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 23. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations.

**Interest earnings**

Reserve funds	1,239,050
Other funds	1,049,924
Debtor interest	28,194
Other interest revenue (refer note 24(e))	750,045
	<b>3,067,213</b>

<b>2018 Actual</b>	<b>2018 Budget</b>	<b>2017 Actual</b>
<b>\$</b>	<b>\$</b>	<b>\$</b>
1,239,050	1,000,000	1,233,110
1,049,924	644,000	377,996
28,194	0	0
750,045	539,500	640,529
<b>3,067,213</b>	<b>2,183,500</b>	<b>2,251,635</b>

**(b) Expenses**

**Auditors remuneration**

Audit of the Annual Financial Report	28,454	24,750
Other Engagements	7,150	23,060
	<b>35,604</b>	<b>47,810</b>

**Finance costs (refer Note 13(a))**

Interest on Long Term Borrowings	921,230	1,033,650
Bank Guarantee Fees on Long Term Borrowings	231,774	157,567
	<b>1,153,004</b>	<b>1,191,217</b>

**Rental charges**

Operating leases	433,083	324,931
	<b>433,083</b>	<b>324,931</b>

<b>2018</b>	<b>2017</b>
<b>\$</b>	<b>\$</b>
28,454	24,750
7,150	23,060
<b>35,604</b>	<b>47,810</b>
921,230	1,033,650
231,774	157,567
<b>1,153,004</b>	<b>1,191,217</b>
433,083	324,931
<b>433,083</b>	<b>324,931</b>

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**3. CASH AND CASH EQUIVALENTS**

	NOTE	2018 \$	2017 \$
Unrestricted		21,137	3,382,610
Restricted		52,875,771	50,343,659
		52,896,908	53,726,269
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Aged Persons Units Reserve	4	748,728	643,364
Asset Management Reserve	4	501,595	566,868
Asset Replacement Reserve	4	498,123	595,442
Banksia Park Reserve	4	115,626	107,840
City Assist Initiative Reserve	4	100,401	0
Contiguous Local Authorities Group Reserve	4	265,873	239,215
Community Services & Emergency Relief Reserve	4	84,017	26,059
Employee Leave Reserve	4	4,231,590	4,074,338
Family Day Care Reserve	4	1,462,302	1,383,878
Future Community Infrastructure Reserve	4	1,381,900	1,568,683
Golf Course Cottage Reserve	4	28,033	27,264
Information Technology Reserve	4	1,890,703	0
Infrastructure Reserve	4	339,968	128,213
Rates Strategy Reserve	4	0	819,692
Refuse Reserve	4	8,736,657	8,636,810
Restricted Grants & Contributions Reserve	4	2,491,721	2,644,457
Settlement Agreement Reserve	4	160,000	157,743
Workers Compensation Reserve	4	338,710	210,503
Youth Engagement Reserve	4	144,650	270,000
DCA 1 - Hard Infrastructure - Bertram	4	1,887,550	1,743,837
DCA 2 - Hard Infrastructure - Wellard	4	1,877,524	1,969,898
DCA 5 - Hard Infrastructure - Wandi	4	1,309,322	3,104,086
DCA 7 - Hard Infrastructure - Mandogalup (west)	4	11,713	8,567
DCA 9 - Soft Infrastructure - Wandii/Anketell	4	10,487,573	9,928,654
DCA 10 - Soft Infrastructure - Casuarina/Anketell	4	227,912	0
DCA 11 - Soft Infrastructure - Wellard East	4	5,944,904	4,374,577
DCA 12 - Soft Infrastructure - Wellard West	4	6,663,351	6,297,347
DCA 13 - Soft Infrastructure - Bertram	4	282,230	288,108
DCA 14 - Soft Infrastructure - Wellard/Leda	4	504,779	367,092
DCA 15 - Soft Infrastructure - Townsite	4	158,316	161,124
		52,875,771	50,343,659

**SIGNIFICANT ACCOUNTING POLICIES**

**Cash and cash equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk

**Cash and cash equivalents (Continued)**

of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

4. RESERVES - CASH BACKED

	2018 Actual Opening Balance	2018 Actual Transfer to	2018 Actual Transfer (from)	2018 Actual Closing Balance	2018 Budget Opening Balance	2018 Budget Transfer to	2018 Budget Transfer (from)	2018 Budget Closing Balance	2017 Actual Opening Balance	2017 Actual Transfer to	2017 Actual Transfer (from)	2017 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Units Reserve	643,364	315,600	(210,236)	748,728	389,941	279,588	(221,315)	448,214	528,629	307,621	(192,886)	643,364
Asset Management Reserve	566,868	17,817	(83,090)	501,595	784,951	22,399	(83,090)	724,260	1,212,394	30,515	(676,041)	566,868
Asset Replacement Reserve	595,442	17,900	(115,219)	498,123	213,186	254,814	(468,000)	0	531,374	528,902	(464,834)	595,442
Banksia Park Reserve	107,840	112,975	(105,189)	115,626	107,650	735	(108,385)	0	72,479	111,605	(76,244)	107,840
City Assist Initiative Reserve	0	100,401	0	100,401	0	0	0	0	0	0	0	0
Community Services & Emergency Relief Reserve	26,059	57,958	0	84,017	25,966	611	0	26,577	25,299	760	0	26,059
Contiguous Local Authorities Group Reserve	239,215	30,882	(4,224)	265,873	253,161	56,950	(45,000)	265,111	246,658	7,407	(14,850)	239,215
Employee Leave Reserve	4,074,338	169,645	(12,393)	4,231,590	4,100,853	0	(539,162)	3,561,691	4,100,853	110,494	(137,009)	4,074,338
Family Day Care Reserve	1,383,878	78,424	0	1,462,302	1,446,637	34,023	(751,569)	729,091	1,423,011	42,537	(81,670)	1,383,878
Future Community Infrastructure Reserve	1,568,683	44,291	(231,074)	1,381,900	2,013,802	54,784	(527,100)	1,541,486	2,571,524	70,508	(1,073,349)	1,568,683
Golf Course Cottage Reserve	27,264	769	0	28,033	27,167	639	0	27,806	26,469	795	0	27,264
Information Technology Reserve	0	1,890,703	0	1,890,703	0	0	0	0	0	0	0	0
Infrastructure Reserve	128,213	211,755	0	339,968	122,859	2,889	0	125,748	119,703	8,510	0	128,213
Rates Strategy Reserve	819,692	0	(819,692)	0	819,692	0	(819,692)	0	0	819,692	0	819,692
Refuse Reserve	8,636,810	190,371	(90,524)	8,736,657	8,606,073	202,401	(1,667,704)	7,140,770	8,385,016	251,794	0	8,636,810
Restricted Grants & Contributions Reserve	2,644,457	2,131,170	(2,283,906)	2,491,721	1,297,522	0	(1,297,522)	0	2,303,075	2,391,338	(2,049,956)	2,644,457
Settlement Agreement Reserve	157,743	2,257	0	160,000	157,743	0	0	157,743	157,743	0	0	157,743
Workers Compensation Reserve	210,503	204,225	(76,018)	338,710	342,176	0	(289,544)	52,632	0	342,176	(131,673)	210,503
Youth Engagement Reserve	270,000	917	(126,267)	144,650	270,000	0	(270,000)	0	0	270,000	0	270,000
DCA 1 - Hard Infrastructure - Bertram	1,743,837	216,358	(72,645)	1,887,550	1,738,315	489,830	(414,093)	1,814,052	1,483,289	304,642	(44,094)	1,743,837
DCA 2 - Hard Infrastructure - Wellard	1,969,898	423,144	(515,518)	1,877,524	1,953,717	487,102	0	2,440,819	1,530,683	439,215	0	1,969,898
DCA 5 - Hard Infrastructure - Wandl	3,104,086	732,392	(2,527,156)	1,309,322	3,079,247	2,662,656	0	5,741,903	2,846,531	257,555	0	3,104,086
DCA 7 - Hard Infrastructure - Mandogalup (west)	8,567	15,326	(12,180)	11,713	8,537	27,097	0	35,634	0	8,567	0	8,567
DCA 9 - Soft Infrastructure - Wandl/Anketell	9,928,654	571,099	(12,180)	10,487,573	9,893,320	1,895,119	(488,318)	11,300,121	9,116,394	875,793	(63,533)	9,928,654
DCA 10 - Soft Infrastructure - Casuarina/Anketell	0	240,092	(12,180)	227,912	0	666,609	(7,117)	659,492	0	0	0	0
DCA 11 - Soft Infrastructure - Wellard East	4,374,577	1,583,546	(13,219)	5,944,904	4,323,240	958,816	(9,724)	5,272,332	3,647,606	763,915	(36,944)	4,374,577
DCA 12 - Soft Infrastructure - Wellard West	6,297,347	378,184	(12,180)	6,663,351	6,274,935	914,116	(15,637)	7,173,414	5,779,219	526,209	(8,081)	6,297,347
DCA 13 - Soft Infrastructure - Bertram	288,108	6,302	(12,180)	282,230	287,083	6,750	0	293,833	286,381	8,465	(6,738)	288,108
DCA 14 - Soft Infrastructure - Wellard/Leda	367,092	149,867	(12,180)	504,779	359,161	117,719	(6,704)	470,176	406,289	53,485	(92,682)	367,092
DCA 15 - Soft Infrastructure - Townsite	161,124	25,070	(27,878)	158,316	160,443	61,328	(4,190)	217,581	137,457	117,020	(93,353)	161,124
	50,343,659	9,919,440	(7,387,328)	52,875,771	49,057,377	9,196,975	(8,033,866)	50,220,486	46,938,076	8,649,520	(5,243,937)	50,343,659

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 to this financial report.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**4. RESERVES - CASH BACKED (Continued)**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

<b>Name of Reserve</b>	<b>Anticipated date of use</b>	<b>Purpose of the reserve</b>
Aged Persons Units Reserve	Ongoing	This Reserve has been established to provide funds for the capital acquisition and maintenance of the Aged Persons Units, Callistemon Court.
Asset Management Reserve	Ongoing	This Reserve is established to provide funds for asset management renewal projects of the City's building and infrastructure assets, thereby extending the useful economic life of such assets.
Asset Replacement Reserve	Ongoing	This Reserve is utilised to replace existing fleet, plant and other City assets.
Banksia Park Reserve	Ongoing	This Reserve has been established to provide funds for the capital acquisition and maintenance of the Banksia Park Retirement Village.
City Assist Initiative Reserve	Ongoing	This Reserve has been established to provide funds for infrastructure and other initiatives to enhance the safety and security of the City.
Community Services & Emergency Relief Reserve	Ongoing	This Reserve is established to provide funding to alleviate the effect of any disaster within the City of Kwinana boundaries and to provide funds to develop community services.
Contiguous Local Authorities Group Reserve	Ongoing	This Reserve has been established to provide funds for the prevention and education of Mosquito management.
Employee Leave Reserve	Ongoing	This Reserve is established for the purpose of ensuring that adequate funds are available to finance employee leave entitlements.
Family Day Care Reserve	Ongoing	This Reserve provides for the capital acquisitions and maintenance of this facility.
Future Community Infrastructure Reserve	Ongoing	This Reserve is established to accumulate the City's contributions for the capital funding of future community infrastructure in accordance with Town Planning Scheme #2.
Golf Course Cottage Reserve	Ongoing	This Reserve was established to provide funds for the maintenance of this building.
Information Technology Reserve	Ongoing	This Reserve was established to provide funds for the implementation and maintenance of the City's software requirements.
Infrastructure Reserve	Ongoing	This Reserve was established to be used to provide funds to create new City assets or for the major upgrade of City assets to increase the service level provided by the asset.
Rates Strategy Reserve	Ongoing	To be used to assist in the future management of the City's rating strategy.
Refuse Reserve	Ongoing	This Reserve was established to provide funds for the costs and subsidy of Waste Management in the City.
Restricted Grants & Contributions Reserve	Ongoing	This Reserve is utilised to restrict funds required to complete projects from prior financial years.
Settlement Agreement Reserve	Ongoing	This Reserve was established to provide funds to account for future negotiated settlement agreement payments.
Workers Compensation Reserve	Ongoing	To be used to fund workers compensation costs incurred by the City where the maximum contribution amount for a previous year has been reached and there is a claim which remains open and requires the City to pay costs relating to the open claims in the current and future years.
Youth Engagement Reserve	Ongoing	To be used to assist with youth engagement and diversion initiatives.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

4. RESERVES - CASH BACKED (Continued)

Name of Reserve	Anticipated date of use	Purpose of the reserve
DCA 1 - Hard Infrastructure - Bertram	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 1 Hard Infrastructure Bertram.
DCA 2 - Hard Infrastructure - Wellard	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 2 Hard Infrastructure Wellard.
DCA 4 - Hard Infrastructure - Anketell	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 4 Hard Infrastructure Anketell.
DCA 5 - Hard Infrastructure - Wandii	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 5 Hard Infrastructure Wandii.
DCA 7 - Hard Infrastructure - Mandogalup (west)	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 7 Hard Infrastructure Mandogalup (west).
DCA 9 - Soft Infrastructure - Wandii/Anketell	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 9 Soft Infrastructure Wandii/Anketell.
DCA 10 - Soft Infrastructure - Casuarina/Anketell	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 10 Soft Infrastructure Casuarina/Anketell.
DCA 11 - Soft Infrastructure - Wellard East	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 11 Soft Infrastructure Wellard East.
DCA 12 - Soft Infrastructure - Wellard West	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 12 Soft Infrastructure Wellard West.
DCA 13 - Soft Infrastructure - Bertram	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 13 Soft Infrastructure Bertram.
DCA 14 - Soft Infrastructure - Wellard/Leda	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 14 Soft Infrastructure Wellard/Leda.
DCA 15 - Soft Infrastructure - Townsite	Ongoing	This Reserve is established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 15 Soft Infrastructure Townsite.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**5. TRADE AND OTHER RECEIVABLES**

**Current**

Rates outstanding
Sundry debtors
GST receivable
Loans receivable - clubs/institutions
Accrued Income
DMF Receivable
Prepayments

**Non-current**

Rates outstanding - pensioners
Loans receivable - clubs/institutions
DMF Receivable

Information with respect to the impairment or otherwise of the totals of rates outstanding and sundry debtors is as follows:

**Rates outstanding**

Includes:

Past due and not impaired

**Sundry debtors**

Includes:

Past due and not impaired

Impaired

2018	2017
\$	\$
3,597,121	2,761,590
720,635	738,586
411,656	437,333
16,168	15,645
491,460	74,118
346,925	402,065
467	33,743
5,584,432	4,463,080
678,782	599,197
266,682	282,850
3,656,576	3,606,084
4,602,040	4,488,131
3,597,121	2,761,590
341,068	204,170
7,536	126,024

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**Classification and subsequent measurement**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

**6. INVENTORIES**

**Current**

Stores & Materials

2018	2017
\$	\$
34,180	36,203
34,180	36,203

**SIGNIFICANT ACCOUNTING POLICIES**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**7 (a). PROPERTY, PLANT AND EQUIPMENT**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Land and buildings		
Land - freehold land at:		
- Independent valuation 2017 - level 2	8,420,000	8,420,000
- Independent valuation 2017 - level 3	27,011,000	27,011,000
	<b>35,431,000</b>	<b>35,431,000</b>
Land - vested in and under the control of Council at:		
- Independent valuation 2017 - level 3	12,140,000	12,140,000
	<b>12,140,000</b>	<b>12,140,000</b>
Total land	<b>47,571,000</b>	<b>47,571,000</b>
Buildings - specialised at:		
- Independent valuation 2017 - level 3	104,111,403	104,111,403
- Additions after valuation - cost	783,780	0
Less: accumulated depreciation	( 4,643,062)	0
	<b>100,252,121</b>	<b>104,111,403</b>
Total land and buildings	<b>147,823,121</b>	<b>151,682,403</b>
Furniture and equipment at:		
- Independent Valuation 2016 - level 3	1,408,897	1,408,897
- Management valuation 2016 - level 3	4,624,955	4,624,955
- Additions after valuation - cost	852,452	705,507
Less: accumulated depreciation	( 5,364,347)	( 4,874,511)
	<b>1,521,957</b>	<b>1,864,848</b>
Plant and equipment at:		
- Independent Valuation 2016 - level 2	3,207,361	3,207,361
- Independent Valuation 2016 - level 3	1,802,058	1,802,058
- Management Valuation 2016 - level 3	3,271,235	3,271,235
- Additions after valuation - cost	1,236,545	1,357,452
Less: accumulated depreciation	( 3,384,520)	( 3,221,240)
	<b>6,132,679</b>	<b>6,416,866</b>
<b>Total property, plant and equipment</b>	<b>155,477,757</b>	<b>159,964,117</b>

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Land - vested in and under the control of Council	Total land	Buildings - specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	35,219,404	12,140,000	47,359,404	105,452,341	152,811,745	1,636,680	6,373,939	160,822,364
Additions	0	0	0	701,051	701,051	705,507	1,357,452	2,764,010
(Disposals)	0	0	0	(44,725)	(44,725)	(10,927)	(556,156)	(611,808)
Revaluation increments/ (decrements) transferred to revaluation surplus	211,596	0	211,596	1,755,078	1,966,674	0	0	1,966,674
Depreciation (expense)	0	0	0	(3,752,342)	(3,752,342)	(466,412)	(758,369)	(4,977,123)
Carrying amount at 30 June 2017	35,431,000	12,140,000	47,571,000	104,111,403	151,682,403	1,864,848	6,416,866	159,964,117
Additions	0	0	0	783,780	783,780	152,248	1,301,670	2,237,698
(Disposals)	0	0	0	0	0	(2,254)	(697,718)	(699,972)
Depreciation (expense)	0	0	0	(4,643,062)	(4,643,062)	(492,885)	(888,139)	(6,024,086)
Carrying amount at 30 June 2018	35,431,000	12,140,000	47,571,000	100,252,121	147,823,121	1,521,957	6,132,679	155,477,757

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>Land and buildings</b>					
Land - freehold land					
- Independent valuation	2	Market approach using recent observable open market values as evidenced by sales transactions of similar property types	Independent registered valuer	June 2017	Price per square metre
- Independent valuation	3	Market approach using recent observable open market values as evidenced by sales transactions of similar property types, adjusted for condition and comparability, at their current use as highest and best use.	Independent registered valuer	June 2017	Price per square metre adjusted for zoning restrictions
Land - vested in and under the control of Council					
- Independent valuation	3	Improvements to land valued using cost approach	Independent registered valuer	June 2017	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Buildings - specialised					
- Independent valuation	3	Cost approach using depreciated replacement costs	Independent registered valuer	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
<b>Furniture and equipment</b>					
- Independent Valuation	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs
- Management Valuation	3	Cost approach using depreciated replacement cost	Management valuation	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>Plant and equipment</b>					
- Independent Valuation	2	Market approach using recent observable market data for similar assets	Independent registered valuer	June 2016	Market price per item
- Independent Valuation	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
- Management Valuation	3	Cost approach using depreciated replacement cost	Management valuation	June 2016	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**(a). INFRASTRUCTURE**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Infrastructure - Roads		
- Independent valuation 2015 - level 3	0	224,918,631
- Management valuation 2018 - level 3	241,501,314	0
- Additions after valuation - cost	0	34,474,939
Less: accumulated depreciation	0	(76,756,947)
	<b>241,501,314</b>	<b>182,636,623</b>
Infrastructure - Footpaths		
- Independent valuation 2015 - level 3	0	40,380,270
- Management valuation 2018 - level 3	37,195,170	0
- Additions after valuation - cost	0	7,250,021
Less: accumulated depreciation	0	(12,825,218)
	<b>37,195,170</b>	<b>34,805,073</b>
Infrastructure - Drainage		
- Independent valuation 2015 - level 3	0	55,012,877
- Management valuation 2018 - level 3	46,344,823	0
- Additions after valuation - cost	0	9,893,492
Less: accumulated depreciation	0	(15,685,611)
	<b>46,344,823</b>	<b>49,220,758</b>
Infrastructure - Car Parks		
- Independent valuation 2015 - level 3	0	2,655,110
- Management valuation 2018 - level 3	3,124,606	0
- Additions after valuation - cost	0	224,233
Less: accumulated depreciation	0	(1,469,995)
	<b>3,124,606</b>	<b>1,409,348</b>
Infrastructure - Bus Shelters		
- Independent valuation 2015 - level 3	0	1,584,000
- Management valuation 2018 - level 3	622,216	0
- Additions after valuation - cost	0	92,154
Less: accumulated depreciation	0	(935,591)
	<b>622,216</b>	<b>740,563</b>
Infrastructure - Street Lights		
- Independent valuation 2015 - level 3	0	1,483,400
- Management valuation 2018 - level 3	899,458	0
- Additions after valuation - cost	0	41,430
Less: accumulated depreciation	0	(586,609)
	<b>899,458</b>	<b>938,221</b>
Infrastructure - Parks & Ovals		
- Independent valuation 2015 - level 3	0	19,383,277
- Management valuation 2018 - level 3	27,409,102	0
- Additions after valuation - cost	0	8,675,430
Less: accumulated depreciation	0	(9,582,880)
	<b>27,409,102</b>	<b>18,475,827</b>
Infrastructure - Other		
- Independent valuation 2015 - level 3	0	2,853,000
- Management valuation 2018 - level 3	518,089	0
Less: accumulated depreciation	0	(2,324,840)
	<b>518,089</b>	<b>528,160</b>
<b>Total infrastructure</b>	<b>357,614,778</b>	<b>288,754,573</b>

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

8. INFRASTRUCTURE (Continued)

(b) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Car Parks	Infrastructure - Bus Shelters	Infrastructure - Street Lights	Infrastructure - Parks & Ovals	Infrastructure - Parks & Ovals - Work in Progress	Infrastructure - Other	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	175,800,698	33,683,962	47,089,520	1,448,720	762,976	979,674	11,737,039	3,091,127	597,671	275,191,387
Additions	11,325,366	2,083,510	2,944,152	92,329	46,947	12,974	4,542,182	0	0	21,047,460
Depreciation (Expense)	(4,489,441)	(962,399)	(812,914)	(131,701)	(69,360)	(54,427)	(894,521)	0	(69,511)	(7,484,274)
Transfers	0	0	0	0	0	0	3,091,127	(3,091,127)	0	0
Carrying amount at 30 June 2017	182,636,623	34,805,073	49,220,758	1,409,348	740,563	938,221	18,475,827	0	528,160	288,754,573
Additions	9,718,038	1,919,481	2,720,336	344,631	33,521	26,839	2,455,101	0	97,508	17,315,455
Increments / (Decrements) Transferred to revaluation Surplus	54,065,551	1,516,411	(4,711,655)	1,525,181	(79,008)	0	4,869,464	0	(38,068)	57,147,876
Revaluation (loss) / reversals transferred to profit or loss	0	0	0	0	0	(9,803)	2,762,144	0	0	2,752,341
Depreciation (Expense)	(4,918,898)	(1,045,795)	(884,616)	(154,554)	(72,860)	(55,799)	(1,153,434)	0	(69,511)	(8,355,467)
Carrying amount at 30 June 2018	241,501,314	37,195,170	46,344,823	3,124,606	622,216	899,458	27,409,102	0	518,089	357,614,778

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

8. INFRASTRUCTURE (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and current condition, non-depreciable components and remaining useful life assessments (Level 3 inputs)
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and current condition, non-depreciable components and remaining useful life assessments (Level 3 inputs)
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and current condition, non-depreciable components and remaining useful life assessments (Level 3 inputs)
Infrastructure - Car Parks	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and current condition, non-depreciable components and remaining useful life assessments (Level 3 inputs)
Infrastructure - Bus Shelters	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and current condition, non-depreciable components and remaining useful life assessments (Level 3 inputs)
Infrastructure - Street Lights	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and current condition, non-depreciable components and remaining useful life assessments (Level 3 inputs)
Infrastructure - Parks & Ovals	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and current condition, non-depreciable components and remaining useful life assessments (Level 3 inputs)
Infrastructure - Other	3	Cost approach using depreciated replacement cost	Management Valuation	June 2018	Construction costs and current condition, non-depreciable components and remaining useful life assessments (Level 3 inputs)

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

## 9. FIXED ASSETS

### SIGNIFICANT ACCOUNTING POLICIES

#### Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

#### Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

#### Revaluation

The fair value of fixed assets is determined at least every three years in accordance with the regulatory framework. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires property, plant and equipment to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

#### Land under control

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the City was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

9. FIXED ASSETS (Continued)

(a) Disposals of Assets

The following assets were disposed of during the year.

	Actual Net Book Value	Actual Sale Proceeds	Actual Profit	Actual Loss	Budget Net Book Value	Budget Sale Proceeds	Budget Profit	Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and Equipment</b>								
<b>Governance</b>								
Toyota Aurion Sportivo	26,484	13,464	0	(13,020)	26,170	15,000	0	(11,170)
Holden Colorado LTZ	34,188	28,236	0	(5,952)	33,278	25,000	0	(8,278)
Toyota Kluger	31,617	37,782	6,165	0	31,458	28,000	0	(3,458)
Holden VF Evoke V6 Sportswagon	17,937	14,145	0	(3,792)	17,638	15,000	0	(2,638)
Laptop - Dell Latitude 3540	108	137	29	0	0	0	0	0
Apple iPad Pro 9.7	780	775	0	(5)	0	0	0	0
<b>Law, order, public safety</b>								
Volkswagen Amarok	27,989	18,643	0	(9,346)	31,590	20,000	0	(11,590)
Volkswagen Amarok	27,562	16,825	0	(10,737)	0	0	0	0
Volkswagen Amarok	27,302	18,643	0	(8,659)	0	0	0	0
Isuzu Fire Truck	38,177	20,909	0	(17,268)	0	0	0	0
<b>Community amenities</b>								
Holden Colorado	26,899	20,964	0	(5,935)	26,223	20,000	0	(6,223)
<b>Recreation and culture</b>								
Single Seater Lounge	627	0	0	(627)	0	0	0	0
Single Seater Lounge	627	0	0	(627)	0	0	0	0
<b>Transport</b>								
Volvo 710 Vhp Grader	73,730	43,642	0	(30,088)	74,659	60,000	0	(14,659)
Volvo L70F Loader	0	0	0	0	92,795	80,000	0	(12,795)
<b>Other property and services</b>								
Holden Colorado	26,699	22,555	0	(4,144)	26,223	20,000	0	(6,223)
Holden Colorado	26,950	25,055	0	(1,895)	26,223	20,000	0	(6,223)
Toyota Camry	14,496	10,530	0	(3,966)	14,243	15,000	757	0
Ford Ranger	22,297	21,645	0	(652)	22,112	20,000	0	(2,112)
Holden Colorado	26,342	21,645	0	(4,697)	26,223	20,000	0	(6,223)
Holden Colorado	26,393	20,509	0	(5,884)	26,223	20,000	0	(6,223)
Ford Ranger	24,487	23,009	0	(1,478)	24,105	20,000	0	(4,105)
Holden Colorado	26,699	20,509	0	(6,190)	26,223	20,000	0	(6,223)
Ford Ranger	20,932	23,691	2,759	0	0	0	0	0
Apple iPhone 6	112	150	38	0	0	0	0	0
Hino 14T Tip Truck	0	0	0	0	81,808	80,000	0	(1,808)
Mitsubishi Fuso Tip Truck	0	0	0	0	31,884	25,000	0	(6,884)
Mower Toro GM7200	16,339	6,000	0	(10,339)	16,112	4,000	0	(12,112)
Mower Toro Zero Turn Grandmaster	10,523	6,000	0	(4,523)	9,501	4,000	0	(5,501)
Kubota Tractor	0	0	0	0	10,885	8,000	0	(2,885)
Hino 500 Tip Truck	102,702	72,426	0	(30,276)	103,812	95,000	0	(8,812)
Vermeer Wood Chipper	18,335	21,003	2,668	0	19,011	25,000	5,989	0
Stihl Hedgetrimmers x 5	621	909	288	0	0	0	0	0
Stihl Hedgetrimmers x 1	127	91	0	(36)	0	0	0	0
Clearing Saw Hedgetrimmers x 2	1,079	364	0	(715)	0	0	0	0
Stihl Brushcutters x 6	812	1,091	279	0	0	0	0	0
	699,972	531,347	12,226	(180,851)	798,399	659,000	6,746	(146,145)

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**9. FIXED ASSETS (Continued)**

**(b) Depreciation**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Buildings - specialised	4,643,062	3,752,342
Furniture and equipment	492,885	466,412
Plant and equipment	888,139	758,369
Infrastructure - Roads	4,918,898	4,489,441
Infrastructure - Footpaths	1,045,795	962,399
Infrastructure - Drainage	884,616	812,914
Infrastructure - Car Parks	154,554	131,701
Infrastructure - Bus Shelters	72,860	69,360
Infrastructure - Street Lights	55,799	54,427
Infrastructure - Parks & Ovals	1,153,434	894,521
Infrastructure - Other	69,511	69,511
	<b>14,379,553</b>	<b>12,461,397</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

**Depreciation rates**

Major depreciation periods used for each class of depreciable asset are:

Buildings	2 - 100 Years
Furniture and Equipment	
Computer & Audio	
Visual Equipment	2 - 7 Years
Office Furniture & Equipment	3 - 15 Years
Other Furniture & Equipment	5 - 15 Years
Art Works	Not Depreciated
Plant and Equipment	
Motor Vehicles	3 - 10 Years
Other Plant & Equipment	3 - 20 Years
Infrastructure - Roads	
Roads	0 - 100 Years
Footpaths	40 - 80 Years
Drainage	80 Years
Car Parks	5 - 20 Years
Bus Shelters	20 - 25 Years
Street Lights	15 - 30 Years
Parks & Reserves	10 - 50 Years

**Depreciation (Continued)**

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

10. REVALUATION SURPLUS

	2018 Opening Balance	2018 Revaluation Increment	2018 Revaluation (Decrement)	2018 Total Movement on Revaluation	2018 Closing Balance	2017 Opening Balance	2017 Revaluation Increment	2017 Revaluation (Decrement)	2017 Total Movement on Revaluation	2017 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land and buildings	78,166,636	0	0	0	78,166,636	76,199,962	1,966,674	0	1,966,674	78,166,636
Revaluation surplus - Furniture and equipment	199,013	0	0	0	199,013	199,013	0	0	0	199,013
Revaluation surplus - Plant and equipment	1,581,222	0	0	0	1,581,222	1,581,222	0	0	0	1,581,222
Revaluation surplus - Infrastructure - Roads	58,351,626	54,065,551	0	54,065,551	112,417,177	58,351,626	0	0	0	58,351,626
Revaluation surplus - Infrastructure - Footpaths	13,401,415	1,516,411	0	1,516,411	14,917,826	13,401,415	0	0	0	13,401,415
Revaluation surplus - Infrastructure - Drainage	21,897,256	0	(4,711,655)	(4,711,655)	17,185,601	21,897,256	0	0	0	21,897,256
Revaluation surplus - Infrastructure - Car Parks	311,846	1,525,181	0	1,525,181	1,837,027	311,846	0	0	0	311,846
Revaluation surplus - Infrastructure - Bus Shelters	458,799	0	(79,008)	(79,008)	379,791	458,799	0	0	0	458,799
Revaluation surplus - Infrastructure - Parks & Ovals	0	4,869,464	0	4,869,464	4,869,464	0	0	0	0	0
Revaluation surplus - Infrastructure - Other	216,146	0	(38,068)	(38,068)	178,078	216,146	0	0	0	216,146
	174,583,959	61,976,607	(4,828,731)	57,147,876	231,731,835	172,617,285	1,966,674	0	1,966,674	174,583,959

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**11. TRADE AND OTHER PAYABLES**

**Current**

Sundry creditors  
Accrued interest on long term borrowings  
Accrued salaries and wages  
Accrued expenses

**Non Current**

Unit Contribution

<b>2018</b>	<b>2017</b>
<b>\$</b>	<b>\$</b>
2,686,691	3,064,174
33,599	112,419
1,004,600	1,034,551
291,863	58,342
<b>4,016,753</b>	<b>4,269,486</b>
19,224,000	22,117,000
<b>19,224,000</b>	<b>22,117,000</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect

**Trade and other payables (Continued)**

of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

## 12. INFORMATION ON BORROWINGS

**(a) Repayments - Borrowings**

[illegible]

Self supporting loans are financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

## Borrowings

Borrowings		2018	2017
		\$	\$
Current		777,133	617,723
Non-current		21,294,278	22,071,411
		22,071,411	22,689,134

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

12. INFORMATION ON BORROWINGS (Continued)

(b) New Borrowings - 2017/18

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Loan 107 - Administration / Chambers Building Refurbishment	0	2,897,000	WATC	Debenture	10	0	3.65%	0	2,897,000	0

The City had not drawn down on budgeted borrowings as at 30 June 2018.

(c) Unspent Borrowings

The City had no unspent borrowings as at 30 June 2018.

(d) Undrawn Borrowing Facilities

Credit Standby Arrangements

	2018	2017
	\$	\$
Bank overdraft limit	0	0
Bank overdraft at balance date	0	0
Credit card limit	85,000	71,000
Credit card balance at balance date	(15,045)	(17,535)
<b>Total amount of credit unused</b>	<b>69,955</b>	<b>53,465</b>

Loan facilities

Loan facilities - current	777,133	617,723
Loan facilities - non-current	21,294,278	22,071,411
<b>Total facilities in use at balance date</b>	<b>22,071,411</b>	<b>22,689,134</b>

Unused loan facilities at balance date

NIL NIL

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the City becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**13. PROVISIONS**

**Opening balance at 1 July 2017**

Current provisions  
Non-current provisions

Additional provision

**Balance at 30 June 2018**

**Comprises**

Current  
Non-current

Provision for Annual Leave	Provision for Other Leave	Provision for Long Service Leave	Total
\$	\$	\$	\$
2,114,174	587,792	1,820,918	4,522,884
		436,010	436,010
2,114,174	587,792	2,256,928	4,958,894
46,130	19,117	46,750	111,997
2,160,304	606,909	2,303,678	5,070,891
2,160,304	610,356	1,856,610	4,627,270
		447,068	447,068
2,160,304	610,356	2,303,678	5,074,338

**SIGNIFICANT ACCOUNTING POLICIES**

**Employee benefits**

**Short-term employee benefits**

Provision is made for the City's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The City's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other long-term employee benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate

**Other long-term employee benefits (Continued)**

anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The City's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the City does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Provisions**

Provisions are recognised when the City has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**14. NOTES TO THE STATEMENT OF CASH FLOWS**

**Reconciliation of Cash**

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	<b>2018 Actual</b>	<b>2018 Budget</b>	<b>2017 Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash and cash equivalents	52,896,908	53,970,786	53,726,269
<b>Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>			
Net result	11,277,858	(4,499,973)	15,042,185
Non-cash flows in Net result:			
Depreciation	14,379,553	13,268,106	12,461,397
(Profit)/loss on sale of asset	168,625	139,399	167,829
Banksia Park DMF receivable movement	4,648	0	548,983
Contributed Assets	(12,151,516)	0	(13,593,470)
Loss on revaluation of fixed assets	9,803	0	0
Reversal of loss on revaluation of fixed assets	(2,762,144)	0	0
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(871,487)	(1,057,199)	(1,795,886)
(Increase)/decrease in accrued income/prepayments	(384,066)	0	336,592
(Increase)/decrease in inventories	2,023	17,000	(10,041)
Increase/(decrease) in payables	(3,270,483)	1,040,199	(4,537,034)
Increase/(decrease) in accrued expenses/income in advance	124,750	0	55,148
Increase/(decrease) in provisions	115,444	0	34,739
Grants contributions for the development of assets	(3,258,381)	(1,707,484)	(6,440,531)
Net cash from operating activities	3,384,627	7,200,048	2,269,911

**15. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Governance	70,100,083	70,214,891
Law, order, public safety	2,204,801	1,943,919
Health	99,513	115,971
Education and welfare	33,416,340	34,875,180
Community amenities	908,486	1,068,015
Recreation and culture	84,968,301	78,311,834
Transport	329,275,107	269,235,234
Economic services	51,599,340	51,777,537
Other property and services	3,638,124	3,889,792
	576,210,095	511,432,373

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

## 16. CONTINGENT LIABILITIES

There are no contingent liabilities as at the reporting date.

## 17. CAPITAL AND LEASING COMMITMENTS

### (a) Capital Expenditure Commitments

Contracted for:

- capital expenditure projects

Payable:

- not later than one year

Kwinana Outdoor Youth Space and Carpark

Bertram Oval - Ablution Block

Kwinana Tennis Courts - Fencing

Medina Oval - Carpark

2018	2017
\$	\$
209,615	43,753
209,615	43,753
0	43,753
181,470	0
24,535	0
3,610	0
209,615	43,753

### (b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts.

Payable:

- not later than one year

- later than one year but not later than five years

- later than five years

543,070	322,602
746,861	473,487
0	0
1,289,931	796,089

## SIGNIFICANT ACCOUNTING POLICIES

### Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the City, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

### Leases (Continued)

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

## 18. JOINT VENTURE ARRANGEMENTS

The City is not involved in any joint venture arrangements.

## 19. INVESTMENTS IN ASSOCIATES

The City does not have any investments in associates.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

## 20. RELATED PARTY TRANSACTIONS

### Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the Mayor.

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Meeting Fees	271,825	273,794	266,593
Mayor's allowance	88,864	88,864	88,864
Deputy Mayor's allowance	22,216	22,216	22,216
Travelling expenses	6,007	8,000	2,331
Telecommunications allowance	27,981	28,000	28,000
Other Reimbursements	0	600	4,580
	416,893	421,474	412,584

### Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the City during the year are as follows:

	2018	2017
	\$	\$
Short-term employee benefits	1,843,030	1,308,106
Post-employment benefits	223,466	142,988
Other long-term benefits	46,168	29,393
Termination benefits	0	85,415
	2,112,664	1,565,902

#### Short-term employee benefits

These amounts include all salary, paid leave, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

#### Post-employment benefits

These amounts are the current-year's estimated cost of providing for the City's superannuation contributions made during the year.

#### Other long-term benefits

These amounts represent long service benefits accruing during the year.

### Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

### Transactions with related parties

Transactions between related parties, and the City are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

The following transactions occurred with related parties:

	2018	2017
	\$	\$
<b>Associated companies/individuals</b>		
Sale of goods and services	15,957	52,069
Purchase of goods and services	220,566	797,636
	236,523	849,705

### Amounts outstanding from related parties:

Trade and other receivables	0	11,180
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### Amounts payable to related parties:

Trade and other payables	445	1,655
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### Related Parties

#### The City's main related parties are as follows:

##### i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

##### ii. Entities subject to significant influence by the City

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence.

Significant influence may be gained by share ownership, statute or agreement.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**21. MAJOR LAND TRANSACTIONS**

The City did not participate in any major land transactions during the 2017/2018 financial year.

**22. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS**

The City did not participate in any trading undertakings or major trading undertakings during the 2017/2018 financial year.

**23. CONDITIONS OVER GRANTS/CONTRIBUTIONS**

Grant/Contribution	Opening Balance <sup>(1)</sup> 1/07/16	Received <sup>(2)</sup> 2016/17	Expended <sup>(3)</sup> 2016/17	Closing Balance <sup>(1)</sup> 30/06/17	Received <sup>(2)</sup> 2017/18	Expended <sup>(3)</sup> 2017/18	Closing Balance 30/06/18
	\$	\$	\$	\$	\$	\$	\$
<b>Law, order, public safety</b>							
Cat Sterilisation Study	1,273	0	(1,273)	0	0	0	0
CCTV Supply & Installatin - Safer Streets	76,236	0	(76,236)	0	0	0	0
FESA ESL Grant	17,357	176,843	(170,277)	23,923	175,183	(157,485)	41,621
<b>Education and welfare</b>							
Connections Your Next Step	2,000	0	(823)	1,177	0	(1,177)	0
LYRIK - Youth Incentives Program	0	0	0	0	20,000	0	20,000
<b>Community amenities</b>							
BP Coastcare	1,812	10,000	(7,168)	4,644	0	(4,644)	0
Bushcare Projects	0	101,250	(90,211)	11,039	0	(11,039)	0
Caring for the Coast Kwinana Rockingham Region	446	0	(446)	0	0	0	0
Challenger Beach Coastal Rehabilitation	10,937	0	0	10,937	0	0	10,937
Coastcare in the Kwinana Industrial Area	13,250	10,000	(8,476)	14,774	0	(10,102)	4,672
Community Energy Efficiency	2,265	0	(2,265)	0	0	0	0
Developer Contributions - DCA 1 - DCA 15	25,233,849	3,354,865	(345,424)	28,243,290	4,341,379	(3,229,495)	29,355,174
Fauna Survey and Feral Animal Control	0	30,000	(18,832)	11,168	0	(11,168)	0
Greening Fund	0	0	0	0	100,000	(685)	99,315
Honeywood Wetlands	13,636	0	(13,636)	0	0	0	0
Local Government Coastcare Program	5,071	0	(5,071)	0	0	0	0
Perth Region NRM Support for South Metro Coast	4,646	5,000	(7,310)	2,336	0	(2,336)	0
SMCC - Challenger Beach Coastal Rehab Project	16,000	0	(13,498)	2,502	16,000	(14,861)	3,641
SMCC - Degremont (proAlliance) - Adopt a Beach	5,958	5,000	(3,462)	7,496	0	(1,861)	5,635
SMCC - Tronox - Adpot a Beach	712	5,000	(5,712)	0	0	0	0
Street Furniture Maintenance & Bus Shelter Subsidy	0	13,848	(5,149)	8,699	13,108	(21,807)	0
Swan Alcoa Landcare Program - Lake Magenup	4,549	0	(4,549)	0	0	0	0
Water Wise Project - Water Efficiency Program	7,398	0	(7,398)	0	0	0	0
<b>Recreation and culture</b>							
Beach Emergency Number Signs (BEN Program)	0	0	0	0	4,115	0	4,115
Freak Fest	5,000	0	(5,000)	0	0	0	0
Medina Oval Lighting	0	0	0	0	150,000	(5,625)	144,375
Naidoc Week Celebrations	1,635	6,000	(7,635)	0	0	0	0
Noongar Cultural Heritage Program	3,649	0	(2,043)	1,606	0	(1,606)	0
Prince Regent Park Bertram Play Equipment	20,000	0	(20,000)	0	0	0	0
Public Open Space Upgrade Strategy Implementation	18,674	0	(18,674)	0	0	0	0
Rock Symphony Sponsorship	0	0	0	0	10,000	0	10,000
Silversport - Pilot Seniors Program	77,500	10,000	(83,436)	4,064	0	(4,064)	0
<b>Transport</b>							
Johnson Road Urban Forest Streetscape Project	3,088	0	(3,088)	0	0	0	0
Roads to Recovery 2016 / 2017 Funding	0	670,432	(589,367)	81,065	645,353	(726,418)	0
Speed Alert Mobile Trailer for Drive Speed Education	0	26,290	0	26,290	0	(26,290)	0
State Black Spot	0	1,203	0	1,203	0	(1,203)	0
<b>Total</b>	<b>25,546,941</b>	<b>4,425,731</b>	<b>(1,516,459)</b>	<b>28,456,213</b>	<b>5,475,138</b>	<b>(4,231,866)</b>	<b>29,699,485</b>

For grants and contributions where the funds have not been fully expended at 30 June 2018, the balance of the grant has been transferred to the Restricted Grants and Contributions Reserve, relevant Developer Contribution Reserve or remains in net current assets at 30 June surplus. These funds are quarantined as Restricted Cash at year ended 30 June 2018 and will be expended in the 2018/19 year or as determined by the relevant Developer Contributions Scheme.

**Notes:**

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018

24. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
<b>Differential general rate / general rate</b>											
<b>Gross rental valuations</b>											
Improved Residential	0.07351	13,272	232,167,136	16,223,658	612,016	46,007	16,881,680	16,223,659	850,000	0	17,073,659
Vacant Residential	0.15769	415	8,175,770	1,385,002	(65,428)	(9,627)	1,309,947	1,385,002	0	0	1,385,002
Improved Special Residential	0.06515	804	19,230,171	1,256,013	(2,588)	0	1,253,425	1,256,013	0	0	1,256,013
Light Industrial and Commercial	0.08719	137	23,436,443	2,025,036	52,145	4,419	2,081,600	2,025,036	0	0	2,025,036
General Industry and Service Commercial	0.08246	320	35,560,611	2,943,173	105,438	299	3,048,910	2,943,173	0	0	2,943,173
Large Scale General Industry and Service Commercial	0.08559	46	46,905,960	4,105,511	(83,670)	(313)	4,021,528	4,105,511	0	0	4,105,511
<b>Unimproved valuations</b>											
General Industrial	0.01696	6	141,212,300	2,055,552	0	0	2,055,552	2,055,552	0	0	2,055,552
Rural	0.00471	151	247,492,300	459,936	(2,654)	0	457,282	459,936	0	0	459,936
Mining	0.00817	0	0	306,710	7,603	4,996	319,309	306,710	0	0	306,710
Urban/Urban Deferred	0.00576	0	0	868,775	(4,800)	24,880	888,855	868,775	0	0	868,775
<b>Sub-Total</b>		15,151	754,180,691	31,629,366	618,062	70,661	32,318,088	31,629,367	850,000	0	32,479,367
<b>Minimum payment</b>											
<b>Gross rental valuations</b>											
Improved Residential	971	1,707	20,517,772	1,646,816	12,062	2,362	1,661,240	1,646,816	0	0	1,646,816
Vacant Residential	971	958	4,987,503	985,565	(61,993)	(22,417)	901,155	985,565	0	0	985,565
Improved Special Residential	971	6	84,640	5,826	402	0	6,228	5,826	0	0	5,826
Light Industrial and Commercial	1,263	24	260,141	32,838	(1,038)	0	31,800	32,838	0	0	32,838
General Industry and Service Commercial	1,263	34	299,022	46,731	1,263	0	47,994	46,731	0	0	46,731
Large Scale General Industry and Service Commercial	1,263	0	0	0	0	0	0	0	0	0	0
<b>Unimproved valuations</b>											
General Industrial	1,263	0	0	0	0	0	0	0	0	0	0
Rural	971	263	16,161,767	8,739	971	5,168	14,878	8,739	0	0	8,739
Mining	1,263	0	0	16,419	592	0	17,011	16,419	0	0	16,419
Urban/Urban Deferred	1,263	0	0	17,682	27,194	14,394	59,270	17,682	0	0	17,682
<b>Sub-Total</b>		2,992	42,310,845	2,760,616	(20,547)	(493)	2,739,576	2,760,616	0	0	2,760,616
<b>Total amount raised from general rate</b>		18,143	796,491,536	34,389,982	597,515	70,168	35,057,664	34,389,983	850,000	0	35,239,983
Write Offs / Incentives							(7,302)				(7,500)
<b>Totals</b>							<u>35,050,362</u>				<u>35,232,483</u>

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**24. RATING INFORMATION (Continued)**

**(b) Specified Area Rate**

No specified area rates were imposed by the City during the year ended 30 June 2018.

**(c) Service Charges**

No service charges were imposed by the City during the year ended 30 June 2018.

**(d) Discounts, Incentives, Concessions, & Write-offs**

<b>Write Offs / Incentives</b>	<b>Actual</b>	<b>2018 Budget</b>
	<b>\$</b>	<b>\$</b>
Small Balance Write Off	2,302	2,500
Rates Incentive Prize	5,000	5,000
	<b>7,302</b>	<b>7,500</b>

The City did not provide any rates concessions or discounts during the year ended 30 June 2018.

**(e) Interest Charges & Instalments**

<b>Instalment Options</b>	<b>Date Due</b>	<b>Instalment Plan Admin Charge</b>	<b>Instalment Plan Interest Rate</b>	<b>Unpaid Rates Interest Rate</b>
		<b>\$</b>	<b>%</b>	<b>%</b>
<b>Option One</b>		0	Nil	11.00%
Single full payment	25-Aug-17			
<b>Option Two</b>		7.60	5.50%	11.00%
First instalment	25-Aug-17			
Second instalment	05-Jan-18			
<b>Option Three</b>		22.80	5.50%	11.00%
First instalment	25-Aug-17			
Second instalment	27-Oct-17			
Third instalment	05-Jan-18			
Fourth instalment	09-Mar-18			
<b>Option Four</b>				
Direct debit option is available on a weekly or fortnightly deduction cycle. Instalment plan administration charge is charged as a per deduction fee.		0.28	5.50%	11.00%

	<b>2018</b>	<b>2018 Budget</b>
	<b>\$</b>	<b>\$</b>
Interest on unpaid rates	453,321	254,000
Interest on instalment plan	281,864	270,000
Charges on instalment plan	119,040	100,000
Deferred Pensioner Interest	14,860	15,500
	<b>869,085</b>	<b>639,500</b>

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**25. NET CURRENT ASSETS**

Composition of net current assets

	<b>2018 (30 June 2018 Carried Forward)</b>	<b>2018 (1 July 2017 Brought Forward)</b>	<b>2017 (30 June 2017 Carried Forward)</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Surplus/(Deficit)</b>	1,259,903	3,194,697	3,194,697
<b>CURRENT ASSETS</b>			
Cash and cash equivalents			
Unrestricted	21,137	3,382,610	3,382,610
Restricted	52,875,771	50,343,659	50,343,659
Receivables			
Rates outstanding	3,597,121	2,761,590	2,761,590
Sundry debtors	720,635	738,586	738,586
GST receivable	411,656	437,333	437,333
Loans receivable - clubs/institutions	16,168	15,645	15,645
Accrued Income	491,460	74,118	74,118
Prepayments	467	33,743	33,743
Inventories			
Stores & Materials	34,180	36,203	36,203
<b>LESS: CURRENT LIABILITIES</b>			
Trade and other payables			
Sundry creditors	(2,686,691)	(3,064,174)	(3,064,174)
Accrued interest on long term borrowings	(33,599)	(112,418)	(112,418)
Accrued salaries and wages	(1,004,600)	(1,034,551)	(1,034,551)
Accrued Expenses	(291,863)	(58,342)	(58,342)
Current portion of long term borrowings	(777,133)	(617,723)	(617,723)
Provisions			
Provision for annual leave	(2,160,304)	(2,114,174)	(2,114,174)
Provision for long service leave	(1,856,610)	(1,820,918)	(1,820,918)
Provision for other leave	(610,356)	(587,792)	(587,792)
<b>Unadjusted net current assets</b>	<b>48,747,439</b>	<b>48,413,394</b>	<b>48,413,394</b>
<b>Adjustments</b>			
Less: Reserves - restricted cash	(52,875,771)	(50,343,659)	(50,343,659)
Less: Loans receivable - clubs/institutions	(16,168)	(15,645)	(15,645)
Add: Current portion of long term borrowings	777,133	617,723	617,723
Add: Current Provisions	4,627,270	4,522,884	4,522,884
<b>Adjusted net current assets - surplus/(deficit)</b>	<b>1,259,903</b>	<b>3,194,697</b>	<b>3,194,697</b>

**Difference**

There was no difference between the surplus 1 July 2017 brought forward position used in the 2018 audited financial report and the surplus carried forward position as disclosed in the 2017 audited financial report.

## 26. FINANCIAL RISK MANAGEMENT

The City's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The City's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the City.

The City does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council.

The City held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2018	2017	2018	2017
	\$	\$	\$	\$
<b>Financial assets</b>				
Cash and cash equivalents	52,896,908	53,726,269	52,896,908	53,726,269
Receivables	10,186,472	8,951,211	10,186,472	8,951,211
	63,083,380	62,677,480	63,083,380	62,677,480
<b>Financial liabilities</b>				
Payables	23,240,753	26,386,486	23,240,753	26,386,486
Borrowings	22,071,411	22,689,134	23,576,144	16,026,256
	45,312,164	49,075,620	46,816,897	42,412,742

Fair value is determined as follows:

Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.

Borrowings - estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

### (a) Cash and Cash Equivalents

The City's objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio. The City has an Investment Policy and the Policy is subject to review by Council. An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

Cash is subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations

The City manages these risks by diversifying its portfolio and only investing in investments authorised by Local Government (Financial Management) Regulation 19C.

	2018	2017
	\$	\$
Impact of a 1% <sup>(1)</sup> movement in interest rates on cash		
- Equity	528,969	537,263
- Statement of Comprehensive Income	528,969	537,263

Notes:

<sup>(1)</sup> Sensitivity percentages based on management's expectation of future possible interest rate movements.

## 26. FINANCIAL RISK MANAGEMENT (Continued)

### (b) Receivables

The City's major receivables comprise rates and annual charges and user charges and fees. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The City manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the City to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The City is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The City makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the City's credit risk at balance date was:

	2018	2017
	%	%
Percentage of rates and annual charges		
- Current	0%	0%
- Overdue	100%	100%
Percentage of other receivables		
- Current	94%	94%
- Overdue	6%	6%

## 26. FINANCIAL RISK MANAGEMENT (Continued)

### (c) Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The City manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required.

The contractual undiscounted cash flows of the City's Payables and Borrowings are set out in the Liquidity Sensitivity Table below:

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
<u>2018</u>	\$	\$	\$	\$	\$
Payables	5,176,753	9,032,000	9,032,000	23,240,753	23,240,753
Borrowings	1,888,752	13,346,702	13,364,041	28,599,495	22,071,411
	7,065,505	22,378,702	22,396,041	51,840,248	45,312,164
<u>2017</u>					
Payables	5,375,336	10,505,575	10,505,575	26,386,486	26,386,486
Borrowings	1,773,779	12,575,100	16,162,644	30,511,523	22,689,134
	7,149,115	23,080,675	26,668,219	56,898,009	49,075,620

Borrowings are also subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation.

The following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

Year ended 30 June 2018	<1 year	>1<2 years	>2<3 years	>3<4 years	>4<5 years	>5 years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	%
<b>Borrowings</b>								
<b>Fixed rate</b>								
Long term borrowings	0	0	0	2,679,686	527,794	18,863,931	22,071,411	4.41%
Weighted average				2.73%	7.53%	4.56%		
Effective interest rate								
<b>Year ended 30 June 2017</b>								
<b>Borrowings</b>								
<b>Fixed rate</b>								
Long term borrowings	0	0	0	0	2,748,482	19,940,652	22,689,134	4.45%
Weighted average					2.82%	4.67%		
Effective interest rate								

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**27. TRUST FUNDS**

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

	<b>1 July 2017</b>	<b>Amounts Received</b>	<b>Amounts Paid</b>	<b>30 June 2018</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Hall Security Bonds	55,341	92,200	(75,888)	71,653
Footpath & Kerbing Security Deposits	857,177	2,100	(448,597)	410,680
Sports Forfeiture Security Deposits	200	0	0	200
Bus Hire Security Deposits	3,000	2,500	(2,500)	3,000
Demolition Security Deposits	16,334	0	(13,983)	2,351
Miscellaneous Deposits	70,351	12,553	(481)	82,423
Footpath Construction Bonds	2,000	0	0	2,000
Land Subdivision Bonds	506,810	169,941	(88,540)	588,211
Road Maintenance Bonds	293,234	0	0	293,234
Landscaping Subdivision Bonds	125,315	13,472	0	138,787
Planning Advertising Bonds	250	0	(250)	0
Mortimer Road - Community Trust	10,421	0	0	10,421
ATU Landscaping Bonds	3,168	0	(790)	2,378
Landscaping Development Bonds	56,822	7,655	0	64,477
Subdivision Handrails	15,395	0	0	15,395
APU Security Bonds	16,462	1,844	(2,825)	15,481
Off Road Vehicles	0	1,510	0	1,510
Councillor Nomination Bonds	0	720	(720)	0
DCA 5 Contingency Bonds	729,967	89,411	(553,642)	265,736
Contiguous Local Authorities Group (CLAG)	200	0	0	200
Retention Funds	0	48,901	(11,377)	37,524
Public Open Space Cash In Lieu	49,608	150,453	0	200,061
	<b>2,812,055</b>	<b>593,260</b>	<b>(1,199,593)</b>	<b>2,205,722</b>

## 28. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE PERIODS

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the City.

Management's assessment of the new and amended pronouncements that are relevant to the City, applicable to future reporting periods and which have not yet been adopted are set out as follows:

	<b>Title</b>	<b>Issued / Compiled</b>	<b>Applicable (1)</b>	<b>Impact</b>
(i)	AASB 9 Financial Instruments	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the City, it is not anticipated the Standard will have any material effect.
(ii)	AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend on the nature of future transactions the City has with those third parties it has dealings with. It may or may not be significant.</p>
(iii)	AASB 16 Leases	February 2016	1 January 2019	<p>Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability into the statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position when AASB 16 is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the City, the impact is not expected to be significant.</p>

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

## 28. NEW ACCOUNTING STANDARDS AND INTERPRETATIONS FOR APPLICATION IN FUTURE PERIODS (Continued)

	Title	Issued / Compiled	Applicable (1)	Impact
(iv)	AASB 1058 Income of Not-for-Profit Entities	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> <li>- Assets received below fair value;</li> <li>- Transfers received to acquire or construct non-financial assets;</li> <li>- Grants received;</li> <li>- Prepaid rates;</li> <li>- Leases entered into at below market rates; and</li> <li>- Volunteer services.</li> </ul> <p>Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the City's operations.</p>

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

### Adoption of New and Revised Accounting Standards

During the current year, the City adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

(i)	AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities	1 January 2017
(ii)	AASB 2016-7 Amendments to Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities	1 January 2017

## 29. SIGNIFICANT ACCOUNTING POLICIES

### a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### b) Current and non-current classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the City's operational cycle. In the case of liabilities where the City does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the City's intentions to release for sale.

### c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

### d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the City applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

### e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

### f) Superannuation

The City contributes to a number of Superannuation Funds on behalf of employees. All funds to which the City contributes are defined contribution plans.

### g) Fair value of assets and liabilities

Fair value is the price that the City would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

### h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

#### Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

#### Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

#### Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

### Valuation techniques

The City selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the City are consistent with one or more of the following valuation approaches:

#### Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

#### Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

#### Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the City gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

### i) Impairment of assets

In accordance with Australian Accounting Standards the City's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets such as roads, drains, public buildings and the like, no annual assessment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

### 30. ACTIVITIES/PROGRAMS

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
<b>GOVERNANCE</b>	To provide a decision making process for the efficient allocation of scarce resources.	Members of Council and Governance (includes Audit and other costs associated with reporting to Council). Administration, Financial and Computing Services are included.
<b>GENERAL PURPOSE FUNDING</b>	To collect revenue to allow for the provision of services.	Rates income and expenditure, Grants Commission and Pensioner deferred rates interest and interest on investments
<b>LAW, ORDER, PUBLIC SAFETY</b>	To provide services to help ensure a safer and environmentally conscious community.	Supervision of various local laws, fire prevention and animal control.
<b>HEALTH</b>	To provide an operational framework for environmental and community health.	Prevention and treatment of human illness, including inspection of premises and food control, immunisation and child health.
<b>EDUCATION AND WELFARE</b>	To provide services to disadvantaged persons, the elderly, children and youth.	Provision, management and support of services for families, children and the aged and disabled within the community; including pre-school playgroups, day and after school care, assistance to schools, senior citizens support groups, meals on wheels provision and Aged Persons Units and Resident Funded Units.
<b>COMMUNITY AMENITIES</b>	To provide services required by the community.	Town planning and development, rubbish collection services, stormwater drainage, the provision of public conveniences, bus shelters, roadside furniture and litter control.
<b>RECREATION AND CULTURE</b>	To establish and effectively manage infrastructure and resources which will help the social well being of the community	Provision of facilities and support for organisations concerned with leisure time activities and sport, support for the performing and creative arts and the preservation of the national estate. This includes maintenance of halls, aquatic centre, recreation and community centres, parks, garden, sports grounds and the operation of Libraries.
<b>TRANSPORT</b>	To provide safe, effective and efficient transport services to the community.	Construction, maintenance and clearing of streets, roads, bridges, drainage works, footpaths, parking facilities, traffic signs and the City Depot, including plant purchases and maintenance.
<b>ECONOMIC SERVICES</b>	To help promote the City and economic wellbeing.	Rural services, pest control and the implementation of building controls.
<b>OTHER PROPERTY AND SERVICES</b>	To monitor and control the City's overheads operating accounts.	Private works, public works overheads, City plant operations, materials, salaries and wages. With the exception of private works, the above activities listed are mainly summaries of costs that are allocated to all works and services undertaken by the City.

**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30TH JUNE 2018**

**31. FINANCIAL RATIOS**

	2018	2017	2016
Current ratio	1.09	1.48	1.21
Asset consumption ratio	0.81	0.76	0.80
Asset renewal funding ratio	0.78	1.02	0.99
Asset sustainability ratio	0.24	0.31	0.52
Debt service cover ratio	6.44	1.97	4.43
Operating surplus ratio	(0.08)	(0.10)	(0.08)
Own source revenue coverage ratio	0.78	0.79	0.80

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

**Notes:**

Four of the ratios disclosed above were distorted by the following items:-

	2017/18	2016/17	2015/16
	\$	\$	\$
Amount of Financial Assistance Grant received during the year relating to the subsequent year.	803,423	782,530	0
Amount of Financial Assistance Grant received in prior year relating to current year.	782,530	0	719,859
Loss on revaluation of Infrastructure - Street Lights	9,803	0	0
Reversal of prior year loss on revaluation of Infrastructure - Parks & Ovals	2,762,144	0	0
Conversion of the Short Term Liquidity Loan of \$2.5M to a fixed rate 5% year interest only loan. The debt service ratio has been adjusted to reduce principal loan repayments amount of \$2.5M to account for this conversion.	0	2,500,000	2,500,000

If the events detailed above did not occur, the impacted ratios in the 2018, 2017 and 2016 columns above would be as follows

	2018	2017	2016
Current ratio	n/a*	1.33	n/a
Debt service cover ratio	4.87	4.15	6.89
Operating surplus ratio	(0.13)	(0.11)	(0.07)
Own source revenue coverage ratio	0.78	n/a	n/a

\*The financial assistance grant of \$803,423 received during the year relating to the subsequent year has been excluded as part of restricted cash, therefore there is no impact on the Current ratio.

## INDEPENDENT AUDITOR'S REPORT TO THE COUNCILLORS OF THE CITY OF KWINANA

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### REPORT ON THE AUDIT OF THE FINANCIAL REPORT

#### Opinion

We have audited the accompanying financial report of the City of Kwinana (the City), which comprises the Statement of Financial Position as at 30 June 2018, Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and the Rate Setting Statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Statement by Chief Executive Officer.

In our opinion, the financial report of the City of Kwinana:

- a) is based on proper accounts and reports; and
- b) fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2018 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

#### Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the City in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the "Code") that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Emphasis of Matter – Basis of Preparation

We draw attention to Note 1 to the financial report, which describes the basis of preparation. The financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. Our opinion is not modified in respect of this matter.

#### Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the City is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State government has made decisions affecting the continued existence of the City.

The Council is responsible for overseeing the City's financial reporting process.

**INDEPENDENT AUDITOR'S REPORT  
TO THE COUNCILLORS OF  
THE CITY OF KWINANA (CONTINUED)**

***REPORT ON THE AUDIT OF THE FINANCIAL REPORT (CONTINUED)***

***Auditor's Responsibilities for the Audit of the Financial Report***

Our objectives of the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**INDEPENDENT AUDITOR'S REPORT  
TO THE COUNCILLORS OF  
THE CITY OF KWINANA (CONTINUED)**

**REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS**

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) All required information and explanations were obtained by us.
- b) All audit procedures were satisfactorily completed in conducting our audit.
- c) In our opinion, the asset consumption ratio and the asset renewal ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

**MATTERS RELATING TO THE ELECTRONIC PUBLICATION OF THE AUDITED FINANCIAL REPORT**

This auditor's report relates to the annual financial report of the City of Kwinana for the year ended 30 June 2018 included on the City's website. The City's management is responsible for the integrity of the City's website. This audit does not provide assurance on the integrity of the City's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

MOORE STEPHENS  
CHARTERED ACCOUNTANTS



WEN-SHIEN CHAI  
PARTNER

Date: 6 November 2018  
Perth, WA

6 November 2018

The Mayor  
City of Kwinana  
Po Box 21  
KWINANA WA 6167

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Dear Mayor Adams

## MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2018

We advise that we have completed our audit procedures for the year ended 30 June 2018.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the City's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

We noted the following matters concerning the City's ratios we wish to draw to your attention:

- OPERATING SURPLUS RATIO**

The Operating Surplus Ratio represents the percentage by which the operating surplus (or deficit) differs from the City's own source revenue which includes rates and operating grants.

The City's ratio (after adjustment for FAGs and Loss on revaluation of infrastructure) has slightly deteriorated in the current year from (0.11) to (0.13) and it has been negative for the last 3 years.

Analysis of the City's Statement of Comprehensive Income indicates the deterioration of the ratio has been attributed to the increase in operating expenses (in particular, depreciation, employee costs and material and contracts) more than the increase in operating revenue.

Discussion with management indicated they will continue their effort in identifying practical ways of increasing the City's operating position in the future in order to increase the ratio above the basic acceptable target level. This includes considering the sustainability of the current rating structure, identifying potential new avenues of revenue, and finding the optimum level of the City's operating expenses.

- ASSET SUSTAINABILITY RATIO**

The Asset Sustainability Ratio expresses capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. It is used to identify any potential decline or improvement in asset conditions. A percentage of less than 100% on an ongoing basis indicates assets may be deteriorating at a greater rate than spending on renewal or replacement.

This ratio has deteriorated further from last year and is trending downwards, and has been below the Department of Local Government, Sport and Cultural Industries target level of 0.90 for the last 2 years.

An analysis of the City's Statement of Comprehensive Income indicates the main reasons for the deterioration of this ratio to be:

- A significant reduction in the City's capital renewal expenditure for the year. This was due mainly to the City's resources being utilised on the completion of the Calista Oval Destination Park and Kwinana Outdoor Youth Space Skate Park. Capital expenditure on new projects is not taken into account in calculating this ratio and may be a reason for short term fluctuations; and

- **ASSET SUSTAINABILITY RATIO (CONTINUED)**

- b) An increase in the depreciation expense from \$12.5m to \$14.4m for the current year. The increase was mainly due to additional infrastructure assets (in particular roads) worth \$13.6m contributed by developers and the revaluation of buildings last year.

To help the City maintain its assets base more effectively and improve this ratio, the above matters should be considered in the City's asset management planning in the future.

**Summary**

As detailed above, some ratios are below the accepted industry benchmarks. Given the relative strength of the other ratios and the City's balance sheet, lower ratios may be acceptable in the short term provided other measure/strategies are maximised. Notwithstanding this, these ratios appear to be trending downwards over the longer term and this should be carefully considered moving forward to avoid the development of an adverse trend in the City's financial position.

We would like to take this opportunity to stress one off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the City. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

We noted no other matters we wish to bring to your attention.

**UNCORRECTED MISSTATEMENTS**

We advise there were no uncorrected misstatements noted during the course of our audit.

We take this opportunity to thank all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully



Wen-Shien Chai  
Partner  
Moore Stephens

Encl.

# Audit Concluding Memorandum

**City of Kwinana**

**Year Ended 30 June 2018**

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# 1. Executive Summary

<b>Introduction</b>	<p>Moore Stephens has been engaged to perform an audit of the City of Kwinana (the City)'s annual financial report for the year ended 30 June 2018.</p> <p>The key purpose of this memorandum is to promote effective communication between the auditor and those charged with governance regarding the completion of the current year audit.</p> <p>We advise the management and Audit Committee shall review this document to ensure that</p> <ul style="list-style-type: none"><li>• the City concurs with the with any matters raised, and</li><li>• there are no further significant considerations or matters that could impact the audit and the financial report.</li></ul> <p>This document is strictly confidential and although it has been made available to management and those charged with governance to facilitate discussions, it may not be taken as altering our responsibilities to the City arising under our audit contract.</p> <p>The contents of this Audit Concluding Document should not be disclosed to third parties without our prior written consent.</p>
<b>Audit Status and Report</b>	<p>We are pleased to advise that we have fully completed our audit of the City's financial report for the year ended 30 June 2018.</p> <p>We have issued an unmodified opinion on the audit of the City's financial report in our audit report dated 6 November 2018 to the Council.</p> <p>In addition, we found there were no matters to be reported in accordance with Reg 10(3) of the Local Government (Audit) Regulations 1996.</p>
<b>Key Audit Risks or Focus Areas</b>	<p>We identified key audit risks or audit focus areas as part of our risk assessment procedures undertaken throughout the audit.</p> <p>We are pleased to advise we have satisfactorily completed our audit procedures designed to address those risks and met our audit objectives. Particulars of the key audit risks and results of the relevant procedures performed are detailed in Section 2 of this memorandum.</p>
<b>Summary of Audit Differences</b>	<p>We did not identify any non-trivial audit differences.</p>
<b>Internal Controls Relevant to Audit</b>	<p>We did not identify any significant deficiencies in internal controls during the year-end audit. Any non-significant deficiencies that were noted were included in the formal management letter issued after the interim audit.</p>
<b>Other Key Matters</b>	<p>We confirm we have no issues with other keys matters relating to our independence as auditor of the City, irregularities and illegal acts, non-compliance with laws and regulations, appropriateness of accounting policies and liaison with management.</p> <p>We have also provided a brief summary of the new accounting standards that may impact the City in the future periods for your due considerations at Appendix 1.</p>

## 2. Key Audit Risks and Focus Areas

As part of our risk assessment, we identified key audit risks based on our extensive knowledge of the City, the industry and issues faced by regional local governments. This risk assessment process is designed to ensure that we focus our audit work on the areas of highest risk.

This risk assessment and our responses have been updated throughout the engagement to ensure that all areas of material risk are addressed by our audit.

Set out below is an overview of what we have identified as the key audit risks and focus areas for the audit of the City's financial report for the year ended 30 June 2018. The table below also includes our audit procedures performed to address these risks together with the outcomes.

RISK AREAS	AUDIT PROCEDURES TO ADDRESS RISK	CONCLUSIONS
<b>PROPERTY, PLANT AND EQUIPMENT INFRASTRUCTURE</b>		
<p>City is due for an infrastructure revaluation in the current year. This is a significant industry risk given the judgement applied in determining fair values as well as depreciation expense in accordance with legislation and AASB 13: Fair Value Measurement.</p> <p>The valuation of the City's infrastructure assets resulted in an increment of \$57.1mil.</p>	<p><b>Property, Plant and Equipment and Infrastructure</b></p> <ul style="list-style-type: none"> <li>Documented and tested key audit controls around Property, Plant and Equipment and Infrastructure balances.</li> <li>Assessed accounting policy associated with fair value assessments and ensure in accordance with accounting standards. Property, Plant, Equipment, Vehicles, Infrastructure (continued)</li> <li>Reviewed the fair value calculation, including evaluation of management's expertise/experience.</li> <li>Ensured valuation methodology and assumptions used were reasonable.</li> <li>Substantively tested additions and disposals to the asset classes.</li> <li>Reviewed impairment assessments and disposals.</li> <li>Reviewed fair value disclosures to ensure in accordance with AASB13 requirements.</li> </ul> <p><b>Depreciation</b></p> <ul style="list-style-type: none"> <li>Understood and documented depreciation policy relevant to the various asset classes.</li> <li>Documented and tested key audit controls around the calculation of depreciation.</li> <li>Performed depreciation recalculations based on our sampling approach.</li> <li>Performed substantive analytical procedures.</li> <li>In addition, given our industry experience, reviewed the determination of applicable depreciation rates and reasonableness in light of any revaluations.</li> </ul>	<p>Based on work performed, we are satisfied that the City's fixed assets in particular the revaluation of infrastructure assets and the associated revaluation surplus are fairly stated and disclosed in the 2018 financial report.</p>

## 2. Key Audit Risks and Focus Areas (Continued)

RISK AREAS	AUDIT PROCEDURES TO ADDRESS RISK	CONCLUSIONS
<b>EMPLOYEE BENEFIT PROVISIONS</b>		
Provisions for annual leave, sick leave and long service leave involves a degree of management estimation and uncertainty in their calculation in respect of inflation rates, discount factors, timing and probabilities of settlement. There is risk that these liabilities may not be captured completely and recognised in accordance with AASB 119: Employee Benefits.	<p>We documented and tested key audit controls and performed walkthroughs of the systems with a view to rely on the internal controls. We performed substantive test of details utilising our sampling methodology as well as year-end analytical review to add to the level of audit assurance obtained.</p> <p>We also reviewed employee benefit provisions to ensure they are consistent with the payroll records and calculated in accordance with AASB119.</p>	Based on work performed, we are satisfied that the City's employee benefit provision is fairly stated and disclosed in the 2018 financial report.
As at 30 June 2018, the City reported a total provision of \$5.1mil.		
<b>DEFERRED MANAGEMENT FEES (DMF)</b>		
The City recognised DMF receivables which are fees payables by the unit residents. The measurement of this receivable involves a degree of management estimation in respect of the unit future sale price and discount factor.	<p>We have checked the calculation of DMF and assessed the reasonableness of the assumptions used in respect of the unit future sale price and discount factor.</p> <p>We have also ensured that the proper split between current and non-current portion for the DMF.</p>	Based on work performed, we are satisfied that the City's DMF is fairly stated and disclosed in the 2018 financial report.
As at 30 June 2018, the City has reported DMF of \$4mil.		
<b>UNIT CONTRIBUTION</b>		
The City has independent living units at Banksia Park and recognised a significant amount of the unit contribution (liabilities) paid up front by the resident for the lease of these units.	<p>We have performed the following substantive testings based on our sampling methodology: -</p> <ul style="list-style-type: none"> <li>Agreed new lease balances to their respective lease agreement for accuracy and completeness of the liability at year end; and</li> <li>Recalculated the profit or loss on outgoing sale of lease to ensure it has been accounted properly.</li> </ul>	Based on work performed, we are satisfied that the City's unit contribution is fairly stated and disclosed in the 2018 financial report.
As at 30 June 2018, the City reported a unit contribution payable of \$19.2mil.		

## 2. Key Audit Risks and Focus Areas (Continued)

RISK AREAS	AUDIT PROCEDURES TO ADDRESS RISK	CONCLUSIONS								
REVENUE										
<p>The City’s main sources of revenue are:</p> <ul style="list-style-type: none"><li>• Rates;</li><li>• government grants;</li><li>• developer contributions; and</li><li>• Other fee for service revenue streams.</li></ul> <p>Given the variety of revenue streams, there is a risk that revenue may not be recognised with relevant accounting standards.</p> <p>For the year ended 30 June 2018, the City has recognised:</p> <table><tr><td>Rates</td><td>\$35.1mil</td></tr><tr><td>Operating grants, subsidies and contributions</td><td>\$8.5mil</td></tr><tr><td>Non-Operating grants, subsidies and contributions (including developer contributions)</td><td>\$15.4mil</td></tr><tr><td>Fees and Charges</td><td>\$12.9mil</td></tr></table>	Rates	\$35.1mil	Operating grants, subsidies and contributions	\$8.5mil	Non-Operating grants, subsidies and contributions (including developer contributions)	\$15.4mil	Fees and Charges	\$12.9mil	<p>Given the nature of local government grants, substantively tested this revenue to bank statement and third-party documentation (e.g. FAGs summaries) in accordance with our established sampling methodology. Also performed analytical review procedures.</p> <p>With respect to Rates, we performed substantive analytical procedures whereby we documented and evaluated the reliability of data from which our expectation of recorded amounts is developed, taking account of source, comparability, and nature and relevance of information available, and controls over preparation. We also performed test of details utilising our sampling methodology as well as year-end analytical review to add to the level of assurance obtained.</p> <p>We also reviewed the design and implementation of controls of all main sources of revenue including rates systems.</p> <p>As part of these procedures, performed cut-off testing to help ensure revenue is correctly recognised and recorded.</p> <p>We understood the impact AASB 15 will have on the local government industry and had adequate discussions with management in this regard.</p> <p>We also considered the nature, complexity and materiality of the revenue transactions in the process of identifying the <b>risk of fraud in revenue</b>.</p>	<p>Based on work performed, we are satisfied that the City’s revenue is fairly stated and disclosed in the 2018 financial report.</p>
Rates	\$35.1mil									
Operating grants, subsidies and contributions	\$8.5mil									
Non-Operating grants, subsidies and contributions (including developer contributions)	\$15.4mil									
Fees and Charges	\$12.9mil									
EXPENDITURE										
<p>Expenditure forms a large part of a local government’s operations. This takes the form of both operating and capital.</p> <p>For the year ended 30 June 2018, the City has recognised:</p> <table><tr><td>Employee costs</td><td>\$26.7mil</td></tr><tr><td>Materials and contracts</td><td>\$24.8mil</td></tr><tr><td>Depreciation</td><td>\$14.4mil</td></tr></table>	Employee costs	\$26.7mil	Materials and contracts	\$24.8mil	Depreciation	\$14.4mil	<p>For the testing of expenditure, we documented and tested key audit controls and performed walkthroughs of the systems with a view to rely on internal controls.</p> <p>We performed substantive test of details based on our sampling methodology as well as year-end analytical review to add to the level of assurance obtained.</p> <p>We paid particular attention to the cost allocation methodology associated with administration allocations, Public Works Overheads and Plant Operating Costs to ensure these are properly allocated as they impacted the split between operational and capital expenditure.</p> <p>Specific attention was paid to credit cards, particularly in light of history and our experience of the industry.</p>	<p>Based on work performed, we are satisfied that the City’s expenditure is fairly stated and disclosed in the 2018 financial report.</p>		
Employee costs	\$26.7mil									
Materials and contracts	\$24.8mil									
Depreciation	\$14.4mil									

## 2. Key Audit Risks and Focus Areas (Continued)

RISK AREAS	AUDIT PROCEDURES TO ADDRESS RISK	CONCLUSIONS
<b>MANAGEMENT OVERRIDE OF CONTROLS</b>		
Management is involved in day to day operations and monitoring of the business, which gives them the ability to manipulate accounting records and manipulate financial disclosures by overriding controls in place. Due to the unpredictable way in which such override could occur, this leads to potential fraud risk.	<p>The following procedures had been performed:</p> <ul style="list-style-type: none"> <li>• Reviewed journal entries and other adjustments for evidence of possible material misstatements due to fraud;</li> <li>• Reviewed accounting estimates and application of accounting policies for evidence of bias or aggressive accounting practices; and</li> <li>• For significant or unusual transactions, evaluated the business rationale (or the lack thereof) for evidence of fraudulent financial reporting or misappropriation of assets.</li> </ul>	Based on work performed, we are satisfied that the risk of fraud from management override has been reduced to an acceptable level.
<b>RELATED PARTY DISCLOSURE</b>		
This was a new area of disclosure for local governments commencing for the year ended 30 June 2017.	<p>We reviewed the processes to ensure the required disclosures were adequately addressed and a robust system is in place.</p> <p>Ensured related party transactions are at arm's length basis.</p>	Based on work performed, we are satisfied that related party transactions are properly disclosed and at arm's length basis.
<b>SIGNIFICANT ADVERSE TRENDS</b>		
Reporting of any material matters that indicate significant adverse trends in the financial position or the financial management practices of the City relating to the requirements of Local Government (Audit) Regulation 10(3)(a).	<p>Based on our extensive local government experience, we used the statutory ratios disclosed as part of our assessment.</p> <p>This included a review of calculations against our understanding of industry benchmarks industry benchmarks and previously reported ratios in accordance with the OAG's guideline. We also evaluated how the ratios impact the operations of the City.</p> <p>We also considered whether any breakdowns in systems or procedures highlighted or were indicative of a significant adverse trend in the financial management practices of the City</p>	<p>Based on work performed, nothing has come to our attention to indicate that there are significant adverse trends in the financial position or the financial management practices of the City.</p> <p>We, however, noted reported in our management letter issued to Council that the Asset Sustainability and Operating Surplus Ratios are below the industry benchmark and need to be considered carefully moving forward to avoid any development of a significant adverse trend in the future.</p>

### 3. Summary of Audit Differences

We are required by the auditing standards to communicate all differences (other than clearly trivial) that we noted during the audit whether they have been adjusted or not.

The table below provides a summary of this matter:

Misstatements	Corrected	Uncorrected
None	N/A	N/A

## 4. Internal Controls Relevant to Audit

As part of our planned audit approach, we have evaluated the City's system of internal controls primarily to enable us to determine the appropriate nature and extent of our procedures.

This, however, does not constitute a comprehensive review. Accordingly, the Audit Committee may wish to discuss with management any matters they may have raised with respect to particular systems, which may necessitate a more comprehensive review.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the City's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

We are pleased to advise:

- We found that the internal control systems were adequate to enable the financial statements to be properly prepared and conveniently reviewed.
- We have no adverse feedback in relation to the capabilities of accounting personnel or in relation to the current accounting software.

## 5. Other Key Matters

In accordance with Auditing Standards, we are required to communicate a number of matters with those charged with governance which is covered in the table below.

Matters Considered	Outcome
Ethics and Independence	<p>We have obtained independence declarations from all staff engaged in the audit. We also have policies and procedures in place</p> <p>We confirm that to the best of our knowledge, we met the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the financial report.</p> <p>We have further considered the safeguards the Moore Stephens Australia network has in place and we are not aware of any services being provided that would compromise our independence as external auditor.</p>
Fraud and Compliance with Laws and Regulations	<p>We have enquired with the Management regarding the existence of fraud and/or non-compliance with laws and regulations. We have also reviewed the general ledger and minutes for evidence of these.</p> <p>Based on the confirmation obtained from the Management and work performed we are confident that the risk of fraud in relation to financial reporting and non-compliance with laws and regulations is low and have not identified any reportable matters for your attention.</p>
Appropriateness of Accounting Policies	<p>Based on the work performed, we are satisfied that accounting policies used for the preparation of financial report are acceptable financial reporting framework and in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.</p>
Appropriateness of the Use of Going Concern Basis of Accounting	<p>Based on the audit evidence obtained up to the date of our auditor's report, we are not aware of material uncertainty exists related to events or conditions that may cast significant doubt on the City's ability to continue as a going concern.</p>
Liaison with Management	<p>We had no disagreements with management about significant audit, accounting or disclosures matters.</p> <p>There were no difficulties encountered in dealing with management related to the performance of the audit.</p>
New Accounting Standards for Future Periods	<p>Please refer Appendix 1 of this document.</p>

## Appendix 1: Recent Regulatory and Technical Developments

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for current or future reporting periods, some of which are relevant to the City.

The new and amended pronouncements that are relevant to the City are set out as follows:

Title	Issued / Complied	Applicable <sup>(1)</sup>	Objective
AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	This Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139.
AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	<p>This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer.</p> <p>The effect of this Standard will depend upon the nature of future transactions the City has with those third parties it has dealings with. It may or may not be significant.</p>
AASB 16 Leases	February 2016	1 January 2019	<p>Under this Standard there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability onto their statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position once AASB 16 is adopted.</p> <p>Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges.</p>
AASB 1058 Income of Not-for-Profit Entities (incorporating AASB 2016-7 and AASB 2016-8)	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFP's. Key areas for consideration are:</p> <ul style="list-style-type: none"> <li>- Assets received below fair value;</li> <li>- Transfers received to acquire or construct non-financial assets;</li> <li>- Grants received;</li> <li>- Prepaid rates;</li> <li>- Leases entered into at below market rates; and</li> <li>- Volunteer services.</li> </ul>

Notes: <sup>(1)</sup> Applicable to reporting periods commencing on or after the given date.

The impact of these standards, if any, on the City's financial statements in future periods had been assessed by the management and disclosed in Note 1 to the 2018 annual financial report.

## MOORE STEPHENS

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### **9.3 Internal Audit Report:**

Due to the confidential nature of this report, this item is required to be presented Behind Closed Doors.

#### **COUNCIL DECISION**

**341**

**MOVED CR M ROWSE**

**SECONDED CR S LEE**

**That the item be presented at the Matters Behind Closed Doors section as item 9.3.**

**CARRIED  
8/0**

**10 Petitions:**

Nil

**11 Notices of Motion:**

Nil

**12 Reports - Community**

Nil

**13 Reports - Economic**

Nil

**14 Reports - Natural Environment**

Nil

## 15 Reports - Built Infrastructure

### 15.1 Proposed Medical Clinic and Associated Car Parking: Lot 800 (20) Ivory Way, Wellard

#### DECLARATION OF INTEREST:

Mayor Carol Adams declared an impartiality interest due to her step son and daughter in law owning a home on Ivory Way.

#### SUMMARY:

An application has been received for a Medical Clinic on Lot 800 (20) Ivory Way, Wellard. Two sets of plans have been received for the proposal with the initial set (Attachments I-M) subsequently amended by the proponent following the first round of advertising. The second set (Attachments C-H) detail additional alternative traffic access to the proposed Medical Clinic.

The Medical Clinic is comprised of a dental practice (87m<sup>2</sup> in area consisting of two consulting rooms) and a medical practice (433m<sup>2</sup> in area consisting of eight consulting rooms). A total of 30 car parking bays (including one disabled bay) and a bin store are proposed for this development.

The development proposes that nine staff will work on site at any one time and the proposed operating hours are as follows:

Monday to Friday	8am to 9pm
Saturday	9am to 3pm
Sunday and Public Holidays	9am to 1pm

The subject property is zoned 'Development' under the City's Local Planning Scheme No. 2 (LPS 2) and identified as Residential 'R40' under the Wellard West Local Structure Plan (LSP).

A Medical Clinic is an 'SA' use in the Residential Zone, where the Council, after consideration of public submissions, is able to exercise its discretion to approve or refuse the proposal.

The initial plans submitted with the application were advertised to surrounding landowners for 21 days during August and September 2018. Ten submissions were received with five in support and five against the proposal (refer Attachment N).

The objections mainly relate to traffic impacts on the local road network. Many of the objectors noted that all traffic to the Medical Clinic would be forced to use the local road network (Lazuli Rise and Ivory Way) to access the proposed development as there is no access proposed off Johnson Road. The objectors argued that having access off Johnson Road would ensure traffic use Johnson Road without using the local roads.

Following the close of submissions, the proponent had further discussions with City Officers regarding the possibility of obtaining access off Johnson Road. The City's Engineering Department supported full access off Johnson Road and Ivory Way, with a left out access only allowed from Lazuli Rise.

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

Subsequently, amended plans were received showing the additional access off Johnson Road and amended access at Lazuli Rise (refer Attachments C-H). The amended plans were then forwarded to the submitters for their information and comment. One formal submission was received with the submitter remaining opposed to the proposed Medical Clinic on the basis that the increased traffic on Ivory Way would affect the safety of children.

The application requires the determination of Council as objections were received. City Officers have considered the objections and the merits of the proposal and conclude that the impacts are minimal. City Officers recommend that Council approve the Medical Clinic and associated car parking, subject to conditions detailed below.

**OFFICER RECOMMENDATION:**

That Council approves the Medical Clinic and Associated Car Parking on Lot 800 (20) Ivory Way, Wellard subject to the following conditions and advice notes:

1. Conditions
- 1.1 This decision constitutes planning approval only and is valid for a period of 24 months from the date of approval. If the subject development is not substantially commenced within the 24 month period, the approval lapses and shall be of no further effect.
- 1.2 The premises being kept in a neat/tidy condition at all times by the owner/occupier to the satisfaction of the City of Kwinana.
- 1.3 The applicant shall implement dust control measures for the duration of site works to the satisfaction of the City of Kwinana.
- 1.4 Stormwater drainage from roofed and paved areas being contained and disposed of on site to the satisfaction of the City of Kwinana.
- 1.5 Crossover(s) shall be of concrete construction and located to the specifications and satisfaction of the City of Kwinana. Details to be submitted at the building permit stage.
- 1.6 The provision of 30 vehicle parking bays as detailed on the development plans in accordance with Australian Standard AS2890, to be clearly marked on the ground and constructed of asphalt or concrete to the satisfaction of the City of Kwinana.
- 1.7 Prior to occupation of the development, tandem staff parking bays shown on the site plan shall be clearly signed and/or marked to the satisfaction of the City of Kwinana.
- 1.8 All vehicle parking to be accommodated within the boundaries of the subject lot.
- 1.9 Prior to occupation of the development, visually permeable gates are to be installed to the satisfaction of the City of Kwinana on the Johnson Road and Ivory Way entry points, to prevent vehicle access to the site when the premises is closed. Gates shall be located wholly within the subject lot boundaries. Details to be submitted for approval of the City of Kwinana at the building permit stage.
- 1.10 A minimum of 146 square metres (8%) of the subject site to be landscaped in accordance with the approved landscaping plan and maintained to a high standard thereafter to the satisfaction of the City of Kwinana.

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

- 1.11 Landscaping areas (including verge planting), vehicle parking spaces, accessways and all other information as detailed on the attached plans are to be installed prior to occupying the proposed development and maintained thereafter by the owner/occupier to the satisfaction of the City of Kwinana.
  - 1.12 Landscaping being provided within parking areas at a rate of 1 tree per 4 bays as per the approved landscaping plan to provide shade for parked cars and to soften the impact of the paved car parking when viewed from adjacent sites and roads.
  - 1.13 The existing landscaping along the Johnson Road verge adjacent to the subject site shall be maintained to a high standard at all times. Any damage to the existing landscaping during construction works shall be reinstated prior to occupation of the development to the satisfaction of the City of Kwinana.
  - 1.14 A Signage Strategy detailing the dimensions, construction and artwork of all proposed signage being submitted for approval of the City of Kwinana prior to the lodgement of a building permit application.  
The strategy shall provide that:-
    - (a) Signage is to be kept clean and free from unsightly matter including graffiti at all times by the owner/occupier to the satisfaction of the City of Kwinana.
    - (b) Signage associated with a business is to be removed upon vacancy of the business.
- The approved signage strategy being implemented to the satisfaction of the City of Kwinana.
- 1.15 Prior to occupation of the development, a final assessment of the completed development must be undertaken by the acoustic consultant, detailing the nature of cumulative noise emissions from the finished building whilst operated with all air conditioning, refrigeration units, extraction systems and noise emitting equipment in operation. Any deficiencies shall be remedied and a report provided to the City of Kwinana that demonstrates the development complies with the *Environmental Protection (Noise) Regulations 1997*.
  - 1.16 The development being suitably lit in accordance with Australian Standard AS4282 – Control of Obtrusive Effects of Outdoor Lighting. Details to be provided to the City of Kwinana prior to the lodgement of a building permit application.
  - 1.17 A schedule of colours, materials, textures and finishes and coloured elevation plans for the development shall be submitted to the City of Kwinana for approval prior to the lodgement of a building permit, and implemented in the development.
  - 1.18 The proposed building walls being applied with anti-graffiti treatment to the satisfaction of the City of Kwinana.
  - 1.19 Any graffiti, vandalism or damage to the proposed development shall be made good immediately by the landowner to the satisfaction of the City of Kwinana.

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

- 1.20 Prior to occupation of the development, the proponent shall contribute towards the costs of providing common infrastructure as established through Amendment 132 or any replacement Scheme (when gazetted) to the City of Kwinana Local Planning Scheme No. 2.
- 1.21 Prior to the issuance of a building permit for the proposed development at Lot 800 (20) Ivory Way, Wellard ("the Land") the owner of the Land shall enter into a deed of agreement with the City of Kwinana ("the City") whereby the owner:
- (a) indemnifies the City against any loss or damage caused to any property of the City or to any person or property of any person arising out of the encroachment of the proposed development onto the adjoining public thoroughfare;
  - (b) agrees to take out and maintain a policy of public liability insurance with a reputable insurer in an amount satisfactory to the City to insure the City and the owner against all claims for loss or damage or injury occurring to any property of the City or any person or property of any person as a result of the encroachment of the proposed development onto the adjoining public thoroughfare; and
  - (d) agrees to maintain that portion of the proposed development encroaching on the public thoroughfare at its cost to the satisfaction of the City.

The agreement shall be prepared by the City's solicitors to the satisfaction of the City and shall authorise the City to lodge an absolute caveat over the Land. The owner shall be responsible to pay all costs associated with the City's solicitor's costs of and incidental to the preparation of (including all drafts) of the agreement and the lodgement of the absolute caveat.

**2. Advice Notes**

- 2.1 The applicant is advised that all future development must be submitted to the City of Kwinana prior to the commencement of works or alteration of land use.
- 2.2 Should the applicant be aggrieved by the decision or any condition imposed, then a right of review may be lodged with the State Administrative Tribunal within 28 days of the date of this decision.
- 2.3 The applicant is advised that this conditional Development Approval is not a Building Permit/Sign Licence giving authority to commence construction. Prior to any building work commencing on site a Building Permit/Sign Licence must be issued and penalties apply for failing to adhere to this requirement.
- 2.4 The applicant should ensure the proposed development complies with all other relevant legislation, including but not limited to, the *Environmental Protection (Noise) Regulations 1997*, *Health (Miscellaneous Provisions) Act 1911 and Regulations*, *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the National Construction Code.
- 2.5 In respect to Condition 1.10 above, the applicant should note that while plant selection is the prerogative of the landowner, the City of Kwinana encourages the use of species indigenous to the locality, as these will reduce the maintenance requirement and water demand and should be incorporated into the car parking areas to provide shade for parked cars & to soften the impact of paved car parking as viewed from adjacent sites and roads.

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

- 2.6 Regarding Condition 1.20, the proponent is referred to the City's Local Planning Policy: Administration of Development Contribution Plans for requirements to satisfy this condition.
- 2.7 The occupier of premises in which clinical waste is produced shall store waste in a secure location and comply in all respects with the *Environmental Protection (Controlled Waste) Regulations 2004*. For further information please contact the Department of Water and Environmental Regulation.
- 2.8 Regarding Condition 1.5, the proposed vehicle crossovers require some pedestrian path modifications and installation of pram ramps.
- 2.9 The City strongly recommends that the car parking bays be rearranged to include an additional disabled parking bay to cater for patients.

**DISCUSSION:**Land Status

Metropolitan Region Scheme:	Urban
City of Kwinana Local Planning Scheme No. 2:	Development Zone

Background

The subject site is 1826m<sup>2</sup> in area and is located within the Wellard West (Emerald Park) Estate in Wellard. The triangular shaped site has three frontages; Johnson Road to the west, Ivory Way to the east and Lazuli Rise to the south (refer Attachment A). The property is separated from residential properties by roads along the three frontages. Residential properties are located to the east and south of the subject site, with a Child Care Centre and Wellard Primary School located further to the south (approximately 45m and 97m respectively).

Proposal

The proposal is for the construction of a Medical Clinic comprising of a dental practice (87m<sup>2</sup> in area consisting of two consulting rooms), and a medical practice (433m<sup>2</sup> in area consisting of eight consulting rooms). The Medical Clinic also includes manager's offices, a pathology room, a treatment room, reception/waiting areas and staff amenities. A total of 30 car parking bays (including one disabled bay) and a bin store are proposed for this development.

The proposal entails a total of nine staff to be working on site at any one time and the proposed operating hours are as follows;

Monday to Friday	8am to 9pm
Saturday	9am to 3pm
Sunday and Public Holidays	9am to 1pm

Full vehicular access is proposed from Johnson Road and Ivory Way, with left out only proposed off Lazuli Rise. Pedestrian access is also proposed via footpaths along Lazuli Rise and Ivory Way which would connect to Johnson Road. Kerb ramps are proposed on Ivory Way to enable pram and pedestrian access into the development.

### 15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD

The proposed L-shaped building is setback a minimum of 11m from Johnson Road, has a nil setback from Ivory Way and a 2m setback from Lazuli Rise and the truncation. The building has been designed to address all street frontages through extensive glazing. Awnings are proposed along all street frontages to provide pedestrian shelter and to break the building bulk. The Lazuli Rise and Ivory Way verge is proposed to be planted with semi-mature trees to provide some screening to the building and reduce building bulk.

It should be noted that the building is intended to present well to Johnson Road as the primary frontage even though the lesser setbacks are to Lazuli Rise and Ivory Way.

#### **Planning Assessment**

##### **Zoning and Use**

As discussed, the proposal represents a Medical Clinic use in the context of LPS 2. The property is currently zoned 'Development' and is located within the approved Wellard West Local Structure Plan (LSP) area.

Under a 'Development' Zone (as set out in Clause 6.15 of LPS 2), "the subdivision, use and development of land is to generally be in accordance with a Structure Plan that has been prepared and adopted under the provisions of Clause 6.17 of the Scheme".

The Western Australian Planning Commission (WAPC) initially adopted the Wellard West LSP in June 2014 and there have been a number of minor amendments subsequently. The most recent Wellard West LSP is shown on Attachment B. The subject site is identified as 'Residential: R40' under the adopted LSP and can be assessed against this Residential Zone.

##### **Definitions, Standards and Provisions**

A Medical Clinic is an 'SA' use within the 'Residential' Zone and is defined in LPS 2 as follows:

*"A premises in which facilities are provided for the practice of more than one medical practitioner or dental practitioner, physiotherapist, chiropractor or masseur".*

Subject to the above definition, the proposed Medical Clinic use is permissible under LPS 2. An 'SA' use is one where the Council, after consideration of public submissions, is able to exercise its discretion to approve or refuse the proposal.

There are however no specific development standards and provisions under LPS 2 for non-residential development within the 'Residential' Zone and as such, City Officers have, for the most part applied the standards and provisions of the Residential Design Codes (R-Codes) for this application. This approach provides that the built form standards reflect those of the R-Codes given the zoning for the locality.

### 15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD

#### Setbacks

The site is subject to a Local Development Plan (LDP) which varies the primary street setback requirements specified under the R-Codes. The LDP specifies a minimum primary street setback of 2m and maximum 4m with no averaging allowed. The proposed Medical Clinic is setback a minimum of 11m from Johnson Road (primary street), therefore complies with the LDP. A pedestrian entry to the building is proposed off the Lazuli Rise truncation and is setback 2m from Lazuli Rise.

The R-Codes require a minimum secondary street setback of 1m. The proposed building has a nil setback from the secondary street (Ivory Way). The subject site does not however adjoin any residential properties so there will not be any overshadowing or privacy issues as a result of the development. The building has been designed to address Ivory Way through the use of extensive glazing to enable passive surveillance and reduce the building bulk. Awnings are proposed along all street elevations to provide pedestrian shelter whilst still enhancing the building's interface with Ivory Way and Lazuli Rise. Given the proposed building has a nil setback on Ivory Way, the awning along this elevation encroaches the road verge. Works beyond the boundary and into the road verge are dealt with in the *Building Act 2012*. The placement of an awning is allowed under the *Building Act 2012* subject to it being at least 2.75m above the ground level of the public place, has no supports connecting it to the surface of the road or public place and is constructed in an approved manner. The proposed awning meets the above requirements and necessitates a building permit. The structural integrity of the building and the awning will be reviewed through the building permit process. In circumstances where development encroaches onto a road reserve, the proponent is required to enter into a deed of agreement, indemnifying the local government against any loss or damage arising from the encroachment onto the road reserve. Therefore, a condition has been recommended requiring the proponent to enter into a deed of agreement to address this matter.

With the exception of the secondary street setback, the front and rear setbacks are consistent with the approved LDP and R-Code provisions for residential development within the area (albeit being a non-residential use).

#### Height

There are no height restrictions for non-residential development within the 'Residential' Zone. The R-Codes stipulate a maximum building height of 7m for a concealed roof. The proposed building has a maximum height of 6.5m for the entry along the truncation, with the rest of the building with maximum heights ranging from 4.4m to 5m. The Medical Clinic complies with the R-Codes in this respect. The building has been designed with variable building heights ranging from 4.4m to 6.5m with feature elements, glazing and awnings to reduce the building bulk. In addition, the road verge will be planted with semi-mature trees which will provide some screening and contribute to reducing the building bulk.

Given the location of this site fronting Johnson Road, close to the Child Care Centre and primary school, and the lot configuration (triangular shape) the design of the proposed Medical Clinic is considered to be satisfactory and of a good standard. It is not considered that the bulk and height of the building with its setbacks generates any adverse off site impacts. It is also important to note that none of the submitters objecting to this proposal did so on the basis of the setbacks and bulk of the building.

### 15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD

#### Landscaping

There are no landscaping provisions for non-residential development within the 'Residential' Zone. In this regard, landscaping is provided generally in accordance with the 'Commercial' Zone requirements of LPS 2 to provide a minimum landscaped area of 8% of the lot. A minimum of 146m<sup>2</sup> (8%) is required and a total of 230m<sup>2</sup> (13%) of landscaping area is proposed. In addition, the Lazuli Rise and Ivory Way road verge will be landscaped with lawn and semi-mature trees. The Johnson Road verge is currently landscaped, and the City's Landscape Architects confirmed that no additional landscaping along Johnson Road is required. A condition has been added requiring the reinstatement of any damaged verge landscaping along Johnson Road during construction works. The verge landscaping is required to be maintained to a high standard to the satisfaction of the City.

#### Landscaping of Car Parking Areas

LPS 2 Clause 7.5 stipulates:

*'The owner and occupier of premises on which car parking spaces are provided shall ensure that:*

- (a) the car parking area is landscaped with shade trees, laid out, constructed, drained and maintained in accordance with the approved plan relating thereto'*

The proposed development is consistent with the standards in LPS 2. A detailed landscaping plan, outlining specific vegetation species was submitted with the application. The landscaping plan is supported by the City's Landscape Architects and would be required to be implemented to the satisfaction of the City of Kwinana.

#### Parking

Part VII, Table III of LPS 2 stipulates that a Medical Clinic requires four car parking bays be provided for each consulting room up to two such rooms and two for every additional consulting room. The proposed Medical Clinic has 10 consulting rooms, and requires 24 car parking bays. A total of 30 car parking bays (including one disabled bay) is proposed to meet the requirements of LPS 2. A total of eight tandem car parking bays are proposed to be used by staff. A condition is recommended that these car parking bays be marked to be used for staff car parking only. The National Construction Code only requires one disabled car parking bay for every 50 car parking bays for a Health Centre use (similar to a Medical Clinic use). From past experience, City Officers have found that additional disabled bays have been beneficial at Medical Clinic or Health Centre uses. As such, City Officers are recommending an advice note which encourages the provision of additional disabled parking bays.

#### Noise

The proposal was accompanied by an Environmental Acoustic Assessment Report undertaken by Herring Storer Acoustics. The report assessed noise from mechanical plant and traffic and concluded that noise received at the neighbouring residential properties would comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* for the proposed hours of operation. This report has been reviewed by the City's Environmental Health Department and is supported. A condition is recommended requiring a final assessment to be undertaken by the Acoustic consultant demonstrating compliance with the *Environmental Protection (Noise) Regulations 1997* prior to occupation of the building. This assessment will consider noise generated from the Medical Clinic building such as operation of air conditioning units.

### 15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD

#### Access and Traffic

Full access/egress into the development is proposed from Johnson Road and Ivory Way, with left out only access off Lazuli Rise. The proposed access arrangements are supported by the City's Engineering Department.

The proposal was accompanied by a Transport Impact Statement (TIS) undertaken by i3 Consultants WA. This impact statement considered the traffic generated by the Medical Clinic but was undertaken prior to the inclusion of an access/egress off Johnson Road. The TIS estimated that the proposed development would generate a maximum of 27 vehicles per hour during peak hours (9am to 4pm), and a maximum of 20 vehicles per hour during off peak hours (8am to 9am and 5pm to 9pm) which equates to approximately 309 vehicles per day during weekdays. This traffic was to have been dispersed within the internal road network (Ivory Way and Lazuli Rise). The City's Engineering Department confirmed that based on the 17 existing dwellings on Ivory Way, these will generate approximately 136 vehicle movements per day based on eight vehicle movements per property. The total anticipated traffic movements on Ivory Way (prior to the Johnson Road entry) was estimated at 445 vehicles a day. This is well below the design capacity for Local Access Roads which are generally designed to cater for 3000 vehicles per day.

Given the access/egress introduced off Johnson Road, the above figures are a worst case for Ivory Way as they consider all traffic generated by the proposed development using Ivory Way where in reality, traffic external to the Emerald Park development will now use the Johnson Road access/egress point. It is anticipated that approximately 20% of the total traffic to be generated by the Medical Clinic per day, (approximately 62 vehicles) would use Ivory Way and Lazuli Rise. The rest of the traffic generated by this development is likely to use Johnson Road.

The TIS concludes that the existing road network is capable of accommodating the traffic movements generated from this proposal. The City's Engineering Department is satisfied with this conclusion.

To prevent vehicle access to the site outside of the Medical Clinic's operating hours, the proponent is required to install visually permeable gates on the Johnson Road and Ivory Way entry points. A condition has been imposed requiring details to be submitted at the building permit stage. The gates are required to be installed prior to occupation of the development.

#### Local Planning Policy No. 8 – Designing Out Crime

Local Planning Policy No. 8 (LPP No. 8) sets out design guidelines to be implemented during the assessment of development applications. Designing out crime considerations for development applications should take into account built form, materials, fencing and landscaping. The proposed building has been designed to address the public realm through the use of extensive glazing to enable passive surveillance.

### 15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD

Entry points to the development will be clearly visible from the street. Footpaths are proposed along the property frontages and these will be visible from the street. Proposed landscaping will provide some screening to the building whilst still allowing natural surveillance of the public realm. Given the location of the site (having three road frontages), car parking areas within the development are visible from the main entrances. Conditions of this approval would require that the car parking area be suitably lit in accordance with AS4282 – Control of Obtrusive Effects of Outdoor Lighting.

It is considered that the crime prevention principles have been incorporated within the design of this development as required by LPP No. 8.

#### Advertising

As the proposed development is an 'SA' use within the 'Residential' Zone under LPS 2, an advertising period of 21 days was required to be undertaken.

The advertising undertaken for the proposal involved referring the application to neighbours within a 100m radius of the development and any properties that were considered to be potentially impacted by the development. In addition, two signs advertising the proposal were placed on the property. Development application documents were also made available at the Council Administration building and on the City of Kwinana's website.

During this advertising period 10 submissions were received regarding the proposal, five in support and five against (refer to attachment N). As discussed, following concerns about traffic access from the initial round of advertising, amended plans were received proposing additional full vehicular access off Johnson Road. These plans (refer Attachments C-H) were forwarded to the submitters for a period of seven days (from 4 October 2018 to 12 October 2018) inviting them to send additional comments if they so wished. One submitter responded in writing confirming opposition to the proposed development.

Support for the application was largely on the grounds of the benefits that a Medical Clinic will bring to the locality.

The objections to the proposed development mainly related to the following matters;

#### Access to the Medical Clinic

The development plans that were submitted with the application and initially advertised did not propose vehicular access off Johnson Road.

Five of the submitters objecting to the proposal raised concerns regarding the lack of access off Johnson Road. The submitters argued that the traffic generated by the Medical Clinic from within the Estate and beyond would be forced to use the local streets, including laneways due to lack of alternative access off Johnson Road.

Following the close of submissions, the proponent had further discussions with City Officers to explore the possibility of having additional vehicular access off Johnson Road. The City's Engineering Department confirmed that access off Johnson Road can be supported. Subsequently, the proponent submitted amended plans showing full access off Johnson Road and Ivory Way. Left out access only is shown on Lazuli Rise to restrict vehicles from using the laneway (Ruby Lane) to the south of the subject site as a short cut.

#### 15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD

The amended plans were referred to the submitters for their information and consideration inviting further comment. One further submission was received from a resident on Ivory Way advising that they would still like to see the development having access off Johnson Road only and not Ivory Way or Lazuli Rise. The submitter expressed concern regarding the proposed vehicle crossover that is directly in front of their property. The main concern regarding this access point was safety of their children who often play within the front yard.

The Ivory Way access point was further considered by City Officers and determined that three access points (one for each frontage) is likely to distribute vehicular traffic evenly within the road system to cater for clients from within the Estate and beyond. While the submitter's concern about safety is very important, it is considered that the proposed access off Ivory Way ensures slow and controlled movement of traffic into and out of the development site. In addition, the car parking area will be adequately lit and sign posted to ensure visibility when entering and exiting the site. There is an existing pedestrian footpath along Ivory Way to provide safe use for pedestrians. In addition, the proposal includes a pedestrian footpath adjacent to the proposed development for pedestrians to utilise. So there is considered to be a reasonable separation between the proposed development and the front yards of properties along Ivory Way.

##### Traffic Impacts

Related to the above, five submitters raised concerns regarding the increase in traffic on the local roads as a result of the proposed development. The major concern was that the local streets could not accommodate traffic to be generated by the proposed development and it would impact adversely on amenity.

The traffic impacts of the proposed Medical Clinic have been detailed above. Based on traffic assessments undertaken prior to the proposed Johnson Road access/egress, it was estimated that the development would generate a maximum of 27 vehicles per hour during peak hours (9am to 4pm), and a maximum of 20 vehicles per hour during off peak hours (8am to 9am and 5pm to 9pm) which equates to approximately 309 vehicles per day during weekdays. Based on the 17 existing dwellings on Ivory Way, these will generate approximately 136 vehicle movements per day based on eight vehicle movements per property. The total anticipated traffic movements on Ivory Way (prior to the Johnson Road access/egress) was estimated at 445 vehicles a day. This is well below the design capacity for Local Access Roads which are generally designed to cater for 3000 vehicles per day.

These are worst case traffic figures for Ivory Way and in reality, traffic external to the Emerald Park development will now use the Johnson Road access/egress point. Taking account of these traffic numbers, it is not considered that the additional traffic generated by the Medical Clinic will result in high numbers of additional vehicles and have a significant negative impact on amenity. It is anticipated that approximately 20% of the total traffic to be generated by the Medical Clinic per day, (approximately 62 vehicles) would use Ivory Way and Lazuli Rise, with the remainder using Johnson Road.

Two submitters also raised concerns regarding noise from additional traffic as a result of the proposed development. The Acoustic Report submitted with the application identified that noise received at the neighbouring residential properties would comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* for the proposed hours of operation. The findings of this report were reviewed and have been supported by the City's Environmental Health Officers.

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD****Non-Residential Use**

One submitter raised concerns regarding the proposed development being a non-residential use.

The subject site is zoned 'Residential', however, a Medical Clinic is a discretionary use under LPS 2, which is a use that can be considered following advertising of the application in accordance with LPS 2. In this respect, the consideration should be on planning grounds, and a key planning consideration is the impact which the proposal will have on amenity of the immediate environment.

The location of this site fronting Johnson Road, its proximity to the nearby child care centre and primary school (focal points in the residential area) and the difficult lot configuration lends itself to a range of uses. The design of the proposed Medical Clinic is considered to be of a good standard and its impact on amenity relating to bulk and height are not considered to result in adverse visual amenity impacts. Traffic impacts are of concern to some submitters but the inclusion of full access/egress off Johnson Road will significantly reduce the need for external traffic to use the local road system. Notwithstanding this, it is the view of City Officers that multiple access points from all frontages will benefit traffic flow. In addition, any noise emanating from the development is required to meet the *Environmental Protection (Noise) Regulations 1997* which are designed to prevent excessive noise adversely impacting people. City Officers are of the view that the use proposed can be supported at this location.

**Car Parking Spaces**

One submitter raised concerns regarding the 'limited car parking spaces' proposed by this development which would likely result in customers illegally parking on verges, driveways and private properties.

The proposed development requires 24 car parking bays under LPS 2. A total of 30 car parking bays are proposed (including one disabled bay). All vehicles associated with the proposed development are required to be parked within the confines of the subject property. Illegal parking on verges and driveways will be enforced under the City's Local Laws.

**Conclusion**

City Planning Officers have considered the application against the relevant current provisions of LPS 2 and are satisfied that discretion can be applied to allow the proposal to be developed in this location.

The proposal provides sufficient parking with regards to requirements outlined in LPS 2. City Officers are satisfied that the application can be supported and discretion applied against LPS 2 provisions applicable to the development proposal. The development application has been assessed and is supported by City Officers and is recommended for approval subject to conditions.

**LEGAL/POLICY IMPLICATIONS:**

For the purpose of Councillors considering a financial or impartiality interest only, the proponent/owner is Wellard Family Pty Ltd and the applicant is Mapel Building Pty Ltd.

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

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

Legislation

*Planning and Development Act, 2005*

Schemes

Metropolitan Region Scheme

City of Kwinana Local Planning Scheme No. 2

Local Planning Policies

Local Planning Policy No.8 – Designing Out Crime

State Government Policies

State Planning Policy No. 3.1 – Residential Design Codes

**FINANCIAL/BUDGET IMPLICATIONS:**

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

**ASSET MANAGEMENT IMPLICATIONS:**

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

**ENVIRONMENTAL IMPLICATIONS:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Strategic Community Plan.

Plan	Outcome	Objective
Strategic Community Plan	A well planned City	4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity.

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD****COMMUNITY ENGAGEMENT:**

The application was advertised for a period of 21 days from 24 August to 14 September 2018 (inclusive). The advertising undertaken involved referring the application to neighbours within a 100m radius of the development and any properties that were considered to be potentially impacted by the development. In addition to this referral process, two signs advertising the proposal were placed on the property. Development application documents were also made available at the Council Administration building and on the City of Kwinana's website.

A total of 10 submissions were received during the advertising period (five in support and five against the proposal). As discussed previously, amended plans were received in response to access matters raised by some submitters. The amended plans proposed additional full vehicular access off Johnson Road. These plans (refer Attachments C-H) were forwarded to submitters for a period of seven days (from 4 October 2018 to 12 October 2018) for their information and consideration. One submitter responded in writing confirming opposition to the proposed development.

A full assessment of the submissions received has been provided previously in this report.

**PUBLIC HEALTH IMPLICATIONS**

The approval of the Medical Clinic has the potential to positively impact on the health of the community as medical attention would be readily accessible to residents. However, the proposed development may potentially negatively impact on the health of the community if clinical waste is not disposed of properly. In this case, the proponent is required to store waste in a secure location and to comply with the *Environmental Protection (Controlled Waste) Regulations 2004*, therefore it is not anticipated that the proposal would impact negatively on the community. While the proposal has the potential to result in adverse noise impacts, it is however required to comply with requirements of the *Environmental Protection (Noise) Regulations 1997* for the proposed hours of operation.

**RISK IMPLICATIONS:**

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

Risk Event	Negative impact on the amenity of the area. Appeal of Council's decision on the development application.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements. Providing inaccurate advice/information.
Risk Effect/Impact	Reputation Compliance

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate the risk
Response to risk treatment required/in place	Work instructions in place and checklists used when assessing the application. Consideration of the application within statutory timeframes. Compliance of the proposal with Local Planning Scheme No. 2 and relevant policies.
Rating (after treatment)	Low

**COUNCIL DECISION****342****MOVED CR P FEASEY****SECONDED CR W COOPER**

**That Council approves the Medical Clinic and Associated Car Parking on Lot 800 (20) Ivory Way, Wellard subject to the following conditions and advice notes:**

**1. Conditions**

- 1.1 This decision constitutes planning approval only and is valid for a period of 24 months from the date of approval. If the subject development is not substantially commenced within the 24 month period, the approval lapses and shall be of no further effect.**
- 1.2 The premises being kept in a neat/tidy condition at all times by the owner/occupier to the satisfaction of the City of Kwinana.**
- 1.3 The applicant shall implement dust control measures for the duration of site works to the satisfaction of the City of Kwinana.**
- 1.4 Stormwater drainage from roofed and paved areas being contained and disposed of on site to the satisfaction of the City of Kwinana.**
- 1.5 Crossover(s) shall be of concrete construction and located to the specifications and satisfaction of the City of Kwinana. Details to be submitted at the building permit stage.**
- 1.6 The provision of 30 vehicle parking bays as detailed on the development plans in accordance with Australian Standard AS2890, to be clearly marked on the ground and constructed of asphalt or concrete to the satisfaction of the City of Kwinana.**
- 1.7 Prior to occupation of the development, tandem staff parking bays shown on the site plan shall be clearly signed and/or marked to the satisfaction of the City of Kwinana.**
- 1.8 All vehicle parking to be accommodated within the boundaries of the subject lot.**
- 1.9 Prior to occupation of the development, visually permeable gates are to be installed to the satisfaction of the City of Kwinana on the Johnson Road and Ivory Way entry points, to prevent vehicle access to the site when the premises is closed. Gates shall be located wholly within the subject lot boundaries. Details to be submitted for approval of the City of Kwinana at the building permit stage.**

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

- 1.10 A minimum of 146 square metres (8%) of the subject site to be landscaped in accordance with the approved landscaping plan and maintained to a high standard thereafter to the satisfaction of the City of Kwinana.**
  - 1.11 Landscaping areas (including verge planting), vehicle parking spaces, accessways and all other information as detailed on the attached plans are to be installed prior to occupying the proposed development and maintained thereafter by the owner/occupier to the satisfaction of the City of Kwinana.**
  - 1.12 Landscaping being provided within parking areas at a rate of 1 tree per 4 bays as per the approved landscaping plan to provide shade for parked cars and to soften the impact of the paved car parking when viewed from adjacent sites and roads.**
  - 1.13 The existing landscaping along the Johnson Road verge adjacent to the subject site shall be maintained to a high standard at all times. Any damage to the existing landscaping during construction works shall be reinstated prior to occupation of the development to the satisfaction of the City of Kwinana.**
  - 1.14 A Signage Strategy detailing the dimensions, construction and artwork of all proposed signage being submitted for approval of the City of Kwinana prior to the lodgement of a building permit application.**  
**The strategy shall provide that:-**
    - (a) Signage is to be kept clean and free from unsightly matter including graffiti at all times by the owner/occupier to the satisfaction of the City of Kwinana.**
    - (b) Signage associated with a business is to be removed upon vacancy of the business.**
- The approved signage strategy being implemented to the satisfaction of the City of Kwinana.**
- 1.15 Prior to occupation of the development, a final assessment of the completed development must be undertaken by the acoustic consultant, detailing the nature of cumulative noise emissions from the finished building whilst operated with all air conditioning, refrigeration units, extraction systems and noise emitting equipment in operation. Any deficiencies shall be remedied and a report provided to the City of Kwinana that demonstrates the development complies with the *Environmental Protection (Noise) Regulations 1997*.**
  - 1.16 The development being suitably lit in accordance with Australian Standard AS4282 – Control of Obtrusive Effects of Outdoor Lighting. Details to be provided to the City of Kwinana prior to the lodgement of a building permit application.**
  - 1.17 A schedule of colours, materials, textures and finishes and coloured elevation plans for the development shall be submitted to the City of Kwinana for approval prior to the lodgement of a building permit, and implemented in the development.**
  - 1.18 The proposed building walls being applied with anti-graffiti treatment to the satisfaction of the City of Kwinana.**
  - 1.19 Any graffiti, vandalism or damage to the proposed development shall be made good immediately by the landowner to the satisfaction of the City of Kwinana.**

**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

- 1.20 Prior to occupation of the development, the proponent shall contribute towards the costs of providing common infrastructure as established through Amendment 132 or any replacement Scheme (when gazetted) to the City of Kwinana Local Planning Scheme No. 2.**
- 1.21 Prior to the issuance of a building permit for the proposed development at Lot 800 (20) Ivory Way, Wellard ("the Land") the owner of the Land shall enter into a deed of agreement with the City of Kwinana ("the City") whereby the owner:**
- (a) indemnifies the City against any loss or damage caused to any property of the City or to any person or property of any person arising out of the encroachment of the proposed development onto the adjoining public thoroughfare;**
  - (b) agrees to take out and maintain a policy of public liability insurance with a reputable insurer in an amount satisfactory to the City to insure the City and the owner against all claims for loss or damage or injury occurring to any property of the City or any person or property of any person as a result of the encroachment of the proposed development onto the adjoining public thoroughfare; and**
  - (d) agrees to maintain that portion of the proposed development encroaching on the public thoroughfare at its cost to the satisfaction of the City.**

The agreement shall be prepared by the City's solicitors to the satisfaction of the City and shall authorise the City to lodge an absolute caveat over the Land. The owner shall be responsible to pay all costs associated with the City's solicitor's costs of and incidental to the preparation of (including all drafts) of the agreement and the lodgement of the absolute caveat.

**2. Advice Notes**

- 2.1 The applicant is advised that all future development must be submitted to the City of Kwinana prior to the commencement of works or alteration of land use.**
- 2.2 Should the applicant be aggrieved by the decision or any condition imposed, then a right of review may be lodged with the State Administrative Tribunal within 28 days of the date of this decision.**
- 2.3 The applicant is advised that this conditional Development Approval is not a Building Permit/Sign Licence giving authority to commence construction. Prior to any building work commencing on site a Building Permit/Sign Licence must be issued and penalties apply for failing to adhere to this requirement.**
- 2.4 The applicant should ensure the proposed development complies with all other relevant legislation, including but not limited to, the *Environmental Protection (Noise) Regulations 1997*, *Health (Miscellaneous Provisions) Act 1911 and Regulations*, *Sewerage (Lighting, Ventilation and Construction) Regulations 1971* and the National Construction Code.**
- 2.5 In respect to Condition 1.10 above, the applicant should note that while plant selection is the prerogative of the landowner, the City of Kwinana encourages the use of species indigenous to the locality, as these will reduce the maintenance requirement and water demand and should be incorporated into the car parking areas to provide shade for parked cars & to soften the impact of paved car parking as viewed from adjacent sites and roads.**









**15.1 PROPOSED MEDICAL CLINIC AND ASSOCIATED CAR PARKING: LOT 800 (20) IVORY WAY, WELLARD**

- 2.6 Regarding Condition 1.20, the proponent is referred to the City's Local Planning Policy: Administration of Development Contribution Plans for requirements to satisfy this condition.**
- 2.7 The occupier of premises in which clinical waste is produced shall store waste in a secure location and comply in all respects with the *Environmental Protection (Controlled Waste) Regulations 2004*. For further information please contact the Department of Water and Environmental Regulation.**
- 2.8 Regarding Condition 1.5, the proposed vehicle crossovers require some pedestrian path modifications and installation of pram ramps.**
- 2.9 The City strongly recommends that the car parking bays be rearranged to include an additional disabled parking bay to cater for patients.**

**CARRIED  
8/0**

## Attachment A - Location Plan



ZONES / RESERVES	
	Residential R20
	Residential R25
	Residential R30
	Residential R40
	Commercial
	Public Open Space
	Public Purposes - Primary School
	Structure Plan Boundary

PUBLIC OPEN SPACE SCHEDULE	
<b>SITE AREA</b>	47.6102 Ha
Cedar Woods Properties Land	1.2987 Ha
MRWA Land (Lot 201 acquired by CWP)	12.6361 Ha
Other Landowners	0.1218 Ha
Lot 21 - Existing Drainage Reserve abutting Freeway	0.3440 Ha
Lateral Drainage Reserve (across POS 4)	0.8040 Ha
Proposed Closed Portion of Johnson Road	62.8148 Ha
<b>Total Site Area</b>	<b>62.8148 Ha</b>
<b>Deductions</b>	
Primary School	3.5008
Lots 8001 and 8002 Johnson Road Drainage	0.2018
Lot 21 - Existing Drainage Reserve abutting Freeway	0.1218
Sewer Pump Station	0.0909
Commercial Site	0.2096
Drainage Swale (1:1) - POS 1	0.2000
Drainage Swale (1:1) - POS 2 (Lot 8003)	0.1676
Drainage Swale (1:1) - POS 3	0.0357
Drainage Swale (1:1) - POS 4 (Lot 9004)	0.0000
Drainage Swale (1:1) - POS 4 (Lot 201)	0.4466
<b>Total Area of Deductions</b>	<b>4.9748 Ha</b>
<b>Gross Subdividable Area</b>	<b>57.8400 Ha</b>
<b>10% POS</b>	<b>5.7840 Ha</b>
<b>Unrestricted POS (8% minimum)</b>	
Lots 8001 and 8002 Johnson Road	0.1095
POS 1(a)	0.7761
POS 1(b)	0.0533
POS 2 (Lot 8003 - Reserve for Recreation)	0.6579
POS 3	0.5914
POS 4 (Lot 9004)	2.1785
POS 4 (Lateral Drainage Reserve)	0.3440
POS 4 (Community Pavilion Site)	0.0600
POS 4 (Lot 201)	0.7791
<b>Total Unrestricted POS =</b>	<b>9.531% 5.4998 Ha</b>
<b>Restricted Use POS (2% maximum)</b>	
Lots 8001 and 8002 Johnson Road	0.0000
POS 1(a)	0.4009
POS 2 (Lot 8003 - Reserve for Recreation)	0.0273
POS 3	0.0478
POS 4 (Lot 9004)	0.0000
POS 4 (Lot 201)	0.0730
<b>Total Restricted POS =</b>	<b>0.95% 0.5490 Ha</b>
<b>TOTAL PUBLIC OPEN SPACE PROVISION =</b>	<b>10.46% 6.0488 Ha</b>

Lot 800 Ivory Way

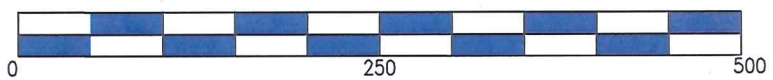
Adopted by Resolution of Council pursuant to Clause 6.17.4.15 of the City of Kwinana Town Planning Scheme No.2

25/6/14  
Date

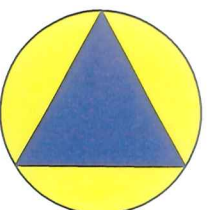
  
Chief Executive Officer

Approved by Western Australian Planning Commission on 17 July 2014

# Wellard West Local Structure Plan



Scale 1:5000 @A3



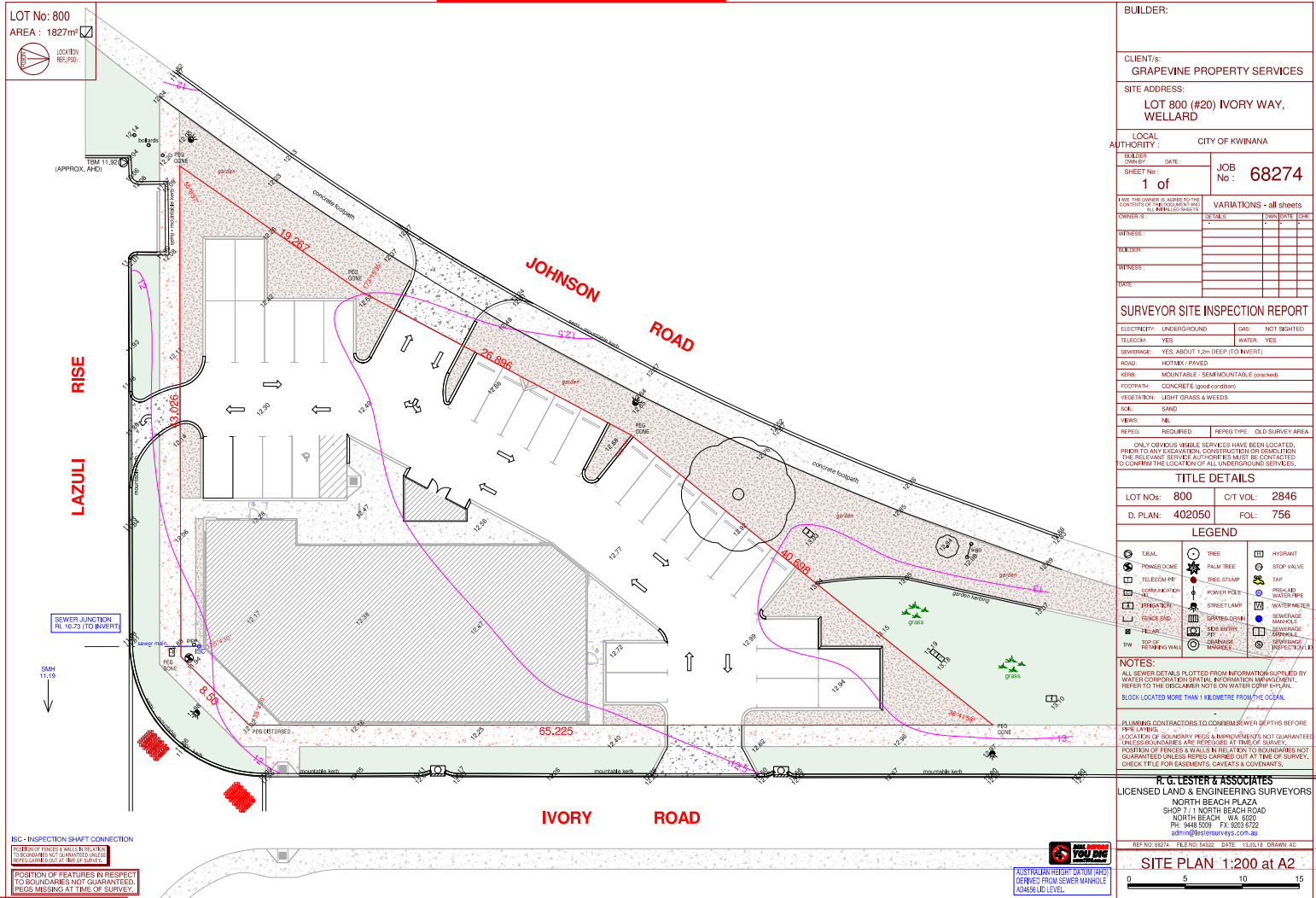
Prepared: 07/05/2014

## Attachment C



## AMENDED PLAN

# Attachment D



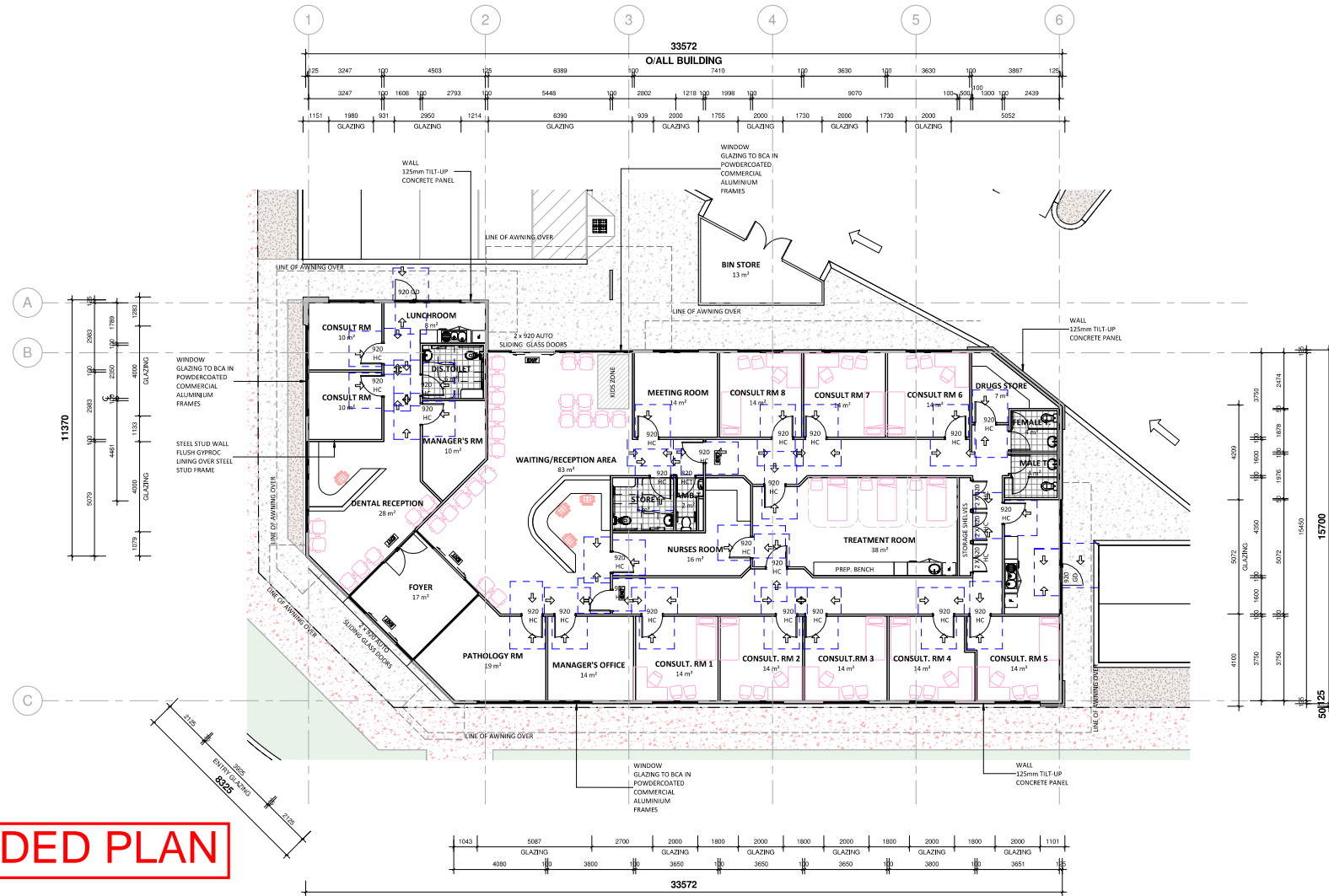
AMENDED PLAN

1 SURVEY PLAN  
1:200

L	RE-ISSUED FOR PLANNING	LT	MB	01/10/18
K	RE-ISSUED FOR PLANNING	LT	MB	27/09/18
J	ELECTRICAL MARK UPS FOR CLIENT'S APPROVAL	LT	MB	21/09/18
I	RE-ISSUED FOR PLANNING	LT	SHIRE	30/08/18
H	RE-ISSUED FOR PLANNING	LT	SHIRE	17/08/18
REV	DESCRIPTION	DOWN	CHK	DATE
1	DO NOT SCALE OFF DRAWINGS			
DRAWING:	PLAN #:	REV:		
SURVEY PLAN	SK A 0.2	L		



# Attachment F



AMENDED PLAN

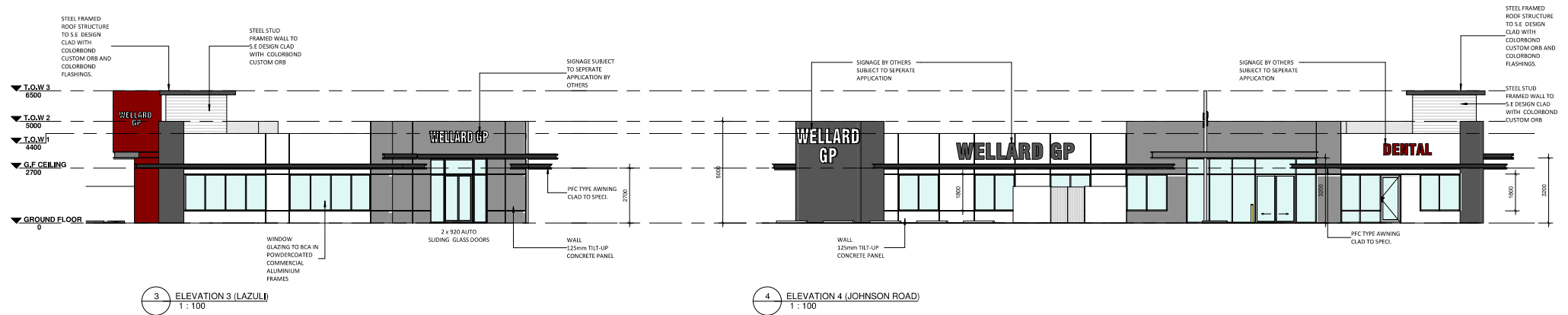
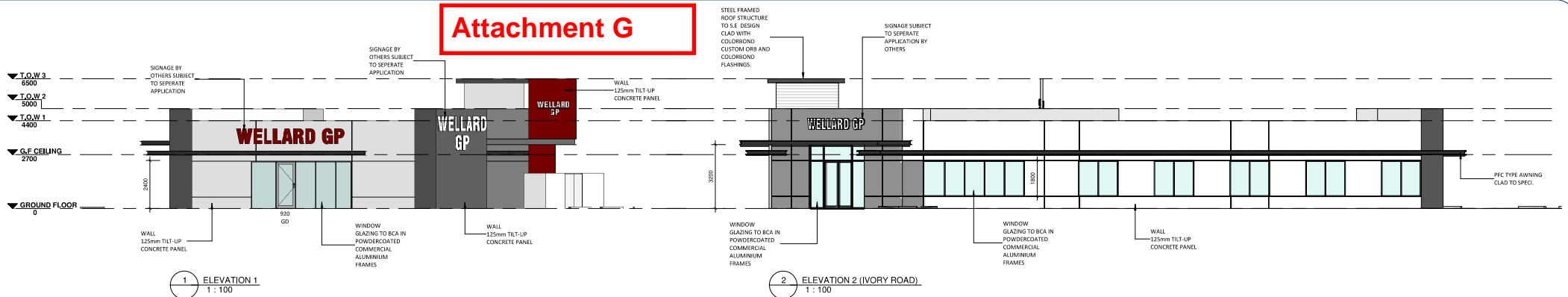
1 GROUND FLOOR PLAN  
A.3.1 1 : 100



L	RE-ISSUED FOR PLANNING	LT	MB	01/10/18
K	RE-ISSUED FOR PLANNING	LT	MB	27/09/18
J	ELECTRICAL MARK UPS FOR CLIENT'S APPROVAL	LT	MB	21/09/18
I	RE-ISSUED FOR PLANNING	LT	SHIRE	30/08/18
H	RE-ISSUED FOR PLANNING	LT	SHIRE	17/08/18
REV	DESCRIPTION	DWN	CHK	DATE
SCALE AS SHOWN @ A1 SCALE IS 50% @ A3		DO NOT SCALE OFF DRAWINGS		
DRAWING:		PLAN #:		REV:
FLOOR PLANS		SK A 2.1		L

Proposed Development  
For WELLARD FAMILY PTY LTD  
At Lot 800 (20) Ivory Way, Wellard

# Attachment G



**5 JOHNSON ROAD 3D VIEW**



**6 LAZULI & IVORY JUNCTION 3D VIEW**

## AMENDED PLAN









47 Tulloch Way  
Canning Vale WA 6155  
Phone: (08) 9456 1955  
Fax: (08) 9456 1988  
Email:

L	RE-ISSUED FOR PLANNING	LT	MB	01/10/18
K	RE-ISSUED FOR PLANNING	LT	MB	27/09/18
J	ELECTRICAL MARK UPS FOR CLIENT'S APPROVAL	LT	MB	21/09/18
I	RE-ISSUED FOR PLANNING	LT	SHIRE	30/08/18
H	RE-ISSUED FOR PLANNING	LT	SHIRE	17/08/18
REV	DESCRIPTION	DWN	CHK	DATE
SCALE AS SHOWN @ A1 SCALE IS 50% @ A3				
DRAWING:		PLAN #:		REV:
ELEVATIONS		SK A 3.1		L

Proposed Development  
For WELLARD FAMILY PTY LTD  
At Lot 800 (20) Ivory Way, Wellard

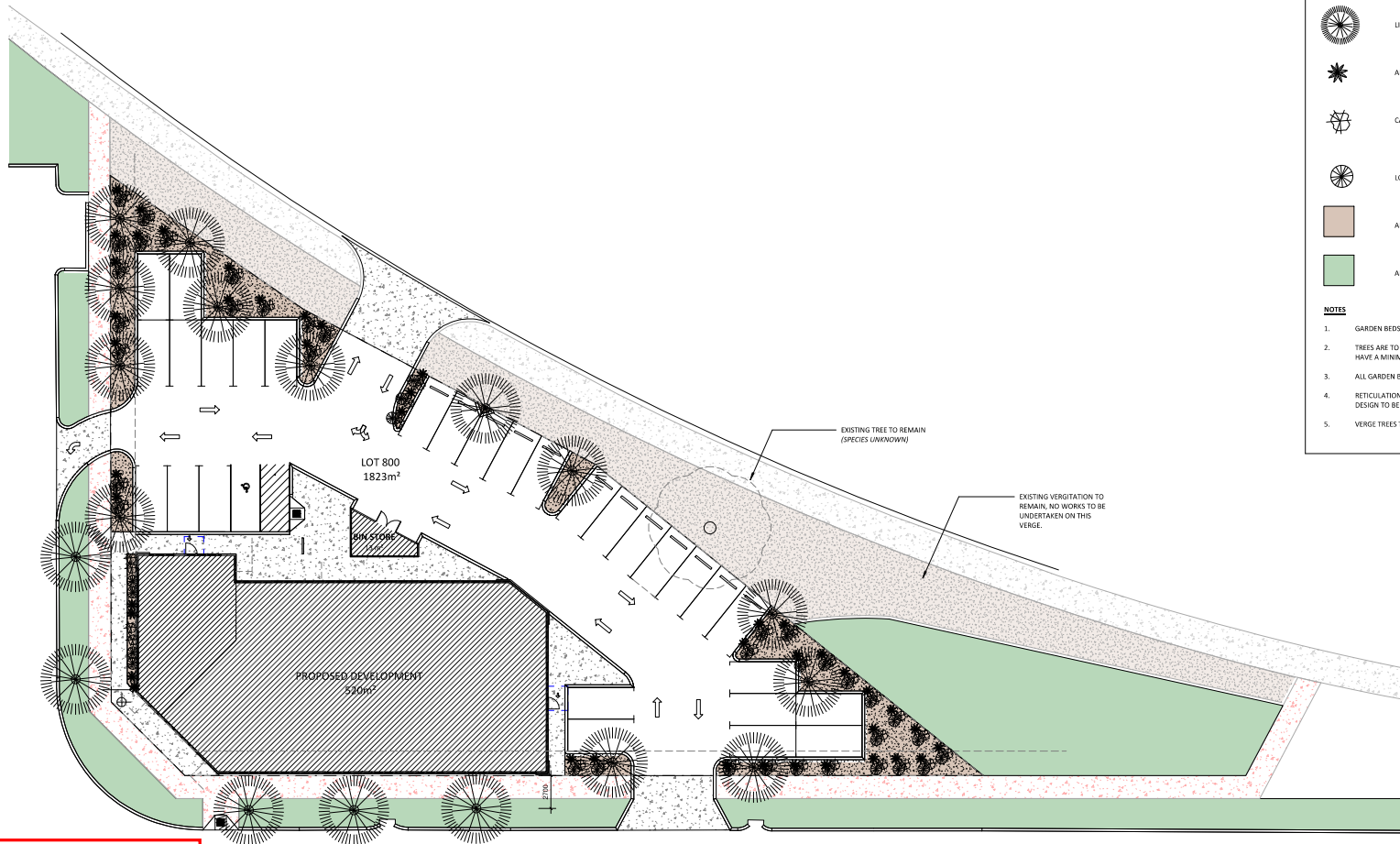
# Attachment H

## LANDSCAPE LEGEND

BOTANICAL NAME	COMMON NAME	TYPE	QT
 LIQUIDAMBAR STYRACIFLUA	SWEET GUM	TREE	19
 ANIGOZANTHUS "BIG RED"	KANGAROO PAW	SHRUB	2-3 PER m <sup>2</sup>
 CALLISTEMON LITTLE JOHN	DWARF BOTTLEBRUSH	SHRUB	2-3 PER m <sup>2</sup>
 LOMANDRA LONGIFOLIA LIME TUFF	LIME TUFF	SHRUB	2-3 PER m <sup>2</sup>
	AREAS TO BE MULCHED	SCREENED PINE BARK OR SOURCE FROM 'LGA' STOCK PILE	
	AREAS TO BE GRASSED	COOCH GRASS	

### NOTES

- GARDEN BEDS TO BE MULCHED TO A DEPTH OF NO LESS THAN 100mm.
- TREES ARE TO BE SEMI MATURE AT A MINIMUM OF 1.5m HIGH AND ALL OTHER PLANTS TO HAVE A MINIMUM POT SIZE OF 200mm.
- ALL GARDEN BEDS AND VERGE ARE TO BE RETICULATED VIA A POP-UP RETICULATION SYSTEM.
- RETICULATION TO BE A FULLY AUTOMATIC SYSTEM FROM MAINS SUPPLY. DESIGN TO BE BY AN APPROPRIATE CONSULTANT.
- VERGE TREES TO BE INSTALLED 2.7M FROM THE BOUNDARY.



## AMENDED PLAN

2 LANDSCAPING PLAN  
1 : 200



47 Tulloch Way  
Canning Vale WA 6155  
Phone: (08) 9456 1955  
Fax: (08) 9456 1988  
Email:



SWEET GUM



CALLISTEMON LITTLE JOHN



LIME TUFF



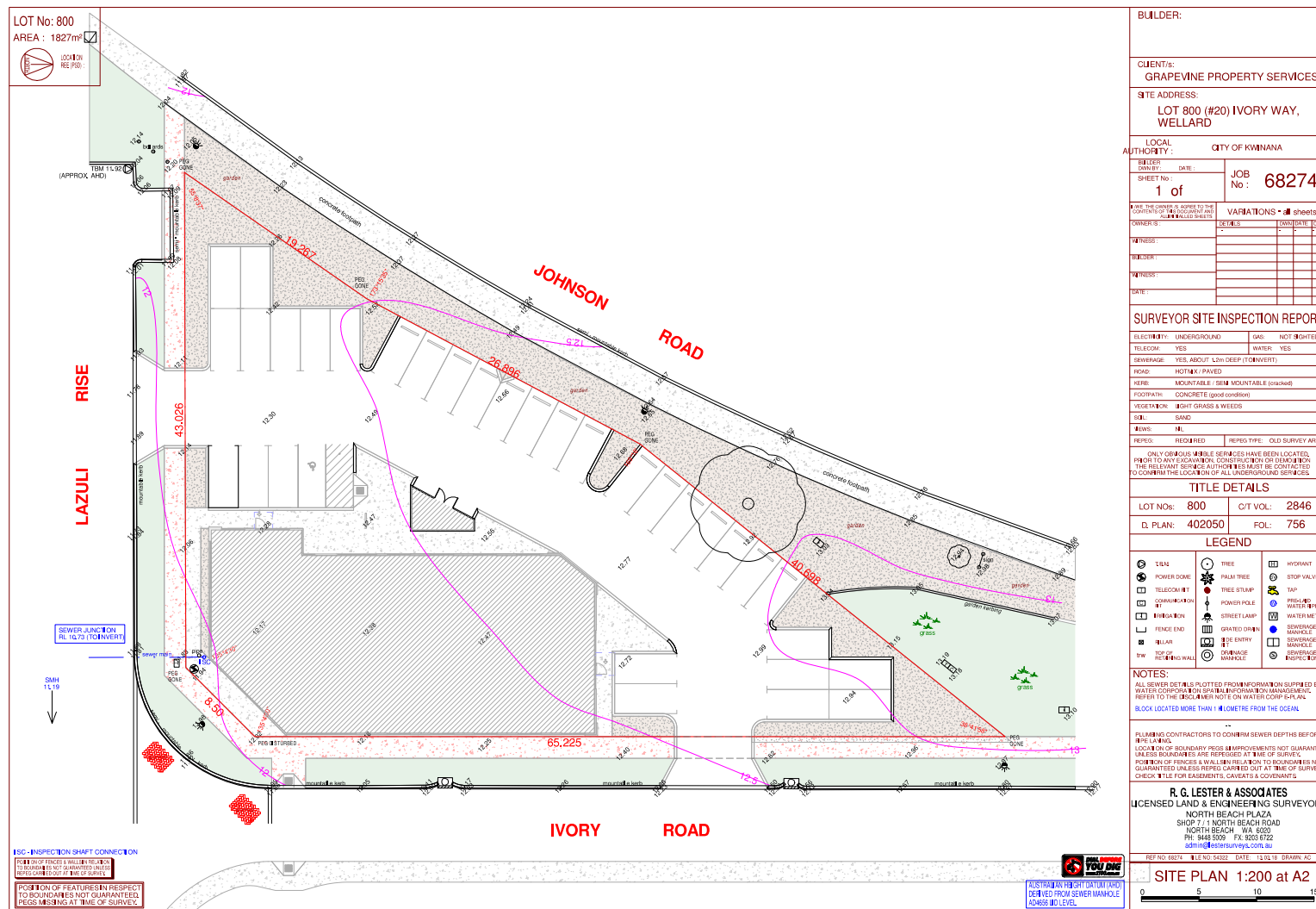
KANGAROO PAWS

**LANDSCAPING NOTES**  
ABOVE SPECIES HAVE BEEN SELECTED TO SUIT THE LOCAL AREA SOIL TYPE AND CONDITIONS. PLANTS TO BE MAINTAINED BY MEANS OF ADEQUATE FERTILIZER AND IRRIGATION FOR THE FIRST 12 MONTHS. DESIGNATED SPECIES HAVE BEEN SELECTED SO AS TO BE DROUGHT RESISTANT AND IN CONSIDERATION OF LIMITED STATE WATER RESOURCES, RETICULATION SCHEDULE SHOULD BE ABLE TO BE SCALED BACK TO AN INFREQUENT LEVEL AFTER THE FIRST 12 MONTHS, ONCE PLANTS HAVE BECOME SUFFICIENTLY ESTABLISHED.

L	RE-ISSUED FOR PLANNING	LT	MB	01/10/18
K	RE-ISSUED FOR PLANNING	LT	MB	27/09/18
J	ELECTRICAL MARK UPS FOR CLIENT'S APPROVAL	LT	MB	21/09/18
I	RE-ISSUED FOR PLANNING	LT	SHIRE	30/08/18
H	RE-ISSUED FOR PLANNING	LT	SHIRE	17/08/18
REV	DESCRIPTION	DWN	CHK	DATE
SCALE AS SHOWN @ A1 SCALE IS 50% @ A3		DO NOT SCALE OFF DRAWINGS		
DRAWINGS:		PLAN #:	REV:	
LANDSCAPE PLAN		SK L 1.1	L	

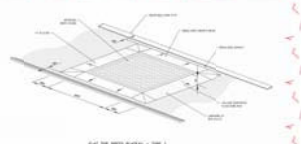
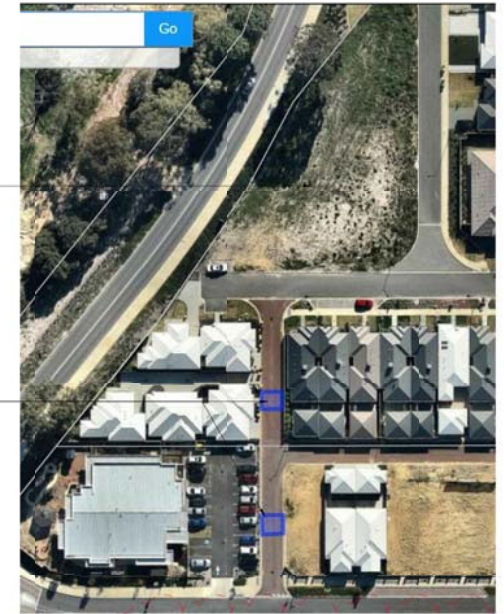
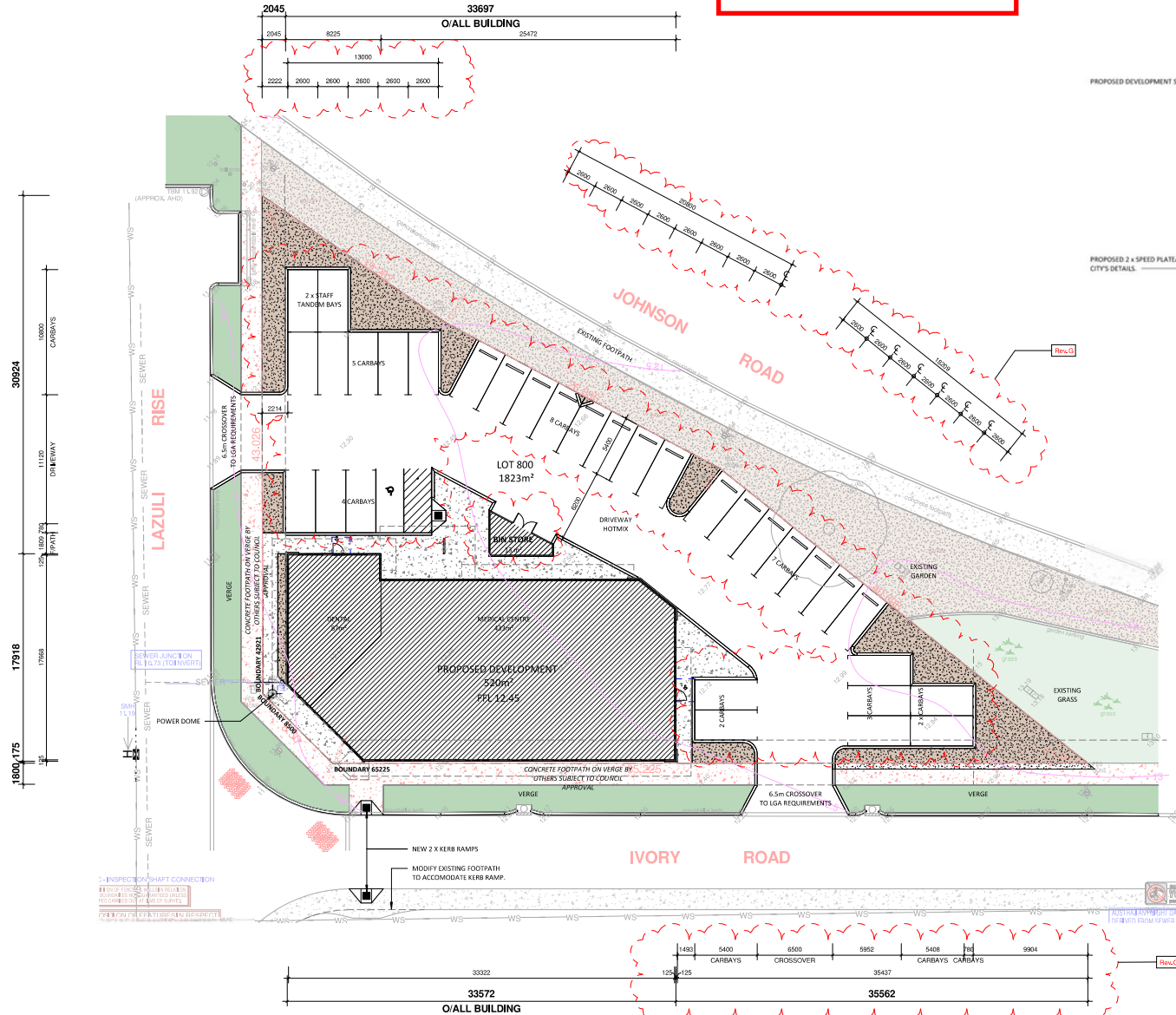
Proposed Development  
For WELLARD FAMILY PTY LTD  
At Lot 800 (20) Ivory Way, Wellard

## Attachment I



E	ISSUED FOR DA	LT	SHIRE	09/07/18
D	PRELIMINARY DESIGN	LT	MB	27/06/18
C	PRELIMINARY DESIGN	LT	MB	25/06/18
B	PRELIMINARY DESIGN	LT	MB	19/06/18
A	SITE LAYOUT	LT	AR	13/06/18
<b>REV</b>	<b>DESCRIPTION</b>	<b>DWN</b>	<b>CHK</b>	<b>DATE</b>
<small>SCALE: 1:500 @ A1, SCALE IS 50% @ A3</small> DRAWING:		<small>DO NOT SCALE OFF DRAWINGS</small> PLAN #:		
<b>SURVEYPLAN</b>		<b>SK A 0,2</b>		<b>REV: E</b>

# Attachment J



## STANDARD NOTES - FLOOR AREA DEFINITIONS

**GFA:**  
ENTIRE BUILDING FOOTPRINT, INCLUDING THICKNESS OF WALLS, AMENITIES, SPACE OCCUPIED BY STAIRWELLS AND MEZZANINES INSIDE THE BUILDING AND BALCONIES AS APPLICABLE. WALL THICKNESS ARE NOT COUNTED FOR FIRST FLOOR AREAS UNLESS THE FLOOR UNIT IS ON THE FIRST FLOOR.

**PLEASE NOTE FOR FINAL STRATA AREAS:** AREAS OVER STAIRS WILL NOT BE COUNTED AND UNIT ENTITLEMENTS ARE CALCULATED TO THE CENTRELINE OF DIVIDING WALLS AND OUTSIDE FACE OF ALL WALLS THAT ARE NOT COMMON WALLS.

**PLEASE NOTE STRATA TITLING** CAN BE ACHIEVED IN A NUMBER OF WAYS WHICH MAY AFFECT THE FINAL FLOOR AREA CALCULATION.

**WORKING AREAS (FOR COUNCIL):**  
WORKING AREAS ARE CALCULATED FOR CARPARKING BASED ON THE RELATIVE COUNCIL SCHEME REQUIREMENTS. THE BASIS FOR CALCULATION VARIES BY COUNCIL AS DOES THE DEFINITION AND CARPARKING GENERATION RATE. GENERALLY WORKING AREAS WILL BE CALCULATED AS GFA WITH EXCLUSION OF THICKNESS OF MAIN AREA BOUNDING WALLS (NOT INTERNAL DIVIDING WALLS), 4 OFFICE PARTITIONS, AMENITIES (KITCHENS, TOILETS, LAUNDRIES, SHOWERS AND SERVICE PASSAGE), STAIRS, BIN AREAS, CLIPBOARDS (eg STAIRS).

**ANY VARIANCE TO THIS WILL BE NOTED ACCORDINGLY**

**BUILDING CODE AREAS AND VOLUMES:**  
PLEASE NOTE BUILDING CODE (NCC) AREAS AND VOLUMES (FOR NCC COMPLIANCE) WILL BE CALCULATED IN ACCORDANCE WITH THE BUILDING CODE REQUIREMENTS. THE METHOD OF THIS CALCULATION VARIES DEPENDANT ON THE CIRCUMSTANCE.

REV	DESCRIPTION	DWN	CHK	DATE
G	RE-ISSUED FOR PLANNING	LT	SHIRE	15/08/18
F	RE-ISSUED FOR PLANNING	LT	SHIRE	08/08/18
E	ISSUED FOR DA	LT	SHIRE	09/07/18
D	PRELIMINARY DESIGN	LT	MB	27/06/18
C	PRELIMINARY DESIGN	LT	MB	25/06/18
B	PRELIMINARY DESIGN	LT	MB	19/06/18

SITE PLAN	SK A 1.1	REV: G
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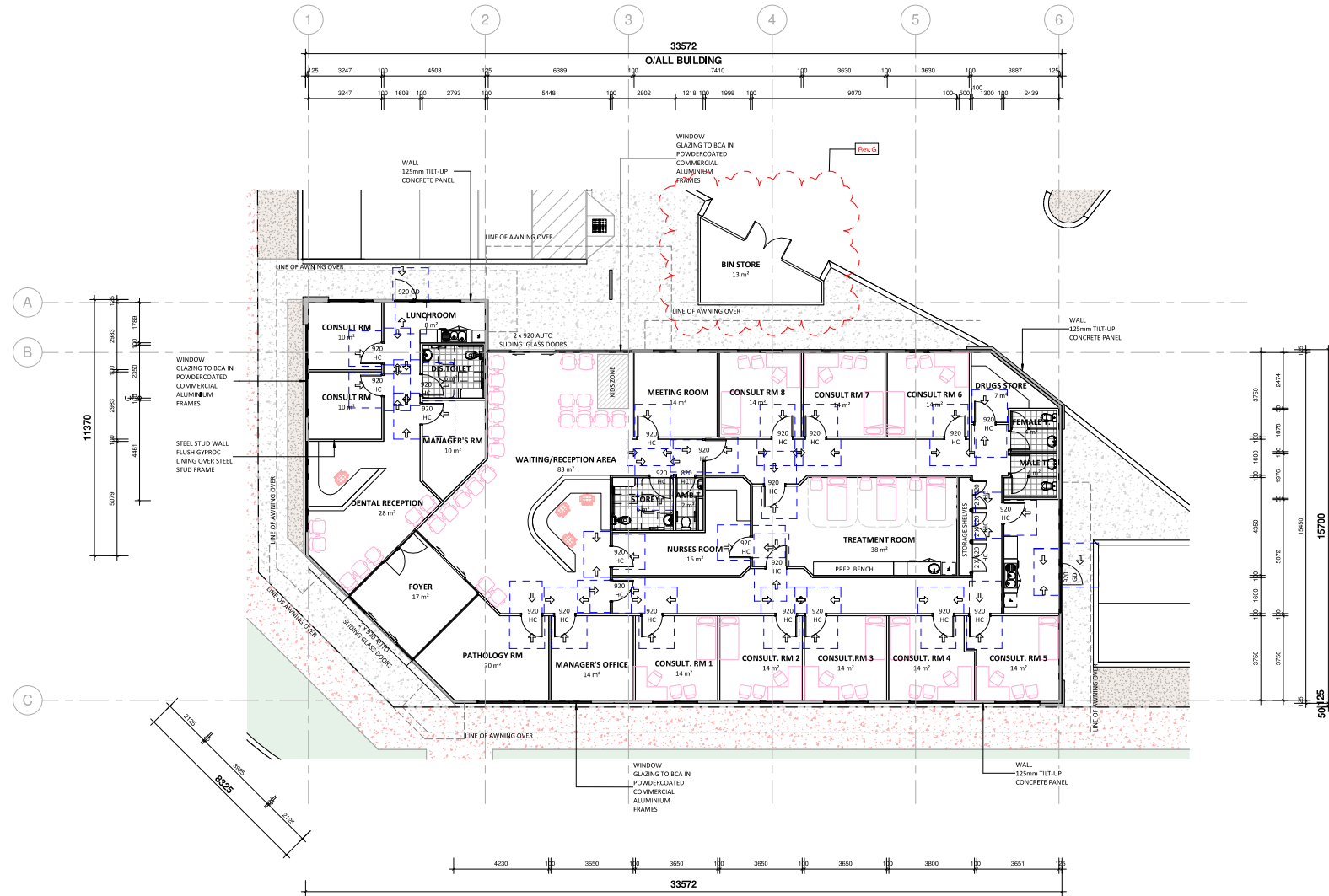
## DEVELOPMENT SUMMARY

**ZONING:**  
CLASSIFICATION : KWINANA CLASS 9A  
CONSTRUCTION TYPE : TYPE 'C'  
ZONING : RESIDENTIAL  
BUILDING AREA (GFA) : 520m²  
BUILDING VOLUME : 18cm³

**PLOT RATIO :** MAX = N/A  
**ACHIEVED :** 520m² / 1823m² = 28.5%  
**SITE COVERAGE :** MAX = N/A  
**FOOTPRINT :** 520m² / 1823m² = 28.5%  
**LANDSCAPING :** WITH 8% OF LOT AREA TO BE LANDSCAPED 8% OF 1823 = 145.8m²  
**PROVIDED :** 219m²  
**BUSH FIRE PRONE AREA :** NOT APPLICABLE

**CARPARKING :**  
PROPOSED MEDICAL CENTRE : 4 BAY PER FIRST 2 CONSULTING ROOM & 2 FOR EVERY ADDITIONAL CONSULTING ROOMS.  
TOTAL BAYS REQUIRED : 24 BAYS  
BAYS PROVIDED : 33 (INCL DISABLED & 4 TANDUM STAFF BAY)

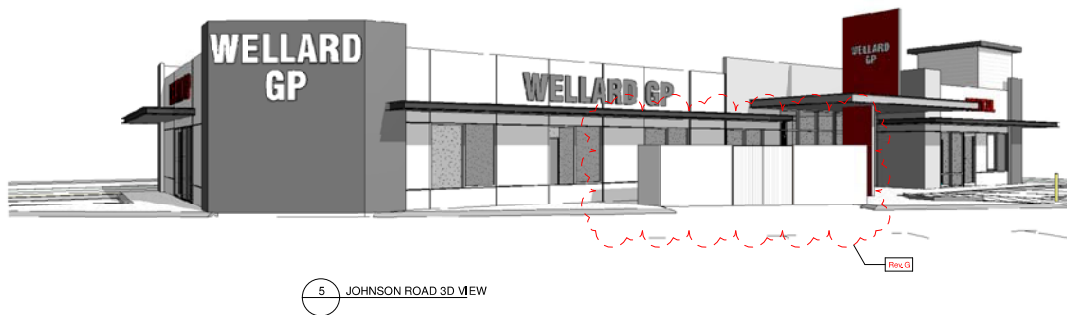
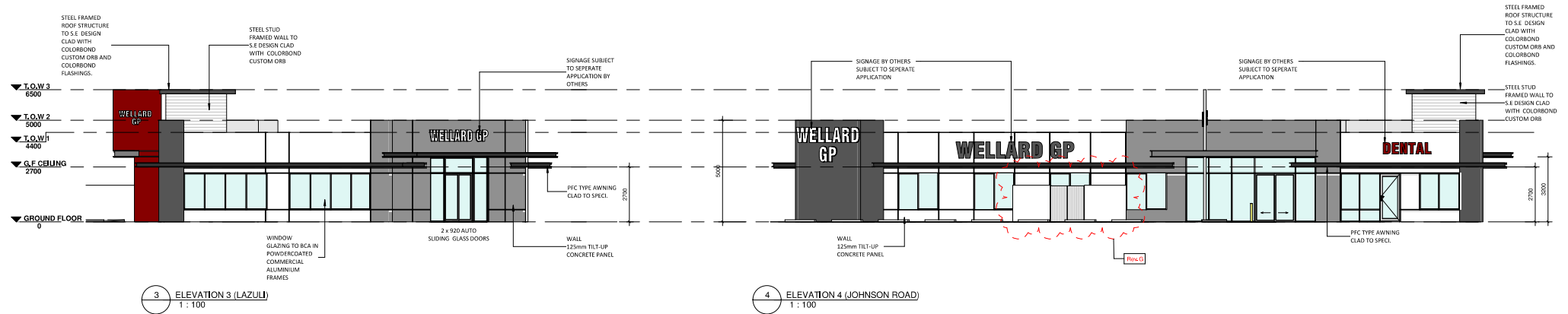
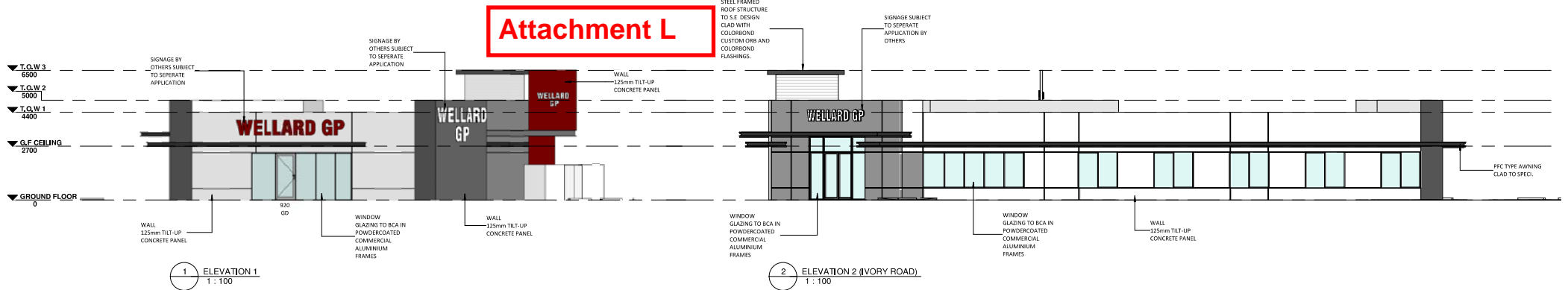
# Attachment K



1 GROUND FLOOR PLAN  
A3:1 1:100

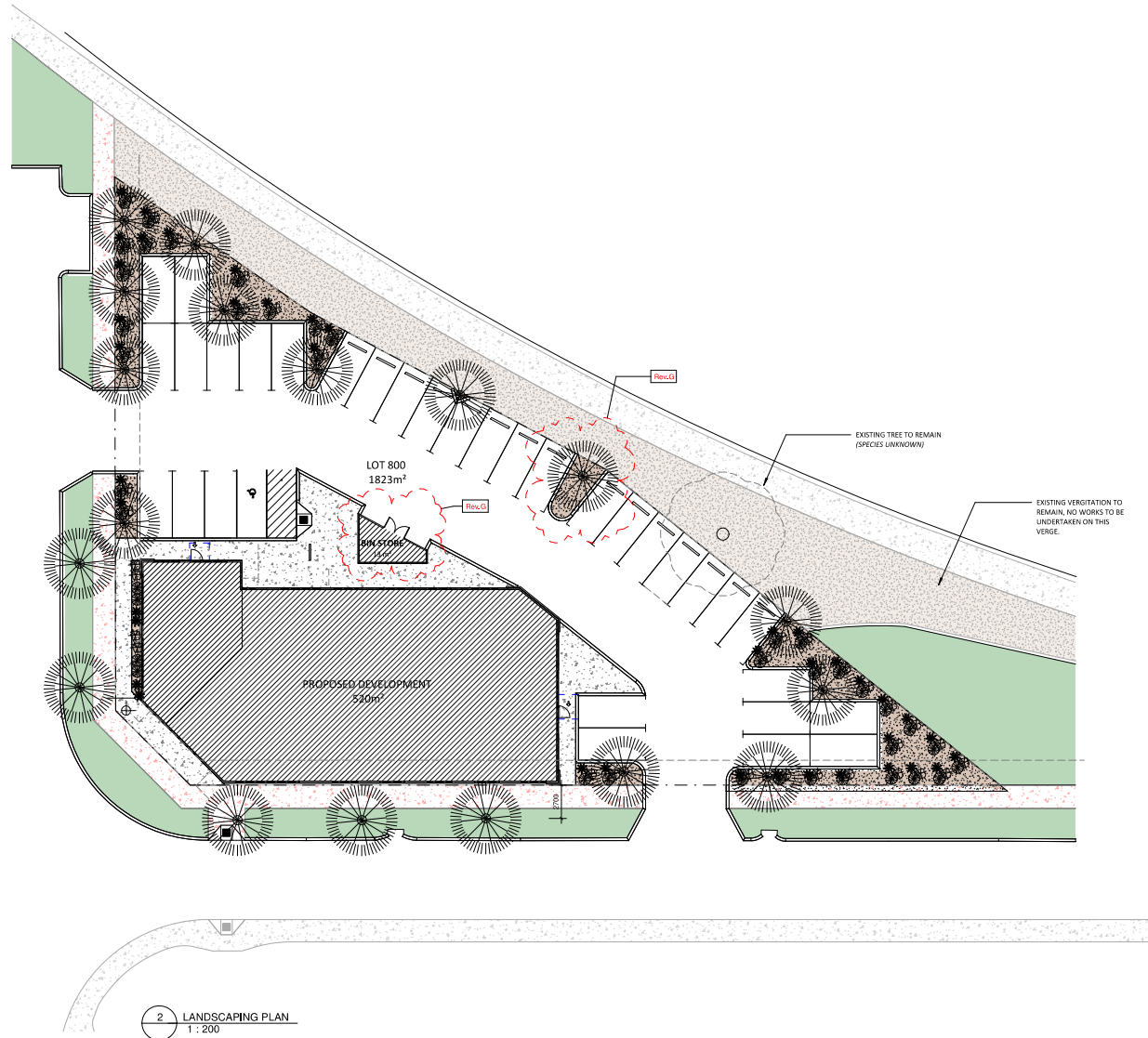
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E	ISSUED FOR DA	LT	SHIRE	09/07/18
D	PRELIMINARY DESIGN	LT	MB	27/06/18
C	PRELIMINARY DESIGN	LT	MB	25/06/18
B	PRELIMINARY DESIGN	LT	MB	19/06/18
A	SITE LAYOUT	LT	AR	13/06/18
REV	DESCRIPTION	DWN	CHK	DATE
DO NOT SCALE OFF DRAWINGS				
DRAWING:		PLAN R:		REV:
FLOOR PLANS		SK A 2.1		G

# Attachment L







G	RE-ISSUED FOR PLANNING	LT	SHIRE	15/08/18
F	RE-ISSUED FOR PLANNING	LT	SHIRE	08/08/18
E	ISSUED FOR DA	LT	SHIRE	09/07/18
D	PRELIMINARY DESIGN	LT	MB	27/06/18
C	PRELIMINARY DESIGN	LT	MB	25/06/18
B	PRELIMINARY DESIGN	LT	MB	19/06/18
REV	DESCRIPTION	DWN	CHK	DATE
SCALE AS SHOWN @ A3. SCALE IS 50% @ A3				DO NOT SCALE OFF DRAWINGS
DRAWING:			PLAN R:	REV:
ELEVATIONS			SK A 3.1	G

## Attachment M



### LANDSCAPE LEGEND

<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>TYPE</u>	<u>QT</u>
 LIQUIDAMBAR STYRACIFLUA	SWEET GUM	TREE	19
 ANIGOZANTHUS "BIG RED"	KANGAROO PAW	SHRUB	2-3 PER M <sup>2</sup>
 CALLISTEMON LITTLE JOHN	DWARF BOTTLEBRUSH	SHRUB	2-3 PER M <sup>2</sup>
 LOMADRA LONGIFOLIA LIME TUFT	LIME TUFT	SHRUB	2-3 PER M <sup>2</sup>
 AREAS TO BE MULCHED	SCREENED PINE BARK OR SOURCE FROM "LGA" STOCK PILE		
 AREAS TO BE GRASSED	COOCH GRASS		

## NOTES

1. GARDEN BEDS TO BE MULCHED TO A DEPTH OF NO LESS THAN 300mm.
2. TREES ARE TO BE SEMI MATURE AT A MINIMUM OF 1.5m HIGH AND ALL OTHER PLANTS TO HAVE A MINIMUM POT SIZE OF 200mm.
3. ALL GARDEN BEDS AND VERGE ARE TO BE RETICULATED VIA A POP-UP RETICULATION SYSTEM
4. RETICULATION TO BE A FULLY AUTOMATIC SYSTEM FROM MAINS SUPPLY. DESIGN TO BE BY AN APPROPRIATE CONSULTANT.
5. VERGE TREES TO BE INSTALLED 2.7 FROM THE BOUNDARY.



47 Tulloch Way  
Canning Vale W.A 6155  
Phone: (08) 9456 1955  
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SWEET GUM



CALLISTEMON LITTLE JOHN



**LINE TUFF**



### KANGAROO PAWS

LANDSCAPING NOTES

**LANDSCAPING NOTES**

ABOVE SPECIES HAVE BEEN SELECTED TO SUIT THE LOCAL AREA SOIL TYPE AND CONDITIONS. PLANTS TO BE MAINTAINED BY MEANS OF ADEQUATE FERTILIZER AND IRRIGATION FOR THE FIRST 12 MONTHS. DESIGNATED SPECIES HAVE BEEN SELECTED SO AS TO BE DROUGHT RESISTANT AND IN CONSIDERATION OF LIMITED STATE WATER RESOURCES. RETICULATION SCHEDULE SHOULD BE ABLE TO BE SCALED BACK TO AN INFREQUENT LEVEL AFTER THE FIRST 12 MONTHS. ONCE PLANTS HAVE BECOME SUFFICIENTLY ESTABLISHED

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B	PRELIMINARY DESIGN	LT	MB	19/06/18
REV	DESCRIPTION	DWN	CHK	DATE
SCALE AS SHOWN @ A1. SCALE IS 50% @ A3			DO NOT SCALE OFF DRAWINGS	
DRAWING:		PLAN I#:		REV:
LANDSCAPE PLAN		SK L 1.1		G

**Proposed Development**  
**For WELLARD FAMILY PTY LTD**  
**At Lot 800 (20) Ivory Way, Wellard**

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	<b>Submitter</b>	<b>Overall object / support / neutral</b>	<b>Summary of Submission</b>	<b>City response</b>
1.	Resident A	Support	Support the proposal on the following grounds.  1. Having a medical clinic will bring more value to the street/area as it adds an additional amenity to the area. The area will become more developed and busier.	Noted.
2.	Resident B	Support	1. There is sufficient distance separation from the Wellard Primary School to the proposed Medical Clinic.	Noted.
3.	Resident C	Support	1. I believe it would be an asset to the area as there isn't one handy.	Noted.
4.	Resident D	Support	1. It seems an excellent place to put a Medical Clinic. Access is good and doesn't require cars etc through the Estate.	Noted.
5.	Resident E	Support	1. Happy with the proposal if there is a need for these services in the area.	Noted.
6.	Resident F	Object	1. Ivory Way will be a more busier road affecting the little quietness that remains in our suburb making us more prone to burglaries and making us feel unsafe in our own home. It has already become noisy with the school being so close and kids walking, screaming in front of our house damaging our frontage.	1. It is acknowledged that the proposal would result in increased vehicular traffic on the local roads. A Transport Impact Statement (TIS) was submitted with the application and concluded that the local road network can accommodate the increase in traffic. The TIS was reviewed by the City's Development Engineers and its findings were supported. The City's Development Engineers also noted that Ivory Way is a Local Access Street as defined under the Liveable Neighbourhoods Policy and its design standard and cross section is sufficient to cater for up to 3000 vehicles per day. Traffic within the Estate is likely to access the proposed development via Ivory Way,

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	<b>Submitter</b>	<b>Overall object / support / neutral</b>	<b>Summary of Submission</b>	<b>City response</b>
			<p>2. Cars screaming around the corner of Ivory Way and Amethyst Approach.</p> <p>3. This Medical Clinic will introduce more traffic both light vehicles and heavy vehicles plus emergency vehicles.</p> <p>4. There is no entrance to the site via Johnson Road.</p>	<p>combined with the existing residential traffic volume in the street will not exceed the traffic volume the street is capable of carrying. Matters relating to a potential increase in burglaries and reduced safety in homes are not considered to be directly linked to the proposed development and are considered to be Police matters.</p> <p>2. The local streets, including Ivory Way and Amethyst Approach are subject to the default urban speed limit of 50km/h. Matters relating to cars not adhering to the speed limit is a Police matter.</p> <p>3. As per comments in 1 above</p> <p>4. In response to the submission, amended plans were received proposing full access off Johnson Road. This was supported by the City's Development Engineers.</p>
7.	Resident G	Neutral	<p>I have no objection per se to the Medical Clinic being built at the location but have several reservations regarding the following;</p> <p>1. The proposed ingress/egress route to be taken by customers and the effect on the residents in the area due to the increased vehicular traffic.</p>	<p>1. Amended plans were received following close of submissions proposing additional full access off Johnson Road. This was supported by the City's Development Engineers.</p>

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	<b>Submitter</b>	<b>Overall object / support / neutral</b>	<b>Summary of Submission</b>	<b>City response</b>
			<p>2. The plans accompanying the submission, indicate that there are two entrances to the clinic, one located on Ivory Way and one on Lazuli Rise. These two entrances, being positioned onto minor residential roads, will subject the residents on the following residential streets to a substantial increase in vehicular traffic: Ivory Way, Lazuli Rise, Ruby Lane, Breccia Parade, and Amethyst Approach. This includes 67 residences, one Child Care Centre and Wellard Primary School. The design of the entrances onto minor residential roads is, in my opinion, poor planning and subjects all the above residences, Child Care Centre and primary school to unnecessary vehicular traffic.</p> <p>3. The Medical Clinic has 8 consulting rooms and the dental clinic has two, 10 in total. Assuming the average consultation for a medical appointment is 10 minutes, that equates to six customers an hour per consulting room – 48 customers. Assuming a dental appointment is 30 minutes, this equates to four customers per hour. The potential number of vehicles that will be forced into minor residential roads to attend the clinic is therefore 52 vehicles per hour the clinic is open. I also note there is a pathology room, which typically would mean additional customers attending for the purposes of blood testing etc. Medical centres are often open for extended hours, resulting in the residents being subject to increased vehicular traffic well into the evening. I acknowledge these are rough estimations only but that represents a significant increase in vehicular traffic being forced into minor residential roads into, what is presently, a quiet residential area.</p>	<p>2. The City's Development Engineers confirmed that the local streets are designed to cater for up to 3000 vehicles per day. Traffic within the Estate is likely to access the proposed development via the local streets. The proposed vehicular movements, combined with the existing residential traffic volume in the street will not exceed the traffic volume the streets are capable of carrying.</p> <p>3. The TIS submitted with this application estimates that the proposed development is likely to generate a maximum of 27 vehicle trips during the peak hour. The findings of the TIS were supported by the City's Development Engineers who confirmed that the traffic within the Estate is likely to access the proposed development via the local streets. The proposed vehicular movements, combined with the existing residential traffic volume will not exceed the traffic volume the streets are capable of carrying.</p>

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	<b>Submitter</b>	<b>Overall object / support / neutral</b>	<b>Summary of Submission</b>	<b>City response</b>
			<p>4. In my view, a more sensible planning approach would be to locate the entrance(s) on Johnson Road and ensure there is no vehicular access from the clinic car park onto Ivory Way or Lazuli Rise. This repositioning will enable customers to easily access the clinic car park directly from Johnson Road and not have to travel one or three routes into the Emerald Park estate. The repositioning of the entrance to the clinic would ensure minimal impact on the residents in the Estate and ensure a more convenient route for customers.</p> <p>5. My wife operates a business from our address and has numerous customers who get lost in the estate trying to attend our address. I would suggest, from our experience, customers attempting to locate the clinic for the first time, will also find themselves lost in the estate.</p> <p>6. I have included in this submission two sketches showing the routes which customers will take to attend the clinic if the proposed application is approved and the alternative route if the entrance is changed to Johnson Road.</p>	<p>4. Amended plans were received following the close of submissions proposing additional full access off Johnson Road. This was supported by the City's Development Engineers. In addition, the proposed full access off Ivory Way and left out only on Lazuli Rise is supported. It is considered that the proposed access point off Johnson Road will cater for traffic outside the Estate, whilst the proposed access points off Ivory Way and Lazuli Rise will cater for internal traffic. The proposed entry/exit access from Lazuli Rise was required by City Officers to be an exit out only from the car park, with no entry, to discourage traffic attempting to use Ruby Lane (located to the south of the subject site) to access the proposed development.</p> <p>5. Noted</p> <p>6. Noted. The proposed access points off Johnson Road, Ivory Way and Lazuli Rise will cater for traffic generated from within the Estate and beyond.</p>

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	<b>Submitter</b>	<b>Overall object / support / neutral</b>	<b>Summary of Submission</b>	<b>City response</b>
			7. In summary, I do not oppose the development proposed for Lot 800 Ivory Way, but would like the design altered to ensure the entrance to the clinic is from Johnson Road and not from Ivory Way or Lazuli Rise to reduce the effects of increased vehicular traffic through the Estate.	7. The proposed access off Ivory Way and left out only off Lazuli Rise has been supported by the City's Development Engineers. The local streets have been designed to accommodate the traffic generated by the proposed development and existing residential development.
8.	Resident H (including seven signatures)	Object	<p>Request that the proposed plan of Medical Clinic entrance and exit which is currently proposed from Ivory Way and Lazuli Rise be changed to Johnson Road for the following reasons;</p> <ol style="list-style-type: none"> <li>1. Ivory Way is not a wide street to cope with the traffic flow as it is narrow.</li> <li>2. Our kids play in the front lawn of the house, which will be directly opposite to the entrance and exit points of the Medical Clinic. There would be more vehicles and our kids are small and there is increased risk of vehicle hazards.</li> </ol>	<ol style="list-style-type: none"> <li>1. The City's Development Engineers confirmed that Ivory Way was designed to cater for up to 3000 vehicles per day. Traffic within the Estate is likely to access the proposed development via Ivory Way. The proposed vehicular movements, combined with the existing residential traffic volume in the street will not generate the traffic volume Ivory Way is capable of carrying.</li> <li>2. The proposed access off Ivory Way is not located directly opposite any of the residential driveways along Ivory Way. It is not considered there will be vehicular conflict between the vehicles accessing the proposed development and vehicles accessing the residential properties along Ivory Way. The front yards of the properties along Ivory Way are well setback from the proposed</li> </ol>

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	Submitter	Overall object / support / neutral	Summary of Submission	City response
			<p>3. We bought our house considering it to be in a Residential Zone only.</p>	<p>development, with an existing pedestrian footpath along this road. In addition, the proposal includes a pedestrian footpath adjacent to the proposed development for pedestrians to utilise. The proponent is required to install gates along the Johnson Road and Ivory Way access points to prevent vehicles from accessing the site outside of the Medical Clinic's operating hours.</p> <p>3. Although the subject property is zoned 'Residential', a Medical Clinic is a discretionary use which can be supported subject to it being advertised to owners and occupiers who may be affected by the proposal. The maximum height of the proposed building is consistent with the R-Codes and has been designed to address all streets to provide passive surveillance. Given the location of a Child Care Centre and the Wellard Primary School to the south of the subject site, it is not considered that the anticipated vehicle movements would significantly detract from the amenity of the area. In addition, any noise emanating from the development is required to meet the <i>Environmental Protection (Noise) Regulations 1997</i> which are designed</p>

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	<b>Submitter</b>	<b>Overall object / support / neutral</b>	<b>Summary of Submission</b>	<b>City response</b>
			<p>4. Kids use Ruby Lane and Ivory Way a lot to go to and from schools, so the introduction of more vehicle movements may pose a risk of accidents.</p> <p>5. There is an alternative of Johnson Road, Lazuli Rise dead end, or a slip road from Johnson Road which can be used as entrance and exit point.</p> <p>6. We are not against the Medical Clinic, infact, it is good for our community, but just have concerns regarding the entrance direction.</p>	<p>to prevent excessive noise adversely affecting people.</p> <p>4. The local streets within the Emerald Park Estate have footpaths to be utilised by pedestrians, including kids walking to Wellard Primary School. In addition, a pedestrian footpath is also proposed adjacent to the proposed development. It is not considered that the proposed development would increase the risk of accidents.</p> <p>5. Full access is now proposed off Johnson Road in addition to the full access off Ivory Way and left out only access off Lazuli Rise. It is considered that these access points will adequately cater for traffic generated from within the Estate and beyond.</p> <p>6. Noted. Comments as above.</p>
9.	Resident I		Same submission as submission No. 8 above	
10.	Resident J	Object	<p>Object to the proposal for the following reasons;</p> <p>1. Concerns regarding entry/exit points to the car park being planned for Ivory Way and Lazuli Rise. Both these streets</p>	<p>1. The City's Development Engineers confirmed that the local streets were</p>

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	Submitter	Overall object / support / neutral	Summary of Submission	City response
			<p>were not designed for thoroughfare traffic proven by the fact that there is no direct entry access to these streets by a main road. As residents, we are concerned about the additional traffic noise and safety issues having additional traffic flowing up and down the street during the hours of intended operation and in my opinion, these streets should not be used for commercial traffic.</p> <p>2. The limited car parking spaces that have been designed/planned for this premises also concerns us that illegal parking on verges, driveways and private properties will occur.</p> <p>3. The developer nor the Council appear to have given any thought into the fact that where the current entry/exit points are planned for, that motorists will need to navigate through a minimum of three residential streets, one being a laneway (Ruby Lane) which is not wide enough to accommodate two vehicles travelling in opposing directions.</p>	<p>designed to cater for a maximum of 3000 vehicles per day. Traffic within the Estate is likely to access the proposed development via the local streets. The proposed vehicular movements, combined with the existing residential traffic volume in the street will not exceed the traffic volume the street is capable of carrying. Any noise emanating from the development is required to meet the <i>Environmental Protection (Noise) Regulations 1997</i> which are designed to prevent excessive noise adversely impacting people.</p> <p>2. The proposed development requires 24 car parking bays under LPS 2. A total of 30 car parking bays are proposed (including one disabled car parking bay). Illegal parking on verges and driveways will be enforced under the City's Local Laws.</p> <p>3. Amended plans were received following close of submissions and further discussions with City Officers proposing an additional full access off Johnson Road. The proposed access off Lazuli Rise was also amended to a left out only so as to discourage vehicles from using Ruby Lane as a short cut to the proposed development.</p>

**SCHEDULE OF SUBMISSIONS**  
**ATTACHMENT N – PROPOSED MEDICAL CLINIC – LOT 800 (20) IVORY WAY, WELLARD**

	<b>Submitter</b>	<b>Overall object / support / neutral</b>	<b>Summary of Submission</b>	<b>City response</b>
			4. If the developer/Council were able to move the entrance and exits via Johnson Road then we would be supportive of this project.	4. Full access off Johnson Road is now being proposed to cater for traffic generated within the Estate and beyond. The full access off Ivory Way and left out only access off Lazuli Rise has been supported by the City's Development Engineers. These access points will cater for customers from within the Estate.

## 16 Reports - Civic Leadership

### 16.1 Accounts for payment for the month ended 31 October 2018

#### DECLARATION OF INTEREST:

Mayor Carol Adams declared an impartiality interest due to her husbands employer receiving a payment.

#### SUMMARY:

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

#### OFFICER RECOMMENDATION:

That Council:

1. Accepts the list of accounts, totalling \$5,604,313.23, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 October 2018, as contained within Attachment A.
2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 October 2018, as contained within Attachment B.

#### 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 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	\$ 51,511.36
Cheque Payments - #200927 to 200933	\$ 1,915.40
EFT Payments - #3758 to 3779	\$ 4,309,500.70
Payroll Payments – 09/09/18, 23/09/18	\$ 1,241,385.77
<b>Sub Total Attachment A</b>	<b>\$ 5,604,313.23</b>

Contained within Attachment B is a detailed transaction listing of credit card expenditure paid for the period ended 31 October 2018. This amount is included within the total payments, listed above.

## 16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 OCTOBER 2018

**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 —*
  - (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.

## 16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 OCTOBER 2018

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.4 Ensure the financial sustainability of the City of Kwinana into the future

**COMMUNITY ENGAGEMENT:**

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

**PUBLIC HEALTH IMPLICATIONS**

There are no implications on any determinants of health as a result of this report.

**RISK IMPLICATIONS:**

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

Risk Event	That Council does not accept the payments.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce – mitigate risk
Response to risk treatment required/in place	Officers provide a full detailed listing of payments made in a timely manner
Rating (after treatment)	Low

16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 OCTOBER 2018

**COUNCIL DECISION**

**343**

**MOVED CR S LEE**

**SECONDED CR M ROWSE**

**That Council:**

- 1. Accepts the list of accounts, totalling \$5,604,313.23, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 October 2018, as contained within Attachment A.**
- 2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 October 2018, as contained within Attachment B.**

**CARRIED  
8/0**

## Cheque Listing

Payments made between  
01/10/2018 to 31/10/2018



Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
Automatic Deductions								
30230	15/10/2018	Go Go On-Hold Pty Ltd	264.00	INV	15/10/2018	00030230	On-hold Message Service October 18	264.00
1684942	24/10/2018	Caltex Australia Petroleum Pty Ltd	9,455.60	INV	24/10/2018	0301684942	Fleet fuel 010918 to 300918	9,455.60
4020798	19/10/2018	iinet Technologies Pty Ltd	39.95	INV	19/10/2018	104020798	Monthly Internet Charges Senior Citizen Centre	39.95
41018	05/10/2018	Commonwealth Bank	7.87	INV	05/10/2018	041018A	Credit Card Director City Regulation to 041018	7.87
41018	05/10/2018	Commonwealth Bank	103.90	INV	05/10/2018	041018B	Credit Card Executive Assistant to 041018	103.90
41018	05/10/2018	Commonwealth Bank	658.28	INV	05/10/2018	041018C	Credit Card City Legal to 041018	658.28
41018	05/10/2018	Commonwealth Bank	595.65	INV	05/10/2018	041018D	Credit Card Functions Officer to 041018	595.65
41018	05/10/2018	Commonwealth Bank	4,505.28	INV	05/10/2018	041018E	Credit Card Manager Human Resources to 041018	4,505.28
41018	05/10/2018	Commonwealth Bank	82.67	INV	05/10/2018	041018F	Credit Card Chief Executive Officer to 041018	82.67
41018	05/10/2018	Commonwealth Bank	4,969.94	INV	05/10/2018	041018G	Credit Card Director City Strategy to 041018	4,969.94
41018	05/10/2018	Commonwealth Bank	5,430.17	INV	05/10/2018	041018H	Credit Card Director City Engagement to 041018	5,430.17
4387033	12/10/2018	iinet Technologies Pty Ltd	59.95	INV	12/10/2018	104387033	Monthly Internet Charges for Zone	59.95
4620292	29/10/2018	iinet Technologies Pty Ltd	39.95	INV	29/10/2018	104620292	Monthly Internet Charges Village	39.95
4885105	25/10/2018	iinet Technologies Pty Ltd	50.95	INV	25/10/2018	104885105	Monthly Internet Charges Wellard CC	50.95
10360616	24/10/2018	BP Australia Pty Ltd	20,088.26	INV	24/10/2018	10360616	Fleet fuel 010918 to 300918	20,088.26
1641901	29/10/2018	Esanda	1,294.70	INV	29/10/2018	LATO01641901A	Monthly lease fees for KWN700	1,294.70
35	22/10/2018	Wright Express Australia Pty Ltd	1,376.12	INV	22/10/2018	35	Fleet Fuel 010918 to 300918	1,376.12
613081	01/10/2018	Toyota Financial Services	1,194.07	INV	01/10/2018	613081	Monthly Lease fees	1,194.07
87690903	15/10/2018	TPG Internet Pty Ltd	49.99	INV	15/10/2018	I187690903	Internet 101018 to 091118	49.99
87692494	15/10/2018	TPG Internet Pty Ltd	49.99	INV	15/10/2018	I187692494	Mandogalup Station Internet 101018 to 091118	49.99
0	29/10/2018	Toyota Financial Services	1,194.07	INV	29/10/2018	620798	Aug 2018 to June 2019 Monthly lease fees	1,194.07
Total Automatic Deductions			51,511.36					
Cheques								
200927	03/10/2018	City Of Kwinana - Pay Cash	26.00	INV	02/10/2018	040918-D/Wells	Petty cash recoup to 040918 Darius Wells	26.00
200928	10/10/2018	City Of Kwinana - Pay Cash	219.40	INV	09/10/2018	04/10/18-Depot	Petty cash recoup to 041018 Depot	99.40

5/11/2018

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## Cheque Listing

Payments made between  
01/10/2018 to 31/10/2018



Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
				INV	10/10/2018	LibraryFloat	Cash increase in Library float	120.00
200929	17/10/2018	City Of Kwinana - Pay Cash	85.95	INV	17/10/2018	09/10/18-Library	Petty cash recoup to 091018 Library	85.95
200930	24/10/2018	Australian Institute of Building	835.00	INV	22/10/2018	14632	AIBS WA Chapter Conference 2018	835.00
200931	24/10/2018	City Of Kwinana - Pay Cash	521.20	INV	24/10/2018	221018-Library	Petty cash recoup to 191018 Library	76.25
				INV	24/10/2018	16/10/18-Village	Petty cash recoup to 151018 Library	148.65
				INV	25/10/2018	25/10/2018-Admin	Petty cash recoup to 241018 Admin	296.30
200932	31/10/2018	City Of Kwinana - Pay Cash	80.20	INV	31/10/2018	29/10/18-Library	Petty cash recoup to 291018	80.20
200933	31/10/2018	William Potter	147.65	INV	31/10/2018	BP2018/569	Refund building fee BP2018/569	147.65
Total Cheques			1,915.40					
EFT								
3758	01/10/2018	EFT TRANSFER: - 27/09/2018	-110.00				Returned payment Supplier #10528	
3764	03/10/2018	EFT TRANSFER: - 04/10/2018	419,735.70					
3764.10085-01		Games World	399.94	INV	02/10/2018	272881	Chess Sets for Darius Wells Library	399.94
3764.10202-01		TJS Services Group Pty Ltd	319.00	INV	03/10/2018	157029	Steam cleaning of chairs William Bertram Centre	319.00
3764.10236-01		Inspire Change Consulting Group	1,500.00	INV	03/10/2018	00010/18	Facilitation of community consultation	1,500.00
3764.10373-01		Green Willows Industrial Cleaning a	250.00	INV	02/10/2018	15	Cleaning Banksia Park Clubhouse and Callistemon Court Office	250.00
3764.10482-01		Tauss and Associates Biodiversity	150.00	INV	03/10/2018	180919	Fieldwork Ecological community identification	150.00
3764.10506-01		Specialised Security Shredding	10.12	INV	27/09/2018	00302095	Shredding of confidential information	10.12
3764.10516-01		GCS Integrates Services Pty Ltd	82.50	INV	02/10/2018	372619	Toilet cleaning for Wildflower Walk	82.50
3764.10529-01		Linkwest Incorporated	110.00	INV	27/09/2018	LW1951	Refresh Workshop Community Centre	110.00
3764.10556-01		Rebecca Maree Cassidy	5,000.00	INV	28/09/2018	5.7	Rates Refund	5,000.00
3764.10558-01		Additive Free Lifestyle	200.00	RFD	02/10/2018	1326066	Refund bond Hall hire	200.00
3764.10559-01		Beth Stone	300.00	RFD	02/10/2018	1268691	Refund bond Hall hire 200318	300.00
3764.10560-01		Fitworx Fitness	300.00	RFD	02/10/2018	1316623	Refund bond Hall hire 290618	300.00
3764.10561-01		Neil Dunmow	100.00	RFD	02/10/2018	1346227	Refund bond Patio hire 250918	100.00

## Cheque Listing

Payments made between  
01/10/2018 to 31/10/2018



<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>
3764.10562-01		Carol Wanslea	100.00	RFD	02/10/2018	1337602	Refund bond Patio hire 070918	100.00
3764.10563-01		Eilish Hae Hae	100.00	RFD	02/10/2018	1320578	Refund bond Patio hire 300718	100.00
3764.10564-01		Jennifer Christie	100.00	RFD	02/10/2018	1317218	Refund bond Hall hire 090718	100.00
3764.10565-01		Dyah Hamdani	100.00	RFD	02/10/2018	1322393	Refund bond Patio hire 290918	100.00
3764.10566-01		Denise Manuel	100.00	RFD	02/10/2018	1325249	Refund bond Hall hire 220818	100.00
3764.10567-01		Simone Pruis	100.00	RFD	02/10/2018	1325756	Refund bond Patio hire 300918	100.00
3764.10568-01		Fiona Jayne Grieves	204.30	INV	02/10/2018	25thSept2018	Reimbursement for Interstate Conference	204.30
3764.10569-01		Gosnells Bears Tee-Ball and Basebal	120.00	INV	02/10/2018	KS025580	Kidsport voucher	120.00
3764.10570-01		Iain James Mason	76.65	INV	03/10/2018	28thSept2018	Fuel for KWN1994	76.65
3764.1130-01		Port Printing Works	489.30	INV	03/10/2018	INV025270	DL flyer for Get Online week	167.75
				INV	03/10/2018	INV023757	Business Cards	75.90
				INV	03/10/2018	INV023839	Business Cards	92.40
				INV	27/09/2018	INV025026	Youth Space hiring brochure x 250	153.25
3764.1178-01		Holcim (Australia) Pty Ltd	1,027.84	INV	27/09/2018	9405054479	Walgreen/Harlow concrete and accelerator	577.28
				INV	02/10/2018	9405059490	1.30m3 concrete	450.56
3764.1187-01		Red Sand Supplies Pty Ltd	77.00	INV	01/10/2018	00011733	Concrete tipping Calista Ave Bus Stop 180918	77.00
3764.1227-01		Rockingham Holden	65,664.91	INV	02/10/2018	49017	New Vehicle 1GPL248	27,450.26
				INV	02/10/2018	48853	New vehicle Colorado KWN2055	38,214.65
3764.1265-01		Sai Global Ltd	2,839.10	INV	27/09/2018	SAIG11S-859403	National Construction Code Renewal	2,839.10
3764.1360-01		Saint John Ambulance Australia (WA)	49.00	INV	03/10/2018	FAINV00150805	CPR Refresher 260918	49.00
3764.1393-01		Sunny Sign Company Pty Ltd	272.25	INV	27/09/2018	393399	Runnymede Road gate sign	74.25
				INV	02/10/2018	395302	Double sided signs	148.50
				INV	01/10/2018	394430	13mm banding stainless steel C204 x 30.5mm	49.50
3764.1423-01		Telstra	84.55	INV	02/10/2018	0335568200Sept18	Usage to 090918 Banksia Club	46.05
				INV	03/10/2018	3752384000Sept18	Services to 211018 Family Day Care	19.25
				INV	03/10/2018	3764775000Sept18	Services to 211018 Depot Burglar Alarm	19.25
3764.1463-01		Thomson Reuters (Professional)	31,456.70	INV	02/10/2018	838621564	E-Recruitment Solutions 20 July 18 to 19 July 19	31,456.70
3764.1474-01		Toll Transport Pty Ltd	85.16					

## Cheque Listing

Payments made between  
01/10/2018 to 31/10/2018



<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	27/09/2018	1029928	Transport service	85.16
3764.1516-01		Trisley's Hydraulic Services Pty Lt	982.39	INV	27/09/2018	80203091	Supply and install new solenoid control valve	982.39
3764.1530-01		Wormald Australia Pty Ltd	4,187.04	INV	02/10/2018	7807256	Replace alarm batteries	502.26
				INV	02/10/2018	7809739	Fire system rectification Recquatic	2,071.08
				INV	03/10/2018	7816717	Paging Console Replacement Recquatic	1,613.70
3764.1572-01		Western Australian Local Government	567.00	INV	02/10/2018	I3073372	Effective Letter and Report Writing Course	567.00
3764.1592-01		Water Corporation of Western Austra	1,658.85	INV	03/10/2018	9014249617Sept18	0U Bertram Oval Club Facility	525.21
				INV	03/10/2018	9014051352Sept18	24U Bertram Community Centre	595.40
				INV	03/10/2018	9014096921Sept18	37U Wellard Pavilion	538.24
3764.1614-01		Westbooks	110.21	INV	01/10/2018	299966	In Demand titles online	110.21
3764.1617-01		Australian Medical Supplies	316.03	INV	27/09/2018	74076	Blue spa bands	316.03
3764.1762-01		Officeworks BusinessDirect	71.26	INV	03/10/2018	40462161	DYMO LabelWriter 450 Label Maker	71.26
3764.1767-01		Construction Training Fund	21,840.05	INV	02/10/2018	September18	CTF Levy for September 2018	21,840.05
3764.1814-01		P Rond & Co	21,592.93	INV	01/10/2018	00000580	Redevelop Bore at Medina Oval	6,395.99
				INV	01/10/2018	00000581	Redevelop Bore at Thomas Road	5,714.76
				INV	01/10/2018	00000582	Redevelop Bore at Berry Park Bertram	4,774.32
				INV	01/10/2018	00000583	Redevelop Bore at Ascot Park Bertram	4,707.86
3764.1830-01		Biffa Bins	310.00	INV	02/10/2018	0859266	4 cubic metre skip delivered	310.00
3764.194-01		Benara Nurseries	626.12	INV	02/10/2018	475463	Various plants for the KAP	626.12
3764.2125-01		Synergy	113.45	INV	27/09/2018	127609840Sept18	Darius Top Floor	113.45
3764.225-01		Boral Construction Materials Group	336.60	INV	01/10/2018	WA13920891	180 litre Emulsion	336.60
3764.2357-01		Vorgee Pty Ltd	495.00	INV	02/10/2018	00134924	Assorted goggles	495.00
3764.2462-01		Environmental Health Australia	395.00	INV	27/09/2018	3426	Environmental Health Australia Conference	395.00
3764.248-01		Bunnings Building Supplies	708.38	INV	02/10/2018	2163/01600421	Plants for garden renewal Banksia Park	291.02
				INV	03/10/2018	2163/01698052	Building materials for KAP caretakers shed	94.31
				INV	03/10/2018	2163/01697124	Building materials for Wells Park	49.58
				INV	03/10/2018	2163/01516837	Hardware items	55.04
				INV	03/10/2018	2163/01516839	Plywood sheets	218.43
3764.2507-01		Ixom Operations Pty Ltd	988.88	INV	02/10/2018	6017934	Supply 70kg Chlorine gas	988.88

## Cheque Listing

Payments made between  
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3764.2646-01		Neverfail Springwater	136.26	INV	28/09/2018	426444	Bottled water	30.28
				INV	28/09/2018	425712	Bottled water Admin	105.98
3764.2852-01		Downer EDI Works Pty Ltd	204.07	INV	02/10/2018	6005254	1.52 tonne asphalt	204.07
3764.3155-01		PFD Food Services Pty Ltd	270.35	INV	28/09/2018	KL966224	Assorted supplies for Cafe Splash	270.35
3764.3212-01		Marketforce Pty Ltd	1,140.48	INV	02/10/2018	23208	Public Notice Proposed Parking Local Law	458.52
				INV	02/10/2018	23205	Public Notice Proposed Parking Local Law	432.06
				INV	02/10/2018	23207	Public Notice Proposed Parking Local Law	249.90
3764.335-01		City of Rockingham	24,440.89	INV	02/10/2018	101231	Tip fees to 180918	24,440.89
3764.339-01		Civica Pty Ltd	1,980.00	INV	03/10/2018	C/L012776	SMS Gateway	1,980.00
3764.3452-01		Western Maze Pty Ltd	39,904.89	INV	02/10/2018	00016105	Junk and Whitegoods Verge collections	39,904.89
3764.358-01		Coastline Mowers	34,020.10	INV	02/10/2018	18149#5	Replacement of KAP Ride on Mower	34,020.10
3764.3877-01		Schweppes Australia Pty Ltd	338.01	INV	27/09/2018	0808186099	Drinks for Cafe Splash	338.01
3764.3900-01		Rockingham Books	53.98	INV	01/10/2018	AR2672	2 x Lost Perth by Richard Offen	53.98
3764.407-01		Winc Australia Pty Ltd	47.34	INV	01/10/2018	9025296307	Stationery order for admin centre	12.05
				INV	27/09/2018	9025423010	Assorted calendars for 2019	20.78
				INV	03/10/2018	9025389142	Assorted stationery items	14.51
3764.4112-01		Cleverpatch Pty Ltd	304.15	INV	27/09/2018	305197	Assorted sand art sheets and scratch boards	304.15
3764.4190-01		AC Cooling Services	2,110.90	INV	02/10/2018	2018	Callistemon Court 54 Investigate air-conditioner	121.00
				INV	02/10/2018	2020	Banksia Park U9 service air-conditioner units	176.00
				INV	02/10/2018	1997	APU 67 Replace un serviceable air-conditioner unit	1,813.90
3764.4251-01		Plunkett Homes (1903) Pty Ltd	61.65	INV	02/10/2018	27thSept2018	Refund of BSL fee BP2018/629	61.65
3764.4350-01		T J Depiazzi & Sons	3,185.60	INV	28/09/2018	95687	Supply and Deliver 50m3 of Pinebark Mulch	3,185.60
3764.4692-01		Elliotts Irrigation Pty Ltd	1,614.80	INV	01/10/2018	B10985	Iron filter servicing for September	490.60
				INV	01/10/2018	B10984	Iron filter servicing for September	1,124.20
3764.4719-01		Complete Office Supplies Pty Ltd	211.87	INV	02/10/2018	07744192	August and September Office Supplies Recquatic	211.87
3764.483-01		Landgate	1,927.08	INV	03/10/2018	342775-10001098	GRV chargeable Schedule G2018/18	1,927.08
3764.5108-01		Vinci Gravel Supplies Pty Ltd	2,178.00	INV	01/10/2018	B1859	2 loads of gravel delivered to depot	2,178.00
3764.5520-01		Master Lock Service	278.00	INV	03/10/2018	00005385	Repair door lock Darius Wells room	278.00

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3764.5646-01		Bent Logic	924.00	INV	27/09/2018	00032409	RFID Key Tag Fob with string	924.00
3764.5750-01		Kev's Wheelie Kleen	423.50	INV	03/10/2018	2616	Bin cleaning 190918 Administration	176.00
				INV	03/10/2018	2617	Bin cleaning 210918 Darius Wells	247.50
3764.598-01		Forpark Australia Pty Ltd	3,330.80	INV	03/10/2018	42202	Parts for playground equipment	1,592.80
				INV	02/10/2018	42217	Parts for playground equipment	1,738.00
3764.6224-01		The Grant Finder	630.00	INV	02/10/2018	00127	Facilitation for Programs 030918	157.50
				INV	02/10/2018	00127	Facilitation for Programs	472.50
3764.6267-01		Woolworths Group Limited	973.08	INV	02/10/2018	3298298	Food for Drop-ins	87.74
				INV	03/10/2018	3298295	Raffle tickets	19.90
				INV	03/10/2018	3377961	Food for movie night	19.30
				INV	03/10/2018	3377960	Food for the Great Cook Off Program	58.82
				INV	03/10/2018	30233282	Admin items	277.04
				INV	27/09/2018	29926287	Catering and admin goods	102.80
				INV	27/09/2018	3298273	Cafe Splash stock	43.28
				INV	27/09/2018	3298290	Cafe Splash stock	137.16
				INV	27/09/2018	29927443	Admin items	102.68
				INV	02/10/2018	3010301	Catering and Admin goods	104.37
				INV	02/10/2018	3377953	Party food for the Zone School Holidays	19.99
3764.6289-01		Clockwork Print	85.80	INV	01/10/2018	INV-0054000	Vinyl Sticker	85.80
3764.634-01		Geodetic Supply & Repair	544.50	INV	01/10/2018	37621	Calibration of equipment	544.50
3764.6370-01		Elexacom	9,951.29	INV	02/10/2018	24495	Install new weather proof GPO Callistemon Courts	345.33
				INV	02/10/2018	24125	Callistemon Court 15 Repair to security light	193.91
				INV	02/10/2018	24503	Callistemon Court Investigate pathwaylight U8 and bollard light U61	701.93
				INV	02/10/2018	24442	Callistemon Court U65 Repair sensor light on the front eaves	77.86
				INV	03/10/2018	24436	Access Point at Wellard Community Centre	462.41
				INV	03/10/2018	24432	6mthly RCD testing John Wellard Community Centre	189.07
				INV	03/10/2018	24431	6mthly RCD testing Koorliny Arts Centre	272.48
				INV	03/10/2018	24438	6mthly RCD testing Trade Centre	94.53
				INV	03/10/2018	24461	Test emergency and exit lights The Shed	155.71
				INV	03/10/2018	24462	Maintenance repairs The Zone	2,393.99

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				INV	03/10/2018	24434	Testing and tagging Recquatic	1,467.58
				INV	03/10/2018	24355	Preventative Maintenance Mandogalup Fire Station	136.32
				INV	03/10/2018	24402	Maintenance repairs Resource Centre	54.99
				INV	02/10/2018	24394	6mthly RCD testing Leda Hall	47.27
				INV	02/10/2018	24360	6mthly RCD testing Wellard Pavilion	172.39
				INV	02/10/2018	24361	6mthly RCD testing Rhodes Park	77.86
				INV	02/10/2018	24362	6mthly RCD testing Wandi Hall	155.71
				INV	02/10/2018	24392	Test emergency and exit lights Medina Hall	189.07
				INV	02/10/2018	24395	6mthly RCD testing The Shed	116.78
				INV	02/10/2018	24396	6mthly RCD testing Orelia Oval Pavilion	155.71
				INV	02/10/2018	24397	6mthly RCD testing Wheatfield Cottage	116.78
				INV	02/10/2018	24401	6mthly RCD testing Resource Centre	77.86
				INV	02/10/2018	24354	6mthly RCD testing Mandogalup Fire Station	77.86
				INV	02/10/2018	24359	Replace security light Family Day Care	292.95
				INV	02/10/2018	24393	6mthly RCD testing Out of School Care	70.91
				INV	03/10/2018	24439	PAT testing Depot	206.73
				INV	03/10/2018	24440	Maintenance repairs Rhodes Park	137.20
				INV	03/10/2018	24441	Maintenance repairs Casuarina Fire Station	63.71
				INV	03/10/2018	24443	6mthly RCD testing Magenup Equestrian Centre	77.86
				INV	03/10/2018	24444	6mthly RCD testing Clubroom Wandi Hall	77.86
				INV	03/10/2018	24445	Test emergency lights Magenup Equestrian Centre	77.86
				INV	03/10/2018	24447	Repair lights in toilet Parmelia House	505.05
				INV	03/10/2018	24448	Repair lights Koorliny Arts Centre	134.93
				INV	03/10/2018	24427	Electrical works Orelia Oval	572.83
3764.6583-01		ALS Library Services Pty Ltd	37.49	INV	01/10/2018	00057380	Online purchase 9 x in demand titles	37.49
3764.664-01		StrataGreen	396.23	INV	02/10/2018	99846	Assorted plants	396.23
3764.6700-01		Sprayking WA Pty Ltd	12,053.61	INV	27/09/2018	00001627	September chemical weed control of Hardstand	12,053.61
3764.69-01		Alinta Gas	1,096.90	INV	03/10/2018	474997486Sept18	9182U Darius Wels Library and Resource Centre	1,096.90
3764.7042-01		Quantum Building Services	2,425.50	INV	03/10/2018	00002159	Install ceiling patches Darius Wells	2,117.50
				INV	02/10/2018	00002157	Replaced damaged tiles	308.00

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3764.7047-01		Assassins Netball Club	300.00	INV	02/10/2018	KS025666	Kidsport voucher x 2	300.00
3764.7369-01		Specialised Tree Lopping	1,815.00	INV	02/10/2018	180917-3	Tree removal at Banksia village	1,815.00
3764.7575-01		Pickles Auctions	121.00	INV	27/09/2018	26012717	Vehicle towing pickup Wellard	121.00
3764.762-01		Blackwood & Sons Ltd	511.46	INV	28/09/2018	KW0029QX	Jerry can Plastic Diesel Yellow 20L	32.56
				INV	01/10/2018	PE7958QV	Spray and Mark Orange Dymark paint	439.30
				INV	01/10/2018	PE1714QW	Retractable key chain holder	39.60
3764.843-01		Kwinana Little Athletics Centre	3,300.00	INV	02/10/2018	KS025589	Kidsport vouchers x 22	3,300.00
3764.8486-01		Retravision Rockingham	500.00	INV	02/10/2018	6164009	Electric Fry Pans	500.00
3764.8649-01		Ezy2c GPS Tracking	3,996.74	INV	03/10/2018	17959/01	GPRS GPS Personal Tracking Device	3,996.74
3764.8788-01		Nature Play WA	4,400.00	INV	27/09/2018	00000436	Delivery of 1000 Nature Play Passports	4,400.00
3764.8814-01		Pack and Send Bibra Lake	250.00	INV	02/10/2018	BBLK03692728	Relocate Interactive LCD	250.00
3764.8894-01		Landscape and Maintenance Solutions	17,530.14	INV	01/10/2018	INV-0810	Mowing Maintenance of Rockingham/Patterson Road	1,859.95
				INV	01/10/2018	INV-0808	Mowing of various sportsgrounds	6,935.71
				INV	01/10/2018	INV-0809	Passive and Streetscape mowing	8,734.48
3764.8899-01		Majestic Plumbing	6,648.94	INV	02/10/2018	210173	Banksia Park Various plumbing repairs	261.71
				INV	02/10/2018	210174	Banksia Park Various plumbing repairs	342.74
				INV	02/10/2018	018653	Banksia Park Various plumbing repairs	358.14
				INV	02/10/2018	018654	Banksia Park Various plumbing repairs	103.25
				INV	02/10/2018	018655	Banksia Park Various plumbing repairs	103.25
				INV	02/10/2018	018658	Banksia Park Various plumbing repairs	218.81
				INV	02/10/2018	210172	Banksia Park Various plumbing repairs	427.37
				INV	02/10/2018	210171	Callistemon Court U64 & U65 Repair to sewer drain	569.91
				INV	02/10/2018	018578	Callistemon Court U38 Replace broken laundry tap	255.99
				INV	02/10/2018	018657	Callistemon Court Various plumbing repairs	258.63
				INV	02/10/2018	018659	Banksia Park U18 Check HWS leaking	86.75
				INV	02/10/2018	00018616	Install New Internal Hot Water unit Leda Hall	1,661.00
				INV	03/10/2018	018656	Service disabled toilet John Wellard Centre	250.49
				INV	03/10/2018	018622	Service male toilet Koorliny Arts Centre	202.25
				INV	03/10/2018	210202	Replace Hot water system Banksia Park	1,461.90
				INV	03/10/2018	210201	Service Hot water system Darius Wells	86.75

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3764.8998-01		McLeods	19,069.71	INV	02/10/2018	104630	Legal fee Matter No 41646	2,051.50
				INV	02/10/2018	104746	Legal fee Matter No 42958	3,647.60
				INV	02/10/2018	103853	Legal fee Matter No 42639	5,694.26
				INV	02/10/2018	104749	Legal fee Matter No 43148	686.40
				INV	01/10/2018	104747	Legal fee Matter No 43029	5,331.15
				INV	01/10/2018	104412	Legal fee Matter No 43029	1,658.80
3764.9013-01		Department of Mines, Industry	10,950.78	INV	02/10/2018	September18	Building Services Levy for September 2018	10,950.78
3764.9019-01		Kearns Garden Supplies	1,153.10	INV	03/10/2018	28-Sept2018	Hardware items Admin	1,153.10
3764.903-01		Lo-Go Appointments	3,561.37	INV	28/09/2018	00418317	Horticulturist week ending 140918	1,979.84
				INV	28/09/2018	00418275	Horticulturist week ending 070918	1,581.53
3764.9043-01		Ruckus Scooters Pty Ltd	1,760.00	INV	02/10/2018	INV-0019	Edge Skate Park Activation September 2018	1,760.00
3764.934-01		Mandogalup Volunteer Fire Brigade	1,412.38	INV	03/10/2018	02/10/2018	DFES ESL recoup July to September 2018	1,412.38
3764.9431-01		Perth Energy	8,734.48	INV	03/10/2018	110103492	3.87U Thomas Oval Pavilion	120.51
				INV	03/10/2018	110103493	624.08U Recquatic	8,546.11
				INV	03/10/2018	110103494	0U Orelia Sports Pavilion	67.86
3764.9432-01		Forms Express Pty Ltd	12,728.13	INV	02/10/2018	216641	Budget and Rates booklet 2018/19	8,714.20
				INV	02/10/2018	217160	Annual Rates Notice 2018/19	4,013.93
3764.9434-01		Akolade Pty Ltd	3,957.80	INV	27/09/2018	00009026	Social Media for Government Summit 2019	3,957.80
3764.9491-01		Espresso Essential WA	355.64	INV	27/09/2018	103195/01	Service and Parts for Automatic coffee machine	355.64
3764.9540-01		Rock and Roll Mountain Biking Tours	405.00	INV	02/10/2018	1020	September School Holidays 11 x Mountain Biking	405.00
3764.9572-01		Aaron Thomas	650.00	INV	02/10/2018	100	Open Mic Event September 18	650.00
3764.9669-01		Mosaic Community Care Inc	200.00	RFD	02/10/2018	1340494	Refund bond Hall hire 140918	200.00
3764.978-01		Microcom Pty Ltd trading as MetroCo	620.40	INV	01/10/2018	INV02270	4 x 10 pack figure 8 cleats 4 x 10 pack tube	620.40
3764.9899-01		Creative Minds	455.00	INV	01/10/2018	10	Event Saturday Morning for Kids	280.00
				INV	01/10/2018	11	STEM After school program	175.00
3765	11/10/2018	EFT TRANSFER: - 11/10/2018	14,586.84					
3765.2853-01		Maxxia Pty Ltd	5,678.44	INV	07/10/2018	PY01-08-Maxxia P	Payroll Deduction	2,383.92

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				INV	07/10/2018	PY01-08-Maxxia P	Payroll Deduction	2,740.92
				INV	11/10/2018	September2018	Being employee Net ITC for period ending Sept 2018	553.60
3765.3376-01		Health Insurance Fund of WA (HIF)	1,168.40	INV	07/10/2018	PY01-08-Health I	Payroll Deduction	1,168.40
3765.3719-01		City of Kwinana - Xmas fund	7,740.00	INV	07/10/2018	PY01-08-TOK Chri	Payroll Deduction	7,740.00
3766	10/10/2018	EFT TRANSFER: - 12/10/2018	520,279.60					
3766.10000-01		Elizabeth Antonio	1,400.00	INV	10/10/2018	201819114	Workshop and Bertram Community Centre	1,400.00
3766.10024-01		Bhairavi Dance	27.10	INV	05/10/2018	Credit	Credit 3181 not applied to invoice	27.10
3766.10078-01		Web Track	759.00	INV	09/10/2018	INV-2465	Refit of tracking unit KWN1960	253.00
				INV	09/10/2018	INV-2454	Refit tracking unit KWN1961	253.00
				INV	09/10/2018	INV-2466	Transfer GPS from KWN1957 to KWN2055	253.00
3766.10202-01		TJS Services Group Pty Ltd	327.20	INV	09/10/2018	156577	Hand towels William Bertram Centre	109.07
				INV	09/10/2018	156575	Hand towels John Wellard Centre	218.13
3766.1033-01		Nilfisk Pty Ltd	1,333.20	INV	10/10/2018	PRI0000915	The Zone Service charge for FOCUS II D 242	1,333.20
3766.1034-01		North Lake Electrical Pty Ltd	2,099.90	INV	09/10/2018	52057	Kelly Park Install SDS Controller	2,099.90
3766.10419-01		Zerz Pty Ltd	1,345.85	INV	10/10/2018	81072	Coffee Machine Service and Maintenance Zone	1,345.85
3766.10443-01		Air-Born Amusements	450.00	INV	10/10/2018	00005827	Entertainment for Big Top event	450.00
3766.10449-01		Take Eight Productions	1,287.00	INV	10/10/2018	IV00000000018	Hire of sound system and tech support	1,287.00
3766.10479-01		Charles Edward Price	631.69	INV	04/10/2018	6.2	Rates Refund	631.69
3766.10490-01		Jarrahdale Equestrian Centre	600.00	INV	10/10/2018	09/10/2018	Horse Riding School Holiday Program	600.00
3766.10526-01		Total Chess	240.00	INV	10/10/2018	240	Darius Wells Library and Resource Centre School	240.00
3766.10547-01		Janet Maree Galbraith	250.00	INV	10/10/2018	4thOctober18	Senior Security Subsidy Scheme	250.00
3766.10576-01		Samantha Hughes	64.00	INV	09/10/2018	Refund	Refund payment made in error	64.00
3766.10579-01		Jennifer Walsh	1,000.00	RFD	10/10/2018	1329433	Refund bond Hall hire 061018	1,000.00
3766.10580-01		Erin Schnaars	100.00	RFD	10/10/2018	1340724	Refund bond Patio hire 041018	100.00
3766.1078-01		Parks And Leisure Australia	484.00	INV	10/10/2018	10939	Event Risk Management Workshop	242.00
				INV	10/10/2018	12003	Event Risk and Management Workshop	242.00

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3766.11-01		ABA Automatic Gates	329.69	INV	08/10/2018	IN080098	Check and repair Boom Gate Depot	329.69
3766.1157-01		Quality Traffic Management Pty Ltd	23,944.78	INV	08/10/2018	25890	Traffic management Walgreen and Gilmore	3,589.06
				INV	08/10/2018	25891	Traffic Management Kwinana Beach Road	7,059.11
				INV	09/10/2018	25952	Design traffic management	831.89
				INV	09/10/2018	25953	Traffic management	2,734.46
				INV	09/10/2018	25956	Traffic controllers 13 to 14 September 2018	1,741.96
				INV	09/10/2018	25957	Traffic controllers 140918	756.05
				INV	09/10/2018	25959	Traffic controllers 26 and 28 September 2018	1,647.80
				INV	09/10/2018	25951	Traffic management 030918	847.44
				INV	09/10/2018	25954	Street light repairs Wellard Road 140918	1,012.22
				INV	10/10/2018	25958	Traffic controllers 260918	235.40
				INV	10/10/2018	25949	Traffic management	1,323.71
				INV	10/10/2018	25950	Traffic controllers 19 to 21 September 18	2,165.68
3766.1178-01		Holcim (Australia) Pty Ltd	943.36	INV	09/10/2018	9405073514	Litoria/ Honeywood Ave 1.2m3 concrete	429.44
				INV	08/10/2018	9405073154	Walgreen Crescent Calista 1.4m3 concrete	513.92
3766.1186-01		Red Dot	29.00	INV	10/10/2018	37710939	Sporting items and container lids	29.00
3766.1266-01		Salmat Targeted Media Pty Ltd	583.00	INV	10/10/2018	1000589006	DL distribution for the Bertram event	583.00
3766.1277-01		Savage Garden Services	2,652.00	INV	11/10/2018	76-08/10/18	Slash prune verges on Armstrong Road	940.00
				INV	11/10/2018	77-26/09/18	Landscaping maintenance Latitude 32	700.00
				INV	11/10/2018	79-26/09/2018	Slash and weed spray drainage sump Banksia Park	1,012.00
3766.1313-01		Daimler Trucks Perth	66.01	INV	10/10/2018	6143253D	Wiring fuse	66.01
3766.134-01		Australia Post	5,161.24	INV	10/10/2018	1007876408	Agency commission fees	5,161.24
3766.1369-01		Premier & Cabinet Department of	207.90	INV	10/10/2018	161630	Advertising change in method of valuation	103.95
				INV	10/10/2018	161546	Advertising 240818	103.95
3766.1408-01		Sylvia Ayton Snowden	66.81	INV	10/10/2018	3rdOctober18	Reimbursement for conference expenses	66.81
3766.1423-01		Telstra	19.25	INV	10/10/2018	1548725500Sept18	Alarm at Feilman Building	19.25
3766.1474-01		Toll Transport Pty Ltd	39.60	INV	10/10/2018	1030725	Transport services	39.60
3766.1485-01		T-Quip	868.95	INV	08/10/2018	78613 # 12	Engine oil	868.95
3766.1505-01		Trailer Parts Pty Ltd	80.80	INV	08/10/2018	991419	Top Handles ALKO	80.80

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3766.1516-01		Trisley's Hydraulic Services Pty Lt	932.80	INV	09/10/2018	85203062	Service contract RFQ104/17	932.80
3766.1530-01		Wormald Australia Pty Ltd	2,119.38	INV	10/10/2018	7805444	Administration Routine Inspection and Testing	993.53
				INV	08/10/2018	7817638	Recquatic Attend site to investigate/repair WIP	1,125.85
3766.1589-01		Waste Stream Management Pty Ltd	693.00	INV	09/10/2018	00827935	Tipping fees concrete sand rubble 7m3	693.00
3766.1592-01		Water Corporation of Western Austra	1,543.10	INV	10/10/2018	9018171503Sept18	4U Drink Fountain Beachamp Loop Reserve	9.83
				INV	10/10/2018	9018600726Oct18	21U Wellard Community Centre	1,533.27
3766.1609-01		West Australian Newspapers Limited	181.20	INV	08/10/2018	02624567-250918	Newspaper subscription to 181218	181.20
3766.1614-01		Westbooks	132.36	INV	10/10/2018	300264	Items for Library	24.41
				INV	10/10/2018	300263	Junior items for Library	14.79
				INV	10/10/2018	300262	Junior items for Library	93.16
3766.1814-01		P Rond & Co	4,597.34	INV	09/10/2018	0000586	Install electrical cable and joint	204.60
				INV	10/10/2018	0000585	Supply 4kw Grundfos submersible motor	4,392.74
3766.19-01		Absolute Painting Services	1,518.00	INV	10/10/2018	INV-0635	Painting service U53 Callistemon Court	1,518.00
3766.194-01		Benara Nurseries	340.62	INV	09/10/2018	472486	Various plants for garden at new Bertram Pavilion	340.62
3766.2097-01		Beaver Tree Services Aust Pty Ltd	12,604.25	INV	09/10/2018	67319	Jacques Place Orelia stump grinding	218.60
				INV	09/10/2018	67335	Traffic management for job 53068	434.50
				INV	08/10/2018	67303	Removal and stump grinding	2,955.56
				INV	08/10/2018	67301	Deadwood and remove EPI Growth and Limbs	1,772.86
				INV	08/10/2018	67360	Dead Wooding	6,726.65
				INV	08/10/2018	67302	Mulch green waste on verge	496.08
3766.2125-01		Synergy	5,681.55	INV	10/10/2018	179469390Oct18	3083U Bertram Community Centre	877.60
				INV	10/10/2018	107029100Oct18	1982U Wellard Community Centre	1,340.40
				INV	10/10/2018	264244690Oct18	46U Bore Pump POS	115.20
				INV	10/10/2018	294827290Oct18	13U Art Sculpture Darling Park	104.70
				INV	10/10/2018	294428370Oct18	64U Mornington Park	120.00
				INV	10/10/2018	214467920Oct18	11U BBQ uplights Honeywood Park	107.60
				INV	10/10/2018	259587970Oct18	162U Irrigation Honeywood Avenue	146.15
				INV	10/10/2018	856518550Oct18	Decorative Lighting	2,639.20
				INV	10/10/2018	693987550Sept18	461U Challenger Beach	230.70

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3766.218-01		Bob Jane T-Mart	1,908.00	INV	09/10/2018	136410	Tyres and alignment KWN2049	1,415.00
				INV	09/10/2018	136409	Tyre and alignment KWN1896	493.00
3766.2224-01		Prestige Catering & Event Hire	705.20	INV	10/10/2018	00023221	Catering 011018	331.70
				INV	10/10/2018	00023207	Catering 260918	373.50
3766.2460-01		Allcom Communications	1,935.45	INV	09/10/2018	28021	Transfer of two-way radio to KWN2091	577.28
				INV	09/10/2018	28022	Install amber beacon lights	549.89
				INV	08/10/2018	27977	Transfer City two-way from KWN1961	808.28
3766.248-01		Bunnings Building Supplies	793.22	INV	08/10/2018	2163/01515071	Items for Creche Darius Wells	314.24
				INV	09/10/2018	2163/01601732	Rapid Set 20kg concrete	416.40
				INV	10/10/2018	2163/01602118	Cleaning supplies	62.58
3766.2492-01		Yakka Pty Ltd	672.19	INV	10/10/2018	10763610	Uniforms	99.42
				INV	10/10/2018	10763607	Uniforms	99.42
				INV	10/10/2018	10763611	Uniforms	66.30
				INV	10/10/2018	10763609	Uniforms	66.28
				INV	10/10/2018	10763612	Uniforms	66.28
				INV	10/10/2018	10763614	Uniforms	66.28
				INV	10/10/2018	10763613	Uniforms	66.28
				INV	10/10/2018	10763608	Uniforms	66.28
				INV	10/10/2018	10824369	Uniforms	75.65
3766.2507-01		Ixom Operations Pty Ltd	1,252.42	INV	10/10/2018	6008701	Supply of chlorine 70kg	129.58
				INV	10/10/2018	6020537	Supply of chlorine 70kg	135.04
				INV	10/10/2018	6003404	Supply of chlorine 70kg	987.80
3766.2565-01		Ausco Modular Pty Ltd	1,435.50	INV	08/10/2018	7142377	Demountable hire Multipurpose Complex End Module	1,435.50
3766.2638-01		Metrocon Pty Ltd	56,974.50	INV	04/10/2018	20581	Progress claim 1 for Wellard Pavilion Store Room	56,974.50
3766.2852-01		Downer EDI Works Pty Ltd	69.82	INV	09/10/2018	6005339	Asphalt 7mm 0.52 tonne	69.82
3766.2937-01		Bolinda Publishing Pty Ltd	163.31	INV	09/10/2018	75793	CD Audio book	163.31
3766.30-01		Carol Elizabeth Adams	517.74	INV	10/10/2018	Sept18	Reimbursement of travel and apparel expenses	517.74
3766.3087-01		Troy Benjamin Morley	266.44	INV	10/10/2018	03October2018	Reimburse fuel 1GJC832	266.44
3766.3105-01		Poly Pipe Traders	833.19	INV	10/10/2018	00093152	Assorted irrigation items	704.61

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				INV	10/10/2018	0009330	Reticulation items	118.37
				INV	10/10/2018	00093330	Additional reticulation parts	0.01
				INV	09/10/2018	00093421	PVC Faucet tee	10.20
3766.3155-01		PFD Food Services Pty Ltd	203.00	INV	11/10/2018	KM252294	Cafe supplies Recquatic	203.00
3766.3212-01		Marketforce Pty Ltd	399.85	INV	10/10/2018	23775	Advert Lineage for Tender	399.85
3766.357-01		BullAnt Security Pty	1,183.90	INV	08/10/2018	10,177,824	Cut and supply 2 x MK6 keys	62.10
				INV	08/10/2018	10,176,544	Service and fix x 9 Padlocks	110.00
				INV	08/10/2018	10,177,301	Padlocks	825.50
				INV	10/10/2018	10,177,999	Cut and engrave keys	62.10
				INV	10/10/2018	10,178,001	Cut and engrave keys	124.20
3766.358-01		Coastline Mowers	1,291.20	INV	09/10/2018	18181#5	Pump 40psi	569.00
				INV	09/10/2018	18217#4	Assorted parts	382.20
				INV	09/10/2018	17796#5	2 x service kits	340.00
3766.3596-01		KLMedia Pty Ltd	125.40	INV	09/10/2018	1132795	Purchase 21 DVDs as selected online	125.40
3766.3608-01		Foreshore Rehabilitation & Landscap	2,610.30	INV	09/10/2018	INV-4266	Calista Tennis Club entry fence repairs	2,610.30
3766.3632-01		Eclipse Soils Pty Ltd	3,245.00	INV	09/10/2018	KWIN01R043359	Class 1 waste	3,245.00
3766.3686-01		KAJ Installations & Services	137.00	INV	10/10/2018	00004859	Batteries for liftway Callistemon Court	137.00
3766.3916-01		Kwinana Industries Council	267.19	INV	10/10/2018	00011889	Trainee Community Centres	267.19
3766.4022-01		Rockingham Hyundai	42,533.61	INV	08/10/2018	F1088	New vehicle KWN2091	42,533.61
3766.412-01		Courier Australia	39.15	INV	11/10/2018	0351	Courier charges to 200918	26.10
				INV	10/10/2018	0350	Courier charges to 100918	13.05
3766.4125-01		LD Total	79,623.12	INV	09/10/2018	94378	Landscape maintenance Belgravia September 18	1,118.79
				INV	09/10/2018	94401	Landscape maintenance Sunrise Estate September 18	202.86
				INV	09/10/2018	94388	Landscape maintenance Honeywood September 18	4,475.13
				INV	09/10/2018	94407	Landscape maintenance Whistling Grove September 18	348.34
				INV	09/10/2018	94390	Landscape maintenance Honeywood Rise September 18	281.20
				INV	09/10/2018	94405	Landscape maintenance Wellard Glen September 18	367.22

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				INV	11/10/2018	94174	Landscape maintenance Honeywood Rise	363.59
				INV	08/10/2018	94404	September Landscape Maintenance Works	28,212.20
				INV	08/10/2018	94383	September Landscape Maintenance Works	3,740.56
				INV	08/10/2018	94379	September Landscape Maintenance Works	5,023.14
				INV	08/10/2018	94389	September Landscape Maintenance Works	14,790.71
				INV	08/10/2018	94402	September Landscape Maintenance Works	999.58
				INV	08/10/2018	94408	September Landscape Maintenance Works	1,965.14
				INV	08/10/2018	94391	September Landscape Maintenance Works	986.65
				INV	08/10/2018	94406	September Landscape Maintenance Works	978.62
				INV	08/10/2018	94392	September Landscape Maintenance Works	2,162.35
				INV	08/10/2018	94403	September Irrigation Maintenance Works	6,554.43
				INV	08/10/2018	94382	September Irrigation Maintenance Works	1,135.94
				INV	08/10/2018	1593.65	September Additional Irrigation repair work	1,593.65
				INV	08/10/2018	94161	September Additional Irrigation repair work	1,250.36
				INV	08/10/2018	94180	September Additional Irrigation repair work	771.34
				INV	08/10/2018	4163	September Additional Irrigation repair work	332.67
				INV	08/10/2018	94162	September Additional Irrigation repair work	138.69
				INV	08/10/2018	94143	Monthly applications of Lake Pac for pond in Wellard	179.96
				INV	09/10/2018	94142	Supply and install 10m3 Pine Bark Mulch each month	1,650.00
3766.413-01		Covs Parts Pty Ltd	482.51	INV	08/10/2018	1650085141	Spanners and Vice grip	295.60
				INV	08/10/2018	1650085133	Heavy duty scissors	20.12
				INV	08/10/2018	1650084537	Metal flake paint Ocean Blue	13.99
				INV	08/10/2018	1650084332	Metal flake paint Ocean Blue	27.98
				INV	09/10/2018	1650086483	Knife retractable	50.01
				INV	09/10/2018	1650086553	Drive belt	74.81
3766.4412-01		JB Hi-Fi Rockingham	99.88	INV	09/10/2018	302746515-100	Prizes for programs	99.88
3766.4465-01		Medina Residents Group	5,500.00	INV	10/10/2018	5thOctober2018	Community Event Funding Community Festival 2018	5,500.00
3766.4630-01		Jaybro	2,017.40	INV	08/10/2018	3393996	1.6mm straight edge guide post 1350mm	2,017.40

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3766.4719-01		Complete Office Supplies Pty Ltd	550.51	INV	11/10/2018	07538019	Stationery John Wellard Centre	550.51
3766.4790-01		Spotlight Pty Ltd	82.80	INV	10/10/2018	0065040067017	Bertram Big Top Supplies	82.80
3766.483-01		Landgate	912.44	INV	10/10/2018	64069465	Land identification	67.20
				INV	10/10/2018	342989-10001098	Mining tenements charge Schedule No.M2018/6	39.00
				INV	10/10/2018	343116-10001098	GRV chargeables Schedule No.G2018/19	574.94
				INV	10/10/2018	878823	Land enquiry for September 2018	231.30
3766.4861-01		Big W	189.00	INV	10/10/2018	057794	Items for Creche	130.00
				INV	10/10/2018	057811/057551	Items for Murder Mystery Night	59.00
3766.4867-01		Patrick Alan Rose	60.00	INV	10/10/2018	10thOctober18	Refund fuel KWN1942	60.00
3766.492-01		Dianne Stronach	148.68	INV	10/10/2018	8thOctober18	Reimbursement of Conference expenses	148.68
3766.4928-01		Joan Anderton	250.00	INV	09/10/2018	4thOctober2018	Senior Security Subsidy Scheme	250.00
3766.504-01		Domino's Pizza - Kwinana Market Pla	148.75	INV	10/10/2018	97276-06/10/18	Pizza for the ReZonate Open Mic Night	148.75
3766.5062-01		Tony Aveling & Associates Pty Ltd	495.00	INV	08/10/2018	I0006274	New Supervisor Training 27 and 28 September 2018	495.00
3766.5108-01		Vinci Gravel Supplies Pty Ltd	2,178.00	INV	09/10/2018	B1861	Supply and deliver gravel	2,178.00
3766.5259-01		Buswest	869.00	INV	10/10/2018	94138	Pick ups for excursions	869.00
3766.5520-01		Master Lock Service	770.00	INV	10/10/2018	00005411	Supply of keys for Darius Wells	770.00
3766.560-01		Goodchild Enterprises	168.30	INV	09/10/2018	403598	Battery	168.30
3766.5627-01		Tyrecycle Pty Ltd	161.65	INV	09/10/2018	724487	Monthly collection of waste tyres from Depot	161.65
3766.5655-01		Jandakot Flyer Little Athletic Club	150.00	INV	10/10/2018	KS025728	Kidsport voucher	150.00
3766.5743-01		Programmed Maintenance Services Ltd	10,017.52	INV	09/10/2018	SINV533740	Gardening & Lawn mowing September 2018	10,017.52
3766.5750-01		Kev's Wheelie Kleen	1,078.00	INV	09/10/2018	2729	Bin cleaning Darius Wells	225.50
				INV	09/10/2018	2728	Bin cleaning Administration	66.00
				INV	09/10/2018	2486	Bin cleaning Administration 060918	77.00
				INV	09/10/2018	2487	Bin cleaning Library 050918	225.50
				INV	10/10/2018	2559	John Wellard Bin Cleaning until June 2018	77.00
				INV	10/10/2018	2576	John Wellard Bin Cleaning until June 2018	99.00
				INV	10/10/2018	2686	Wheelie Bin Cleaning	99.00

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				INV	10/10/2018	2727	Wheelie bin cleaning	44.00
				INV	10/10/2018	2409	John Wellard Bin Cleaning until June 2018	66.00
				INV	10/10/2018	2468	John Wellard Bin Cleaning until June 2018	99.00
3766.5823-01		Accord Security Pty Ltd	627.00	INV	10/10/2018	00022899	Secure cash transit service for September 2018	627.00
3766.583-01		Flexi Staff Pty Ltd	3,641.59	INV	10/10/2018	200943	Temp staff Loader operator	1,810.84
				INV	08/10/2018	201406	Loader operator for week ending 23 September	1,830.75
3766.5940-01		Willem Lodewikus De Klerk	61.20	INV	10/10/2018	9thOctober18	Reimbursement of car tyre chalks	61.20
3766.5996-01		CMS Engineering Pty Ltd	8,254.62	INV	10/10/2018	29852	Routine HVAC maintenance September 18	3,093.22
				INV	10/10/2018	29853	Routine HVAC maintenance September 18	1,570.21
				INV	10/10/2018	29854	Routine HVAC maintenance September 18	1,060.64
				INV	08/10/2018	29827	Recquatic Multi purpose room inspect and repair	1,853.50
				INV	08/10/2018	29844	Bridging the Gap airconditioner service	677.05
3766.6000-01		Scott Printers Pty Ltd	4,074.40	INV	10/10/2018	125902	Printing of Fitness Journals	4,074.40
3766.6018-01		ALSCO Pty Ltd	135.86	INV	10/10/2018	CPER1874740	Linen Hire	66.04
				INV	10/10/2018	CPER1872073	Linen Hire	69.82
3766.6126-01		Eluma Event Solutions	2,435.00	INV	10/10/2018	INV-002800	Hire of Graffiti remover	2,435.00
3766.6267-01		Woolworths Group Limited	837.63	INV	10/10/2018	3377982	Coffee and Hot Chocolate for Coffee Machine	43.99
				INV	10/10/2018	3298297	William Bertram Big Top Event supplies	164.99
				INV	10/10/2018	3298300	William Bertram Big Top Event supplies	38.20
				INV	10/10/2018	3377970	Catering supplies for farewell event	91.28
				INV	10/10/2018	3377966	Milk for Zone	6.00
				INV	10/10/2018	3377974	Food for Beatball	70.61
				INV	10/10/2018	3298296	Items for School Holiday program	29.20
				INV	10/10/2018	3377959	Items for Creche	115.70
				INV	09/10/2018	3377951	Cafe Splash Stock	105.71
				INV	08/10/2018	3377962	Depot morning tea supplies	171.95
3766.6289-01		Clockwork Print	379.50	INV	09/10/2018	INV-0054164	Printing of banner	379.50
3766.6370-01		Elexacom	7,836.22	INV	09/10/2018	24496	Maintenance repairs The Pavilion	305.02

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				INV	10/10/2018	24254	Data logging of Medina Oval	1,281.50
				INV	10/10/2018	24252	Repair 2 faulty cable runs for two access points	856.42
				INV	08/10/2018	24504	Kwinana Recquatic Multiple lights around centre	2,093.18
				INV	08/10/2018	29712	Recquatic ASI climate controller is not responding	23.64
				INV	08/10/2018	24502	William Bertram Community Centre	283.60
				INV	08/10/2018	24506	RCD Testing	
				INV	08/10/2018	24497	Depot Generator Power to Council Depot	2,915.00
							The Pavilion RCD Testing	77.86
3766.6583-01		ALS Library Services Pty Ltd	17.24	INV	09/10/2018	00057522	Online purchase 9 x in demand titles	17.24
3766.664-01		StrataGreen	629.64	INV	08/10/2018	99931	Litter pickers 850mm	629.64
3766.6670-01		Kero Fill	1,439.90	INV	08/10/2018	78	600 litre kero	1,439.90
3766.6760-01		Veolia Environmental Services	1,578.50	INV	09/10/2018	2600628620	Removal of various waste from the Works Depot	1,578.50
3766.6872-01		Schindler Lifts Australia Pty Ltd	3,685.00	INV	08/10/2018	4686607761	John Wellard IO Lift NBN Upgrade	3,685.00
3766.7042-01		Quantum Building Services	1,291.95	INV	08/10/2018	00002198	Repair Creche floor Darius Centre	471.35
				INV	10/10/2018	00002160	Replace sump box at Art Centre	820.60
3766.7357-01		Mobile Laser Quest	880.00	INV	10/10/2018	1752	Laser Tag for Youth Festival	880.00
3766.7384-01		S J Rural Supplies	191.70	INV	10/10/2018	69592	Unfoamer	191.70
3766.7402-01		Monsterball Amusements & Hire	1,690.00	INV	10/10/2018	INV-1454	Hire of inflatable amusements for youth event	1,690.00
3766.7436-01		Action Glass Pty Ltd	519.75	INV	10/10/2018	B18348	Shower repair Banksia Park U19	519.75
3766.7507-01		WCP Civil Pty Ltd	18,290.64	INV	10/10/2018	19458	Kwinana Beach Road extension Claim 1	18,290.64
3766.7522-01		GPS Linemarking	324.50	INV	09/10/2018	789	Surveying and marking of goal positions	324.50
3766.7557-01		Sheila Mills	33.51	INV	10/10/2018	Sept18	Reimbursement of travel expenses Sept 18	33.51
3766.762-01		Blackwood & Sons Ltd	146.43	INV	10/10/2018	KW5068QZ	Assorted dymark spray paint	146.43
3766.7788-01		Tina Reid	100.00	RFD	10/10/2018	1340507	Refund bond Patio hire 170918	100.00
3766.7809-01		Frontline Fire and Rescue Equipment	528.00	INV	09/10/2018	61783	Blackout nozzles	528.00
3766.7833-01		Kwinana Veterinary Hospital Pty Ltd	317.85					

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				INV	10/10/2018	33409	Dog Euthanasia	97.85
				INV	10/10/2018	32571	Cat Euthanasia	45.00
				INV	10/10/2018	32756	Cat Euthanasia	45.00
				INV	10/10/2018	32384	Microchip	65.00
				INV	10/10/2018	32572	Microchip	65.00
3766.7937-01		Kerb Direct Kerbing Pty Ltd	1,833.25	INV	09/10/2018	5898	Install barrier kerb	788.21
				INV	10/10/2018	5905	Install kerbing	1,045.04
3766.795-01		K Mart	44.00	INV	10/10/2018	152025	Bertram Big Top Supplies	44.00
3766.7958-01		Rockingham Districts Little Athleti	750.00	INV	10/10/2018	KS025831	Kidsport vouchers x 5	750.00
3766.7999-01		R&D Knowledge Services Pty Ltd	5,665.00	INV	09/10/2018	1466	Annual intranet support and maintenance	5,665.00
3766.8133-01		Glen Flood Group Pty Ltd	1,524.38	INV	09/10/2018	INV-0852	Building Maintenance Services team review	1,524.38
3766.822-01		Kone Elevators Pty Ltd	1,482.76	INV	10/10/2018	193365266	Service fee October 18 to December 18	1,482.76
3766.8224-01		Axiis Contracting	1,947.42	INV	10/10/2018	3966	Concrete footpath Calista Avenue	1,947.42
3766.8325-01		Envirosweep	7,789.10	INV	09/10/2018	59062	Monthly carpark sweeping September 18	3,071.20
				INV	09/10/2018	59061	Road Sweeping September 18	2,799.50
				INV	09/10/2018	58983	Road sweeping Naval Base 300918	829.40
				INV	09/10/2018	59214	Casual sweeps for Depot staff as per tender	1,089.00
3766.8337-01		Cancer Council WA	1,000.00	RFD	10/10/2018	1340294	Refund bond Hall hire 051018	1,000.00
3766.837-01		Kwinana Heritage Group	3,100.00	INV	10/10/2018	Oct-Dec2018	Annual Heritage Management Agreement Fees	3,100.00
3766.8447-01		Integrated Training Vic Park Pty Lt	599.00	INV	10/10/2018	PH00002797	Certificate 2 in Security	599.00
3766.8595-01		Purearth	8,587.52	INV	09/10/2018	00000819	Road sweepings collection	8,587.52
3766.8756-01		Ohura Consulting	5,662.25	INV	10/10/2018	446	New Position Descriptions Project	5,321.25
				INV	10/10/2018	443	Facilitation of Enterprise Agreement	341.00
3766.8832-01		Playworks	660.00	INV	10/10/2018	INV-2620	School Holiday Program incursion 270918	660.00
3766.8894-01		Landscape and Maintenance Solutions	27,074.77	INV	09/10/2018	INV-0842	Mowing Maintenance	9,962.28
				INV	09/10/2018	INV-0841	Mowing of Sportsgrounds	6,743.07
				INV	09/10/2018	INV-0840	Passive and Streetscape mowing	8,490.84

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				INV	09/10/2018	INV-0839	Mowing Maintenance of Rockingham Road	1,878.58
3766.8899-01		Majestic Plumbing	8,297.70	INV	10/10/2018	210241	Service block drain Dog Pound	173.49
				INV	10/10/2018	210285	Service disabled toilet John Wellard Centre	184.49
				INV	10/10/2018	210316	Service blocked toilet Medina Oval	97.75
				INV	09/10/2018	210283	Analyse UV filtration	691.13
				INV	09/10/2018	210301	Service drink fountain Calista Oval	275.64
				INV	10/10/2018	210298	Banksia Park Various plumbing repairs	506.04
				INV	10/10/2018	210286	Banksia Park Various plumbing repairs	86.75
				INV	10/10/2018	00018629	Callistemon Court U25 Replace vanities and tap ware in bathroom	3,008.50
				INV	10/10/2018	210300	Banksia Park U41 Replace faulty HWS	1,684.32
				INV	10/10/2018	210242	Callistemon Court Various plumbing repairs	189.99
				INV	10/10/2018	210244	Callistemon Court Various plumbing repairs	125.25
				INV	10/10/2018	210243	Callistemon Court Various plumbing repairs	125.25
				INV	10/10/2018	210317	Callistemon Court Various plumbing repairs	267.32
				INV	10/10/2018	210284	Banksia Park Relight and bleed HWS	881.78
3766.8958-01		Bertram Punjabi Club Inc	5,500.00	INV	10/10/2018	5thOctober18	Community Event Funding program	5,500.00
3766.8998-01		McLeods	1,735.25	INV	10/10/2018	104998	Legal fee Matter No 42550	1,735.25
3766.9019-01		Kearns Garden Supplies	28.30	INV	10/10/2018	29	Plumbing supplies	28.30
3766.903-01		Lo-Go Appointments	5,698.19	INV	09/10/2018	00418359	Temp staff week ending 220918	2,136.82
				INV	09/10/2018	00418358	Infrastructure Maintenance office	1,979.84
				INV	08/10/2018	109961	Temp staff week ending 230918	1,581.53
3766.9044-01		TenderLink	201.30	INV	10/10/2018	AU-257069	Public tenders	201.30
3766.905-01		Local Government Professionals	265.00	INV	10/10/2018	9266	Event registration	70.00
				INV	10/10/2018	108963	Digital Elevation Comms Network Event	70.00
				INV	10/10/2018	9264	Digital Elevation Comms Network Event	55.00
				INV	10/10/2018	9267	Digital Elevation Comms Network Event	70.00
3766.9432-01		Forms Express Pty Ltd	2,887.56	INV	10/10/2018	218095	Printing and Issuing of Instalment Reminder Notice	1,097.32
				INV	10/10/2018	218105	Printing of Go Green eNotices flyers	792.00
				INV	10/10/2018	218108	Printing and Issuing of Instalment Reminder Notice	107.25
				INV	10/10/2018	217911	Printing and Issuing of Rates Final Notices	890.99
3766.9512-01		Perth Symphony Orchestra	49,863.00	INV	10/10/2018	S181201B	Perth Symphony Orchestra performance	49,863.00

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3766.9572-01		Aaron Thomas	650.00	INV	10/10/2018	101	Open Mic event	650.00
3766.9590-01		My Media Intelligence Pty Ltd	673.50	INV	09/10/2018	INV-0937	12 month Media Monitoring coverage September 18	673.50
3766.9676-01		Sifting Sands	9,322.65	INV	09/10/2018	INV-0409	Maintenance cleans	9,322.65
3766.9747-01		Australian Breastfeeding Associatio	200.00	RFD	10/10/2018	1314713	Refund bond Hall Hire 080618	200.00
3766.9762-01		Native Plants WA	3,060.00	INV	09/10/2018	INV-0083	Coastcare Project	1,848.00
				INV	09/10/2018	INV-0085	Coastcare project	1,212.00
3766.9870-01		The Worm Shed	400.00	INV	09/10/2018	00004942	Worm presentation Kwinana library	400.00
3766.9899-01		Creative Minds	280.00	INV	08/10/2018	9	Creative Minds sessions 5th and 12th September 18	280.00
3766	18/10/2018	EFT TRANSFER: - 12/10/2018	-300.00				Returned payment Supplier #4035	
3767	12/10/2018	EFT TRANSFER: - 12/10/2018	206,990.00					
3767.153-01		Australian Taxation Office	206,990.00	INV	07/10/2018	PY01-08-Australi	Payroll Deduction	206,990.00
3768	12/10/2018	EFT TRANSFER: - 12/10/2018	18,150.00					
3768.10581-01		Great Place to Work Institute Austr	18,150.00	INV	12/10/2018	00002694	2019 Great Place to Work Study Trust Index Report	18,150.00
3769	15/10/2018	EFT TRANSFER: - 15/10/2018	250,915.36					
3769.10152-01		SuperChoice	250,915.36	INV	30/09/2018	September2018-01	Superannuation-September2018-01	182,647.64
				INV	30/09/2018	September2018-03	Superannuation-September2018-03	4,379.85
				INV	30/09/2018	September2018-06	Superannuation-September2018-06	2,651.65
				INV	30/09/2018	September2018-07	Superannuation-September2018-07	3,450.34
				INV	30/09/2018	September2018-13	Superannuation-September2018-13	1,785.62
				INV	30/09/2018	September2018-14	Superannuation-September2018-14	6,390.80
				INV	30/09/2018	September2018-16	Superannuation-September2018-16	1,146.34
				INV	30/09/2018	September2018-17	Superannuation-September2018-17	11,555.17
				INV	30/09/2018	September2018-18	Superannuation-September2018-18	1,965.74
				INV	30/09/2018	September2018-20	Superannuation-September2018-20	483.04
				INV	30/09/2018	September2018-21	Superannuation-September2018-21	910.82
				INV	30/09/2018	September2018-22	Superannuation-September2018-22	473.68
				INV	30/09/2018	September2018-24	Superannuation-September2018-24	2,686.36
				INV	30/09/2018	September2018-28	Superannuation-September2018-28	119.98
				INV	30/09/2018	September2018-29	Superannuation-September2018-29	692.70
				INV	30/09/2018	September2018-30	Superannuation-September2018-30	1,058.56

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				INV	30/09/2018	September2018-37	Superannuation-September2018-37	1,173.26
				INV	30/09/2018	September2018-43	Superannuation-September2018-43	172.69
				INV	30/09/2018	September2018-46	Superannuation-September2018-46	2,011.04
				INV	30/09/2018	September2018-48	Superannuation-September2018-48	991.07
				INV	30/09/2018	September2018-50	Superannuation-September2018-50	406.84
				INV	30/09/2018	September2018-53	Superannuation-September2018-53	909.56
				INV	30/09/2018	September2018-54	Superannuation-September2018-54	1,225.58
				INV	30/09/2018	September2018-55	Superannuation-September2018-55	1,920.54
				INV	30/09/2018	September2018-56	Superannuation-September2018-56	1,051.98
				INV	30/09/2018	September2018-58	Superannuation-September2018-58	500.79
				INV	30/09/2018	September2018-59	Superannuation-September2018-59	1,423.93
				INV	30/09/2018	September2018-60	Superannuation-September2018-60	1,089.51
				INV	30/09/2018	September2018-61	Superannuation-September2018-61	492.02
				INV	30/09/2018	September2018-63	Superannuation-September2018-63	275.15
				INV	30/09/2018	September2018-65	Superannuation-September2018-65	613.63
				INV	30/09/2018	September2018-66	Superannuation-September2018-66	451.99
				INV	30/09/2018	September2018-67	Superannuation-September2018-67	1,388.76
				INV	30/09/2018	September2018-70	Superannuation-September2018-70	253.25
				INV	30/09/2018	September2018-72	Superannuation-September2018-72	950.23
				INV	30/09/2018	September2018-73	Superannuation-September2018-73	1,260.98
				INV	30/09/2018	September2018-75	Superannuation-September2018-75	114.52
				INV	30/09/2018	September2018-76	Superannuation-September2018-76	326.55
				INV	30/09/2018	September2018-77	Superannuation-September2018-77	1,311.04
				INV	30/09/2018	September2018-78	Superannuation-September2018-78	533.18
				INV	30/09/2018	September2018-79	Superannuation-September2018-79	1,087.25
				INV	30/09/2018	September2018-80	Superannuation-September2018-80	1,779.80
				INV	30/09/2018	September2018-81	Superannuation-September2018-81	533.20
				INV	30/09/2018	September2018-82	Superannuation-September2018-82	3,881.86
				INV	30/09/2018	September2018-83	Superannuation-September2018-83	294.50
				INV	30/09/2018	September2018-84	Superannuation-September2018-84	92.37
3770	17/10/2018	EFT TRANSFER: - 18/10/2018	793,186.73					
3770.10149-01		Sebel Pty Ltd	961.32	INV	17/10/2018	00865184	DuraLite Folding Table	961.32
3770.10373-01		Green Willows Industrial Cleaning a	500.00	INV	16/10/2018	17	Office and Clubhouse cleaning	250.00
				INV	15/10/2018	16	Office and Clubhouse cleaning	250.00
3770.10388-01		Modern Day Entertainment	300.00	INV	16/10/2018	05	Performance at Positive Vibes Festival	300.00

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3770.1044-01		Oakford Agricultural & Garden Suppl	19.26	INV	16/10/2018	81113	Hardware items	19.26
3770.1046-01		OCE Australia Ltd	456.45	INV	15/10/2018	1451366	Monthly Charges for ColorWave 550 June 18	222.66
				INV	15/10/2018	1458200	Monthly Charges ColorWave 550 Scanner Sept 18	233.79
3770.10506-01		Specialised Security Shredding	10.12	INV	16/10/2018	00302628	Shredding of confidential information	10.12
3770.10512-01		Empire Braids Wth Farrra	506.00	INV	17/10/2018	000004	Hair Braiding at the Positive Vibes Youth Festival	506.00
3770.10528-01		Coogee Beach SLSC	110.00	INV	21/09/2018	KS025571	Kidsport voucher	110.00
3770.10585-01		Agelink Theatre Inc	3,000.00	INV	16/10/2018	05/09/18	Recollections Performance at Pioneers Lunch	3,000.00
3770.10586-01		Light Kwashie Senega	153.49	INV	16/10/2018	6.6	Rates Refund	153.49
3770.10587-01		Stacey Jane Redfearn	52.03	INV	16/10/2018	6.6	Rates Refund	52.03
3770.10588-01		Tusharita Gupta	50.09	INV	16/10/2018	6.6	Rates Refund	50.09
3770.10589-01		William James Burke	250.00	INV	16/10/2018	6.6	Rates Refund	250.00
3770.1059-01		Vodafone Messaging	176.00	INV	16/10/2018	11212737	Pager Network Access fee October 18	176.00
3770.10591-01		Acton Rockingham	17.00	INV	16/10/2018	8thOctober2018	Refund of double payment of copy fees	17.00
3770.10592-01		Perth Children's Hospital Foundatio	50.00	INV	16/10/2018	28thSeptember18	Lyrik Awards Round 23	50.00
3770.10593-01		Paul Cornwell	500.00	INV	16/10/2018	11thOctober18	Travel Assistance x 2 Sailing Championships	500.00
3770.10594-01		Claire Freemantle	34.04	INV	16/10/2018	10thOctober18	Refund of enrolment fee for multi sports Term 3 2018	34.04
3770.10595-01		Richard Vergara Delfin	1,000.00	RFD	17/10/2018	1338190	Refund bond Hall hire 280918	1,000.00
3770.10596-01		Sheila Marie Tungol	1,000.00	RFD	17/10/2018	1310179	Refund bond Hall hire 080618	1,000.00
3770.10597-01		Belinda Spencer	100.00	RFD	17/10/2018	1337602	Refund bond Patio hire 070918	100.00
3770.10598-01		Rachael Goodwin	100.00	RFD	17/10/2018	1300620	Refund bond Patio hire 170518	100.00
3770.10599-01		Nuspan Superannuation Fund Pty Ltd	42.92	INV	17/10/2018	6.7	Rates Refund	42.92
3770.10600-01		Kayla Burnett	100.00	RFD	17/10/2018	1320594	Refund bond Patio hire 010818	100.00
3770.10601-01		Deborah Quested	2,000.00	RFD	17/10/2018	1328815	Refund bond Hall hire 030918	2,000.00
3770.10602-01		Craig Alexander McLachlan	50.00	INV	17/10/2018	876767	Refund 360L recycle bin upgrade fee	50.00

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3770.1078-01		Parks And Leisure Australia	420.00	INV	17/10/2018	00100303	2018 International Parks and Leisure congress	420.00
3770.1130-01		Port Printing Works	758.00	INV	16/10/2018	INV025897	Small business lunch invitations x200	45.10
				INV	15/10/2018	INV025590	2 sided leaflets	358.20
				INV	15/10/2018	INV025791	Dog Information A4 folders	354.70
3770.1157-01		Quality Traffic Management Pty Ltd	1,251.71	INV	17/10/2018	25892	Traffic controllers 010918	1,251.71
3770.1178-01		Holcim (Australia) Pty Ltd	260.48	INV	15/10/2018	9405077886	.4m3 concrete	260.48
3770.1249-01		Royal Life Saving Society	110.00	INV	16/10/2018	85997	Defibrillator pads	110.00
3770.1276-01		Satellite Security Services	979.00	INV	16/10/2018	IV003949	Inspect smoke detectors	484.00
				INV	15/10/2018	IV003955	Thomas Oval Pavilion new siren combo kit	495.00
3770.1282-01		Sealanes (1985) Pty Ltd	195.00	INV	17/10/2018	F5631230	Purchase of Gatorade x 30 Cartons & Bottled water	195.00
3770.130-01		Australasian Performing Rights	1,324.30	INV	16/10/2018	02083494/00042	Music licensing fees 010718 to 300918	1,094.82
				INV	17/10/2018	02083452/00017	APRA music licensing fees	229.48
3770.1313-01		Daimler Trucks Perth	461.45	INV	15/10/2018	DFFSD249376	Service 1DUX631	461.45
3770.1317-01		Bullivants Pty Ltd	742.50	INV	16/10/2018	DMI400832999	Annual lifting gear inspection	742.50
3770.1357-01		Sportsworld Of WA	3.85	INV	16/10/2018	136361	Multi colour silicone swim caps	3.85
3770.1369-01		Premier & Cabinet Department of	178.20	INV	15/10/2018	161684	Publication in the Gazette 021018	178.20
3770.1375-01		Stewart & Heaton Clothing Co Pty Lt	214.84	INV	16/10/2018	SIN-2924287	Uniforms for Emergency Volunteers	214.84
3770.1393-01		Sunny Sign Company Pty Ltd	1,014.75	INV	16/10/2018	395961	Post for sign	792.00
				INV	16/10/2018	396260	Assorted signs	222.75
3770.150-01		Australian Library & Information As	338.00	INV	15/10/2018	26004	Community Engagement Training	338.00
3770.1516-01		Trisley's Hydraulic Services Pty Lt	2,844.71	INV	16/10/2018	80203083	Service contract RFQ104/17	207.46
				INV	16/10/2018	80203075	Service contract RFQ104/17	830.50
				INV	16/10/2018	80203071	Service contract RFQ104/17	1,023.00
				INV	17/10/2018	80203084	Install air release valves Recquatic	783.75
3770.1524-01		Turfmaster Facility Management	67,943.96	INV	16/10/2018	615874	Renovation works to Sportsgrounds	49,654.69

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				INV	16/10/2018	615875	Renovation works to Sportsground	5,494.80
				INV	16/10/2018	615873	Renovation works to Sportsground	12,794.47
3770.1589-01		Waste Stream Management Pty Ltd	462.00	INV	15/10/2018	00827623	Tipping fees August 18	462.00
3770.1592-01		Water Corporation of Western Austra	96.20	INV	17/10/2018	9018197324Nov18	Drink Fountain 25U	61.43
				INV	17/10/2018	9021511329JUL18	15U Boyne Park Glenfinlass Parade	34.77
3770.1629-01		Weston Road Systems	1,980.00	INV	15/10/2018	PR63	Spotting and markings Kwinana Beach Road	880.00
				INV	16/10/2018	GB 04	Markings Burlington Rockingham	715.00
				INV	16/10/2018	GB 03	Customer request for pavement markings	385.00
3770.1726-01		Kyocera Document Solutions Australi	3,549.72	INV	15/10/2018	2852364515	Copy cost	88.33
				INV	11/10/2018	2852364501	Copy cost	178.72
				INV	11/10/2018	285236405	Copy cost	71.94
				INV	11/10/2018	2852364511	Copy cost	102.86
				INV	11/10/2018	2852364516	Copy cost	509.39
				INV	11/10/2018	2852364502	Copy cost	89.32
				INV	11/10/2018	2852364507	Copy cost	378.61
				INV	11/10/2018	2852364512	Copy cost	390.50
				INV	11/10/2018	2852364517	Copy cost	34.26
				INV	11/10/2018	2852364503	Copy cost	240.49
				INV	11/10/2018	2852364508	Copy cost	587.08
				INV	11/10/2018	2852364513	Copy cost	56.66
				INV	11/10/2018	2852364518	Copy cost	96.35
				INV	11/10/2018	2852364504	Copy cost	186.42
				INV	11/10/2018	2852364509	Copy cost	230.82
				INV	11/10/2018	2852364514	Copy cost	85.30
				INV	11/10/2018	2852364505	Copy cost	17.35
				INV	11/10/2018	2852364510	Copy cost	205.32
3770.19-01		Absolute Painting Services	3,168.00	INV	15/10/2018	INV-0637	Callistemon Court U33 Repaint laundry shower and toilet	319.00
				INV	15/10/2018	INV-0640	Banksia Park U19 Internal wall painting	2,849.00
3770.194-01		Benara Nurseries	232.27	INV	15/10/2018	480021	Various shade plants for garden at Bertram Community Centre	232.27
3770.2021-01		Subway Kwinana	439.20	INV	15/10/2018	65	Refreshments for FCO Training	219.60

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				INV	16/10/2018	90	Refreshments for FCO Training 041018	219.60
3770.2097-01		Beaver Tree Services Aust Pty Ltd	27,472.30	INV	17/10/2018	67185	Supply and planting of plants	2,348.50
				INV	15/10/2018	67371	General Vegetation Clearance	16,536.36
				INV	15/10/2018	67396	Tree pruning	33.63
				INV	15/10/2018	67391	Power line clearance Zone 3	8,437.23
				INV	15/10/2018	67390	Power line clearance	116.58
3770.2121-01		Suez	291,448.63	INV	15/10/2018	164252	Waste collection	129,482.29
				INV	15/10/2018	28519568	Waste collection	870.32
				INV	16/10/2018	28480051	Depot Greenwaste bin	630.86
				INV	17/10/2018	28470442	Mixed waste collection September 18	160,465.16
3770.2125-01		Synergy	155,415.50	INV	16/10/2018	177581220Oct18	73U Recreation Centre	17,649.15
				INV	16/10/2018	141057240	12U The Zone	3,549.90
				INV	16/10/2018	830669340Oct18	8U Fire Ramp	109.75
				INV	16/10/2018	290833680Oct18	36U BBQ Lights Honeywood Park	117.25
				INV	16/10/2018	198511040Oct18	253U Bore and BBQ lights Bruny Meander	175.15
				INV	16/10/2018	422268910Oct18	5363U Depot	1,470.50
				INV	16/10/2018	149872970Oct18	5125U Incubator Business Foundation	1,220.40
				INV	16/10/2018	118367820Oct18	3914U Thomas Oval Pavilion	974.45
				INV	16/10/2018	258360080Oct18	3995U Adventure Park	942.90
				INV	16/10/2018	114826720Oct18	12UBore Industrial Streetscapes	107.40
				INV	16/10/2018	201813230Oct18	1265U Fire Station and Mandogalup Reserve	441.90
				INV	16/10/2018	295922660Oct18	86U Willandra Park	127.15
				INV	16/10/2018	657514270Oct18	0U 3 Phase Power Supply	101.20
				INV	16/10/2018	144372270Oct18	425U Thomas Oval retic	173.25
				INV	16/10/2018	129764890Oct18	4545U Lambeth Park POS	1,116.00
				INV	16/10/2018	305678120Oct18	25U Callistemon Court	51.75
				INV	16/10/2018	135567600Oct18	35U Library and Resource Centre	9,437.75
				INV	16/10/2018	566370150Oct18	4U Chipperton Park	1,349.50
				INV	16/10/2018	938812910Oct18	6255U Wandi Reserve	1,394.45
				INV	15/10/2018	792417950Oct18	6080U Street lighting	114,905.70
3770.218-01		Bob Jane T-Mart	1,193.00					

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				INV	15/10/2018	136486	Tyres	480.00
				INV	15/10/2018	136490	Tyres	195.00
				INV	15/10/2018	136462	Tyres and alignment	493.00
				INV	15/10/2018	136461	Puncture repair	25.00
3770.2224-01		Prestige Catering & Event Hire	819.20	INV	16/10/2018	00023237	Catering 081018	394.40
				INV	16/10/2018	00023241	Catering 101018	424.80
3770.2256-01		GlobalX Information Services Pty Lt	118.25	INV	16/10/2018	PSI0112729	Legal Name Searches	118.25
3770.2339-01		ZircoData Pty Ltd	615.00	INV	15/10/2018	ZDW0039258	Offsite storage and retrieval fees	615.00
3770.248-01		Bunnings Building Supplies	1,451.31	INV	15/10/2018	2163/01603792	Administration Building repairs hardware	129.77
				INV	15/10/2018	2163/01098996	Banksia Park Purchase of key safe	189.10
				INV	15/10/2018	2163/01519375	Administration Vermin Control	26.62
				INV	15/10/2018	2163/01604752	Margaret Fielman Centre Hardware items	42.66
				INV	15/10/2018	2163/01699682	Master Lock 50mm Brass Resettable	33.91
							Combination Padlock	
				INV	15/10/2018	2163/01604729	Administration Hardware items	61.33
				INV	15/10/2018	2163/01697489	Sutton Tools 500 x 13mm long auger bit	61.73
				INV	15/10/2018	2163/01604731	Building Materials	425.91
				INV	15/10/2018	2163/00217159	Hardware items	231.28
				INV	15/10/2018	2168/00217157	Compost tumbler	249.00
3770.264-01		Cabcharge Australia Ltd	268.54	INV	15/10/2018	00989066P1810	Cab charges 100918 to 071018	268.54
3770.2646-01		Neverfail Springwater	107.71	INV	15/10/2018	450293	Bottled water and Annual Cooler Rental	107.71
3770.2674-01		Fire & Safety WA	1,471.16	INV	15/10/2018	32199	Miscellaneous items for Kwinana South Brigade	1,471.16
3770.2698-01		Wilson Security Pty Ltd	1,216.31	INV	16/10/2018	w00226243	Banksia Park mobile security September 18	438.77
				INV	16/10/2018	W00226289	Callistemon Court mobile security September 18	777.54
3770.2749-01		Rebel Sport Ltd	209.97	INV	15/10/2018	066102049221	Soccer goals and balls	209.97
3770.2903-01		Connect CCS	2,837.84	INV	17/10/2018	00093863	Overcalls fee for contract CA0018 for Sept 18	2,837.84
3770.303-01		Challenge Chemicals Australia	248.71	INV	16/10/2018	29746	2 x Hilit 25L 1 x Handcare 25L 1 x Winner 25L	248.71

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3770.3036-01		Freestyle Now	1,375.00	INV	16/10/2018	1815	BMX demonstrations 131018	1,375.00
3770.3105-01		Poly Pipe Traders	5,089.77	INV	15/10/2018	00093419	Assorted parts	5,089.77
3770.3212-01		Marketforce Pty Ltd	5,527.48	INV	16/10/2018	23769	Public Notice for change to Fee structure	273.12
				INV	16/10/2018	23771	Advertise opening nominations for Community Awards	1,353.01
				INV	16/10/2018	23772	Adverts for release of revised community funding	1,648.02
				INV	16/10/2018	23774	Weekend Courier Adverts for School Holiday Program	1,413.06
				INV	16/10/2018	23773	Advertising	840.27
3770.3293-01		Signaltech	165.00	INV	15/10/2018	3351	Callistemon Court U60 Investigate TV reception	165.00
3770.3357-01		BGC Residential Pty Ltd	216.00	INV	16/10/2018	15thOctober18	Refund cancelled building and verge permit	216.00
3770.3414-01		Felton Industries	558.80	INV	16/10/2018	20774	5 x Up Handle Galvanised Bin 55L	558.80
3770.3452-01		Western Maze Pty Ltd	46,170.18	INV	15/10/2018	00016133	Area 2 Hard waste collection	46,170.18
3770.358-01		Coastline Mowers	635.60	INV	15/10/2018	18285#12	Mower parts	575.60
				INV	15/10/2018	18292#12	Grinding Stone 4mm	60.00
3770.3596-01		KLMedia Pty Ltd	183.77	INV	17/10/2018	1133206	September local stock selection 17 DVD titles	183.77
3770.3608-01		Foreshore Rehabilitation & Landscap	9,742.92	INV	15/10/2018	INV-4267	Install bollards	9,742.92
3770.3686-01		KAJ Installations & Services	165.00	INV	16/10/2018	00004873	Service garage door Banksia Park Unit 19	165.00
3770.380-01		Community Newspaper Group	222.73	INV	15/10/2018	161691	Advertising 170818	222.73
3770.4057-01		Kelyn Training Services	1,235.00	INV	16/10/2018	00027397	White Card Training 10 October 2018	1,235.00
3770.407-01		Winc Australia Pty Ltd	286.43	INV	15/10/2018	9025504073	Stationery Depot	286.43
3770.413-01		Covs Parts Pty Ltd	418.00	INV	15/10/2018	1650087369	Toledo Cooling System Pressure Tester and valve	350.90
				INV	15/10/2018	1650087281	AC Delco Wiper Blade	67.10
3770.4190-01		AC Cooling Services	220.00	INV	17/10/2018	2023	Banksia Park 19 Repair to Air conditioner unit	220.00
3770.4245-01		ED Property Services	6,842.00	INV	17/10/2018	00001146	Banksia Park U19 Small repairs	363.00
				INV	17/10/2018	00001147	Banksia Park U19 Repair to cracked cornices	440.00

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				INV	17/10/2018	00001149	Banksia Park U19 Repair to cracked cornices	55.00
				INV	17/10/2018	00001148	Banksia Park 19 Repair to cracked cornices	385.00
				INV	16/10/2018	00001145	Install speed bumps Callistemon Court	1,562.00
				INV	15/10/2018	00001142	Banksia Park U25 Investigate water marks on living room wall	55.00
				INV	15/10/2018	00001140	Banksia Park U43 Repair to roof	88.00
				INV	15/10/2018	00001144	Banksia Park U52 install new retaining wall	935.00
				INV	15/10/2018	00001141	Banksia Park U19 Repair to cracked cornices	1,496.00
				INV	15/10/2018	00001139	Banksia Park U19 Repair to cracked cornices	583.00
				INV	15/10/2018	00001143	Callistemon Court U65 Repair to blinds	880.00
3770.4256-01		Rockingham Skylights	1,550.00	INV	15/10/2018	11886	Callistemon Court U22 Repair to skylight	1,550.00
3770.4279-01		Data #3 Limited	11,110.38	INV	15/10/2018	01761449	9x Adobe Creative Cloud Licenses Annual Renew	11,110.38
3770.4412-01		JB Hi-Fi Rockingham	136.45	INV	16/10/2018	102744351-100	Audio cables and adaptors	136.45
3770.4719-01		Complete Office Supplies Pty Ltd	117.45	INV	15/10/2018	07797672	Labeling tapes and pen Depot	90.05
				INV	16/10/2018	07797635	Office Supplies Recquatic	27.40
3770.4743-01		Artcom Fabrication	473.00	INV	17/10/2018	0030973	Phone charging station	473.00
3770.4790-01		Spotlight Pty Ltd	133.06	INV	15/10/2018	0065040070147	Balloons and pearl items	133.06
3770.483-01		Landgate	5,098.40	INV	15/10/2018	64120145	SLIP Subscription Services Annual Charge	4,544.00
				INV	15/10/2018	64145201	Rectified Aerial Imagery	554.40
3770.4861-01		Big W	435.90	INV	16/10/2018	057796	Digital Prints for A Snapshot In Time photographic	208.00
				INV	17/10/2018	176918/176917	Supplies for Positive Vibes 2018	151.90
				INV	17/10/2018	057779/057778	Items for Top Event 2018	76.00
3770.5035-01		Quell Clean	360.00	INV	16/10/2018	00051099	Banksia Park U34 Vacate clean	360.00
3770.5071-01		JB HiFi Commercial Division	99.00	INV	17/10/2018	102750763-100	NetGear D6200 Wifi Modem	99.00
3770.5190-01		Trooth Music	900.00	INV	17/10/2018	15/10/2018	MC for Postive Vibes event	900.00
3770.5348-01		Nyoongar Wellbeing and Sports	330.00	INV	17/10/2018	506	Nyoongar sports participation Youth Festival	330.00
3770.5520-01		Master Lock Service	164.00					

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				INV	16/10/2018	00005400	Administration rekey admin cleaners cupboard	164.00
3770.5581-01		Totally Workwear Rockingham	175.95	INV	15/10/2018	RK5020.D1	Uniforms for City Assist	175.95
3770.5823-01		Accord Security Pty Ltd	3,032.26	INV	17/10/2018	0022908	Accord Security Darius Wells 170918 to 300918	3,032.26
3770.5908-01		Rockypest Pest Management	10,318.00	INV	15/10/2018	INV-00025641	Termite inspections Banksia Park	10,318.00
3770.6000-01		Scott Printers Pty Ltd	495.00	INV	15/10/2018	122980	Design Term 3 posters	495.00
3770.6018-01		ALSCO Pty Ltd	66.04	INV	16/10/2018	CPER1877510	Linen Hire	66.04
3770.6107-01		Vivid Promotions	1,653.96	INV	15/10/2018	36588	Citizenship Ceremony Gifts	1,653.96
3770.6224-01		The Grant Finder	228.50	INV	17/10/2018	00128	Darius Wells Library & Resource Centre Term 4 2018	228.50
3770.6267-01		Woolworths Group Limited	1,573.07	INV	17/10/2018	3377996	Positive Vibes Youth Festival Supplies	147.93
				INV	17/10/2018	3377999	Morning Tea and Refreshments	63.56
				INV	17/10/2018	3377991	Food for NAHA meeting	49.00
				INV	17/10/2018	3377995	Items for term 4 Nightfields Program	108.45
				INV	17/10/2018	3377994	Positive Vibes Youth Festival supplies	94.26
				INV	17/10/2018	3877964	Items for Recquaitc	9.88
				INV	17/10/2018	3377969	Food for Murder Mystery night	40.94
				INV	16/10/2018	30521030	Items for Admin	134.68
				INV	15/10/2018	3377980	Food and supplies fro Mooditj Kulungars playgroup	145.37
				INV	15/10/2018	3377978	Thomas Kelly Pavilion Oven cleaner	43.50
				INV	15/10/2018	30370168	Items for Admin	229.65
				INV	15/10/2018	30473394	Items for Admin	152.16
				INV	15/10/2018	3377981	Bin liners	33.00
				INV	15/10/2018	3377985	Depot morning tea supplies	80.79
				INV	15/10/2018	3377972	Food items for Zone	24.70
				INV	15/10/2018	3377992	Food for Term 4 Drop In Programs	42.07
				INV	16/10/2018	3377975	Items for Recquatic Cafe	154.28
				INV	16/10/2018	3377988	Items for Recquatic	18.85
3770.6289-01		Clockwork Print	8,200.50	INV	15/10/2018	INV-0054358	Sticker for RFID reader, 1x SAV library branded stickers	60.50

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				INV	15/10/2018	INV-0054316	Corflute signs for Positive Vibes event	365.20
				INV	15/10/2018	INV-0054228	Adventure Park closure signs	162.80
				INV	17/10/2018	INV-0054372	Stickers to cover incorrect information on Marketplace	88.00
				INV	17/10/2018	INV-0054375	A4 bin stickers QTY x2,000	7,524.00
3770.6370-01		Elxacom	3,346.41	INV	17/10/2018	24534	Koorliny Art Centre Emergency works	189.07
				INV	17/10/2018	24536	Medina Oval Preventative Maintenance works	189.07
				INV	17/10/2018	24532	Test emergency and exit lights	449.04
				INV	17/10/2018	24533	Test emergency and exit lights Fiona Harris Pavilion	259.97
				INV	17/10/2018	24535	Test emergency and exit lights	94.53
				INV	17/10/2018	24540	Darius Wells Library emergency exit light	1,290.28
				INV	17/10/2018	24537	Business Incubator Test Emergency and exit lights	189.07
				INV	17/10/2018	24530	Test emergency and exit lights Smirk Cottage	189.07
				INV	17/10/2018	24531	Test emergency and exit lights Senior Citizens Centre	189.07
				INV	17/10/2018	24529	Test emergency and exit lights Thomas Kelly Pavilion	212.71
				INV	17/10/2018	24539	6 monthly RCD test Tennis Club	94.53
3770.6583-01		ALS Library Services Pty Ltd	67.90	INV	17/10/2018	00057759	Purchase 12 titles as selected online	67.90
3770.664-01		StrataGreen	609.33	INV	15/10/2018	100130	Provide Envirodye Red 20Lt	609.33
3770.665-01		Gregs Glass	912.00	INV	15/10/2018	5945-19	Supply auto door trim	912.00
3770.682-01		Harmony Software	534.60	INV	15/10/2018	I3-133	Educators subscription	534.60
3770.684-01		Hart Sport	140.90	INV	16/10/2018	10002724	1 x Hart river stones and Hart bullnose foam	140.90
3770.6988-01		Game Vault	1,400.00	INV	16/10/2018	GV893	Game Vault at Youth Event	1,400.00
3770.7042-01		Quantum Building Services	1,954.98	INV	17/10/2018	00002217	Sloan Cottage large board replacement	1,954.98
3770.7285-01		Bolinda Digital Pty Ltd	844.19	INV	15/10/2018	37466	eBook x 6 titles	169.44
				INV	15/10/2018	37467	eAudio books for Library	674.75
3770.7388-01		Morris Jacobs	155.00	INV	17/10/2018	1	Facilitate Tuesday Arty 161018	155.00
3770.7445-01		Mustang Welding & Fabrication	143.00	INV	16/10/2018	186	6 Monthly Service and Repairs as required	143.00

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3770.7521-01		Strategen Environmental Consultants	165.00	INV	16/10/2018	18211	Fire Management Plan Services	165.00
3770.762-01		Blackwood & Sons Ltd	520.31	INV	17/10/2018	KW4275RB	Trojan work boots	183.99
				INV	15/10/2018	PE5070QZ	Dymark spray paint	112.27
				INV	15/10/2018	KW5067QZ	Fluid lens cleaner	52.98
				INV	15/10/2018	PE5069QZ	Fluid lens cleaner	171.07
3770.770-01		Jason Signmakers	816.64	INV	15/10/2018	190957	Kwinana Beach Road Black spot program signage	816.64
3770.795-01		K Mart	354.95	INV	15/10/2018	153677	Miscellaneous items	297.95
				INV	15/10/2018	154667	Wire lights	57.00
3770.8099-01		Total Tools Rockingham	849.00	INV	16/10/2018	50706	Assorted parts	649.00
				INV	15/10/2018	45326	Drill driver	200.00
3770.8125-01		Xpresso Delight Midland	440.00	INV	16/10/2018	INV-0151	Coffee machine service for September	440.00
3770.8224-01		Axiis Contracting	24,293.93	INV	16/10/2018	4000	Construct concrete footpath	24,293.93
3770.8227-01		Emerald Gardens and Landscaping	2,750.00	INV	15/10/2018	02/10/2018	Coastcare Project Install limestone path	2,750.00
3770.8319-01		Poolwerx Spearwood	1,903.00	INV	16/10/2018	103758-1	Daily water test and balance at Adventure Park	1,903.00
3770.833-01		Kwinana District Tennis Club Inc	90.00	INV	16/10/2018	4thOctober18	Hire fees for period August and September 18	90.00
3770.837-01		Kwinana Heritage Group	48.00	INV	15/10/2018	01102018	Weeding Workshop	48.00
3770.8421-01		Back Beach Co	462.20	INV	16/10/2018	16397	Bathing robes for Proshop	462.20
3770.8486-01		Retravision Rockingham	578.00	INV	16/10/2018	61475785	Kelvinator 231L Top mount fridge	578.00
3770.8496-01		Castle Civil	10,055.10	INV	12/10/2018	INV-01803	Refund of retention for Drainage Upgrade	10,055.10
3770.8705-01		Jesus Reigns Ministries Perth	1,000.00	RFD	17/10/2018	1308928	Refund bond Hall hire 060618	1,000.00
3770.8841-01		Links Modular Solutions	385.00	INV	15/10/2018	19318	Provision and implementation of Links Software	385.00
3770.8872-01		Jem Face Painting	180.00	INV	15/10/2018	410	Darius Wells Sunday Activation	180.00
3770.888-01		Les Mills Australia	443.43	INV	16/10/2018	948648	October 18 licence fees	443.43

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3770.8894-01		Landscape and Maintenance Solutions	6,935.71	INV	15/10/2018	INV-0762	Broadacre mowing of Sportsgrounds	6,935.71
3770.8899-01		Majestic Plumbing	646.99	INV	17/10/2018	210406	Adventure Park bottle refill testing	173.49
				INV	17/10/2018	210364	Calista Tennis Club Service male toilet	97.75
				INV	17/10/2018	210363	Recquatic Service male toilet	97.75
				INV	16/10/2018	210361	Service toilet cistern	152.75
				INV	16/10/2018	210362	Plumbing service Callistemon Court	125.25
3770.8979-01		Vocus Communications	1,694.00	INV	15/10/2018	P332956	Internet service for October 18	1,694.00
3770.9019-01		Kearns Garden Supplies	280.21	INV	15/10/2018	76Sept2018	Concrete pack and foams	78.29
				INV	16/10/2018	53-300918	Various items for Callistemon Court	13.73
				INV	16/10/2018	54-30/09/18	Various items Banksia Park	188.19
3770.9043-01		Ruckus Scooters Pty Ltd	1,540.00	INV	17/10/2018	INV-0021	Provision of Scooter demonstrations	1,540.00
3770.9345-01		Accidental Health & Safety Perth	51.76	INV	15/10/2018	613795	All Purpose First Aid kit	51.76
3770.9361-01		Katie Currie	100.00	RFD	17/10/2018	1318188	Refund bond Patio hire 180718	100.00
3770.9482-01		HHG Legal Group	239.25	INV	16/10/2018	0103509	Audit confirmation letter 2017/18	239.25
3770.9488-01		Bright Light Signs Pty Ltd	880.00	INV	16/10/2018	00013829	VMS Signage for Youth Festival 2018	550.00
				INV	16/10/2018	00013830	VMS Sign on site for Positive Vibes youth event 13	330.00
3770.9491-01		Espresso Essential WA	282.15	INV	15/10/2018	103680/01	Coffee supplies for coffee machine	282.15
3770.9542-01		Rosie O Entertainment Pty Ltd	980.00	INV	15/10/2018	00007800	2 x glitter tattoo artists for Youth Event 131018	980.00
3770.9790-01		Classic Hire	1,134.10	INV	17/10/2018	86433-6	Hire of 5 toilets plus one disabled toilet	1,134.10
3770.9814-01		Befriend	6,600.00	INV	15/10/2018	INV-0301	Befriendly Kwinana project Payment 2	6,600.00
3770.9858-01		Kompan Playscape	107.80	INV	17/10/2018	SI214612	Lambeth Playground Equipment required	107.80
3770.9870-01		The Worm Shed	4,675.00	INV	17/10/2018	00004954	Workshop and Worm cafe 131018	4,675.00
3770	22/10/2018	EFT TRANSFER: - 18/10/2018	-492.00				Returned payment Supplier #3032	
3771	19/10/2018	EFT TRANSFER: - 19/10/2018	171,344.65					
3771.565-01		Bright Futures Family Day Care - Pa	142,688.01	INV	10/10/2018	240918 to 071018	FDC Payroll 240918 to 071018	142,688.01
3771.568-01		Bright Futures In Home Care - Payro	28,656.64	INV	10/10/2018	240918 to 071018	IHC Payroll 2409178 to 071018	28,656.64
3772	25/10/2018	EFT TRANSFER: - 25/10/2018	14,483.82					

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3772.2853-01		Maxxia Pty Ltd	5,575.42	INV	21/10/2018	PY01-09-Maxxia P	Payroll Deduction	2,598.44
				INV	21/10/2018	PY01-09-Maxxia P	Payroll Deduction	2,976.98
3772.3376-01		Health Insurance Fund of WA (HIF)	1,168.40	INV	21/10/2018	PY01-09-Health I	Payroll Deduction	1,168.40
3772.3719-01		City of Kwinana - Xmas fund	7,740.00	INV	21/10/2018	PY01-09-TOK Chri	Payroll Deduction	7,740.00
3773	24/10/2018	EFT TRANSFER: - 26/10/2018	669,761.05					
3773.10040-01		Foundations For A Better Tomorrow	500.00	INV	18/10/2018	#181017ZYS	Term 4 ReZonate Program 50% deposit	500.00
3773.10260-01		Engineering Technology Consultants	4,895.00	INV	19/10/2018	00022838	Site investigation	4,895.00
3773.10311-01		Go Doors Pty Ltd	374.00	INV	22/10/2018	INV-0748	Recquatic Serviced door next to pool	187.00
				INV	23/10/2018	INV-0780	William Bertram Community Centre Door Service	187.00
3773.1034-01		North Lake Electrical Pty Ltd	1,203.27	INV	22/10/2018	52090	Serviced main electrical contacts Thomas Road Entry	1,203.27
3773.10373-01		Green Willows Industrial Cleaning a	250.00	INV	23/10/2018	18	Clubhouse and Office cleaning	250.00
3773.10411-01		Rob Solo Artist	250.00	INV	22/10/2018	06	Entertainment at Darius Wells	250.00
3773.10432-01		Morty By Nature	50.00	INV	24/10/2018	109173	DJ set at Positive Vibes Youth Festival 131018	50.00
3773.10444-01		The EDC Zone	1,550.00	INV	23/10/2018	00002	Aerial photos and video for Youth Festival 2018	1,550.00
3773.10460-01		Samantha-Lee McGlashan	250.00	INV	22/10/2018	151	1 x DJ set for Positive Vibes Youth Festival	250.00
3773.10483-01		Q2 Online	7,260.00	INV	24/10/2018	1018-001	Website Improvement Project 20% deposit	7,260.00
3773.10506-01		Specialised Security Shredding	10.12	INV	24/10/2018	00303185	GC Bin exchange	10.12
3773.10527-01		Hafele Australia Pty Ltd	354.31	INV	18/10/2018	211783379	Batteries with connectors for Hafele lockers	354.31
3773.10571-01		Brolly	3,792.10	INV	18/10/2018	INV-1422	Social Media Record Management	3,792.10
3773.10606-01		Beards Security Doors and Awnings	6,512.00	INV	22/10/2018	00009432	Secure View Screen Margaret Feilman	6,512.00
3773.10607-01		Kaye Sandra Walker	205.00	INV	24/10/2018	23rdOctober18	Senior Security Subsidy Scheme	205.00
3773.10608-01		Sarah Elizabeth Jackson	101.70	INV	24/10/2018	18thOctober18	Refund of enrolment fees KAP term 4 18	101.70
3773.10609-01		Perth Bee Supplies	160.00	INV	25/10/2018	2150	Urgent removal of bees	160.00
3773.10610-01		Ferdinand Dapula Piol	540.00	INV	24/10/2018	A/N23664	Crossover subsidy rebate	540.00
3773.10612-01		Elliot Thomas John	360.00	INV	24/10/2018	A/N21083	Crossover subsidy rebate	360.00
3773.10613-01		Jacob James Kavanagh	360.00	INV	24/10/2018	A/N21491	Crossover subsidy rebate	360.00

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3773.10614-01		Prima Careers	200.00	RFD	24/10/2018	1355695	Refund bond Hall hire 101018	200.00
3773.10615-01		Saraswathi Alagappan	100.00	RFD	24/10/2018	1294244	Refund bond Patio hire 080518	100.00
3773.10616-01		Poorviben Vishal Shah	1,000.00	RFD	24/10/2018	1356031	Refund bond Hall hire 111018	1,000.00
3773.10617-01		Kirsty Lee Razali	100.00	RFD	24/10/2018	1345888	Refund bond Patio hire 200918	100.00
3773.10618-01		Trish Hiong	100.00	RFD	24/10/2018	1340610	Refund bond Patio hire 180918	100.00
3773.10619-01		Vanessa Philips	100.00	RFD	24/10/2018	1337602	Refund bond Patio hire 070918	100.00
3773.10620-01		Juhee Ha	1,000.00	RFD	24/10/2018	1337577	Refund bond Hall hire 201018	1,000.00
3773.10621-01		Anthea Hirschi	100.00	RFD	24/10/2018	1328815	Refund bond Hall hire 030918	100.00
3773.10622-01		Sandra Armstrong	100.00	RFD	24/10/2018	1325756	Refund bond Patio hire 201018	100.00
3773.10623-01		Melanie Mulder	138.25	RFD	24/10/2018	1318527	Refund bond Patio hire 240718	100.00
				INV	24/10/2018	23rdOctober18	Refund cancelled Patio booking 16118	38.25
3773.11-01		ABA Automatic Gates	496.50	INV	18/10/2018	IN080252	Replacement of Gearing Arm for boom gate	496.50
3773.1104-01		Perth Zoo	545.75	INV	25/10/2018	30002106	Excursion on 250918	513.75
				INV	25/10/2018	30002203	Excursion on 250918 1 x extra entry fee	32.00
3773.1130-01		Port Printing Works	170.76	INV	18/10/2018	INV026176	Kwinana Recquatic Term 4 Newsletters QTY 200	170.76
3773.1157-01		Quality Traffic Management Pty Ltd	2,720.89	INV	24/10/2018	26066	Traffic management Positive Vibes Festival	358.90
				INV	23/10/2018	26065	Traffic management	2,361.99
3773.1168-01		Raeco International Pty Ltd	316.16	INV	18/10/2018	528361	CD and DVD core labels	316.16
3773.1178-01		Holcim (Australia) Pty Ltd	601.04	INV	23/10/2018	9406002281	.40m3 concrete	256.08
				INV	19/10/2018	9405084781	.80m3 concrete	344.96
3773.1227-01		Rockingham Holden	120.77	INV	25/10/2018	35971	Supply and fit cargo liner	120.77
3773.1282-01		Sealanes (1985) Pty Ltd	337.44	INV	18/10/2018	F5630730	Sealanes Order for Catering Goods	337.44
3773.1313-01		Daimler Trucks Perth	499.93	INV	23/10/2018	6147473D	Fuso filter kit	499.93
3773.1360-01		Saint John Ambulance Australia (WA)	352.00	INV	24/10/2018	EHSINV00089285	Health Officer at Positive Vibe Festival	352.00
3773.1366-01		Star Communications	250.00	INV	24/10/2018	D186	Install break out boxes	250.00
3773.1369-01		Premier & Cabinet Department of	436.08	INV	19/10/2018	161691	Gazette Notice for Bush Fires Act 1954	436.08
3773.1393-01		Sunny Sign Company Pty Ltd	1,963.50	INV	22/10/2018	396581	Ridley Way west signage	74.25

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				INV	22/10/2018	396259	Street signage	74.25
				INV	23/10/2018	396314	Cones with logo	1,815.00
3773.1423-01		Telstra	9,682.02	INV	25/10/2018	1355246271Sept18	Mobiles/Devices for whole organisation to 270918	9,643.52
				INV	25/10/2018	1548725500Oct18	Service to 131118 Feilman Building	38.50
3773.1474-01		Toll Transport Pty Ltd	55.33	INV	18/10/2018	1031579	Transport services	55.33
3773.1516-01		Trisley's Hydraulic Services Pty Lt	2,392.36	INV	22/10/2018	80203097	Supply and install new tubing for leisure pool	690.66
				INV	22/10/2018	80203098	Supply and install PM kits	1,701.70
3773.1520-01		Truck & Car Panel & Paint	500.00	INV	22/10/2018	00004111	Insurance excess for Holden KWN1986	500.00
3773.1530-01		Wormald Australia Pty Ltd	1,769.03	INV	22/10/2018	7825198	Routine Inspection and Testing	993.53
				INV	22/10/2018	7828420	Recquatic Fire panel fault in Zone 7	775.50
3773.1569-01		WA Hino Sales & Service	773.80	INV	25/10/2018	241223	Air filter and lube kit	322.51
				INV	25/10/2018	241222	Element parts	451.29
3773.1572-01		Western Australian Local Government	50.00	INV	18/10/2018	I3073515	2018 Transport and Roads Forum	50.00
3773.1592-01		Water Corporation of Western Austra	4,820.61	INV	24/10/2018	9012543409Sept18	312U Admin Parmelia Arts Centre	2,645.03
				INV	24/10/2018	9013156996Sept18	303U Library and Resource Centre	2,175.58
3773.1614-01		Westbooks	164.94	INV	25/10/2018	298682	Library books	25.92
				INV	25/10/2018	296351	Library books	34.89
				INV	22/10/2018	297462	Library books Special order	11.09
				INV	22/10/2018	297463	Library books Special order	17.01
				INV	22/10/2018	300579	8 x In Demand titles selected online	76.03
3773.1669-01		Zipform Pty Ltd	7,454.48	INV	18/10/2018	185241	Fire Break Notice printing & mailing	7,454.48
3773.1849-01		Environmental Health Association	520.00	INV	19/10/2018	3484	WA Conference 2018 Registration	520.00
3773.1895-01		GrassTrees Australia	8,921.00	INV	23/10/2018	00007796	Grass trees for Adventure Park	8,921.00
3773.2097-01		Beaver Tree Services Aust Pty Ltd	6,381.55	INV	18/10/2018	67453	October 18 Verge Tree Watering	4,217.40
				INV	18/10/2018	67139	Stump grinding Wandi	2,164.15
3773.2125-01		Synergy	15,438.70	INV	19/10/2018	958335710Oct18	6352U Orelia Oval	1,644.95
				INV	24/10/2018	690941950Oct18	19U Gabor Park	109.70
				INV	24/10/2018	473346610Oct18	384U Wellard Park Smart Meter	256.35
				INV	24/10/2018	958312220Oct18	209U Djilba View	232.65

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				INV	24/10/2018	198694990Oct18	52117.85U Admin Arts Centre Parmelia	13,195.05
3773.2224-01		Prestige Catering & Event Hire	1,965.90	INV	24/10/2018	00023298	Catering 221018	418.20
				INV	23/10/2018	00023286	Catering 171018	689.60
				INV	22/10/2018	00023284	Worm Farm Workshop	49.50
				INV	22/10/2018	00023244	Catering for 45 people	456.00
				INV	22/10/2018	00023285	Worm Farm Workshop	352.60
				INV	22/10/2018	00023285	Catering for 45 people	
				INV	22/10/2018	00023285	Catering 15/10/2018 dinner 14 people	
3773.2410-01		ABCO Products	1,580.00	INV	22/10/2018	365773	Medina Hall Cleaning items	727.67
				INV	18/10/2018	365595	Medina Hall Cleaning items	852.33
3773.248-01		Bunnings Building Supplies	404.07	INV	18/10/2018	2163/01012468	Buildex 14-10 x 65mm climaseal hex head with seal	107.83
				INV	22/10/2018	2163/01606701	Koorliny Community Arts Centre Vent cover	13.30
				INV	22/10/2018	2163/01010183	Adventure Park painting tools and drop sheet	253.66
				INV	24/10/2018	2163/01606699	Plant seedlings for Darius Wells	29.28
3773.2507-01		Ixom Operations Pty Ltd	988.88	INV	19/10/2018	6026202	Chlorine gas Recquatic	988.88
3773.2532-01		Rowe Scientific Pty Ltd	387.63	INV	22/10/2018	574861	Sample bag	387.63
3773.2546-01		Sigma Chemicals	655.60	INV	23/10/2018	121793/01	Pool chemicals Recquatic	655.60
3773.275-01		Cannon Hygiene Australia Pty Ltd	1,139.82	INV	18/10/2018	96218122	The Zone for the period 8 061118 to 051118	1,139.82
3773.2852-01		Downer EDI Works Pty Ltd	1,223.45	INV	19/10/2018	6005472	1 tonne Asphalt 7mm	134.26
				INV	18/10/2018	6005293	Kwinana beach road Supply and lay concrete	1,025.97
				INV	23/10/2018	6005516	.50 tonne asphalt	63.22
3773.2937-01		Bolinda Publishing Pty Ltd	296.87	INV	22/10/2018	126974	Purchase Adult MP3 x 4	296.87
3773.302-01		Chadson Engineering	306.90	INV	19/10/2018	A0079165	Calibration of Pool test 25	306.90
3773.3032-01		Celebration Nominees Pty Ltd T/A	492.00	INV	16/10/2018	15thOctober18	Refund cancelled building permit VP2018/52	492.00
3773.3105-01		Poly Pipe Traders	1,793.01	INV	22/10/2018	00093690	Spectrum on stake	45.00
				INV	22/10/2018	00093688	Irrigation items	593.60
				INV	22/10/2018	00093675	Reticulation items	1,154.41
3773.3155-01		PFD Food Services Pty Ltd	689.05	INV	22/10/2018	KM478952	Cafe supplies	362.35
				INV	22/10/2018	KM429758	Cafe supplies	326.70

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3773.3212-01		Marketforce Pty Ltd	2,051.28	INV	18/10/2018	22684	Weekend Courier Advertising July 2018	1,025.64
				INV	18/10/2018	23766	Weekend Courier, advertising September 18	1,025.64
3773.3320-01		Arbor Logic	1,012.00	INV	18/10/2018	00003965	6 monthly assessment and reporting on KAP trees	1,012.00
3773.335-01		City of Rockingham	38,461.80	INV	25/10/2018	101541	Tip fees to 011018	38,461.80
3773.3355-01		Gholam Reza Najafzadeh Abriz	192.20	INV	24/10/2018	23rdOctober18	Reimbursement Travel expenses PLA Conference	192.20
3773.3357-01		BGC Residential Pty Ltd	360.00	INV	24/10/2018	18thOctober18	Refund building permit and verge VP2017/200	360.00
3773.3358-01		Homebuyers Centre Pty Ltd	1,320.00	INV	24/10/2018	18thOctober18	Refund building and verge permit VP2018/174	1,320.00
3773.342-01		CJD Equipment Pty Ltd	275.00	INV	22/10/2018	1760202	V11039563 Reversing unit	275.00
3773.358-01		Coastline Mowers	1,209.00	INV	22/10/2018	18349 # 5	Wheel bearing	132.00
				INV	22/10/2018	18357 # 4	Wheel bearing	457.20
				INV	22/10/2018	18364 # 12	Wheel bearing	12.80
				INV	22/10/2018	18358 #4	Pulleys	327.00
				INV	19/10/2018	18351#5	2 sets of Walker mower blades	280.00
3773.3589-01		Envirocare Systems Pty Ltd	274.56	INV	19/10/2018	42287	Waterless urinal servicing	274.56
3773.3595-01		Garrards Pty Ltd	501.51	INV	18/10/2018	PEI - 1049300	16 x 250ml Bottles Aquatain and 2 x 18kg Vectoba	501.51
3773.3596-01		KLMedia Pty Ltd	420.18	INV	23/10/2018	1133314	Local stock selection 17 x DVD titles Library	420.18
3773.3608-01		Foreshore Rehabilitation & Landscap	1,826.00	INV	19/10/2018	INV-4273	Relocation of soccer goal posts	1,826.00
3773.3632-01		Eclipse Soils Pty Ltd	5,170.00	INV	23/10/2018	KWIN01R043374	Depositing of thatch grass debris	5,170.00
3773.3877-01		Schweppes Australia Pty Ltd	246.43	INV	22/10/2018	0808253064	Drinks for Cafe Splash	246.43
3773.3916-01		Kwinana Industries Council	133.60	INV	18/10/2018	00011895	Trainee Community Centres	133.60
3773.3999-01		Wizard Training Solutions	3,247.20	INV	18/10/2018	WTZ017	Course for working with difficult customers	3,247.20
3773.4003-01		Infiniti Group	397.43	INV	19/10/2018	443857	Vinyl gloves Recquatic	151.25
				INV	19/10/2018	443353	Bin liners and facial tissues Recquatic	246.18

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3773.4035-01		Wildflower Society of WA (Murdoch)	300.00	INV	09/10/2018	30	Interpretative Services for the City of Kwinana	300.00
3773.4057-01		Kelyn Training Services	2,150.00	INV	22/10/2018	00027421	Traffic Control Renewal training 18 October 2018	2,150.00
3773.4059-01		Vicky Wai Kei Chui	69.90	INV	23/10/2018	22ndOctober18	Reimburse of 2 x thermometer for Health	69.90
3773.407-01		Winc Australia Pty Ltd	1,313.27	INV	18/10/2018	9025476243	Stationery	17.52
				INV	18/10/2018	9025471176	Stationery	195.26
				INV	22/10/2018	9025511204	Stationery	39.56
				INV	22/10/2018	9025611565	Stationery Admin	1,023.40
				INV	22/10/2018	9025505214	Stationery Recquatic	37.53
3773.4106-01		Kennards Hire Rockingham - Generato	270.00	INV	19/10/2018	19788628	Hire of lawn dethatcher	270.00
3773.4112-01		Cleverpatch Pty Ltd	205.63	INV	22/10/2018	308350	Items for Summer School Holidays	205.63
3773.412-01		Courier Australia	31.53	INV	23/10/2018	0353	Courier charges to 121018	31.53
3773.4125-01		LD Total	348.34	INV	19/10/2018	93655	Landscape maintenance August 18 Whistling Grove	348.34
3773.413-01		Covs Parts Pty Ltd	634.01	INV	23/10/2018	1650088111	Assorted parts	541.10
				INV	23/10/2018	1650087932	Fire Extinguisher 1kg	87.96
				INV	23/10/2018	1650088212	Flexigun Grease Gun	4.95
3773.4146-01		Peter Carnley Anglican Community Sc	300.00	INV	22/10/2018	COFK10/2018	Lyrik financial subsidy for resilience workshop	300.00
3773.42-01		Adventure World	990.00	INV	18/10/2018	40744	Excursion on 181218. Booking for 50 children	990.00
3773.4279-01		Data #3 Limited	1,569.72	INV	22/10/2018	01765208	Veeam Agent for Microsoft Windows and Linux	412.17
				INV	22/10/2018	01765207	1x Office Pro Plus Licence/Software Assurance	1,157.55
3773.4350-01		T J Depiazzi & Sons	3,391.69	INV	19/10/2018	96222	Supply and Deliver 50m3 of Pinebark Mulch	3,391.69
3773.435-01		Custom Built Saunas	242.00	INV	19/10/2018	30479	Bi-annual service of steam room October 18	242.00
3773.4527-01		Riot Art and Craft Australia	197.21	INV	24/10/2018	3559	Art supplies for Positive Vibes Youth Festival	197.21
3773.4664-01		AMPAC Debt Recovery (WA) Pty Ltd	53.91	INV	18/10/2018	49258	Payment for AMPAC collections for August 2018	53.91

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3773.4719-01		Complete Office Supplies Pty Ltd	629.80	INV	19/10/2018	07799582	Stationery Recquatic October 2018	629.80
3773.480-01		Department of Transport	20.40	INV	22/10/2018	4102778	Department of Transport Vehicles Owner Checks	20.40
3773.4861-01		Big W	24.00	INV	24/10/2018	176928/176927	Seedlings Darius Wells	24.00
3773.4995-01		LGISWA	313,544.17	INV	11/10/2018	100-132686	Property Insurance July 2018 to June 2019 2nd instalment	80,795.89
				INV	11/10/2018	100-132694	Workers Compensation Insurance July 2018 to June 2019	154,237.99
				INV	11/10/2018	100-132710	Public Liability July 2018 to June 2019 2nd instalment	75,021.00
				INV	11/10/2018	100-132952	Property June 2018 to July 2019 Adjustment premium	3,489.29
3773.5381-01		Centrecare	1,334.66	INV	24/10/2018	19660	Access Wellbeing EAP Services	308.00
				INV	18/10/2018	19661	EAP Annual Registration and Management fee	1,026.66
3773.5520-01		Master Lock Service	130.00	INV	22/10/2018	00005443	Service gate entry Smirks Cottage	130.00
3773.5537-01		Girl Guides WA Inc	150.00	INV	24/10/2018	KS026192	Kidsport voucher	150.00
3773.5823-01		Accord Security Pty Ltd	5,857.39	INV	24/10/2018	00022932	Security service Edge Skate Park 141018	769.04
				INV	22/10/2018	00022933	Security guards for Positive Vibes Youth Festival	2,209.90
				INV	18/10/2018	00022931	Accord Security Extra Hours- Darius Wells 021018	2,878.45
3773.6011-01		LJ Hooker Kwinana	507.46	INV	22/10/2018	A/N16301	Rates Refund Assessment #16301	507.46
3773.6189-01		Alexi Peacock	301.60	INV	24/10/2018	15thOctober18	Reimbursement of items Positive Vibes Event	301.60
3773.6267-01		Woolworths Group Limited	417.19	INV	24/10/2018	30679997	Items for Admin	200.04
				INV	22/10/2018	3286410	Food for Term 4 Drop-in and	30.73
				INV	18/10/2018	2988537	Programs Milk for Zone	6.00
				INV	18/10/2018	3286405	Food for Term 4 Master Chef program	22.42
				INV	22/10/2018	2982586	Assorted staff sundries for Recquatic	133.00
				INV	22/10/2018	3286401	Morning Tea supplies	25.00
3773.6370-01		Ellexacom	6,206.25	INV	19/10/2018	24541	Recquatic Installation of two powerpoints	1,357.05
				INV	22/10/2018	24583	Medina Hall Electrical service	418.63
				INV	22/10/2018	24605	The Zone RCD Testing July 2018 Job #28982	563.40

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				INV	22/10/2018	24566	Parmelia House 2 x 10w tubes in exit lights	75.10
				INV	22/10/2018	24602	Koorliny Community Arts Centre lights to be removed	942.85
				INV	22/10/2018	24601	Darius Wells Library Lighting not working	116.78
				INV	22/10/2018	24606	Leda Hall/Little Rascal Service the oven	2,732.44
3773.6380-01	Anne Yardley		900.00	INV	18/10/2018	17October2018	Oral history workshop	900.00
3773.6583-01	ALS Library Services Pty Ltd		101.13	INV	22/10/2018	0057965	Online purchase in demand titles	101.13
3773.6615-01	Andre Georgieff		200.00	INV	18/10/2018	16/10/2018	Setup and technical support for Snapshot in Time	200.00
3773.6700-01	Spraying WA Pty Ltd		6,900.41	INV	23/10/2018	00001629	Treatment for eradication of weeds	4,297.73
				INV	23/10/2018	00001628	Treatment for eradication of weeds	2,602.68
3773.6749-01	Australia Post		3,651.15	INV	24/10/2018	1007880679	Postage period ending 300918	3,651.15
3773.7042-01	Quantum Building Services		23,941.50	INV	18/10/2018	00002216	Wheatfield Cottage Southern remedial works	23,941.50
3773.714-01	HP Financial Services Pty Ltd		72,899.48	INV	25/10/2018	100001042795	Fee for contract September 18	36.58
				INV	25/10/2018	100001042763	Fee for contract 5389066248AUS2 September 18	262.90
				INV	25/10/2018	100001024703	Monthly fee contract 5389066248AUS2 September 18	15,933.50
				INV	25/10/2018	100001025278	Monthly fee contract 5389066248AUS1 September 18	2,216.50
				INV	25/10/2018	100001032807	Monthly fee contract 53890664248AUS2 October 18	15,933.50
				INV	25/10/2018	100001033468	Monthly fee contract 5389066248AUS1 October 18	2,216.50
				INV	25/10/2018	100001047901	Monthly fee contract 5389066248AUS1 December 18	2,216.50
				INV	25/10/2018	100001047281	Monthly fee contract 5389066248AUS2 December 18	15,933.50
				INV	25/10/2018	100001040399	Monthly fee contract 5389066248AUS1 November 18	2,216.50
				INV	25/10/2018	100001039781	Monthly fee contract 5389066248AUS2 November 18	15,933.50
3773.7388-01	Morris Jacobs		155.00	INV	24/10/2018	2	Facilitate Tuesday Arty	155.00
3773.7398-01	AP Photography		670.00	INV	23/10/2018	13102018	Youth Festival 2018 roving photography	380.00

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				INV	23/10/2018	18102018	Photography for 2019 Calendar	290.00
3773.7558-01		Civil Survey Solutions Pty Ltd	539.00	INV	22/10/2018	8465	Autodesk Vehicle Tracking Annual Maintenance Plan	539.00
3773.7614-01		Rockingham Mandurah District Cricke	154.00	INV	24/10/2018	KS025975	Kidsport voucher	154.00
3773.762-01		Blackwood & Sons Ltd	208.00	INV	18/10/2018	PE9422RA	1x Chemical storage sign	68.55
				INV	18/10/2018	KW9719RA	Safety boots	139.45
3773.7780-01		Moore Stephens (WA) Pty Ltd	4,123.11	INV	24/10/2018	308987	Audit regulation 17 systems and Procedure Audit	4,123.11
3773.7812-01		Starbucks Flooring	450.00	INV	24/10/2018	INV-000471	Install carpet Unit 74 Callistemon Court	450.00
3773.8088-01		GTA Consultants (WA) Pty Ltd	6,317.15	INV	23/10/2018	112269	Cycling and Walking Network Plan	6,317.15
3773.8119-01		The Smart Security Company P/L	5,139.75	INV	24/10/2018	7005	24 hour monitoring of Medi Minder	5,139.75
3773.8224-01		Axiis Contracting	2,103.61	INV	22/10/2018	4022	Bertram Oval/Mangart Rd Extended Construction	2,103.61
3773.843-01		Kwinana Little Athletics Centre	1,200.00	INV	24/10/2018	KS025936	Kidsport voucher x 8	1,200.00
3773.8649-01		Ezy2c GPS Tracking	495.00	INV	24/10/2018	18045/01	Charging dock for P3	484.00
				INV	24/10/2018	60666	Adaptors	11.00
3773.8899-01		Majestic Plumbing	1,974.51	INV	23/10/2018	210424	Install shower rails Unit 25 Callistemon Court	86.75
				INV	23/10/2018	210505	Install septic lids Casuarina Fire Station	104.17
				INV	23/10/2018	210513	Service hose tap Wellard Pavilion	233.42
				INV	23/10/2018	210509	Service taps U70 Callistemon Court	114.47
				INV	23/10/2018	210510	Check oven U58 Callistemon Court	86.75
				INV	23/10/2018	210508	Service taps U72 Callistemon Court	212.21
				INV	23/10/2018	210507	Service toilet U55 Callistemon Court	130.75
				INV	23/10/2018	210506	Service kitchen taps U6 Callistemon Court	117.55
				INV	24/10/2018	210511	Install water aerators U52 Banksia Park	254.20
				INV	24/10/2018	210512	Service gas oven U35 Banksia Park	86.75
				INV	22/10/2018	210426	John Wellard Community Centre Backflow Test	352.00
				INV	19/10/2018	210425	Service taps Recquatic	195.49
3773.8998-01		McLeods	12,439.79	INV	18/10/2018	104384	Legal fee	2,085.16

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				INV	24/10/2018	103941	Legal fee Matter No 33252	223.96
				INV	22/10/2018	104657	Legal fee Matter No 42801	4,072.75
				INV	24/10/2018	104858	Legal fee Matter No 42818	1,060.62
				INV	24/10/2018	105045	Legal fee Matter No 43233	2,178.00
				INV	24/10/2018	105044	Legal fee Matter No 43195	2,819.30
3773.903-01		Lo-Go Appointments	1,839.20	INV	23/10/2018	00418486	Temp staff week ending 131018	1,839.20
3773.9074-01		Natsales Advertising Pty Ltd	3,107.50	INV	22/10/2018	00340385	Bin wraps for the Symphony Spectacular 2018	660.00
				INV	22/10/2018	00340383	BEN signs marketing campaign on bins at beach	220.00
				INV	22/10/2018	00340384	BEN signs marketing campaign on bins at Beach	495.00
				INV	22/10/2018	00340386	Advertising on bins along Gilmore Ave 010218	1,732.50
3773.9442-01		Ankit Aggarwal	137.80	INV	24/10/2018	23rdOctober18	Refund cancelled Patio booking 281018	37.80
				RFD	24/10/2018	1258016	Refund bond Hall hire 220218	100.00
3773.9572-01		Aaron Thomas	650.00	INV	24/10/2018	102	Open Mic Evening event October 18	650.00
3773.9631-01		Entco Australia Pty Ltd	1,391.02	INV	24/10/2018	IAUSA35842	Additional support for CM9 Licensing	1,391.02
3773.9676-01		Sifting Sands	3,135.00	INV	23/10/2018	INV-0423	Sand replenishment at playgrounds	3,135.00
3773.9764-01		Datacom Systems (AU) Pty Ltd - WA	1,903.00	INV	23/10/2018	INV0013833	Monthly Saas fee website October 18	1,903.00
3773.9892-01		LF Media	2,674.80	INV	18/10/2018	20598	Lamp post wraps October 2018 to January 2019	2,674.80
3773	29/10/2018	EFT TRANSFER: - 26/10/2018	-360.00				Returned payment Supplier #10611	
3773	31/10/2018	EFT TRANSFER: - 26/10/2018	-138.25				Returned payment Supplier #10624	
3774	29/10/2018	EFT TRANSFER: - 29/10/2018	138,773.55					
3774.565-01		Bright Futures Family Day Care - Pa	138,773.55	INV	29/10/2018	081018 to 211018	FDC Payroll 081018 to 211018	138,773.55
3775	29/10/2018	EFT TRANSFER: - 29/10/2018	21,260.43					
3775.568-01		Bright Futures In Home Care - Payro	21,260.43	INV	29/10/2018	081018 to 211018	IHC Payroll 081018 to 211018	21,260.43
3776	29/10/2018	EFT TRANSFER: - 29/10/2018	200,783.00					
3776.153-01		Australian Taxation Office	200,783.00	INV	21/10/2018	PY01-09-Australi	Payroll Deduction	200,783.00
3777	30/10/2018	EFT TRANSFER: - 30/10/2018	161,582.76					
3777.3507-01		Melody Alsop & Bernard Kearney	161,582.76	INV	30/10/2018	15thOctober2018	Tenure Sum Re-Payment Villa 19 Banksia Park Estate	161,582.76

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3778	31/10/2018	EFT TRANSFER: - 02/11/2018	5,963.04					
3778.151-01		Australian Services Union	497.25	INV	21/10/2018	PY01-09-Aust Ser	Payroll Deduction	207.20
				INV	21/10/2018	PY01-09-Aust Ser	Payroll Deduction	47.80
				INV	07/10/2018	PY01-08-Aust Ser	Payroll Deduction	194.45
				INV	07/10/2018	PY01-08-Aust Ser	Payroll Deduction	47.80
3778.487-01		Child Support Agency	2,524.63	INV	07/10/2018	PY01-08-Child Su	Payroll Deduction	1,296.23
				INV	21/10/2018	PY01-09-Child Su	Payroll Deduction	1,228.40
3778.530-01		Easifleet	2,021.73	INV	01/11/2018	116848	Novated lease for October 2018	2,021.73
3778.892-01		LGRCEU	919.43	INV	21/10/2018	PY01-09-LGREC U	Payroll Deduction	471.50
				INV	07/10/2018	PY01-08-LGREC U	Payroll Deduction	447.93
3779	31/10/2018	EFT TRANSFER: - 02/11/2018	703,104.42					
3779.10024-01		Bhairavi Dance	92.00	INV	01/11/2018	30thOctober18	Refund of cancelled room hire	92.00
3779.10080-01		Josh Humphreys Creative	100.00	INV	30/10/2018	25/10/2018	Graphic design for KIC poster	100.00
3779.10202-01		TJS Services Group Pty Ltd	25,748.37	INV	30/10/2018	158659	General cleaning John Wellard Centre	3,500.43
				INV	30/10/2018	158656	General cleaning Depot	317.16
				INV	30/10/2018	158662	General cleaning William Bertram Centre	4,055.70
				INV	30/10/2018	158658	General cleaning John Wellard Centre	3,500.43
				INV	30/10/2018	158655	General cleaning Depot Demountable	317.16
				INV	30/10/2018	159473	Steam clean chairs and carpet Ken Jackman	1,595.00
				INV	30/10/2018	159474	Carpet steam clean John Wellard Centre	319.00
				INV	30/10/2018	159475	Steam clean chairs William Bertram Centre	214.50
				INV	30/10/2018	158657	General cleaning Depot	317.16
				INV	30/10/2018	158661	General cleaning William Bertram Centre	4,055.70
				INV	30/10/2018	158660	General cleaning John Wellard Ctre	3,500.43
				INV	30/10/2018	158663	General cleaning William Bertram Centre	4,055.70
3779.1033-01		Nilfisk Pty Ltd	723.01	INV	29/10/2018	PSVI005418	Squeegee blade kit and fixing kit	205.70
				INV	29/10/2018	PSVI005419	Parts	517.31
3779.10374-01		Grand Construction Pty Ltd T/As Gra	61.65	INV	31/10/2018	BP2018/639	Refund building fee permit	61.65
3779.10506-01		Specialised Security Shredding	10.12	INV	30/10/2018	00303217	GC bin exchange	10.12
3779.10572-01		Oticon Australia Pty Ltd	204.05	INV	31/10/2018	HO5400176	Full Audiological Assessment	204.05
3779.10582-01		Butterfly Adventures	190.00	INV	29/10/2018	m2017-336	Caterpillar Installation for School Holiday	190.00
3779.10584-01		MGI Constructions Pty Ltd	29,540.78	INV	29/10/2018	00000193	Shed kit Koorliny Art Centre	29,540.78

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3779.10611-01		Jack Thomas Nockels	360.00	INV	24/10/2018	A/N23024	Crossover subsidy rebate	360.00
3779.10624-01		Rea Aroha Morice	138.25	INV	24/10/2018	23rdOctober18	Refund cancelled patio booking 081018	38.25
				RFD	24/10/2018	1318279	Refund bond Patio hire 190718	100.00
3779.10625-01		Tirso Balero Abajo	458.30	RFD	26/10/2018	1316754	Refund bond Hall hire 030718	458.30
3779.10626-01		Anil Kumar	1,432.44	INV	30/10/2018	6.9	Rates Refund	1,432.44
3779.10627-01		Paul Lewis Robinson	1,483.95	INV	30/10/2018	6.9	Rates Refund	1,483.95
3779.10628-01		Darren Mark Reddall	387.09	INV	30/10/2018	6.9	Rates Refund	101.04
				INV	30/10/2018	6.9	Rates Refund	286.05
3779.10631-01		Rise Network	239.82	INV	30/10/2018	7.0	Rates Refund	239.82
3779.10632-01		Carcione Nominees Pty Ltd	10,906.25	RFD	31/10/2018	1181408	Refund bond Crossover refund DA8677	10,906.25
3779.10633-01		Barry Brice	159.35	INV	31/10/2018	10thOctober18	Refund building fee BP2018/644	159.35
3779.10634-01		Steven John Thorne	21.39	INV	31/10/2018	10thOctober18	Refund vacation care fee Term 3 2018	21.39
3779.10635-01		Dwayne Ace	139.00	INV	31/10/2018	16thOctober18	Refund of swimming lessons due to relocation	139.00
3779.10636-01		Natasha Hoffman	100.00	RFD	31/10/2018	1364029	Refund bond Patio hire 241018	100.00
3779.10637-01		Joel Tactacon	2,000.00	RFD	31/10/2018	1337602	Refund bond Hall hire 070918	2,000.00
3779.10638-01		Natalie Bentink	12.00	INV	31/10/2018	30thOctober18	Refund of STEM program	12.00
3779.10639-01		Australian Christian Fellowship Inc	653.08	INV	31/10/2018	31stOctober18	Cancelled room hire 14 and 16 December 18	653.08
3779.1130-01		Port Printing Works	495.00	INV	30/10/2018	INV027019	Twilight Market flyers	207.90
				INV	30/10/2018	INV027166	A2 posters	287.10
3779.1227-01		Rockingham Holden	27,331.50	INV	30/10/2018	49021	New Astra Sportwagon 1GPL243	27,331.50
3779.1276-01		Satellite Security Services	330.00	INV	31/10/2018	IV004030	Replacement of Zone 6 Margaret Feilman Centre	330.00
3779.1277-01		Savage Garden Services	12,733.00	INV	30/10/2018	83-26/10/18	Maintenance of streetscape Latitude 32	700.00
				INV	30/10/2018	86-181018	Slash clean up rubbish and litter on vacant block	1,160.00
				INV	31/10/2018	85-21/10/18	Slash and clean up litter at Orelia Shop	260.00
				INV	31/10/2018	88-29/10/18	Roundabout maintenance October 18	3,423.00
				INV	31/10/2018	84-29/10/18	Litter clean up and rubbish collection October 18	3,900.00
				INV	31/10/2018	87-25/10/18	Maintenance on public access ways	1,650.00

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				INV	30/10/2018	81-17/10/18	Mulch at new entrance to Calista Tennis Club	1,640.00
3779.130-01		Australasian Performing Rights	1,094.83	INV	31/10/2018	02083494/00043	Licence fee 011018 to 311218	1,094.83
3779.1516-01		Trisley's Hydraulic Services Pty Lt	2,692.80	INV	29/10/2018	80203104	Install new lamp to hydro UV Recquatic	1,788.60
				INV	29/10/2018	80203105	Install new bearings and seal to retic pump	904.20
3779.1520-01		Truck & Car Panel & Paint	500.00	INV	29/10/2018	00004123	1GJD112 Insurance excess for repairs	500.00
3779.1524-01		Turfmaster Facility Management	29,493.73	INV	31/10/2018	615942	Remove debris form Annual Renovation program	8,232.84
				INV	31/10/2018	615937	Annual turf renovation program October 18	15,063.49
				INV	31/10/2018	615936	Annual turf renovation program	6,197.40
3779.1530-01		Wormald Australia Pty Ltd	1,599.68	INV	31/10/2018	7833063	Fib battery upgrade and PA system investigation	1,599.68
3779.1561-01		WA Limestone Co	31,403.85	INV	29/10/2018	ML5620	200 Tonne of road base	4,627.99
				INV	29/10/2018	ML5619	300 Tonne road base	6,616.04
				INV	29/10/2018	ML5622	200 Tonne road base	8,373.80
				INV	29/10/2018	ML5621	300 Tonne road base	7,094.55
				INV	29/10/2018	ML5623	200 Tonne of road base	4,691.47
3779.1589-01		Waste Stream Management Pty Ltd	231.00	INV	29/10/2018	00828098	Tipping fees	231.00
3779.1592-01		Water Corporation of Western Austra	22,110.63	INV	30/10/2018	9000354133Oct18	55U Tucker Reserve and Thomas Oval Pavilion	1,566.62
				INV	30/10/2018	9000356366Oct18	17U Family Day Care	220.71
				INV	30/10/2018	9000354002Oct18	4U BMX track amenities	99.30
				INV	31/10/2018	9013156996Oct18	303U Fire Service Library and Resource Centre	2,175.58
				INV	31/10/2018	90125739782Oct18	24UI Business Incubator	327.00
				INV	31/10/2018	9000374062Oct18	32U Wells Park toilets	78.62
				INV	31/10/2018	9000341922Oct18	Service charges Strata Lot 24/40 Meares Avenue	147.86
				INV	31/10/2018	9000341914Oct18	Service charge Lot 23/40 Meares Avenue	147.86
				INV	31/10/2018	9000341578Oct18	1368U Recquatic and Zone	6,850.05
				INV	31/10/2018	9000341201Oct18	1048U Banksia Park	4,277.97
				INV	31/10/2018	9000340874Oct18	846U Callistemon Court	3,579.83
				INV	31/10/2018	9000340559Oct18	425U Tennis Club and Adventure Park	1,044.23
				INV	31/10/2018	9000334589Oct18	4U Feilman Buuilding	1,595.00
3779.1614-01		Westbooks	257.42	INV	29/10/2018	300753	Junior title	24.53

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				INV	29/10/2018	300755	Junior book selection for Story Time	17.01
				INV	29/10/2018	300754	Junior title	23.16
				INV	29/10/2018	300757	Junior popular titles to complete series	45.84
				INV	29/10/2018	300576	Junior Kindy Books	11.09
				INV	29/10/2018	300575	Junior titles	29.52
				INV	29/10/2018	300577	Junior titles	91.48
				INV	30/10/2018	300758	Library titles	14.79
3779.1621-01		Western Australian Treasury Corpora	29,412.85	INV	30/10/2018	Loan94-05/11/18	Loan 94 due 051118 Interest & Capital	29,412.85
3779.1624-01		Western Power Corporation	2,037.00	INV	30/10/2018	CORPB0438676	Design work MP179061	2,037.00
3779.1649-01		Dennis Cleve Wood	2,905.34	INV	25/10/2018	ICTALLOW18/19	ICT Allowance	291.67
				INV	25/10/2018	MEETINGFEES18/	Meeting Fees	2,613.67
3779.1689-01		Sandra Elizabeth Lee	2,905.34	INV	25/10/2018	ICTALLOW18/19	ICT Allowance	291.67
				INV	25/10/2018	MEETINGFEES18/	Meeting Fees	2,613.67
3779.1726-01		Kyocera Document Solutions Australi	971.06	INV	31/10/2018	2852344213	Taskalfa 8052CI Finance area	182.55
				INV	31/10/2018	2852344206	Taskalfa 5052CI Incubator	229.20
				INV	31/10/2018	2852344205	Taskalfa 5052CI Admin CEO area	102.60
				INV	31/10/2018	2852337402	FS-C2526MFP Admin CSO area	254.12
				INV	31/10/2018	2852344222	FS-C2526MFP Admin CSO area	202.59
3779.1856-01		Cornerstone Legal	1,595.00	INV	31/10/2018	15572	Legal fee Matter No15572	660.00
				INV	30/10/2018	15556	Legal fee Matter	935.00
3779.2021-01		Subway Kwinana	371.70	INV	30/10/2018	0219	Catering 150918 and 210918	163.90
				INV	30/10/2018	0234	Catering for Team Milestone	207.80
3779.2048-01		Palm Lakes Gardens & Landscape Serv	575.00	INV	30/10/2018	32-24/10/18	Remove paving concrete gate Tennis Club	575.00
3779.2125-01		Synergy	12,955.40	INV	31/10/2018	254890320Oct18	7U Rushbrooke Park BBQ	109.95
				INV	31/10/2018	166216150Oct18	77U Sloan Reserve Bore Pump 3	126.45
				INV	31/10/2018	829280210Oct18	1520U Street Lights Chisham Avenue	498.15
				INV	31/10/2018	126641430Oct18	1330U Lights Car Park tavern	421.70
				INV	31/10/2018	809178030Oct18	71U Sump Warner Road	124.85
				INV	31/10/2018	963532150Oct18	604U Town Centre Park	268.85
				INV	31/10/2018	144348440Oct18	52U Bore Sutherland Parade	121.50
				INV	31/10/2018	521814530Oct18	3141U Wellard Pavilion	764.90
				INV	31/10/2018	618835230Oct18	0U Sloan Caretakers Cottage	105.90
				INV	31/10/2018	882174540Oct18	1251U POS Lighting The Strand	441.60

## Cheque Listing

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				INV	31/10/2018	479742820Oct18	23U Bore Parmelia Verge	113.75
				INV	31/10/2018	151027420Oct18	38U Brandon Mews Reserve	116.05
				INV	31/10/2018	821437900Oct18	866U POS Near Wellard Village	338.80
				INV	31/10/2018	114826050Oct18	357U Bore Industrial Streetscapes	261.90
				INV	31/10/2018	488212530Oct18	250U Chisham Oval	235.85
				INV	31/10/2018	151880770Oct18	5U Car Park Lighting	204.40
				INV	31/10/2018	200144210Oct18	2681U Sloans Caretakers Cottage	100.05
				INV	31/10/2018	661366430Oct18	859U Leda Community Hall & Bore	391.85
				INV	31/10/2018	228715140Oct18	1563U Wellard Village	507.00
				INV	31/10/2018	705629830Oct18	130U Bournan Heights Reserve	142.35
				INV	31/10/2018	544003140Oct18	315U Wellard Road Verge	238.80
				INV	31/10/2018	201352990Oct18	56U Newstead Park smart meter	213.20
				INV	31/10/2018	824098750Oct18	207U Thomas Road entry	161.15
				INV	31/10/2018	558638440Oct18	32U Challenger/Bertram entry statement	114.45
				INV	31/10/2018	546496270Oct18	297U Skottowe Park	185.20
				INV	31/10/2018	786264020Oct18	216U Bore Sutherland Parade	65.20
				INV	31/10/2018	846031050Oct18	2113U Streeel Lights The Strand	669.95
				INV	31/10/2018	704953470Oct18	135U Barney Court	141.95
				INV	31/10/2018	412205870Oct18	0U Oakley Hollow	104.65
				INV	31/10/2018	219451200Oct18	58U Bore Pump POS	120.15
				INV	31/10/2018	219451010Oct18	80U POS Bore Pump	126.00
				INV	31/10/2018	219451580Oct18	42U POS Bore Pump	117.55
				INV	31/10/2018	282690350Oct18	3306U Cas/Well Hall and Fire Station	986.70
				INV	31/10/2018	566336000Oct18	0U Fire Pump water tank	104.20
				INV	31/10/2018	256732610Oct18	294U Park Hoyle Road	184.40
				INV	31/10/2018	450583710Oct18	1399U Bertram Oval	416.05
				INV	31/10/2018	187992920Oct18	569U Retic bore Bertram Road	257.80
				INV	31/10/2018	169026580Oct18	679U Sump Johnson Road	285.45
				INV	31/10/2018	832505320U	590U Ascot Park	260.00
				INV	31/10/2018	272150100Oct18	305U Prince Regent Gate Reserve	227.05
				INV	31/10/2018	516172020Oct18	172U Pump 1 Near Thomas	220.30
				INV	31/10/2018	3829194780Oct18	20U Medina Centre Reserve	106.10
				INV	31/10/2018	861503150Oct18	1719U Medina Oval	486.55
				INV	31/10/2018	113658350Oct18	54U Hennessy Park	115.20
				INV	31/10/2018	765774910Oct18	1332U Family Day Care	456.35
				INV	31/10/2018	526240500Oct18	156U Thomas Road Pump 2	215.55

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				INV	31/10/2018	543072120Oct18	33U Pump 2 Near Thomas	209.45
				INV	31/10/2018	461218120Oct18	77U Nye Way	209.05
				INV	31/10/2018	819683070Oct18	1272U Car Park Lighting	445.55
				INV	30/10/2018	254890650Oct18	28U Malden Park BBQ	115.55
3779.2224-01		Prestige Catering & Event Hire	951.90	INV	31/10/2018	00023236	Fruit platter for catering 181018	478.50
				INV	29/10/2018	00023307	Catering 241018	473.40
3779.248-01		Bunnings Building Supplies	599.97	INV	29/10/2018	2163/01521091	Liquid fertiliser	18.96
				INV	30/10/2018	2163/01608845	Hardware items for Recquatic	294.43
				INV	30/10/2018	2163/01521647	Manhole frame kit	218.05
				INV	30/10/2018	2163/01608528	Tools for Darius Wells	68.53
3779.2510-01		Technology One Limited	30,885.80	INV	30/10/2018	173691	Intramaps Subscription Plan License Fee	30,885.80
3779.2617-01		ID Consulting Pty Ltd	52,800.00	INV	29/10/2018	00012387	Annual Subscription Fee	52,800.00
3779.2646-01		Neverfail Springwater	191.51	INV	29/10/2018	476051	Bottled water Admin	90.84
				INV	29/10/2018	476759	Bottled water Admin	45.42
				INV	30/10/2018	476040	Bottled water	55.25
3779.2981-01		Peter Edward Feasey	4,756.67	INV	25/10/2018	DEPMAYFEE18/19	Deputy Mayoral Allowance	1,851.33
				INV	25/10/2018	ICTALLOW18/19	ICT Allowance	291.67
				INV	25/10/2018	MEETINGFEES18/	Meeting Fees	2,613.67
3779.30-01		Carol Elizabeth Adams	11,617.50	INV	25/10/2018	ICTALLOW18/19	ICT Allowance	291.67
				INV	25/10/2018	MAYALLOW18/19	Mayoral Allowance	7,405.33
				INV	25/10/2018	MEETING18/19	Meeting Fees	3,920.50
3779.302-01		Chadson Engineering	1,025.75	INV	29/10/2018	A0078855	Calibration of Pooltest and pool tablets	800.80
				INV	29/10/2018	A0078818	Pool tablets Recquatic	224.95
3779.3032-01		Celebration Nominees Pty Ltd T/A	432.00	INV	26/10/2018	VP2018/191	Refund building and verge permit VP2018/191	432.00
3779.3212-01		Marketforce Pty Ltd	1,832.26	INV	30/10/2018	23767	Advertisement Parking Prohibitions in Kwinana	491.04
				INV	30/10/2018	23768	Advertisement 010918	706.53
				INV	30/10/2018	23770	Advertisement Wildflower Walk	634.69
3779.3312-01		Daniels Printing Craftsmen	599.50	INV	29/10/2018	55905	Symphony Spectacular flyers	440.00
				INV	30/10/2018	56109	VIP invitations	159.50
3779.3334-01		Bertram Primary School	50.00	INV	31/10/2018	6340	Graduation Book donation 2018	50.00

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3779.335-01		City of Rockingham	64,091.66	INV	30/10/2018	101708	Tip fees to 171018	64,091.66
3779.3391-01		Ventura Home Group Pty Ltd T/A Auss	1,719.85	INV	30/10/2018	BP2017/711	Refund building and inspection fee VP2017/711	1,719.85
3779.3392-01		Summit Homes Group	767.90	INV	30/10/2018	BP2018/675	Refund building licence BP2018/675	767.90
3779.3424-01		Dale Alcock Homes Pty Ltd	1,152.65	INV	31/10/2018	24thOctober18	Refund building fee permit BP2018/652	1,152.65
3779.3450-01		West Coast Shade	6,116.00	INV	30/10/2018	00009421	Install shade sails	6,116.00
3779.3452-01		Western Maze Pty Ltd	55,092.38	INV	29/10/2018	00016157	Hardwaste collection Area 3	55,092.38
3779.357-01		BullAnt Security Pty	370.08	INV	30/10/2018	10,178,010	Repair padlock Recquatic	370.08
3779.358-01		Coastline Mowers	500.00	INV	29/10/2018	18446#4	Joint assy rear	500.00
3779.3877-01		Schweppes Australia Pty Ltd	1,418.91	INV	30/10/2018	0808270536	Assorted drinks Recquatic	1,418.91
3779.3941-01		Prestige Garden Kerbing	653.40	INV	31/10/2018	4074	Repair kerbing at Adventure Park	653.40
3779.4022-01		Rockingham Hyundai	42,950.00	INV	30/10/2018	F1087	New Hyundai Tucson 1GQE692	42,950.00
3779.4032-01		Brikmakers	371.12	INV	31/10/2018	IB865007	Easipave Antique arm	371.12
3779.407-01		Winc Australia Pty Ltd	405.92	INV	31/10/2018	9025687412	Stationery Darius Wells	62.37
				INV	30/10/2018	9025691276	Stationery	343.55
3779.4279-01		Data #3 Limited	677.56	INV	31/10/2018	01767534	Canon Pixma PRO100S	677.56
3779.4350-01		T J Depiazzi & Sons	3,185.60	INV	30/10/2018	96413	Mulch supply	3,185.60
3779.4387-01		Kott Gunning	641.52	INV	30/10/2018	236869	Legal fees	641.52
3779.4719-01		Complete Office Supplies Pty Ltd	190.59	INV	31/10/2018	07853488	A4 paper	101.48
				INV	30/10/2018	07841049	Stationery	89.11
3779.483-01		Landgate	996.24	INV	30/10/2018	340329-10001098	GRV chargeable No G2018/11 to 010618	262.35
				INV	29/10/2018	343390-10001098	GRV chargeable No.G2018/20 to 051018	733.89
3779.4861-01		Big W	335.00	INV	30/10/2018	176942/176943	Dog food for Pound	138.00
				INV	30/10/2018	176719	Storage boxes	28.00
				INV	30/10/2018	176931/176932	Cafe items Recquatic	169.00
3779.5068-01		Samrinder Singh	212.69	INV	31/10/2018	29thOctober18	Refund swim lessons	212.69
3779.5143-01		Wendy Gaye Cooper	2,905.34	INV	25/10/2018	ICTALLOW18/19	ICT Allowance	291.67
				INV	25/10/2018	MEETINGFEES18/	Meeting Fees	2,613.67

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3779.5490-01		The Language Centre Bookshop	424.75	INV	31/10/2018	609809	Inspector Rex series DVDs Library	424.75
3779.5665-01		Fremantle Press	25.19	INV	30/10/2018	0098831a	Purchase selected titles	25.19
3779.572-01		Fire & Emergency Services, Dept of	86,186.36	INV	30/10/2018	148248	2018/19 ESL	86,186.36
3779.5750-01		Kev's Wheelie Kleen	456.50	INV	30/10/2018	2870	Bin cleaning 171018 Admin	209.00
				INV	30/10/2018	2869	Bin cleaning 171018 Darius Wells Library	247.50
3779.5995-01		Zenien Pty Ltd T/as ATFT Astuta Tru	4,515.87	INV	31/10/2018	15716	CCTV Systems Consulting and Installation	4,515.87
3779.5996-01		CMS Engineering Pty Ltd	7,375.50	INV	30/10/2018	29959	Relocate wall controllers Darius Wells Library	1,105.50
				INV	30/10/2018	29960	Install air conditioner Recquatic	6,270.00
3779.6091-01		Plants & Garden Rentals	110.00	INV	30/10/2018	00012558	Planter hire November 18	110.00
3779.6267-01		Woolworths Group Limited	761.73	INV	30/10/2018	3286426	Items for Milestone event	4.00
				INV	29/10/2018	3286411	Depot morning tea supplies	169.50
				INV	29/10/2018	3286415	Cafe items	130.03
				INV	30/10/2018	3286432	Items for Zone	4.00
				INV	30/10/2018	3286431	Milk for Zone	6.00
				INV	29/10/2018	3286414	Cafe items	19.75
				INV	01/11/2018	30628782	Items for Recquatic	144.85
				INV	01/11/2018	2995154	Cafe items Recquatic	110.88
				INV	30/10/2018	3286440	Food for Term 4 Drop In and Programs	61.38
				INV	30/10/2018	3286441	Gift cards	100.00
				INV	30/10/2018	3286429	Food for Term 4 Master Chef program	11.34
3779.6370-01		Elxacom	4,074.83	INV	30/10/2018	24645	6mthly RCD test Wells Park toilets	189.07
				INV	30/10/2018	24649	6 mthly RCD test Margaret Feilman Centre	213.81
				INV	30/10/2018	24658	Preventative maintenance Senior Citizens Centre	408.74
				INV	30/10/2018	24659	Maintenance Repairs Incubator & IT Offices	448.54
				INV	30/10/2018	24660	Maintenance Repairs Thomas Oval	525.94
				INV	30/10/2018	24661	Maintenance Repairs John Wellard Centre	668.84
				INV	30/10/2018	24644	6 mthly RCD test Depot	283.60
				INV	30/10/2018	24646	6 mthly RCD test Thomas Netball changerooms	47.27
				INV	30/10/2018	24665	Assessment of new power supply Art Centre	411.74
				INV	30/10/2018	24647	6mthly RCD test Admin	350.34
				INV	30/10/2018	24652	PAT testing Admin	526.94
3779.6382-01		Zip Heaters	455.65	INV	30/10/2018	3052949	Repairs to Zip Hydrotap	455.65

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3779.6639-01		Multispares Ltd	379.39	INV	29/10/2018	3246188	Wheel rim	379.39
3779.6860-01		Advance Scanning Services	1,710.50	INV	29/10/2018	20162942	HP Gas Supervision	1,710.50
3779.6872-01		Schindler Lifts Australia Pty Ltd	7,370.00	INV	30/10/2018	4686607933	Lift NBN upgrade	3,685.00
				INV	30/10/2018	4686607930	New EM phone upgrade	3,685.00
3779.69-01		Alinta Gas	956.70	INV	31/10/2018	474997486Oct18	7956U Darius Wells Resource Centre	956.70
3779.694-01		Heatley Sales Pty Ltd	313.88	INV	29/10/2018	C846320	Sunscreen SPF50+	313.88
3779.7388-01		Morris Jacobs	155.00	INV	31/10/2018	3	Facilitate Tuesday Arty	155.00
3779.746-01		Institute Of Public Works Engineeri	950.00	INV	31/10/2018	M4NFC8WNQ2B	IPWEA Training Week 241018	950.00
3779.7557-01		Sheila Mills	2,905.34	INV	25/10/2018	ICTALLOW18/19	ICT Allowance	291.67
				INV	25/10/2018	MEETINGFEE18/19	Meeting Fees	2,613.67
3779.762-01		Blackwood & Sons Ltd	135.11	INV	29/10/2018	KW9947RC	Overall Depot	67.68
				INV	30/10/2018	KW7066RD	Signs	67.43
3779.7658-01		Dedeland Developments Pty Ltd	1,320.00	INV	31/10/2018	Invoice201810084	Construction of Shed and Patio at Smirk's Site	1,320.00
3779.7739-01		The Kings College	297.75	INV	31/10/2018	30thOctober18	Refund cancelled room hire 031118	97.75
				RFD	31/10/2018	1320925	Refund bond Hall hire 060818	200.00
3779.7945-01		Clemence Celinda Erdtsieck	4,157.62	INV	30/10/2018	7.0	Rates Refund	4,157.62
3779.8031-01		TJ's Gymsports	165.00	INV	30/10/2018	KS026319	Kidsport voucher	165.00
3779.805-01		Mervyn Thomas Kearney	2,905.34	INV	25/10/2018	ICTALLOW18/19	ICT Allowance	291.67
				INV	25/10/2018	MEETINGFEES18/19	Meeting Fees	2,613.67
3779.8224-01		Axiis Contracting	8,245.28	INV	30/10/2018	4029	Install footpath and kerb ramp	8,245.28
3779.8351-01		Victoria Louise Stewart	175.00	INV	30/10/2018	24thOctober18	Financial Assistance Figure Skating Championship	175.00
3779.8447-01		Integrated Training Vic Park Pty Lt	599.00	INV	31/10/2018	PH00002834	Certificate II Security Operations	599.00
3779.8474-01		Volunteer Task Force	401.50	INV	31/10/2018	SI002263	Mowing service Family Day Care September 18	401.50
3779.8505-01		Nutrition Nation	800.00	INV	30/10/2018	INV-0190	Workshops at Youth Festival	800.00
3779.8723-01		Jane Elizabeth Harris	98.90	INV	31/10/2018	25thOctober18	Reimbursement for Family Day Care conference	98.90
3779.8872-01		Jem Face Painting	135.00	INV	30/10/2018	412	Poverty Week event 171018	135.00

## Cheque Listing

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Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
3779.8899-01		Majestic Plumbing	1,850.99	INV	30/10/2018	00210448	Plumbing service at Koorliny Art Centre	1,666.50
				INV	30/10/2018	210546	Clear toilets Darius Wells	184.49
3779.8905-01		Kelli Anne Hayward	144.00	INV	30/10/2018	29thOctober18	Reimbursement of Finance Team Function	144.00
3779.8996-01		Fridgair Industries Pty Ltd	484.55	INV	30/10/2018	31035	Service commercial fridge Ken Jackman Hall	347.05
				INV	30/10/2018	31021	Service fridge in Depot	137.50
3779.8998-01		McLeods	5,567.65	INV	30/10/2018	105218	Legal fee Matter No 42801	5,567.65
3779.9019-01		Kearns Garden Supplies	20.40	INV	30/10/2018	77	Cement and door closer	20.40
3779.905-01		Local Government Professionals	92.00	INV	30/10/2018	9881	2018-2019 Affiliate Membership	92.00
3779.9326-01		Gymcare	257.18	INV	29/10/2018	3706	Scheduled safety check & service of gym equipment	143.00
				INV	30/10/2018	3711	Parts for gym equipment	114.18
3779.9345-01		Accidental Health & Safety Perth	61.59	INV	31/10/2018	613285	First Aid Box William Bertram Centre	61.59
3779.9405-01		Matthew James Rowse	2,905.34	INV	25/10/2018	ICTALLOW18/19	ICT Allowance	291.67
				INV	25/10/2018	MEETINGFEES18/	Meeting Fees	2,613.67
3779.9486-01		Youth Work WA	2,000.00	INV	31/10/2018	YW000126	Training WA Youth Work Code of Ethics	2,000.00
3779.9676-01		Sifting Sands	673.20	INV	30/10/2018	INV-0440	Sand clean Kwinana Adventure Park 191018	379.50
				INV	30/10/2018	INV-0439	Rotary hoe of Kwinana Adventure Park	293.70
3779.9732-01		Builders Training of WA	694.53	INV	31/10/2018	00006241	Advanced Diploma of Building Surveying	694.53
3779.9951-01		Noddy The Waterman	130.00	INV	30/10/2018	INV-0075	Water delivery	130.00
Total EFT			4,309,500.70					
Payroll								
PY01-08	07/10/2018	Payroll	626,788.78					
PY01-09	21/10/2018	Payroll	614,596.99					
Total Payroll			1,241,385.77					
Grand Total			-5,604,313.23					

# Credit Card Transactions

1/10/2018 to 31/10/2018

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
<b>Credit Card Director City Regulation to 041018</b>				<b>\$7.87</b>	
4162800	Invoice	041018A	04/10/2018	\$7.15	City of Perth Parking Banksia Sand Mine meeting
4162800	GST	041018A	04/10/2018	\$0.72	GST
<b>Credit Card Executive Assistant to 041018</b>				<b>\$103.90</b>	
4162802	Invoice	041018B	04/10/2018	\$94.45	Wreath National Police Remembrance Day
4162802	GST	041018B	04/10/2018	\$9.45	GST
<b>Credit Card City Legal to 041018</b>				<b>\$658.28</b>	
4162804	Invoice	041018C	04/10/2018	\$15.45	ASIC Search
4162804	Invoice	041018C	04/10/2018	\$582.98	Purchase standards Aust PO 109571
4162804	GST	041018C	04/10/2018	\$59.85	GST
<b>Credit Card Functions Officer to 041018</b>				<b>\$595.65</b>	
4162806	Invoice	041018D	04/10/2018	\$51.82	Citizenship Photos
4162806	Invoice	041018D	04/10/2018	\$92.59	Bag Toppers for Citizenships
4162806	Invoice	041018D	04/10/2018	\$397.09	OCM Dinner
4162806	GST	041018D	04/10/2018	\$54.15	GST
<b>Credit Card Manager Human Resources to 041018</b>				<b>\$4,505.28</b>	
4162814	Invoice	041018E	04/10/2018	\$-281.82	Refund Accommodation CPP Summit
4162814	Invoice	041018E	04/10/2018	\$45.45	Smart Rider Autoload SR027920065
4162814	Invoice	041018E	04/10/2018	\$45.45	Smart Rider Autoload SR039467253
4162814	Invoice	041018E	04/10/2018	\$45.45	Registration Unveiling Wicked Problems
4162814	Invoice	041018E	04/10/2018	\$69.91	Condolence Flowers
4162814	Invoice	041018E	04/10/2018	\$75.41	Congratulations Flowers
4162814	Invoice	041018E	04/10/2018	\$232.68	Gift Card
4162814	Invoice	041018E	04/10/2018	\$281.82	2 Nights Accommodation CPP Summit
4162814	Invoice	041018E	04/10/2018	\$454.55	Waste & Recycle conference 2018
4162814	Invoice	041018E	04/10/2018	\$493.06	3 Night Accommodation ARV Conference
4162814	Invoice	041018E	04/10/2018	\$511.69	Registration ARV 2018 Industry Conference
4162814	Invoice	041018E	04/10/2018	\$692.64	Gift Card
4162814	Invoice	041018E	04/10/2018	\$695.45	Registration Cities Power Summit

# Credit Card Transactions

1/10/2018 to 31/10/2018

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4162814	Invoice	041018E	04/10/2018	\$733.95	Return Flights Melbourne ARV Conference
4162814	GST	041018E	04/10/2018	\$409.59	GST
<b>Credit Card Chief Executive Officer to 041018</b>				<b>\$82.67</b>	
4165686	Invoice	041018F	04/10/2018	\$16.52	Parking Panelist National Environmental Law Conference
4165686	Invoice	041018F	04/10/2018	\$29.32	Parking Westport meeting 170918
4165686	Invoice	041018F	04/10/2018	\$29.32	Parking Westport meeting 210918
4165686	GST	041018F	04/10/2018	\$7.51	GST
<b>Credit Card Director City Strategy to 041018</b>				<b>\$4,969.94</b>	
4170062	Invoice	041018G	04/10/2018	\$11.64	Transperth City strategy conference
4170062	Invoice	041018G	04/10/2018	\$27.27	City Smartrider
4170062	Invoice	041018G	04/10/2018	\$28.59	Zapier licence web apps auto mover
4170062	Invoice	041018G	04/10/2018	\$35.01	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$50.00	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$50.00	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$50.12	Subscription advanced form module Youth programs
4170062	Invoice	041018G	04/10/2018	\$59.07	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$61.14	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$78.12	Gas supply Banksia Park Retirement Estate - vacant villa
4170062	Invoice	041018G	04/10/2018	\$90.00	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$97.71	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$100.00	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$100.00	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$100.00	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$103.05	Gas Supply 010318 to 050618 Banksia Park Retirement Estate - vacant villa
4170062	Invoice	041018G	04/10/2018	\$130.43	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$185.27	Burst SMS Australia credit top up
4170062	Invoice	041018G	04/10/2018	\$198.22	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$199.36	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$200.00	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$227.16	Email Marketing software

# Credit Card Transactions

1/10/2018 to 31/10/2018

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4170062	Invoice	041018G	04/10/2018	\$239.67	Snap geofilters business filter & fee
4170062	Invoice	041018G	04/10/2018	\$309.00	Google Adwords
4170062	Invoice	041018G	04/10/2018	\$411.35	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$503.64	Facebook advertising
4170062	Invoice	041018G	04/10/2018	\$950.00	Facebook advertising
4170062	GST	041018G	04/10/2018	\$374.12	GST
<b>Credit Card Director City Engagement to 041018</b>				<b>\$5,430.17</b>	
4170637	Invoice	041018H	04/10/2018	\$3.10	International fee, BFCC website
4170637	Invoice	041018H	04/10/2018	\$27.05	Equipment Youth Tent Positive Vibes festival
4170637	Invoice	041018H	04/10/2018	\$37.93	Petrol Loan car Rockingham
4170637	Invoice	041018H	04/10/2018	\$45.45	Donation on Behalf Lyrik winner
4170637	Invoice	041018H	04/10/2018	\$74.07	Stomp tickets Kwinana YAC team building day
4170637	Invoice	041018H	04/10/2018	\$123.90	Electronic scheduling BFCC website
4170637	Invoice	041018H	04/10/2018	\$184.50	USB ports & cables Event phone charging station
4170637	Invoice	041018H	04/10/2018	\$316.11	Ikea Furniture & Decor Library reading room
4170637	Invoice	041018H	04/10/2018	\$316.82	Fake hair braiding Positive Vibes Youth Festival
4170637	Invoice	041018H	04/10/2018	\$466.33	Facebook advertising Positive Vibes Event
4170637	Invoice	041018H	04/10/2018	\$665.41	Positive Vibes Event Branded Basketball Jerseys
4170637	Invoice	041018H	04/10/2018	\$694.78	Bud vases for EOY celebrations BFCC
4170637	Invoice	041018H	04/10/2018	\$909.09	Positive Vibes Event Branded hats deposit
4170637	Invoice	041018H	04/10/2018	\$1,125.91	Positive Vibes Branded hats balance
4170637	GST	041018H	04/10/2018	\$439.72	GST
<b>Grand Total:</b>				<b>\$16,353.76</b>	

## **16.2 Quarterly Strategic Community Plan and Corporate Business Plan Report (Quarter 1 2018/2019 - July to September 2018)**

### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

### **SUMMARY:**

Council has 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 (July to September 2018) 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 of the City's performance against community aspirations and enable the City to 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.

Some of the achievements for quarter one include:

Rich in spirit:

- Initiated a review of the City's Place Framework
- Progressed the development of the Conciliation Action Plan
- Initiated the review of the Zone drop in service, the service recorded 1,727 contacts for quarter one
- Progressed planning for the following community events:
  - Australia Day Celebration
  - Youth Festival
  - Children's Festival
  - Big Concert
- Undertook five activation sessions at the Edge Skatepark
- Initiated planning for the upgrade of play equipment and minor facilities at Varris Park
- Progressed the development of a new Public Health Plan
- Celebrated NAIDOC Week through events
- Progressed several projects that will improve local sporting club infrastructure
- Held two art exhibitions at the Darius Wells Library and Resource Centre
- Implemented a new Library Management System

**16.2 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT  
(QUARTER 1 2018/2019 - JULY TO SEPTEMBER 2018)**

Alive with opportunities:

- Initiated the review of the Local Employment Solutions Council Policy
- Initiated the development of a Lifelong Learning Strategy
- Created a draft Industrial Development Strategy
- Created a draft Land Optimisation Policy Framework
- Implemented improvements to the City's planning approval system

Surrounded by nature:

- Progressed the development of the Local Biodiversity Strategy
- Progressed the Planting Program
- Facilitated the "Switch Your Thinking" program
- Conducted multiple guided activities, such as Bird Surveys, Wildflower Walks and Nightstalks
- Completed a review of the Local Emergency Management Plan
- Progressed the development of an Environmental Education Strategy
- Completed the review of the Climate Change Mitigation and Adaptation Plan
- Progressed the review of the City's Verge Policy
- Completed the Climate Change Adaptation and Mitigation Plan

It's all here:

- Commenced the construction of a Pavilion Extension for Wellard
- Completed the condition auditing of the City's building assets
- Commenced the condition auditing of the City's parks and reserves assets
- Commenced the condition auditing of the City's public open space assets
- Progressed the review of the Parks for People Strategy
- Prepared a draft Local Housing Strategy following a review
- Lobbying to oppose Sand Mining at the Old Rifle Range site occurred
- Completed the Parking Strategy
- Prepared a draft Landscape Strategy
- Progressed the development of a Road Rehabilitation Strategy
- Progressed the development of a Bike and Walk Plan

The full Quarterly Performance Report is detailed at 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:

## 16.2 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT (QUARTER 1 2018/2019 - JULY TO SEPTEMBER 2018)

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:

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.

### ASSET MANAGEMENT IMPLICATIONS:

The actions that have been identified in this report achieve the “Asset Management” outcomes and objectives 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 outcome and objective detailed in the 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.

**16.2 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT  
(QUARTER 1 2018/2019 - JULY TO SEPTEMBER 2018)**

**RISK IMPLICATIONS:**

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

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

**COUNCIL DECISION**

**344**

**MOVED CR P FEASEY**

**SECONDED CR S MILLS**

**That Council note the Quarterly Performance Report (July to September 2018) detailed in Attachment A.**

**CARRIED  
8/0**

# Quarterly Performance Report

**Strategic Community Plan and Corporate Business Plan**

**Quarter 1 (July – September) 2018/19**

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

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 District Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	0	20/09/2018 - The Wellard District Place Plan is scheduled to be commenced following the creation of the Bertram District Place Plan, the Kwinana Central Place Plan and refinement of the City's Place Framework.
1.1.02 Create a Bertram District Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	15	12/10/2018 - The Place Profile and Engagement Plan for Bertram is being developed. The Place Plan will be completed following these processes, community engagement and refinement of the City's Place Framework.
1.1.03 Create a Kwinana Central Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	25	12/10/2018 - The Draft Kwinana Central Place Plan is in the process of being reviewed. The plan will be completed following the completion of the Place Profile and the new Place Framework.
1.1.04 Create a Kwinana Industrial Area Place Plan	2.4 Economic Development	01/07/2018	30/06/2019	0	10/09/2018 - To be commenced following development of the Place Plan Framework.
1.1.07 Refine the framework and scope for the Place Plan Template	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - As part of the Community Engagement Team Service Review, the Place Framework was updated, including development of a draft Place Activation planning tool. This work will be used to inform progression of the Place Plan template. A Project Plan, including engagement elements, is to be finalised next quarter to guide the development and implementation of the Place Approach.

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.09 Facilitate culture sharing by organising get-togethers and classes for cooking, dance and other hobbies	4.2 Community Centres	01/07/2018	30/06/2019	100	12/10/2018 - A number of singing and music programs were held at the community centres including a six week community singing program through the formation of a community choir at the Darius Wells Library and Resource Centre and a Play and Sing Ukelele program (led by a volunteer) at the John Wellard Community Centre. Fortnightly Open Mic sessions were also held at the Darius Wells which encourage and support local performers. Have a Chat sessions at John Wellard also encouraged the development of social networks in the community.
1.1.10 Continue dissemination of a "New Residents' Kit / Welcome Pack" including information about local resources and services	4.2 Community Centres	01/07/2018	30/06/2019	100	24/09/2018 - New residents kits are available from the Darius Wells, William Bertram and John Wellard Community Centres.

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.11 Work with culturally and linguistically diverse groups and relevant service providers to ensure newcomers are welcomed and integrated into the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>12/10/2018 - Programs at the community centres, including City-run programs and those run by organisations which partner with the City (including Befriend and the Fremantle Multicultural Centre), provide a variety of opportunities for participation which facilitate social engagement for newcomers.</p> <p>The City's partnership with Fremantle Multicultural Centre enables weekly conversational English classes and an Inspire Me training program to be held at the Darius Wells Library and Resource Centre, during school terms. This term a weekly advanced English class was also offered, in addition to the weekly conversational English class.</p> <p>Officers also attend and assist Connecting Communities for Kids Celebrate Culture Action Group meetings monthly in which projects related to this action are developed.</p>
1.1.12 Develop and implement youth programs that increase engagement between CaLD young people, Aboriginal young people and non-CaLD young people	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>12/10/2018 - The City provided a range of programs to increase the engagement between CaLD, Aboriginal and Torres Strait Islander and non-CaLD young people, including the Young Womens' Boxing Program, Unique As, Girls Empowerment, and The Blossom Guide. Programs for Term 4 include Nightfields and a new soccer program, World Cup Wednesdays, which aims to further increase engagement between young people from a diverse range of cultural backgrounds.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.13 Advocate for and with CaLD communities in all appropriate forums and networks to share information about CaLD-related issues and opportunities	4.3 Community Engagement	01/07/2018	30/06/2019	100	12/10/2018 - The City facilitates a Multicultural Advisory Group (MAG). Guest speakers are frequently invited to MAG meetings where they are given the platform to share information about CaLD-related issues, opportunities and services for dissemination within relevant local groups and community. Officers also actively participate in Connecting Communities for Kids Celebrate Culture Action Group meetings monthly which facilitate information sharing.
1.1.14 Work with the City's residents and community groups to increase CaLD residents' participation in community life	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>11/09/2018 - A Skills Boosting and Networking Workshop for Community Groups is planned for next quarter which will focus on the topic of making a community group more inclusive and welcoming.</p> <p>Officers actively participate in Connecting Communities for Kids Celebrate Culture Action Group including seeking opportunities for CaLD residents to be involved in City events. Recently this has included the Children's Festival and Youth Reconciliation Event.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.15 Increase CaLD content in City marketing and promotional materials	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	<p>15/10/2018 - Corporate documents and marketing material are constantly reviewed to identify opportunities to introduce simpler language, use pictorial references and simplify meaning of documents to make them easier to understand from a CALD perspective. Specifically the format of the City's Annual Report is currently being reviewed to make the text more simple, use more imagery, graphics and tables to make the report easier to read.</p> <p>The City's Style Guide also references the requirements for accessibility for audiences of non-speaking backgrounds, including the use of the translating and interpreting service.</p>
1.1.16 Work with other organisations to ensure essential community information available in priority community languages	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>11/09/2018 - This action has been discussed with the City's Multicultural Advisory Group. Following their advice that most CaLD residents in Kwinana are skilled migrants and speak English, this action has not yet been progressed further. This action will be further investigated next quarter.</p>
1.1.18 Introduce a standardised multilingual message, including a contact number for an interpreting service, on all City letterhead and communications	2.2 Marketing and Communications	01/07/2018	30/06/2019	25	<p>15/10/2018 - The City's Graphic Designer has been briefed to ensure that all corporate stationary is to be updated once it is due for replacement, to ensure the details for interpreting services are included as well as to remove the fax line and customer service opening hours.</p> <p>The City's Style Guide also references the requirements for accessibility for audiences of non-speaking background including the use of the translating and interpreting service.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.19 Leverage all available opportunities to promote the benefits of cultural diversity and the success of Kwinana as a harmonious multicultural community	4.3 Community Engagement	01/07/2018	30/06/2019	100	11/09/2018 - This action is ongoing as opportunities present. For example, the City is supporting the Connecting Communities for Kids Celebrate Culture Action Team to deliver an event which aims to dispel stereotypes by sharing personal stories of people from different cultures. The event is supported by City Events Funding as well as by City Officers at the event and assisting in the lead up to the event. The event will be held next quarter.
1.1.20 Seek endorsement and then implement a Conciliation Action Plan	4.3 Community Engagement	01/07/2018	30/06/2019	25	24/09/2018 - Development of the Conciliation Action Plan is ongoing, facilitated by the City's Conciliation Advisory Group and a consultant from Inspire Change Consulting Group. The advisory group was formed in May 2018 and includes Aboriginal community members, Councillors and City Officers. The draft plan has been developed as of August 2018, the next steps include further community consultation, with the aim to have the plan endorsed by the end of the calendar year.
1.1.21 Review the operation of the Zone Drop in facility	4.6 Youth Services	01/07/2018	30/06/2019	25	15/10/2018 - A Consultant has been engaged to undertake the review, the scope of works has been signed off, and engagement of the Youth Development team has commenced. Engagement of external stakeholders is to commence soon. The Consultant's Report is scheduled to be provided by the end of October 2018 covering the review of all Youth Development operations, including the Zone Drop In Lounge.

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.22 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	01/07/2018	30/06/2019	100	15/10/2018 - City Officers facilitate monthly participation meetings where local employment and education providers meet and talk about the local young people that are disengaged from these areas. Officers work with disengaged young people in a case management role. This involves advocating and supporting them in either finding a job or getting into education.
1.1.23 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	01/07/2018	30/06/2019	25	15/10/2018 - This has been embedded through implementation of the City's Youth Strategy.
1.1.24 Run life skills workshops (financial counselling, health, parenting skills etc.) at various Community Centres 18/19 - 19/20 targeting young people, young parents, homeless people, etc.	4.6 Youth Services	01/07/2018	30/06/2019	25	20/09/2018 - Discussions are being held with external/internal services to scope the provision of appropriate workshops.
1.1.25 Deliver youth and community outreach programs throughout the community to support vulnerable people at risk	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>15/10/2018 - Outreach is undertaken on a weekly scheduled basis, targeting locations with community members requiring support with homelessness, housing support and financial issues.</p> <p>The City also engages with youth in the community through a variety of locations and activities including diversional programs such as Beatball, conducting outreach sessions at Kwinana Marketplace and High Schools and Community Drumming sessions at the Edge Skate Park. The main presenting issues from young people during this period are homelessness, disengagement from training and education and seeking support of Centrelink.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

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 Engagement	01/07/2018	30/06/2019	10	15/10/2018 - The Adventure Park site has been booked for the event. Councillor's feedback on the site layout and themes for the event has been received. Event planning is in process.
1.2.02 Host a Youth Festival	4.3 Community Engagement	01/07/2018	30/06/2019	65	15/10/2018 - Event planning for the Festival is nearing completion for the event date of 13 October 2018. Health documents have been submitted, suppliers have been locked in and event marketing has commenced.
1.2.03 Host a Children's Festival event	4.3 Community Engagement	01/07/2018	30/06/2019	15	15/10/2018 - The theme for the event of "Old Fashioned Carnival" has been confirmed by the Events Working Group for the 9 March 2019 event. The project plan and Lotterywest application is currently being developed.
1.2.04 Host a Big Concert event	4.3 Community Engagement	01/07/2018	30/06/2019	30	15/10/2018 - Planning for the Concert is in progress. Sponsorship of \$72,500 has been achieved. The performance contract with Perth Symphony Orchestra is in place and all logistical elements have been booked. The Marketing Plan has also been developed and stakeholder liaison is in progress.
1.2.05 Host the Christmas Lolly Run	4.3 Community Engagement	01/07/2018	30/06/2019	5	15/10/2018 - The application for the permit to allow "Santas" to ride on the back of utes has been lodged with the Department of Transport. As soon as confirmation is received, planning for the event will commence.

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.06 Provide a Community Event Funding Program for local community groups to host local events in their communities	4.3 Community Engagement	01/07/2018	30/06/2019	25	<p>15/10/2018 - Six applications for local community event funding have been received in the first quarter of 2018/19. Five applications (as below) were approved:</p> <ul style="list-style-type: none"> <li>- Medina Residents Group: Medina Festival 2018 received \$5,000</li> <li>- Rotary Club Kwinana: Rotary Twilight Markets received \$1,500</li> <li>- RSPCA WA: Community Action Day received \$4,000</li> <li>- Connecting Community for Kids: "That Was My Home" project received \$2,950</li> <li>- St Vincent's Parents and Friends: St Vincent's Community Fete received \$3,000</li> </ul>
1.2.07 Assist CALD groups to host multicultural festivals with food, a market, music, fashion, and crafts	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - The City is supporting the Connecting Communities for Kids Celebrate Culture Action Team to deliver an event which aims to dispel stereotypes by sharing personal stories of people from different cultures. The event is supported by City Events Funding as well as by City Officers at the event and assisting in the lead up to the event. The event will be held next quarter.</p> <p>The City is providing advice and support to several groups related to event planning and funding opportunities, which is scheduled to take place within the next six months.</p> <p>Skills Boosting workshops aimed at enhancing community group capability and capacity have been attended by CaLD groups this quarter.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.08 Provide culturally-appropriate food options at City events and functions	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/09/2018 - Officers work with caterers to ensure that a wide variety of food is available at City events and functions, including vegetarian options, which reflect the diversity of the community. This is particularly important for Citizenship Ceremonies. Officers work with caterers to ensure all food is correctly labelled, including labelling for common allergies and food intolerance.
1.2.09 Assist CaLD community groups to present cultural celebrations, including Chinese New Year and Diwali	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/09/2018 - Information is provided to groups regarding funding opportunities and support available by and from City Officers. Capacity building workshops such as the popular Skills Boosting series assist groups to present cultural celebrations. Engagement is planned in the next quarter to further understand where and how groups require support.
1.2.10 Ensure local multicultural groups are involved in all local events	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>11/09/2018 - This action is ongoing, with investigation needed into how CaLD groups can become more involved in local events.</p> <p>Officers actively participate in Connecting Communities for Kids Celebrate Culture Action Group including seeking opportunities for CaLD residents to be involved in City events. Recently this has included the Children's Festival and Youth Reconciliation Event.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.11 Support Harmony Week events	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>24/09/2018 - Harmony Week is held annually in March.</p> <p>Dates are confirmed with the Kwinana Marketplace to have a Harmony Week activation event hosted by members of the City's Multicultural Advisory Group and members of the Connecting Communities of Kids Celebrate Culture Action Team, with support from City Officers. Details are to be confirmed over the next quarter for the event to be delivered in March 2019.</p>
1.2.12 Facilitate Aboriginal cultural celebrations that people of other cultures can be involved in	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>24/09/2018 - The City supported several community-run events for NAIDOC Week in July. Financially these events were supported through the City's Community Event Funding Program. The City graphically designed and printed a flyer to support NAIDOC Week events, while further promotion was provided via the City's channels including the What's On mailing list and website.</p>
1.2.13 Promote multiculturalism through multimedia displays at City facilities such as the Administration Building's and Darius Wells' reception areas	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>24/09/2018 - Multiculturalism continues to be promoted through the City's Facebook page. The Facebook feed is then shared through multimedia displays at the City Administration Centre.</p> <p>Further marketing channels to promote multiculturalism continue to be investigated.</p> <p>Due to budget restrictions, multimedia displays at community centres including Darius Wells will not be purchased and installed this financial year.</p>

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1.2.14 Incorporate CaLD themes into all City events	4.3 Community Engagement	01/07/2018	30/06/2019	100	18/09/2018 - This action is ongoing. Planning is underway for all of the City's major events, which are incorporating CaLD themes.
1.2.15 Activate the Kwinana Adventure Playground	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>15/10/2018 - Events in planning to occur at the Adventure Park and Calista Oval include:</p> <ul style="list-style-type: none"> <li>- Symphony Spectacular: 1 December 2018</li> <li>- Australia Day: 26 January 2019</li> <li>- Alcoa Children's Festival: 9 March 2019</li> </ul> <p>External events include;</p> <ul style="list-style-type: none"> <li>- Nature Play WA Children's Week event: 27 October 2018</li> <li>- RSPCA event: November 2018</li> <li>- Relay for Life event: October 2018</li> </ul>
1.2.16 Activate the Edge Skatepark	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - Five activation sessions were undertaken during this period.

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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	01/07/2018	30/06/2019	100	<p>15/10/2018 - Citizenship ceremonies took place on 17 July and 14 August, where a total of 83 people took the pledge to become new citizens. The events took place at the Darius Wells Library and Resource Centre and the new citizens had guests with them to help celebrate this special event.</p> <p>In May the annual bush fire brigades awards dinner took place. This was held at The Aloft Hotel in Perth and was attended by 128 guests.</p> <p>On Friday 3 August the first Annual Sports Awards Dinner took place. Prior to the event taking place, nominations were taken for various categories for awards and an interview panel then met the nominees to choose suitable awards winners. At the start of the event Michael Walters of the Dockers met a group of children from a football club and had photos with them and signed items for them in the Isabella Corker room at Medina Hall. The main event took place at Medina Hall and 95 people from local sporting groups, the Mayor, Councillors and Freeman were in attendance.</p>

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<b>1.3 Facilitate improved community safety and reduced crime levels</b>					
1.3.01 Investigate the process for the City of Kwinana to become a World Health Organisation "Safe City"	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - Investigations have progressed regarding the requirement to become accredited as a Safe City. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known by the end of October 2018) will enhance outcomes related to this action moving forward.
1.3.02 Increase collaboration with the community to plan and develop more localised community safety and crime prevention programs	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - Community Liaison, Outreach, Youth and City Assist Services regularly engage with the local community to better understand priority areas related to community safety and crime prevention. Implementation of the City's Place Approach will also increase capacity to engage community in the planning and implementation of relevant initiatives.
1.3.03 Regularly review delivery of community safety and crime prevention programs with State Government and community organisations to determine effectiveness	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - Regular catch up sessions are held with local police and key stakeholders regarding community safety and crime prevention initiatives. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known by the end of October 2018) will enhance outcomes related to this action moving forward.
1.3.04 Undertake activities to ensure the adequate provision of local support initiatives and services to increase the confidence of victims to report incidents	4.3 Community Engagement	01/07/2018	30/06/2019	100	21/09/2018 - Work by the Community Liaison, Community Outreach and Youth Service teams support this action.
1.3.05 Maintain a local database of community and Government programs that focus on community safety and crime prevention	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - An interim database of key stakeholders has been created. To be refined next quarter.

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1.3.06 Consider Crime Prevention Through Environmental Design (CPTED) principles in the design of all residential and commercial developments	3.1 Planning and Development	01/07/2018	30/06/2019	100	15/10/2018 - This is an ongoing consideration as part of new planning applications and other planning assessments.
1.3.07 Promote the application of CPTED principles amongst local residents and relevant business owners	3.1 Planning and Development	01/07/2018	30/06/2019	25	10/10/2018 - This action is ongoing.
1.3.09 Continue to develop and roll out the CCTV camera installation program at identified City "hot spots" and facilities including Rapid Deployment Kits and covert cameras at "hot spots"	5.2 Essential Services	01/07/2018	30/06/2019	25	10/10/2018 - CCTV installations are being carried out as per the program.
1.3.11 Develop an annual marketing plan for the promotion of community safety and crime prevention initiatives and services to the community	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - Initial discussions have been held with internal and external stakeholders. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known by the end of October 2018) will enhance outcomes related to this action moving forward.
1.3.12 Deliver a community perceptions and wellbeing scorecard survey in 2018/19 and every two years thereafter	2.8 City Strategy	01/07/2018	30/06/2019	50	15/10/2018 - The Community Services and Wellbeing Scorecard Survey is currently in the planning stage and the City will commence the engagement stage in October 2018.
1.3.13 Develop and deliver a community safety survey in 2018/19 and every two years thereafter	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - Community safety aspects have been integrated into the Wellbeing Scorecard and Services Scorecard which will be disseminated in October 2018. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known by the end of October 2018) will enhance outcomes related to this action moving forward.

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1.3.14 Continue to deliver the City's Traffic Survey Schedule to assess speeds of traffic identified as areas of concern	1.1 Engineering	01/07/2018	30/06/2019	100	18/09/2018 - The target traffic survey for the current quarter is 100% completed.
1.3.15 Identify and support external community and government agencies who develop programs that seek to educate and improve safety and crime prevention within the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/09/2018 - External groups have been identified with preliminary engagement occurring in March 2018. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application - to be known by the end of October 2018) will enhance outcomes related to this action moving forward.
1.3.16 Co-ordinate and organise community safety workshops and awareness raising events with external stakeholders (including local schools), targeting specific community groups	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - A Community Safety Officer will be recruited next quarter pending the outcome of a funding application to the State Government (October 2018). Progress on this action will be enhanced with a dedicated resource in place.
1.3.17 Promote early intervention and prevention programs about family violence	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/09/2018 - City officers working in this area are regularly engaging and communicating with clients, stakeholders and the wider community about this social issue. Involvement in relevant network groups also supports a cross collaboration approach and information transfer which helps increase awareness of key support requirements and focus areas.

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1.3.18 Raise awareness among residents of the impact of family violence on children and encourage linkages to appropriate referral services	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - Input into communication strategies and channels has been provided via the Kwinana Action Group, Connecting Communities for Kids, and Communities for Children groups as well as via the community outreach and youth services team. Case management and referral services provided by the City also help to raise awareness in this area.
1.3.19 Develop an anti-bullying and anti-violence social media campaign in partnership with WA Police and other key stakeholders	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - The City continues to work with the local schools and other stakeholders to understand the contributing factors to this issue as part of developing strategies moving forward. Teams are actively supporting schools in particular to address these issues and to develop further education and awareness opportunities into the future. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known by the end of October 2018) will enhance outcomes related to this action moving forward.
1.3.20 Disseminate safety awareness and crime prevention materials through the City's library and other community facilities	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - Resources are distributed to these locations as they become available.
1.3.21 Develop security awareness and crime prevention materials and resources on key issues	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - Internal discussions have commenced. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known by the end of October 2018) will enhance outcomes related to this action moving forward.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.22 Create opportunities for community members to express their concerns in order to understand the nature of the disparity between perception and reality of crime levels	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The Community Liaison Service, City Assist Service, Community Outreach Service and Youth Service teams all provide opportunities to engage with the community to better understand the nature and content of concerns and to dispel misperceptions. The biennial Wellbeing Scorecard and Services Scorecard to be distributed this coming quarter will help to further understand perceptions and areas to address.
1.3.23 Utilise the City's social media platforms and website to highlight internal and external safety and crime prevention materials and initiatives	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - Initial conversations have been held internally to progress this action. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known by the end of October 2018) will enhance outcomes related to this action moving forward.
1.3.24 Provide information and advice to residents and businesses on a range of community safety and crime prevention measures including the application of CPTED principles	3.1 Planning and Development	01/07/2018	30/06/2019	25	15/10/2018 - A range of resources are currently provided via the website, direct mail and face to face through a variety of teams for specific topics. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known by the end of October 2018) will enhance outcomes related to this action.

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1.3.25 Continue Community Liaison Officer community engagement patrols in the City Centre public places	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - The Community Liaison Service continues to grow from strength to strength with many positive relationships being formed and solidified across business, community and internally, including with schools, Police, Dome, sporting clubs and resident associations. One officer is based daily at the Darius Wells Library and Resource Centre. Officers use an anti-social behaviour register to identify hot spots to focus outreach and other engagement efforts. Officers also support programs such as Beatball and Thrilling Thursday to enhance engagement and break down of barriers.
1.3.26 Develop a partnership with local Aboriginal Elders to encourage cultural sharing and engagement	4.6 Youth Services	01/07/2018	30/06/2019	50	15/10/2018 - Currently seeking partnership opportunities with local aboriginal elders to provide cultural awareness and story telling activities at key landmarks and facilities around the community.  Relationships are also being forged via the City's Conciliation Action Advisory Group.
1.3.27 Implement a range of youth diversion activities and programs in partnership with key stakeholders in various locations in the City Centre and surrounding areas	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - The City provided two diversional programs, Beatball in conjunction with Nyoongar Wellbeing and Sports; and Thrilling Thursdays, with over 300 young people recorded for Beatball. Another two diversion programs, Nightfields, run in conjunction with the WA Football Commission, and the Together We Can program, are in the planning stages.

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1.3.29 In liaison with local schools carry out workshops assisting parents of teenagers	4.6 Youth Services	01/07/2018	30/06/2019	25	20/09/2018 - Local High Schools have been engaged regarding the workshops they deliver for parents of teenagers. This information is now being assessed to identify potential future opportunities.
1.3.30 Continue to provide the Zone Youth Space 'Drop In Service'	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - The Zone Youth Space drop in service provided a safe and inclusive space where young people were engaged in positive activities as well as referred to service providers as appropriate to have their needs met. There was 586 contacts recorded by the Zone drop in service for July, 641 for August and 500 for September.
1.3.31 Investigate opportunities for grant funding for an Aboriginal youth mentoring program based at the Zone	4.6 Youth Services	01/07/2018	28/02/2019	25	15/10/2018 - The City is currently collaborating with Nyoongar Sports and Wellbeing to seek grant funding opportunities for a mentoring program at the Zone.
1.3.32 Develop and implement an activation plan for the Edge Skatepark	4.6 Youth Services	01/07/2018	30/06/2019	25	18/09/2018 - With winter and spring bringing unpredictable weather a lighter activation schedule was programmed for this period. The City has refined its procurement and contract agreements to clarify expectations and requirements with contractors assisting activation.

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<b>1.4 A healthy and active community with services for everyone's needs</b>					
1.4.01 Activating parks, ovals and walking trails through place making	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - The City's sporting clubs activate ovals through their sporting commitments. The City has a range of events and activities designed to activate parks, trails and ovals including the end of year Concert, Youth Festival, Children's Festival, Australia Day, skate and scooter coaching clinics, Wildflower Walks and the installation of fitness equipment.</p> <p>Planning and engagement related to the replacement of play equipment and minor facilities at Varris Park is progressing.</p>
1.4.02 Supporting Community Events that promote community inclusion and involvement	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - Community groups have been supported in the application process for funding through the Community Events Fund. Community groups were also assisted to complete their event documentation and planning processes when required. The following groups / events have been supported with event funding to date:</p> <ul style="list-style-type: none"> <li>- Medina Residents Group: \$5,000 Medina Community Festival</li> <li>- Rotary Club Kwinana: \$1,500 Rotary Twilight Markets held in Wellard</li> <li>- RSPCA WA: \$4,000 Community Action Day</li> <li>- Connecting Community for Kids: \$2,950 "That Was My Home" project</li> <li>- St Vincents: \$3,000 St Vincents Community Fete</li> <li>- The Village at Wellard Progress Association: \$2,500 Park(ing) Day 2018 event</li> </ul>

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1.4.03 Support community involvement in activities that encourage a connected and mentally healthy community, such as community gardens and volunteering	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - This action is ongoing. A local cafe at the Kwinana Marketplace was supported to undertake training, facilitated by Alzheimer's WA to become a 'Memory Cafe'. This initiative recognises the need to encourage inclusion of people living with dementia in the local community as well as providing support opportunities to their carers.
1.4.04 Support healthy lifestyle opportunities that build understanding of the importance of good physical and mental wellbeing	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - The City is working with LiveLighter (State-wide obesity prevention campaign) to identify strategies that can be implemented locally in line with the launch of the physical activity component of the campaign (scheduled for early 2019). The City is also supporting the launch of an Aboriginal Walking Group, led by Moorditj Koort.</p> <p>Other works undertaken this quarter include supporting the planning of a Volunteer Expo, to be held in December 2018.</p>
1.4.05 Using the Kwinana Recquatic Centre and Community Centres to deliver activities and programs that support healthy lifestyle behaviour change	4.3 Community Engagement	01/07/2018	30/06/2019	25	11/09/2018 - The William Bertram Community Centre hosted the 'Food Sensations' program in August 2018 (a 4 week healthy eating program). An average of 9 participants attended each session.

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1.4.06 Implement actions related to the health and wellbeing portfolio	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - As part of the development of a new Public Health Plan, statistics from the Kwinana Health Profile and data from 2016 and 2017 community visioning sessions will be analysed to establish key priority health areas.</p> <p>Other work undertaken in this quarter includes supporting a partnership with the Kwinana Marketplace to implement a series of activation events that promote community services, health and wellbeing, environmental sustainability and community safety.</p>

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1.4.07 Implement a range of initiatives focussing on families and children	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>15/10/2018 - A range of initiatives focussing on families and children were implemented by the Community Centres team in the September quarter.</p> <p>The July School Holiday Program included a range of initiatives for children. A Healthy Lifestyles Children's event and Woodwork with Neil workshops were held at John Wellard Community Centre. A Lulu's Stage Show was presented at Darius Wells with 50 children attending. A music writing workshop was attended by 11 pre-teen children and NAIDOC crafts were held at William Bertram Community Centre.</p> <p>Weekly Music and Rhyme Time sessions were held during term time at William Bertram Community Centre. Children also attended the weekly Bertram Homework Club supported by local facilitators. While waiting for their children parents were encouraged to socialise and network in the community foyer and outside courtyard, utilising the community book exchange and coffee machine.</p> <p>Weekly Chisham Square Games engaged children and their families to join in free games and activities.</p> <p>Darius Wells Boredom Busters after school program was held weekly during the school term. Parents and children participated in the program together which encouraged shared learning and development through each session.</p>

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					<p>Saturday morning for kids at John Wellard Community Centre proved to be popular. The program has been designed based on the Reggio Emilia Learning Approach with eight themes across the term.</p> <p>The Community Centre Creche Service continued to provide care for children in the early years across the three community centres. Parents were able to undertake lifelong learning and parenting programs, counselling sessions, complete study in the library and attend business and networking meetings in the Darius Wells Community Lounge while their young children were in safe hands.</p>
1.4.09 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	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>15/10/2018 - The Zone Youth Space held a range of activities and programs for young people in the Kwinana community, including a new music program called ReZonate. There has also been new school holiday programs, including horse riding and the murder mystery nights, both of which had full registrations. In total, the City recorded 2,158 contacts for programs and activities.</p>

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1.4.10 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	01/07/2018	30/06/2019	100	<p>15/10/2018 - The program in the Centre this quarter included:</p> <p>Monday: Boredom Busters maintained its full attendance and children enjoyed a variety of craft activities.</p> <p>Tuesday: The Art with Morris program resumed with 100% attendance of 18 participants. Feedback is positive with most of the participants re-enrolling from term to term.</p> <p>Sing for Your Life commenced on 31 July for a six week series of lessons that culminated in a free community concert. A staggering number of 38 participants sung with enthusiasm and created a fun vibe.</p> <p>Wednesday: The Social Group "Cuppa With Joe" participated in a six week series of Bridge classes. This was facilitated by two instructors from the Rockingham Bridge Club. The feedback was positive. If participants continue to increase the opportunity is there for a new club to develop in Kwinana.</p> <p>In July a Swing and Sway dance class was offered to all ages and skills levels. 34 participants enjoyed the experience and the classes are now occurring regularly on a weekly basis at Medina Hall.</p> <p>Thursdays: Conversational English in partnership with Fremantle MultiCultural Centre had up to 35 people per session. It continues to be an invaluable support to members of the CaLD community.</p>

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					<p>July School Holiday Program: The Lulu's Show was hosted during the school holidays with 50 children aged 2 - 13 years being entertained. The show was highly interactive with children singing, dancing and creating an energetic and animated atmosphere in the Ken Jackman Hall. The feedback was extremely enthusiastic and positive with many children having the opportunity to enjoy and appreciate the "live show" experience that is beyond the budget of many families. The theme for the show was inclusive, titled "We are all different" and it was a celebration of individualism and diversity in the community.</p>

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1.4.11 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	01/07/2018	30/06/2019	100	<p>15/10/2018 - A wide variety of people from diverse backgrounds and with individual needs attended the life long learning programs and activation activities held at the Centre in this quarter. John Wellard has been a hive of activity on Tuesdays with all other days well activated with a combination of external hirers and City run programs.</p> <p>Social Sewing Group is averaging 15 participants each week as a partnership program with Befriend Inc.</p> <p>Have a Chat Group averaged 15 – 20 people each week. This self run program has been very energetic and inclusive. There is a core group each week, along with people who like to come on a casual basis. The program is open to all ages. There was a gentlemen visiting from India, staying with his family, who attended the Have a Chat group for 4 weeks. He came into the Centre especially to say goodbye to the group before he returned to India. The group are very welcoming of everyone.</p> <p>Creative Minds on Wednesday currently has 10 regular attendees enrolled. The program is all about connecting the arts with a healthy mind set. The art lessons inspire and encourage even the most faint-hearted of artists within. Participants work independently to create simple take home pieces, all while having the opportunity to engage with others and find themselves.</p> <p>Connect Wellard Wednesday Workshops</p>

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					<p>(Computer Group) has established quickly in this quarter. The program connects people to assist each other to learn advanced ICT skills by building community Wi-Fi, Lot, mobile applications and virtual reality or website projects.</p> <p>Wednesdays Sensory/Messy Play program for Pre School 8 week program for 4 years old has been fully booked for the term with 12 registrations. This term's new program "Sensory Play" has been received well. The weekly attendance has been good with great feedback from families. Sensory activities included:</p> <ul style="list-style-type: none"> <li>- painting with sticks/feathers</li> <li>- coloured rice with a giant spinning wheel</li> <li>- gloop</li> <li>- coloured sand with tactile toys</li> <li>- multi-sensory based collage</li> <li>- calming corner- soft touch sensory toys. marble maze, ribbon tag blanket etc.</li> <li>- Nature touch/smell table</li> </ul> <p>To date the gloop was the crowd favourite.</p> <p>Crafty Well in partnership with Befriend has proven to be a successful and popular self run format.</p> <p>Thursday Science Technology Engineering Math's (Formally Lego) for Children was fully booked within a week of the program release date with 12 Participants. The STEM program focused on free play for children to experience science, technology, engineering and</p>

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					<p>mathematics.</p> <p>Ukulele and Sing Group, a new program added in term 3 at the request of a community member. Facilitated by a local volunteer the program has proven to be very popular and is planned to continue into term 4.</p> <p>Saturday Morning for Kids was full with 12 children participating in open ended play. The Reggio Emilia program focused on eight themes over the term. These themed lessons allowed children to express their creative learning and the arts.</p> <p>The Centre was activated on Friday 21 September in support of the "Park-ing Day" event with a pop up outdoor community lounge, giant games and City staff on hand to answer questions from new residents.</p>

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1.4.12 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	01/07/2018	30/06/2019	100	<p>15/10/2018 - Centre activities over the quarter include:</p> <p>Tuesday - The Crochet Group is running independently with between 5 - 10 ladies meeting each week.</p> <p>Wednesday - Bertram Playgroup numbers are down due to weather and the school holiday break. Maximum numbers are 12 children.</p> <p>Thursday - Music and Rhyme Time continues to be popular with parents of toddlers, with new parents dropping in each week. Promotion of this program is with the assistance of the Child Health Nurse who operates from the Centre. Homework Club has 5 - 15 Bertram Primary School Students attend each week. Parents express the proximity to the school as being very beneficial.</p> <p>Friday - The Over 50's group has been meeting each week, in addition to the Monthly Morning Tea that is held regularly.</p> <p>The School Holiday Program in July included:</p> <ul style="list-style-type: none"> <li>- NAIDOC Craft</li> <li>- Music Writing Workshop for the older pre-teens.</li> </ul> <p>The Bertram Big Top Event occurred on Sunday 29 September 2018.</p>

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1.4.13 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>15/10/2018 - The program for the quarter included:</p> <p>The Open Mic music program ran in the Community Lounge every second Thursday evening. The program is gaining momentum with an increasing number of participants and spectators. This group is engaging a community demographic of 18 - 30 year olds without children that quite often slips through the net.</p> <p>Wednesdays Chisham Square Games commenced again for Term 3 on 25 July. The games were moved into the Ken Jackman Hall and despite the inclement weather there was good participation numbers (approx 25).</p> <p>Sunday Activation: On 1 July 2018 in celebration of NAIDOC week and its theme "Because of her we can", local Aboriginal women contributed to the making of a sand art work piece. It comprised of colored sand and rocks and symbolized the meeting place of women (Kaeleep) which featured the fire (Kaarla), white sand and rocks for water and the mother earth (Boodja). The piece stayed on display in the Community Lounge during July and was appreciated by many visitors to the Centre.</p> <p>On Sunday 7 July Kwinana in Transition gave a demonstration and hosted a market stall to promote No Plastic July.</p> <p>Sunday activation also showcased Kanopy, the new free movie screening facility available</p>

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					<p>to Library members. The movie Paper Planes was screened on Sunday 19 August and was accompanied by a craft activity of making paper planes. On Sunday 26 August the movie Landfill was screened with the Eco fairies doing face painting and giving out calico bags and thermal cups.</p> <p>Planning for two summer movie nights and turning on the Christmas Lights Family Picnic is underway, together with a Children's Week Fun-a-Rama, Halloween themed activation activity and an Anti-Poverty Awareness Week event.</p>
1.4.14 Continue to facilitate multi-sector youth at risk services group	4.6 Youth Services	01/07/2018	30/06/2019	100	20/09/2018 - Youth at risk groups are facilitated on a monthly basis, which involve collaboration and participation from various stakeholders with regards to community safety and youth participation in training and education.
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	01/07/2018	30/06/2019	100	<p>15/10/2018 - The young woman's boxing program has provided an inclusive space for young women to develop their self esteem and wellbeing, through participation in fitness and emotion regulation workshops.</p> <p>Holiday and term time programs engage young people in development and socialisation opportunities.</p> <p>The Youth Advisory Council is a vehicle for young people to make a difference in the local community while building new friendships and learning new skills.</p>

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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	01/07/2018	30/06/2019	100	20/09/2018 - Currently in discussions with other service providers to address gaps of alternative education programs in the community, for young people not engaging at schools.
1.4.17 Continue to maintain key stakeholder contact lists	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - A mailing list of key stakeholders, government agencies, non government sector agencies and community is maintained on a regular basis.
1.4.18 In partnership with other service providers deliver community events, which increase awareness of key social issues such as homelessness, domestic violence and drug and alcohol abuse	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - Planning for White Ribbon Day and Anti-Poverty Week events are currently underway for raising awareness of domestic violence and poverty issues respectively.
1.4.19 Continue to support the Kwinana Rockingham Homelessness Interagency Group	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - The City attends the homelessness interagency meetings which occur quarterly in Rockingham. The City recently provided feedback to the Western Australia Local Government Association (WALGA) on its efforts within the homelessness realm which will be used to inform development of a State-wide homeless strategy.
1.4.20 Continue to support the Kwinana / Rockingham Local Drug Action Group	4.6 Youth Services	01/07/2018	30/06/2019	100	20/09/2018 - A City representative attends the Kwinana/Rockingham Local Drug Action Group meetings held monthly. The group are currently seeking funding opportunities to further initiate programs which involve the community.

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1.4.21 In partnership with nongovernment organisations ensure the provision of community events	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>15/10/2018 - The City were involved with a Community Services Week event held at the Kwinana Marketplace, The Homelessness Week event at Salvation Army in Rockingham and the R U OK Day events at local high schools in the community.</p> <p>A Positive Vibes Youth Festival is being planned for October in conjunction with community agencies.</p>
1.4.22 Increase CaLD content in all community, cultural, health and recreational facilities and services	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>21/09/2018 - Internal discussions have commenced regarding cultural content for programming at the City's facilities. A stocktake of current CaLD content is to be undertaken in order to create a benchmark to measure the increase, which will be conducted next quarter.</p>
1.4.23 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 Engagement	01/07/2018	30/06/2019	100	<p>24/09/2018 - This action is ongoing.</p> <p>Internal stakeholders have been engaged to scope opportunities. The next step is for a stocktake of current CaLD content to be taken in order to create a benchmark to measure the increase in content, which will be conducted next quarter.</p>

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<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	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The City assists clubs with operational requirements including season tenancies, season club handover, grounds maintenance issues, governance and development opportunities occurs regularly and through specific skills boosting workshops.
1.5.02 Complete actions to improve local sporting club participation	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - A Summer Club Open Day was hosted in August 2018 with 7 clubs attending on the day.
1.5.03 Complete actions to improve local sporting club membership	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - A Summer Club Open Day was hosted in August 2018 with 7 clubs attending on the day.  The City processed 72 KidSport applications, valued at \$10,272 for the period.
1.5.04 Complete actions to improve local sporting club people development	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The City is working with the Department of Local Government, Sport and Cultural Industries to develop and promote a series of workshops to build capacity, knowledge and understanding of Club volunteers. The City also actively promotes its Skills Boosting sessions to sporting club office bearers.

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1.5.05 Complete actions to improve local sporting club infrastructure	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - Works are progressing on the following venues and projects:</p> <ul style="list-style-type: none"> <li>- Wellard Oval: Construction of a storage area is about to commence.</li> <li>- Bertram Oval Changerooms: Construction has been completed. Landscaping, minor works such as changerroom fit out are yet to be completed.</li> <li>- Netball Courts: Fencing, seating, signage and lighting control has been completed. Still to complete is an entry area and some water access issues.</li> <li>- Medina Oval Lights: Tender has been completed and a contractor has been appointed. Arrangements for the first site meeting are confirmed.</li> <li>- Thomas Oval Lights: Electrical Engineering Consultants have been appointed. Sporting club consultation has been conducted.</li> </ul> <p>Federal and State Government funding applications have been submitted to the value \$600,000, with a total project value of \$900,000.</p> <ul style="list-style-type: none"> <li>- Thomas Hall: Negotiation is occurring with resident clubs to improve storage conditions including archery, netball and rugby.</li> </ul>
1.5.06 Complete actions to improve local sporting club talent development	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - Eleven applications for financial assistance under the Travel Assistance Program have been approved. \$2,000 has been provided for the first quarter of the year.</p>

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1.5.07 Deliver the Community Funding Program in two funding rounds per annum	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - The Community Funding Program application form has been reviewed and updated. The first funding round of the program was launched 8 September 2018, closing 15 October 2018.
1.5.08 Form partnerships with local community groups to promote healthy environments, healthy canteens, safe alcohol provision, no smoking venues	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The City is working with the Kwinana Marketplace, South Metropolitan Health Service, Moorditj Koort and LiveLighter to create healthy environments (within the Marketplace). The development of a working group and consultation with Aboriginal and multicultural community members, to help inform activation strategies, was also completed.
1.5.09 Provide input into the Connecting Communities for Kids working groups	4.3 Community Engagement	01/07/2018	30/06/2019	100	20/09/2018 - Participation occurs in the Culture and Connecting Neighbourhoods groups, as well as part of the overarching steering and governance committee.
1.5.10 Continue to provide and facilitate the Kwinana Youth Advisory Council (YAC), Junior Council and Youth Reference Groups	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>15/10/2018 - Kwinana YAC continue to meet on a fortnightly basis throughout the school term. During this period the Kwinana YAC achieved:</p> <ul style="list-style-type: none"> <li>- 2018 YACtivate Planning Committee.</li> <li>- Hosted the 2018 YACtivate! Conference - a Youth led project by young people for young people to promote Youth Advisory Councils in WA. Over 130 young people from a range of YACs and 25 Youth Development Officers from around the State attended the event.</li> </ul>

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1.5.11 Facilitate the delivery of the Kwinana Youth Incentives Program - LYRIK	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>15/10/2018 - During this period the following activity occurred:</p> <ul style="list-style-type: none"> <li>- Finalised the delivery of the annual LyriK Award program and commenced working with each LyriK Award recipient to develop their Youth Development plans.</li> <li>- Commenced cross functional planning for the Positive Vibes (Youth) Festival.</li> <li>- Commenced planning for the delivery of the Educational Scholarships program.</li> <li>- Development and procuring of leadership learning and youth development opportunities for LyriK participants, including attendance at various University Open Days, developmental workshops and networking sessions.</li> <li>- Commenced facilitation of a new initiative: the Kwinana Youth Media Team.</li> </ul>
1.5.12 Review and enhance the structure of existing youth and community support service committees and networks	4.6 Youth Services	01/09/2018	28/02/2019	25	25/09/2018 - This action will be informed by the current youth development team service review.
1.5.14 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	01/07/2018	30/06/2019	100	20/09/2018 - The Zone Youth Space had 8 organisations hiring the facility for a total of 650 hours for the purposes of youth development, rolling skating, social inclusion, activities and excursions, as well as social enterprises working with various target groups.

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1.5.16 Hold capacity-building sessions for the youth sector	4.6 Youth Services	01/07/2018	30/06/2019	50	<p>15/10/2018 - Currently planning with Human Services to conduct Centrelink presentations and workshops in the community, to develop the capacity for services to engage with community members who require support.</p> <p>Youth Affairs Council of WA has been engaged to facilitate a Youth Work Code of Ethics training session early in the next quarter.</p>
1.5.19 Assist unincorporated CaLD groups to access funding	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>11/09/2018 - Assistance is provided as required. This includes through the bimonthly Skills Boosting and Networking Workshops, directly from Officers over the phone and in person.</p> <p>The next step is for a stocktake of all CaLD groups in Kwinana to be taken next quarter. This will provide the City with information required to progress this action.</p>
1.5.20 Ensure information about grant and tender opportunities are communicated to CaLD communities in an accessible manner	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - The application form for the Kwinana Community Funding Program was updated in August 2018. The updated form provides information in a step-by-step simplified format written clearly in plain English.</p>
1.5.21 Provide CaLD communities with training and support in grant and tender writing	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/10/2018 - Support is provided as required. This includes through the bimonthly Skills Boosting and Networking Workshops, directly from City officers over the phone and in person.</p>
1.5.22 Ensure job advertisements encourage applicants from CaLD backgrounds	2.3 Human Resources	01/07/2018	30/06/2019	100	<p>15/10/2018 - The City has a statement that reflects CaLD, which is included on all job advertisements.</p>

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<b>1.6 Increase the prevalence of volunteering in Kwinana</b>					
1.6.01 Create an Active Citizenship Strategy	4.2 Community Centres	01/07/2018	30/06/2019	25	24/09/2018 - A guide to assist City of Kwinana employees recruit and support volunteers for City of Kwinana programs is being developed.
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	01/07/2018	30/06/2019	25	15/10/2018 - Volunteer job listings have been created and advertised with the Kwinana Volunteer Resource Centre and the local schools for:  - LAN Gaming assistant. - Basketball assistant. - Skate park event assistant.
1.6.03 Provide a range of dedicated youth volunteer positions within the City of Kwinana	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - The City created three Job Description Forms:  - For a Kwinana Youth Advisory Council member. - A youth event photographer/videographer. - A generic youth event assistant.  Volunteer job listings have been created and advertised with the Kwinana Volunteer Resource Centre for:  - LAN Gaming assistant. - Basketball assistant. - Skate park event assistant.

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<b>1.7 Develop and celebrate arts in Kwinana</b>					
1.7.01 Review the City's Public Art Masterplan	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - A desktop review and compilation of relevant documentation associated with Public Art Masterplan by other local governments is currently underway. Further planning to be progressed next quarter.
1.7.02 Present and support arts initiatives relating to Kwinana's diversity	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - An art exhibition calendar for the Darius Wells Library and Resource Centre has been developed for the financial year. Two exhibitions have been staged to date: Willmun Boodja by Aboriginal artist Rodney Collard and Wildflowers by artists Jane Li and Michaela Perryman.
1.7.03 Facilitate the development of partnerships for the installation of public art throughout the City	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - A new public art project for Rogan Park was completed in July 2018. This community based art project involved a collaboration between the City and the Deadly Sista Girlz, a group of young Aboriginal girls. Whilst designed to enhance public spaces, the project also engaged with local community members and helped to create a sense of place.
1.7.04 Review the City's Cultural Policy	4.3 Community Engagement	01/07/2018	30/06/2019	25	24/09/2018 - Discussions regarding the scope of this action have been held internally. Environmental scanning of government frameworks and other local government policies has progressed. A Project Plan is to be completed next quarter.

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1.7.05 In partnership with the KIC refine the public art strategy to enable successful delivery of public art in the industrial area where funds are available	4.3 Community Engagement	01/07/2018	30/06/2019	25	20/09/2018 - A Draft Discussion Paper was presented to the KIC group in August 2017, exploring a broad range of opportunities for artistic outcomes within the industrial precinct. No further discussions have taken place due to the lack of financial resources.
1.7.05 In partnership with the KIC refine the public art strategy to enable successful delivery of public art in the industrial area where funds are available	4.3 Community Engagement	01/07/2018	30/06/2019	5	20/09/2018 - Discussions regarding the scope of this action have been held internally. Project Plan to be further progressed next quarter.
1.7.06 Liaise with the Koorliny Arts Centre on the delivery of a vibrant and varied arts program throughout the City	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The City has met with Koorliny Arts Centre Management and Board Chair to discuss centre operations, the annual report information and areas for refinement. The Koorliny Arts Centre will host the City's Art and Culture Awards next quarter.
1.7.07 Document and review the City's existing art collection	4.3 Community Engagement	01/07/2018	30/06/2019	25	20/09/2018 - Documentation of artworks in public spaces has been undertaken as part of Open Space Specifications records undertaken by the City's Assets Team. Further additions and refinement to this documentation are required.
1.7.07 Document and review the City's existing art collection	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - Discussions regarding the scope of this action have been held internally. Planning is to be further progressed next quarter.
<b>1.8 Respect and promote Kwinana's unique heritage</b>					
1.8.01 Review the City's Municipal Heritage Inventory	3.1 Planning and Development	01/07/2018	30/06/2019	25	15/10/2018 - This action has been deferred to the 2019/20 financial year.
1.8.02 Seek endorsement for and then implement the Business Plan related to the City's Heritage Assets	4.3 Community Engagement	01/07/2018	30/03/2019	25	15/10/2018 - The Consultant Report for the City's Heritage Assets has been received, with key findings and recommendations to be presented to Council early in the next quarter.

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<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, including departmental business plans	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/09/2018 - This action is ongoing. Event planning now includes an access and inclusion check list. Planning and Building areas actively consider access requirements as part of the development process. Facilitation of the Access and Inclusion Advisory Group assists communication and alignment.
1.9.02 Continue to provide a priority bin service for eligible people with a disability	3.3 Environmental Health	01/07/2018	30/06/2019	100	15/10/2018 - This is an ongoing service.
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 Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The Accessible Events Checklist is included as part of all event planning.
1.9.04 Ensure all relevant City of Kwinana events, programs and services are accessible and inclusive of people with disability	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The Events Accessibility Checklist is included in various resource packages, such as:  - Events Planning package. - Contractors Tender documents.
1.9.05 Continue to ensure the City's Library provides products, resources and services for people with disability	4.4 Library	01/07/2018	30/06/2019	100	15/10/2018 - The Library has recently implemented a new Library Management System and as a result the online catalogue has been upgraded to be compliant with Web Content Accessibility Guidelines (WCAG) 2.0.
1.9.06 Ensure that tender and contracts documentation includes the City's Disability Access and Inclusion Plan (DAIP)	5.3 Contracts	01/07/2018	30/06/2019	100	15/10/2018 - The Disability Access and Inclusion Plan reporting requirements and sample templates are included in all of the City's formal tender and request for quotation documentation. The obligation to undertake and complete these reports are also reaffirmed in the City's contractual documents.

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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	01/07/2018	30/06/2019	100	15/10/2018 - The City's formal tender and request for quotation documentation contain the Disability Access and Inclusion Plan reporting requirements and templates of the reports that the contractors are to fill out. References to the contractors obligations to complete the Disability Access and Inclusion Plan reports (when applicable) are also reaffirmed within the Contracts.
1.9.08 Ensure that City of Kwinana staff are aware of the DAIP requirements of relevant legislation	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The Access and Inclusion Advisory Group is available to support officers, as well as to provide one on one advice to relevant team members to support them in adhering to the requirements. Further training and support areas are to be identified.
1.9.09 Ensure all programs run are accessible and inclusive	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The Accessibility Checklist is included in the new City of Kwinana Event Planning package. Community engagement documentation has been updated to reflect access and inclusion components. Advice by officers to community groups support a wider level of understanding and compliance of this area also.
1.9.10 Implement a program of upgrading and rebuilding to ensure all public toilets have a universally accessible toilet	1.2 Asset Management Services	01/07/2018	30/06/2019	100	15/10/2018 - Buildings are inspected and where possible upgraded. Some older buildings are too cost prohibitive to upgrade with the life expectancy of the building in doubt. All new buildings are accessibly compliant.
1.9.11 Ensure that all City owned buildings meet Access Standards	1.2 Asset Management Services	01/07/2018	30/06/2019	100	15/10/2018 - Buildings are inspected and where possible compliance has been achieved. Some older buildings are too cost prohibitive to upgrade with the life expectancy of the building in doubt.

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1.9.12 Ensure that ACROD parking meets both the required standards and the needs of people with disability	1.1 Engineering	01/07/2018	30/06/2019	100	10/09/2018 - All new road and car parking projects are designed and constructed to allow for ACROD parking requirements in accordance with the current standards and specifications.
1.9.13 Ensure all parks and recreational areas are inclusive and accessible	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/09/2018 - As each park is identified for upgrade and/or development, consultation and investigation is undertaken to ensure that the resultant infrastructure is accessible.
1.9.14 Ensure bushland walks and trails are inclusive and accessible	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - There are ongoing checks of accessible trails in Kwinana Reserves for cleaning and pruning. The Wildflower Walk conducted on Thomas Road Dual Use Path 16 September 2018 was inclusive and accessible.
1.9.15 Ensure that footpaths are accessible, maintained and kept free of debris and sand	1.3 Works Depot	01/07/2018	30/06/2019	25	15/10/2018 - The quarterly sweeping program has been completed.
1.9.16 Ensure buildings, car parks and public spaces are clearly signed	1.2 Asset Management Services	01/07/2018	30/06/2019	100	15/10/2018 - This action is ongoing.
1.9.17 Ensure all Building and Planning applications meet Disability Standards and legislative requirements	3.1 Planning and Development	01/07/2018	30/06/2019	100	10/10/2018 - This action is ongoing.
1.9.18 Continue to update You're Welcome information and provide this information via the City's website	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/09/2018 - The information regarding the You're Welcome initiative has been reviewed to ensure accuracy of data.
1.9.19 Provide a beach wheel chair and matting for use by the community at Kwinana Beach	4.3 Community Engagement	01/07/2018	30/06/2019	100	24/09/2018 - The beach wheel chair is still available at Wells Beach, while a water accessible wheel chair is also available at the Kwinana Recquatic.

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1.9.20 Promote the achievement of DAIP outcomes to the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - Promotion of the achievements of the Access and Inclusion Working Group to members who represent the community is undertaken regularly. Key achievements are also provided for inclusion in the City's Annual Report.
1.9.21 Ensure all of the City of Kwinana information is available on request in alternative formats and promote this to the community	2.2 Marketing and Communications	01/07/2018	30/06/2019	25	15/10/2018 - This is an ongoing action. The City's customer service team are able to provide information in larger formats on request, also the increasing number of documents being provided digitally means residents are able to print/view in larger formats to suit their needs.  The corporate standard for referencing this on City publications will be incorporated into the City Guide within the accessibility section.
1.9.22 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	01/07/2018	30/06/2019	25	15/10/2018 - The City has a website governance and accessibility platform that scans the City's sites for broken links and accessibility issues.  Also the City has begun working on the website improvement project which aims to identify and correct existing accessibility issues on the website including ensuring forms are optimised and made accessible.
1.9.23 Ensure the City's grievance and complaints policies are clear, equitable and available in accessible and alternative formats	2.6 Customer Services	01/07/2018	30/06/2019	100	03/10/2018 - The City's grievance and complaints policies are available and accessible.
1.9.24 Ensure Customer Service Officers are adequately trained so they can facilitate complaints from people with a disability	2.6 Customer Services	01/07/2018	30/06/2019	0	03/10/2018 - This will be scheduled for later in the financial year.

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1.9.25 Continue to facilitate the Disability Access and Inclusion Working Group ensuring representation from the community and agencies	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The August meeting of the Access and Inclusion Working Group has occurred.
1.9.26 Ensure all community consultations are accessible and inclusive for everyone	4.3 Community Engagement	01/07/2018	30/06/2019	100	20/09/2018 - Access and inclusion criteria has been added to the City's Community Engagement Plan template.
1.9.27 Consult with disability organisations and networks as required	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - Two new organisations have expressed an interest in working with the City on access and inclusion issues.
1.9.28 Ensure consultation documents are available in accessible formats	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The City's website is in the planning stage for an upgrade to improve accessibility requirements.
1.9.29 Ensure all aspects of Council Meetings are accessible and inclusive	2.8 City Strategy	01/07/2018	30/06/2019	100	21/09/2018 - The City aims to have all aspects of Council Meetings accessible and inclusive. Recent updates to the visual and sound aspects have been completed in the Council Chambers.
1.9.30 Refer any access issues identified through consultations, which are not the responsibility of the City, to relevant parties	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/10/2018 - The City supported a community member to communicate an access concern to an event organiser who hosted a regular community market.

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<b>2.1 Residents have access to ample job opportunities locally</b>					
2.1.01 Review the Local Employment Solutions Council Policy	2.4 Economic Development	01/07/2018	30/06/2019	75	15/10/2018 - The review is complete and the Policy is being presented to Council in coming months.
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	01/07/2018	30/06/2019	100	01/10/2018 - 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 Engagement	01/07/2018	30/06/2019	100	24/09/2018 - Investigations have progressed with the Multicultural Advisory Group and external providers to consider options and priorities in this area. A series of employment readiness workshops have been held at the William Bertram Community Centre.
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)	2.3 Human Resources	01/07/2018	30/06/2019	100	15/10/2018 - This is a consideration when the Business Case to commence recruitment is prepared.
2.1.05 Engage CaLD people with English language proficiency to assist those who don't with employment and housing, etc.	4.6 Youth Services	01/07/2018	30/06/2019	100	15/10/2018 - Details of the Conversational English class have been published on the City's Facebook page. Relationships continue to be formed with CaLD community members and service providers to build a network that may be able to address language barriers where required.
2.1.06 Encourage service providers to take part in the healthier workplaces program	4.3 Community Engagement	01/07/2018	30/06/2019	100	21/09/2018 - Healthier Workplace WA training opportunities are forwarded to relevant stakeholders as they arise.
2.1.07 Support a coordinated effort by Volunteer Coordinator and Club Development Officer to promote local opportunities	4.3 Community Engagement	01/07/2018	30/06/2019	100	20/09/2018 - Collaboration and communication continues to regularly occur.

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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	4.2 Community Centres	01/07/2018	30/06/2019	25	02/10/2018 - This project has been scoped and will commence in the next quarter.
2.2.02 Facilitate the holding of workshops on skills for success in the Australian job market	4.2 Community Centres	01/07/2018	30/06/2019	25	15/10/2018 - A four week Employability Skills Building Workshop was held weekly at the William Bertram Community Centre. Participants were given hints and tips to enhance their job search skills, assistance to update their resumes and advice on how to tailor their job applications, whilst boosting confidence and motivation.
2.2.03 Advocate for expansion of affordable English classes for newcomers and those previously without access	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - The City's partnership with the Fremantle Multicultural Centre enables weekly conversational English classes and an Inspire Me training program to be held at the Darius Wells Library and Resource Centre during term times. This term a weekly advanced English class was also offered, in addition to the weekly conversational English class.
2.2.04 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 Engagement	01/07/2018	30/06/2019	100	15/10/2018 - Conversations have been held with representatives of local parliamentarians to discuss inclusion based initiatives. The Kwinana Community Fund, a collaborative funding program between the City, Community Chest and the Kwinana Community Bank enhances and encourages social inclusion.
2.2.05 Promote the importance of cross-cultural awareness training in the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	21/09/2018 - Internal investigations have been undertaken to identify potential cross cultural training providers and service offerings. Engagement with the Multicultural Advisory Group on these findings next quarter will assist progress of this action.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
2.2.06 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	01/07/2018	30/06/2019	100	15/10/2018 - This action is complete. An updated prospectus is planned in coming years and will be distributed once developed.
<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 Improve Local Commercial and Activity Centres by providing a small business grant program annually	2.4 Economic Development	01/07/2018	30/06/2019	10	15/10/2018 - The commencement of this grant will occur during next quarter.
2.3.02 Complete the Medina Town Centre Revitalisation Project	2.4 Economic Development	01/07/2018	30/06/2019	25	15/10/2018 - Ongoing opportunities for new development and CCTV are being investigated. The Pace Road Pick Up event was held on 11 August 2018.
2.3.03 Continue to seek opportunities to achieve a better urban outcome for the Pace Road sheds in Medina	2.4 Economic Development	01/07/2018	30/06/2019	30	15/10/2018 - Valuation of the sheds is complete with a letter to be sent to ascertain owners' reception to market value in coming months. Report to be prepared for Council following owner response.
<b>2.4 The Western Trade Coast Precinct is developed with maximum leverage being gained from investments in new infrastructure</b>					
2.4.02 Create an Industrial Development Policy	3.1 Planning and Development	01/07/2018	30/12/2018	90	The Draft Industrial Development Policy was reported to Council 10 October 2018 for initiation of advertising and will be represented to Council for finalization in December 2018.
2.4.03 Create an Integrated Transport Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	10	15/10/2018 – The Consultant Brief has been prepared and a request for quotation sent to selected consultancy firms. The City received quotes from three consultants and these are currently being assessed.
2.4.04 Continue to lobby for the Kwinana Outer Harbour Project	6.1 Executive	01/07/2018	30/06/2019	100	01/10/2018 - 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.

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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	01/07/2018	30/06/2019	40	15/10/2018 - The draft is complete to be forwarded to Council for information in coming months.
2.5.03 Lobby and advocate for the relocation of a State Government agency to the Kwinana region	6.1 Executive	01/07/2018	30/06/2019	25	15/10/2018 - Analysis of WA State Government Agencies is complete. A strategy for advocacy will be presented to Council in the future.
2.5.04 Create a Land Optimisation Strategy	2.4 Economic Development	01/07/2018	30/06/2019	25	15/10/2018 - A draft policy framework has been created. Council land assets have been reviewed and a list of properties and recommendations has been formulated. A draft report is to be completed in the coming quarter and reviewed by an external professional.
2.5.05 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	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/10/2018 - The project is currently being scoped with initial desk top investigations being undertaken of other local governments' involvement in this area.
<b>2.6 Provide a best practice development approval system that attracts and retains business investment in the area</b>					
2.6.01 Annually review the City's approval system to encourage business investment and retention in Kwinana	3.1 Planning and Development	01/07/2018	30/06/2019	50	26/09/2018 - Work has been undertaken on reviewing the City's planning approval system. As part of the review it was identified that there was a benefit in issuing electronic planning approvals. In this regard the statutory planning team have reviewed the planning approval processes and are now issuing electronic planning approvals which has seen efficiency gains (applicants now receive approvals instantly via email) and a reduction in printing costs for the business unit.

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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 Finalise the Local Biodiversity Strategy	3.4 Environment	01/07/2018	30/06/2019	25	15/10/2018 - Local Biodiversity Data collection and mapping analysis has progressed, reporting is to be completed in October 2018.
3.1.02 Inspect and report on grass weed control tender performance	3.4 Environment	01/07/2018	30/06/2019	100	28/09/2018 - Grass Weed Control is being undertaken in a timely manner, despite a very wet winter that has reduced ideal spraying conditions.
3.1.04 Tender and engage contractor to carry out Environmental Weed Control	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - A weed control contractor has been engaged on a 3 year contract.
3.1.05 Prepare and implement a works program to control significant environmental weeds in Kwinana Reserves	3.4 Environment	01/07/2018	30/06/2019	25	15/10/2018 - Assessment of environmental weeds in Kwinana Reserves has commenced.
3.1.06 Investigate and apply for grants	3.4 Environment	01/07/2018	30/06/2019	100	28/09/2018 - Grant applications are being sourced when available.
3.1.07 Budget for new reserves	3.4 Environment	01/07/2018	30/06/2019	50	15/10/2018 - The Natural Areas Management Plan and Environmental Services Business Cases are being reviewed currently. This will consider the new reserves handed to the City and the level of service appropriate for each reserve.
3.1.08 Post controlled burn/arson weed control	3.4 Environment	01/07/2018	30/06/2019	100	04/10/2018 - Weed control has been completed in recently burned areas.
3.1.09 Routinely inspect fences, gates and pedestrian access points for damage and arrange repairs	3.4 Environment	01/07/2018	30/06/2019	100	10/10/2018 - Fences, gates and pedestrian access ways are routinely inspected.
3.1.10 Removal of illegal dumping/litter from reserves	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - There are ongoing checks of reserves and litter, particularly in known hot spots. Removal is organised where applicable.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.11 Site preparation, weed removal, installation planting, maintenance, weed control	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - The City is now in the post planting phase of the Planting Program, undertaking regular maintenance of twelve planting sites and preparing a Greenstock Maintenance Program.
3.1.12 Post-arson weed management	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - Currently no post arson weed management is required, this occurs in a different season.
3.1.13 Improve bushland in Clementi Reserve, Millar Reserve and bushland surrounding Wellard Park	3.4 Environment	01/07/2018	30/06/2019	25	15/10/2018 - An ongoing weed control program is being undertaken to improve the bushland condition of these reserves.
3.1.14 Complete fuel load assessments	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - Priority areas for fuel load reduction have been identified.
3.1.15 Complete controlled burns	3.4 Environment	01/07/2018	30/06/2019	25	15/10/2018 - The controlled burn program is on track.
3.1.16 Complete Fire Mapping	3.4 Environment	01/07/2018	30/06/2019	25	04/10/2018 - Fire mapping is on track.
3.1.17 Complete firebreak maintenance	3.4 Environment	01/07/2018	30/06/2019	25	04/10/2018 - Firebreak maintenance is on track.
3.1.18 Investigate undertaking controlled patch burns in-house and complete if possible	3.4 Environment	01/07/2018	30/06/2019	25	04/10/2018 - This is being investigated in consultation with the Fire Chief.
3.1.19 Complete survey reserves	3.4 Environment	01/07/2018	30/06/2019	25	15/10/2018 - The survey reserve is now on track.
3.1.20 Undertake rabbit control measures	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - Rabbit control specifications are being prepared for contractors to manage for summer control.
3.1.21 Undertake fox control measures	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - Feral animal control specifications are being prepared for a private contractor to undertake fox control in late spring.

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3.1.22 Undertake phytophthora control measures	3.4 Environment	01/07/2018	30/06/2019	100	04/10/2018 - Phytophthora control program is on track.
3.1.23 Undertake cat control measures	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - Cat control is undertaken based on a camera monitoring program. Cat control is also undertaken on the urban fringe on an as needs basis.
3.1.24 Undertake bee control measures	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - Nest boxes have been monitored for maintenance and bee control. No external requests have been received during the last quarter.
3.1.25 Provide information brochures/posters and promotion for natural areas	3.4 Environment	01/07/2018	30/06/2019	50	15/10/2018 - Digital promotion has been the favoured medium and heavily used to promote Biodiversity Month, the Wildflower Walk and the City's campaign to oppose sand mining at the Rifle Range site.
3.1.26 Conduct Water Wise Garden & Community Energy Efficiency Workshops	3.4 Environment	01/07/2018	30/06/2019	25	15/10/2018 - The City ran a "Plastic not so Fantastic" workshop as part of the City's participation in the Switch Your Thinking Program.
3.1.27 Conduct schools planting events	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - School plantings have been undertaken in Term 2 up to the end of June.
3.1.28 Conduct community planting events	3.4 Environment	01/07/2018	30/06/2019	100	<p>15/10/2018 - National Tree Day on 29 July 2018 at Lake Magrup was the last of the Community Plantings for the winter planting season. Approximately 800 native seedlings were planted by 45 volunteers.</p> <p>The 2018 Winter planting season has seen a record of over 20,000 native seedlings planted in Kwinana Conservation Reserves.</p>

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.29 Conduct guided activities (e.g. bushwalks, nightstalks, bird walks and wildflower tours)	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - A number of guided walks have been conducted over the quarter, such as:  - A Bird Survey with Conservation Volunteers Australia on Threatened Species Day occurred on 7 September 2018 at Wildflower Reserve with 14 participants. - The Annual Wildflower Walk at Wildflower Reserve with 95 attendees on the 16 September 2018. - A Wildflower Walk in conjunction with Family Day Care on 21 September 2018 with 13 children. - A Nightstalk at Henley Reserve with 30 people on 22 September 2018.
3.1.30 Conduct a Clean Up Australia Day event	3.4 Environment	01/07/2018	30/06/2019	25	15/10/2018 - A Clean Up Day is conducted in March annually, no preparation or organisation is required yet in this quarter.
3.1.31 Conduct volunteer training	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - Community groups involved in natural areas had the opportunity to attend a Bush Plant ID Workshop on 8 September 2018 run in conjunction with the South West Group of Councils and Conservation Volunteers Australia in Medina, with 22 attendees. Also, another workshop was undertaken in August, hosted by the City of Melville.
3.1.32 Collect provenance seed	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - Seed Collection is conducted between November and March over the summer months. No further action is required this quarter.
3.1.33 Advocate for the continued hosting of the Coastcare position	3.4 Environment	01/07/2018	30/06/2019	100	15/10/2018 - This action is ongoing.
3.1.34 Develop a Bushfire Risk Management Plan as per WESTPLAN Fire	5.4 Emergency Services	01/07/2018	30/06/2019	25	15/10/2018 - WESTPLAN Fire is currently under review.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.35 Develop and implement bushfire management and mitigation programs for Unallocated Crown Land and Unmanaged Reserves	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City has limited input to State controlled land. The Department of Fire and Emergency Services (DFES) is responsible for the bushfire management on these lands. The City continues to liaise with DFES.
3.1.36 Develop practices for bushfire management on local government lands	5.4 Emergency Services	01/07/2018	30/06/2019	25	15/10/2018 - The City's Emergency Services Team has commenced Rural Urban Interface Plans and training with local City brigades and the City's Environment Team.
3.1.37 Administer the provisions of relevant Statutes, Regulations, Policies and Local Laws	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - This is a business as usual statutory and compliance action that the City completes each quarter.
3.1.38 Support community engagement and awareness programs as identified in the Bushfire Risk Management Plans	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - This is a business as usual activity that the City and volunteer bush fire brigades work to achieve whilst liaising with Department of Fire and Emergency Services in implementing community safety and bush fire preparedness programs.
3.1.39 Provide advice on Bushfire Management Plans in regards to land use planning	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City's Emergency Services team regularly provides advice and works with the planning and building departments to achieve this action.
3.1.40 Develop and review relevant emergency services management documents	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City has commenced the review process of the Bushfire Brigades Local Law.
3.1.41 Develop emergency services policies and procedures	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City has commenced the review process of the Bushfire Brigades Local Law.
3.1.42 Develop and maintain the City Bushfire Response Plan	5.4 Emergency Services	01/07/2018	30/06/2019	25	15/10/2018 - The City has commenced the review process that provides guidance for the City's Emergency Services.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.43 Develop Brigade Response Plans	5.4 Emergency Services	01/07/2018	30/06/2019	25	15/10/2018 - The City has commenced the review process that provides guidance for the City's Emergency Services.
3.1.44 Provide input to the annual review of Gazetted Fire Districts within the City	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City's Emergency Services Team provides input when requested on an annual basis.
3.1.45 Facilitate Volunteer Bush Fire Brigade training	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - This action is business as usual and occurs as needed.
3.1.46 Liaise with and support the State Emergency Service	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City liaised with the Local Emergency Management Committee and State Emergency Services (SES) over the last quarter. The City of Rockingham directly manages the SES unit with the Department of Fire and Emergency Services.
3.1.47 Develop and submit annual Local Government Grants Scheme operations and capital grants	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - Liaison with brigades is complete and the submission of Emergency Services Levy grants are complete.
3.1.48 Complete an annual audit of current relocation/welfare centres to ensure readiness for activation	5.4 Emergency Services	01/07/2018	30/06/2019	25	15/10/2018 - This is a part of the Local Emergency Management Committee process and the new Local Emergency Management Committee Plan which has now been accepted by Council.
3.1.49 Audit Emergency Coordination Centres to ensure readiness for activation	5.4 Emergency Services	01/07/2018	30/06/2019	25	15/10/2018 - This is a part of the Local Emergency Management Committee process and the new Local Emergency Management Committee Plan which has now been accepted by Council.
3.1.50 Support key Bushfire meetings and Committees	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The Emergency Services Team attends the meeting as required.
3.1.51 Maintain emergency water supplies owned by the City	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - Emergency water supplies are checked each quarter.

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3.1.52 Inspect hydrants outside Gazetted Fire Districts	5.4 Emergency Services	01/07/2018	30/06/2019	100	14/09/2018 - The local volunteer brigades undertake these checks as business as usual.
3.1.53 Exercise emergency services as per Local Emergency Management Arrangements	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - A multi-agency exercise was completed in May 2018. Emergency Management Officers have also attended training exercises with Department of Transport, Department of Fire and Emergency Services and Local Volunteer Bush Fire Brigades.
3.1.54 Attend Local Emergency Management Committee meetings	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City's Emergency Services Team attends these meetings quarterly.
3.1.55 Coordinate Local Government Incident Management capacity and capability	5.4 Emergency Services	01/07/2018	30/06/2019	100	14/09/2018 - This action is business as usual.
3.1.56 Participate in Emergency Services Forums	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City's Emergency Services Team attends these meetings as required.
3.1.57 Respond to emergency incidents that impact on communities, infrastructure and assets in the City	5.4 Emergency Services	01/07/2018	30/06/2019	100	14/09/2018 - This action is business as usual.
3.1.58 Respond to incidents in line with mutual aid agreements with neighbouring local governments	5.4 Emergency Services	01/07/2018	30/06/2019	100	15/10/2018 - The City's Emergency Services Team responds to these events when needed.
3.1.59 Encourage brigades to report suspicious and deliberately lit fires	5.4 Emergency Services	01/07/2018	30/06/2019	100	14/09/2018 - This action is business as usual.
3.1.60 Provide appropriate support and counselling to City volunteers and staff following incidents	5.4 Emergency Services	01/07/2018	30/06/2019	100	14/09/2018 - This action is business as usual.
3.1.61 Provide support to the City Recovery coordinator or recovery team when established	5.4 Emergency Services	01/07/2018	30/06/2019	100	14/09/2018 - This action is business as usual.
3.1.62 Coordinate special projects as required by the Department of Fire and Emergency Services 18/19 - 19/20 or the City	5.4 Emergency Services	01/07/2018	30/06/2019	100	14/09/2018 - This action is business as usual.

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3.1.63 Conduct a detailed review of Emergency Management Arrangements and the City's compliance with legislative responsibilities for emergency management and bush fire control	5.4 Emergency Services	01/07/2018	30/06/2019	25	04/10/2018 - The initial review has ben undertaken and the interim plan has been endorsed by Council.
<b>3.2 Educate and promote improved environmental land management</b>					
3.2.01 Create an Environmental Education Strategy	3.4 Environment	01/07/2018	30/12/2018	25	13/09/2018 - Development of the Strategy is underway.
<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 City buildings to ensure energy efficiency is maximised	3.4 Environment	01/07/2018	30/06/2019	25	16/10/2018 - The requirements of the Green Building Policy were incorporated into all applicable projects.
3.3.02 Progressively install solar panels on City buildings	3.4 Environment	01/07/2018	30/06/2019	25	16/10/2018 - The City prepared specifications and issued a request for quotation for a 30kW system on the John Wellard Community Centre.
3.3.03 Investigate green building options when planning new City buildings	1.2 Asset Management Services	01/07/2018	30/06/2019	100	16/10/2018 - The Sustainability Officer is included as part of the project team for new construction projects and consulted for upgrade and renewal projects.
3.3.04 Investigate working with sporting clubs to reduce their electricity use in the City's sporting facilities	3.4 Environment	01/07/2018	30/06/2019	0	16/10/2018 - The Climate Change Mitigation and Adaptation Plan was reviewed in September 2018.

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<b>3.4 Encourage and exercise best practice water management</b>					
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	01/07/2018	30/06/2019	100	03/10/2018 - This has been completed but has not been adopted as it is awaiting the review of the relevant local law before it is adopted.
3.4.02 Monitor existing data loggers and real time monitoring systems weekly (at minimum) to quickly identify and address leaks	3.4 Environment	01/07/2018	30/06/2019	25	16/10/2018 - Data loggers are monitored three times per week for leaks. Two leaks were identified in this period saving approximately 1,450,000L of water.
3.4.03 Continue to redevelop bores and attach to centralised irrigation control	1.3 Works Depot	01/07/2018	30/06/2019	25	16/10/2018 - Six irrigation bores have been redeveloped in accordance with the bore redevelopment program.
3.4.04 Carry out mapping of irrigated areas to allow quick station identification	1.3 Works Depot	01/07/2018	30/06/2019	25	16/10/2018 - Nearly all bores under City control have been mapped.
3.4.05 Maintain the registry of City of Kwinana bores	1.3 Works Depot	01/07/2018	30/06/2019	25	16/10/2018 - All handed bores from developers are registered.
3.4.06 Continue to monitor water use and irrigation application rates and improve water use efficiency	1.3 Works Depot	01/07/2018	30/06/2019	25	16/10/2018 - New schedules for watering times have been issued for this quarter.
3.4.07 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	01/07/2018	30/06/2019	25	16/10/2018 - August hydrometer water usage has been read and recorded.
3.4.08 Monitor nutrient concentrations in groundwater and review nutrient management practices if needed	1.3 Works Depot	01/07/2018	30/06/2019	25	16/10/2018 - Nutrient levels as per the ground water strategy have been recorded.
3.4.10 Review the Water Conservation Plan	3.4 Environment	01/07/2018	30/06/2019	100	16/10/2018 - The leak detection network is being expanded with additional loggers and more are proposed in future budgets. 12 million litres saved through leak detection equipment and software.

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3.4.11 Compile the asset data for the educting program for the cleaning of side entry pits, GPTs and bubble up pits	1.2 Asset Management Services	01/09/2018	31/03/2019	100	18/09/2018 - This work was undertaken by the Operations Team in conjunction with the contractor.
3.4.12 Compile the asset data for the schedule/program for the inspection and maintenance of sumps and compensating basins	1.2 Asset Management Services	01/07/2018	31/03/2019	25	18/09/2018 - The data gathering process is currently underway, once complete a comprehensive program will be developed.
<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	5.4 Emergency Services	01/07/2018	30/06/2019	25	01/10/2018 - The review is complete and has been adopted by Council.
3.5.02 Review with Department of Fire and Emergency Services Community Emergency Services Coordinator Business Plan	5.4 Emergency Services	01/07/2018	30/06/2019	50	10/10/2018 - This action is progressing.
3.5.03 Develop and adopt an Urban Forest Strategy which can guide tree management	3.4 Environment	01/07/2018	30/06/2019	25	13/09/2018 - Tree data acquisition is programmed to commence prior to the end of the calendar year.
3.5.04 Promote the use of recycled materials in road construction where possible	1.1 Engineering	01/07/2018	30/06/2019	100	11/09/2018 - The use of recycled materials in capital civil projects is promoted as and when applicable.
3.5.05 Create a Local Planning Policy to address sea level rise	3.1 Planning and Development	01/07/2018	30/06/2019	0	16/10/2018 - This action is scheduled for 2019/2020.
3.5.06 Develop a management plan to address sea level rise	3.4 Environment	01/07/2018	30/06/2019	100	28/09/2018 - A Climate Change Adaptation and Mitigation Plan has been prepared for the City.

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

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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>					
4.1.04 Design and construct a Local Sporting Ground with a Community Sports Building in Wandí	1.2 Asset Management Services	01/07/2018	30/06/2021	5	02/10/2018 - A feasibility and needs assessment is underway and scheduled for completion 21 December 2018.
4.1.05 Design and construct a Local Community Centre in Wellard East	1.2 Asset Management Services	01/07/2018	30/06/2021	5	02/10/2018 - A feasibility and needs assessment is underway and scheduled for completion 21 December 2018.
4.1.06 Design and construct a Pavilion Extension for Wellard	1.2 Asset Management Services	01/07/2018	30/06/2019	50	07/09/2018 - Construction is currently underway with completion expected in November 2018.
4.1.07 Design and construct the Arts and Cultural Centre Upgrade	1.2 Asset Management Services	01/07/2018	30/06/2021	5	16/10/2018 - Quotes are currently being obtained for a storage shed, balustrade and seating for the central courtyard area.
4.1.08 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	01/07/2018	30/06/2019	25	16/10/2018 - Evaluation of tender submissions for the engagement of an architect are currently in progress.
4.1.09 Complete condition auditing of the City's building portfolio	1.2 Asset Management Services	01/07/2018	31/01/2019	50	16/10/2018 - The scheduled condition auditing of buildings is complete. A detailed auditing program is currently in progress for the structural integrity assessment of several of the City's building assets.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1.10 Seek endorsement of, and then implement recommendations from the Wells Park Beach Foreshore feasibility study report	4.3 Community Engagement	01/07/2018	30/12/2018	25	<p>16/10/2018 - Stage 1 and 2 of this project has been completed with the study finding that the Wells Park/Kwinana Beach area is suitable for low key recreational activities provided individual risk is mitigated through closure of the beach when unloading activity occurs at the Kwinana Bulk Jetty.</p> <p>The next stage of the study will involve determination of suitable infrastructure development to support low key recreational activity, bearing in mind climate change impacts over the next fifty years.</p>
4.1.11 Facilitate community led activation of local parks, playgrounds, ovals and walk trails e.g. meet up groups etc.	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>16/10/2018 - Community led activation is underway in Medina with the Medina Activation Network hosting the first Pace Road Pick Up event on 11 August 2018. Approximately 20 community members participated in the clean up of the area around the Pace Road shopping area. The next planned Activation activity will be a school holiday event, creating a temporary fairy garden at Ridley Green, Medina. Medina Activation Network meet bimonthly and are in the process of planning a number of activation activities within Medina.</p>
4.1.11 Subject to Long Term Financial Plan deliberations of Council, design and construct Stage 1 of the Civic Administration Building Upgrade	City of Kwinana	01/07/2017	30/06/2019	30	<p>03/06/2018 - Included in the 2018/19 draft budget is the refurbishment of the existing Administration and Council Building. A project mandate has been prepared and internal project planning is underway.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/07/2018 to 30/09/2018

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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 Undertake a condition survey of parks and reserves	1.2 Asset Management Services	01/07/2018	30/06/2019	25	16/10/2018 - A condition survey of parks and reserves assets has commenced.
4.2.02 Undertake a condition survey of the City's Public Open Space	1.2 Asset Management Services	01/07/2018	30/06/2019	25	16/10/2018 - A condition survey of public open space assets has commenced.
4.2.03 Develop a master schedule of annual work for Depot services	1.3 Works Depot	01/07/2018	30/06/2019	25	13/09/2018 - Supervisors have completed annual master schedules for their respective areas of responsibility. Plans will be monitored and fine tuned as the year progresses.
4.2.04 Develop infrastructure standards for work tasks and develop appropriate unit rates	1.3 Works Depot	01/07/2018	30/06/2019	25	16/10/2018 - Work on this action has occurred through the following:  Crack sealing standards: complete 100% Road shouldering standards: complete 100% Footpath standards: 75%  Road shouldering unit rates: program initiated, monitoring progress and unit rates Sump maintenance unit rates: program initiated, monitoring progress and unit rates
4.2.05 Gather data for the implementation of a Tree Management System	3.4 Environment	01/07/2018	30/06/2019	25	13/09/2018 - Tree health calculations using the Normalised Differential Vegetation Index (NDVI) has been completed.
4.2.06 Review current in house mowing schedules and advise on capacity to take on new mowing areas currently performed by contractors	1.3 Works Depot	01/07/2018	30/06/2019	25	18/09/2018 - In house mowing schedules are constantly monitored and updated ensuring maximum resources are used and works are undertaken to the high standards required.
4.2.07 Implement the parks inspection and continuous improvement system	1.3 Works Depot	01/07/2018	30/06/2019	10	16/10/2018 - Currently been deferred until later in the year due to the amount of subdivision hand overs currently taking place.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
4.2.08 Coordinate the transfer of landscape and irrigation developer gifted assets to the City's maintenance operations and asset management systems	1.3 Works Depot	01/07/2018	30/06/2019	30	16/10/2018 - Two handover acceptances completed with a further eight applications are currently being processed.
4.2.09 Consult access and inclusion working group regarding development of all public buildings, parks, beaches and spaces	4.3 Community Engagement	01/07/2018	30/06/2019	100	16/10/2018 - Each meeting of the Access and Inclusion Working Group discusses items of concern in relation to compliance with building and other services access.
4.2.10 Support community groups to establish places that encourage community participation/involvement, i.e. community gardens	4.3 Community Engagement	01/07/2018	30/06/2019	100	20/09/2018 - The capacity of community groups to establish places has been built through delivery of the City's Skills Boosting Workshops and facilitated support by City officers. Pace Road Medina and Wellard Square are examples of places supported by groups that encourage community participation.
4.2.11 Review the Parks for People Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	25	24/09/2018 - Data to update the Parks for People Strategy was compiled in 2017/18 and a new framework is being developed aligning the Strategy with the Community Infrastructure Plan Standards.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.3 Ensure the Kwinana community is well serviced by government and non-government services.</b>					
4.3.02 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	80	16/10/2018 - The Housing Strategy was last reviewed in 2009 and a draft Local Housing Strategy has been prepared in 2018.
4.3.03 Manage and maintain the City of Kwinana Aged Persons Accommodation	2.8 City Strategy	01/07/2018	30/06/2019	100	10/10/2018 - This action is ongoing.
4.3.04 Create a Lobbying Strategy	2.8 City Strategy	01/07/2018	30/06/2019	25	16/10/2018 - Lobbying is occurring for the following issues:  - Sand mining - City Centre revitalisation reimbursement - Westport - Waste to Energy Plant in Rockingham
4.3.05 Work with community, non-government and government agencies to identify gaps, monitor service levels and advocate to government to ensure the community is adequately serviced	4.3 Community Engagement	01/07/2018	30/06/2019	100	16/10/2018 - This action is supported through the following:  - Participation in the Kwinana Action Group, Connecting Community For Kids, Communities for Children, Homelessness Interagency Network and Education Attendance Network. - Input into the State Government 10 Year Homelessness Strategy development. - Facilitation of the Multicultural, Conciliation, Access and Inclusion Advisory Groups. - Network and liaison meetings with neighbouring local governments at Manager and Executive level with Cockburn, Rockingham and Mandurah.

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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 Review the Policy Framework to reflect quality residential design and development	3.1 Planning and Development	01/07/2018	30/06/2019	50	16/10/2018 - The statutory planning team are continuing to review the City's Local Planning Policy framework with a number of policies being reviewed, prepared and adopted by Council for advertising and final approval.
4.4.02 Create a Public Open Space Standards Policy	3.1 Planning and Development	01/07/2017	30/06/2019	25	16/10/2018 - This is scheduled to commence in 2019.
4.4.03 Create a Parking Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	100	26/09/2018 - The Wellard Village timed parking strategy has been completed and adopted by Council. Timed parking bays have now been implemented in the Wellard Local Centre.
4.4.04 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	80	16/10/2018 - The Housing Strategy was last reviewed in 2009 and a draft Local Housing Strategy has been prepared in 2018.
4.4.06 Work with the Waste Authority to implement the West Australian Waste Strategy where consistent with the City's Waste Strategy	3.3 Environmental Health	01/07/2018	30/06/2019	100	16/10/2018 - This action is ongoing.

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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	01/07/2018	30/06/2019	100	16/10/2018 - All planned maintenance works for the three months of this financial year have been performed as per the annual master schedules.
4.5.02 Implement the recommendations from the Works Depot Service Review	1.3 Works Depot	01/07/2018	30/06/2019	75	16/10/2018 - Of the 104 recommendations from the Service Review, 74 recommendations have been deemed complete. Remaining recommendations will form part of a new improvement plan and will be prioritised for implementation.
4.5.03 Review Landscape Maintenance Agreements with Main Roads Western Australia every 2 years	1.3 Works Depot	01/07/2018	30/06/2019	0	16/10/2018 - This action has been deferred to later in the year due to the amount of subdivision hand overs and current work load.
4.5.04 Develop a Landscape Strategy	1.1 Engineering	01/07/2018	30/03/2019	50	16/10/2018 - The draft Landscape Strategy will be completed and circulated for comment by the end of October 2018.
4.5.05 Develop policy and guidelines to ensure all new installations are in accordance with energy efficiency principles and Western Power specifications	1.2 Asset Management Services	01/07/2018	30/06/2019	0	16/10/2018 - This action will commence later in the financial year.
4.5.08 Develop and implement a plan for the operation, maintenance, renewal and disposal of public lighting assets	1.2 Asset Management Services	01/07/2018	30/06/2019	0	18/09/2018 - Due to conflicting priorities, this work will commence once the asset management plans for roads, transport and drainage are complete.
4.5.10 Identify opportunities and undertake upgrade of lamps to energy efficient type lamps where possible and continue with Western Power bulk globe replacement program	1.2 Asset Management Services	01/07/2018	30/06/2019	0	18/09/2018 - A comprehensive audit of the City's lighting portfolio is required to be undertaken to provide the basis for determining the number and efficiency of the lamps to maximise opportunities and continue with the Western Power replacement program.

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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	01/07/2018	30/06/2019	15	16/10/2018 - The City is about to commence assessment of requests for quotations from consultants.
4.6.02 Undertake a complete condition survey of all roads, kerbs and unkerbed road, including footpaths	1.2 Asset Management Services	01/07/2018	30/06/2019	60	18/09/2018 - A consultant has been appointed to do the condition survey which is scheduled for completion in November 2018.
4.6.05 Implement the Traffic Survey Program	1.1 Engineering	01/07/2018	30/06/2019	100	16/10/2018 - The scheduled traffic survey for 2018/19 is 25% completed.
4.6.06 Coordinate installation of bus shelters/facilities in conjunction with the Public Transport Authority	1.1 Engineering	01/07/2018	30/06/2019	100	13/09/2018 - Engineering drawings to upgrade bus stop number 17123 Calista Avenue, Calista, have been approved by the Public Transport Authority and issued for construction of a new bus shelter, kerbing, concrete hardstand and footpath. Construction will be completed by the end of September 2018.
4.6.07 Complete the construction of all capital civil infrastructure projects as per the adopted budget	1.1 Engineering	01/07/2018	30/06/2019	100	11/09/2018 - Construction of the capital civil infrastructure projects is on track as per the scheduled program.
4.6.08 Create a Road Rehabilitation Strategy	1.1 Engineering	01/07/2018	30/03/2019	25	11/09/2018 - Significant progress has been made in developing a road rehabilitation prioritising tool and a policy document.
4.6.09 Advocate to the Department of Transport to develop more bus routes/more frequent buses in Kwinana	6.2 Elected Members	01/07/2018	30/06/2019	100	01/10/2018 - Elected Members ensure local structure plans can accommodate future public transport routes.
4.6.10 Create the City's Bike and Walk Plan	3.1 Planning and Development	01/07/2018	30/12/2018	70	10/10/2018 – A draft Bike and Walk Plan was adopted for advertising on 10 October 2018.

## 2 Corporate Business Plan 2018-2023 - Period 1/07/2018 to 30/09/2018

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Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.01 An active and engaged Local Government, focused on achieving the community's vision</b>					
5.1.01 Review the Strategic Community Plan	2.8 City Strategy	01/07/2018	30/06/2019	25	16/10/2018 - The City will complete a minor review of the Strategic Community Plan using community engagement gained from the Community Perceptions and Wellbeing Scorecard Surveys. The review will commence in November once the surveys have been completed.
5.1.02 Review the Corporate Business Plan annually	2.8 City Strategy	01/07/2018	30/06/2019	0	16/10/2018 - The review of the Corporate Business Plan review will commence in February 2019.
5.1.03 Review the Workforce Plan annually	2.3 Human Resources	01/07/2018	30/06/2019	70	16/10/2018 - Statistical data has been calculated and prepared for the Workforce Plan. Also, undertaking a comparison of information contained in the 2018/19 budget as a consistent starting point for FTE.
5.1.04 Review the Long Term Financial Plan	2.7 Finance	01/07/2018	30/06/2019	25	16/10/2018 - The Long Term Financial Plan is expected to be part of the Ordinary Council Meeting held in December 2018.
5.1.05 Review the Asset Management Strategy	1.2 Asset Management Services	01/07/2018	30/06/2019	25	07/09/2018 - The Asset Management Strategy review will be undertaken on completion of the Asset Management Plans scheduled for the last quarter of 2018 to the first quarter of 2019.
5.1.06 Review the Buildings Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	100	10/09/2018 - The 2018 Buildings Asset Management Plan has been updated, reviewed and will be progressed to Council for endorsement.
5.1.07 Review the Parks and Reserves Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	90	16/10/2018 - A review of the Parks and Reserves Asset Management Plan is nearing completion. The Parks and Reserves Asset Management Plan is to be presented to Council in December 2018.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.08 Review the Roads and Transport Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	85	18/09/2018 - The review of the Roads and Transport Asset Management Plan is underway and will be presented to Council on completion.
5.1.09 Review the Storm Water Drainage Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	10	18/09/2018 - The review of the Storm Water Drainage Asset Management Plan is under way and will be presented to Council on completion.
5.1.10 Review the Public Lighting Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	0	16/10/2018 - Due to conflicting priorities the Lighting Asset Management Plan will be reviewed and updated on successful completion of the Road, Transport and Drainage Asset Management Plans.
5.1.13 Review the Healthy Lifestyles Plan	4.3 Community Engagement	01/07/2018	30/06/2019	100	16/10/2018 - The Kwinana Healthy Lifestyle Plan 2015 - 2018 Evaluation Report has been completed.
5.1.14 Review the Events Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	70	16/10/2018 - The Community Event Program Review document has been drafted for review. The final document with key findings and recommendations is to be presented at a Councillor Forum in October 2018.
5.1.15 Consolidate the Parks for People Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	25	16/10/2018 - City officers continue to communicate and share ideas about refinements within the Parks for People Strategy and consolidation with other key documents, as required.
5.1.16 Review the Club Development Plan	4.3 Community Engagement	01/07/2018	30/06/2019	25	16/10/2018 - The Club Development Plan has been reviewed, however this Plan will be further modified as a result of reduced funding support from the State Government which was recently communicated.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.18 Review the Local Commercial and Activity Centres Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	25	16/10/2018 - This is to be reviewed as part of the broader Local Planning Strategy.
5.1.19 Review the Natural Areas Management Plan	3.4 Environment	01/07/2018	30/06/2019	25	16/10/2018 - This action is underway and well progressed.
5.1.20 Review the Climate Change Mitigation and Adaptation Plan	3.4 Environment	01/07/2018	30/06/2019	100	16/10/2018 - This action is complete.
5.1.21 Review the Sustainable Water Management Plan	3.4 Environment	01/07/2018	30/06/2019	100	16/10/2018 - This action is complete.
5.1.22 Review the Local Planning Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	25	16/10/2018 - Stage 1 of this project is currently underway.
5.1.23 Review the Community Infrastructure Plan	4.3 Community Engagement	01/07/2018	30/06/2019	25	24/09/2018 - The Community Infrastructure Plan is currently being reviewed, with the Plan to be presented to Council for adoption prior to the end of this calendar year.
5.1.24 Review the Business Continuity Plan	5.2 Governance	01/07/2018	30/06/2019	25	16/10/2018 – A review is currently being undertaken. LGIS will conduct a Business Continuity Exercise by March 2019.
5.1.25 Review the Disaster Recovery Plan	5.2 Governance	01/07/2018	30/06/2019	25	16/10/2018 - A review is currently being undertaken. LGIS will conduct a Business Continuity Exercise by March 2019.
5.1.26 Provide a report to Council detailing achievements made against the Strategic Community Plan and Corporate Business Plan each quarter	2.8 City Strategy	01/07/2018	30/06/2019	100	18/09/2018 - This report is provided to Council quarterly, containing extensive comments detailing the progress made towards the City's Strategic Community Plan and Corporate Business Plan.
5.1.27 Advocate for projects and services that will achieve the community's vision	6.2 Elected Members	01/07/2018	30/06/2019	100	01/10/2018 - 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.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.28 Regularly attend and participate in community events	6.2 Elected Members	01/07/2018	30/06/2019	100	01/10/2018 - 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.
5.1.29 Promote the opportunities and attributes that Kwinana offers	6.2 Elected Members	01/07/2018	30/06/2019	100	01/10/2018 - 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 Officers.
5.1.30 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	6.2 Elected Members	01/07/2018	30/06/2019	100	01/10/2018 - 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.
5.1.31 Annually update the Community Directory	4.3 Community Engagement	01/07/2018	30/06/2019	25	24/09/2018 - The Kwinana Community Directory (available as an electronic PDF on the City's website) is regularly updated. The last major update was in June 2018 and it continues to have minor updates as required. Investigation into a new directory platform is ongoing.
5.1.32 Commence the design and redevelopment of the City's Website	2.2 Marketing and Communications	01/07/2018	30/06/2019	25	16/10/2018 - The website improvement project has commenced, with the City seeking quotes and successfully procuring a consultant to assist the City with creating a website governance plan, content optimisation, information architecture and stakeholder engagement. The initial project team briefing meeting has been held.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.33 Recoup funds from the City Centre Revitalisation Project	2.8 City Strategy	01/07/2018	30/06/2019	25	16/10/2018 - Discussions with LandCorp have identified few land parcels suitable for transfer to the City in accordance with the strategy. City Officers will identify potential land parcels suitable for disposal to the market for Council and State Government consideration.
5.1.34 Continue to progress the implementation of the Community Engagement Service Review Recommendations including the restructure of services by June 2019	4.3 Community Engagement	01/07/2018	30/06/2019	25	16/10/2018 - The review of the Community Engagement Stream has been completed and the recommendation report is awaiting implementation. The review of the Library and Community Centres functional area is 75% complete with the recommendation report awaiting finalisation. The review of the Recquatic, Youth Service and Bright Futures Children's Services business units is also underway.
5.1.35 Maintain the ISO 9001: 2015 Quality Management Systems accreditation through an annual audit	2.8 City Strategy	01/07/2018	30/06/2019	25	16/10/2018 - The Quality Management System Cross Functional Team are progressing this.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<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 Engagement	01/07/2018	30/06/2019	100	16/10/2018 - Advice is provided internally regarding requirements of the Community Engagement Policy. Assistance is also provided where required to complete community engagement planning. The City's Community Engagement Plan template is also in the process of being refined and updated. Details of community engagement activities (current and previous) are also listed on the City's website.
5.2.02 Investigate the viability of Community Engagement Software	2.2 Marketing and Communications	01/07/2018	30/06/2019	10	16/10/2018 - This is being considered as part of phase one of the website improvement project and will be determined as to the viability of including/not including it in scope for phase two (development phase) of the website rebuild.
5.2.03 Conduct a biennial Community Perception Survey and utilise the results to inform the review of the Strategic Community Plan and other City strategic documents	2.8 City Strategy	01/07/2018	30/06/2019	50	16/10/2018 - The Community Perceptions and Wellbeing Scorecard Survey is currently in the planning stage and the City will commence the engagement stage in October 2018.
<b>5.03 Maintain and improve risk management</b>					
5.3.01 Manage and monitor the City's Risk Register	5.2 Essential Services	01/07/2018	30/06/2019	100	16/10/2018 - A review is in progress to address identified risks.

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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>					
5.4.02 Create a Rating Strategy	2.7 Finance	01/06/2018	30/09/2018	5	10/09/2018 - The Rating Strategy as part of the Long Term Financial Plan is expected to be part of the Ordinary Council Meeting held in December 2018.
5.4.03 Create a Debt Strategy	2.7 Finance	01/06/2018	30/09/2018	5	10/09/2018 - The Debt Strategy as part of the Long Term Financial Plan is expected to be part of the Ordinary Council Meeting held in December 2018.
5.4.04 Prepare the Annual Budget for adoption	2.7 Finance	01/07/2018	30/06/2019	0	16/10/2018 - The 2018/19 Annual Budget was adopted in June 2018. Budget preparations for 2019/20 will commence in line with the Annual Budget work process.
5.4.10 Conduct tender process for a new Corporate Business System for the City of Kwinana	2.7 Finance	01/07/2018	31/08/2018	Missing Value	
5.4.12 Create a Procurement Strategy	5.3 Contracts	01/07/2018	30/06/2019	10	18/09/2018 - The Contracts Team is still gathering information around the City's Procurement activities to properly formulate an appropriate strategy for the City.
<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	01/07/2018	30/06/2019	100	01/10/2018 - State Government partnerships were secured for the provision of community facilities such as the Youth Outdoor Space. Joint use agreements for new primary schools in Wellard and Honeywood are being negotiated.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
<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	01/07/2018	30/06/2019	25	16/10/2018 - The Land Optimisation Strategy development is ongoing. In the interim, opportunities are assessed on a case by case basis.
5.6.02 Annually review the lease management policy and procedures	5.2 Property Services	01/07/2018	30/06/2019	25	16/10/2018 - The review of leasing documentation is underway.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
<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	01/07/2018	30/06/2019	100	<p>16/10/2018 - Funding applications submitted this quarter include:</p> <ul style="list-style-type: none"> <li>- Federal Government Community Sporting Infrastructure for Thomas Oval Lighting, \$450,000.</li> <li>- State Government Community Sport and Recreation Facilities Fund for Thomas Oval Lighting, \$150,000.</li> <li>- Federal Government Stronger Communities Fund for additional infrastructure for Varris Park upgrade, \$20,000.</li> <li>- State Government Every Club Fund for assistance with recreation and club development functions, \$40,000/\$20,000.</li> </ul> <p>Sponsorship funds sourced this quarter total \$72,500 for the Big Concert Event.</p>
5.7.02 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2018	30/06/2019	25	<p>16/10/2018 - The City engages with local businesses at events including sundowners and the Wellard Business Breakfast. The City is holding a breakfast in conjunction with Rockingham Kwinana Chamber of Commerce in September.</p>
5.7.03 Continue to actively seek resource sharing opportunities with other organisations	2.8 City Strategy	01/07/2018	30/06/2019	100	<p>06/09/2018 - The City actively participates in resource sharing opportunities by investing in the South West Group.</p>

## 2 Corporate Business Plan 2018-2023 - Period 1/07/2018 to 30/09/2018

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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	01/07/2018	30/06/2019	100	18/09/2018 - Staff are required to consider the implications of their report on the Strategic Community Plan and Corporate Business Plan in every Council Report.
5.8.04 Implement the internal audit function and carry out audits as per the Internal Audit Plan	5.2 Governance	01/07/2018	30/06/2019	25	16/10/2018 - Internal audits are undertaken in accordance with the Internal Audit Plan.
<b>5.09 Champion a positive work culture that leads, values and supports its people and to develop a strong team culture within the organisation to provide dynamic, effective, customer-focussed services</b>					
5.9.01 Implement actions from the Customer Services Improvement Program	2.6 Customer Services	01/07/2018	30/06/2020	80	16/10/2018 - The call centre is in progress and use of disposition code is ongoing.
5.9.02 Review the Customer Request Management system to ensure improved reporting	2.6 Customer Services	01/07/2018	30/06/2019	0	16/10/2018 - This action is to occur later in the financial year.
5.9.03 Continually improve technology such as the online lodgement of applications	2.6 Customer Services	01/07/2018	30/06/2019	100	03/10/2018 - The Customer Service Team improves the online lodgements of applications throughout the year.
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	01/07/2018	30/06/2019	100	03/10/2018 - The Knowledge Base has been established and is continually updated.
5.9.05 Update call centre technology	2.6 Customer Services	01/07/2018	30/06/2019	100	03/10/2018 - Call Centre technology is updated as opportunities present.

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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	30/06/2019	100	10/10/2018 - This action is complete.
5.11.02 Develop a Software and Subscription Strategy	2.1 IT	01/07/2018	31/03/2019	0	10/10/2018 - This action will occur later in the financial year.
5.11.03 Upgrade the internet connectivity at the Depot, Family Day Care and Community Centres	2.1 IT	01/07/2018	31/03/2019	50	10/10/2018 - This action has progressed over the last quarter.
5.11.04 Complete an IT Security Review	2.1 IT	01/07/2018	30/12/2018	33	10/10/2018 - This action has progressed over the last quarter.
<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	01/07/2018	30/06/2019	100	11/09/2018 - As part of our commitment to continuous improvement and to providing an excellent experience to our internal clients, the Records Department have adapted a tool in the Electronic Document Management System that allows groups of officers to share documents relating to projects or items of shared responsibility.
5.12.02 Review the Recordkeeping Plan	2.5 Records	01/07/2018	30/06/2019	35	16/10/2018 - To comply with the Western Australian Records Act 2000 a RecordKeeping Plan must be reviewed every five years. The City's plan was reviewed in 2016 and approved as valid until 2021.
5.12.03 Implement the actions from the Records Service Review	2.8 City Strategy	01/07/2018	30/06/2020	0	06/09/2018 - No actions will be introduced until after the Corporate Business System Implementation.

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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 Engage an independent consultant to facilitate Staff Values training sessions on a regular basis	2.8 City Strategy	01/07/2018	30/06/2019	0	18/09/2018 - This action will occur later in the financial year.
5.13.02 Deliver a Cultural Optimisation Program which includes accreditation to be recognised as a 'Great Place to Work'	2.8 City Strategy	01/07/2018	30/06/2019	25	01/10/2018 - The City is aiming to participate in the study in November 2018.
5.13.03 Review and implement the Buddy System policy	2.3 Human Resources	01/07/2018	31/03/2019	20	13/09/2018 - This policy is due to be reviewed this financial year.
5.13.04 Develop a Change Ambassador mandate	2.8 City Strategy	01/07/2018	30/06/2019	5	18/09/2018 - The Change Ambassador mandate is currently in the planning stage, further progress on this action should occur later in the financial year.
5.13.05 Create a diverse mix of communications which includes EAP, EEO and Mental Health initiatives	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - This information is communicated via various mediums across the City, including the intranet, staff newsletter and via staff training.
5.13.06 Create an annual calendar of social events	3.1 Planning and Development	01/07/2018	30/06/2019	50	26/09/2018 - A draft calendar has been prepared and is being discussed with marketing and communications for the best method for notifying staff.
5.13.07 Identify skills experts and rollout through the intranet	2.2 Marketing and Communications	01/07/2018	30/06/2019	25	16/10/2018 - Intranet champions have been identified and given the relevant permissions. Training and page handover will occur soon.
5.13.08 Provide presentation to new staff at induction about Staff Values	2.2 Marketing and Communications	01/07/2018	30/06/2019	10	16/10/2018 - The staff values are already incorporated into the induction presentation, however it is being reviewed with considerations for it to be integrated into a communication/customer service presentation to be presented by the relevant manager.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.09 Translate actions into the Performance Manager software that demonstrate alignment to staff values	2.8 City Strategy	01/07/2018	30/06/2019	100	18/09/2018 - This action is complete with the recent adoption of the Corporate Business Plan, which contains the actions listed in the Staff Values Action Plan.
5.13.10 Undertake a survey to assess the current state of the City's organisational culture and implement recommendations	2.3 Human Resources	01/07/2018	30/06/2019	50	16/10/2018 - The survey is scheduled for November 2018. Currently, the City is implementing any initiatives as they present.
5.13.11 Compare HR metrics with like local governments	2.3 Human Resources	01/07/2018	30/06/2019	100	13/09/2018 - The City participates in the annual WALGA salary survey and the McArthur salary survey that provides comparison of HR metrics. In addition, the HR team assist other teams to source information for benchmarking when preparing the business case to commence recruitment.
5.13.12 Promote and improve awareness of the staff awards	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	16/10/2018 - Staff awards are promoted and acknowledged via the Quarterly Celebrations events, newsletter and intranet.
5.13.13 Communicate staff achievements via different media	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	16/10/2018 - Staff achievements are promoted and acknowledged at the Quarterly Celebrations events, staff newsletter and the intranet.
5.13.14 Actively pursue ways and opportunities to "thank/recognise a colleague/team"	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	25/09/2018 - Thanking a team or colleague is promoted via the intranet and in the staff newsletter.
5.13.15 Participate in the 'Great Place to Work' study in order to gain certification	2.8 City Strategy	01/07/2018	30/06/2019	25	18/09/2018 - The City is aiming to participate in the study in November 2018.
5.13.16 Conduct quarterly celebrations	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	16/10/2018 - All three Quarterly Celebrations have been completed for 2018 so far.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.17 Encourage team building exercises to build trust in the organisation	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - In consultation with managers, information is provided regarding the team building process and options. Review of the Celebration and Recognition Policy is undertaken to ensure currency.
5.13.18 Promote the submission of innovations and implement into intranet (phase 2)	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	16/10/2018 - Information on how to submit an innovation is on the staff intranet and innovations are highlighted in the staff newsletter and at Quarterly Celebrations events.
5.13.19 Implement a Cultural Awareness training program	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - The City explored options for raising the profile of the City of Kwinana which has resulted in the development of a "What's great about working at the City" video. The video will be placed on the City's website and embedded in job advertisements.
5.13.21 Develop a Staff Values Communication Plan	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	16/10/2018 - Staff values communications are covered in the internal communications plan. Staff values are communicated through all internal communications channels.
5.13.22 Report on and share progress towards the Staff Values (team meeting agendas, quarterly performance reports, staff values moment)	2.8 City Strategy	01/07/2018	30/06/2019	100	16/10/2018 - Teams share progress towards living the staff values through a quarterly report.
5.13.23 Negotiate a new Enterprise Agreement that is consistent with the City's 2018/19 budget and Long Term Financial Plan	2.3 Human Resources	01/07/2018	30/06/2019	50	13/09/2018 - Negotiation for the Enterprise Agreement commenced in May 2018. The result of the first vote was "No". Continuation of good faith bargaining will re-commence in October 2018.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.24 Process the development and consultation regarding a single classification System for the City's workforce	2.3 Human Resources	01/07/2018	30/06/2019	70	13/09/2018 - The development of the new classification system has been completed. The City has engaged a consultant to align all the City's position descriptions to the new system. Once this has been completed, individual consultation with staff will commence.
5.13.25 Review the Occupational Safety and Health Policy annually	2.3 Human Resources	01/07/2018	30/06/2019	25	28/09/2018 - The Occupational Safety and Health Policy (Statement) is due for review in October 2018 and the date of review set within the City's Occupational Safety and Health Calendar.
5.13.26 Ensure all employees receive a safety and health induction on commencement of employment	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - The City's induction process includes delivery of a short desktop occupational safety and health induction on Duty of Care. The City is now refining area specific inductions for facilities by developing specific checklists.
5.13.27 Review position descriptions annually to ensure safety responsibilities are clear	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - Safety responsibilities were reviewed prior to engaging consultants to convert the position descriptions to reflect the elements of the new classification system.
5.13.28 Ensure Staff Development Reviews include safety performance objectives (where applicable)	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - This is included in the current Staff Development Review form.
5.13.29 Ensure Team Agenda items clearly articulate safety issues and current safety performance	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - The monthly team agenda includes an outline of monthly incidents for discussion and item for discussion.
5.13.30 Develop an OSH calendar to coordinate OSH activities	2.3 Human Resources	01/07/2018	30/06/2019	25	28/09/2018 - The City's Occupational Safety and Health Calendar is currently being expanded to include a range of activities undertaken in this area.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.31 Continuously develop and implement a cultural change program that promotes and rewards safe and healthy behaviour	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - The OSH committee has developed a new OSH Plan for the City, with consideration to a recent WorkSafe audit. Also, safety and health initiatives are recognised as part of Staff Values recognition.
5.13.32 Review the Safety Plan annually	2.3 Human Resources	01/07/2018	30/06/2019	25	28/09/2018 - The City's Occupational Safety and Health Plan is reviewed monthly by the Occupational Safety and Health Committee and reported on within the City's Annual Occupational Safety and Health Performance Report.
5.13.33 Review OSH information in the City's record management system to ensure employees have the most current information	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - The City continues to monitor and update Occupational Safety and Health information through various communication channels.
5.13.34 Review policies relating to OSH annually	2.3 Human Resources	01/07/2018	30/06/2019	25	28/09/2018 - The review of the City's policies on Occupational Safety and Health risks are ongoing.
5.13.35 Review OSH Committee Terms of reference and compliance of the OSH Committee against the OSH Act 1984	2.3 Human Resources	01/07/2018	30/06/2019	25	28/09/2018 - The City's Terms of reference will require review when the new Work Health and Safety Legislation is adopted.
5.13.36 Revitalise the OSH Perception survey	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - The City is currently investigating alternative options.
5.13.37 Review the hazard and risk management process annually	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - A review of the process is reported within the City's Annual Occupational Safety and Health Performance Report.
5.13.38 Conduct workplace inspections as directed by the OSH Committee	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - Audits of workplaces are conducted without direction from the Occupational Safety and Health Committee.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.39 Conduct investigations for all accidents/incidents	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - Direction for incident investigations is provided to Managers, Supervisors and Safety and Health Representatives for low to medium risk events. High risk events are undertaken by the Health Safety and Injury Management Coordinator in consultation with relevant stakeholders.
5.13.40 Ensure employees are consulted and trained when purchasing new equipment or chemicals	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - This action is ongoing.
5.13.41 Place information about incidents and health programs on Team Meeting Agendas	2.3 Human Resources	01/07/2018	30/06/2019	100	28/09/2018 - Items are provided to the City for the Team Agenda on a monthly basis.
5.13.42 Review the Hazard/Near Miss/Injury Report form annually	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - Review of these process is reported on within the City's Occupational Safety and Health Performance Report.
5.13.43 Develop an annual evaluation of training	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - This first quarter has been actioned and tracked.
5.13.44 Review training requirements of all OSH Representatives	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 – Training of OSH Representatives as identified with the Health Safety and Injury Management Coordinator has been actioned.
5.13.45 Ensure all relevant staff are trained as Fire Wardens	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - Relevant staff training as identified in consultation with the Health Safety and Injury Management Coordinator have been actioned.
5.13.46 Develop procedure for in-house drills and review annually	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - Each facility is in the process of determining appropriate scheduled exercises based on their specific risk profile in conjunction with the Local Government Insurance Scheme.
5.13.47 Ensure the OSH Policy is displayed in all Customer Services areas, intranet and website.	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - This years version shall be installed in appropriate customer service areas.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.48 Implement a corrective actions record in the City's records management system and report to the OSH Committee regularly	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - The corrective action process has been developed using the City's Electronic Document Management System.
5.13.49 Finalise the OSH Plan	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - There has been allocated four weeks for feedback on the Occupational Safety and Health Plan 2018 - 2020. This document will be finalised by the end of October 2018.
5.13.50 Report on Safety KPIs in quarterly and annual reports	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - This is reported within quarterly performance reports and the Annual Report.
5.13.51 Track, monitor and report on contractor prequalification and inductions	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - This is reported within quarterly performance reports and the Annual Report.
5.13.52 Update the City's guideline on accessing legislation to include how workers gain access to this information	2.3 Human Resources	01/07/2018	30/06/2019	25	28/09/2018 - The City's guideline on legal and other requirements includes this requirement from the WorkSafe Plan.
5.13.53 Include in the OSH Plan the involvement that the OSH Committee have in developing the plan	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - The current draft OSH Plan has been developed based on input from the OSH Committee.
5.13.54 Conduct OSH Committee meetings monthly	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - This action is ongoing.
5.13.55 Communicate OSH project status/highlights to all staff	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - This is communicated through the Staff Newsletter and other relevant communication channels.
5.13.56 Conduct a review of local consultative arrangements	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - Investigation of the Works Depot process for consultation is underway.
5.13.57 Ensure scheduling includes Managers/Supervisors to attend workplace inspections of their relevant area	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - The Occupational Safety and Health Calendar workplace inspection invites include specific managers.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.58 Ensure Take 5's and risk assessments are carried out	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - Risk Assessments are being undertaken for service, function and activities. The annual Occupational Safety and Health Performance Report included these positive key performance indicators.
5.13.59 Include the due diligence process into the OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - This will be added and consulted on in the following quarter.
5.13.60 Include other hazard assessment tools in the overarching procedure OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	25	28/09/2018 - Referencing will be included.
5.13.61 Undertake risk assessment training for relevant staff	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - Risk assessment training has been developed and is underway.
5.13.62 Define the review process within the overarching procedure OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - Risk controls specified within the City's Risk Management Policy are cross referenced within the risk register.
5.13.63 Conduct a workshop with the OSH Committee annually to review hazard identification, risk assessment and risk control process reviews	2.3 Human Resources	01/07/2018	30/06/2019	0	16/10/2018 - The draft guideline has been developed and is awaiting the draft OSH Plan to be approved for distribution.
5.13.64 Ensure that the legal review for reporting and investigation is completed and the updated versions published and communicated	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - This action is complete.
5.13.65 Undertake management training for incident reporting and investigations	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - The initial service provider is to deliver training and feedback is to be collated before moving onto all stakeholders.
5.13.66 Review the procedure for incidents and investigations	2.3 Human Resources	01/07/2018	30/06/2019	25	28/09/2018 - Completed.
5.13.67 Arrange and complete OSH Duty of Care training for Managers and Supervisors	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - The initial service provider is to deliver training and feedback is to be collated before moving onto all stakeholders.

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Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.68 Develop OSH roles and responsibilities for employees and management	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - Within position descriptions, the Human Resources Occupational Safety and Health Policy is defined within each policy, guidelines, work instructions and is also built into training.
5.13.69 Develop an induction handbook	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - This action is complete.
5.13.70 Review, update and implement the City's OSH – Guideline – Internal Verification of Competency	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - The City is consulting with other Local Governments and WorkSafe WA on requirements to meet Duty of Care obligations.
5.13.71 Develop and implement a work instruction or guideline which outlines how the City determines and assesses the competency of trainers	2.3 Human Resources	01/07/2018	30/06/2019	25	16/10/2018 - The City is consulting with other Local Governments and WorkSafe WA on requirements to meet Duty of Care obligations.
5.13.72 Engage LGIS to approve relevant OSH training or engage directly to carry out required training	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - The City is consulting with other Local Governments and WorkSafe WA on requirements to meet Duty of Care obligations to be included in the Internal Verification of Competency guideline.
5.13.73 Monitor and report quarterly and annually on the performance of the City's OSH training	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - The Human Resources Development Coordinator is collating information on training to be included in the quarterly and annual Occupational Safety and Health Performance Reports.

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	01/07/2018	31/03/2019	50	16/10/2018 - Individual/Team training plans have been developed. The plan also considers training for groups to ensure compliance, such as Equal Employment Opportunity, First Aid, Basic Traffic Management, Contractor Management and Sharps Training. In addition to these identified group training needs, a Training Needs Analysis is conducted on an annual basis from information collated from the Staff Development Review process. This process is due to commence in October 2018.
<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 Review the Staff Development Review process to include performance against strategic actions	2.3 Human Resources	01/07/2018	30/06/2019	50	13/09/2018 - A project team has been formed to assess the Staff Development Review process.
<b>5.16 Establish a performance appraisal system that links individual and team behaviour with strategic direction</b>					
5.16.01 Implement the Staff Recognition and Reward Policy	2.3 Human Resources	01/07/2018	30/06/2019	100	16/10/2018 - The Celebration and Recognition Policy has been implemented and is used frequently by staff.
<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	01/07/2018	30/06/2019	100	02/10/2018 - With the conception of a dedicated Asset Management Team, ongoing liaison across the organisation will continue both ad hoc and within a formal ongoing cross functional format.
5.19.02 Create an Asset Management Strategy	1.2 Asset Management Services	01/07/2018	30/06/2019	100	16/10/2018 - The City has an existing Asset Management Strategy which will be reviewed and updated accordingly in the 2018/19 financial year.

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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 Maintain current scope for compliant recyclables (e.g. allow soft plastics)	3.3 Environmental Health	01/07/2018	30/06/2019	100	14/09/2018 - The scope of compliant recyclables has been amended. The City will promote the changes to ensure consistent messaging.
6.1.02 Tender for kerbside and hard waste collection	3.3 Environmental Health	01/07/2018	30/06/2019	100	16/10/2018 - The current 3 year tender is valid until June 2020.
6.1.03 Seek an update from Phoenix regarding facility opening	3.3 Environmental Health	01/07/2018	30/06/2019	100	14/09/2018 - The facility opening will not take place in the near future.
6.1.04 Continue assisting with the Recycle Right or similar model campaign	3.3 Environmental Health	01/07/2018	30/06/2019	100	16/10/2018 - This action is ongoing.
6.1.05 Develop a Waste Education Program	3.3 Environmental Health	01/07/2018	30/12/2018	25	21/09/2018 - Background data has been collected for preparation of the draft plan.
6.1.06 Increase recycling by issuing free 360L bins	3.3 Environmental Health	01/07/2018	30/06/2019	100	12/09/2018 - As at 31 August 2018 the number of 360 litre bins within the City has increased to 3386.
6.1.07 Promote the use of home composting bins/worm farms by organising community workshops twice a year	3.3 Environmental Health	01/07/2018	30/06/2019	100	16/10/2018 - This action is ongoing.
6.1.08 Investigate options to participate in the Emissions Reduction Fund	3.3 Environmental Health	01/07/2018	30/06/2019	75	16/10/2018 - Application for emission reduction funding cannot commence until the waste to energy plant is operational and emissions reduction permits are redeemed. This task is derived from the Strategic Waste Management Plan recommendations based on the adoption of waste to energy options for waste disposal. The current waste disposal method does not provide any emission reductions, therefore the City is ineligible to claim emission reduction permits (ERP).

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6.1.09 Implement the Garage Sale Trail	3.3 Environmental Health	01/07/2018	30/06/2019	80	16/10/2018 - A marketing and promotion plan is in place and a photo shoot has been organised. The City is currently arranging a buyer group to travel to sales on the community bus.
6.1.10 Implement the Tidy Neighbourhoods initiative (including an amendment to the Neighbourhood Events Funding Policy to progress Tidy Neighbourhood initiatives)	3.3 Environmental Health	01/07/2018	30/06/2019	25	21/09/2018 - The Tidy Neighbourhoods initiative is currently being scoped. Actions within the existing Corporate Business Plan related to the theme are being extracted for integration, with gaps identified and future strategies to be considered. A collaborative City and community led Pace Road Pick Up Day was held in August to help beautify the local area.
<b>6.2 Provide City Assist services in line with stakeholder expectations to ensure a safer community</b>					
6.2.01 Ensure that all requests for CCTV footage accompanied with required forms and incident report numbers submitted are completed within 10 days of receipt of the job	5.2 Essential Services	01/07/2018	30/06/2019	100	16/10/2018 - All CCTV requests are received and allocated to relevant officers to investigate and respond to WA Police.
6.2.02 Develop and review City Assist Standard Operating Procedures	5.2 Essential Services	01/07/2018	30/11/2018	100	16/10/2018 - The City Assist Standard Operating Procedures (SO's) are now in full operation and officers are using this document as their everyday guide.
6.2.03 Implement a City Assist Regulatory Compliance Program	5.2 Essential Services	01/07/2018	31/03/2019	100	16/10/2018 - This system is now operational and ongoing reviews are being undertaken on a regular basis to ensure the currency and relevance to meet the City's compliance requirements.
6.2.04 Develop and implement a City Assist Community Marketing and Education Program	5.2 Essential Services	01/07/2018	30/12/2019	50	16/10/2018 - City Assist are exploring opportunities to disseminate information to educate the community about the role of City Assist.

## 2 Corporate Business Plan 2018-2023 - Period 1/07/2018 to 30/09/2018

Attachment A

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)	5.4 Emergency Services	01/07/2018	30/06/2019	25	16/10/2018 - The initial review has been undertaken and has been adopted by Council.
6.3.02 Develop annual mitigation or treatment works based on City's Bush Fire Risk Management Plans (BRMP)	5.4 Emergency Services	01/07/2018	30/06/2019	50	10/10/2018 - This action is progressing.
6.3.03 Monitor and Implement Vehicle Movement and Harvest Bans in accordance with Bush Fires Act 1954	5.4 Emergency Services	01/07/2018	30/06/2019	100	14/09/2018 - 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	01/07/2018	30/06/2019	100	16/10/2018 - Online access to the Library's Local History photographic collection is now possible due to the implementation of the new Library Management System. Implementation of this initiative will occur in the next quarter.
6.4.02 Further develop and implement the Library Youth Services Strategic Plan for the provision of literacy and youth programs	4.4 Library	01/07/2018	30/06/2019	100	16/10/2018 - Children's term and school holiday programs continue to be well attended at the library. Planning for a Learning English Through Storytime (LETS) program has commenced, along with a review of possible options to increase access to the Toy Library.
6.4.03 Further develop and implement the Library E-Services Strategic Plan	4.4 Library	01/07/2018	30/06/2019	100	16/10/2018 - The Library's new Library Management System commenced operation on 5 July 2018. This new system will enhance customer experience through the online catalogue by improving its appearance, accessibility and functionality.
6.4.04 Review the Library Collection Development Guidelines	4.4 Library	01/07/2018	30/06/2019	25	25/09/2018 - Review of the Library's Collection Development Guidelines has commenced and will continue throughout the coming months.

## 2 Corporate Business Plan 2018-2023 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
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	01/07/2018	30/06/2019	100	<p>16/10/2018 - The library's Adult Services area has recently been focussing on changes to collection development processes resulting from changes to the Statewide Inter-Library Loans System and the implementation of Supplier Selection, which shifts the responsibility for selection of State-purchased stock from the individual library to the vendor.</p> <p>Seniors morning teas remain popular, however author talks have had limited success despite significant marketing and promotion, a review of adult programming is being considered.</p>

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	01/07/2018	30/06/2019	100	16/10/2018 - Educator support officers and the educational leader continue to monitor educators planning functions to ensure that all educators are maintaining their standards. Weekly visits are maintained to ensure all areas of the standards are met.
6.5.02 Provide services to support access to FDC for Aboriginal parents	4.7 Family Day Care	01/07/2018	30/06/2019	100	16/10/2018 - Moorditj Kulungar play sessions are a great success with regular conversations with mothers about Family Day Care and its availability to them should they require childcare. The play sessions combine occasionally with the educator play sessions to allow mothers to engage with the Family Day Care educators to get a better idea of what is on offer.
6.5.03 Monitor the new funding model for the FDC Service and examine the most cost effective provision of services	4.7 Family Day Care	01/07/2018	30/06/2019	100	16/10/2018 - The service is now entering it's third year with no government funding and the fee model that was adopted appears to be sustainable. Care hours sold are monitored monthly to ensure the service is meeting it's KPIs.
6.5.04 Review service policies with input from educators, staff and families	4.7 Family Day Care	01/07/2018	30/06/2019	100	16/10/2018 - The policies are now complete and have been distributed to Family Day Care educators and all families enrolled with the service.
6.5.05 Review all systems and processes used to provide in-home care	4.7 Family Day Care	01/07/2018	30/06/2019	100	16/10/2018 - The In Home Care service was reviewed with a new business plan and business model adopted. The service is now operating with no government funding. The service financials will be reviewed after three months to assess viability.

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>					
6.6.02 Create a Signage Policy	3.1 Planning and Development	01/07/2018	30/06/2019	80	16/10/2018 - The Advertising Local Planning Policy has been finalised and was adopted by Council for advertising at its 8 August 2018 Meeting. A report is being prepared for final consideration by Council and is anticipated to be presented to the November round of Council meetings.
6.6.03 Create a Telecommunications Policy	3.1 Planning and Development	01/07/2018	30/12/2018	90	16/10/2018 - The Policy was advertised from 10 August 2018 to 31 August 2018. The Policy is being presented to Council on 10 October 2018 for adoption.
6.6.04 Create an Advertising Signage Policy	3.1 Planning and Development	01/07/2018	30/12/2018	75	26/09/2018 - The Advertising Local Planning Policy has been finalised and was adopted by Council for advertising at its 8 August 2018 Meeting. A report is being prepared for final consideration by Council and is anticipated to be presented to the November round of Council meetings.
6.6.05 Complete the Cost Apportionment Schedule for Amendment 132 and progress Amendment 145 for adoption	3.1 Planning and Development	01/07/2018	30/12/2019	25	16/10/2018 - A draft Cost Apportionment Schedule has been completed and will be presented to landowners for consideration in October 2018. The Community Infrastructure Plan is currently being finalised to support the finalisation of Amendment 145.
6.6.06 Complete the City Centre Master Plan review	3.1 Planning and Development	01/07/2018	31/03/2019	25	26/09/2018 - The City Centre Master Plan review is underway and areas for update have been identified.

## 2 Corporate Business Plan 2018-2023 - Period 1/07/2018 to 30/09/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<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	01/07/2018	30/06/2019	100	04/10/2018 - Compliance with current legislation is maintained through the process for building approvals.
6.7.02 Review and ensure efficient Building processes	3.2 Building Services	01/07/2018	30/06/2019	25	04/10/2018 - This action is ongoing and part of business improvement
6.7.03 Implement a Builder Satisfaction Survey	3.2 Building Services	01/07/2018	30/06/2019	25	16/10/2018 - Survey design has been completed and delivery of the survey to recipients is anticipated within two weeks.

## 2 Corporate Business Plan 2018-2023 - Period 1/07/2018 to 30/09/2018

Attachment A

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	01/07/2018	30/06/2019	30	14/09/2018 - The project is progressing. The review has been completed and the team is developing a Community Engagement Plan and Strategy. The project documents are being prepared for sign off.
6.8.02 Work with Community Engagement to review processes in place to guarantee health compliance at all events annually	3.3 Environmental Health	01/07/2018	30/06/2019	33	16/10/2018 - There have been regular meetings to discuss the improvement of event applications.
6.8.03 Complete a Mosquito and Midge Management Plan for Kwinana	3.3 Environmental Health	01/07/2018	30/12/2018	100	16/10/2018 - The Plan was adopted on 26 September 2018.
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	01/07/2018	30/06/2019	25	16/10/2018 - The City is reviewing Waste Local Laws and Better Practice Guidelines for resource recovery from multiple dwellings.
6.8.05 Prepare the annual Food Act Report for the Department of Health	3.3 Environmental Health	01/07/2018	30/06/2019	33	14/09/2018 - The preparation of this report is ongoing supported by monthly KPIs.
6.8.06 Prepare a Risk and Hazard Management Plan that considers the City's known contaminated sites	3.3 Environmental Health	01/07/2018	30/06/2019	35	14/09/2018 - The plan has been completed. The Environment and Environmental Health teams are attending to remediation and testing of the priority sites.

### **16.3 Appointment of the Western Australian Electoral Commission to Conduct the City of Kwinana Local Government Elections**

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

There were no declarations of interest declared.

#### **SUMMARY:**

At the Ordinary Council Meeting held on 9 November 2016, Council resolved that the Electoral Commissioner was responsible for conducting all of the City of Kwinana elections up until 31 December 2017. This resolution has now expired and consideration is required to appoint the Western Australian Electoral Commission (WAEC) to conduct future elections on behalf of the City of Kwinana.

In accordance with the *Local Government Act 1995*, the City can conduct an in-person or postal election. In accordance with the *Local Government Act 1995*, if the City continues to hold postal elections, WAEC must be engaged to conduct the postal election. With voting being non-mandatory, postal elections generally result in a higher participation rate by eligible electors compared to in-person elections. It is recommended that the City continues to hold postal elections and that WAEC be responsible for their conduct.

#### **OFFICER RECOMMENDATION:**

That Council:

1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner is to be responsible for the conduct of all City of Kwinana elections up until the 31 December 2019.
2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995*, to conduct all elections as postal elections.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

#### **DISCUSSION:**

In accordance with sections 4.61(2) and 4.61(4) of the *Local Government Act 1995*, the local government can decide to conduct the election as a postal election and if so, the Electoral Commissioner must be responsible for the conduct of the postal election.

The City wrote to WAEC on 7 November 2018 seeking WAEC's interest in conducting future elections. The City requested that pending Council approval, WAEC conduct all elections until 31 December 2019.

**16.3 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE CITY OF KWINANA LOCAL GOVERNMENT ELECTIONS**

The City has received correspondence, in writing, from WAEC in relation to their agreement for the Electoral Commissioner to be responsible for the conduct of all elections conducted up until 31 December 2019. The report provides Council with an opportunity to consider that response as detailed in Attachment A.

**LEGAL/POLICY IMPLICATIONS:**

*Local Government Act 1995*

*4.7. Ordinary elections day usually third Saturday in October*

- (1) The effect of section 4.6 is that —*
  - (a) polls for ordinary elections to elect an elector mayor or president will be held on the third Saturday in October every 4 years; and*
  - (b) polls for ordinary elections to elect councillors will be held on the third Saturday in October every 2 years.*
- (2) If in respect of a particular year in which ordinary elections are required to be held the Electoral Commissioner is of the opinion that it would not be in the public interest to hold polls for those ordinary elections on the third Saturday in October, the Electoral Commissioner may, by notice in the Gazette, fix a later Saturday in October, or the first, second or third Saturday in November, to be the day for holding any polls needed for those ordinary elections.*
- (3) The election day can be deferred under subsection (2) —*
  - (a) for all local governments; or*
  - (b) for a local government or local governments specified in the notice; or*
  - (c) for a class or classes of local governments specified in the notice.*
- (4) In the notice under subsection (2), or by a later notice in the Gazette, the Electoral Commissioner may adjust any time, period or date fixed under this Act to take account of the election day being deferred under subsection (2).*

*4.20. CEO to be returning officer unless other arrangements made*

- (1) Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint\* a person other than the CEO to be the returning officer of the local government for —*
  - (a) an election; or*
  - (b) all elections held while the appointment of the person subsists.*

*\* Absolute majority required.*

16.3 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE CITY OF KWINANA LOCAL GOVERNMENT ELECTIONS

- (3) An appointment under subsection (2) —
- (a) is to specify the term of the person's appointment; and
  - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare\* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

*\* Absolute majority required.*

- (4) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (5) A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —  
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or  
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide\* to conduct the election as a postal election.
- \* Absolute majority required.*
- (3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.
- (4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.
- (5) A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.

### 16.3 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE CITY OF KWINANA LOCAL GOVERNMENT ELECTIONS

- (7) *For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.*
- (8) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.*

#### FINANCIAL/BUDGET IMPLICATIONS:

The appointment of the WAEC to conduct local government elections on behalf of the City will result in the City being liable to pay the WAEC's costs of conducting the elections on a full cost recovery basis.

The City has received correspondence (refer to Attachment B) from WAEC providing a budget estimate for the 2019 Local Government Election, with the cost to the City being potentially \$107,000.00 excluding GST. This amount will be included within the 2018/2019 Budget considerations.

#### 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:

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan 2018 - 2023	Civic Leadership	5.1 An active and engaged Local Government, focussed on achieving the community's vision

#### COMMUNITY ENGAGEMENT:

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

#### PUBLIC HEALTH IMPLICATIONS

There are no public health implications on any determinants of health as a result of this report.

**16.3 APPOINTMENT OF THE WESTERN AUSTRALIAN ELECTORAL COMMISSION TO CONDUCT THE CITY OF KWINANA LOCAL GOVERNMENT ELECTIONS**

**RISK IMPLICATIONS:**

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

Risk Event	The City does not declare the Electoral Commissioner to be responsible for the conduct of elections within a particular period of time after the 80 <sup>th</sup> day before election day.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Commence the process in October 2018 and prepare Council Report, to ensure the declaration is not made after the 80 <sup>th</sup> day before election day.
Rating (after treatment)	Low

**COUNCIL DECISION**

**345**

**MOVED CR P FEASEY**

**SECONDED CR S MILLS**

**That Council:**

- 1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner is to be responsible for the conduct of all City of Kwinana elections up until the 31 December 2019.**
- 2. Decide, in accordance with section 4.61(2) of the *Local Government Act 1995*, to conduct all elections as postal elections.**

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**8/0**



WESTERN AUSTRALIAN  
Electoral Commission

LGE 677

Ms Joanne Abbiss  
Chief Executive Officer  
City of Kwinana  
PO Box 21  
KWINANA WA 6966

Attention: Ms Casey Mihovilovich

Dear Ms Abbiss

### Local Government Elections

I refer to your letter of 7 November 2018 concerning the conduct of City of Kwinana elections and polls through to 31 December 2019.

The options open to the City of Kwinana with respect to the conduct of future elections and polls across the period are:

1. City of Kwinana may elect to request that all elections and other polls through to the end of 2019 be conducted by the Western Australian Electoral Commission, in which case such elections must be postal elections.

Should Council choose this option you may take this letter as my agreement to conduct the elections across the period, but the following two motions would still need to be passed at Council by absolute majority:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of all elections and polls until the end of 2019
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the elections or polls will be postal.

Please note that Council can rescind these motions for any election at any time as long as it is done at least 80 days prior to an election date.

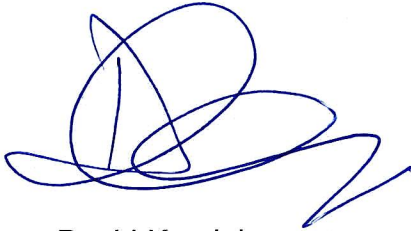
2. The second option under the *Local Government Act 1995* is for City of Kwinana to conduct a voting in person election with either the CEO

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as the Returning Officer, or having obtained my written agreement to appoint a person other than the CEO to be the returning officer, (having first obtained the written agreement of the person concerned).

Should you require further information, please contact Phil Richards, Manager, Election Events on 9214 0443.

Yours sincerely

A handwritten signature in blue ink, consisting of several overlapping loops and a long, sweeping tail that extends to the right.

David Kerslake  
**ELECTORAL COMMISSIONER**

13 November 2018



WESTERN AUSTRALIAN  
Electoral Commission

LGE 028

Ms Joanne Abbiss  
Chief Executive Officer  
City of Kwinana  
PO Box 21  
KWINANA WA 6966

Dear Ms Abbiss

**Local Government Ordinary Election: 2019**

The next local government ordinary elections are being held on 19 October 2019. While this is still some distance in the future, I have enclosed an estimate for your next ordinary election to assist in your 2019/2020 budget preparations.

The estimated cost for the 2019 election if conducted as a postal ballot is \$107,000 inc GST, which has been based on the following assumptions:

- 24,800 electors
- response rate of approximately 33%
- 4 vacancies
- count to be conducted at the offices of the City of Kwinana
- appointment of a local Returning Officer
- regular Australia Post delivery service to apply for the lodgement of the election packages.

An additional amount of \$4,960 will be incurred if your Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. The Commission is of the view that the regular service is adequate for outgoing mail for most local governments, particularly in the metropolitan area.

Costs not incorporated in this estimate include:

- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns
- one local government staff member to work in the polling place on election day
- any additional postage rate increase by Australia Post.

The Commission is required by the *Local Government Act* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the Act is that my written agreement has to be obtained before the vote by Council is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2019 for the City of Kwinana in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required. My agreement is subject to the proviso that the City of Kwinana also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council would need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2019 ordinary elections together with any other elections or polls which may be required
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.

I look forward to conducting this election for the City of Kwinana in anticipation of an affirmative vote by Council. If you have any further queries please contact Phil Richards Manager, Election Events on 9214 0400.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DK', with a stylized flourish extending to the right.

David Kerslake  
**ELECTORAL COMMISSIONER**

19 October 2018

## **16.4 Monthly Financial Report October 2018**

### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

### **SUMMARY:**

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the period ended 31 October 2018 has been prepared for Council acceptance.

### **OFFICER RECOMMENDATION:**

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 31 October 2018, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 31 October 2018, contained within Attachment A.

### **DISCUSSION:**

The purpose of this report is to provide a monthly financial report, which includes rating, investment, reserve, debtor, and general financial information to Elected Members in accordance with Section 6.4 of the *Local Government Act 1995*.

The period of review is October 2018. The municipal surplus for this period is \$33,892,724 compared to a budget position of \$31,089,619. This is considered a satisfactory result for the City as the City is maintaining a healthy budget surplus position.

Income for the October 2018 period, year to date is \$49,993,396. This is made up of \$48,557,809 in operating revenues and \$1,435,587 in non-operating grants, contributions and subsidies received. The budget estimated \$49,974,664 would be received for the same period. The variance to budget is \$18,732. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

Expenditure for the October 2018 period year to date is \$18,179,780. This is made up of \$17,218,231 in operating expenditure, and \$961,549 in capital expenditure. The budget estimated \$25,124,059 would be spent for the same period. The variance to budget is \$6,944,279. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

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

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an annual financial statement for the preceding year and other financial reports as are prescribed.

**16.4 MONTHLY FINANCIAL REPORT OCTOBER 2018**

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the local government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications relating to the preparation of the report. Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment A.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications associated with this report.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environment implications associated with this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.4 Ensure the financial sustainability of the City of Kwinana into the future

**COMMUNITY ENGAGEMENT:**

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

**PUBLIC HEALTH IMPLICATIONS**

There are no public health implications as a result of this report.

**RISK IMPLICATIONS:**

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

Risk Event	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information

## 16.4 MONTHLY FINANCIAL REPORT OCTOBER 2018

Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

**COUNCIL DECISION**

346

**MOVED CR S LEE****SECONDED CR M ROWSE****That Council:**

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 31 October 2018, contained within Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 31 October 2018, contained within Attachment A.**

**CARRIED**  
**8/0**

# Monthly Financial Report

# **CITY OF KWINANA**

## **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 October 2018**

### **LOCAL GOVERNMENT ACT 1995 LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 October 2018**

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
<b>Opening Funding Surplus(Deficit)</b>	2	1,345,947	1,345,947	1,345,947	<b>1,259,903</b>	(86,044)	(6%)
<b>Revenue from operating activities</b>							
Governance		35,760	35,760	31,694	<b>99,036</b>	67,342	212%
General Purpose Funding - Rates	8	38,101,480	38,101,480	37,836,641	<b>37,662,705</b>	(173,936)	(0%)
General Purpose Funding - Other		4,477,650	4,477,650	1,411,687	<b>1,097,070</b>	(314,617)	(22%)
Law, Order and Public Safety		330,500	330,500	133,360	<b>160,306</b>	26,946	20%
Health		153,066	153,066	11,984	<b>36,309</b>	24,325	203%
Education and Welfare		7,168,961	7,209,461	2,372,438	<b>2,521,283</b>	148,845	6%
Community Amenities		5,534,442	5,534,442	5,068,342	<b>5,149,076</b>	80,734	2%
Recreation and Culture		2,999,818	3,002,518	1,009,633	<b>1,153,675</b>	144,042	14%
Transport		179,611	179,611	104,611	<b>170,022</b>	65,411	63%
Economic Services		1,280,762	1,280,762	483,882	<b>450,977</b>	(32,905)	(7%)
Other Property and Services		1,364,646	1,364,646	451,247	<b>57,351</b>	(393,896)	(87%)
		<b>61,626,696</b>	<b>61,669,896</b>	<b>48,915,519</b>	<b>48,557,809</b>	(357,710)	(1%)
<b>Expenditure from operating activities</b>							
Governance		(2,596,800)	(2,619,595)	(849,188)	<b>(1,566,457)</b>	(717,269)	(84%)
General Purpose Funding		(790,130)	(790,130)	(265,054)	<b>(232,011)</b>	33,043	12%
Law, Order and Public Safety		(3,369,960)	(3,401,521)	(1,102,808)	<b>(912,856)</b>	189,952	17%
Health		(950,887)	(944,777)	(308,668)	<b>(252,903)</b>	55,765	18%
Education and Welfare		(11,379,613)	(11,657,775)	(3,873,680)	<b>(3,155,513)</b>	718,167	19%
Community Amenities		(10,248,550)	(10,275,616)	(3,135,947)	<b>(2,696,267)</b>	439,680	14%
Recreation and Culture		(22,098,138)	(22,264,585)	(7,109,557)	<b>(4,815,681)</b>	2,293,876	32%
Transport		(15,431,921)	(15,941,070)	(5,201,845)	<b>(2,275,650)</b>	2,926,195	56%
Economic Services		(1,861,358)	(1,859,656)	(600,484)	<b>(434,754)</b>	165,730	28%
Other Property and Services		(3,942,836)	(3,216,668)	(1,100,686)	<b>(876,139)</b>	224,547	20%
		<b>(72,670,193)</b>	<b>(72,971,393)</b>	<b>(23,547,917)</b>	<b>(17,218,231)</b>	6,329,686	27%
<b>Operating activities excluded from budget</b>							
Add back Depreciation		13,672,393	13,672,393	4,557,484	<b>0</b>	(4,557,484)	(100%)
Adjust (Profit)/Loss on Asset Disposal	7	189,040	189,040	0	<b>84,462</b>	84,462	
<b>Amount attributable to operating activities</b>		<b>2,817,936</b>	<b>2,559,936</b>	<b>29,925,086</b>	<b>31,424,040</b>	1,498,954	5%
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		4,285,605	4,285,605	1,059,145	<b>1,435,587</b>	376,442	(36%)
Proceeds from Disposal of Assets	7	423,500	423,500	229,500	<b>266,066</b>	36,566	(16%)
Land and Buildings	11	(4,937,050)	(4,774,573)	(546,419)	<b>(292,771)</b>	253,648	46%
Plant, Furniture and Equipment	11	(2,458,200)	(2,458,200)	(582,200)	<b>(504,099)</b>	78,101	13%
Infrastructure Assets - Roads	11	(3,000,084)	(3,000,084)	(83,741)	<b>(57,728)</b>	26,013	31%
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(1,892,396)	(203,272)	<b>(35,594)</b>	167,678	82%
Infrastructure Assets - Footpaths	11	(193,560)	(193,560)	(128,133)	<b>(45,197)</b>	82,936	65%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,339,323)	(6,083)	<b>(2,147)</b>	3,936	65%
Infrastructure Assets - Street Lighting	11	(394,272)	(394,272)	(6,283)	<b>(6,283)</b>	0	0%
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,000)	(13,011)	<b>(11,718)</b>	1,293	10%
Infrastructure Assets - Car Parks	11	0	(7,000)	(7,000)	<b>(6,012)</b>	988	14%
<b>Amount attributable to investing activities</b>		<b>(10,503,053)</b>	<b>(10,370,303)</b>	<b>(287,497)</b>	<b>740,104</b>	1,027,601	(357%)
<b>Financing Activities</b>							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	<b>0</b>	0	0%
Self-Supporting Loan Principal		16,168	16,168	5,388	<b>6,681</b>	1,293	24%
Transfer from Reserves	6	9,499,275	9,649,275	413,195	<b>885,044</b>	471,849	114%
Repayment of Debentures	9	(777,133)	(777,133)	0	<b>(22,879)</b>	(22,879)	
Transfer to Reserves	6	(4,667,140)	(4,667,140)	(312,500)	<b>(400,170)</b>	(87,670)	(28%)
<b>Amount attributable to financing activities</b>		<b>6,339,170</b>	<b>6,489,170</b>	<b>106,083</b>	<b>468,677</b>	362,594	342%
<b>Closing Funding Surplus(Deficit)</b>	2	<b>0</b>	<b>24,750</b>	<b>31,089,619</b>	<b>33,892,724</b>	2,803,105	9%

This statement is to be read in conjunction with the accompanying Financial Statements and notes. All material variances are discussed in Note 1.

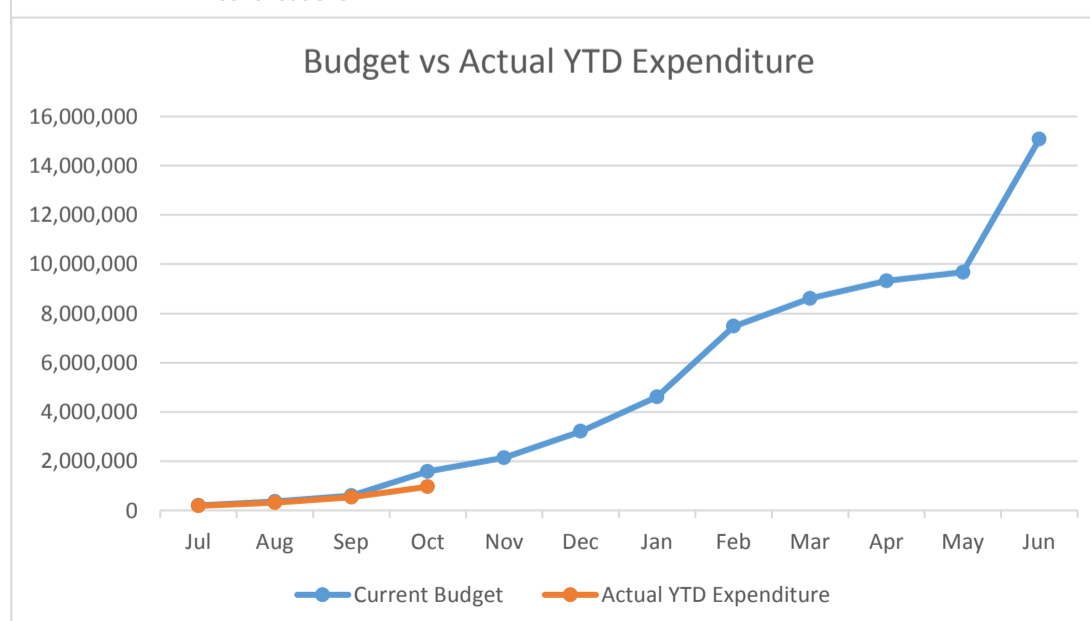
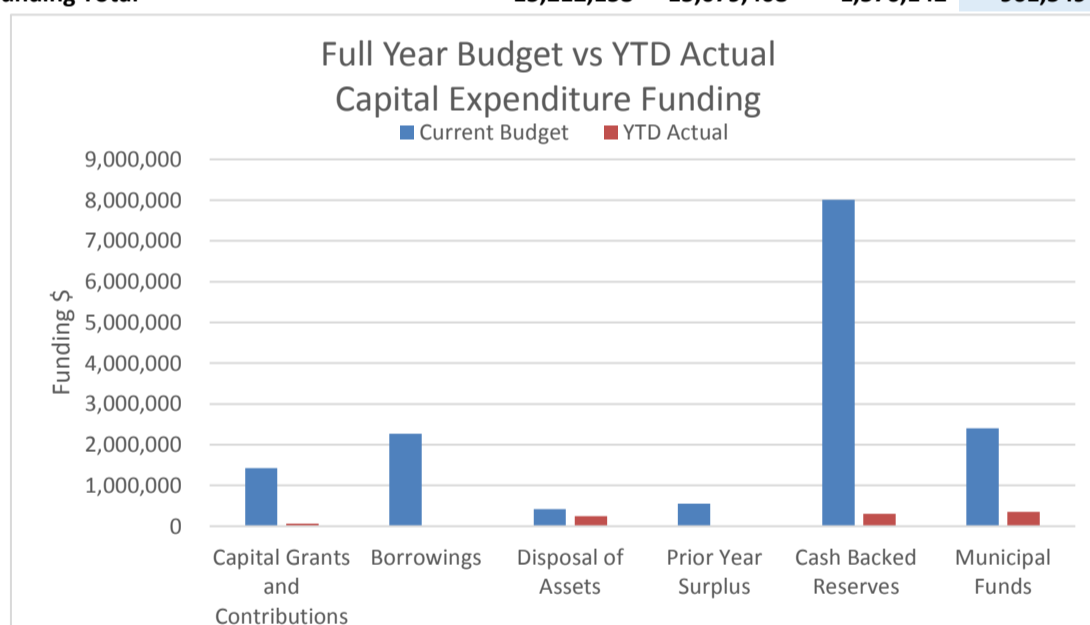
**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 October 2018**

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
<b>Opening Funding Surplus (Deficit)</b>	2	1,345,947	1,345,947	1,345,947	<b>1,259,903</b>	(86,044)	(6%)
<b>Revenue from operating activities</b>							
Rates	8	38,101,480	38,101,480	37,836,641	<b>37,662,705</b>	(173,936)	(0%)
Operating Grants, Subsidies and Contributions		7,639,227	7,682,427	2,430,464	<b>2,554,779</b>	124,315	5%
Fees and Charges		11,694,484	11,694,484	7,246,383	<b>7,372,380</b>	125,997	2%
Interest Earnings		2,690,500	2,690,500	933,002	<b>721,997</b>	(211,005)	(23%)
Other Revenue		1,489,873	1,489,873	469,029	<b>245,948</b>	(223,081)	(48%)
Profit on Disposal of Assets	7	11,132	11,132	0	<b>0</b>	0	
		<b>61,626,696</b>	<b>61,669,896</b>	<b>48,915,519</b>	<b>48,557,809</b>	(357,710)	(1%)
<b>Expenditure from operating activities</b>							
Employee Costs		(28,625,503)	(28,334,303)	(8,971,158)	<b>(8,418,009)</b>	553,149	6%
Materials and Contracts		(26,006,185)	(26,598,585)	(8,620,816)	<b>(7,348,560)</b>	1,272,256	15%
Utility Charges		(2,361,417)	(2,361,417)	(720,832)	<b>(772,904)</b>	(52,072)	(7%)
Depreciation on Non-Current Assets		(13,672,393)	(13,672,393)	(4,557,484)	<b>0</b>	4,557,484	100%
Interest Expenses		(1,111,762)	(1,111,762)	(41,412)	<b>(14,346)</b>	27,066	100%
Insurance Expenses		(570,108)	(570,108)	(559,894)	<b>(576,229)</b>	(16,335)	(3%)
Other Expenditure		(122,653)	(122,653)	(76,321)	<b>(3,721)</b>	72,600	95%
Loss on Disposal of Assets	7	(200,172)	(200,172)	0	<b>(84,462)</b>	(84,462)	0%
		<b>(72,670,193)</b>	<b>(72,971,393)</b>	<b>(23,547,917)</b>	<b>(17,218,231)</b>	6,329,686	27%
<b>Operating activities excluded from budget</b>							
Add back Depreciation		13,672,393	13,672,393	4,557,484	<b>0</b>	(4,557,484)	(100%)
Adjust (Profit)/Loss on Asset Disposal	7	189,040	189,040	0	<b>84,462</b>	84,462	
<b>Amount attributable to operating activities</b>		<b>2,817,936</b>	<b>2,559,936</b>	<b>29,925,086</b>	<b>31,424,040</b>	1,498,954	5%
<b>Investing activities</b>							
Grants, Subsidies and Contributions		4,285,605	4,285,605	1,059,145	<b>1,435,587</b>	376,442	(36%)
Proceeds from Disposal of Assets	7	423,500	423,500	229,500	<b>266,066</b>	36,566	(16%)
Land and Buildings	11	(4,937,050)	(4,774,573)	(546,419)	<b>(292,771)</b>	253,648	46%
Plant, Furniture and Equipment	11	(2,458,200)	(2,458,200)	(582,200)	<b>(504,099)</b>	78,101	13%
Infrastructure Assets - Roads	11	(3,000,084)	(3,000,084)	(83,741)	<b>(57,728)</b>	26,013	31%
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(1,892,396)	(203,272)	<b>(35,594)</b>	167,678	82%
Infrastructure Assets - Footpaths	11	(193,560)	(193,560)	(128,133)	<b>(45,197)</b>	82,936	65%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,339,323)	(6,083)	<b>(2,147)</b>	3,936	65%
Infrastructure Assets - Street Lighting	11	(394,272)	(394,272)	(6,283)	<b>(6,283)</b>	0	0%
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,000)	(13,011)	<b>(11,718)</b>	1,293	10%
Infrastructure Assets - Car Parks	11	0	(7,000)	(7,000)	<b>(6,012)</b>	988	14%
<b>Amount attributable to investing activities</b>		<b>(10,503,053)</b>	<b>(10,370,303)</b>	<b>(287,497)</b>	<b>740,104</b>	1,027,601	(357%)
<b>Financing Activities</b>							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	<b>0</b>	0	
Self-Supporting Loan Principal		16,168	16,168	5,388	<b>6,681</b>	1,293	24%
Transfer from Reserves	6	9,499,275	9,649,275	413,195	<b>885,044</b>	471,849	114%
Repayment of Debentures	9	(777,133)	(777,133)	0	<b>(22,879)</b>	(22,879)	
Transfer to Reserves	6	(4,667,140)	(4,667,140)	(312,500)	<b>(400,170)</b>	(87,670)	(28%)
<b>Amount attributable to financing activities</b>		<b>6,339,170</b>	<b>6,489,170</b>	<b>106,083</b>	<b>468,677</b>	362,594	342%
<b>Closing Funding Surplus (Deficit)</b>	2	<b>0</b>	<b>24,750</b>	<b>31,089,619</b>	<b>33,892,724</b>	2,803,105	9%

This statement is to be read in conjunction with the accompanying Financial Statements and notes. All material variances are discussed in Note 1.

**CITY OF KWINANA**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 31 October 2018**

Capital Acquisitions	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual Total (b)	Variance (a) - (b)
		\$	\$	\$	\$	\$
Land and Buildings	11	4,937,050	4,774,573	546,419	292,771	253,648
Plant, Furniture and Equipment	11	2,458,200	2,458,200	582,200	504,099	78,101
Infrastructure Assets - Roads	11	3,000,084	3,000,084	83,741	57,728	26,013
Infrastructure Assets - Parks and Reserves	11	1,869,669	1,892,396	203,272	35,594	167,678
Infrastructure Assets - Footpaths	11	193,560	193,560	128,133	45,197	82,936
Infrastructure Assets - Drainage	11	2,339,323	2,339,323	6,083	2,147	3,936
Infrastructure Assets - Street Lighting	11	394,272	394,272	6,283	6,283	0
Infrastructure Assets - Bus Shelters	11	20,000	20,000	13,011	11,718	1,293
Infrastructure Assets - Car Parks	11	0	7,000	7,000	6,012	988
<b>Capital Expenditure Totals</b>		<b>15,212,158</b>	<b>15,079,408</b>	<b>1,576,142</b>	<b>961,549</b>	<b>614,593</b>
<b>Capital acquisitions funded by:</b>						
Capital Grants and Contributions		<b>1,423,989</b>	<b>1,423,989</b>	<b>343,741</b>	<b>61,589</b>	282,152
Borrowings		<b>2,268,000</b>	<b>2,268,000</b>	<b>0</b>	<b>0</b>	0
Disposal of Assets		<b>423,500</b>	<b>423,500</b>	<b>266,066</b>	<b>243,890</b>	22,176
Prior Year Surplus		<b>550,934</b>	<b>550,934</b>	<b>0</b>	<b>0</b>	0
Cash Backed Reserves		<b>8,133,427</b>	<b>8,007,677</b>	<b>0</b>	<b>304,352</b>	(304,352)
Municipal Funds		<b>2,412,308</b>	<b>2,405,308</b>	<b>966,335</b>	<b>351,718</b>	614,617
<b>Capital Funding Total</b>		<b>15,212,158</b>	<b>15,079,408</b>	<b>1,576,142</b>	<b>961,549</b>	<b>614,593</b>



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 1: Explanation of Operating Revenue and Expenditure Material Variances by Nature and Type**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2018/19 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>					
Rates	(173,936)	(0%)		No Material Variance	
Operating Grants, Subsidies and Contributions	124,315	5%	M	Permanent	Contributions from Federal Government towards Family Daycare are higher than predicted. This is partly due to an increase in service, but also attributable to changes to the way the benefit is applied as of 1 July 2018. These contributions are passed directly onto the Family Daycare providers.
Fees and Charges	125,997	2%		No Material Variance	
Interest Earnings	(211,005)	(23%)	M	Timing	Timing variance as budget has been spread evenly over the 12 months. Deposits are being invested for longer periods in order to secure higher returns. The investments note (Note 3) shows the redemption date, interest rate and forecast interest revenue.
Other Revenue	(223,081)	(48%)	M	Timing	The Engineering project management fee has not yet been posted to the capital expenditure accounts.
Profit on Disposal of Assets	0			No Material Variance	
<b>Operating Expense</b>					
Employee Costs	553,149	6%	M	Permanent	Salary savings due to vacancies in budgeted positions.
Materials and Contracts	1,272,256	15%	M	Timing	Costs have been budgeted to be spent over 12 months. Each month, a number of invoices are not received until after period end processing has finished, resulting in the expenditure reported in these statements not reflecting the actual cost in the month the expense was incurred. City Officers are looking at ways to improve reporting and ensure that these costs are captured in line with when the works are completed.
Utility Charges	(52,072)	(7%)	M	Timing	Costs have been budgeted to be spent over 12 months. Each month, a number of invoices are not received until after period end processing has finished, resulting in the expenditure reported in these statements not reflecting the actual cost in the month the expense was incurred.
Depreciation on Non-Current Assets	4,557,484	100%	M	Timing	Timing variance as depreciation will be calculated in Novmeber now that the annual financial report has been audited and finalised.
Interest Expenses	27,066	100%	M	No Material Variance	
Insurance Expenses	(16,335)	(3%)		No Material Variance	
Other Expenditure	72,600	95%	M	Timing	Timing variance due to City contribution to Wellard Village agreement not payable to date.
Loss on Disposal of Assets	(84,462)	0%	M	No Material Variance	

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 1: Explanation of Operating Revenue and Expenditure Material Variances by Nature and Type**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

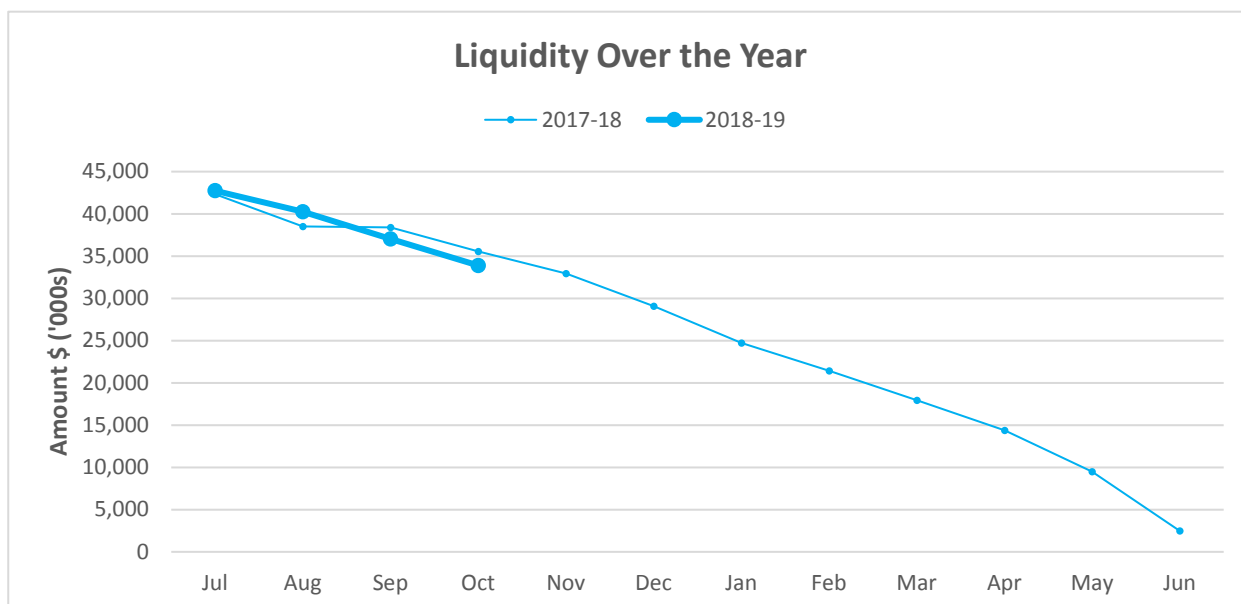
The material variance adopted by Council for the 2018/19 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	376,442	(36%)	M	Timing	Timing of contributions is difficult to estimate due to the unknown timing of subdivisions.
Proceeds from Disposal of Assets	36,566	(16%)		No Material Variance	
<b>Capital Expenses</b>					
Land and Buildings	253,648	46%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed.
Plant, Furniture & Equipment	78,101	13%	M	Timing	Savings made from vehicles traded (\$36k)and one budgeted fleet vehicle still to be purchased (\$41k).
Infrastructure - Roads	26,013	31%		No Material Variance	
Infrastructure Assets - Parks and Reserves	167,678	82%	M	Timing	Works have begun on the budgeted projects, tenders sought and awaiting approval.
Infrastructure Assets - Footpaths	82,936	65%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed.
Infrastructure Assets - Drainage	3,936	65%		No Material Variance	
Infrastructure Assets - Street Lighting	0	0%		No Material Variance	
Infrastructure Assets - Bus Shelters	1,293	10%		No Material Variance	
Infrastructure Assets - Car Parks	988	14%		No Material Variance	
<b>Financing</b>					
Proceeds from New Debentures	0	0%		No Material Variance	
Proceeds from Advances	0	0%		No Material Variance	
Self-Supporting Loan Principal	1,293	24%		No Material Variance	
Transfer from Reserves	471,849	114%	M	Timing	Reconciliation of Reserves and subsequent transfers will be conducted over November and December following the finalisation of the prior year financial statements and as part of the Budget Review process.
Advances to Community Groups	0	0%		No Material Variance	
Repayment of Debentures	(22,879)	0%		No Material Variance	
Transfer to Reserves	(87,670)	(28%)	M	Timing	Reconciliation of Reserves and subsequent transfers will be conducted over November and December following the finalisation of the prior year financial statements and as part of the Budget Review process.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 2: Net Current Funding Position**

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2018	31 Oct 2017	31 Oct 2018
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		21,137	19,027,097	15,664,941.35
Cash Restricted - Reserves	6	52,875,771	49,415,463	52,390,896.69
Receivables - Rates	5(a)	3,597,121	19,070,708	20,318,044
Receivables - Sundry Debtors	5(b)	720,635	885,600	464,607
Other Current Assets		411,656	437,334	205,141
Accrued Income		491,927	0	0
Inventories		34,180	31,581	40,687
		58,152,427	88,867,783	89,084,316
<b>Less: Current Liabilities</b>				
		(4,016,753)	(3,881,719)	(2,800,695)
Less: Cash Reserves	6	(52,875,771)	(49,415,463)	(52,390,897)
<b>Net Current Funding Position - Surplus/(Deficit)</b>				
		<b>1,259,903</b>	<b>35,570,601</b>	<b>33,892,724</b>



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 3(a): Cash and Investments**

	Total Amount	Interest Rate	Calculated Interest Earnings	Institution	S&P Rating	Deposit Date	Maturity Date	Term Days
	\$	%	\$					
CBA Municipal Bank Account	2,780,127	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Reserves Bank Account	-	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	2,106,674	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,770	N/A	N/A	PC	N/A	N/A	N/A	N/A
<b>Sub-total Cash Deposits</b>	<b>4,891,571</b>							
<b>(b) Term Deposits - Investments</b>								
BEN - TD2716903	2,000,000	2.75%	48,671	BEN	A	22/08/2018	11/07/2019	323
BWA - TD4749320	2,000,000	2.60%	12,822	BWA	AA	28/08/2018	26/11/2018	90
BWA - TD4749321	2,000,000	2.75%	40,534	BWA	AA	28/08/2018	24/05/2019	269
BWA - TD4749322	2,000,000	2.75%	48,822	BWA	AA	28/08/2018	18/07/2019	324
BWA - TD4752169	2,000,000	2.62%	12,921	BWA	AA	04/09/2018	03/12/2018	90
BEN - TD2737116	4,000,000	2.68%	80,180	BEN	A	11/09/2018	11/06/2019	273
NAB - TD33-586-9867	2,000,000	2.65%	17,279	NAB	AA	11/09/2018	08/01/2019	119
NAB - TD33-629-1673	2,000,000	2.70%	38,318	NAB	AA	11/09/2018	28/05/2019	259
<b>Sub-total - Term Deposits - Investments</b>	<b>18,000,000</b>		<b>299,547</b>					
<b>Reserve Funds Investments (Cash Backed Reserves)</b>								
Aged Persons Units Reserve - TD36-866-8236	752,844	2.65%	5,029	NAB	AA	01/08/2018	01/11/2018	92
Asset Management Reserve - TD36-842-8945	505,471	2.65%	3,382	NAB	AA	01/08/2018	01/11/2018	92
Asset Replacement Reserve - TD42-972-1062	504,448	2.64%	3,284	NAB	AA	07/08/2018	05/11/2018	90
Banksia Park DMF Reserve - TD42-997-1790	131,640	2.64%	857	NAB	AA	07/08/2018	05/11/2018	90
Community Services & Emergency Relief Reserve - TD43-069-3230	84,567	2.64%	551	NAB	AA	07/08/2018	05/11/2018	90
CLAG Reserve - TD43-083-2341	267,587	2.64%	1,742	NAB	AA	07/08/2018	05/11/2018	90
Workers Compensation Reserve - TD69-136-9789	321,970	2.65%	2,099	NAB	AA	09/08/2018	07/11/2018	89
Settlement Agreement Reserve - TD68-951-1678	161,049	2.65%	1,052	NAB	AA	09/08/2018	07/11/2018	89
Infrastructure Reserve - TD68-832-2429	342,197	2.65%	2,236	NAB	AA	09/08/2018	07/11/2018	89
Golf Course Cottage Reserve - TD68-730-8350	28,217	2.65%	184	NAB	AA	09/08/2018	07/11/2018	89
Future Community Infrastructure Reserve - TD88-185-4822	1,392,416	2.65%	12,232	NAB	AA	15/08/2018	14/12/2018	121
Family Day Care Reserve - TD88-195-0531	1,496,264	2.65%	13,145	NAB	AA	15/08/2018	14/12/2018	121
Employee Leave Reserve - TD44-453-4644	2,077,584	2.65%	45,402	NAB	AA	27/08/2018	24/06/2019	301
Employee Leave Reserve - TD76-099-7157	2,090,308	2.65%	45,529	NAB	AA	28/08/2018	24/06/2019	300
Refuse Reserve - Deal 10577414	2,213,259	2.67%	19,428	NAB	AA	31/10/2018	28/02/2019	120
Refuse Reserve - TD4770589	2,701,012	2.65%	23,532	BWA	AA	31/10/2018	28/02/2019	120
Refuse Reserve - TD4747990	583,404	2.65%	3,812	BWA	AA	23/08/2018	21/11/2018	90
Information Technology Reserve - TD4747992	1,891,619	2.65%	12,360	BWA	AA	23/08/2018	21/11/2018	90
City Assist Initiative Reserve - TD4747993	100,584	2.65%	657	BWA	AA	23/08/2018	21/11/2018	90
Youth Engagement Strategy Reserve - TD4747996	145,069	2.65%	948	BWA	AA	23/08/2018	21/11/2018	90
<b>Sub-total - Term Deposits - (Cash Backed Reserves)</b>	<b>17,791,510</b>		<b>197,462</b>					
<b>Reserve Funds Investments (Developer Contributions)</b>	<b>-</b>							
DCA - 1 Hard Infrastructure - Bertram - TDB35732709.97	1,890,771	2.56%	11,935	CBA	AA	22/08/2018	20/11/2018	90
DCA - 2 Hard Infrastructure - Wellard - TD2718200	1,892,760	2.55%	11,901	BEN	A	23/08/2018	21/11/2018	90
DCA - 5 Hard Infrastructure - Wandi - TD74-094-8075	1,302,629	2.63%	8,541	NAB	AA	27/08/2018	26/11/2018	91
DCA - 5 Hard Infrastructure - Wandi - TD76-129-4293	9,029	2.63%	59	NAB	AA	28/08/2018	26/11/2018	90
DCA - 7 Hard Infrastructure - Mandogalup (West) - TD27-609-7675	11,713	2.65%	103	NAB	AA	15/08/2018	14/12/2018	121
DCA - 9 Soft Infrastructure - Wand/Anketell - TD97-154-6348	10,487,573	2.65%	137,057	NAB	AA	30/08/2018	26/02/2019	180
DCA - 10 Soft Infrastructure - Casuarina/Anketell - TD27-453-1941	227,912	2.65%	2,002	NAB	AA	15/08/2018	14/12/2018	121
DCA - 11 Soft Infrastructure - Wellard East - TDB35732709.99	5,952,985	2.56%	37,577	CBA	AA	22/08/2018	20/11/2018	90
DCA - 12 Soft Infrastructure - Wellard West - TD4770154	6,758,735	2.67%	59,329	BWA	AA	30/10/2018	27/02/2019	120
DCA - 13 Soft Infrastructure - Bertram - TD27-521-3013	282,230	2.65%	2,479	NAB	AA	15/08/2018	14/12/2018	121
DCA - 14 Soft Infrastructure - Wellard/Leda - TD27-496-1706	504,779	2.65%	4,434	NAB	AA	15/08/2018	14/12/2018	121
DCA - 15 Soft Infrastructure - Townsite - TD27-479-8398	158,315	2.65%	1,391	NAB	AA	15/08/2018	14/12/2018	121
<b>Sub-total - Reserve Funds Investments (Developer Contributions)</b>	<b>29,479,432</b>		<b>276,809</b>					
<b>Total</b>	<b>70,162,512</b>		<b>773,817</b>					
Less Trust Bank	(2,106,674)							
<b>Total Municipal Controlled Funds</b>	<b>68,055,838</b>		<b>773,817</b>					

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 October 2018

**Note 3(b): Cash and Investments - Compliance with Investment Policy**

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	7,892,760	6%	100%	✓
AA	62,264,983	94%	100%	✓
A	-	0%	60%	✓
BBB	-	0%	20%	✓
Unrated	-	-	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	7,892,760	6%	45%	✓
BWA (AA)	20,180,423	29%	45%	✓
CBA (AA)	12,730,557	24%	45%	✓
NAB (AA)	29,354,003	41%	45%	✓

**Comments - Investment Policy Compliance**

The City's investments are invested in line with Council Policy - Investments. The above tables exclude the total of petty cash (\$4,650) held by the City.  
Interest received on the City's investments year to date is \$251,522.

**5.5.1 Portfolio Credit Framework**

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for category %
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	100%
AA	A-1+	100%
A	A-1	60%
BBB	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

**5.5.2 Counterparty Credit Framework**

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for category %
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	45%
AA	A-1+	45%
A	A-1	25%
BBB	A-2	10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
		\$	\$
<b>27/06/2018 Annual Budget Adoption</b>			
			0
<b><u>Items not requiring Council Approval as per OCM 27/06/2018 Council Decision 210</u></b>			
<b>Grant received from Children's Book Council of Australia to cover fees of authors, illustrators and storytellers</b>			
400104.1106.60	Library - Op Exp - Advertising and Promotions	(1,200)	
300018.1297.15	Library - Op Rev - Library Contributions	1,200	
		0	0
<b>Transfer Library software expenditure from IT budget to Library budget</b>			
400761.2020.64	Computing Infrastructure - Corporate Applications	12,000	
400104.1124.60	Library - Computer Services	(12,000)	
		0	0
<b>Transfer program income and expenditure to be managed by the Recquatic</b>			
400275.2034.60	Recquatic operating expenditure - Senior Sational	(3,000)	
400275.2035.60	Recquatic operating expenditure - Active Women	(3,000)	
300234.2034.30	Recquatic operating income - Senior Sational	1,550	
300234.2035.30	Recquatic operating income - Active Women	1,550	
400094.1600.60	CDO Recreation & Leisure operating expenditure - Senior Sational	3,000	
400094.1600.60	CDO Recreation & Leisure operating expenditure - Active Women	3,000	
300158.1600.30	CDO Recreation & Leisure operating income - Senior Sational	(1,550)	
300158.1600.30	CDO Recreation & Leisure operating income - Active Women	(1,550)	
		0	0
<b>Transfer funds to miscellaneous expendible equipment to Community Centres Admin budget</b>			
400708.1144.60	Community Centres Admin - Expendable Equipment	(4,000)	
400733.1144.60	Bertram Community Centre - Expendable Equipment	1,000	
400731.1144.60	Darius Community Centre - Expendable Equipment	2,000	
400732.1144.60	Wellard Community Centre - Expendable Equipment	1,000	
		0	0
<b>Temporary employment of City Legal Officer to assist the City Legal Team with tasks and projects</b>			
400008.1210.61	Operating Expense – GSS Contract Salaries	25,000	
400512.1031.50	Operating Expense – Governance Salaries	(25,000)	
		0	0
<b>Good Things Foundation granted funds to assistance with the Get Online Week as part of the City's involvement with the Be Connected program.</b>			
400104.1106.60	Operating Expense – Library Advertising & Promotions	(1,500)	
300018.1297.15	Operating Income – Library Contributions & Donations	1,500	
		0	0
<b>To cover the cost of fixed term Community Development Officer</b>			
400067.1210.61	Operating Expense – Community Services Admin Contract Salaries	27,200	
400092.1031.50	Operating Expense – CDO Recreation & Leisure Salaries	(27,200)	
		0	0
<b>To provide account for Environment Services to allocate legal expenses sought on development and sand mining issues. Funds available from Consultancy budget due to reduction of expected costs for Street Tree Data project.</b>			
400439.1177.60	Operating Expense - Natural Environment Legal Expenses	8,000	
400439.1125.60	Operating Expense - Natural Environment Consultancy	(8,000)	
		0	0
<b>Increase scope of Fire Notice project to include public notice, printing of leaflet and information letter, and postage to residents.</b>			
400503.1220.60	Operating Expense - Fire and Emergency Stationery	23,500	
400053.1106.60	Operating Expense - Governance Advertising and Promotion	(23,500)	
		0	0
<b><u>Items approved by Council falling outside Council Decision 210</u></b>			
<b>08/08/2018 Additional funds required for the completeion of DCA 13 Local Sporting Ground with Community Sports Facility</b>			
600019.1002.60	Capital expenditure - Kwinana Tennis Courts fencing	(150,000)	
700013.1917.06	Transfer from reserve - Future Community Infrastructure Reserve	150,000	
		0	0
<b>22/08/2018 Capital projects funded in 2017/18 that were not finalised, requiring funds to be carried forward to 2018/19.</b>			
600023.1565.60	Capital expenditure - Kwinana Tennis Courts fencing	(22,727)	
600008.1568.60	Capital expenditure - Medina Oval bitumenise entrance and carpark	(7,000)	
600015.1002.60	Capital expenditure - Building Contingency	29,727	
		0	0

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

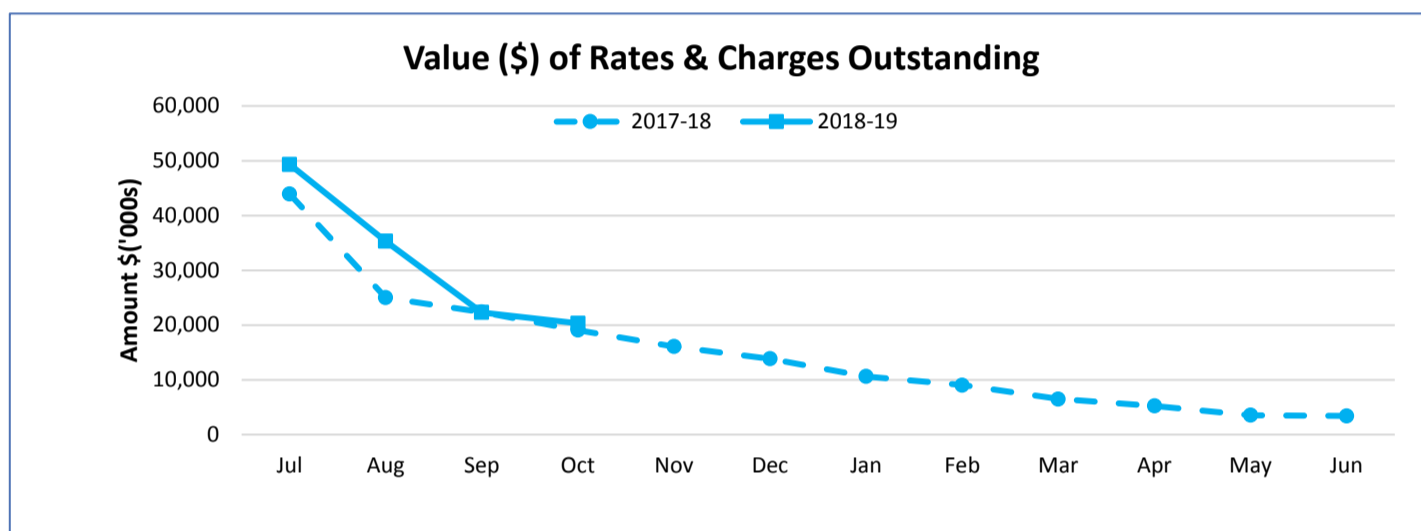
**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
<b>12/09/2018 Transfer of Aged Person Units and Banksia Park capital works to operating maintenance for items that are under the threshold for asset capitalisation, including trnasfer from capital to operating reserves.</b>			
400644.1600.60	Operating Expense – Aged Persons Unit Maintenance Program	(192,750)	
600067.1002.60	Capital Expense – Aged Persons Unit Building Renewals	192,750	
700074.1014.06	Reserve Transfer – Aged Persons Unit Operating	192,750	
700072.1014.06	Reserve Transfer – Aged Persons Unit Capital	(192,750)	
400643.1600.60	Operating Expense – Banksia Park Maintenance Program	(90,000)	
600068.1002.60	Capital Expense – Banksia Park Building Renewals	90,000	
700071.1016.06	Reserve Transfer – Banksia Park Operating	90,000	
700073.1786.06	Reserve Transfer – Banksia Park Capital	(90,000)	
		<b>0</b>	<b>0</b>
<b>12/09/2018 Aboriginal Resource Worker funding from the Department of Education and Training, and My Time funding from Ngala had not been confirmed at the time of the Budget 2018/2019 preparation. This funding has now been confirmed and the expenditure budgets are required to be applied. The additional cost of the Aboriginal Resource Worker program is proposed to be funded from a reduction in Family Day Care general employee expenditure.</b>			
400654.1031.50	Employee Expense - Family Day Care Aboriginal Resource - Salaries	(26,369)	
400654.1035.50	Employee Expense - Family Day Care Aboriginal Resource - Superannuation	(3,164)	
400655.1126.60	Operating Expense - Family Day Care Aboriginal Resource - Consumables	(4,500)	
400655.1195.60	Operating Expense - Family Day Care Aboriginal Resource – Other Expenses	(3,500)	
400655.1210.61	Operating Expense - Family Day Care Aboriginal Resource – Salaries Contract	(2,000)	
400655.1226.60	Operating Expense - Family Day Care Aboriginal Resource - Telephone	(450)	
400655.1826.60	Operating Expense - Family Day Care Aboriginal Resource – Travel FDC Van	(4,300)	
	Operating Expense - Family Day Care Aboriginal Resource - Workers Compensation	(527)	
400656.1037.51	Premium		
		(1,000)	
400656.1038.51	Employee Expense Other - Family Day Care Aboriginal Resource – Training Staff		
400311.1031.50	Employee Expense - Family Day Care General - Salaries	26,369	
400311.1035.50	Employee Expense - Family Day Care General - Superannuation	3,164	
		527	
400312.1037.51	Operating Expense - Family Day Care General - Workers Compensation Premium		
		30,500	
300210.1362.15	Operating Revenue - Family Day Care Aboriginal Resource - Operational Subsidy		
	Operating Revenue - Family Day Care Aboriginal Resource - NGALA My Time	10,000	
300210.1841.15	Funding		
		<b>24,750</b>	<b>24,750</b>
<b>26/09/2018 Funds are required for the replacement of nine reverse cycle air conditioner unit/motors at the Library including the installation of manholes to enable servicing of units. It is proposed that the funds for the project is transferred from the capital contingency budget allocation under Building Construction.</b>			
600019.1002.60	Capital Expense – Buildings – Library air conditioning motor replacement	(31,000)	
600015.1002.60	Capital Expense – Buildings – Building contingency	31,000	
		<b>0</b>	<b>24,750</b>
<b>14/11/2018 Additional funds required to complete the Orelia Oval project. The additional funds will be provided from the Medina Oval Lighting project budget as the tender quote was lower than originally budgeted.</b>			
600008.1568.60	Capital Expense - Reserve Development - Orelia Oval Steps	(20,000)	
600008.1568.60	Capital Expense - Reserve Development - Medina Oval Lighting	20,000	
		<b>0</b>	<b>24,750</b>
<b>14/11/2018 Additional funds required to complete custom fit out for Building Services vehilce. Additional funds provided by excess sale proceeds of 1EWS395.</b>			
600013.1000.60	Capital Expense - Transportation Vehicles - Plant Replacement of KWN1983	(11,700)	
600011.1000.60	Capital Expense - Transportation Vehicles - Plant Replacement of 1EWS395	10,000	
500007.1488.05	Capital Revenue - Transportation Vehicles - Sale of 1EWS395	1,700	
		<b>0</b>	<b>24,750</b>
<b>Amended Budget Surplus / (Deficit)</b>			<b>24,750</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 5(a): Receivables - Rates & Charges**

Receivables - Rates & Charges Receivable	30 June 2018	31 Oct 2017	31 Oct 2018
	\$		\$
Opening Arrears Previous Years	3,360,788	3,360,788	4,275,903
Levied this year	46,715,340	46,382,212	48,936,234
<u>Less</u> Collections to date	(45,056,420)	(29,928,487)	(31,428,693)
<u>Less</u> Excess Rates received	(743,805)	(743,805)	(799,399)
<b>Rates &amp; Charges Collectable</b>	<b>4,275,903</b>	<b>19,070,708</b>	<b>20,984,045</b>
Less Pensioner Deferred Rates	(678,782)	(598,153)	(666,001)
<b>Net Rates &amp; Charges Collectable</b>	<b>3,597,121</b>	<b>18,472,555</b>	<b>20,318,044</b>
% Outstanding	7.70%	39.83%	41.52%

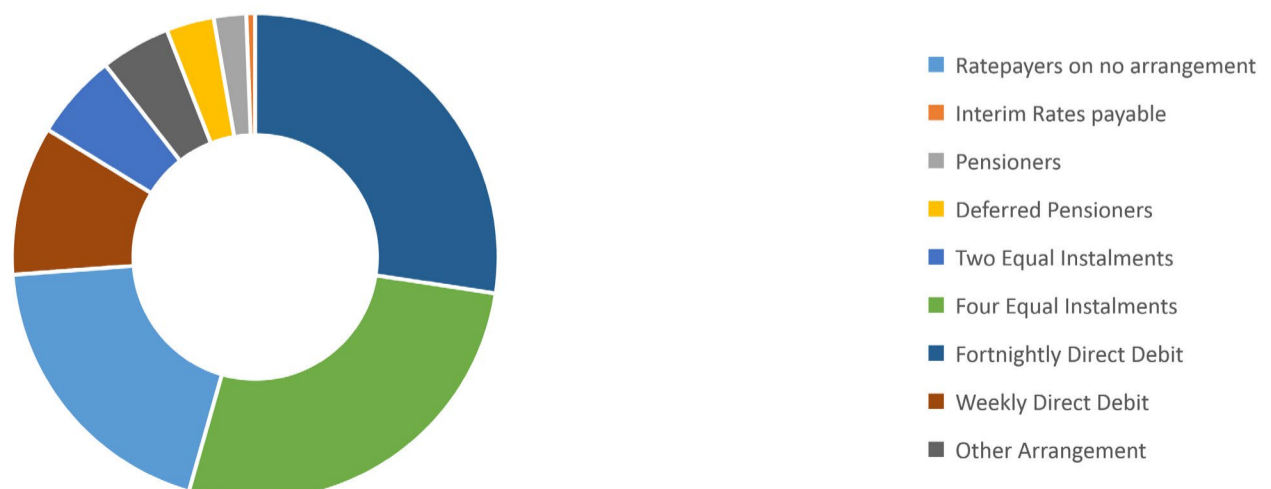


**Outstanding Rates & Charges by Payment Arrangement Type**

**31 Oct 2018**

	\$	%
Ratepayers on no arrangement	4,079,150	19.44%
Interim Rates payable	123,875	0.59%
Pensioners	452,899	2.16%
Deferred Pensioners	666,001	3.17%
Two Equal Instalments	1,193,312	5.69%
Four Equal Instalments	5,665,911	27.00%
Fortnightly Direct Debit	5,748,032	27.39%
Weekly Direct Debit	2,080,857	9.92%
Other Arrangement	974,008	4.64%
	<b>20,984,045</b>	<b>100.00%</b>

**% of Outstanding Rates & Charges by Payment Arrangement Type**



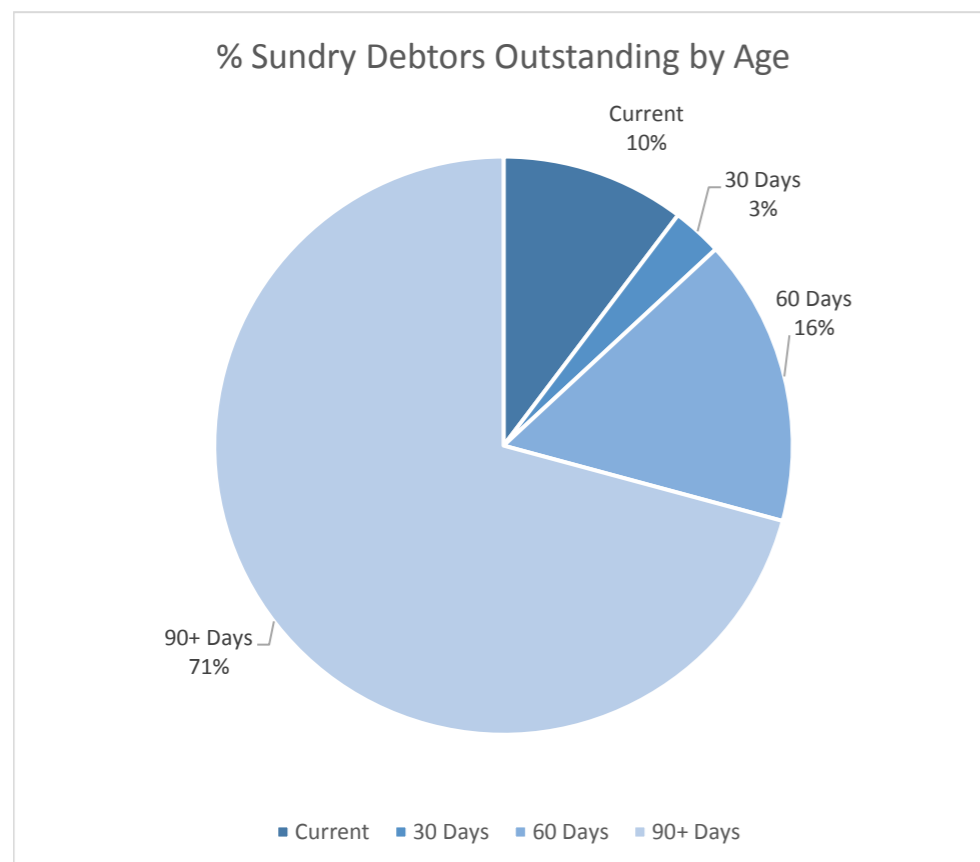
**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 5(b): Receivables - General**

**Receivables - General**

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	35,599	9,671	55,562	244,494	345,326
Infringements Register					119,281
<b>Total Receivables General Outstanding</b>					<b>464,607</b>

Amounts shown above include GST (where applicable)



**Sundry Debtors Outstanding Over 90 Days Exceeding \$1,000**

Debtor #	Description	Status	\$
<b>Debts with Fines Enforcement Registry</b>			
1825.07	Court awarded fines and costs	With Fines Enforcement Registry. Payments are being received.	2,633
2442.07	Court imposed fine	No payments received. With Fines Enforcement Registry.	5,732
2535.07	Dog attack prosecution costs	FER confirmed that a Warrant of Commitment was issued with time served. Debt to be written off through Council.	6,444
2726.07	Planning and Development Act prosecution	FER confirmed that a Warrant of Commitment was issued with time served. Debt to be written off through Council.	20,171
3321.07	Dog fines and prosecution costs	Regular payments of \$25 per fortnight via Fines Enforcement Registry.	2,260
3485.07	Food Act prosecutions	FER advised an enforcement warrant been issued. Currently with Baycorp debt collectors.	13,524
3909.07	Local Government Act prosecution	No payments received. With Fines Enforcement Registry.	3,652
3936.07	Prosecution RO 706-709	Regular payments of \$150 per fortnight via Fines Enforcement Registry.	8,702
3953.07	Local Law prosecution	Regular payments of \$45 per fortnight via Fines Enforcement Registry.	2,419
4060.07	Littering Act prosecution	Direct debit arrangement of \$50 per fortnight.	2,312
4131.07	Dangerous Dog Prosecution	Debtor is making payments to FER but due to the number of fines she has outstanding no payments allocated to the City as yet.	4,654
4233.07	Local Law Prosecution.	Case 225766/18. Registered with Fines Enforcement Registry 13/08/2018.	2,500
<b>Other Sundry Debtors</b>			
296.04	Commercial Property Rent	Premise has been vacated. Formal debt recovery action in process.	12,812
303.04	Structural Maintenance Fee / Loan	Payment arrangement in place to have debt cleared by end of financial year.	14,576
854.04	Rent and Outgoings	Investigating dispute regarding CPI increase.	5,212
897.04	Deed of Settlement	Payment arrangement in place to have debt cleared by end of financial year.	100,000
3571.04	Lease Charges	City Legal to present recommendation to CEO.	1,080
3884.03	Removal of abandoned vehicle	Regular payments of \$40 per fortnight being received.	1,915
3922.03	Verge clean up costs	Legal to advise. Debt has been linked to property.	1,090
3951.06	Developer Contributions - Fairhaven Estate	Waiting on subdivision prior to payment as per agreement.	3,786
4123.07	Removal of Asbestos	No reply to correspondence. Debt has been linked to the property.	1,705
4162.04	Community Centre hire fees	Notice of demand sent 26/7/18. No response to communication.	2,068
<b>Total Debtors 90+ days &gt; \$1,000</b>			<b>219,247</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 6: Cash Backed Reserves**

	Adopted Budget				Current Budget				Actual					Variance
	Opening Balance	Transfers In (incl Interest (+))	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (incl Interest (+))	Transfers Out (-)	Current Budget Closing Balance	Opening Balance	Actual Transfers In (+)	Interest Earned (+)	Transfers Out (-)	YTD Closing Balance	Actual vs Current Budget
Reserve	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Municipal Reserves</b>														
Aged Persons Units Reserve	765,541	308,844	(232,750)	841,635	765,541	308,844	(232,750)	841,635	748,728	0	4,116	0	752,844	(88,791)
Asset Management Reserve	501,595	8,721	(180,000)	330,316	501,595	8,721	(180,000)	330,316	501,595	0	3,876	0	505,471	175,155
Asset Replacement Reserve	748,122	263,007	(351,200)	659,929	748,122	263,007	(351,200)	659,929	498,123	0	6,325	0	504,448	(155,480)
Banksia Park Reserve	134,175	2,333	(49,738)	86,769	134,175	2,333	(49,738)	86,769	115,626	0	488	0	116,114	29,345
City Assist Initiative Reserve	100,401	1,743	(102,144)	(0)	100,401	1,743	(102,144)	(0)	100,401	0	1,025	0	101,426	101,426
Community Services & Emergency Relief Reserve	84,017	1,461	0	85,478	84,017	1,461	0	85,478	84,017	0	2,761	0	86,778	1,301
Contiguous Local Authorities Group Reserve	263,146	14,575	(20,000)	257,721	263,146	14,575	(20,000)	257,721	265,873	0	1,714	0	267,587	9,866
Employee Leave Reserve	4,119,629	71,623	(300,000)	3,891,252	4,119,629	71,623	(300,000)	3,891,252	4,231,590	0	7,263	0	4,238,853	347,601
Family Day Care Reserve	1,479,306	25,719	(805,560)	699,465	1,479,306	25,719	(805,560)	699,465	1,462,302	0	9,460	0	1,471,762	772,297
Future Community Infrastructure Reserve	1,538,389	26,746	(663,284)	901,851	1,538,389	26,746	(813,284)	751,851	1,381,900	0	10,516	0	1,392,416	640,565
Golf Course Cottage Reserve	28,033	487	0	28,520	28,033	487	0	28,520	28,033	0	184	0	28,217	(304)
Information Technology Reserve	1,890,703	32,871	(1,416,000)	507,574	1,890,703	32,871	(1,416,000)	507,574	1,890,703	0	5,124	0	1,895,827	1,388,253
Infrastructure Reserve	339,968	5,911	0	345,879	339,968	5,911	0	345,879	339,968	0	0	0	339,968	(5,911)
Refuse Reserve	8,698,885	180,697	(83,880)	8,795,702	8,698,885	180,697	(83,880)	8,795,702	8,736,657	0	96,532	0	8,833,189	37,487
Restricted Grants & Contributions Reserve	1,694,812	0	(1,694,812)	0	1,694,812	0	(1,694,812)	0	2,491,721	0	0	(885,044)	1,606,677	1,606,676
Settlement Agreement Reserve	160,000	2,782	0	162,782	160,000	2,782	0	162,782	160,000	0	1,049	0	161,049	(1,733)
Workers Compensation Reserve	330,200	5,741	0	335,941	330,200	5,741	0	335,941	338,710	0	1,692	0	340,402	4,461
Youth Engagement Reserve	130,412	2,264	(132,676)	0	130,412	2,264	(132,676)	0	144,650	0	2,344	0	146,994	146,993
<b>Sub-Total Municipal Reserves</b>	<b>23,007,334</b>	<b>955,524</b>	<b>(6,032,044)</b>	<b>17,930,814</b>	<b>23,007,334</b>	<b>955,524</b>	<b>(6,182,044)</b>	<b>17,780,814</b>	<b>23,520,597</b>	<b>0</b>	<b>154,470</b>	<b>(885,044)</b>	<b>22,790,023</b>	<b>5,009,209</b>
<b>Developer Contribution Reserves</b>														
DCA 1 - Hard Infrastructure - Bertram	1,851,461	182,424	(491,817)	1,542,068	1,851,461	182,424	(491,817)	1,542,068	1,887,550	0	17,866	0	1,905,416	363,348
DCA 2 - Hard Infrastructure - Wellard	1,772,974	429,946	(2,197,177)	5,743	1,772,974	429,946	(2,197,177)	5,743	1,877,524	0	15,236	0	1,892,760	1,887,017
DCA 4 - Hard Infrastructure - Anketell	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DCA 5 - Hard Infrastructure - Wandi	1,286,174	661,998	(454,627)	1,493,545	1,286,174	661,998	(454,627)	1,493,545	1,309,322	0	4,737	0	1,314,059	(179,486)
DCA 7 - Hard Infrastructure - Mandogalup West	11,803	14,077	(159)	25,720	11,803	14,077	(159)	25,720	11,713	0	72	0	11,785	(13,935)
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DCA 9 - Soft Infrastructure - Wandi/Anketell	10,446,476	576,997	(141,136)	10,882,338	10,446,476	576,997	(141,136)	10,882,338	10,487,573	0	64,154	0	10,551,727	(330,611)
DCA 10 - Soft Infrastructure - Casuarina/Anketell	229,412	246,696	(3,099)	473,009	229,412	246,696	(3,099)	473,009	227,912	0	0	0	227,912	(245,097)
DCA 11 - Soft Infrastructure - Wellard East	5,734,336	1,081,744	(77,473)	6,738,607	5,734,336	1,081,744	(77,473)	6,738,607	5,944,904	0	44,818	0	5,989,722	(748,885)
DCA 12 - Soft Infrastructure - Wellard West	6,622,131	355,217	(89,468)	6,887,880	6,622,131	355,217	(89,468)	6,887,880	6,663,351	0	91,918	0	6,755,269	(132,611)
DCA 13 - Soft Infrastructure - Bertram	283,730	8,356	(3,833)	288,252	283,730	8,356	(3,833)	288,252	282,230	0	2,435	0	284,665	(3,587)
DCA 14 - Soft Infrastructure - Wellard/Leda	480,660	130,374	(6,494)	604,540	480,660	130,374	(6,494)	604,540	504,779	0	3,102	0	507,881	(96,659)
DCA 15 - Soft Infrastructure - City Site	144,189	23,788	(1,948)	166,029	144,189	23,788	(1,948)	166,029	158,316	0	1,362	0	159,678	(6,352)
<b>Sub-Total Developer Contribution Reserves</b>	<b>28,863,346</b>	<b>3,711,616</b>	<b>(3,467,231)</b>	<b>29,107,731</b>	<b>28,863,346</b>	<b>3,711,616</b>	<b>(3,467,231)</b>	<b>29,107,731</b>	<b>29,355,174</b>	<b>0</b>	<b>245,700</b>	<b>0</b>	<b>29,600,874</b>	<b>493,143</b>
<b>Total Reserves</b>	<b>51,870,680</b>	<b>4,667,140</b>	<b>(9,499,275)</b>	<b>47,038,545</b>	<b>51,870,680</b>	<b>4,667,140</b>	<b>(9,649,275)</b>	<b>46,888,545</b>	<b>52,875,771</b>	<b>0</b>	<b>400,170</b>	<b>(885,044)</b>	<b>52,390,897</b>	<b>5,502,352</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 7: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Motor Vehicles</b>								
5061	Plant Replacement - P402	19,750	20,509	759		19,875	14,000		(5,875)
5060	Plant Replacement - P403	19,750	21,645	1,895		19,875	14,000		(5,875)
5080	Plant Replacement - P407	19,333	14,373		(4,961)	19,111	8,000		(11,111)
5597	Plant Replacement - P435	21,778	23,464	1,686		22,222	24,000	1,778	
5705	Plant Replacement - P445					20,979	13,000		(7,979)
5876	Plant Replacement - P457					16,275	12,000		(4,275)
5859	Plant Replacement - P460	29,333	19,600		(9,733)	29,111	18,000		(11,111)
5884	Plant Replacement - P461					18,645	23,000	4,355	
5871	Plant Replacement - P464					21,750	23,000	1,250	
5838	Plant Replacement - P465	23,500	15,736		(7,764)	22,959	8,000		(14,959)
5809	Plant Replacement - P467	27,000	23,009		(3,991)	26,583	24,000		(2,583)
5872	Plant Replacement - P462	22,917	16,191		(6,726)	23,208	13,000		(10,208)
5983	Plant Replacement - P490	19,651	15,736		(3,915)	18,601	13,500		(5,101)
5831	Plant Replacement - P455	26,167	23,009		(3,158)	26,584	24,000		(2,584)
5856	Plant Replacement - P459	28,889	20,509		(8,380)	29,111	23,000		(6,111)
5093	Plant Replacement - P406	18,000	13,236		(4,764)	17,750	7,000		(10,750)
5885	Plant Replacement - P463					23,208	13,000		(10,208)
5666	Plant Replacement - P437	22,000	10,509		(11,491)	21,500	8,000		(13,500)
	<b>Plant &amp; Equipment</b>								
2587	Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148					0	1,000	1,000	
4957	Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413					0	1,000	1,000	
3974	Plant Replacement Program - Cat Skid Steer Loader - P347					25,600	20,000		(5,600)
3722	Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324					35,486	25,000		(10,486)
4083	Plant Replacement Program - Massey Ferguson Tractor - Parks - P354					51,333	30,000		(21,333)
3842	Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333					29,750	15,000		(14,750)
2819	Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199					189	1,000	811	
3407	Plant Replacement Program - Disposal Only					20,540	12,000		(8,540)
3447	Plant Replacement Program - Disposal Only					4,062	5,000	938	
5646	Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	17,336	6,364		(10,972)	18,001	6,000		(12,001)
3481	P289 Tip Truck from 17/18	30,784	22,176		(8,608)	30,233	25,000		(5,233)
		<b>346,188</b>	<b>266,067</b>	<b>4,340</b>	<b>(84,462)</b>	<b>612,539</b>	<b>423,500</b>	<b>11,132</b>	<b>(200,172)</b>
	<b>Net Profit/(Loss)</b>				<b>(80,121)</b>				<b>(189,040)</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 October 2018

Note 8: Rating Information	YTD Actual							Budget					
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue
<b>RATE TYPE</b>	\$		\$	\$	\$	\$	\$		\$	\$	\$	\$	\$
<b>Differential General Rate</b>													
<b>Gross Rental Value (GRV)</b>													
Improved Residential	0.07999	13,642	236,241,336	18,859,093	118,398	10,326	18,987,817	13,549	235,768,136	18,859,093	529,676	-	19,388,769
Improved Special Residential	0.07120	815	19,427,651	1,372,308	10,941	-	1,383,249	807	19,273,991	1,372,308	-	-	1,372,308
Light Industrial and Commercial	0.09043	134	23,421,923	2,118,044	(8,477)	(2,340)	2,107,227	136	23,421,923	2,118,044	-	-	2,118,044
General Industry and Service Commercial	0.08647	320	35,560,611	3,074,926	-	-	3,074,926	320	35,560,611	3,074,926	-	-	3,074,926
Large Scale General Industry and Service Commercial	0.08909	46	46,905,960	4,178,852	-	-	4,178,852	46	46,905,960	4,178,852	-	-	4,178,852
Vacant Residential	0.16828	389	8,038,760	1,375,819	(36,363)	(5,900)	1,333,556	415	8,175,770	1,375,819	-	-	1,375,819
Vacant Non Residential	0.10304	33	2,287,380	235,692	-	-	235,692	33	2,287,380	235,692	-	-	235,692
<b>Unimproved Value (UV)</b>													
General Industrial	0.01759	3	121,200,000	2,131,908	-	-	2,131,908	3	121,200,000	2,131,908	-	-	2,131,908
Mining	0.00847	25	39,960,000	338,461	-	-	338,461	25	39,960,000	338,461	-	-	338,461
Urban/Urban Deferred	0.00505	144	245,861,000	1,241,497	(9,797)	-	1,231,700	143	245,841,000	1,241,497	-	-	1,241,497
<b>Sub-Totals</b>		<b>15,551</b>	<b>778,904,621</b>	<b>34,926,600</b>	<b>74,702</b>	<b>2,086</b>	<b>35,003,388</b>	<b>15,477</b>	<b>778,394,771</b>	<b>34,926,600</b>	<b>529,676</b>	<b>-</b>	<b>35,456,276</b>
<b>Minimum Payment</b>	<b>Minimum</b>												
<b>Gross Rental Value (GRV)</b>	<b>\$</b>												
Improved Residential	\$1,036	1,429	1,658,878	1,481,480	(2,072)	(404)	1,479,004	1,430	16,916,772	1,481,480	-	-	1,481,480
Improved Special Residential	\$1,036	4	6,228	3,108	1,036	-	4,144	3	40,820	3,108	-	-	3,108
Light Industrial and Commercial	\$1,348	25	31,800	33,700	-	-	33,700	25	274,661	33,700	-	-	33,700
General Industry and Service Commercial	\$1,348	34	47,994	45,832	-	-	45,832	34	299,022	45,832	-	-	45,832
Large Scale General Industry and Service Commercial	\$1,348	0	-	-	-	-	-	0	-	-	-	-	-
Vacant Residential	\$1,036	916	923,572	992,488	(41,420)	2,793	953,861	958	4,987,503	992,488	-	-	992,488
Vacant Non Residential	\$1,036	2	-	2,072	-	-	2,072	2	4,320	2,072	-	-	2,072
<b>Unimproved Value (UV)</b>													
General Industrial	\$1,348	0	923,572	-	-	-	-	0	-	-	-	-	-
Mining	\$1,348	16	47,994	20,220	1,344	-	21,564	15	186,557	20,220	-	-	20,220
Rural	\$1,036	115	1,658,878	66,304	52,836	-	119,140	64	9,608,600	66,304	-	-	66,304
<b>Sub-Totals</b>		<b>2,541</b>	<b>5,298,916</b>	<b>2,645,204</b>	<b>11,724</b>	<b>2,389</b>	<b>2,659,317</b>	<b>2,531</b>	<b>32,318,255</b>	<b>2,645,204</b>	<b>-</b>	<b>-</b>	<b>2,645,204</b>
		<b>18,092</b>	<b>784,203,537</b>	<b>37,571,804</b>	<b>86,426</b>	<b>4,475</b>	<b>37,662,705</b>	<b>18,008</b>	<b>810,713,026</b>	<b>37,571,804</b>	<b>529,676</b>	<b>-</b>	<b>38,101,480</b>
Concession							-						-
<b>Amount from General Rates</b>							<b>37,662,705</b>						<b>38,101,480</b>
Ex-Gratia Rates							-						-
Specified Area Rates							-						-
<b>Totals</b>							<b>37,662,705</b>						<b>38,101,480</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 9: Information on Borrowings**

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$		\$	\$	\$	\$	\$	\$
<b>Governance</b>									
Loan 99 - Administration Office Renovations	761,572	0	0	0	89,773	761,572	671,799	(780)	51,364
Loan 107 - Administration / Chambers Building Refurbishment	0	0	2,268,000	0	0	0	0	0	0
<b>Education &amp; Welfare</b>									
Loan 96 - Youth Specific Space	147,840	0	0	0	25,366	147,840	122,474	(395)	11,654
Loan 100 - Youth Specific Space	1,521,312	0	0	0	122,515	1,521,312	1,398,797	(1,165)	79,645
<b>Recreation and Culture</b>									
Loan 94 - Wellard Sports Pavilion	204,825	0	0	22,879	46,488	181,946	158,337	4,474	13,704
Loan 95 - Orelia Oval Pavilion	354,815	0	0	0	60,878	354,815	293,937	(949)	27,970
Loan 97 - Orelia Oval Pavilion Extension	1,685,135	0	0	0	198,641	1,685,135	1,486,494	(1,727)	113,653
Loan 102 - Library & Resource Centre	7,421,567	0	0	0	0	7,421,567	7,421,567	(5,524)	386,720
Loan 104 - Recquatic Refurbishment	3,350,000	0	0	0	0	3,350,000	3,350,000	(1,853)	159,125
Loan 105 - Bertram Community Centre	1,296,840	0	0	0	0	1,296,840	1,296,840	10,079	50,827
Loan 106 - Destination Park - Calista	1,516,532	0	0	0	96,111	1,516,532	1,420,421	(911)	57,307
<b>Transport</b>									
Loan 98 - Streetscape Beautification	1,028,123	0	0	0	121,193	1,028,123	906,930	(1,053)	69,341
Loan 101 - City Centre Redevelopment	2,500,000	0	0	0	0	2,500,000	2,500,000	14,766	79,250
<b>Self Supporting Loans</b>									
<b>Recreation and Culture</b>									
Loan 103B - Golf Club Refurbishment	282,850	0	0	0	16,168	282,850	266,682	(616)	11,202
	<b>22,071,411</b>	<b>0</b>	<b>2,268,000</b>	<b>22,879</b>	<b>777,133</b>	<b>22,048,532</b>	<b>21,294,278</b>	<b>14,346</b>	<b>1,111,762</b>

(b) New Debentures

No new debentures were raised during the reporting period.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

























**Note 10: Trust Fund**

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

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Oct 2018
	\$	\$	\$	\$
Hall Security Bonds	71,653	55,073	(56,814)	69,913
Footpath & Kerbing Security Deposits	410,680		(50,270)	360,410
Sports Forfeiture Security Deposits	200			200
Bus Hire Security Deposits	3,000	500	(500)	3,000
Demolition Security Deposits	2,351			2,351
Miscellaneous Deposits	82,423	395	(270)	82,548
Footpath Construction Bonds	2,000			2,000
Land Subdivision Bonds	588,211	8,800	(10,906)	586,105
Road Maintenance Bonds	293,234	33,324	(86,264)	240,294
Landscaping Subdivision Bonds	138,787			138,787
Mortimer Road - Community Trust	10,421			10,421
ATU Landscaping Bonds	2,378			2,378
Landscaping Development Bonds	64,477			64,477
Subdivision Handrails	15,395			15,395
APU Security Bonds	15,481			15,481
Off Road Vehicles	1,510			1,510
DCA Contingency Bonds	265,736			265,736
Contiguous Local Authorities Group (CLAG)	200			200
Retention Funds	37,524	25,818	(17,934)	45,408
Public Open Space Cash In Lieu	200,061			200,061
	<b>2,205,722</b>	<b>123,910</b>	<b>(222,957)</b>	<b>2,106,674</b>




































**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 11: Capital Acquisitions**

Assets	Total YTD Actual	Budget		YTD Budget	YTD Variance	Comment
		Adopted Annual Budget	Current Annual Budget			
	\$	\$		\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>						
<b>Buildings</b>						
 Arts & Cultural Centre Upgrade - Stage 1 of 2	29,490	100,000	100,000	745	(28,745)	Funds committed with start date expected prior to Christmas.
 Automated Gates - Recquatic Front Counter	0	90,000	90,000	0	0	
 Banksia Park Retirement Village Building Renewals	0	90,000	0	0	0	Budget variation to transfer funds to the operating budget approved by Council 12 September 2018
 Building Contingency	19,675	100,000	39,273	29,875	10,200	
 Building Renewals - Darius Wells	0	25,000	25,000	0	0	
 Building Renewals - Kwinana Senior Citizens Centre	0	100,000	100,000	0	0	
 Building Renewals - Margaret Feilman	5,920	15,000	15,000	7,000	1,080	
 Building Renewals - Thomas Oval Netball Clubrooms	0	6,500	6,500	0	0	
 Building Renewals - Wheatfield Cottage	21,765	20,000	20,000	20,000	(1,765)	
 Building Upgrades - CCTV Administration Building	4,105	100,000	100,000	0	(4,105)	
 Building Upgrades - Medina	0	100,000	100,000	0	0	
 Callistemon Court Retirement Village Building Renewals	0	192,750	0	0	0	Budget variation to transfer funds to the operating budget approved by Council 12 September 2018
 DCA 12 - Local Sporting Ground with Community Centre / Pavilion - Wellard West	0	294,300	294,300	0	0	
 DCA 14 - Local Sporting Ground with Pavilion Extension (Wellard/Leda)	51,795	261,484	261,484	100,000	48,205	Construction commenced. Expected completion date mid-December.
 DCA 9 - Local Sports Ground Clubroom (Clubroom construction cost)	0	107,500	107,500	0	0	
 Solar Panels Upgrade	0	30,000	30,000	0	0	
 Administration Building & Civic Centre - Stage 1 of 2	0	2,268,000	2,268,000	0	0	
 Callistemon Court Retirement Village Building Upgrade	0	40,000	40,000	0	0	
 Entry Statement	723	18,000	18,000	723	0	
 DCA 13 - Local Sporting Ground with Community Sports Facility	159,298	328,516	478,516	357,076	197,778	External works complete.
 Family Daycare Building Replacement of Playroom, Kitchenette and Toy Library	0	650,000	650,000	0	0	
 Library - Replacement of Air Conditioners Motors	0	0	31,000	31,000	31,000	Works in progress.
 <b>Buildings Total</b>	<b>292,771</b>	<b>4,937,050</b>	<b>4,774,573</b>	<b>546,419</b>	<b>253,648</b>	
























**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 11: Capital Acquisitions**

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
<b>Plant, Furniture and Equipment</b>						
<b>Furniture and Equipment</b>						
 Design and Replacement of Mayoral Chains	0	10,000	10,000	0	0	
<b>Computing Equipment</b>						
 City Website Redevelopment	1,121	70,000	70,000	7,500	6,379	
 Corporate Business System Renewal - Implementation	0	1,191,000	1,191,000	0	0	
 Self Check Touchscreen Computer & Workstation - Library	0	7,000	7,000	0	0	
<b>Plant and Equipment</b>						
 CFWD Disability Hoist - Recquatic *Replaces W12459*	0	12,000	12,000	0	0	
 CWD Fixed Variable Notice Board *Replaces W12494*	0	70,000	70,000	0	0	
 Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148	0	7,000	7,000	0	0	
 Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	0	9,000	9,000	0	0	
 Plant Replacement Program - Cat Skid Steer Loader - P347	0	90,000	90,000	0	0	
 Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324	0	80,000	80,000	0	0	
 Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	0	85,000	85,000	0	0	
 Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333	0	120,000	120,000	0	0	
 Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199	0	7,000	7,000	0	0	
 Plant Replacement Program - Toro Ground Master Ride on Mower - Capital Maintenance - P499	0	7,000	7,000	0	0	
 Plant Replacement Program - Toro Rear Discharge Ride on Mower - P500	0	7,000	7,000	0	0	
 Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	37,291	38,200	38,200	38,200	909	Purchase completed
<b>Motor Vehicles</b>						
 Plant Replacement - P402 - KWN1961	38,521	37,500	37,500	37,500	(1,021)	Purchase completed
 Plant Replacement - P403 - KWN1960	38,071	37,500	37,500	37,500	(571)	Purchase completed
 Plant Replacement - P406 - KWN1898	28,884	28,500	28,500	28,500	(384)	Purchase completed
 Plant Replacement - P407 - KWN1949	28,884	28,500	28,500	28,500	(384)	Purchase completed
 Plant Replacement - P435 - KWN1957	33,882	33,500	33,500	33,500	(382)	Purchase completed
 Plant Replacement - P437 - KWN1993	24,518	25,000	25,000	25,000	482	Purchase completed
 Plant Replacement - P445 - KWN1983	0	28,500	28,500	0	0	
 Plant Replacement - P455 - KWN1987	24,596	25,000	25,000	25,000	404	Purchase completed
 Plant Replacement - P457 - 1EXX509	0	41,500	41,500	0	0	
 Plant Replacement - P459 - 1EWW253	36,380	41,500	41,500	41,500	5,120	Purchase completed
 Plant Replacement - P460 - 1EWW269	38,127	41,500	41,500	41,500	3,373	Purchase completed
 Plant Replacement - P461 - 1EXX886	0	41,500	41,500	0	0	
 Plant Replacement - P462 - 1EWO612	24,335	25,000	25,000	25,000	665	Purchase completed
 Plant Replacement - P463 - 1GBJ678	38,591	41,500	41,500	41,500	2,909	Purchase completed
 Plant Replacement - P464 - 1EXM745	0	41,500	41,500	41,500	41,500	
 Plant Replacement - P465 - 1EWS395	40,319	53,500	53,500	53,500	13,181	Purchase completed
 Plant Replacement - P467 - KWN1984	33,424	35,000	35,000	35,000	1,576	Purchase completed
 Plant Replacement - P490 - 1GCH844	37,155	41,500	41,500	41,500	4,345	Purchase completed
 <b>Plant , Furniture and Equipment Total</b>	<b>504,099</b>	<b>2,458,200</b>	<b>2,458,200</b>	<b>582,200</b>	<b>78,101</b>	

























**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 11: Capital Acquisitions**

Assets	Total YTD Actual	Budget		YTD Budget	YTD Variance	Comment
		Adopted Annual Budget	Current Annual Budget			
<b>Park and Reserves</b>						
 Bore - Current Condition 5 Cubicle & Pump Replacement Program	4,500	75,000	75,000	20,095	15,595	
 Bore - Renewal / Replacement	0	105,000	105,000	0	0	
 CFWD Family Daycare Play Equipment and Landscaping *Replaces W12573*	0	101,569	101,569	0	0	
 Fencing Replacement Program	0	57,000	57,000	0	0	
 KIA Street Tree Planting Program (B)	0	75,000	75,000	0	0	
 Kwinana Loop Trail	0	80,000	80,000	0	0	
 CFWD Medina Oval Lighting *Replaces W12591*	1,165	300,000	300,000	100,000	98,835	In progress, expected completion date January / February.
 Parks and Reserves Renewals - Kwinana Adventure Park	0	40,000	40,000	40,000	40,000	
 Pimlico Crescent Maintenance (F)	0	110,000	110,000	0	0	
 Public Open Space Playgrounds Renewals - Exercise Equipment/Sport	1,660	5,000	5,000	0	(1,660)	
 Public Open Space Playgrounds Renewals - Goal Post Renewal	0	5,000	5,000	0	0	
 Public Open Space Playgrounds Renewals - Oval/Courts/Lights	0	8,000	8,000	0	0	
 Public Open Space Playgrounds Renewals - Park Furniture / Lights	0	6,000	6,000	0	0	
 Public Open Space Playgrounds Renewals - Prince RegenT Park Combination Unit and Rubber Softfall - Calista Oval Playgroun	0	100,000	100,000	0	0	
 Public Open Space Playgrounds Renewals - Casuarina Fire Station Reserve - Park Bench - Casuarina Reserve Park Seats (2) - Pe	0	8,000	8,000	0	0	
 Public Open Space (POS) Upgrade - Orelia Oval Additional Steps to meet grass	450	20,000	20,000	450	0	
 Public Open Space (POS) Upgrades - Parks for People Minor Projects	0	25,000	25,000	0	0	
 Public Open Space (POS) Upgrades - Parks for People Strategy	0	100,000	100,000	0	0	
 Sporting Infrastructure - Wandj Playing Fields (Honeywood)	0	89,100	89,100	0	0	
 Street Tree Planting Program (A) - Bertram Stage 2	0	65,000	65,000	0	0	
 Thomas Oval Lighting	0	495,000	495,000	20,000	20,000	Concept design completed. Expected carry forward 19/20.
 Kwinana Tennis Courts - Fencing	27,819	0	22,727	22,727	0	Budget Variation approved by Council 22 August 2018. Project completed.
 <b>Parks and Reserves Total</b>	<b>35,594</b>	<b>1,869,669</b>	<b>1,892,396</b>	<b>203,272</b>	<b>172,770</b>	










**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 11: Capital Acquisitions**

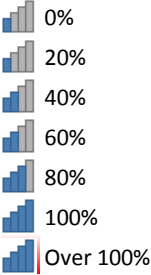
Assets	Total YTD Actual	Budget		YTD Budget	YTD Variance	Comment
		Adopted Annual Budget	Current Annual Budget			
<b>Roads</b>						
<b>Urban Road Grant Construction</b>						
 Road Reseal A - Gilmore Avenue - South bound lanes	0	380,490	380,490	0	0	
 Road Reseal C - Sulphur Road - Tanson road to Parmelia Ave	0	361,900	361,900	0	0	
 Road Reseal B - Orelia Avenue (Thomas Road to Chistmas Ave - Incl roundabout)	0	492,800	492,800	0	0	
<b>Black Spot Grant Construction</b>						
 Kwinana Beach Road (J)	35,424	48,253	48,253	48,253	12,829	
<b>Roads to Recovery Grant Construction</b>						
 Road Reseal D - Orelia Avenue - Nye Way to Chistmas Ave	0	181,500	181,500	0	0	
 Road Reseal E - Cowcher Way West & Ridley Way West From Derbal Street to Medina Avenue	0	253,000	253,000	0	0	
<b>DCA Funded Construction</b>						
 DCA 1 - Millar Road	0	436,703	436,703	3,000	3,000	
 DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	11,300	100,000	100,000	11,300	0	
 DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)	0	437,250	437,250	0	0	
<b>Municipal Road Construction</b>						
 Gilmore Avenue Pedestrian Crossing	0	60,000	60,000	4,000	4,000	
 Local Area Traffic Management B - Harlow Road Bollard Installation	11,004	17,188	17,188	17,188	6,184	
 Road Reseal F - Duckpond Road & Banksia Road intersection	0	82,500	82,500	0	0	
 Road Reseal G - Clementi Road	0	104,500	104,500	0	0	
 Road Reseal L - Henry Street A	0	44,000	44,000	0	0	
 <b>Roads Total</b>	<b>57,728</b>	<b>3,000,084</b>	<b>3,000,084</b>	<b>83,741</b>	<b>26,013</b>	
<b>Street Lighting</b>						
 Latitude 32 Lighting Changeover *Replaces 12757*	0	262,272	262,272	0	0	
 Street Lighting - Various Locations *Replaces W12554*	2,514	22,000	22,000	2,514	0	
 Street Lighting - Johnson Road/McWhirter Promenade	3,769	110,000	110,000	3,769	0	
 <b>Street Lighting Total</b>	<b>6,283</b>	<b>394,272</b>	<b>394,272</b>	<b>6,283</b>	<b>0</b>	
<b>Bus Shelter Construction</b>						
 Bus Shelters (Replaces W12553)	11,718	20,000	20,000	13,011	1,293	
 <b>Bus Shelter Construction Total</b>	<b>11,718</b>	<b>20,000</b>	<b>20,000</b>	<b>13,011</b>	<b>1,293</b>	
<b>Footpath Construction</b>						
 Footpath A - Rowley Road - Lyon Road to Freeway	25,258	55,000	55,000	45,000	19,742	
 Footpath Construction - between Adventure Park and Gilmore Avenue (W12557)	19,939	138,560	138,560	83,133	63,194	
 <b>Footpath Construction Total</b>	<b>45,197</b>	<b>193,560</b>	<b>193,560</b>	<b>128,133</b>	<b>82,936</b>	

CITY OF KWINANA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 October 2018

Note 11: Capital Acquisitions

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Drainage Construction						
 DCA 2 - Peel Sub N Drain - Lot 64 Woolcoot Rd & Lot 379 Millar, 27 & 201 Mortimer Rd's	0	1,916,198	1,916,198	0	0	
 DCA 2 - Peel Sub N2 Drain - Lot 64 Woolcoot Rd	0	257,025	257,025	0	0	
 Drainage A - Burlington Street Drainage Sump	592	93,500	93,500	6,083	5,491	
 Drainage B - Gilmore Avenue	0	33,000	33,000	0	0	
 Drainage C - Sulphur Road - Tanson To Parmelia	1,555	39,600	39,600	0	(1,555)	
 Drainage Construction Total	2,147	2,339,323	2,339,323	6,083	3,936	
Car Park Construction						
 Medina Oval - Bituminise entrance & Carpark	6,012	0	7,000	7,000	988	Budget Variation approved by Council 22 August 2018. Project completed.
 Car Park Construction Total	6,012	0	7,000	7,000	988	
 Capital Expenditure Total	961,549	15,212,158	15,079,408	1,576,142	619,685	

Level of Completion Indicators (Percentage YTD Actual to Annual Budget)



CITY OF KWINANA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 October 2018

**Note 12: Schedule of Grants, Subsidies & Contributions**

Description	Current Annual Budget	YTD Actual	Comments
<b>Operating Grants, Subsidies &amp; Contributions</b>			
<b>Community Amenities</b>			
PTA Bus Shelter Subsidy	13,000	-	
SMCC - KIC Coastcare in the KIA	10,000	10,000	
SMCC - BP Coastcare	10,000	-	
SMCC - Perth Region NRM for SMCC	5,000	5,000	
SMCC - Tronox Adopt a Beach	5,000	5,000	
SMCC - Degremont Adopt a Beach	5,000	-	
Alcoa - Challenger Beach Rehabilitation	16,000	-	
NATE - Seedling Subsidy Scheme	2,000	499	
<b>Education and Welfare</b>			
Banksia Park Operating Cost Contribution	331,344	109,877	
Family Daycare - Mainstream Childcare Benefit Subsidy	3,000,000	1,407,067	
Family Daycare - Subsidy Other	45,000	24,701	
Family Daycare - Inclusion Subsidy Scheme	5,000	9,713	
CCB Subsidy	1,500,000	277,089	
Subsidy Other	10,000	2,526	
NGALA My Time Program	10,000	2,640	
Operational Subsidy - Aboriginal Resource Worker	30,500	-	
Youth Social Justice Program	172,561	90,989	
Youth Incentive Sponsorship	35,000	-	
Youth Pathways Strategy Grant	2,500	-	
Skate Park Activation Grant	5,000	-	
Good Spirit Learning Program Grant	20,000	-	
Youth Wellbeing Benchmark Survey Grant	5,000	-	
Art Therapy Youth Grant	50,000	-	
<b>General Purpose Funding</b>			
Local Government General Purpose Grant	737,676	119,330	
Local Government General Purpose Grant - Roads	669,912	94,610	
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	170,000	-	
<b>Health</b>			
Mosquito Management Contributions (CLAG)	10,000	14,632	
Department of Health - Larvicide	1,000	-	
<b>Law Order &amp; Public Safety</b>			
Department Fire and Emergency Services - ESL	161,000	41,621	
Department Fire and Emergency Services - LEMC Aware Grant	4,000	-	
<b>Recreation &amp; Culture</b>			
Arts - Harmony & Reconciliation	5,000	-	
Sponsorship - Big Concert	60,000	62,500	
Childrens Festival	35,000	-	
Youth Festival	10,000	-	
Music in the Schools/Community	5,000	-	
Recreation - KidSport (DLGSC)	150,000	7,942	
Library Contributions & Donations	7,700	4,793	
Shared Use Agreements	108,702	63,642	
Recquatic Holiday Program DEDU payments	78,421	30,587	
Volunteer Centre - Thank a Volunteer Event	1,500	-	
<b>Transport</b>			
Main Roads Annual Direct Grant	104,611	170,022	
Main Roads Street Light Subsidy	5,000	-	
Main Roads Maintenance Contribution	70,000	-	
<b>Total Operating Grants, Subsidies &amp; Contributions</b>	<b>7,682,427</b>	<b>2,554,779</b>	

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2018**

**Note 12: Schedule of Grants, Subsidies & Contributions**

Description	Current Annual Budget	YTD Actual	Comments
<b>Non-Operating Grants, Subsidies &amp; Contributions</b>			
<b>Community Amenities</b>			
DCA 1 - Hard Infrastructure - Bertram	127,900	-	
DCA 2 - Hard Infrastructure - Wellard	377,733	-	
DCA 4 - Hard Infrastructure - Anketell	-	633,006	
DCA 5 - Hard Infrastructure - Wandi	624,121	-	
DCA 7 - Hard Infrastructure - Mandogalup (west)	13,729	-	
DCA 9 - Soft Infrastructure - Wandi / Anketell	269,358	411,499	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	239,940	-	
DCA 11 - Soft Infrastructure - Wellard East	912,873	-	
DCA 12 - Soft Infrastructure - Wellard West	160,201	-	
DCA 14 - Soft Infrastructure - Wellard / Leda	116,219	42,759	
DCA 15 - Soft Infrastructure - Townsite	19,542	4,582	
<b>Recreation &amp; Culture</b>			
Department of Infrastructure - Thomas Oval Lighting	150,000	-	
Department of Education - Wandi Playing Fields	25,500	-	
Lotterywest - Kwinana Loop Trail	37,670	-	
<b>Transport</b>			
-	-	-	
City of Cockburn - Contribution to Footpath	25,000	25,000	
Federal Road Grant - Roads to Recovery	388,966	-	
State Road Grant - Orelia Avenue Resurfacing	298,667	119,467	Initial 40% of grant claimed
State Road Grant - Sulphur Road Resurfacing	219,333	87,733	Initial 40% of grant claimed
State Road Grant - Gilmore Avenue Resurfacing	230,600	92,240	Initial 40% of grant claimed
State Road Grant - State Black Spot - Kwinana Beach Road	48,253	19,301	Initial 40% of grant claimed
<b>Total Non-Operating Grants, Subsidies &amp; Contributions</b>	<b>4,285,605</b>	<b>1,435,587</b>	

## 16.5 Review of Council Policy – Use of Corporate Credit Cards

### DECLARATION OF INTEREST:

There were no declarations of interest declared.

### SUMMARY:

Council Policy – Use of Corporate Credit Cards is recommended for review and is detailed in Attachment A with tracked changes shown.

The policy was last reviewed in February 2018, however this latest review is to ensure that the City's policy in relation to the use of corporate credit cards is aligned with the findings of the local government focus area audit conducted by the Office of the Auditor General for controls over corporate credit cards.

### OFFICER RECOMMENDATION:

That Council adopt the amended Council Policy - Use of Corporate Credit Cards as detailed in Attachment A.

### DISCUSSION:

A review of Council Policy – Use of Corporate Credit Cards was conducted and adopted by Council in February 2018. Since the last review the Office of the Auditor General (OAG) completed a focus area audit in relation to controls over corporate credit cards in local governments (report is detailed in Attachment B).

The purpose of the audit was to determine if the local governments in the OAG's sample have effective controls over the use of corporate credit cards. The OAG also assessed if there was adequate independent review of the credit card use of Chief Executive Officers.

The sample local governments for the audit included a mix of different sized local governments from diverse locations with varying budgets, resourcing and purchasing requirements. This allowed the OAG to identify potential issues, better practice examples and improvement opportunities that are likely to be applicable across the broader local government sector. The sample of local governments included in the audit were as follows:

Local government	No. of credit cards	No. of credit card purchases made	No. of credit card purchases as a % of all purchases made	Value of credit card purchases	Value of credit card purchases as a % of all purchases made
City of Kalamunda	12	959	14%	\$159,585	0.34%
City of Rockingham	90	4,391	20%	\$1,213,175	0.89%
City of Wanneroo	54	3,199	4%	\$417,185	0.28%
Shire of Carnarvon	4	108	4%	\$17,144	0.17%
Shire of Cranbrook	2	293	16%	\$45,688	1.06%
Shire of Dandaragan	4	143	4%	\$41,249	0.43%
Shire of Denmark	4	122	6%	\$22,799	0.34%
Town of Port Hedland	8	553	12%	\$176,929	0.47%

## 16.5 REVIEW OF COUNCIL POLICY – USE OF CORPORATE CREDIT CARDS

It was concluded that the local governments in the OAG's sample generally had satisfactory controls in place to manage the use of credit cards. The OAG noted shortcomings however, of varying significance, in the policies and practices at most local governments that were audited. The OAG did not find any inappropriate use of credit cards.

The recommendations from the OAG audit were that local governments should:

1. ensure policies specify requirements for all key credit card processes;
2. keep adequate records of all card transactions, including information that describes the nature/purpose of the expenditure and evidence of review and approval;
3. cancel redundant cards in a timely manner to avoid loss and/or misuse of cards;
4. regularly monitor outstanding transactions to identify and follow up on long outstanding un-acquitted transactions; and
5. ensure senior management periodically reviews credit card use, to confirm compliance with policies and to identify any abnormal trends. The results of these reviews should be documented and retained.

The City of Kwinana has nine positions that are holders of a corporate credit card, as outlined below:

Position	Credit Limit	Authority to Purchase	Agreement Record
Chief Executive Officer	\$10,000	Within allocated budget & authorisation levels	D16/56206
Director City Living	\$10,000	Within allocated budget & authorisation levels	D16/56208
Director City Strategy	\$10,000	Within allocated budget & authorisation levels	D16/56212
Director City Infrastructure	\$10,000	Within allocated budget & authorisation levels	D17/70436
Director City Legal	\$10,000	Within allocated budget & authorisation levels	D17/73741
Director City Regulation	\$10,000	Within allocated budget & authorisation levels	D17/73740
Manager Human Resources	\$10,000	Within allocated budget & authorisation levels	D16/56214
Functions Officer	\$5,000	Within allocated budget & authorisation levels	D16/56213
Executive Assistant to CEO & Mayor	\$5,000	Within allocated budget & authorisation levels	D17/64893

In response to the recommendations of the audit, the following comments are provided in regards to policies and procedures at the City of Kwinana:

## 16.5 REVIEW OF COUNCIL POLICY – USE OF CORPORATE CREDIT CARDS

OAG Recommendation	Comment
Ensure policies specify requirements for all key credit card processes	The City has a policy, Use of Corporate Credit Cards, outlining the responsibility of officers and the procedures to be followed in relation to the City's corporate credit cards (Attachment A). Cardholders are also required to sign the Corporate Credit Cardholder Agreement form prior to being issued with a corporate credit card.
Keep adequate records of all card transactions, including information that describes the nature/purpose of the expenditure and evidence of review and approval	Cardholders are required to obtain a compliant tax invoice/receipt which records an adequate description of goods/services purchased and these are attached to the monthly bank statement and to ensure the invoice matches the bank statement.
Cancel redundant cards in a timely manner to avoid loss and/or misuse of cards	Promptly upon notification of cards becoming redundant the Manager Finance or Coordinator Finance cancels the redundant card with the City's bank and updates the City's register.
Regularly monitor outstanding transactions to identify and follow up on long outstanding un-acquitted transactions	All transactions must be acquitted in line with the receipt of the monthly statement and no later than the timeframe provided in the proposed revision that Officers are recommending to the policy. The credit cardholder must complete and submit for authorisation their monthly statement within seven days of receiving the monthly statement, as detailed in the updated policy (Attachment A).
Ensure senior management periodically reviews credit card use, to confirm compliance with policies and to identify any abnormal trends. The results of these reviews should be documented and retained.	The Chief Executive Officer must review and approve all cardholders' monthly statements and expense summaries. The Mayor and Deputy Mayor must review the monthly statement and expense summary for the Chief Executive Officer in line with the policy.

The City's policy and procedures only requires a minor change to Council Policy – Use of Corporate Credit Cards to reflect the recommendations of the audit report.

The policy has been updated, as detailed in Attachment A, to specify a timeframe in which monthly statements and expense summaries must be provided to the Chief Executive Officer (for authorisation of City Officers) and the Mayor and Deputy Mayor for authorisation of the Chief Executive Officer's credit card. An additional point has been included in the policy, to provide a timeframe in which the authorised statements are to be returned from the Chief Executive Officer and the Mayor and Deputy Mayor to the relevant Finance Officer for entry into the City's finance system.

The Corporate Credit Cardholder Agreement will also be updated to reflect the timeframes once the amended policy is adopted.

**16.5 REVIEW OF COUNCIL POLICY – USE OF CORPORATE CREDIT CARDS****LEGAL/POLICY IMPLICATIONS:**

The use of corporate credit cards is not specifically mentioned in the *Local Government Act 1995*. However, the impacts of the use and control of corporate credit cards are related to the following sections of the *Local Government Act 1995*:

1. Section 2.7(2)(a) and (b) requires the Council to oversee the allocation of the local government's finances and resources and determine the local government's policies; and
2. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government.

Section 11(1)(a) of the *Local Government (Financial Management) Regulations 1995* requires:

*“local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.”*

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications associated with this report.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications associated with this report.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environment implications associated with this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following outcome and objective detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	5.4 Ensure the financial sustainability of the City of Kwinana into the future.

**COMMUNITY ENGAGEMENT:**

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

**16.5 REVIEW OF COUNCIL POLICY – USE OF CORPORATE CREDIT CARDS****PUBLIC HEALTH IMPLICATIONS**

There are no implications on any determinants of health as a result of this report.

**RISK IMPLICATIONS:**

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

Risk Event	Council fails to have an adequate Use of Corporate Credit Card Policy in place that is regularly reviewed enhancing the risk of misappropriation of the City's resources.
Risk Theme	Failure to ensure the safeguarding of the City's resources.
Risk Effect/Impact	Financial Impact/Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Review of Policy every two years or earlier where required; and ensuring the controls identified in the Policy are reviewed and maintained.
Rating (after treatment)	Low

**COUNCIL DECISION****347****MOVED CR W COOPER****SECONDED CR S MILLS**

**That Council adopt the amended Council Policy - Use of Corporate Credit Cards as detailed in Attachment A.**

**CARRIED  
8/0**

# Council Policy

## Use of Corporate Credit Cards



# Council Policy

## Use of Corporate Credit Cards

D13/69878[v4]

### 1. Title

Use of Corporate Credit Cards

### 2. Purpose

To provide a clear framework that enables authorised City officers to use corporate credit cards for the purchase of goods and services.

### 3. Scope

This policy applies to all City Officers that are authorised corporate credit card holders.

### 4. Definitions

Nil.

### 5. Policy Statement

#### 5.1. Issuing of Corporate Credit Cards

- 5.1.1. The Chief Executive Officer may approve an application by a City of Kwinana employee.
- 5.1.2. In the case of the Chief Executive Officer, the Mayor must approve the application.
- 5.1.3. The credit limit on a corporate credit card issued to the Chief Executive Officer, Directors and Manager Human Resources is to be set at a maximum of \$10,000.
- 5.1.4. The credit limit on a corporate credit card issued to other employees is to be up to a maximum of \$5,000.

#### 5.2. Cardholder Responsibilities

- 5.2.1. The cardholder must sign the City's Corporate Credit Cardholders Agreement form, outlining the cardholder's responsibilities, prior to receiving the corporate credit card.
- 5.2.2. Cardholders are not to use the corporate credit cards for cash advances.
- 5.2.3. Cardholders are not to use the corporate credit cards for private purposes.
- 5.2.4. The corporate credit card shall only be used for purchasing goods and services on behalf of the City which are authorised within the current budget.
- 5.2.5. Purchases must be expended in line with Council Policy – Procurement.

- 5.2.6. Cardholders are to obtain a compliant tax invoice/receipt which records an adequate description of goods/services obtained.
- 5.2.7. Cardholders are to provide for approval a detailed summary of all purchases reconciling to each monthly statement no later than seven (7) days after receiving the monthly statement. Statements for City Officers are to be approved by the Chief Executive Officer; whilst the Chief Executive Officer's statements are to be approved by the Mayor and Deputy Mayor.
- 5.2.8. In the event that a cardholder's employment ceases with the City, the credit card is to be handed to the Manager Finance where arrangements will be made for the cancellation of the account and destruction of the card.

### **5.3. Finance Responsibilities**

- 5.3.1. The City's finance team will coordinate the issue, replacement and cancellation of all corporate credit cards.
- 5.3.2. A register of cardholders is to be maintained and stored in the City's record keeping system.
- 5.3.3. The finance team will provide cardholders with a copy of Council Policy – Use of Corporate Credit Cards and ensure that a Corporate Credit Cardholder Agreement form is signed and registered in the City's record keeping system prior to issuing the Officer with the corporate credit card.
- 5.3.4. Statements authorised by the CEO and/or the Mayor and Deputy Mayor are to be provided to the relevant finance officer no later than seven (7) days after receiving the statement and detailed summary from the cardholder, to enable the transactions to be entered into the City's corporate business system.

## **6. Financial/Budget Implications**

There are no financial/budget implications directly associated with this Policy. All expenditure incurred through the use of a corporate credit card must be in line with approved budget allocations.

## **7. Asset Management Implications**

There are no asset management implications associated with this Policy.

## **8. Environmental Implications**

There are no environmental implications associated with this Policy.

## **9. Strategic/Social Implications**

<b>Plan</b>	<b>Objective</b>
Corporate Business Plan	5.4 Ensure the financial sustainability of the City of Kwinana into the future.

## **10. Occupational Safety and Health Implications**

There are no OSH implications associated with this Policy.

## **11. Risk Assessment**

Risk Event	Inadequate management of the City's resources.
------------	--

Risk Theme	Failure to ensure the safeguarding of the City's resources.
Risk Effect/Impact	Financial Impact/Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Review of Policy every two years; and ensuring the controls identified in the Policy are reviewed and maintained.
Rating (after treatment)	Low

## 12. References

Name of Policy	Use of Corporate Credit Cards
Date of Adoption and resolution No	27/09/2006 #519
Review dates and resolution No #	28/04/2010 #105 11/07/2012 #163 20/01/2016 #099 28/02/2018 12/12/2018
New review date	12/12/2020
Legal Authority	s2.7 – Role of Council of the <i>Local Government Act 1995</i>
Directorate	City Strategy
Department	Finance
Related documents	<b>Acts/Regulations</b> <i>Local Government Act 1995</i>  <b>Other documents</b> D09/121494[v4] – Corporate Credit Cardholder Agreement Form  D14/27718[v5] – Corporate Credit Card Register

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

# Western Australian Auditor General's Report



## Controls Over Corporate Credit Cards



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## WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

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### **Controls Over Corporate Credit Cards**



**THE PRESIDENT  
LEGISLATIVE COUNCIL**

**THE SPEAKER  
LEGISLATIVE ASSEMBLY**

### **CONTROLS OVER CORPORATE CREDIT CARDS**

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

The report summarises the results of my first focus area audit in the local government sector.

The audit assessed whether 8 local governments have effective controls over the use of corporate credit cards. We found that they generally had satisfactory controls, but we did note various shortcomings and have made related recommendations for improvement.

I wish to acknowledge the cooperation of the staff at the local governments included in this audit.

COLIN MURPHY  
AUDITOR GENERAL  
9 May 2018

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## Auditor General's overview

I am pleased to present my first local government audit report to Parliament, under the *Local Government Amendment (Auditing) Act 2017*.

This report reflects the results of a focus area audit on Controls Over Corporate Credit Cards. These audits have a narrow scope and normally focus on specific areas of financial controls. We audited 8 local governments, some big in size and some small, some metropolitan based and some regional, to give an idea of how local governments are performing in this area.

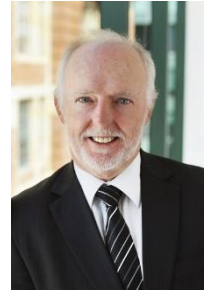
Given the huge diversity among local governments, the intent of these audits is not to compare, but to provide examples of better practice as well as opportunities for improvement.

Corporate credit cards offer significant benefits to entities. They can reduce costs and streamline business processes associated with authorising, tracking, purchasing, payment and reconciling purchases. But like all financial processes and tools, they can be misused if not properly managed.

I recognise the challenges that small local governments in particular experience with regard to matters such as segregation of duties and suitable arrangements while key staff are on leave. In saying that, the results of this audit are generally good. While we noted some areas that could be done better, the local governments mostly had satisfactory controls in place.

Importantly, the local governments were accepting of our findings and were open to change to address the issues we identified. And I encourage all local governments to follow suit – to assess their own management of corporate credit cards against the findings and recommendations of this report and to promptly act where required.

Parliament gave the Auditor General the mandate to audit local government to enhance accountability and transparency across the sector. For this to be a success we need to continue on the path we started with this audit. That is working together to recognise good practice as well as identify areas where things can and should be done better – in the public interest.



# Controls over corporate credit cards

## Background

Corporate credit cards are an important part of modern purchasing systems, offering significant benefits such as reduced costs and streamlined business processes. They are used for local government purchases including computing and other equipment, general consumables, hospitality and travel. While local governments generally use credit cards for a small proportion of their payments, it is important they are effectively managed to reduce the risk of improper or unauthorised use.

Local government employees and chief executive officers (CEOs) use corporate credit cards. However, the elected members that make up a local government Council cannot use these cards as the *Local Government Act 1995* (LG Act) does not allow them to incur debts. Instead, local governments pay allowances or reimburse expenses to an elected member.

The LG Act and associated regulations require:

- the Council to oversee allocation of the local government's finances and resources and to determine policies
- the CEO to ensure that proper accounts and records are kept in accordance with regulations
- local governments to develop procedures for the payment of accounts to ensure that there is effective security for, and properly authorised use of credit cards.

In conducting our audit, we considered the above requirements, *Local Government Operational Guidelines Number 11 – September 2006 Use of Corporate Credit Cards* and other accepted better practice guidance.

## Conclusion

Local governments in our sample generally had satisfactory controls in place to manage the use of credit cards. We noted shortcomings however, of varying significance, in the policies and practices at most local governments we audited. We did not find any inappropriate use of credit cards.

## Recommendations

1. Local governments should:
  - a. ensure policies specify requirements for all key credit card processes
  - b. keep adequate records of all card transactions, including information that describes the nature/purpose of the expenditure and evidence of review and approval
  - c. cancel redundant cards in a timely manner to avoid loss and/or misuse of cards
  - d. regularly monitor outstanding transactions to identify and follow up on long outstanding un-acquitted transactions
  - e. ensure senior management periodically reviews credit card use, to confirm compliance with policies and to identify any abnormal trends. The results of these reviews should be documented and retained.

## What we did

The focus of this audit was to determine if the local governments in our sample have effective controls over the use of corporate credit cards. We also assessed if there was adequate independent review of the credit card use of CEOs.

We assessed the policies and practices at 8 local governments, over the period 1 January 2017 to 30 September 2017, using the following lines of inquiry:

1. Do local governments have appropriate policies and administrative systems in place for corporate credit cards?
2. Are suitable controls in place to monitor and manage the issue and use of cards and the timely approval of card transactions?
3. Do management periodically review their use of corporate credit cards and act on any identified shortcomings?

We conducted this audit under sections 18 of the *Auditor General Act 2006* and 7.12AJ of the *Local Government Act 1995* and in accordance with Australian Auditing and Assurance Standards.

## Local governments included in our audit

Focus area audits assess local governments against common business practices to identify good practices, and control weaknesses and exposures so that local governments, including those not audited, can compare their own performance.

When deciding which local governments to include in this audit we aimed for a mix of different size local governments from diverse locations with varying budgets, resourcing and purchasing requirements. This allowed us to identify potential issues, better practice examples and improvement opportunities that are likely to be applicable across the broader local government sector.

We included the following local governments in this audit:

Local government	Number of credit cards	Number of credit card purchases made	Number of credit card purchases as a % of all purchases made	Value of credit card purchases	Value of credit card purchases as a % of all purchases made
City of Kalamunda	12	959	14%	\$159,585	0.34%
City of Rockingham	90	4,391	20%	\$1,213,175	0.89%
City of Wanneroo	54	3,199	4%	\$417,185	0.28%
Shire of Carnarvon	4	108	4%	\$17,144	0.17%
Shire of Cranbrook	2	293	16%	\$45,688	1.06%
Shire of Dandaragan	4	143	4%	\$41,249	0.43%
Shire of Denmark	4	122	6%	\$22,799	0.34%
Town of Port Hedland	8	553	12%	\$176,929	0.47%

**Table 1: Key expenditure statistics from 1 January 2017 to 30 September 2017**

## What did we find?

### Overall policies and administrative systems for managing corporate credit cards were appropriate

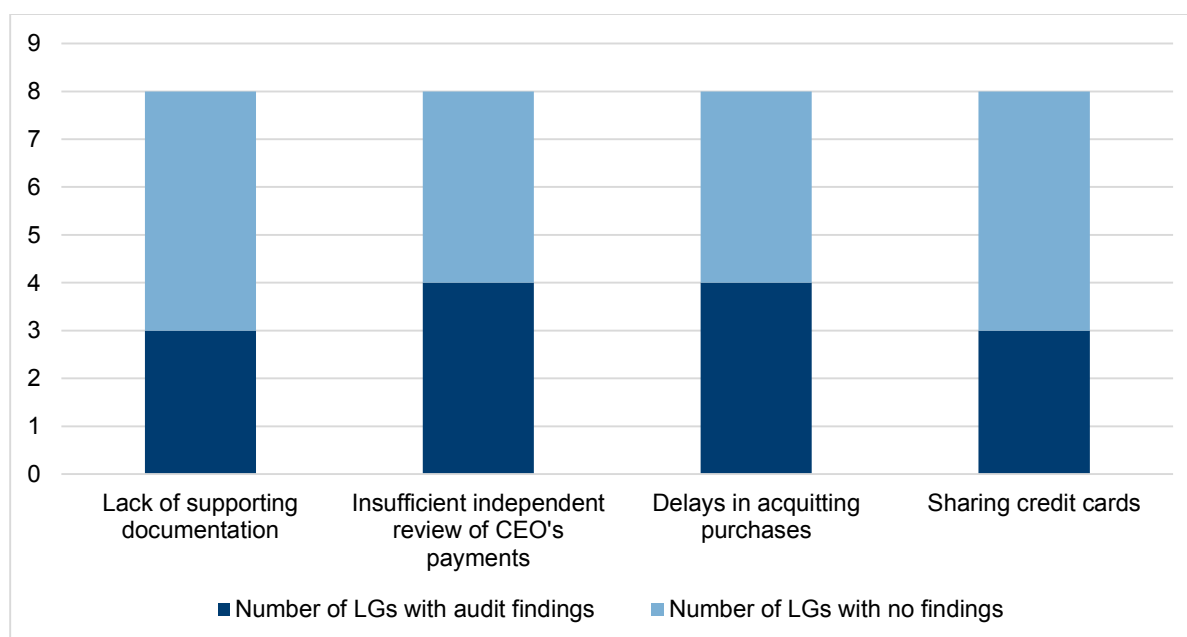
Good policies and procedures provide essential guidance for staff to manage credit cards in accordance with management's expectations. They should cover matters such as controls over issuing and cancelling cards as well as approving and acquitting purchases.

We found that appropriate policies and administrative systems were generally in place for use of credit cards, however:

- at the Shire of Denmark and the City of Wanneroo we found that policies did not specify the timelines for acquitting and approving monthly credit card statements. Setting timelines is important as they help ensure timely acquittal and approvals, and also early identification of any unauthorised transactions
- at the City of Wanneroo, we found 2 instances where cardholders had not completed cardholder agreements. Cardholder agreements outline cardholder duties and responsibilities.

### Suitable controls were generally in place for managing credit card use, however most local governments had opportunities for improvement

Strong controls assist in the early identification of erroneous, inappropriate or unauthorised transactions. It is good practice for transactions to be matched to invoices and vetted by the cardholder before being independently approved by the cardholder's supervisor. These steps should be completed within a reasonable timeframe on a monthly basis.



**Figure 1: Audit findings by number of local governments (LGs)**

We identified control weaknesses of varying significance at all local governments, except the Shire of Carnarvon:

- The City of Rockingham did not always have appropriate independent approval of credit card transactions. For 54% of cardholders, the coding and review of their transactions was performed by subordinates, and the cardholders thereafter approved their own transactions.

- CEO credit card transactions were approved by a subordinate, or were self-approved at 4 local governments. This process could be improved to increase transparency, without introducing additional approval processes, by periodically reporting the CEO's transactions to the Council, and clearly identifying them for noting.
- To ensure the person using the credit card is identifiable and accountable, staff should not share credit cards. We found sharing of cards at 3 local governments:
  - At the City of Kalamunda, we found that cardholders permitted staff within their departments to use their card. The monthly statement was then signed off by the cardholder and a subordinate. We were unable to determine who made the purchases and could not substantiate if approvals were independent. Staff at the City of Wanneroo and Shire of Dandaragan also shared cards but they were able to demonstrate independent approval and monitoring of these purchases.

We recognise the challenges of small local governments in this regard, however they should consider other arrangements to avoid sharing of cards.

- We found delays in cancelling cards when staff resigned, at the Shire of Denmark and the City of Wanneroo. The maximum delays were 4 months and 11 months respectively. If cards are not cancelled promptly, they may be used by other non-authorised staff.
- The City of Rockingham did not have adequate documentation for 20% of the transactions we audited. The Shire of Cranbrook and Shire of Denmark lacked adequate documents for a small number of transactions. This makes it difficult for management or auditors to determine the appropriateness of purchases.
- We found 4 local governments were not always acquitting their credit card transactions in a timely manner or in line with their own policy. The delays ranged from 7 business days later than required by the policy, to over 4 months. Timely acquittals help identify any erroneous or inappropriate payments.

### **While local governments were reviewing credit card usage, there was inconsistent reporting to Council**

We found that all the local governments were reviewing the use of credit cards in some way, on a regular basis. We were pleased to note that the City of Rockingham and the Shire of Carnarvon recently audited their credit cards. Internal audits provide management with important insight into credit card usage and associated effectiveness of controls.

Reporting to Council on credit card expenditure was inconsistent as:

- half the local governments reported payment of the outstanding credit card balance
- the others reported individual purchases made on the credit card.

The latter approach clearly provides more transparent oversight of this expenditure as regular detailed review of all payments can help identify unusual card use. Councils interpreted Regulation 13 of the Local Government (Financial Management) Regulations 1996 inconsistently. This regulation requires local governments to present the details of all payments, including corporate credit card payments to Council on a monthly basis.

## Response from local governments

Local governments in our sample generally accepted the recommendations and confirmed that, where relevant, they have amended policies and administrative systems or will improve practices for managing credit cards.

The City of Wanneroo agreed that in future credit cards will be cancelled when staff leave. The City advised that in the instances identified during our audit, although the cards had not been promptly cancelled with the bank, they had been promptly destroyed when the staff members resigned and that no transactions had been made using those cards.

## Auditor General's Reports

Report number	2018 reports	Date tabled
6	Audit Results Report – Annual 2017 Financial Audits and Management of Contract Extensions and Variations	8 May 2018
5	Confiscation of the Proceeds of Crime	3 May 2018
4	Opinions on Ministerial Notifications	11 April 2018
3	Opinion on Ministerial Notification	21 March 2018
2	Agency Gift Registers	15 March 2018
1	Opinions on Ministerial Notifications	22 February 2018

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## **17 Urgent Business**

Nil

## **18 Councillor Reports**

### **18.1 Councillor Wendy Cooper**

Councillor Wendy Cooper reported that she had attended the Connecting Transport Networks Now and into the Future conference and found it extremely interesting especially the use of recycle materials being used for road construction, which is in the experimental stage. It was very interesting to hear about the future of electric cars and vehicles and the consensus that it will happen but it will be a slow transition. Many areas were raised which included risk management, traffic, trauma and rather than counting dead on the roads, injured.

Councillor Cooper advised that she had attended the Southern Metropolitan Regional Council (SMRC) final meeting of the year.

Councillor Cooper mentioned that she had attended the Bright Futures Children's Service's 30th Anniversary Celebration.

Councillor Cooper reported that she had attended the Community Leaders session in Wellard and it was great to see so many people wanting to know more about leadership.

Councillor Cooper advised that she had attended Medina Primary School Volunteers morning tea and commented that it was delightful.

Councillor Cooper mentioned that she had attended a Mayoral Chains Meeting.

Councillor Cooper reported that she had attended the Calista Board Meeting and that the school is progressing really well and they should be proud.

Councillor Cooper wished everyone a wonderful festive season.

### **18.2 Councillor Sandra Lee**

Councillor Sandra Lee advised that she attended the Bright Futures Children's Service's 30th Anniversary Celebration and commented that it is still going strong and they do a wonderful job.

### **18.3 Councillor Sheila Mills**

Councillor Sheila Mills reported that she attended the Connecting Transport Networks Now and into the Future conference and that there were some very good presentations but overall there was little mention of WA and there were some comments that 'they don't exist'. Councillor Mills mentioned that she had a conversation with a representative from WALGA about the lack of presentations around the issues in WA as transport is very important in WA.

#### **18.4 Councillor Matthew Rowse**

Councillor Matthew Rowse attended the Breakfast with Urban Strategists Barry Barton RAC Connected Communities Breakfast at Frasers Restaurant that included urban strategists discussing improving life in cities strategic advice develop property very interesting presentation.

Councillor Rowse attended the Community Leaders Forum in Wellard and was pleased that it was a successful event.

#### **18.5 Councillor Dennis Wood**

Councillor Dennis Wood advised that he attended the South West Development Foundation Annual General Meeting and that there is an increase in the Committee to 12 members.

### **19 Response to Previous Questions**

*Questions taken on notice at the Ordinary Council Meeting held on 24 October 2018.*

#### **19.1 Mr Kevin Desmond, Parmelia**

##### Question 1

I noticed that there has been a change to the fees for the bees, can you tell me how many people have been effected by this decrease?

##### Response

The Mayor took the question on notice.

##### Further response from the City of Kwinana

One new application has been processed since the fees were reduced.

##### Question 4

Did you both stay in the meeting and vote?

##### Response

The Mayor took the question on notice.

##### Further response from the City of Kwinana

Councillor Wendy Cooper declared an impartiality interest in item 16.2, Review of Beekeeping Fees and Charges due to her son in law having a bee hive. As a result of Councillor Cooper declaring an impartiality interest, Councillor Cooper remained in the Council Chambers and voted on the item.

Mayor Carol Adams declared an indirect financial interest in item 16.2, Review of Beekeeping Fees and Charges due to her husband recently purchasing a single beehive and being an attendee of the Kwinana Bee Group. The outcome of the agenda item will either impose a fee to be paid, or not, given he only has a single hive. As a result of the Mayor declaring an indirect financial interest, the Mayor exited the Council Chambers at 7:22pm and Deputy Mayor Peter Feasey took the position as the Chair and the Mayor returned to the Council Chambers at 7:24pm and resumed her position as the Chair, once the item had been dealt with.

## 19 RESPONSE TO PREVIOUS QUESTIONS

### Question 5

Is it part of the reason that this Council is so against the three bin system, is because it is worried that it won't have enough tonnage to fill its waste to energy contract?

### Response

The Mayor took the question on notice.

### Further response from the City of Kwinana

The City of Kwinana Waste Management Strategy analysed various options and subjected them to a detailed multi-criteria analysis including financial and environmental factors. The Strategy does not recommend changing to a 3-bin system. For this reason the City will maintain the current 2-bin system with waste from the green-lid bins to be taken to the Phoenix WTE plant in Kwinana once constructed.

### Question 8

Did you take legal advice on this? As you have got three Council meetings recently that you have declared a conflict of interest and you seem to have back tracked on that.

### Response

The Mayor took the question on notice.

Mr Desmond stated that he would like to know who gave the advice, who paid for the advice and if possible he would like a copy of the advice.

### Further response from the City of Kwinana

The City of Kwinana refers to its legal advisors for advice on various matters including matters of governance.

Legal advice in relation to this matter, as with any other matter that is subject to legal advice, is confidential between the City of Kwinana and their legal advisors.

## 20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the Bertram Punjabi Club Third Annual Multicultural Fair.

The Mayor advised that she had attended the Premiers WA Citizen of the Year Interviews and further advised that the winner of the Senior Citizen of the Year and over all Citizen of the Year are to be announced on Australia Day.

The Mayor mentioned that she attended the Peter Carnley Anglican Community School Junior Award Presentation and the City sponsored the Endeavour Award.

The Mayor reported that she had attended the Village at Wellard Long Table Dinner.

The Mayor advised that she had attended the WA Symphony Orchestra Crescendo End of year Celebration Concert at North Parmelia Primary School.

The Mayor mentioned that she had met with Ms Madeleine King MLA, Federal Member for Brand.

*20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION)*

The Mayor reported that the City had officially turned on the Christmas Tree Lights in Chisham Square.

The Mayor advised that she had attended the Bright Futures Children's Service's 30th Anniversary Celebration.

The Mayor mentioned that she had attended the retirement function of Ms Ricky Burgess, the Chief Executive Officer of the WA Local Government Association.

The Mayor reported that she had attended the Kwinana Early Years Annual General Meeting and Celebration of 25 years of service to the Kwinana community. The Mayor further reported that Jane Davies was re-nominated, unopposed as Chairperson and that she had been nominated as Deputy Chairperson.

The Mayor advised that she had attended the Gilmore College School Assembly, where she had been invited to present the NAIDOC Medal of Excellence in writing to Chrystal Brooks for her creative writing piece based on the film, The Rabbit Proof Fence. The Mayor added that Chrystal was only one of 25 students in Western Australian to be awarded the Medal.

The Mayor mentioned that she had attended a forum in Henderson which was aimed at how to "Enable the Western Trade Coast".

The Mayor reported upcoming appointments of note are:

- Tour of the Puma Kwinana Bitumen Terminal
- City of Cockburn Annual Civic Dinner
- Tianqui Lithium Symphony Spectacular

## 21 Matters Behind Closed Doors

### 9.3 Internal Audit Report:

#### COUNCIL DECISION

348

MOVED CR W COOPER

SECONDED CR P FEASEY

That in accordance with Section 5.23(2)(c) and 5.23(2)(e)(ii) of the *Local Government Act 1995*, Council move behind closed doors to allow discussion of the Matters Behind Closed Doors items.

CARRIED  
8/0

*The gallery exited the Council Chambers and the doors were closed at 7:46pm.*

#### COUNCIL DECISION

349

MOVED CR P FEASEY

SECONDED CR S LEE

That Council:

1. Notes the action status update for Quarters One, Two and Three of 2017/2018 internal audit finding reviews for the periods between 18 September 2017 to 27 November 2017 (Quarter One), 28 November 2017 to 19 March 2018 (Quarter Two) and 20 March 2018 to 18 June 2018 (Quarter Three) as detailed in Attachment A.
2. Includes actions for Quarter Four of 2017/2018 and action's for Quarter One of 2018/2019, for the periods between 19 June 2018 to 17 September 2018 (Quarter Four 2017/2018) and 7 August 2018 to 19 November 2018 (Quarter One 2018/2019) as detailed in Attachment B;
3. Endorse the Internal Audit Plan for Quarter Two of 2018/2019, as detailed in Attachment C, to be undertaken during the period 20 November 2018 to 18 March 2019 for the following auditable units:
  - a) City Wide – City/Council Statutory Obligations;
  - b) Building Assets;
  - c) Engineering;
  - d) Community Services; and
  - e) Planning and Development.

CARRIED  
8/0

**21.1 Memorandum of Understanding between the Department of Fire and Emergency Services and the City of Kwinana**

**COUNCIL DECISION**

**350**

**MOVED CR S MILLS**

**SECONDED CR M ROWSE**

- 1. That Council authorises the Chief Executive Officer to give notice of the City's intention to withdraw from the Memorandum of Understanding between the City of Kwinana and the Department of Fire and Emergency Services.**

**CARRIED**

**COUNCIL DECISION**

**351**

**MOVED CR W COOPER**

**SECONDED CR P FEASEY**

**That Council return from Behind Closed Doors.**

**CARRIED  
8/0**

*The Council Chambers doors were reopened at 7:53pm with one member of the gallery returning.*

## **22 Meeting Closure**

The Mayor declared the meeting closed at 7:55pm.

Chairperson:

5 December 2018