

# Ordinary Council Meeting

28 August 2019

## 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:

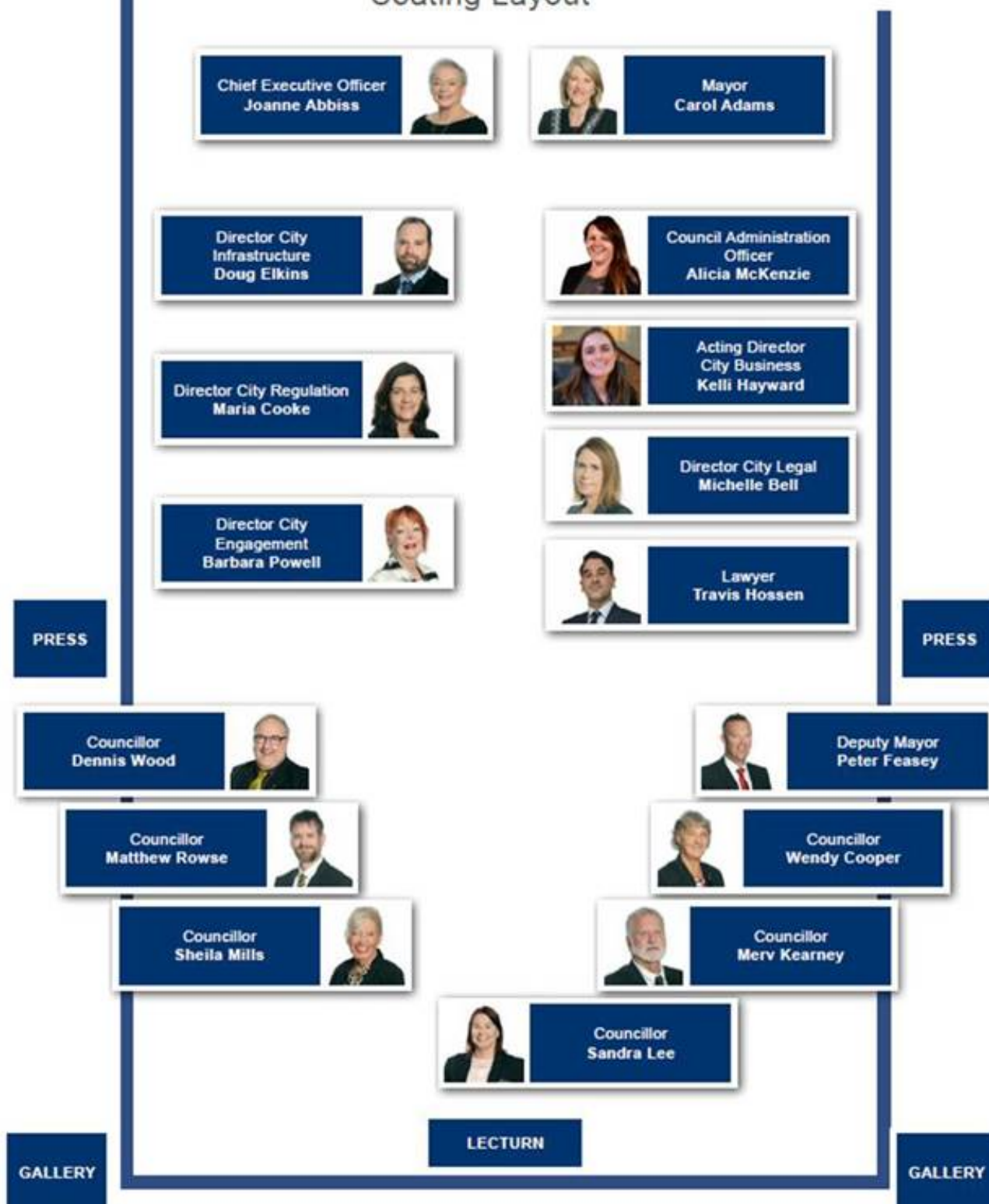
Lead from where you stand – *Leadership is within us all.* | Act with compassion – *Show that you care.* | Make it fun – *Seize the opportunity to have fun.* | Stand Strong, stand true – *Have the courage to do what is right.* | Trust and be trusted – *Value the message, value the messenger.* | Why not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





# Council Chambers

## Seating Layout



# EMERGENCY GUIDE

## Council Chambers

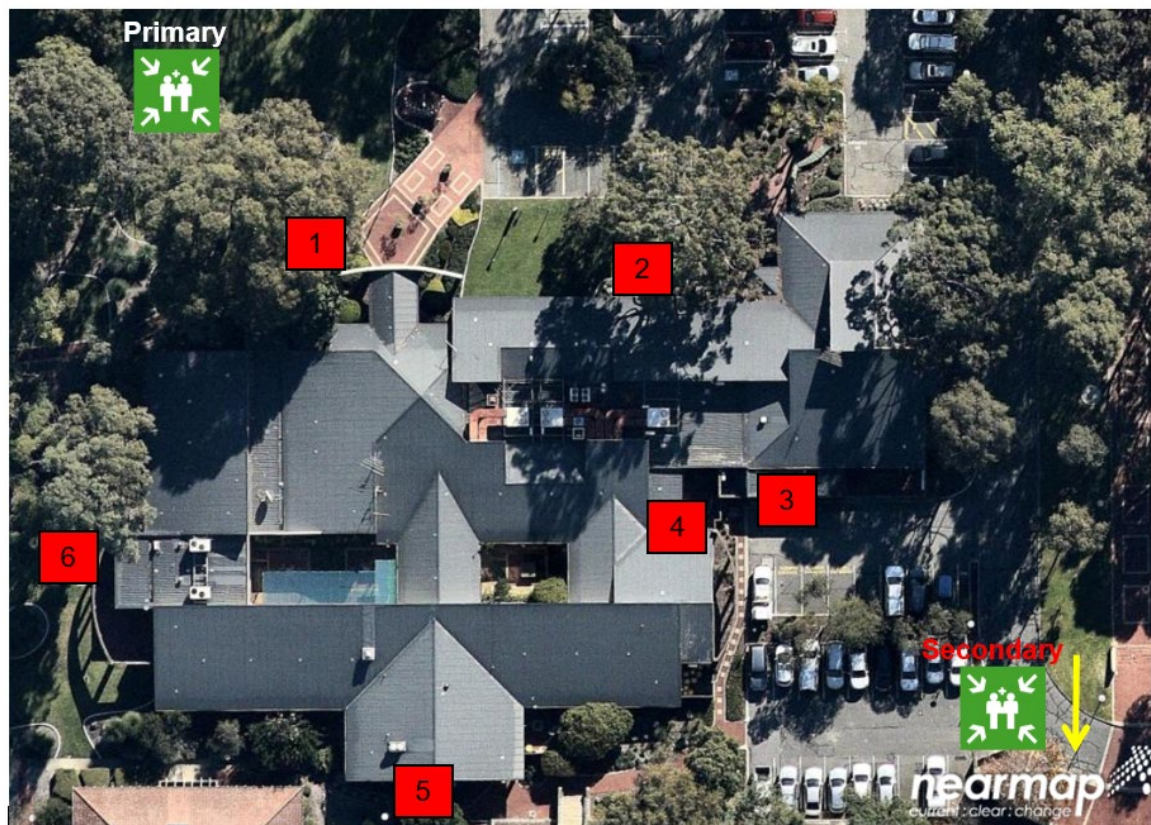


**The City of Kwinana values the health and safety of its employees, contractors and visitors. Please ensure you are familiar with the emergency procedures in place at the City of Kwinana to ensure your safe evacuation.**

### Fire Alarm

On hearing the fire alarm, if you are instructed to evacuate, all individuals must:

- remain calm;
- pay attention to the responsible officer (in charge);
- when instructed to evacuate, leave via the appropriate emergency exit as directed;
- assemble at the designated Muster Point; and
- await the arrival Emergency Services. You must not re-enter the building until the all clear has been given by Emergency Services.



**Administration Centre – Access, Egress (Red) and Assembly Points (Green)**

Assembly Points:

- ▶ Primary - North-west of the main entrance near Gilmore Avenue.
- ▶ Secondary - South-east of the facility on grass area near Koorliny Arts Centre.



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## **Present:**

MAYOR CAROL ADAMS  
DEPUTY MAYOR PETER FEASEY  
CR W COOPER  
CR S LEE  
CR S MILLS  
CR M ROWSE

MS J ABBISS	-	Chief Executive Officer
MRS M COOKE	-	Director City Regulation
MS K HAYWARD	-	Acting Director City Business
MR D ELKINS	-	Director City Infrastructure
MRS B POWELL	-	Director City Engagement
MS M BELL	-	Director City Legal
MR T HOSSEN	-	Lawyer
MR R MARK	-	Governance Services Coordinator
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**

Councillor Merv Kearney

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

Councillor Dennis Wood from 24 July 2019 to 6 September 2019 inclusive.



## 4 Public Question Time:

### 4.1 Jenny Hartley, Parmelia

#### Question 1

Has the Community Policing Officer started yet?

#### Response

The Mayor referred the question to the Director City Engagement.

The Director City Engagement advised that the Community Development Officer – Community Safety has commenced.

#### Question 2

Who are they?

#### Response

The Mayor referred the question to the Director City Engagement.

The Director City Engagement advised that the Community Development Officer – Community Safety is Helen Geers.

#### Question 3

Is Council aware of what I have been doing in relation to the street lighting issue that we have in Kwinana?

#### Response

The Mayor replied no.

Ms Hartley advised that she has discovered that there is a major issue with the illumination from the street lights in this Town, in that up until eight years ago Council had Western Power changing the lights every four years. Ms Hartley further advised that with the age of the lights and globes now the streets are getting darker and darker and that she has also discovered that Western Power no longer have maintenance crews that go out specifically to check street lights, that no longer exists. If a street light is out it is the resident's responsibility as residents to contact Western Power and request it be sorted. Ms Hartley added that she has been communicating with the City's Manager Engineering and she has started communicating with Roger Cook's office in relation to this as it appears to be a very, very big issue.

The Mayor advised that the City notes the work Ms Hartley has been doing and the concerns that she has and added that Local Government are looking at doing an light emitting diode (LED) replacement of street lights, when old ones require replacing as they are more energy efficient.

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

### **COUNCIL DECISION**

**527**

**MOVED CR S LEE**

**SECONDED CR M ROWSE**

**That Councillor Wendy Cooper be granted a leave of absence from 19 September 2019 to 24 September 2019 inclusive.**

**CARRIED  
6/0**

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

Mayor Carol Adams declared an impartiality interest in item 16.1, Accounts for payment for the month ended 31 July 2019 due to two of the payments being made to Kwinana Industries Council, her husband's employer. A payment has also been made to the business "Ultimate Promotions", which a closely associated person is the owner of.

## **7 Community Submissions:**

Nil

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

### **8.1 Ordinary Meeting of Council held on 14 August 2019:**

### **COUNCIL DECISION**

**528**

**MOVED CR P FEASEY**

**SECONDED CR S LEE**

**That the Minutes of the Ordinary Meeting of Council held on 14 August 2019 be confirmed as a true and correct record of the meeting.**

**CARRIED  
6/0**

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

Nil



## **10 Petitions:**

Nil

## **11 Notices of Motion:**

Nil

## **12 Reports - Community**

Nil

## **13 Reports – Economic**

Nil

## **14 Reports – Natural Environment**

Nil

## 15 Reports – Built Infrastructure

### 15.1 Submission to the Revised Draft State Planning Policy 3.6 and Guidelines – Infrastructure Contributions

#### DECLARATION OF INTEREST:

There were no declarations of interest declared.

#### SUMMARY:

The Western Australian Planning Commission (WAPC), through the Department of Lands, Planning and Heritage (DPLH), is currently seeking public comment on the revised draft State Planning Policy 3.6 – Infrastructure Contributions (draft SPP 3.6).

Formerly referred to as 'Development Contributions for Infrastructure', the draft SPP 3.6 builds on the original (current) State Planning Policy 3.6, which was gazetted in November 2009, and incorporates more prescriptive draft provisions. Many of these draft provisions appear to be in response to development industry requests for greater accountability and transparency in the process, with a greater emphasis on seeking funding sources other than from the development industry. Examples of these include more comprehensive reporting measures, additional requirements such as priority, timing and delivery of infrastructure to be included in the relevant local planning scheme, and a cap on cost contribution liability per dwelling for community infrastructure.

City Officers have, in response to the draft SPP 3.6, prepared a submission letter to the WAPC and this is contained in Attachment A. It is recommended that Council endorses the submission letter and forwards this to the WAPC prior to the 2 September 2019 closure of public advertising.

#### OFFICER RECOMMENDATION:

That Council endorses Attachment A as its submission to the Western Australian Planning Commission on the Revised Draft State Planning Policy 3.6 - Infrastructure Contributions.

#### DISCUSSION:

##### Background

State Planning Policy documents provide the highest level of planning policy control and guidance in Western Australia. State Planning Policy 3.6 – Development Contributions for Infrastructure sets out the principles and considerations applicable to development contributions for the provision of infrastructure.

State Planning Policy 3.6 was prepared, and subsequently gazetted in 2009, as a basis for developer contributions policy and practice in the State. At the time however, there were suggestions from local government that further guidance on the scope and framework for development contributions was needed. The development industry also pointed to the need for greater consistency and transparency in charging developers because of the potential impacts on housing affordability and to avoid inequities arising from new residents subsidising existing residents.



### **15.1 SUBMISSION TO THE REVISED DRAFT STATE PLANNING POLICY 3.6 AND GUIDELINES – INFRASTRUCTURE CONTRIBUTIONS**

A draft State Planning Policy 3.6 – Development Contributions for Infrastructure was prepared in July 2016 and released for comment until November 2016. This did not progress further than the public advertising period at that time.

More recently the WAPC has now released draft SPP 3.6 and accompanying Guidelines for public comment in July 2019 (Attachments B and C, respectively). Submissions received will be considered in the review of the final document, which is intended to subsequently be gazetted as a State Planning Policy.

#### **Key Themes of Draft SPP 3.6**

Within draft SPP 3.6 and accompanying Guidelines, the principles underlying infrastructure contributions is the common and recurrent theme throughout and while this is logical, there is a sense that the 'balance of principles' is weighted against local government. This is apparent from the proposed capping of community infrastructure per dwelling, to the proposed involvement of the WAPC in clearing Deeds of Agreement as a condition of subdivision approval, to the greater emphasis on funding to be sought through mechanisms other than development contributions.

The key themes within draft SPP 3.6 that would likely affect the City's current administration of its Development Contribution Plans (DCPs) are:

- Capping of cost contributions for community infrastructure items;
- Priority and estimated timing of infrastructure provision;
- Administration Costs to reflect real labour costs;
- Imposition of cost contribution condition;
- Interim arrangements for DCP contributions;
- Review of infrastructure cost estimates;
- Indexation; and
- Maximum contingencies suggested in the draft Policy.

These points are all addressed in the City's draft submission in Attachment A.

#### **Conclusion**

City Officers have reviewed the draft SPP 3.6 and accompanying Guidelines prepared by the DPLH and are of the opinion that a number of key themes contained within the documents should not be supported. This is essentially on the basis that a number of proposed provisions are considered to be operationally flawed or represent an inequitable financial and resourcing burden to the local government, particularly those located within outer Metropolitan areas.

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

There are no specific legal/policy implications as a result of this report, however the City's submission will be considered in the finalisation of a new State Planning Policy 3.6 for Development Infrastructure. This has future implications for Development Contribution Plan (DCP) provisions within LPS2, the City's Capital Expenditure Plan, clearance of DCP-related subdivision conditions and any DCP-related Deeds of Agreement entered into between the City and the respective landowner/developer.

### 15.1 SUBMISSION TO THE REVISED DRAFT STATE PLANNING POLICY 3.6 AND GUIDELINES – INFRASTRUCTURE CONTRIBUTIONS

#### FINANCIAL/BUDGET IMPLICATIONS:

There are no specific financial implications as a result of this report albeit that the City is responsible for the management of considerable funds collected and allocated for developer contributions under its DCPs. SPP 3.6 will impact on the City in this regard.

#### ASSET MANAGEMENT IMPLICATIONS:

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

#### ENVIRONMENTAL IMPLICATIONS:

There are no specific 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	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 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	The City does not provide a submission in regard to draft SPP 3.6, forgoing the opportunity to provide commentary on the State Planning Policy framework that local governments are required to adhere to.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements.
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic



### 15.1 SUBMISSION TO THE REVISED DRAFT STATE PLANNING POLICY 3.6 AND GUIDELINES – INFRASTRUCTURE CONTRIBUTIONS

Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Ensure the City responds to the request for submissions
Rating (after treatment)	Low

Risk Event	The draft SPP3.6 is adopted by the State Government with the proposed community infrastructure rate capping.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements.
Risk Effect/Impact	Financial Reputation Service Delivery
Risk Assessment Context	Strategic
Consequence	Major
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Amendment 145 to LPS2 was initiated in 2015 to introduce community infrastructure development contributions through DCAs 8-15 consistent with the 2015 Community Infrastructure Plan (CIP). The CIP was updated and adopted by Council in 2018. Council resolved to adopt modifications to Amendment 145 in January 2019 to reflect the updated CIP. Finalisation of the Cost Apportionment Schedule is underway to apportion costs accordingly.
Rating (after treatment)	Low

### **COUNCIL DECISION**

529

**MOVED CR W COOPER****SECONDED CR M ROWSE**

**That Council endorses Attachment A as its submission to the Western Australian Planning Commission on the Revised Draft State Planning Policy 3.6 - Infrastructure Contributions.**

**CARRIED  
6/0**

29 August 2019

Our Ref.: D19/45928

Draft SPP 3.6  
Department of Planning, Lands and Heritage  
Locked Bag 2506  
PERTH WA 6001

Dear Sir/Madam

**CITY OF KWINANA SUBMISSION – DRAFT STATE PLANNING POLICY 3.6 AND  
GUIDELINES – DEVELOPMENT INFRASTRUCTURE**

Thank you for the opportunity to make a submission on the draft State Planning Policy 3.6 (draft SPP 3.6) and accompanying Guidelines. Please accept this letter as the City of Kwinana's formal comment on these draft documents.

The City of Kwinana (the City) acknowledges that the framework for and administration of development contributions for infrastructure presents challenges for local government, State Government and landowners/developers alike and appreciates all efforts to offer clarity and fairness in this respect.

The City's response to these draft documents is based on its own operational experience and understanding of development contributions for infrastructure, which it has administered on behalf of landowners and developers since its first Development Contribution Plan (DCP) was introduced into Local Planning Scheme No.2 in December 2004.

The City has a number of Development Contribution Schemes: DCA1 (15 year plan 2019 – 2034), DCAs 2- 7 (10 year plans from 2017-2027) and DCAs 8-15 (15 year plans from 2015 – 2030) that are in place and operational. In accordance with section 6.9 of the draft SPP 3.6 the existing DCPs will continue to remain valid for their lifespan but shall adhere to all operational monitoring and reporting requirements.

This submission, while it considers matters raised in both the draft SPP 3.6 and accompanying Guidelines, focuses on the key draft provisions that may have a potentially significant bearing on the City in terms of its own administration of DCPs.

Overall, the principles underlying infrastructure contributions is the common and recurrent theme throughout the draft SPP 3.6 and accompanying Guidelines and while this is logical,

there is a sense that the 'balance of principles' is weighted against local government. This is apparent from the proposed capping of community infrastructure per dwelling, to the proposed involvement of the Western Australian Planning Commission (WAPC) in clearing Deeds of Agreement as a condition of subdivision approval, to the greater emphasis on funding to be sought through mechanisms other than development contributions. These matters and more will be further elaborated on in this submission.

The following points in draft SPP3.6 and accompanying Guidelines are generally **supported** by the City:

#### *Closing a Development Contribution Fund Account*

This proposed provision is considered fair and logical and the steps recommended to ensure all efforts have been made to return excess monies are considered to be in the best interests of equity and accountability. The City supports this process.

#### *Administration Costs to reflect real labour costs*

While the City currently applies a 2% administration charge as a percentage of the overall infrastructure item costing for each DCP, it is apparent that this does not sufficiently cover the 'real' costs of the City administering DCPs in accordance with SPP 3.6. In this regard, the City supports the reflection of real labour costs (in accordance with those items able to be charged as administration costs under SPP 3.6) as the applicable administration costs.

The following points in draft SPP3.6 and accompanying Guidelines are **not supported** by the City:

#### *The form and content of the DCP*

The draft SPP 3.6 outlines a number of requirements of a DCP, much of which relates to the need and nexus for each infrastructure item. What it fails to consider is the City's operational capacity to deliver the infrastructure item at the designated time and the ability for the local government to fund the ongoing operational requirements associated with the facility in question. This needs to be a requirement for consideration in preparing a DCP as it is fundamental to the delivery timeframe and the ultimate success of the facility meeting community needs.

#### *Capping of cost contributions for community infrastructure items*

The City acknowledges the principle of the proposed per dwelling 'cap' (\$2,500 where the relevant DCP relates to contributions towards local community infrastructure only and \$3,500 where the relevant DCP relates to contributions towards local, district and regional community

infrastructure), however there is no justification provided as to how the cap was determined. What was this based on and who were the parties involved in determining this figure?

Further, the proposed 'cap' appears to unnecessarily penalise those local governments with largely greenfield subdivision and those in the outer metropolitan areas, whereby essentially new community infrastructure items are required, as opposed to, in most instances, a simple extension to an existing community facility for middle and inner metropolitan local governments.

To put this 'cap' into perspective, as at September 2015, the average provisional cost per dwelling of community infrastructure, relevant to the eight DCAs across the City, was \$5,075.67. In the context of the 'cap' and comments in the above paragraph, the City's provisional cost contributions per dwelling fell under the proposed 'cap' in only two of its eight community infrastructure DCAs, with these comprising older, more established areas of the City. Within these areas (for point of reference, being DCAs 14 and 15 – Townsite, Medina, Orelia, Parmelia, Calista and Leda), current and future subdivision and development largely comprises infill development, redevelopment of brownfield sites and some smaller-scale greenfield subdivision in close proximity to the City Centre. In this regard, the need and nexus for community infrastructure provision in the respective DCPs, as demonstrated through the City of Kwinana Community Infrastructure Plan 2018 (CIP), is essentially limited to extensions/upgrades to or new components of existing community infrastructure, rather than entirely new community infrastructure items as required in new large-scale greenfield subdivision areas.

While the City acknowledges the State Government's strategic planning objective for a consolidated pattern of urban growth and consequent infill targets, there is still the need to adequately provide for the community facilities needs of future residents who will live within the Urban or Urban Deferred zoned land earmarked largely for residential land uses, with accompanying community purpose, POS and commercial land. The proposed 'cap' appears to disproportionately disbenefit local governments that are subject to greenfield developments.

It is the experience of local government in the Eastern States of Australia, where capping has been in place for community infrastructure for some time, that any costs above the cap are borne by the local government. Whilst it may be argued that the proposed cap will result in greater certainty and deter "gold plating" by local government it doesn't reflect the true cost of delivering a range of community infrastructure items and has no regard to fluctuating construction costs that are outside the control of local government.

The City queries how it can reasonably be stated on the one hand that:

*"These Guidelines do not set a standard or maximum contribution rate for development infrastructure... (given WA's extent and diversity, whereby) different local governments will deal with DCAs with widely varying infrastructure needs and associated costs, and to set a*



*standard or maximum contribution rate for development infrastructure would fail to reflect these variations.”*

while on the other hand capping the rate for community infrastructure.

#### *Priority and estimated timing of infrastructure provision*

The draft SPP 3.6 states that the DCP shall “determine and specify in the planning scheme and DCP Report the priority and estimated timing of delivery for each infrastructure item.” The City strongly contends that the priority and estimated timing of delivery of infrastructure items only be included in the DCP Report, otherwise the requirement for potentially regular scheme amendments would be time-consuming and onerous for the respective local government. This is particularly the case if timeframes are linked to external funding sources or dependent upon rates of development (that are largely market-driven) that can be unpredictable or not guaranteed. This in turn has flow-on resourcing and timeframe impacts upon the Department of Planning Lands and Heritage (DPLH), and the Western Australian Planning Commission (WAPC) and the Minister.

Further to the above matter, if the timing of infrastructure provision (in terms of short, medium and long term) is linked to the relevant local planning scheme, then State funding should be made available as an (accessible) external funding source. This is particularly apparent in instances where market-driven rates of development within an identified DCA are linked to items of infrastructure within a DCP for which the timeframe or priority within the DCP has changed due to unforeseen changes in the market (for example, lower-than-anticipated rates of development), which both reduces the capacity of the local government to collect funds through the respective DCP and would then require (should this proposed provision form part of the new SPP 3.6) a local planning scheme amendment. If a local government can demonstrate its own need and nexus funding argument in this regard, then State funding sources such as the Metropolitan Region Improvement Fund (MRIF) should be made available to access.

#### *Maximum contingencies suggested*

The maximum contingencies of 15% for construction items (other than bridges) suggested, are generally considered reasonable by the City. However, the differentiation needs to be made regarding contingencies based on concept plans (which are prepared for cost contribution estimates in the early stages of the DCP) and detailed design plans (which are prepared for cost contribution estimates which are proposed to be undertaken in the shorter term, in line with the list of priority works in the respective DCP report).

In this regard, for estimated cost contributions based on concept plans, the maximum contingency should be 20%, whereas for estimated cost contributions based on detailed design plans, the maximum contingency should be 10%.

### *Imposition of cost contribution condition*

In relation to 'seriously entertained' scheme amendments, by virtue of the statement..."and the submissions have been considered by the local government and sent to the WAPC for final approval, the WAPC will support imposition of a condition of subdivision or strata subdivision..." this is a different interpretation to how the City has previously dealt with contributions in the context of a 'seriously entertained' local planning scheme amendment. The City has, over many years and in the current context, and indeed based on independent legal advice received on this matter, taken the date of initiation (that is, the date upon which Council resolves to commence public advertising) to be the date from which contributions, (albeit provisional until gazettal) under that particular amendment, are applicable.

### *Interim arrangements for DCP contributions*

In relation to the suggested provision relating to Deeds of Agreement, the City strongly opposes the suggestion that "The WAPC is to become the clearing authority on the condition of subdivision or development requiring the landowner to enter into a Deed of Agreement." This would potentially delay matters for both the local government and the landowner/developer and would place additional and seemingly unnecessary burden on the State Government in terms of timeframes and resourcing. Further, there is no commentary in relation to the role local government would play in this process, which is of concern to the City.

In terms of what should be included in a Deed of Agreement, the provisions included in the draft Guidelines appear convoluted, particularly that "Resolution of final costs and reconciliation of final liabilities will occur at gazettal of the scheme amendment...". There are two immediate matters to note in this regard. While the respective local government should have the draft CAS prepared, with draft costings and most 'actuals' received from subdividers, the trigger to seek any costing updates for estimates or up-to-date 'actuals', in the City's operational experience, is upon the gazettal of the scheme amendment. If, as proposed, a draft CAS is required upon advertising of the relevant DCP scheme amendment, then the timeframe between the draft CAS (with its potential combination of estimates and 'actuals', or even just estimates) and gazettal of the scheme amendment could potentially be years. This would render the estimates (and potentially the 'actuals' component for each infrastructure item) obsolete in the current market. Thus, a review of estimated costings and receipt of 'actuals' is necessary as close as possible to the Council's adoption of the CAS (within 90 days following gazettal), to keep the costings as 'current' as possible. The risks in this regard should be limited, as the respective local government should be required to hold consultation discussions with the relevant landowner/developers both prior to gazettal of the amendment and in the period prior to adoption of the CAS by the relevant Council.

In relation to a 'sunset clause' for the operation of Deeds of Agreement, this should logically be upon Finalisation of the Cost Contribution; that is, gazettal of the scheme amendment and subsequent adoption of the CAS by Council, with reconciliation of actual liabilities being within

60 days of Finalisation of the Cost Contribution. There does not need to be any minimum time period in light of the above.

#### *Review of infrastructure cost estimates*

The City has concerns regarding the latter part of 6.7.2.13 whereby, in circumstances where there is a substantial reduction in the cost contribution liability (presumably in relation to contributors within a particular DCA) upon the requisite annual review of the respective cost apportionment schedule(s), the local government shall refund excess monies to owners that paid over the adjusted amount. While the City acknowledges and supports the proposed process for the closure of a DCP in the context of any excess funds held in the DCP at the time of the DCP's closure (as noted earlier in this submission), it does not support the early or 'mid-process' refunding of 'excess' monies to landowners/developers if the liability is paid in accordance with the adopted cost apportionment schedule at the time. Conversely, the City would neither expect nor request additional payments from landowners/developers who may have paid a liability based on the adopted cost apportionment schedule, which subsequently increases (whether significantly or otherwise) upon the next annual review. Once a liability is paid, it is paid. As noted above, any excess monies at the closure of the respective DCP will be dealt with through the required process.

#### *Indexation*

The City queries why, if a local government considers that indexation is not keeping pace with the true costs of a particular item, any revision to this requires the approval of the WAPC. The applicability of this is only within the particular Cost Apportionment Schedule (CAS) and DCP report. Further, how would this approval occur in terms of process and who would decide this?

#### *Other minor editing required*

- Page 18 of Guidelines – spelling mistakes -first column 'DCA's' (should be 'DCAs') - fifth column 'itme' (should be 'item') – sixth column 'contributiouns' (should be 'contributions') – column 11 'to (date)' (should be 'to date') - column 14 'dweilling' (should be 'dwelling')
- Page 7 of draft SPP 3.6 (first paragraph) – need to include that objections to land valuations (if landowner and the local government cannot agree) then landowner to apply to SAT under provisions of *Planning and Development Act 2005*.

In closing, the City thanks the WAPC for allowing it the opportunity to comment on this important matter and it is hoped that the City's commentary adds value in the final consideration of draft SPP 3.6.

For further clarification, please do not hesitate to contact me on 9439 0214 or by email:  
[maria.cooke@kwinana.wa.gov.au](mailto:maria.cooke@kwinana.wa.gov.au).

Yours sincerely

Maria Cooke  
**DIRECTOR CITY REGULATION**





Department of Planning,  
Lands and Heritage



Western  
Australian  
Planning  
Commission

*We're working for  
Western Australia.*

# Draft State Planning Policy 3.6 Infrastructure Contributions

July 2019

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## 1 CITATION

This is a draft State Planning Policy made under Part Three of the *Planning and Development Act 2005*. This policy can be cited as State Planning Policy 3.6 Infrastructure Contributions (SPP 3.6).

## 2 POLICY INTENT

The careful planning and coordination of infrastructure is fundamental to the economic and social well-being of any community. New development and redevelopment need to ensure the cost-efficient, and appropriately-timed provision of infrastructure and facilities such as roads, public transport, water supply, sewerage, electricity, gas, telecommunications, drainage, open space, schools, health, community and recreation facilities.

The provision of essential infrastructure influences the standard of living, mobility and lifestyle choices of a community and underpins the ability to achieve compact, connected and consolidated urban growth. The delivery of essential infrastructure requires a co-ordinated commitment from State and local government, in partnership with the private sector.

The purpose of this policy is to set out the principles and requirements that apply to infrastructure contributions in new and established urban areas. It also provides a system that enables the coordination and delivery of infrastructure that will provide opportunities for development of new communities in greenfield locations, infill locations, activity centres, corridors and high-frequency public transport routes, industrial nodes and station precincts.

## 3 BACKGROUND

In Western Australia, contributions for infrastructure are an established part of the planning system. They may be levied by local governments under local planning schemes towards the cost of infrastructure necessary to accommodate urban growth. Contributions are generally levied directly through the subdivision and development process, or where there are multiple landowners, through Development Contribution Plans (DCPs).

Infrastructure contributions are just one of a number of ways that can be used to meet the physical and social infrastructure needs of growing urban communities. Where contributions are sought beyond the standard requirements for infrastructure, mechanisms such as DCPs may be considered in cases where other mechanisms and funding streams cannot achieve a co-ordinated approach to the delivery of necessary infrastructure.



## 4 APPLICATION OF THE POLICY

The policy applies throughout Western Australia across all development settings, including greenfield growth areas and existing urban areas; industrial areas; regional towns; and other land identified through strategic planning instruments to accommodate and facilitate population and economic growth.

The policy is supplemented by supporting Infrastructure Contribution Guidelines that provide additional information regarding the preparation and operation of DCPs in areas where coordinated development of infrastructure and cost-sharing is required.

## 5 POLICY OBJECTIVES

The objectives of this policy are:

- to promote the efficient and effective provision of public infrastructure and facilities that are essential to meet the demands arising from population growth and development
- to provide a system for the coordinated delivery of infrastructure necessary to facilitate new urban growth opportunities to achieve compact, consolidated towns and cities
- to ensure that the requirements for infrastructure contributions cater to all development settings to enable the development of sustainable communities
- to provide clarity on the acceptable methods of collecting and coordinating contributions for infrastructure
- to establish a system for apportioning, collecting and spending contributions for infrastructure that is transparent, equitable, accountable and consistent.

## 6 POLICY MEASURES

### 6.1 Principles underlying infrastructure contributions

Contributions for all infrastructure must be levied in accordance with the following principles:

- a) **Need and the nexus:** The need for the infrastructure must be clearly demonstrated (need) and the connection between the development and the demand created should be clearly established (nexus).
- b) **Transparency:** Both the method for calculating the infrastructure contribution and the manner in which it is applied should be clear, transparent, and simple to understand and administer.
- c) **Equity:** Infrastructure contributions should be levied equitably from all identified stakeholders within a contribution area.
- d) **Certainty:** The scope, timing, and priority for delivering infrastructure items, and the cost of infrastructure contributions and methods of accounting for escalation, should be clearly identified and agreed.
- e) **Consistency:** The system for infrastructure contributions for apportioning, collecting and spending contributions should be consistent, efficient and transparent.
- f) **Accountable:** That there is accountability in the manner in which infrastructure contributions are determined and expended.





## 6.2 Types of Local Infrastructure

Local Infrastructure is fundamental to the economic and social wellbeing of any community. For the purposes of this policy, local infrastructure includes:

- a) *Development Infrastructure* – infrastructure required to facilitate development and to support the orderly development or redevelopment of an area.
- b) *Community Infrastructure* – infrastructure required for communities and neighbourhoods to function effectively.

## 6.3 Where infrastructure contributions can be sought

Contributions can be sought from developers and landowners for infrastructure items to support the orderly development of an area to cater to additional demand from increased population, or to facilitate development and redevelopment of areas identified in strategic planning instruments for consolidated urban growth. This includes:

- a new item of infrastructure
- land for infrastructure
- an upgrade in the standard of provision of an existing item of infrastructure
- an extension to an existing item of infrastructure to avoid unnecessary duplication of facilities to meet the additional demand of new residents in a defined catchment
- the total replacement of infrastructure once it has reached the end of its economic life
- other costs reasonably associated with the preparation, implementation and administration of a DCP.

The contributions are for the initial capital requirements only and not for ongoing maintenance or operating costs of the infrastructure, beyond that required of developers through the subdivision and development process.

## 6.4 Scope

Infrastructure contributions for local infrastructure can be sought for the following:

- a) *Development Infrastructure*: may be imposed through the subdivision and development process without the need for a DCP; items are listed in Schedule 1: Development Infrastructure - Standard Infrastructure Contribution Requirements. Standard Infrastructure items may be included in a DCP when cost-sharing arrangements are proposed.
- b) *Community Infrastructure*: items that may be considered for inclusion in a DCP are listed in Schedule 2: Community Infrastructure: Items for inclusion in a Development Contribution Plan.

## 6.5 Form of infrastructure contributions

An infrastructure contribution may be provided by one or any combination of the following methods:

- ceding land for roads, public open space, primary school sites, drainage and/or other reserves
- constructing infrastructure works to be transferred to a relevant Government agency on completion (in-kind contributions)
- monetary contributions, to be used by the local government or Government agency or utility provider to acquire land or undertake works (either directly through the subdivision and development process, or through a DCP)

- some other method acceptable to the relevant Government agency or infrastructure provider
- a combination of the above.

## 6.6 Variable and maximum costs levied

Costs levied are either variable or capped, depending on the type of infrastructure:

- a) For *Development Infrastructure* – where a DCP applies, costs may be variable depending on the infrastructure requirements and location of the development area. Costs should be established based on industry benchmarks for specifications and standards for infrastructure items, where applicable.
- b) For *Community Infrastructure* – a maximum levy for local infrastructure of \$2,500 per dwelling shall apply, with items to be justified through a Community Infrastructure Plan. Where district and/or regional infrastructure is also proposed, consideration may be given to increasing the maximum levy by an additional \$1000 per dwelling, to a total of \$3,500 for a combination of local, district and regional Community Infrastructure, subject to adequate justification and the support of the Western Australian Planning Commission (WAPC).

A lesser amount may be imposed where infrastructure costs do not require the maximum amount to be applied, however, any amount exceeding the maximum levy cannot be imposed.

Local governments will be required to set priorities, following consultation with the community, on the delivery of Community Infrastructure to meet the demands of a growing population. It is expected that additional funding to deliver the full range of required



Community Infrastructure will come from other sources including general local government revenue, and State and Federal funding.

## 6.7 Imposition of infrastructure contributions

Contributions for Local Infrastructure are generally calculated and applied via the following mechanisms:

- a) *Standard Contributions* – consistent with the requirements of this policy (refer Schedule 1 for Standard Infrastructure Contribution requirements) and applied directly via standard conditions of subdivision, strata subdivision or development, or other methods detailed in the local planning scheme.
- b) *Development Contribution Plans* – where cost-sharing arrangements are proposed to deliver Development or Community Infrastructure consistent with the requirements of this policy (refer Schedule 1 for standard Development Infrastructure contribution requirements; and Schedule 2: Community Infrastructure items).
- c) *Developer Agreements* – in limited circumstances, and pursuant to a request from the landowner or developer.

### 6.7.1 Standard contributions

Standard contributions are made by developers, or landowners, for new or upgraded infrastructure and may relate to the requirements of public utility providers, State Government requirements and the requirements of local government.

This includes the accepted standard requirements for infrastructure contributions levied through the subdivision and development process (refer Schedule 1 - Standard Development Infrastructure Contribution requirements) including:

- land contributions for public open space, foreshore reserves, primary schools and roads
- infrastructure works for public utilities and roads
- monetary contributions for standard servicing and utility charges.

In existing urban areas, identified in strategic or statutory planning instruments to accommodate increased densities, upgrades to roads and streets may include infrastructure necessary to deliver integrated multi-modal transport and land use development outcomes. This includes infrastructure to support sustainable transport and streetscape upgrades, as defined in Schedule 1.

### 6.7.2 Development Contribution Plans

#### 6.7.2.1 When a DCP is required

DCPs are an arrangement between a local government and a specified landowner(s) to share the costs involved with delivering new infrastructure within a specific area (Development Contribution Area or DCA).

Where a local government seeks infrastructure contributions beyond the standard development infrastructure outlined in Schedule 1, or where cost-sharing arrangements are proposed, it must be supported by a DCP. Standard infrastructure items can be included in a DCP where costs are to be equitably shared across landowners.

Infrastructure contributions can only be for the provision of capital items. The costs associated with design and construction of infrastructure (including land costs) and the cost of administration are considered capital items and can be included in the DCP.

#### 6.7.2.2 Timing of DCPs to align with comprehensive planning

Where a structure plan, or similar planning instrument, has been prepared and cost-sharing arrangements are identified as being required to deliver infrastructure necessary for development, a DCP should be prepared concurrently with, or within six (6) months following approval of the structure plan, to ensure that the DCP has been prepared ahead of subdivision and development, and that all parties are aware of cost liabilities associated with the delivery of necessary infrastructure.

If cost-sharing arrangements are identified in a district structure plan, the timing of the preparation of the DCP will align with the preparation of a more detailed local structure plan, as the DCP preparation will require a sufficient level of detail usually contained in a local structure plan to identify the proposed shared infrastructure.

#### 6.7.2.3 Requirements of a DCP

DCPs are to ensure:

- a) there is a clear and sound basis with linkages to the local government's strategic and financial planning processes - infrastructure items must be included in a local government strategic community plan and capital works program



- b) the need for that infrastructure, based on an analysis of the demand generated, and the nexus, and where the relationship between the need for infrastructure and the new development is clearly established
  - c) there is justification for the infrastructure and construction standards identified in the DCP, and the authority responsible for providing the infrastructure must be identified
  - d) the costs of infrastructure must be transparent, appropriate and reviewed at least annually
  - e) estimated costs of infrastructure should be based on the recommended reference rates, or indices, detailed in the policy and supporting guidelines, and relevant references or industry standards used in estimating costs are stated in the DCP Report
  - f) there is a commitment to providing the infrastructure in a reasonable period, and other commitments to funding are detailed in the DCP
  - g) the DCA to which the DCP applies must be appropriate and within an identified growth area or location identified in a strategic planning document
  - h) cost-sharing arrangements between owners in the DCP area must be transparent, fair and reasonable.
- d) the method and formula to be applied in determining the cost contribution of each property owner in the DCA (or unit of charge as determined in the DCP)
  - e) the priority and timing of staging and delivery of each item of infrastructure including the responsibility for delivery of infrastructure
  - f) the term for which the DCP is to have effect
  - g) the applicable review process for the DCP, the DCP Report, and infrastructure cost estimates, including the method to be used, indexing mechanisms for credits accrued by a developer or property owner, and land valuations
  - h) the policies, plans and other supporting documents providing justification for the infrastructure items proposed for inclusion in the DCP.

To ensure consistency in the application of the development contribution system across Western Australia, and to provide certainty for system users, the DCP template in Schedule 3 should be used and will be incorporated into the local planning scheme. Any departure from the model format will need to be justified based on individual circumstances.

The content of each DCP shall be as specified in Schedule 4, including the setting of maximum contingencies, and must be accompanied by a Capital Expenditure Plan (CEP), a Cost Apportioning Schedule (CAS), and a DCP Report. Templates for DCP Reports and the CAS are included in the Guidelines for Infrastructure Contributions.

#### 6.7.2.4 Form and content of a DCP

The DCP shall include or specify the following:

- a) the DCA to which the DCP applies including details of land or development to be excluded
- b) the infrastructure and administrative items to be funded through the DCP
- c) details of funding, including the percentage being funded by the DCP, and the percentage from other funding sources

#### 6.7.2.5 Management and administration of a DCP

The local government is to establish and maintain an interest-bearing reserve account, that will operate as the Development Contribution Fund (DCF), in accordance with the *Local Government Act 1995* for each DCA, into which cost contributions for that DCA will be credited, and from which all payments for the infrastructure and administrative items within that DCA will be made. The purpose of the reserve account and the use of money in the reserve account must be limited to the application of funds for the DCA.

Information on the interest earned on reserve accounts shall be made available to the public by the local government upon request, and any interest earned on cost contributions credited to a reserve account should be applied in the DCA to which the reserve account relates.

Administrative items may be included as a DCP item; however, they must relate directly to the work local government must do to prepare and implement the DCP. All administration items shall be individually itemised in the DCP.

Costs that may be included are detailed in the Schedule 4 and may include: technical consultant fees for other studies, plans, reports, and project management associated with the development of land if required to inform the preparation of the DCP

#### 6.7.2.6 Consultation requirements

Prior to undertaking advertising and consultation as part of the statutory requirements for an amendment to the local planning scheme, early consultation on the proposed content of the DCP should be undertaken with



relevant stakeholders, including key landowners in the DCA, providers of any infrastructure to be included in the DCP, and State Government planning agencies.

To ensure the principles of transparency and equity are maintained, the DCP Report, including the CAS, that provide detail of the infrastructure costs and estimates, and the priority and timing of the delivery of each item of infrastructure, shall be formulated and advertised concurrently with the Scheme Amendment Report.

#### 6.7.2.7 Operative Scheme Provisions

A DCP does not have effect until it is incorporated into a local planning scheme. Prior to (or concurrent with) identification of the first DCA within a local government area, and associated formulation of a DCP, operative scheme provisions must be included in the relevant local planning scheme to provide the framework for formulating and implementing a DCP, as provided in the Planning and Development (Local Planning Schemes) Regulations 2015.

#### 6.7.2.8 Delivery of infrastructure

Identification of infrastructure as a contribution item in a gazetted DCP implies an agreement by local government to deliver that infrastructure, and should align with the local government's long-term (10 year) financial plan. While it is acknowledged that some level of flexibility in delivery timeframes is a realistic requirement, it is important that local government adheres to the estimated delivery timeframes for infrastructure for which development contributions have been made to ensure that the principles of equity and accountability are upheld.

#### 6.7.2.9 Prioritisation of infrastructure in a DCP

A DCP may identify infrastructure that:

- a) needs to be actioned with the first development in a DCA, such as a major road extension/connection
- b) is predominantly located on the property owners' land, such as construction of a recreation facility, or acquisition of public open space, to service the larger DCA.

#### 6.7.2.10 Early acquisition of public purpose sites

The DCP should give priority to the acquisition of land for public purposes early in the development process, to ensure that those landowners whose land has been identified for a public purpose, such as public open space, are not disadvantaged or unduly impacted by the rate of development.

In the case of primary school sites, early consultation with the Department of Education is required through the local structure plan process to establish commitment to timing of purchase of the land. It is noted that primary school sites are not included in DCPs as the acquisition of land is a separate process undertaken by the Department of Education.

Consideration is to be given by the local government to requests from landowners for early acquisition of land in cases of hardship, where land is identified for public open space in the DCP area.

The Department of Planning, Lands and Heritage (Department) may, in certain circumstances, pre-fund a DCP for the purposes of acquiring land in hardship cases where the local government has provided evidence to the Department that it does not have the funds to acquire

the land. Once funds are available in the DCP fund, the Department will be reimbursed for the cost of acquiring land with interest.

#### 6.7.2.11 Cost contributions based on estimates

The determination of infrastructure costs and administrative costs is to be based on amounts expended, but when expenditure has not occurred, it is to be based on the best and latest estimated costs available to the local government and adjusted accordingly, if necessary.

Where a cost apportionment schedule contains estimated costs, such estimated costs are to be prepared and reviewed at least annually by the local government.

A local government shall provide all available information upon request, including: the DCP Report, the CAS, and supporting information such as valuation advice, all calculations and methodology used to determine the costs, or adjustment of costs.

When an owner objects to the amount of a cost contribution, the owner may give notice to the local government within 28 days after being informed of the cost contribution, and this must be accompanied by supporting evidence prepared by a suitably qualified person detailing the basis of the objection, and include proposed alternative costs for consideration. The review of the amount of the cost contribution shall be undertaken by a suitably qualified person (independent expert) agreed by the local government and the owner, at the owner's expense.

If the independent expert does not change the cost contribution to a figure acceptable to the owner, the cost contribution is to be determined by either any method agreed between the local government and the owner;





or if the local government and the owner cannot agree on a method, by arbitration in accordance with the Commercial Arbitration Act 1985, with the costs to be shared equally between the local government, on behalf of the DCP, and owner.

#### 6.7.2.12 Contribution credits

Where a developer has pre-funded infrastructure within a DCA, or land has been ceded to allow early infrastructure delivery, the following shall apply:

- a) Where an owner has agreed, or been required to pre-fund an item of infrastructure, or to cede land early to allow early infrastructure delivery, this pre-funding is to be held as a credit against future contributions due from that owner, and the local government and an owner must negotiate a fair and reasonable outcome in relation to this credit.
- b) Where a developer has other land holdings in the development contribution area, the credit is held by the local government until it is required to be used by the developer to offset future contributions.
- c) Where a developer has no further holdings in the DCA, the amount is held by the local government as a credit to the developer until payments into the DCP are received from subsequent developers to cover the credited amount. The credit is then reimbursed to the developer as soon as circumstances permit.
- d) Where the DCP fund is in credit from developer contributions already received, the credit should be reimbursed as soon as the circumstances permit on completion of the works/ceding of land and having regard to the priority and timing of DCP works.

- e) Contribution credits applied as a result of a pre-funding arrangement for the cost of the infrastructure item shall be:
  - i) as identified in the CEP and CAS
  - ii) based on the infrastructure being constructed to the same standard as was costed in the CEP.
- f) The provision of infrastructure to a higher standard than this will require the relevant Government agency, or developer if on a voluntary basis, to meet the gap in costs.
- g) If the actual amount of expenditure incurred when pre-funding an infrastructure item unexpectedly varies significantly from that identified in the CEP and CAS, the local government shall:
  - i) establish why the variation exists and whether such costs are justified
  - ii) determine whether the CEP and CAS need to be reviewed.
- h) If a review of the CEP and CAS is required as a result of the cost contribution per unit of charge changing significantly, a formal review of the DCP is required to ensure the principle of equity is upheld.
- i) The reimbursement of pre-funded works, and early ceding of land for acquisition, through the DCP should be given priority according to timing that the infrastructure was delivered, as soon as adequate funds have been collected in the DCP having regard to the priority and timing of DCP works.
- j) Where a developer seeks to prefund works in advance to the priorities and scheduling identified in the DCP, there should be a broader demonstrated benefit to the DCP for indexation to be applied to

such works and applied to other owners' liabilities within the DCP. Indexation of pre-funding works should be discussed with the local government and detailed in the DCP report.

- k) Credits are only available for infrastructure items included as an item in a DCP, including land acquisition.
- l) Indexing shall apply to contribution credits to incorporate escalation. At the time the credit/liability is calculated, the index agreed between the parties should be used until the liability is paid in full.

#### 6.7.2.13 Review of infrastructure cost estimates

A review of infrastructure cost estimates should be undertaken at least annually.

An annual review may be undertaken by:

- i) applying the recommended Indexes detailed in this policy, or as published by the WAPC
- ii) reviewing each DCP component and undertaking a full annual review of cost estimates.

The method of the review of cost estimates should be detailed in the DCP.

The review of cost estimates and/or application of indexing should be undertaken by a suitably qualified professional.

There may be circumstances where there is a substantial reduction in the cost contribution liability, due to factors including an overestimation of contingencies



and component costs. In such cases, including where a liability has been paid in full, the local government, on behalf of the DCP fund shall:

- i) reconcile and adjust the liability for each unit of charge, and refund excess monies to owners that paid over the adjusted amount, as soon as circumstances permit
- ii) in cases where it is not reasonably practicable to identify owners and issue their entitled amount of refund, any excess in funds shall be held in the DCP fund until all cost contributions have been made or accounted for and applied to the provision of additional facilities or infrastructure improvements in that DCA.

#### 6.7.2.14 Indexation

Indexing ensures cost contributions remain consistent with changing infrastructure costs. To achieve consistency in the use of indexing across local governments, the following indices are to be used, where appropriate, as reference rates for DCP components including administration, development and community infrastructure, and land.

Indexation may be used in the annual review of cost estimates and/or as applied to credits and shall be detailed in the DCP. Indexation may be used for updating final cost contributions as required after gazettal of the DCP. The WAPC, from time to time, may approve the use of alternative indexing to those listed in this policy.

#### Community Infrastructure

- Australian Bureau of Statistics (ABS) Producer Price Index for Non-Residential Building Construction
- Australian Bureau of Statistics (ABS) Construction Work Done, Australia

- WALGA Local Government Cost Index (Non-Residential Building Construction)

#### Development Infrastructure

- Australian Bureau of Statistics (ABS) Producer Price Index for Road and Bridge Construction
- Australian Bureau of Statistics (ABS) Engineering Construction Activity
- WALGA Local Government Cost Index (Road and Bridge Construction)

#### Land

- Valuation advice from a licenced valuer

#### Credits

- As per relevant index as, detailed above; or
- Reserve Bank of Australia (RBA) - Cash Rate

If a local government considers that the indexation isn't keeping pace with the true costs of a particular item, then the local government should revise the cost estimates for that component/item, with the approval of the WAPC.

#### 6.7.2.15 Monitoring and reporting

In addition to the annual review/ updating of costs, an annual report, or status report, is to be prepared by the local government providing an overview of progress of the delivery of infrastructure specified in the DCP including:

- the timing and estimated percentage delivery of an infrastructure item against that stated in the DCP, arising from review of the local government's Capital Expenditure Plan

- the financial position of the DCF (an audited annual statement of accounts for each DCA reserve account as soon as practicable after the statement becomes available) including interest that has been accrued in the DCF
- a summary of the review of the estimated costs in the CAS, including any changes in funding and revenue sources, and include relevant indexation.

A model template for the annual report is provided in Schedule 5. It is intended that the annual reporting provide a snapshot, or high-level summary, of the progress of the DCP.

The annual report shall be published by the local government on its website; a copy is to be held at the offices of the local government; and the annual report and any supporting documentation will be made available for inspection by the Minister for Planning, the Department of Local Government or the Department of Planning, Lands and Heritage upon request.

#### 6.7.3 Developer Agreements

Contributions may also be implemented in limited circumstances through Developer Agreements or by a voluntary agreement between a landowner or developer and the relevant local government, pursuant to a request from the landowner or developer. Limited circumstances include large-scale, single ownership projects with a long development timeframe, or in regional areas where a formal DCP is not considered by local government and contributing owners to be necessary to achieve desired infrastructure delivery outcomes.



Notwithstanding that Developer Agreements do not form part of the scheme, infrastructure contributions prepared under this arrangement should be consistent with the principles outlined in this policy and any decision to deviate from these principles, including the provision of facilities of a higher quality or specification than standard, should be a voluntary decision by all parties to the agreement.

### **6.8 Infrastructure contributions not to be imposed as a condition of rezoning**

Local governments are not to impose infrastructure contributions beyond the scope of WAPC policy as conditions or prerequisites for rezoning. Infrastructure contributions must be formulated through an open and transparent process, with the opportunity to provide comment, or through DCPs or voluntary agreements that are transparent and follow the due planning process.

### **6.9 Transitional arrangements**

The following transitional arrangements apply:

- Existing DCPs will continue to remain valid for the lifespan of the DCP, however, all DCPs regardless of the approval dates, shall adhere to all operational, monitoring and reporting requirements of the LPS Regulations and SPP 3.6.
- Existing DCPs that do not have a lifespan or review period shall be amended no longer than three (3) years after this policy comes into effect, to include the anticipated lifespan of the DCP and priority and timing for delivery of infrastructure.

- DCPs that have been prepared prior to the gazettal of this policy and are considered a seriously entertained proposal having been submitted to the WAPC for approval, are deemed to be DCPs prepared under the 2009 version of SPP 3.6.
- Any DCP prepared on, or after the day of gazettal of this policy will be subject to the standards detailed in this policy.

### **6.10 Implementation**

Implementation of this policy will be primarily through statutory instruments including, structure plans, local planning schemes or improvement schemes and the day-to-day consideration of scheme amendment, subdivision, strata subdivision and development proposals and applications, together with the actions and advice of agencies in carrying out their responsibilities.

## **7 REVIEW OF POLICY**

This policy shall be reviewed within three (3) years of the date that it is published in the Government Gazette.

## **8 DEFINITIONS/ INTERPRETATIONS**

Definitions and interpretations for Infrastructure Contributions and DCPs, unless otherwise stated in a local planning scheme, should be as per the definitions and interpretations contained in the Planning and Development (Local Planning Schemes) Regulations 2015, Part 1, Part 7 and Schedule 1 Model Provisions.



## SCHEDULES

### SCHEDULE 1: DEVELOPMENT INFRASTRUCTURE – STANDARD INFRASTRUCTURE CONTRIBUTION REQUIREMENTS

Infrastructure items that may be required as an infrastructure contribution in any development setting imposed through the subdivision and development process, or contained within a Development Contribution Plan in cases where cost-sharing arrangements are proposed.

	ITEM	STANDARD REQUIREMENT	DELIVERY METHOD
<b>Public purposes</b>			
1	Land for Public Open Space (Local and District)	Public open space equivalent to 10% of the gross subdivisible area, or as proposed in approved Structure Plan or other adopted planning instrument, or alternatively, a cash-in-lieu contribution, in accordance with WAPC policies and the <i>Planning and Development Act 2005</i> .	Land <u>or</u> monetary contribution
2	Development of Public Open Space	Basic Development – Development of public open space consistent with the requirements of Liveable Neighbourhoods – including full earthworks, basic reticulation, grassing of key areas, pathways that form part of the overall pedestrian and/or cycle network, trees, drainage, lighting, basic seating, and maintenance for two summers, and post water monitoring and establishment period of infrastructure such as living streams where required by WAPC policy  Additional facilities for public open space may be provided at the discretion of the landowner/developer and may include provision of basic playground equipment, water fountains/ features, litter bins.  Upgrading of existing POS areas where comprehensive planning has been undertaken and public realm upgrade requirements are set out in Structure Plan, or similar planning instrument, to align with objectives of strategic planning instruments.	Construction of infrastructure <u>or</u> monetary contribution
3	Foreshore reserves	Land for foreshore reserves on the coast, rivers and lakes in accordance with WAPC policies	Land (ceded free of cost to the State as per WAPC policy) <u>or</u> If included in a DCP, monetary contribution based on need/nexus
4	Foreshore reserve management plan and/ or upgrades	As part of development of public open space	Delivery by and at discretion of developer/relevant government agency <u>or</u> If included in a DCP, monetary contribution based on need/nexus



	ITEM	STANDARD REQUIREMENT	DELIVERY METHOD
5	Wetlands	<p>Note: Wetlands are not suitable for inclusion in a DCP purely for environmental protection purposes. Such land should provide a community recreation benefit to be considered for inclusion, and any valuation of the land should reflect the lack of development potential resulting from its environmental constraints.</p> <p>Inclusion in a DCP can only be for recreation purposes as part of the overall public open space network consistent with the provisions of Liveable Neighbourhoods.</p> <p>May include initial rehabilitation works and costs for maintenance/ management that are required of landowners/ developers through the subdivision and development process.</p>	<p>Land (ceded free of cost to the State as per WAPC policy or as part of allowable 2% restricted public open space, if useable for recreational purposes)</p> <p><u>or</u></p> <p>monetary contribution based on demonstrated need/nexus</p>
6	Primary schools	Land for government primary schools identified in approved structure plan.	<p>Land (ceded free of cost to the State as per WAPC policy)</p> <p><u>or</u></p> <p>pro-rata contribution by landowners in catchment via condition of subdivision</p>
<b>Movement network</b>			
7	Primary distributor roads (proposed)	<p>Land for primary distributor roads including primary regional roads and railway reserves only where justified by a new subdivision/ development i.e. in special circumstances where super-lots are created on the urban fringe to allow for future subdivision.</p> <p>In other circumstances, land to be acquired by appropriate authority.</p>	Delivery by relevant government agency
8	District distributor roads (proposed) - including intersection treatments	<p>Where district distributors abut or are included within an area of subdivision or are required to connect to existing major roads outside the subdivision area but within the same landholding.</p> <p>Construction including earthworks for the whole road reserve, the construction of one carriageway comprised of two lanes and associated drainage works and shared paths or other works if shown in the structure plan.</p>	<p>Land <u>and</u> Construction of infrastructure</p> <p><u>or</u></p> <p>monetary contribution based on infrastructure demand</p>
9	Local /neighbourhood distributor and local roads (proposed)	Land for new local streets where required. All roads and traffic works required within a subdivision and linked to a constructed public road, including intersection treatments, and drainage. These roads provide access to individual lots and allow utility services to be reticulated in the road reserves.	<p>Land <u>and</u> Construction of infrastructure</p> <p><u>or</u></p> <p>monetary contribution based on infrastructure demand</p>
10	Existing roads (land for widening)	<p>Where the proposal induced additional traffic movements and/ or benefits from it; and or where development is a significant traffic generator.</p> <p>In other circumstances, land to be acquired by appropriate authority.</p>	<p>Land (ceded free of cost to the State as per WAPC policy, or acquired by relevant government agency, or subject to injurious affection)</p> <p><u>or</u></p> <p>monetary contribution based on infrastructure demand.</p>





	ITEM	STANDARD REQUIREMENT	DELIVERY METHOD
11	Existing roads (upgrades including intersection treatments)	Where existing roads are inadequate to accommodate traffic generated by proposal; and or where development is a significant traffic generator. Upgrading, construction and widening of existing roads and laneways to accommodate additional demand generated by a subdivision or development.	Construction of infrastructure <u>or</u> monetary contribution based on infrastructure demand
12	Shared paths/cycle paths/footpaths/PAWs	Required as part of items 6-9, or if included in approved Structure Plan, or similar planning instrument.	Land <u>and</u> Construction of infrastructure <u>or</u> monetary contribution based on infrastructure demand
13	Sustainable transport	For existing urban areas and only where comprehensive planning has been undertaken and requirements are set out in Structure Plan, or similar planning instrument, and to align with objectives of strategic planning instruments: <ul style="list-style-type: none"> <li>includes works and undertakings for the purpose of providing public transport infrastructure and associated walking and cycling infrastructure, including public transport stops and shelters, signs and signals, public transport lanes, and any associated works/ designs</li> <li>streetscape and public realm upgrades - includes street furniture, trees, landscaping, planting, other elements to transition to 'Complete Streets' model</li> </ul>	Land <u>and</u> Construction of infrastructure <u>or</u> monetary contribution based on infrastructure demand
14	Grade separated and at grade pedestrian crossings	Only in limited circumstances where set out in Structure Plan for the area.	Land <u>and</u> Construction of infrastructure <u>or</u> if included in a DCP, monetary contribution based on
<b>Utilities and services</b>			
15	Public utilities (on site infrastructure)	Infrastructure for – <ul style="list-style-type: none"> <li>water</li> <li>sewerage</li> <li>drainage works</li> <li>electricity supply infrastructure – initial provision and upgrades to existing services</li> </ul> This covers on-site works as well as off-site capital works such as major pump stations, trunk sewers or transmission lines that are necessary to, or contribute to, the subdivision and/or development, and the planning and implementation of urban water requirements.	Land <u>and</u> Construction of infrastructure <u>or</u> if included in a DCP, monetary contribution based on infrastructure demand  Note that these works are in addition to monetary charges by the Water Corporation and Western Power for off-site major infrastructure.



	ITEM	STANDARD REQUIREMENT	DELIVERY METHOD
16	Public utilities (off-site infrastructure works)	Where not pre-funded by government agency. Standard water, sewerage and drainage headworks charges for off-site major infrastructure works. Offsite wastewater supply infrastructure may include buffers. If an area is in fragmented ownership, monetary or in-kind contributions can be required in lieu of land or infrastructure works with reimbursement for other owners where costs are shared.	Land <u>and</u> Construction of infrastructure <u>or</u> if included in a DCP, monetary contribution based on infrastructure demand
17	Other contributions as provided for in WAPC policies.		



## SCHEDULE 2: COMMUNITY INFRASTRUCTURE: ITEMS FOR INCLUSION IN A DEVELOPMENT CONTRIBUTION PLAN

Contributions for infrastructure items sought beyond *Development Infrastructure: Standard Infrastructure Contribution Requirements* (refer Schedule 1) where the demand for such facilities, and the need and nexus can be demonstrated. Contributions for Community Infrastructure can be levied up to a maximum of \$2,500 per dwelling for local infrastructure, with consideration given to increasing the maximum levy by an additional \$1000 per dwelling, to a total of \$3,500 for a combination of local, district and regional community infrastructure, subject to adequate justification and the support of the WAPC. Community infrastructure requires the preparation of a Development Contribution Plan.

	ITEM	STANDARD REQUIREMENT	DELIVERY METHOD
1	Specialist sporting facilities	For exclusive use by specialist sport or recreation club eg lawn bowls, aquatic centre, gymnasium, surf club, golf course, boating facilities.	Delivery by and at discretion of developer/relevant government agency <u>or</u> If included in a DCP, monetary contribution based on infrastructure demand
2	Local sports grounds and facilities (at local / neighbourhood parks)		Land <u>and</u> Construction of infrastructure <u>or</u> If included in a DCP, monetary contribution based on infrastructure demand Note: Land for Public Open Space is a Standard Infrastructure Item under Schedule 1
3	Foreshore reserves		Land <u>and</u> Construction of infrastructure <u>or</u> If included in a DCP, monetary contribution based on infrastructure demand Note: Land for Public Open Space is a Standard Infrastructure Item under Schedule 1
4	Multi-purpose district sport grounds and facilities and/ or pavilion/building (at district open space)	Sports grounds – including grassed playing surfaces, multipurpose hard surface outdoor courts, lighting and fencing) Buildings/pavilion - including toilets, change rooms, basic kiosk facilities	Land (in some circumstances as part of provision of public open space) <u>and</u> Construction of infrastructure <u>or</u> If included in a DCP, monetary contribution based on infrastructure demand Note: Land for Public Open Space is a Standard Infrastructure Item under Schedule 1.



	ITEM	STANDARD REQUIREMENT	DELIVERY METHOD
5	Multi-purpose District Community building and basic facilities	Includes meetings rooms, indoor recreation rooms, small scale flexible performance space, kitchen facilities, toilets	Land (in some circumstances as part of provision of public open space) <u>and</u> Construction of infrastructure <u>or</u> If included in a DCP, monetary contribution based on infrastructure demand Note: Land for Public Open Space is a Standard Infrastructure Item under Schedule 1.
6	District library building and basic facilities	Excluding specialist interior fit-out and technology	Land (in some circumstances as part of provision of public open space) <u>and</u> Construction of infrastructure <u>or</u> If included in a DCP, monetary contribution based on infrastructure demand
7	Indoor sports facilitie		Land (in some circumstances as part of provision of public open space) <u>and</u> Construction of infrastructure <u>or</u> If included in a DCP, monetary contribution based on infrastructure demand
8	Child care/after school centre buildings and basic facilities	Community-run centres only, excluding interior fit-out and technology	Land (in some circumstances as part of provision of public open space) <u>and</u> Construction of infrastructure <u>or</u> If included in a DCP, monetary contribution based on infrastructure demand



### SCHEDULE 3: DEVELOPMENT CONTRIBUTION PLAN TEMPLATE

Reference No.	DCP X
Area name	DCA XX
Relationship to other planning instruments	The development contribution plan generally conforms to the Plan for the Future, the 10 year Financial Management Plan and the Community Infrastructure Plan.
Infrastructure and administrative items to be funded	<ol style="list-style-type: none"> <li>District community centre <ul style="list-style-type: none"> <li>Single storey, <math>xm^2</math>, plot ratio floor area building with x parking spaces situated on lot x, x street, x suburb <ol style="list-style-type: none"> <li>planning and design</li> <li>site acquisition</li> <li>earthworks and site (including servicing)</li> <li>construction of facility (including associated tender)</li> <li>associated parking</li> <li>associated landscaping</li> </ol> </li> </ul> </li> <li>Administrative costs including: <ul style="list-style-type: none"> <li>costs to prepare and administer the plan during the period of operation (including legal expenses, valuation fees, proportion of staff salaries, computer software or hardware for purpose of administering the plan)</li> <li>costs to prepare Annual Report and monitoring</li> <li>costs to prepare and review cost estimates and the cost apportionment schedule</li> <li>valuation costs</li> </ul> </li> </ol>
Method for calculating contributions	<p>The contributions outlined in this plan have been based on the need for community infrastructure and/or non-community infrastructure generated by additional development in the development contribution plan. The local government's Community Infrastructure Plan identifies the community infrastructure needs that impact on the development contribution plan. The method for calculating contributions excludes the:</p> <ul style="list-style-type: none"> <li>demand for a facility that is generated by the current population</li> <li>demand created by external usage - the proportion of use drawn from outside of the main catchment area</li> <li>future usage – the proportion of usage that will be generated by future development outside of the development contribution plan timeframe</li> </ul> <p><math>C = [ID \times CR] \times I</math>,</p> <p>Where</p> <p>C = Cost Contribution</p> <p>ID = Infrastructure Demand – calculated using cost Apportionment Schedule</p> <p>CR = Contribution Rate - as set out in the Cost Apportionment Schedule</p> <p>I = Indexation factor.</p>





Reference No.	DCP X
Period of operation	X years
Timing and priority	A summary of the estimated timing and priority for the delivery of each item of infrastructure - details to align with the Development Contribution Plan Report and the Council's long-term strategic plan and infrastructure plan
Review process	<p>The plan will be reviewed five (5) years from the date of gazettal of the local planning scheme or amendment to the local planning scheme to incorporate the plan, or earlier should the local government consider it appropriate having regard to the rate of development in the area and the degree of development potential still existing.</p> <p>The estimated infrastructure costs shown in the cost apportionment schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.</p>
Reporting requirements	An annual report must be prepared by the responsible authority each financial year and published no later than three (3) months after the end of the financial year reported on in accordance with the template in Schedule 5.



## SCHEDULE 4: DEVELOPMENT CONTRIBUTION PLANS – REQUIRED INFORMATION

SCHEDULE 4 – REQUIREMENTS AND CONTENT OF A DEVELOPMENT CONTRIBUTION PLAN	
<b>Required Information for all DCPs</b>	<p>A DCP must be accompanied by a DCP Report which is to contain a Capital Expenditure Plan (CEP) and a Cost Apportioning Schedule (CAS), and, which between them:</p> <ul style="list-style-type: none"> <li>• identify the strategic basis for inclusion of each infrastructure item in the DCP</li> <li>• specify the details of priority, staging and timing for the provision of infrastructure</li> <li>• detail the methodology for land valuation, and or basis for a standard or specification used for items of infrastructure</li> <li>• set out in detail the calculation of the cost contribution for each owner, or other unit to be charged such as per dwelling, in the DCA, based on the methodology provided in the development contribution plan</li> <li>• include all supporting documentation, such as technical reports, that support or justify any aspect of the DCP to be included as Appendices to the DCP Report</li> </ul> <p>These documents do not form part of the scheme but provide important justification for the content of each DCP. Templates are provided in the Infrastructure Contribution Guidelines detailing the recommended form and content of the DCP Report and CAS.</p> <p>The DCP Report (and Appendices) and CAS must be adopted for advertising to all owners at the same time the related scheme amendment is advertised for comment.</p>
<b>Documentation to support Community Infrastructure items</b>	<p>Where a local government is seeking contributions for community infrastructure, these need to be supported by:</p> <ul style="list-style-type: none"> <li>• a community infrastructure plan for the area, identifying the services and facilities required over the next 5-10 years (supported by demand analysis and identification of service catchments)</li> <li>• a capital expenditure plan (with at least five (5) out years) which identifies the capital costs of facilities and the revenue sources (including capital grants) and programs for provision</li> <li>• projected growth figures, including the number of new dwellings to be created at catchment level (suburb or district)</li> <li>• a methodology for determining the proportion of costs of community infrastructure to be attributed to growth and the proportion to be attributed to existing areas.</li> </ul>
<b>Documentation to support Sustainable Transport items</b>	<p>Where a local government is seeking contributions for Sustainable Infrastructure including public transport facilities, and streetscape upgrades, these need to be supported by:</p> <ul style="list-style-type: none"> <li>• evidence that the subject area has been identified to accommodate consolidated growth and aligns with local or state strategic planning instruments</li> <li>• evidence that the comprehensive planning necessary for coordination of development or redevelopment has occurred</li> </ul> <p><i>Where planned growth for an area is in accordance with the State Planning Framework and identified as a public transport priority route supporting higher densities, then consideration should be given to the transport modelling already undertaken prior to a request for additional modelling.</i></p>



**SCHEDULE 4 – REQUIREMENTS AND CONTENT OF A DEVELOPMENT CONTRIBUTION PLAN**

<p><b>Lifespan</b></p>	<p>A DCP must specify the period of operation.</p> <p>For DCPs in a greenfield development setting, lifespan should be linked to completion of development or subdivision, and a maximum lifespan of 10 years applies. A lifespan of longer than 10 years for DCPs in greenfield settings will only be considered in limited circumstances, if justification for such a timeframe can be demonstrated and linked to a capital works and staging program, and subject to the principle of equity being upheld.</p> <p>For DCPs in an infill development setting, a lifespan of 10 years applies. A longer lifespan may be considered in limited circumstances for the delivery of city-wide community infrastructure or specific strategic urban projects, which will have a longer timeframe for delivery.</p> <p>Selected timeframe shall correspond with any related strategic and infrastructure planning, and financing cycles; reflects anticipated development growth rates; and provide certainty that the identified infrastructure items can be delivered within the stipulated timeframe of the DCP.</p>
<p><b>Infrastructure items considered inappropriate for inclusion in a DCP</b></p>	<p>Infrastructure items considered inappropriate for inclusion in a DCP, and where other funding mechanisms should be sought include:</p> <ul style="list-style-type: none"> <li>• regional drainage</li> <li>• wetland management (including any rehabilitation) – note that maintenance/ management costs may be included as required of developers by Council's through the subdivision and development process.</li> <li>• high school + other education - land acquired by relevant government agency or provider</li> <li>• technical college (TAFE)/ university - land acquired by relevant government agency or provider</li> <li>• non-government schools - land acquired by relevant or provider</li> <li>• administration costs associated with office accommodation and facilities for staff undertaking DCP administration shall not be included</li> <li>• marketing features (eg estate boundary walls or fencing, entry statements, public art, signage, artificial lake or waterway with no drainage function) – an exception to this includes Industrial DCPs which may include features such as entry statements and signage in DCP costs</li> <li>• other – CCTV and business incubator units</li> <li>• regional sports grounds and facilities (at 'regional open space' designated in Region Scheme) - for local governments that are not subject to a region scheme, infrastructure at 'regional sports grounds' may be considered as 'district' grounds and facilities for the purposes of this policy</li> <li>• specialist community facilities (for exclusive use by specialist organisations eg interest/hobby clubs, performing arts facilities, health centre)</li> <li>• council offices / civic centre</li> </ul>



SCHEDULE 4 – REQUIREMENTS AND CONTENT OF A DEVELOPMENT CONTRIBUTION PLAN	
Infrastructure items considered inappropriate for inclusion in a DCP	<p>Administrative items may be included as a DCP item, however, must relate directly to the work local government must do to prepare and implement the DCP:</p> <ul style="list-style-type: none"> <li>• costs to prepare and review DCP cost estimates</li> <li>• costs to prepare DCP cost apportionment schedule</li> <li>• costs for undertaking valuations for DCP</li> <li>• fees for professional services directly linked to preparation and implementation of DCP (eg legal and accounting fees)</li> <li>• costs for computer software and/or hardware upgrades necessary to enable DCP preparation</li> <li>• proportion of staff salaries directly related to DCP administration – ‘management fees’ should directly relate to the cost of labour to manage the DCP, rather than a percentage of total DCP costs</li> <li>• financial institution fees and charges associated with administration of DCP funds</li> <li>• interest charged on loans taken out to pre-fund items included in DCP (established based on lending rates at the time DCP is prepared)</li> </ul>
Infrastructure items considered inappropriate for inclusion in a DCP	<p>Consistent with industry standards, the estimated cost of items may include the following maximum contingency amounts for construction:</p> <ul style="list-style-type: none"> <li>• community and recreation construction items – 15% of the estimated project cost</li> <li>• construction of roads or road intersections – 15% of the estimated project cost</li> <li>• construction of bridges – 20% of the estimated project cost.</li> </ul>



## SCHEDULE 5: ANNUAL REPORT TEMPLATE FOR DEVELOPMENT CONTRIBUTIONS PLANS

Name of DCP -

Report date -

Financial Year –

**Table 1: Summary of delivery of infrastructure**

Item of infrastructure	Scheduled delivery/ priority in DCP	Progress/status (% complete)	Expected delivery	Reasons for delay (if applicable)

**Table 2: Financial position of DCF**

	Received /value contributions collected or land area	DCF funds expended/ value	Current balance of DCF	Value of credits	Interest earned on DCF funds (if applicable)
Monetary component in levies (\$)					
Works in kind					
Land contribution					
TOTAL					

Has the DCF account be independently audited (Yes/No) (Insert date)

Has a review of Cost Apportionment Schedule (CAS) and Cost Estimates been undertaken (Yes/No)  
(Frequency/ insert date)



Department of Planning,  
Lands and Heritage



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# Draft State Planning Policy 3.6 Infrastructure Contributions Guidelines

July 2019



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# 1 INTRODUCTION

## 1.1 Purpose of document

These Guidelines provide guidance on the practical application of the infrastructure contributions system in Western Australia and additional information on aspects of the infrastructure contributions system for Local Infrastructure as established in State Planning Policy 3.6 Infrastructure Contributions (SPP 3.6).

SPP 3.6 provides a consistent, accountable and transparent system for infrastructure contributions either as a standard item of infrastructure via the subdivision and development process or where infrastructure costs are to be shared, via Development Contribution Plans (DCPs). While these Guidelines provide an overview of how infrastructure contributions may be imposed, for the most part they address the preparation and operational aspects of DCPs.

Careful consideration should be given in determining the suitability and use of DCPs to deliver infrastructure, as this is just one of a number of mechanisms that can be used to meet the physical and social infrastructure needs of growing communities.

Although in some circumstances infrastructure contributions may recover the full costs of individual items where there is a clear nexus between the infrastructure and the development, they are not intended to cover the costs of delivering the full suite of infrastructure required to respond to pressures from urban growth. Infrastructure contributions must be seen as one element within the

strategic planning process, in which the infrastructure needs of a community are identified and strategies are devised and then implemented to meet those needs.

Other streams of funding need to be considered prior to seeking infrastructure contributions beyond that which is a standard contribution, including State Government taxes, local government property rates and special area rates; State and Federal grants, and user and access fees and charges.

## 1.2 Infrastructure Contributions system in Western Australia

Throughout Australia, governments face increasing pressure on the services they provide. These pressures arise from population and economic growth, and increasing expectations of the community for new and upgraded facilities.

Often, different development settings require specific infrastructure needs to accommodate and facilitate growth, including:

- greenfield development setting (new communities) - infrastructure necessary to meet the needs of a sustainable community in the first 10 years of development
- infill development settings (redevelopment within existing communities) – where there is significant change in the type or intensity of land use to achieve urban consolidation objectives of the State Government, that may require new infrastructure and facilities, or upgrades or capacity increases of existing infrastructure and facilities

- regional growth areas – infrastructure required to meet specific needs and expectations of regional communities, including new infrastructure and facilities, or replacement and upgrades to existing infrastructure and facilities.

SPP 3.6 provides a system that allows infrastructure contributions to be applied to all land in different development contexts, including greenfield, infill, regional and industrial land, if they are consistent with its principles, objectives and requirements.

In Western Australia, contributions for infrastructure have long been accepted as an essential part of the planning system. Previous policy and advisory documents that have informed the infrastructure contribution system include:

- WAPC Planning Bulletin No.18 (1997) Developer Contributions for Infrastructure
- Planning Bulletin No.41 (2000) Draft Model Text Provisions for Development Contributions
- SPP 3.6 Development Contributions for Infrastructure (2009)
- Planning Bulletin 100 (PB 100) - background to the development contributions system in Western Australia, and the intent of the policy established in SPP 3.6 (2009).

The development of SPP 3.6 (2009) took into account the recommendations of the Public Accounts Committee – Inquiry into Developer Contributions for Costs Associated with Land Development (2004). The inquiry recommended that local governments should have the capacity to recoup infrastructure costs and that this should be by way of provisions in local planning schemes.



The underlying principles for infrastructure contributions, the process and operation of DCPs, and the model provisions for schemes remain largely the same, with the current system including additional checks and balances for reporting and monitoring to ensure the system remains transparent and accountable.

The process for levying infrastructure contributions has evolved over the past 15 years, and while it is generally well understood and soundly based, the infrastructure contribution framework has needed to evolve to align with the strategic planning objectives for consolidated

urban growth patterns, and be applicable to a broader range of development settings in addition to greenfield areas, including existing urban areas that are expected to accommodate significant growth and infill targets.

INFRASTRUCTURE CONTRIBUTION FRAMEWORK			
Act and Regulations	Local Planning Schemes	State Planning Policy 3.6 Infrastructure Contributions	Infrastructure Contribution Guidelines
<p>The power to require infrastructure contributions derives from the <i>Planning and Development Act 2005</i> (as amended), and the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> (LPS Regulations).</p> <p>The LPS Regulations (including proposed amendments) include provisions relating to contributions for infrastructure as follows:</p> <ul style="list-style-type: none"> <li>Part 1 – Definitions</li> <li>Part 7 – Development Contribution Plans – provisions relating to the requirement, content and effect of Development Contribution Areas and Plans; and the requirements for Reporting and Monitoring</li> <li>Model Provisions – Part 5A Development Contribution Plans – Model Scheme provisions for the administration and operation of DCPs</li> </ul>	<p>Local Schemes are to incorporate provisions from Schedule 1 - Model Provisions – Part 5A Development Contribution Plans . (note: subject to amendments to the Regulations being finalised).</p> <p>Model provisions set out the statutory provisions to operate Development Contribution Areas and Plans including:</p> <ul style="list-style-type: none"> <li>principles</li> <li>purpose</li> <li>operation</li> <li>monitoring and review</li> <li>arbitration</li> </ul>	<p>Establishes the scope and process for contributions towards infrastructure required for urban development and community facilities.</p> <p>SPP 3.6 sets out:</p> <ul style="list-style-type: none"> <li>the principles underlying contributions for infrastructure</li> <li>requirements for Local Infrastructure</li> <li>imposition of infrastructure contributions</li> <li>the Form, Content and Process for the preparation of a DCP</li> <li>administration and operational requirements of DCPs</li> </ul> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>Schedule 1 – List of Development Infrastructure</li> <li>Schedule 2 – List of Community Infrastructure</li> <li>Schedule 3 – Development Contribution Plan Template</li> <li>Schedule 4 – Required Information for Development Contribution Plan</li> <li>Schedule 5 – Annual Reporting Template</li> </ul>	<p>The Guidelines are a companion document to SPP 3.6 to provide further guidance for users on how the infrastructure contributions system in Western Australia is to be applied, focussing on the preparation and operation of DCPs.</p> <p>The Guidelines are not statutorily enforceable, however, provide clarification and supporting information on fundamental aspects of SPP 3.6.</p> <p>The Guidelines set out:</p> <ul style="list-style-type: none"> <li>how the Infrastructure contribution system works</li> <li>the processes and considerations in the preparation of a DCP</li> <li>an explanation of operational aspects of DCPs, including interim arrangements (Deed of Agreements) and guidance on the closing of a DCS</li> </ul> <p><b>Includes:</b></p> <ul style="list-style-type: none"> <li>Appendix A – Development Contribution Plan Report Template</li> <li>Appendix B – Cost Apportionment Schedule Template</li> <li>Appendix C – Guide to Catchments and Standards</li> <li>Appendix D – Deed of Agreement template</li> </ul>



## 2 INFRASTRUCTURE CONTRIBUTIONS SYSTEM

### 2.1 Principles

Six overarching principles guide the process for determining infrastructure contributions and the preparation of DCPs:

1. Need and the nexus
2. Transparency
3. Equity
4. Certainty
5. Consistency
6. Accountable

These principles are the cornerstone of the infrastructure contributions system. They should apply to the way the need for any proposed infrastructure item is determined and to the method of calculating the level of contributions to be levied. It is essential that the overall principles form the basis for seeking infrastructure contributions, including the preparation of every DCP as required.

### 2.2 Local Infrastructure

Local Infrastructure is primarily delivered by local governments, utility providers or a developer, and is fundamental to the economic and social well-being of all communities.

SPP 3.6 distinguishes between the different types of Local Infrastructure, namely:

- *Development Infrastructure* – infrastructure required to facilitate development and required to support the orderly development or redevelopment of an area
- *Community Infrastructure* – infrastructure required for communities and neighbourhoods to function effectively.

This is consistent with the existing references to types of Local Infrastructure, sometimes referred to as ‘hard’ and ‘soft’ infrastructure respectively.

This distinction is required given the different requirements that apply when preparing a DCP that includes Community Infrastructure.

### 2.3 Imposition of infrastructure contributions

Infrastructure contributions are legally enforceable contributions that a developer or property owner may be required to make to provide essential infrastructure works and facilities for new and existing communities. Contributions are generally calculated and applied via the following mechanisms:

#### (i) Standard Infrastructure Contributions

Infrastructure required as standard is contained in Schedule 1 of SPP 3.6 and includes land contributions, infrastructure works or monetary contributions. The requirements for such infrastructure is imposed via standard conditions of subdivision or development, under the *Planning and Development Act (2015)*, and can be defined as those items that are essential to the development of land.

The standard infrastructure contribution requirements include on-site physical infrastructure, such as water supply, sewerage and drainage, road and power; and some community infrastructure including public open space and primary school sites, which are recognised as an essential prerequisite to development. In addition, headworks contributions also apply and are charged by utility service providers such as the Water Corporation for water supply, sewerage and, where applicable, main drainage.

The items of infrastructure contained in Schedule 1 of SPP 3.6 have been consistently applied for over 20 years. A review of SPP 3.6 highlighted the need to also provide opportunities for sustainable transport options in areas experiencing transformational change. The application of contributions for sustainable transport is limited to infill development settings, and is intended to ensure appropriate infrastructure can be delivered to align with areas of increased density identified through strategic planning instruments.

Contributions for proposed works for sustainable transport considered necessary to support transformational change are required to be identified in a structure plan, or similar planning instrument, and must align with local and State planning frameworks that have been identified to accommodate growth.

#### (ii) Development Contribution Plans (DCPs)

Development Contribution Plans (DCPs) are used to levy contributions for planned infrastructure. A council collects development contribution levies through an approved DCP.



Infrastructure that would normally be required as standard (Schedule 1 of SPP 3.6) may be able to be included as an item in a DCP, so that costs can be shared across owners, and infrastructure can be delivered in a timely manner.

The capacity of local governments to provide the additional physical infrastructure and community facilities necessary to accommodate future growth and change is limited. As a result, local governments are increasingly seeking to use DCPs to fund the construction of infrastructure items and facilities beyond the standard requirements, particularly for Community Infrastructure such as community centres, recreation centres, sporting facilities, libraries, child care centres, and other such facilities.

Notwithstanding, the extent to which existing and future communities should be expected to contribute to the funding of community facilities should be limited, as it is considered that funding of such infrastructure should largely be sourced from other funding mechanisms.

Schedule 2 provides a list of Community Infrastructure that may be considered for inclusion in a DCP. To ensure consistency in the levying of contributions for Community Infrastructure across the metropolitan area, it is proposed that the levy be capped at \$2,500 per dwelling for Local Infrastructure. Where district and/or regional infrastructure is also proposed, consideration may be given to increasing the cap by an additional \$1000 per dwelling, to a total of \$3,500 for a combination of local, district and regional community infrastructure, subject to adequate justification and the support of the Western Australian Planning Commission (WAPC).

Flexibility has been provided to local governments to determine the type of infrastructure considered necessary to meet the needs and expectations of their local community. It is expected that the requirements for Community Infrastructure will differ depending on the needs of the existing and future communities, and this should be determined following consultation with the community.

Consideration will also need to be given to the extent to which a DCP can contribute to the funding of the required infrastructure, taking into consideration the maximum capped cost that can be imposed.

Levies for Development Infrastructure will continue to be variable, depending on the infrastructure requirements and location of the development area.

#### **(iii) Developer Agreements**

Developer Agreements may be considered in limited circumstances – usually large-scale projects under single ownership – and pursuant to a request from the landowner or developer. Developer Agreements are voluntary and fall outside the formal infrastructure contributions system, and do not require State Government assessment or approval. Any agreement for infrastructure contributions via a Developer Agreement should be consistent with the principles outlined in SPP 3.6 and any decision to deviate from these principles, including the provision of facilities of a higher-quality or specification than standard, should be a voluntary decision by all parties to the agreement.



## 3 DEVELOPMENT CONTRIBUTION PLANS

### 3.1 Purpose

The purpose of preparing DCPs relating to specific Development Contribution Areas (DCA) is provided for in Part 7 of the LPS Regulations 2017, and is summarised as follows:

- a) to provide for the equitable sharing of the costs of infrastructure and administrative costs between owners
- b) to ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the DCA
- c) to coordinate the timely provision of infrastructure.

### 3.2 Statutory implementation

Under SPP 3.6, DCPs provide an equitable system for planning and charging infrastructure contributions across defined areas, and provide certainty to developers, infrastructure providers and the community about the charges which apply and how the funds will be spent.

A DCP does not have effect until it is incorporated into a local planning scheme. Each DCP must be associated with a specific DCA, identified as a Special Control Area under the scheme.

Prior to (or concurrent with) identification of the first DCA within a local government area, and associated formulation of a DCP for that DCA, scheme text provisions must be included in the relevant local planning scheme to provide the framework for formulating and administering a DCP.

Local Planning Policies (LPPs) prepared by local governments to address any aspect of infrastructure contributions, including the preparation, administration or operation of DCPs should be consistent with the intent and requirements of both SPP 3.6 and these supporting Guidelines.

### 3.3 Preparation of a Development Contribution Plan

#### 3.3.1 General considerations

To meet DCP requirements, a local government should consider the following prior to and during formulation of a DCP.

#### *Need and nexus*

- The need for the infrastructure included in the DCP must be clearly demonstrated (need) and the connection between the development and the demand created should be clearly established (nexus).
- There must also be a clear and sound basis for the proposed infrastructure with linkages to the local government's strategic and financial planning processes, with all assumptions documented and justified;

#### *Beneficiary pays*

- Contributions collected through a DCP will only fund the infrastructure and facilities which are reasonable and necessary for the new development and to the extent that the infrastructure and facilities are necessary to service the new development.
- To fund the proportion of infrastructure costs that cannot be recovered through the DCP (existing and future demand), additional funding and revenue sources need to be considered in addition to funding from the DCP.

#### *Ensuring reasonable cost*

- The infrastructure items to be funded through a DCP, and total cost of infrastructure contributions imposed, should be reasonable and align with the needs of the community and consider the impact on housing affordability.

#### *Timing of infrastructure provision*

- Items of infrastructure identified as being needed by the community should align with the DCP timeframe. Consideration should be given to the type of infrastructure needed and the development context in which it will be delivered.
- The authority responsible for providing the infrastructure must be identified in the DCP Report.
- Alternative funding contingencies should be considered to ensure timely provision of infrastructure if sufficient infrastructure contributions are not collected.
- Progress of delivery of infrastructure against DCP priority and timing estimates, and a high-level summary of the financial position of the DCP is to be reported on annually.

#### *Consultation and transparency*

- The timing for the preparation and public advertising of a DCP should align with the comprehensive planning undertaken for an area, to ensure that all stakeholders are aware of their obligations for cost contributions to infrastructure prior to subdivision and development.
- All information and inputs that have informed the preparation of the DCPs, and apportionment of costs, shall be made available for review by contributing owners within the DCA.





### Formulation requires resources and expertise

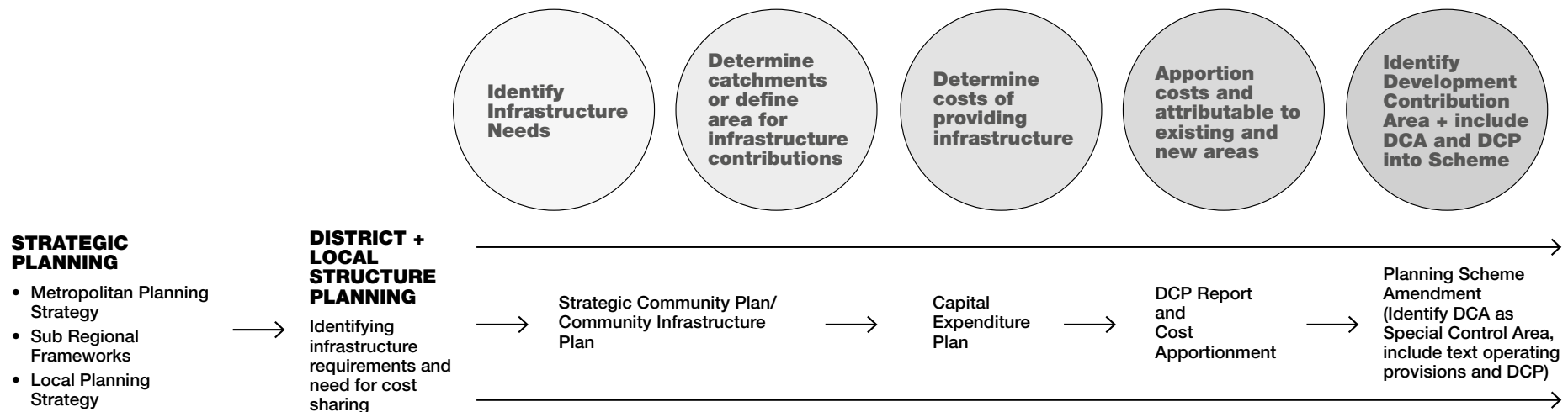
- Consideration should be given to ensuring the local government is equipped in time and expertise to prepare necessary DCPs prior to contributions being needed, or, outsourcing of resourcing should be considered.

## Process for preparing development contribution plans

### Public advertising of Strategy/Structure Plan

### Public consultation re: infrastructure needs

### Public advertising of DCP and cost contributions





### 3.3.2 Content overview

Each DCP for either Development or Community Infrastructure, or both, is to be included in the relevant local planning scheme in the format provided at Schedule 3 of SPP 3.6.

Each DCP must also be accompanied by a DCP Report, that includes a Cost Apportionment Schedule (CAS), which together identify matters including:

- the strategic basis for inclusion of each infrastructure item in the DCP
- the details of each infrastructure item, including the construction standards identified in the DCP, the authority responsible for delivering the infrastructure, and the priority and timing for the provision of infrastructure
- the methodology by which the demand for proposed infrastructure is apportioned between existing development, future development beyond the lifespan of the DCP, and new development within the DCA
- the infrastructure contribution rate for each infrastructure network and the applicable unit of infrastructure demand
- set out in detail the calculation of the cost contribution for each owner in the DCA.

These documents do not form part of the Scheme, however, provide important justification for the content of each DCP, and should be advertised at the same time as the Scheme Amendment for the DCP.

To ensure consistency in application of the infrastructure contribution system across Western Australia, and to provide certainty for system users, it is preferred that the template DCP Report and CAS templates provided at Appendix C and D of these Guidelines are used.

Any departure from this format will need to be justified based on individual circumstances.

### 3.3.3 Defining the Development Contribution Area

Apportionment of infrastructure costs based on an area assumes that the land concerned has fairly common characteristics. Therefore, DCAs should be identified, as far as possible, with common characteristics so that cost contributions reflect future development potential.

Where it is not possible to identify land with fairly common characteristics throughout the whole of a DCA, consideration should be given to dividing the area into contribution precincts or cells. Land that has been identified as not generating demand for infrastructure should be excluded from the DCP area, and may include:

- a) roads designated under a region scheme as primary regional roads and other regional roads
- b) existing public open space
- c) areas identified as having environmental values (unless providing community recreation benefit included in functional POS)
- d) existing and planned Government primary and secondary schools
- e) any other land specified in the DCP, including land and/or development that has been identified as not generating demand for infrastructure.

In infill or brownfield DCAs, it may be appropriate to also exclude the total land area of local roads, and the total land area of any non-residential development, from the total DCA. Such an approach will need to be considered and justified on a case by case basis.

A local government should give consideration to forms of development, of a minor or incidental nature, that should be excluded from triggering liability to pay a contribution (such as minor development, the clearing of land or erection of a boundary fence, or a change of use which does not generate additional infrastructure demand).

### 3.3.4 Establishing a lifespan

A DCP must specify the period during which it is to operate. The timeframe will depend on factors associated with the characteristics of each DCA.

The recommended lifespan is generally 10 years. A lifespan longer than 10 years may be considered appropriate in limited circumstances, if justification can be demonstrated.

When considering an appropriate lifespan for a DCP, local government should aim to ensure that the selected timeframe corresponds with any related strategic and infrastructure planning, and financing cycles; that it reflects anticipated development growth rates; and that there is some certainty that the identified infrastructure items can be delivered within the chosen timeframes.

Any extension of the period of operation of an already existing DCP requires a scheme amendment which will, in turn, require the approval of the Minister for Planning.

### 3.3.5 Determine current and future infrastructure and administrative needs

Determining infrastructure needs and specifications for new communities (greenfield contexts) should be based on development industry standards, and include an analysis of existing provision, considering any necessary upgrading or replacing of existing infrastructure, and



through a calculation of future requirements, including type and capacity. The relative demand for infrastructure from existing and future populations will need to be determined in later cost apportionment stages.

DCP infrastructure items should not include infrastructure that would otherwise be delivered by individual developers and required via conditions of subdivision approval i.e the construction of local roads or other infrastructure that is not a 'shared cost'. To ensure the overall DCP costs are not inflated, only the more significant items of infrastructure where costs are to be shared should be included in a DCP. The inclusion of local infrastructure delivered by a developer directly via the subdivision process as a DCP cost can negatively impact on housing affordability and project viability, and can result in issues arising in returning excess funds at the end of a DCP.

Confirming the need for Community Infrastructure items is part of the more detailed planning process necessary for community infrastructure DCPs, outlined at section 3.3.11.

Predicting the additional infrastructure needs of infill areas may be more complex as these areas already have a basic level of infrastructure for everyday needs. Two types of infrastructure are required to facilitate and support urban consolidation policy objectives, including increased densities:

- *Lead infrastructure* is required upfront to increase the amenity of an area, such as street upgrades, public realm upgrades, and public transport improvements. There are many examples where the State Government has invested in upfront infrastructure to enable a redevelopment of an urban infill area, and has in some cases recouped money from this initial investment. Examples include Subiaco redevelopment with a new

underground train station, Scarborough with foreshore works, Elizabeth Quay and East Perth with an inlet. Without this upfront infrastructure, the increase in density and population would be difficult to achieve.

- *Lag infrastructure* is provided after the population has increased, to meet an increased community need. Lag infrastructure in an urban infill context could include significant upgrades to local urban parks including skate parks, swimming pools and other community facilities. The provision of lag infrastructure, that is, once the population has increased, would generally be funded through local government property rates, or other mechanisms.

### 3.3.6 Establish infrastructure priority and timing

It is important to determine and specify in the planning scheme and DCP Report the priority and estimated timing of delivery for each infrastructure item.

Some flexibility is required when attempting to calculate timings for delivery of development. Notwithstanding, the general infrastructure priorities and estimated timing of delivery should be specified in the DCP that is inserted in the local planning scheme. Such timeframes and priorities may be identified in general terms i.e. 1-3 years (short term); 3-5 years (medium term) and 5-10 years (longer term).

Regular reviews of the CEP and the Cost Apportionment Schedule (CAS) will identify in more detail if infrastructure delivery timing changes significantly enough to affect infrastructure costings, which may require a modification to the DCP itself through the formal amendment process.

### 3.3.7 Identification of required infrastructure in Capital Expenditure Plan

A Capital Expenditure Plan (CEP) is required in support of a DCP to clearly demonstrate the projected capital costs of delivery of each identified item of infrastructure, the timing of infrastructure delivery, and the revenue sources and programs by which these costs will be met. Infrastructure contributions can be sought for:

- capital costs of providing or replacing infrastructure, including land and construction costs
- costs of financing infrastructure, if delivered before all relevant contributions have been provided
- costs associated with design of an infrastructure item.

Contributions may not be sought for ongoing maintenance or operating costs of an item of infrastructure, or any other recurrent costs.

The CEP should establish the intended sources of funding for each infrastructure item. All potential sources must be explored, remembering that infrastructure contributions are only one of the ways in which infrastructure can be funded, and that contributions should not be seen as a replacement for other sources of capital. Infrastructure contributions are intended to supplement traditional sources of infrastructure funding including local government rates, State and Federal funding, reserve funds and grants.

The CEP should, however, only include external funding that is known to be available at the time the DCP is prepared. If additional external funding is obtained following commencement of the DCP, the CEP can be reviewed to reflect this, with a likely consequent reduction in infrastructure contributions. This is a preferable



scenario than if the availability of external funding was overestimated at the time of DCP preparation, with infrastructure contributions needing to be increased at a later date as a result.

### 3.3.8 Estimating infrastructure costs

The determination of infrastructure and administrative costs should be based on estimated timing of delivery of each infrastructure item, and the timing and lead times for each project should be documented to ensure clarity of costing assumptions whenever the document is reviewed.

Cost estimation should be undertaken:

- a) in the case of land to be acquired, the value of such land is to be determined by a licensed valuer to determine the fair market value of the land
- b) in all other cases, in accordance with the best and latest information available to the local government.

There is a range of industry standards that provide estimated costs of construction for a range of infrastructure. Common industry standards include Rawlinsons Construction Cost Guide or Cordell Cost Guides.

Cost estimates for infrastructure should be undertaken by a quantity surveyor or construction cost consultant or other suitably qualified expert, and should determine costs for each component.

It is expected that costs estimates will incorporate a level of contingency allowance. While such contingencies are a realistic aspect of project budgeting, it is important to recognise the impact on cost estimates of an over-conservative contingency allowance. Excessive contingencies will result in development contribution amounts being set higher than is needed, and a likely

excess of funds being available at the end of the life of the DCP. This impacts both project viability, and housing affordability.

While local governments are obliged to minimise risk in terms of the financial management of a DCP, and ensure the DCF adequately covers the DCP administration and operation, the local government should not profit from a DCP, and any excess funds should either be returned to the contributing owners within the DCA at the close of the DCF, or should be expended on the provision of additional facilities or improvements in that DCA (refer Model Scheme Provisions). Excess funds should not be incorporated or transferred into a local government general revenue account.

To maintain the principle of equity, it is important that any contingencies are set at realistic levels, consistent with development industry standards, and subject to monitoring as part of the overall CEP review process. A general guide to maximum contingencies is as follows. Contingencies set above the following should be justified in the DCP Report:

- Community and recreation construction items – 15 per cent of the estimated project cost
- Construction of roads or road intersections – 15 per cent of the estimated project cost
- Construction of bridges – 20 per cent of the estimated project cost.

Cost estimates also need to consider the preparation and ongoing administration required to operate the DCP. Administrative items that can be included are detailed in Schedule 4 of SPP 3.6 and must relate directly to the work local government must do to prepare and implement

the DCP, and can include legal, accounting, planning, engineering, and other professional advice and any associated fees. Certain financial institution fees, charges and interest rates may also be reflected in the relevant DCP.

Costs associated with any other technical consultant work undertaken as part of the land development process should not be included in a DCP, unless in limited cases of fragmented land-ownership where inclusion in a DCP is the only way to facilitate subdivision.

The inclusion of a management fee as an administration costs should not be applied on a percentage basis of overall cost of the DCP, and should directly relate to the real labour costs of administering the DCP and DCF.

### 3.3.9 Prepare Cost Apportionment Schedule (CAS)

The CAS accompanies each DCP Report and must be advertised along with the DCP, and published in final form within 90 days of gazettal of the DCP.

The CAS outlines the methodology by which costs are attributed proportionate to demand for infrastructure generated by existing/external development; future growth beyond the lifespan of the DCP, and that generated by the new development, which can be included in a DCP. It also establishes the total apportioned DCP infrastructure costs for each infrastructure network; the unit of charge to be used for calculating individual contributions; and the required contribution amount per unit of charge. All assumptions relating to the calculation of levies within the CAS must be documented and expressed in a way that can be clearly understood by all stakeholders (an example template CAS is provided at Appendix B).



### ***Demand proportions***

To ensure that the principles of need and nexus and equity (beneficiary pays) are upheld, the cost of an infrastructure item must be met by all those who generate its need. This may include the existing local community, future populations, and any users from outside the DCA itself.

The DCP may only include the proportion of infrastructure costs associated with demand generated by new development within the DCA. Costs that cannot be included in the DCP (existing demand and future development beyond the lifespan of the DCP) will need to be funded from alternative sources such as local government rates, State and Federal funding, reserve funds and grants.

It is worth noting that some infrastructure facilities will be designed with excess capacity to service future needs beyond the lifespan of a DCP. Just like any existing or external demand, the proportion of costs associated with this long-term demand should not be included when calculating required infrastructure contributions.

### ***Unit of charge***

Infrastructure costs are apportioned by dividing the total cost of an item by each unit of charge (having already excluded those portions of total demand generated by existing, external and future communities). Each landowner's total infrastructure contribution will depend on how many demand units their development generates.

Units of charge may include: per dwelling, per lot, per hectare, or per m<sup>2</sup> of floorspace. It is recommended, for the purposes of most DCPs, that cost apportionment is based on a per dwelling unit of charge, rather than a per

land area unit. While this will result in higher contributions being paid by developers of higher-density development, it is considered to be the most equitable approach which best reflects actual demand for infrastructure. A high-density development is likely to produce more infrastructure users than a medium or low-density development would.

A DCA may include land zoned for a variety of residential and non-residential land uses. DCPs may include infrastructure such as public open space or community facilities where the demand is only generated from the residential land uses. DCPs may need to incorporate multiple methodologies, to reflect differing infrastructure demand generated by residential and non-residential land uses.

### ***Development contribution calculation***

Cost contributions are determined by multiplying the respective infrastructure contribution rate by the number of infrastructure units of charge, and then indexing this figure to take account of inflation or other matters relevant to the future capital cost of infrastructure.

These Guidelines do not set a standard or maximum contribution rate for Development Infrastructure. In a State as extensive and diverse as Western Australia, different local governments will deal with DCAs with widely varying infrastructure needs and associated costs, and to set a standard or maximum contribution rate for development Infrastructure would fail to reflect these variations.

Notwithstanding that Development Infrastructure will be variable, a capped rate for Community Infrastructure has been introduced to provide consistency across all local governments, while also providing flexibility in the type of infrastructure that may be required for different

communities. Further to a review of existing infrastructure contributions for Community Infrastructure across a number of local governments, a capped levy per dwelling is proposed. This is intended to provide certainty to the broader community and stakeholders regarding potential liabilities, and also ensures that new or upgraded community facilities are being delivered by a combination of methods including local government rates or other funding sources which may be more appropriate and efficient.

### **3.3.10 Prepare a DCP Report**

A DCP Report should be prepared to accompany the DCP and include:

- a Cost Apportionment Schedule for the area (CAS), that outlines the methodology by which costs are attributed proportionate to existing and future growth
- a Capital Expenditure Plan (CEP) (with at least five years) which identifies the capital costs of facilities and the revenue sources (including capital grants) and programs for provision

which between them:

- identify the strategic basis for inclusion of each infrastructure item in the DCP
- specify the details of priority, staging and timing for the provision of infrastructure
- detail the methodology for land valuation, and or basis for a standard or specification used for items of infrastructure
- set out in detail the calculation of the cost contribution for each owner, or other unit to be charged such as per dwelling, in the DCA, based on the methodology provided in the DCP



- include all supporting documentation, such as technical reports, that support or justify any aspect of the DCP to be included as Appendices to the DCP report.

These documents do not form part of the planning scheme, but provide important justification for the content of each DCP. Templates detailing the recommended form and content of the DCP Report and CAS are provided in Appendices A and B. The DCP Report, supporting documentation and CAS must be prepared and adopted for advertising to all owners at the same time that the related scheme amendment is advertised for comment. This is to ensure that all information considered essential for a DCP, including costs, has been prepared and advertised together so that both local government and owners within DCAs are aware of potential liabilities, prior to the scheme amendment being gazetted.

Once a DCP has been approved via the gazettal of the scheme amendment, the local government is to adopt and make available a DCP report and CAS to all owners in the DCA, including any updates, within 90 days of a DCP coming into effect.

The specified 90 days is to allow time for the documents to be finalised, adopted by local government, and published. It is not to be interpreted as an opportunity to complete or make significant modifications to the document. The DCP report and CAS detail should be substantially complete and align with the contents of the scheme amendment documents at the time of advertising and final endorsement by the Minister, to ensure transparency and accountability.

### 3.3.11 DCPs for Community Infrastructure

The preparation of a DCP for Community Infrastructure is the same as that for Development Infrastructure, however, additional information is required to support Community DCPs. To require infrastructure contributions for Community Infrastructure items, a local government must establish a clear strategic framework as justification.

Schedule 2 of SPP 3.6 provides a list of Community Infrastructure that may be considered for inclusion in a DCP. Each local government will need to determine its infrastructure requirements based on the needs of existing and future communities, following consultation with the community. Consideration will also need to be given to the extent to which a DCP can contribute to the funding of the required infrastructure, taking into consideration the capped levy per dwelling that can be imposed.

In addition to the DCP Report being prepared that includes a CAS and CEP, and other supporting information detailed in Schedule 4 of SPP 3.6, DCPs for Community Infrastructure must also be supported by:

- a Strategic Community Plan/ Community Infrastructure Plan, identifying the services and facilities required over the life of the DCP (supported by demand analysis and identification of service catchments)
- a methodology for determining the proportion of costs of Community Infrastructure to be attributed to growth and the proportion to be attributed to existing areas (cost apportionment methodology).

Community Infrastructure items may only be included in a DCP if those items are first identified as being necessary in a local government's Strategic Community Plan and corresponding CIP.

In summary, preparation of a CIP requires completion of key tasks:

1. Documenting the demographic profile of the existing community
2. Analysing current infrastructure provision and standards
3. Establishing any gaps or excess in current infrastructure provision
4. Confirming current infrastructure needs in relation to existing community profile
5. Estimating future development and population growth
6. Projecting any shift in community demographic profile resulting from growth
7. Calculating future infrastructure needs according to future community profile
8. Establishing a list of necessary new or replacement infrastructure

Each DCP for Community Infrastructure must be supported by projected growth figures including the number of new dwellings to be created per catchment. The cost apportionment between each existing and future owner will rely on these figures so it is important that this analysis work is undertaken as accurately as possible.

#### ***Setting facility standards***

Community Infrastructure planning requires not only the identification of which facilities are required, but the setting of standards for the construction and fit-out of those facilities.





A number of local governments have prepared Local Planning Policies setting out the applicable hierarchy, construction standards, and function of facilities, including ratios to determine the number, size and type of facilities in various locations, based on population or catchment distance. These policies may be useful in DCP preparation. A general guide to catchments and hierarchy and function of facilities is included in Appendix C of these Guidelines.

It is the position of the WAPC that infrastructure contributions for Community Infrastructure may be sought based on the cost of infrastructure constructed and fitted-out to a standard that would meet basic and reasonable community needs and expectations for such a facility.

It is at the discretion of the relevant Government agency to deliver infrastructure facilities to a higher standard than that necessary to meet basic needs, however the gap between the basic and higher delivery costs would need to be met by the relevant agency, and may not be included as a infrastructure contribution requirement.

Notwithstanding that levies for cost contributions for Community Infrastructure are capped, the local government will still be required to provide adequate justification for inclusion of the infrastructure items contained in the DCP that are required to meet the needs to the growing population.

### 3.4 Endorsement and publication of a DCP

A DCP does not have effect until it is incorporated into a local planning scheme, either as part of a new scheme, or through an amendment to a scheme. Each DCA should be identified as a Special Control Area on the scheme map and in the scheme text, and a DCP for each DCA included as a schedule to the scheme text.

Any change to the proposed standards of infrastructure and facilities after a DCP is finalised and included in a local planning scheme can only be incorporated in a DCP through an amendment to that scheme (with associated formal scheme amendment processes, including public advertising).

While a DCP Report and accompanying CAS are not included in the planning scheme, and can therefore be reviewed without going through a formal amendment process, any changes to either of these documents that result in changes to the DCP itself will require the DCP to be formally amended.

### 3.5 Administration and operation of a DCP

The provisions for administration and operation of a DCP are provided in both SPP 3.6 and the Schedule 1 Model Provisions of LPS Regulations, and should be incorporated into local planning schemes. In summary, the following should be noted regarding the levying of infrastructure contributions by local governments:

#### *Imposition of contribution*

- Where there is an existing DCP included in a gazetted local planning scheme, a condition of subdivision will be applied to the effect that the relevant landowner should contribute towards the costs of providing infrastructure in accordance with the relevant DCP.
- Where a DCP has not yet been included in a local planning scheme via a gazetted amendment, but has been advertised as an amendment to the scheme, and the submissions have been considered by the local government and sent to the WAPC for final approval, the WAPC will support imposition of a condition of

subdivision or strata subdivision to the effect that the relevant landowner should contribute towards the costs of providing infrastructure in line with the DCP, once the relevant amendment has been gazetted.

This condition effectively anticipates some form of contribution being required, but acknowledges that the exact nature of that contribution cannot be known until the DCP has been endorsed by the Minister in its final form and included in a local planning scheme. Infrastructure contribution requirements are to be imposed on subdivision via one of the WAPC Model Subdivision Conditions. Further guidance regarding Deed of Agreements is provided in this document.

- In accordance with Part 7 of the LPS regulations, a local government shall not withhold its support for subdivision or strata subdivision, or refuse to approve a development application, solely for the reason that there is no gazetted DCP for the subject land or that there is no other arrangement with respect to an owner's contribution towards the provision of infrastructure. It is expected that local governments will prepare DCPs in a timely manner that aligns with the strategic planning of an area.

#### *Trigger for liabilities*

- The trigger for payment of infrastructure contributions include conditions of subdivision or development, as part of the subject subdivision clearance process; before the WAPC endorses its approval on the relevant deposited plan or strata plan; prior to commencement of the subject development or change of use; or other triggers for liabilities identified in the local scheme. Contributions are generally only payable for the portion of land within the plan being requested for clearance.





### ***Method of payment***

- The method by which an infrastructure contribution may be provided is detailed in SPP 3.6, and may include ceding or transfer of land; in-kind contributions (construction of infrastructure by the developer); monetary contributions; or other methods identified as acceptable to the local government including a contribution being made at a different time to that identified in the DCP and/or proposed to be paid in instalments. Agreements to such alternative arrangements are at the discretion of both parties.

### ***Interim arrangements for DCP contributions***

- In accordance with Part 7 of the LPS Regulations (2015), the WAPC or local government must not grant approval to either a subdivision or development application subject to a condition that requires a person to make a contribution to the provision of infrastructure or facilities for the area, if a DCP is “not in place” for the area (“not in place” being the granting of final approval and gazettal). Likewise, the WAPC or local government cannot refuse an application for subdivision or development unless the DCP has already been advertised.
- There may be circumstances where an interim arrangement for contribution of costs may be required. This typically occurs where a developer or land owner seeks approval to subdivide or develop land, after the DCP has been advertised, but prior to finalisation and gazettal. In these circumstances, a Deed of Agreement is often the mutually-agreed approach to ensuring that development and /or subdivision is not unduly held up, and the local government has confidence that the required contributions will be paid, and financial risk has been managed.

- In such circumstances, it is recommended that the condition of development/ subdivision approval includes reference to the requirement for the landowner to enter into a Deed of Agreement to contribute to the cost of providing community and/or development infrastructure; reference to the planning instrument the contributions are based on (i.e. draft DCP informed by structure plan or similar instrument); and reference to the requirement for the contributions to be consistent with State Planning Policy 3.6 Infrastructure Contributions.
- A Deed of Agreement should include, at a minimum:
  - a) A provisional cost contribution amount, mutually agreeable to both parties. The agreed amount should reflect a negotiated amount that both parties consider reasonable. If an amount is in dispute, the figure should reflect the average of the estimated contribution as determined by both parties. The WAPC is to become the clearing authority on the condition of subdivision or development requiring the landowner to enter into a Deed of Agreement.
  - b) The timing of reconciliation of final payment should occur after gazettal of the Scheme Amendment, and once final costs have been finalised (within 90 days of gazettal). Notice should be given of the final contribution amount, and reconciliation should occur within 60 days. Resolution of final costs and reconciliation of final liabilities will occur at gazettal of the scheme amendment, limiting risks to both parties.

- c) A sunset clause that defines a time period of the Deed, as agreed between the parties. A minimum 18-month period is recommended to allow time for the Scheme Amendment and DCP to be granted final approval and be gazetted.
- It is recommended that the template provided in Appendix D for a Deed of Agreement for interim arrangements is used by all local governments to ensure consistency and efficiency.

### ***Estimated costs***

- Where cost contributions have been calculated on the basis of estimated costs, a local government may either accept a monetary cost contribution based on an estimated cost as a final cost contribution from an owner, or adjust the required cost contribution of any owner in accordance with revised estimated costs resulting from certified and published annual CAS reviews. Payment of a cost contribution based on estimated costs in a manner acceptable to the local government constitutes full and final discharge of the owner’s liability.

### ***Monitoring and reporting***

- Infrastructure costs should be reviewed at least annually to ensure the cost contributions are keeping pace with actual costs of infrastructure. This includes an audited annual statement of accounts for each DCA reserve account, and a summary of the review of estimated costs in the CAS, including any changes to funding sources



- At the end of each financial year, the local government is to prepare an Annual Report of the DCP that contains a high-level snapshot or “health check” of the progress of the DCP, including the delivery of infrastructure against anticipated timing, and financial position of the DCF.
- The Annual Reporting template provided in Schedule 5 of SPP 3.6 is to be used and the report is to be published on the local government website, with a copy held at the offices of the local government. To ensure the principles of transparency and accountability are upheld, the report and any supporting documentation that has informed the high-level summary shall be made available for inspection by the Minister for Planning, the Department of Local Government, or the Department of Planning, Lands and Heritage.

#### ***Closing a Development Contribution Fund Account***

- Once infrastructure in a DCP has been delivered, the DCF account will need to be closed. This should occur within 12 months following the delivery of all items of infrastructure.
- If there are excess funds available when all cost contributions have been accounted for, the local government is to refund the excess funds to contributing owners for that DCA. If there are items of infrastructure that are not required, or it has been determined will not be delivered, the funds allocated to this infrastructure are considered excess funds and shall be returned to contributing owners within the DCA.

- The following steps are recommended to ensure all efforts have been made to refund excess monies, and to ensure the principles of accountability and equity have been upheld.
  1. The local government is to notify the contributing landowners within the DCA of the intent to return excess funds at the close of the DCF.
  2. If contributing landowners cannot be identified and/or notified, the local government is to publicly advertise the intent to close the DCF for a period of 30 days, and for any entitlements to excess funds is to be submitted to the local government for consideration.
  3. If it is not reasonably practicable to identify contributing owners or allocate entitlement, the excess funds are to be spent on the provision of additional facilities or improvements within the DCA.
  4. The local government should make information publicly available regarding the details of any spending of excess funds.

For Community Infrastructure DCPs, it may be difficult and impractical to return excess funds to contributing land owners, given the significant number of landowners. In such cases, the local government should advertise the intended use of the excess funds, and all funds are to be spent within the DCA.

#### ***Arbitration and appeals***

- Provisions relating to dispute resolution are included in the Model Provisions, and should be included in individual local planning schemes along with the other infrastructure contribution-enabling provisions. The provisions are summarised as follows:

- With the exception of disputes relating to land valuation, any dispute between an owner and the local government regarding the cost contribution required to be made by an owner is to be dealt with initially by seeking a review of the amount by an independent expert, however if agreement cannot be reached, then by arbitration in accordance with the *Commercial Arbitration Act 1985*.
- Disputes relating to land valuations are initially dealt with between the owner and the local government by obtaining a review of the valuation by a licensed valuer. If agreement cannot be reached on the valuation figure, then the owner may apply to the State Administrative Tribunal for a review of the matter under part 14 of the *Planning and Development Act 2005*.



## 4 SUMMARY

The key principle in the application of infrastructure contributions is that the beneficiary pays. Sometimes benefits will be largely confined to the residents of a new development. Sometimes, the benefits will accrue to both existing and new residents. Consistent with this principle, contributions collected will only fund the infrastructure and facilities which are reasonable and necessary for the new development, and to the extent that the infrastructure and facilities are necessary to service the development.

Where cost-sharing of infrastructure has been identified as being necessary to facilitate orderly planning of an area, and where there are no other mechanisms considered suitable, a local government may want to prepare a DCP to enable infrastructure costs to be shared. DCPs need to identify growth trends based on service catchment areas, translate these trends into the infrastructure and facilities necessary to meet these increasing needs within the catchment, and allocate the costs to existing residents and new residents proportional to their demand generated for the infrastructure and facilities. This will help foster fairness and equity.

A fundamental prerequisite of these plans is that local government will need to plan ahead. The DCP must have a strategic basis and be linked to the local planning strategy and strategic infrastructure plan and program which identify the infrastructure and facilities required over the life of the DCP (generally up to 10 years for new greenfield development, or longer for the delivery of city-wide Community Infrastructure), and the cost and revenue

sources for the provision of the infrastructure. In this way, those contributing towards the DCP will be assured that the funds will contribute to the local government's longer-term planning and programming of infrastructure in an integrated and coordinated way.



## APPENDICES

### APPENDIX A: DEVELOPMENT CONTRIBUTION PLAN REPORT TEMPLATE

**Note:** This report does not form part of the planning scheme but provides the rationale and justification for the Development Contribution Plan (DCP), the calculation of costs, and the cost apportionment schedule specifying the costs for each owner.

#### (insert name) Development Contribution Plan Report

<b>Development contribution area</b>	The Development Contribution Area is shown on the scheme map as: DCA X.
<b>Purpose</b>	<p>The purpose of this DCP Report is to -</p> <ul style="list-style-type: none"><li>a) enable the applying of infrastructure contributions for the development of new, and the upgrade of existing infrastructure which is required as a result of increased demand generated in the DCA</li><li>b) provide for the equitable sharing of the costs of infrastructure and administrative items between owners</li><li>c) ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the DCA</li><li>d) coordinate the timely provision of infrastructure.</li></ul> <p>This section should also include reference to any higher-order strategic plans/structure plans which have identified infrastructure proposed to be provided through the DCP.</p>
<b>Period of the plan</b>	X years from June 30 20XX to June 30 20XX
<b>Operation of DCP</b>	<p>The plan has been prepared in accordance with State Planning Policy 3.6 Infrastructure Contributions. It will come into effect on the date of gazettal of the local planning scheme or amendment to the local planning scheme to incorporate the plan.</p> <p>The plan will operate in accordance with the provisions of section X of the local planning scheme.</p>
<b>Application requirements</b>	Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.



<b>Items included in the plan</b>	<p>This section should list each of the administrative and infrastructure items, including land acquisition if required, and include a sufficient description of what each item is and the basis for its inclusion in the DCP.</p> <p>The need and nexus for each item is to be outlined clearly in this section. There may be a need for additional appendices to be included supporting information such as population projections, community infrastructure plans, traffic modelling or the like which has been used to demonstrate need and nexus for items.</p> <p>The section should also include reference to a Spatial Plan in an Appendix which shows the location of proposed infrastructure.</p> <p>Details of the cost apportionment can be seen in the cost apportionment schedule.</p>
<b>Estimated costs</b>	<p>Refer to Schedule of costs of each item of infrastructure and administrative items in Appendices. Schedule of costs should be detailed and give a clear description of what the total cost of each infrastructure item is comprised of, for example, all costs associated with the design and contribution of infrastructure, including cost of land acquisition of required and relevant contingencies.</p> <p>The schedule should include an asset ID for each infrastructure item which cross-references to the spatial plan showing the location of each item of infrastructure.</p>
<b>Method of calculating contribution</b>	<p>Detailed methodology of, and formula for, calculating an owner's cost contribution. Refer to Cost Apportionment Schedule in Appendices.</p>
<b>Priority and timing of infrastructure delivery</b>	<p>Detail when infrastructure is expected to be provided and what triggers this is based on (eg. threshold of population or additional dwellings). Details of the priority and timing can be seen in the Capital Expenditure Plan contained in Appendices.</p>
<b>Payment of contributions</b>	<p>This section is to outline how payment of contributions is to occur and should reference relevant scheme provisions.</p> <p>The section may also outline a local government's approach to dealing with payments of cost contributions as provided for by the local planning scheme provisions, including conditions and method of calculating offsets.</p>
<b>Review</b>	<p>The plan will be reviewed five years from the date of gazettal of the local planning scheme or amendment to the local planning scheme to incorporate the plan, or earlier should the local government consider it appropriate having regard to the rate of development in the area and the degree of development potential still existing.</p>
<b>Appendices</b>	<p>The estimated infrastructure costs as shown in the CAS will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.</p> <ol style="list-style-type: none"> <li>1. Spatial Plan depicting DCA and location of proposed infrastructure items</li> <li>2. Schedule of Costs of infrastructure and administrative items</li> <li>3. Cost Apportionment Schedule</li> <li>4. Capital Expenditure Plan</li> </ol>

**Note:** This schedule does not form part of the planning scheme –  
TEMPLATE TO BE FINALISED FOLLOWING ADVERTISING WITH STAKEHOLDERS.

[illegible]



## APPENDIX C: CATCHMENTS AND HIERARCHIES

### ***TO BE FINALISED FOLLOWING ADVERTISING WITH STAKEHOLDERS***

#### Catchments

- Local/neighbourhood: 5-15,000 residents
- District: 25-75,000 residents
- Regional: 75,000+ residents

#### Open space hierarchy

- Regional open space - means land defined under a region scheme, regional structure plan or sub-regional structure plan as a parks and recreation reserve or as regional open space reserve, to accommodate active and passive recreation such as major playing fields and/or regional conservation and environmental features.
- District open space - means an area of public open space notionally serving three neighbourhoods, generally between 2.5 to 7 hectares, which will accommodate a combination of informal play areas, formal playing fields and hard surfaces for organised sports. Accessibility catchment 2km.
- Neighbourhood Park - means an area of public open space, generally less than 5,000m<sup>2</sup>, designed and located for local children's play, rest places, pedestrian connectivity, informal active recreation and play, and passive recreation. Accessibility catchment 800m.
- Local park means an area of public open space, generally between 0.4-1 ha, designed and located for local children's play, rest places, pedestrian connectivity, informal active recreation and play, and passive recreation. Accessibility catchment 300m.

#### Cycle infrastructure

- Principal Share Paths (PSPs) – previously referred to as 'regional paths', located primarily along freeways and railways and are generally a State responsibility.





## APPENDIX D: DEED OF AGREEMENT FOR INTERIM ARRANGEMENTS TEMPLATE

***TO BE FINALISED FOLLOWING ADVERTISING WITH STAKEHOLDERS***

## **15.2 Adoption of Revised Cost Apportionment Schedule and Development Contribution Plan Report - Development Contribution Area 1 (Common/Civil Infrastructure Items)**

### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

### **SUMMARY:**

The purpose of this report is for Council to affirm and endorse a revised Cost Apportionment Schedule (CAS) and accompanying Development Contribution Plan report (DCP Report) for Development Contribution Area 1 (DCA1) (refer Attachment A for DCA map). DCA1 comprises the areas of Bertram / Wellard West/ Parmelia (North East) / Orelia (East) under Schedule V of the City of Kwinana Local Planning Scheme No. 2 (LPS2).

Council affirmed and adopted the current CAS for DCA1 at its Ordinary Meeting of 22 May 2019.

During the DCA1 cost contribution legal agreement reconciliation process that followed, it was determined that the payment of historic cost contributions for the upgrade of Bertram Road – Item C was the liability of the developer and not the City. Previously, the City had been identified as a ‘developer’ for the purposes of lots created prior to 27 June 2012, which represents the ‘seriously entertained’ date of Amendment 132, which sought to amend DCA1.

In addition, costs for items G, H and L within DCA1 have been updated as the developer has recently provided final actual costs to the City.

It is recommended that Council affirms and endorses the proposed revised CAS and accompanying DCP report for DCA1, as per the Officer Recommendation.

### **OFFICER RECOMMENDATION:**

That Council affirms and adopts the revised Cost Apportionment Schedule (as per Attachment B), which comprises the areas of Bertram/Wellard West/Parmelia (North East)/Orelia (East) under Schedule V of the City of Kwinana Local Planning Scheme No.2.

### **DISCUSSION:**

In the process of reviewing and finalising adjustments to final cost contribution liabilities for those landowners/developers who had entered into legal agreements for payment of provisional cost contributions for DCA1, it was determined from reviewing the original approval that the payment of historic cost contributions for the upgrade of Bertram Road – Item C was the liability of the developer and not the City. Previously, the City had been identified as a ‘developer’ for the purposes of lots created prior to 27 June 2012, which represents the ‘seriously entertained’ date of Amendment 132, which sought to amend DCA1.

## 15.2 ADOPTION OF REVISED COST APPORTIONMENT SCHEDULE AND DEVELOPMENT CONTRIBUTION PLAN REPORT - DEVELOPMENT CONTRIBUTION AREA 1 (COMMON/CIVIL INFRASTRUCTURE ITEMS)

In accordance with their original condition of subdivision approval, the developer has already paid a contribution towards Item C, should the current (22 May 2019) DCA1 CAS not be revised, then the City would be making an unnecessary contribution to the same item.

As a result of this revised DCA1 CAS, the City's DCA1 cost contribution liability is reduced but the liability of all other landowners/developers in DCA1, in the context of development post 27 June 2012 and moving forward, increases.

In terms of the current process for the reconciliation of legal agreements post-gazettal of Amendment 132, the City will be contacting those relevant landowners/developers to advise of this change as soon as possible, which equates to a reduction in the adjusted amount owing to the respective landowner/developer by the DCP1 account of up to 7.5% of the original figure presented to the respective landowner/developer. For example, in one instance, the DCP1 account owed the adjusted amount of \$52,681.66 as per the 22 May 2019 DCA1 CAS, whereas the revised DCA1 CAS will reduce this figure to \$50,466.58. While this broader change results in a comparatively small differential across the landowners/developers as a whole, the City's liability towards DCA1 will reduce by \$84,013.

In addition, final actual costs for Items G, H and L within DCA1 have recently been updated as full actual costs for each item have also recently been provided to the City by the developer for the City's review and finalisation. This has subsequently resulted in a revision of the actual costs previously inserted and adopted in the Cost Apportionment Schedule (CAS) as follows:

### Item G

Previous adopted CAS cost -	\$439,378
Revised final cost -	\$450,280
Increase in cost -	+\$10,902

### Item H

Previous adopted CAS cost -	\$301,165
Revised final cost -	\$233,835
Decrease in cost -	-\$67,330

### Item L

Previous adopted CAS cost -	\$1,405,408
Revised final cost -	\$1,493,506
Increase in cost -	+\$88,098

The review and finalisation of the actual costs for Items G, H and L have therefore resulted in an subsequent overall cost increase of \$31,670 within DCA1.

Notwithstanding that a standard annual review and subsequent adoption sought by Council of the DCA1 CAS and DCP Report is due by approximately May 2020, the adoption of the revised DCA1 CAS and DCP Report is considered appropriate not just in the context of reconciliation of DCA1 legal agreements, but also in the interests of fairness, equity and transparency for all those liable to pay DCA1 cost contributions.

**15.2 ADOPTION OF REVISED COST APPORTIONMENT SCHEDULE AND DEVELOPMENT CONTRIBUTION PLAN REPORT - DEVELOPMENT CONTRIBUTION AREA 1 (COMMON/CIVIL INFRASTRUCTURE ITEMS)**

**LEGAL/POLICY IMPLICATIONS:**

**Acts and Regulations**

*Planning and Development Act 2005*

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

**Schemes**

Metropolitan Region Scheme

City of Kwinana Local Planning Scheme No. 2

**State Planning Policies**

State Planning Policy 3.6 Development Contributions for Infrastructure

**Local Planning Policies**

Local Planning Policy 4: Administration of Development Contributions

The City's LPS2 requires, in the first instance, Council's adoption of the CAS within 90 days of the gazettal of the related DCP Scheme Amendment, and then an annual review of the Cost Apportionment Schedule. Should this review not be undertaken, the City would not be fulfilling its obligations under the Scheme.

Clauses 6.16.5.11.6 and 6.16.5.12.3 of LPS2 afford landowners the right to object to a cost contribution or associated land valuation through a process of arbitration, within 28 days after being informed of the cost contribution or land valuation.

**FINANCIAL/BUDGET IMPLICATIONS:**

It is important that the revised CAS be affirmed and adopted. This will ensure that the reconciliation of DCA1 legal agreements (in the context of Amendment 132) occurs in an equitable, timely and appropriate basis, and gives surety to the City, landowners and developers.

All infrastructure items and funding sources have been reflected in the City's LTFP.

**ASSET MANAGEMENT IMPLICATIONS:**

The City will be financially responsible for maintaining roads, road landscaping, POS landscaping and footpaths within DCA1 once the area has been developed and maintained for the required period.

**15.2 ADOPTION OF REVISED COST APPORTIONMENT SCHEDULE AND DEVELOPMENT CONTRIBUTION PLAN REPORT - DEVELOPMENT CONTRIBUTION AREA 1 (COMMON/CIVIL INFRASTRUCTURE ITEMS)**

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications have been identified as per this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

The adoption of the revised DCA1 CAS and DCP report will ensure that the provision of infrastructure occurs on an equitable and appropriate basis for new development areas and is in line with community growth and subsequent need.

Plan	Outcome	Objective
Corporate Business Plan	Regulatory and legal	6.6 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City

**COMMUNITY ENGAGEMENT:**

The current CAS (adopted 22 May 2019) was subject to separate review and consultation discussions in conjunction with landowners/developers, both prior to and following gazettal of Amendment 132 for DCA1.

Once adopted by Council, the revised CAS and DCP Report will be available on the City's website and all associated informing documents (including land valuation, actual costings and estimates) will be available upon request.

**PUBLIC HEALTH IMPLICATIONS:**

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

**RISK IMPLICATIONS:**

Risk Event	DCA1 CAS not be updated and adopted to reflect contextually significant changes to cost apportionment.
Risk Theme	Statutory obligations not being fulfilled.
Risk Effect/Impact	Service Delivery
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Update and adopt CAS as soon as possible after changes have been identified
Rating (after treatment)	Moderate

*15.2 ADOPTION OF REVISED COST APPORTIONMENT SCHEDULE AND DEVELOPMENT CONTRIBUTION PLAN REPORT - DEVELOPMENT CONTRIBUTION AREA 1 (COMMON/CIVIL INFRASTRUCTURE ITEMS)*

**COUNCIL DECISION**

**530**

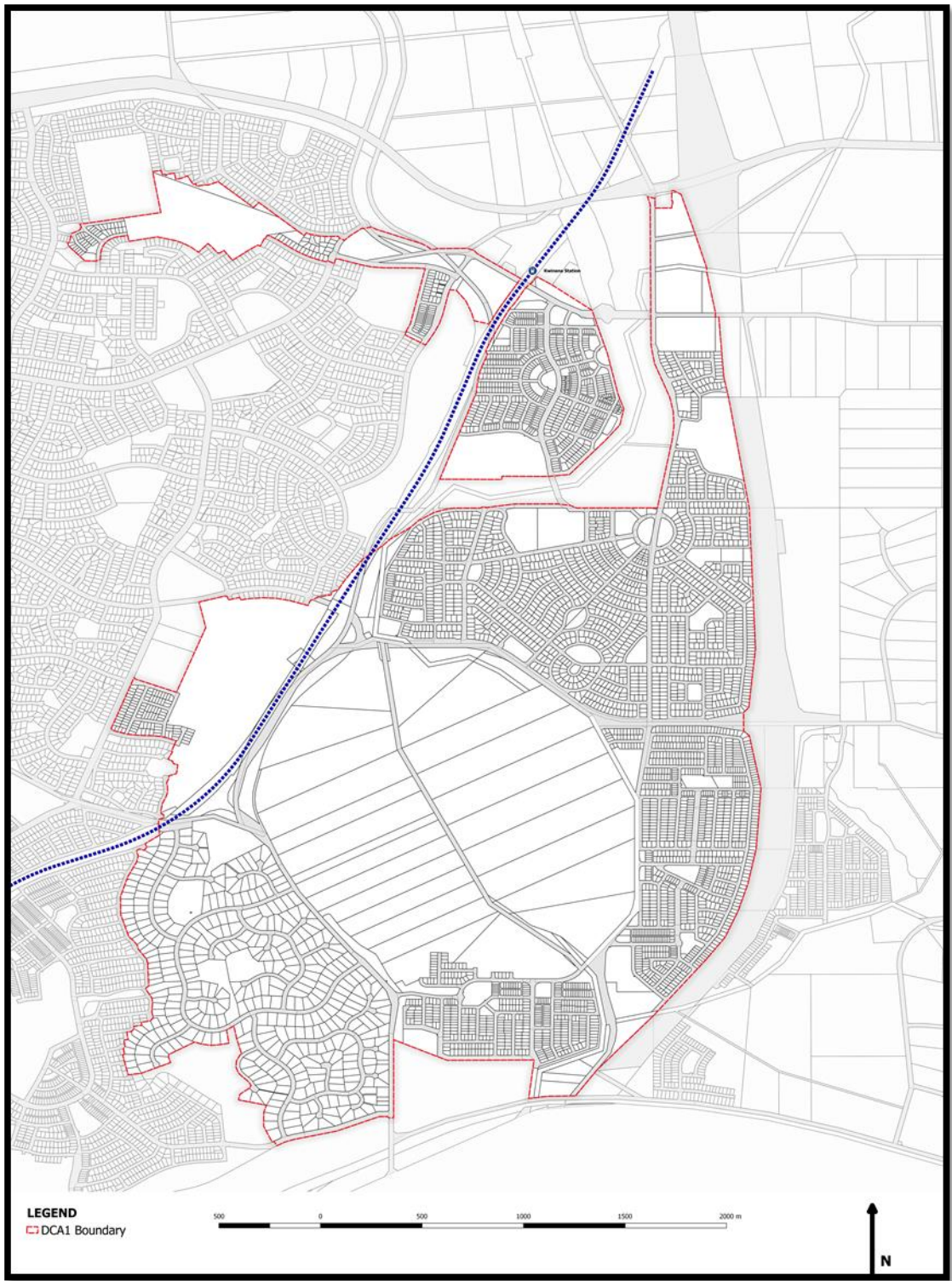
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**SECONDED CR S MILLS**

**That Council affirms and adopts the revised Cost Apportionment Schedule (as per Attachment B), which comprises the areas of Bertram/Wellard West/Parmelia (North East)/Orelia (East) under Schedule V of the City of Kwinana Local Planning Scheme No.2.**

**CARRIED  
6/0**

**ATTACHMENT A: DEVELOPMENT CONTRIBUTION AREA 1 – COMMON/CIVIL INFRASTRUCTURE**





## ATTACHMENT B

Description	# Ref in Amd 87 & 91	Item Ref A132	A132 Calculation	Land Valuation	Landscaping/ Improvements	Drains	Paths	Underground Power Lines was item 2.3.2	Road Construction	Actual Interest Cost	Street Trees	Total	Actual Costs incurred by the City	Actual Costs incurred by the Developer	Grant Funded	Estimate Cost of future works by the City	Estimate Cost of future works by the Developer	Total	Status
Sulphur Road Bridge over railway	2.1	A	Estimated lot yield within catchment A	-	-	-	-	-	1,914,745.27	-	-	1,914,745.27	1,914,745.27	-	-	-	-	1,914,745.27	Completed
Stormwater Management Infrastructure (formally Nutrient Stripping Basin) on the Peel Main Drain north of Bertram Road	2.2.1.1	B	Estimated lot yield within catchment B, D1, E, F, I - (ref 1 - 23 DCA87)	86,400.00	-	500,217.25	-	-	-	-	-	586,617.25	73,190.10	-	-	513,427.15	-	586,617.25	Partial works completed
Stormwater Management Infrastructure (formally Nutrient Stripping Basin Feature)	2.2.1.2	B	Estimated lot yield within catchment B, D1, E, F, I - (ref 1 - 23 DCA87)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Completed
Upgrades to Bertram Road - Johnson Rd to Challenger Rd	2.2.2a	C	actual/estimate lot yield catchment C -All DCA 1 (A87,91,132) except 32,33	-	-	-	47,866.72	-	1,671,133.46	-	-	1,719,000.18	1,719,000.18	-	-	-	-	1,719,000.18	Completed
Upgrades to Mortimer Road - Johnson Rd to Freeway	2.2.2b	C	actual/estimate lot yield catchment C -All DCA 1 (A87,91,132) except 32,33	-	17,988.77	-	33,072.27	60,050.10	508,833.73	-	-	619,944.87	619,944.87	-	-	-	-	619,944.87	Completed
Johnson Road Upgrade - North of Peel Lateral Drain to Holden Close - western side	2.2.3.1	D	100% costs of lots on western side of Johnson north of Peel Lateral Drain based on lot yields within catchment B, D1, E, F, I (ref 1 -23 DCA87)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Completed
Johnson Road Upgrade - North of Peel Lateral Drain to Holden Close - eastern side	2.2.3.2	D	100% costs landowners based on frontage on catchment D2	-	-	-	-	-	28,562.31	-	-	28,562.31	28,562.31	-	-	-	-	28,562.31	Completed
Johnson Road Upgrade - South of Peel Lateral Drain to Bertram Road - both sides	2.2.4.1	E	100% costs based on frontage within catchment B, D1, E, F, I (ref 1 -23 DCA87)	-	-	-	-	-	16,518.17	-	-	16,518.17	16,518.17	-	-	-	-	16,518.17	Completed
Johnson Road Upgrade - South of Peel Lateral Drain to Bertram Road - roundabouts (2)	2.2.4.2	E	100% costs based on lot yield within catchment B, D1, E, F, I (ref 1 -23 DCA87)	-	-	-	-	-	165,018.05	-	-	165,018.05	165,018.05	-	-	-	-	165,018.05	Completed
Dual Use Path on eastern side Johnson Road - North of Peel Lateral Drain to Holden Close	2.2.5	F	100% costs based on lot yield within catchment B, D1, E, F, I (ref 1 -23 DCA87)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Completed
Dual Use Path on eastern side Johnson Road - South of Peel Lateral Drain to Bertram Road	2.2.6	F	100% costs based on lot yield within catchment B, D1, E, F, I (ref 1 -23 DCA87)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Completed
Construction of a Road linkage across the Parks and Recreation Reserves in Bertram - Price Parkway Road	2.2.7	I	100% costs based on lot yield within catchment B, D1, E, F, I (ref 1 -23 DCA87)	-	-	-	-	-	392,695.00	-	-	392,695.00		392,695.00	-	-	-	392,695.00	Completed
Upgrade of Johnson Road south of Bertram Road and North of Millar Road	2.3.1	Separated into G,H & L	refer to G,H&L	-	-	-	-	-	-	-	-	-	-	0	-	-	-	-	
Undergrounding existing overhead power lines on both sides of Johnson Road south of Bertram Road and north of Millar Road and south side of Mortimer Road between Johnson Road and Freeway	2.3.2	Included in G and H	refer to G&H	-	-	-	-	-	-	-	-	-	-	0	-	-	-	-	
Johnson Road construction - South of Johnson Rd culvert crossing over west side Peel Main Drain to Millar Road - The DCP item is the difference between a Neighbourhood Connector A and an Access Street B (WAPC Liveable Neighbourhoods)	n/a	H	100% costs - actual/estimate lot yield within catchment G,H &L - 24-31 + new area up to lot 501 & 167	103,194.00	15,068.00	-	-	-	115,573.00	-	-	233,835.00	-	233,835.00	-	-	-	233,835.00	Completed
Johnson Road, Upgrade - South Bertram Road to western edge Johnson Road culvert crossing over eastern side of Peel Main Drain	n/a	G	100% costs - actual/estimate lot yield within catchment G,H &L - 24-31 + new area up to lot 501 & 167	0	902,921.07	-	-	-	1,921,989.37	-	-	2,824,910.44	-	2,821,795.44	-	-	3,115.00	2,824,910.44	Completed
Johnson Road new culvert and road crossing over Peel Main Drain	2.3.1	L	100% costs - actual/estimate lot yield within catchment G,H &L - 24-31 + new area up to lot 501 & 167	-	7,010.00	-	-	-	1,488,680.00	-	-	1,495,690.00	-	1,493,506.00	-		2,184.00	1,495,690.00	Completed
Bertram Road - Challenger Ave to Wellard Road	n/a	K	40.0690%	\$49,248	384,011.62	-	-	-	3,755,000.00	-	-	4,188,259.62	-	-	-	2,510,065.87	1,678,193.75	4,188,259.62	Not commenced
Wellard Road - Bertram Road to Cavandish Boulevard	n/a	J	41.4882%	\$2,153,952	460,281.63	-	-	-	6,867,200.00	-	-	9,481,433.63	-	-	-	5,547,757.48	3,933,676.15	9,481,433.63	Not commenced
Wellard Road - Cavandish Boulevard to Millar Road	n/a	J	25.7945%	\$1,162,242	258,908.41	-	-	-	3,862,800.00	-	-	5,283,950.41	-	-	-	3,920,981.82	1,362,968.59	5,283,950.41	Not commenced
New road culvert and road crossing over the Peel Main Drain linking L661 and L670 Bertram Rd	n/a	M	actual/estimate lot yield catchment M -Lots 500,670,680,661,69-71	-	-	651,000.00	-	-	-	-	-	651,000.00	-	-	-	-	651,000.00	651,000.00	Not commenced
				3,555,036.00	2,046,189.50	1,151,217.25	80,938.99	60,050.10	22,708,748.36	-	-	29,602,180.20	4,536,978.95	4,941,831.44	-	12,492,232.32	7,631,137.49	29,602,180.20	Total Infrastructure to spend
20,123,369.81																			

[illegible]



						% remaining to be developed	LOT YIELD IN TRAFFIC REPORT	LOT YIELD in -	Lot Liability	Date Paid	Amount	Item A - 2.1 Lushan Road Bridge over railway line at interchange south of Thornhill Station HS viaduct	Item B - 2.2.1.1 Basin (pro rata land area basis) - LOTS IN AREA B, D, E, F AND I	Item C - 2.2.2.1 Johnson Road North - western side	Item D - 2.2.3.1 Johnson Road North - works on eastern side	Item E - 2.2.4.1 Johnson Road South - both sides	Item F - 2.2.4.2 Johnson Road South roundabouts (2)	Item G - 2.2.5 Johnson Road Dual Use Path- Eastern Side North of Lateral Drain to Hidden Close	Item H - 2.2.6 Johnson Road Dual Use Path- Eastern Side-South Peel Lateral Drain to Bertram Rd	Item I - 2.2.7 Price Parkway road linkage	ITEM G 2.3.1 Upgrading of Johnson Road South Bertram Road to east side PMD	Item H - 2.3.1 Johnson Road construction (south of Johnson Rd culvert crossing over Peel Main Drain to Millar Road)	Item I - 2.3.1 Johnson Road new culvert and road crossing over Peel Main Drain	Item K - Bertram Road - Challenger Ave to Wellard Road	Item J - Wellard Road - Cavandish Boulevard to Millar Road	Item M - Wellard Road - Bertram Road to Cavandish Boulevard	Item N - New road culvert and road crossing over the Peel Main Drain linking 1661 and 1670 Bertram Rd	Total Liability	Administration Costs	Total Liability							
												LOT YIELD	Developer Contribution	LOT YIELD	Developer Contribution	LOT YIELD	Developer Contribution	LOT YIELD	Developer Contribution	LOT YIELD	Developer Contribution	Land area per ha in catchment (G, H, L)	Developer Contribution	Land area per ha in catchment (G, H, L)	Developer Contribution	Land area per ha in catchment (G, H, L)	Developer Contribution	Traffic generated for locality	Developer Contribution	Traffic generated for locality	Developer Contribution	LOT YIELD	Developer Contribution	Total Liability	2.00%		

## 16 Reports – Civic Leadership

### 16.1 Accounts for payment for the month ended 31 July 2019

#### DECLARATION OF INTEREST:

Mayor Carol Adams declared an impartiality interest due to two of the payments being made to Kwinana Industries Council, her husband's employer. A payment has also been made to the business "Ultimate Promotions", which a closely associated person is the owner of.

#### SUMMARY:

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 31 July 2019, as required by the *Local Government (Financial Management) Regulations 1996*.

#### OFFICER RECOMMENDATION:

That Council:

1. Accepts the list of accounts, totalling \$5,681,466.57, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 July 2019, as contained within Attachment A.
2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 July 2019, 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	\$ 69,053.70
Cheque Payments - #200963 to 200967	\$ 39,670.60
EFT Payments - #3900 to 3913	\$ 4,188,442.95
Payroll Payments – 14/07/19 and 28/07/2019	\$ 1,384,299.32
<b>Total Attachment A</b>	<b>\$ 5,681,466.57</b>

Contained within Attachment B is a detailed transaction listing of credit card expenditure paid for the period ended 31 July 2019. This amount is included within the total payments, listed above.



**16.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 JULY 2019****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 JULY 2019****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 JULY 2019

**COUNCIL DECISION**

**531**

**MOVED CR S MILLS**

**SECONDED CR W COOPER**

**That Council:**

1. **Accepts the list of accounts, totalling \$5,681,466.57, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 July 2019, as contained within Attachment A.**
2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 July 2019, as contained within Attachment B.**

**CARRIED  
6/0**



## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
<b>Automatic Deductions</b>								
35046	01/07/2019	Go Go On-Hold Pty Ltd	264.00	INV	01/07/2019	00035046	On hold phone message service July 2019	264.00
1763063	23/07/2019	Caltex Australia Petroleum Pty Ltd	7,222.10	INV	23/07/2019	0301763063	Fleet fuel 010619 to 300619	7,222.10
40719	05/07/2019	Commonwealth Bank	232.02	INV	05/07/2019	040719A	Credit Card Chief Executive Officer to 040719	232.02
40719	05/07/2019	Commonwealth Bank	2,764.77	INV	05/07/2019	040719B	Credit Card Functions Officer to 040719	2,764.77
40719	05/07/2019	Commonwealth Bank	2,209.41	INV	05/07/2019	040719C	Credit Card Executive Assistant to 040719	2,209.41
40719	05/07/2019	Commonwealth Bank	9,652.20	INV	05/07/2019	040719D	Credit Card Director City Regulation to 040719	9,652.20
40719	05/07/2019	Commonwealth Bank	3,761.00	INV	05/07/2019	040719E	Credit Card Director City Infrastructure to 040719	3,761.00
40719	05/07/2019	Commonwealth Bank	3,214.56	INV	05/07/2019	040719F	Credit Card Director City Strategy to 040719	3,214.56
40719	05/07/2019	Commonwealth Bank	2,524.77	INV	05/07/2019	040719G	Credit Card Director City Engagement to 040719	2,524.77
40719	05/07/2019	Commonwealth Bank	7,961.70	INV	05/07/2019	040719H	Credit Card Manager Human Resources to 040719	7,961.70
10675008	22/07/2019	BP Australia Pty Ltd	16,528.33	INV	22/07/2019	10675008	Fleet fuel 010619 to 300619	16,528.33
11217320	20/07/2019	iinet Technologies Pty Ltd	395.66	INV	20/07/2019	112173208	Monthly internet charges various locations	395.66
11223591	22/07/2019	iinet Technologies Pty Ltd	109.99	INV	22/07/2019	112235910	Monthly internet charges Family Day Care	109.99
150719	15/07/2019	Fines Enforcement Registry	420.00	INV	15/07/2019	24376865	Lodgement fee for unpaid infringements	420.00
200719	20/07/2019	Fleet Partners	1,294.70	INV	20/07/2019	LATO01641910A	July 2019 monthly lease fee for KWN700	1,294.70
24447428	29/07/2019	Fines Enforcement Registry	1,470.00	INV	29/07/2019	24447428	Lodgement fee for unpaid infringements	1,470.00
290719	29/07/2019	Toyota Financial Services	1,194.07	INV	29/07/2019	691060	Fleet management services July 2019	1,194.07
44	23/07/2019	Wright Express Australia Pty Ltd	284.44	INV	23/07/2019	44	Fleet fuel 010619 to 300619	284.44
0	04/07/2019	TPG Internet Pty Ltd	49.99	INV	04/07/2019	I208746061	Kwinana South Station internet connection	49.99
0	04/07/2019	TPG Internet Pty Ltd	49.99	INV	04/07/2019	I208747417	Mandogalup Station internet connection	49.99
0	04/07/2019	Library Idea, LLC	7,450.00	INV	04/07/2019	A1790	1 year music and streaming subscription	7,450.00
<b>Total Automatic Deductions</b>			<b>69,053.70</b>					

**Cheques**

200963	03/07/2019	City Of Kwinana - Pay Cash	160.30	INV	30/06/2019	07/06/19-Depot	Petty cash recoup to 070619 Depot	27.60
				INV	30/06/2019	25/06/19-Library	Petty cash recoup to 250619 Library	105.00

## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
				INV	30/06/2019	170619 - Darius	Petty cash recoup to 170619 Darius	27.70
200964	10/07/2019	City Of Kwinana - Pay Cash	82.10	INV	30/06/2019	27/06/19-Village	Petty cash recoup to 180619 Village	82.10
200965	17/07/2019	City Of Kwinana - Pay Cash	189.65	INV	30/06/2019	04/07/19-FDC	Petty cash recoup to 270619 Family Day Care	46.35
				INV	30/06/2019	28/06/19-D/Wells	Petty cash recoup to 280619 Community Centres	34.00
				INV	16/07/2019	150719 - Lib	Petty cash recoup to 150719 Library	109.30
200966	30/07/2019	Transport Department of	37,308.05	INV	30/07/2019	B9816-19/20	Fleet registration annual to 31 July 2020	37,308.05
200967	31/07/2019	Transport Department of	1,930.50	INV	31/07/2019	31stJuly2019	Fleet registration to 31 July 2020 KWN2106, KWN2108, KWN2109, KWN2110, KWN2111	1,930.50
Total Cheques			39,670.60					
EFT								
3898	04/07/2019	EFT TRANSFER: - 28/06/2019	-100.00	Payment reversal creditor #11291				
3900	03/07/2019	EFT TRANSFER: - 05/07/2019	586,707.04					
3900.10144-01		World's Best Graffiti Removers	660.00	INV	30/06/2019	INV-19288	Graffiti safe wipes econopak x 24	660.00
3900.10278-01		Millie Jones	175.00	INV	30/06/2019	26thJune2019	Financial assistance AFL U15s championships	175.00
3900.10373-01		Green Willows Industrial Cleaning a	200.00	INV	30/06/2019	13-27/06/2019	Village clubhouse and office cleaning	200.00
3900.1044-01		Oakford Agricultural & Garden Suppl	55.09	INV	30/06/2019	83018	Nufarm pulse penetrant	48.91
				INV	27/06/2019	83011	Hardware for gate and fence repairs	6.18
3900.10649-01		Alex Krsnik	9,391.72	INV	30/06/2019	SQ190063	Slash and spray 2 access ways on Disney Road	264.00
				INV	30/06/2019	SQ190064	Streetscapes maintenance Hope Valley Road June 2019	700.00
				INV	30/06/2019	SQ190067	Litter pick up Sicklemore Road	242.00
				INV	30/06/2019	SQ190065	City Centre litter collection June 2019	3,154.32
				INV	30/06/2019	SQ190068	Litter pick up from various locations	1,599.40
				INV	30/06/2019	SQ190066	Roundabout maintenance various locations	3,432.00
3900.10772-01		Paul Gravett	139.60	INV	30/06/2019	25thJune2019	Reimbursement of expenses for meetings	139.60
3900.11049-01		QTM Pty Ltd	1,808.68	INV	30/06/2019	INV-1962	Traffic management for traffic counters 120619	1,808.68
3900.11056-01		Stoneham and Associates	9,964.00	INV	27/06/2019	TWO	Support to develop Public Health Plan	5,080.00

## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<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	27/06/2019	THREE	Support to develop Public Health Plan	4,884.00
3900.11202-01		AHA Consulting Pty Ltd	7,502.00	INV	30/06/2019	2488	Review of Engagement processes	7,502.00
3900.11231-01		KM Spatial	8,469.00	INV	30/06/2019	00264	Leda Boulevard feature survey	8,469.00
3900.11246-01		Edge Transport Solutions Pty Ltd	3,300.00	INV	30/06/2019	1488	Road safety audit Rockingham and Anketell Road	3,300.00
3900.11263-01		Grow it Local	3,300.00	INV	30/06/2019	00000008	Grow it local membership fee 2019	3,300.00
3900.11264-01		Industrial Recruitment Partners	2,300.52	INV	30/06/2019	C INV 11920	Temp staff week ending 230619	2,300.52
3900.11283-01		Rockingham Music Academy Pty Ltd	100.00	INV	30/06/2019	IV00000002437	LyriK Incentive Awards round 23	100.00
3900.11287-01		Centrepieces HQ	126.00	INV	27/06/2019	0619-071	Sports awards dinner 9 August 2019 deposit for tab	126.00
3900.11299-01		Expo Signage and Digital Pty Ltd	2,629.00	INV	30/06/2019	501412	Window graphics & cafe sign Recquatic	2,629.00
3900.1130-01		Port Printing Works	503.80	INV	30/06/2019	INV039387	Business cards	118.80
				INV	30/06/2019	INV039386	Recquatic complimentary passes	125.40
				INV	30/06/2019	INV039385	Recquatic activity sheets	259.60
3900.11302-01		Cool Cabanas Glamping	445.00	INV	30/06/2019	242B	Wellness event Darius Wells 080619	445.00
3900.11303-01		Te Owai Wano--Maangi	175.00	INV	30/06/2019	26thJune2019	Financial assistance netball championships	175.00
3900.11304-01		Kahli Anne Bond	100.00	RFD	03/07/2019	1490541	Refund bond Patio hire 290619	100.00
3900.11305-01		Materon Investments WA Pty Ltd	427.61	INV	30/06/2019	27thJune2019	Refund building fees BP2019/339	427.61
3900.11306-01		Antonella Anastasio	150.00	INV	30/06/2019	Rec:1485234	Refund of dog sterilisation	150.00
3900.115-01		AAA Asphalt Surfaces	1,100.00	INV	30/06/2019	00006202	1 pallet of coldmix for Depot	1,100.00
3900.1178-01		Holcim (Australia) Pty Ltd	689.92	INV	30/06/2019	9406407140	1.2m3 concrete Sicklemore Road	429.44
				INV	30/06/2019	9406402286	0.4m3 concrete Gilmore Ave/ Skerne Street	260.48
3900.1186-01		Red Dot	245.97	INV	30/06/2019	41580331	Containers John Wellard Community Centre	99.98
				INV	30/06/2019	41608664	Supplies William Bertram Community Centre	145.99
3900.1205-01		Ridleys Towing & Transport	40.00	INV	30/06/2019	3361	Bus cleaning May 2019	40.00
3900.1223-01		Rockingham Betta Electrical & Gas	1,899.00	INV	30/06/2019	1000413725	Replace elevated gas oven combo Banksia Park U34	1,899.00
3900.1317-01		Bullivants Pty Ltd	80.30	INV	30/06/2019	DMI400869880	Parts	80.30

## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<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>
3900.1463-01		Thomson Reuters (Professional)	13,200.00	INV	30/06/2019	6127800137	Big Red Sky onboarding implementation	8,250.00
				INV	30/06/2019	6127800138	Big Red Sky onboarding licence	4,950.00
3900.1516-01		Trisley's Hydraulic Services Pty Lt	528.00	INV	30/06/2019	80203266	Repairs to chlorine gas system Recquatic	319.00
				INV	30/06/2019	80203265	New sensor to chemical control unit Recquatic	209.00
3900.1530-01		Wormald Australia Pty Ltd	2,139.65	INV	30/06/2019	799811	Corrective actions at Fiona Harris Pavilion	387.20
				INV	30/06/2019	7999793	Corrective actions at Leda Hall	283.80
				INV	30/06/2019	7999787	Corrective actions at Medina Hall	444.40
				INV	30/06/2019	7987883	Routine inspection and testing at various sites	1,024.25
3900.1572-01		Western Australian Local Government	578.00	INV	27/06/2019	I3076799	Local Government Act The Essentials training	578.00
3900.1592-01		Water Corporation of Western Austra	4.91	INV	27/06/2019	9000358329Jun19	2U Girl Guides hall	4.91
3900.1614-01		Westbooks	1,188.39	INV	30/06/2019	307607	Assorted titles in line with selection profile	68.79
				INV	30/06/2019	307609	Parenting books	22.19
				INV	30/06/2019	307610	Requested junior and young adult books	38.88
				INV	30/06/2019	307612	Junior books	22.19
				INV	30/06/2019	307611	Adult fiction and non fiction books	226.35
				INV	30/06/2019	306635	Adult fiction and non fiction books	277.20
				INV	30/06/2019	307621	Library items	532.79
3900.1649-01		Dennis Cleve Wood	982.75	INV	30/06/2019	June2019	Reimbursement of work apparels	982.75
3900.1669-01		Zipform Pty Ltd	513.34	INV	30/06/2019	190579	500 dog registration forms	513.34
3900.1681-01		Catalyse Pty Ltd	4,400.00	INV	30/06/2019	INV-1051	Community safety survey	4,400.00
3900.1684-01		Ergolink	180.00	INV	30/06/2019	SI-00066504	Right hand corded mouse	180.00
3900.1696-01		DS Agencies	550.00	INV	27/06/2019	150305	John Wellard bench seat for creche	550.00
3900.1733-01		McMullen Nolan Group Pty Ltd	146.00	INV	30/06/2019	28thJune2019	Refund reversal of receipt 1499728	146.00
3900.1762-01		Officeworks BusinessDirect	677.81	INV	30/06/2019	43659046	Stationery William Bertram Community Centre	34.00
				INV	30/06/2019	43658836	Stationery William Bertram Community Centre	128.25
				INV	30/06/2019	43369968	Stationery William Bertram Community Centre	475.60
				INV	30/06/2019	43488310	Stationery William Bertram Community Centre	35.98
				INV	30/06/2019	43521964	Stationery William Bertram Community Centre	3.98
3900.1826-01		Arteil	442.20	INV	27/06/2019	00072437	John Wellard Community Centre office chair	442.20

## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<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>
3900.1830-01		Biffa Bins	686.00	INV	30/06/2019	0859344	Skip bins Banksia Park U76 and U72	686.00
3900.19-01		Absolute Painting Services	1,012.00	INV	30/06/2019	INV-0983	Service metal tower Depot	1,012.00
3900.1917-01		Australian Native Nurseries Group	4,125.00	INV	30/06/2019	00001595	Seedling mixed tubestock	4,125.00
3900.194-01		Benara Nurseries	839.30	INV	30/06/2019	526587	Plants for various locations	839.30
3900.2068-01		Echelon Australia Pty Ltd	1,056.00	INV	30/06/2019	156-019013	Training Emergency Planning 290519	1,056.00
3900.2097-01		Beaver Tree Services Aust Pty Ltd	101,459.09	INV	30/06/2019	69603	Root barrier and installation Westmoreland Circle	308.00
				INV	30/06/2019	69588	Tree pruning at Medina RSL	436.70
				INV	30/06/2019	69606	Tree works at works Depot as instructed	4,484.44
				INV	30/06/2019	69604	Tree pruning on Glastonbury Street	252.23
				INV	30/06/2019	69655	Mass tree planting program for Bertram	59,082.38
				INV	30/06/2019	69447	Stump grinding Gilmore Avenue	1,588.04
				INV	30/06/2019	69445	Stump grinding & tree removal Hurn Rise	1,251.70
				INV	30/06/2019	69643	Verge tree watering throughout City June 2019	9,463.18
				INV	30/06/2019	69612	Latitude 32 industrial estate tree planting	12,091.48
				INV	30/06/2019	69685	Feral bee removal Matson Street	330.00
				INV	30/06/2019	69715	Tree removal Tuart Ridge	902.00
				INV	30/06/2019	69587	Tree pruning cnr Bright Rd and Calista Ave	107.80
				INV	30/06/2019	69707	Tree removal rear Recquatic Centre	267.30
				INV	30/06/2019	69706	Tree removal Brownell Cres Medina	968.00
				INV	30/06/2019	69613	Tree planting Rowley Road	9,925.84
3900.2125-01		Synergy	15,387.65	INV	30/06/2019	461218120Jun19	184U Nye way retic	227.25
				INV	30/06/2019	256732610Jun19	143U Hoyle Rd Park	144.55
				INV	30/06/2019	272150100Jun19	793U Prince Regent Gate Reserve	296.60
				INV	30/06/2019	316580380Jun19	1721U Medina Oval Lighting	564.05
				INV	30/06/2019	765774910Jun19	1506U Family Day Care	499.70
				INV	27/06/2019	151027420Jun19	24U Brandon Mews Reserve	116.20
				INV	27/06/2019	809178030Jun19	41U Warner Road sump	119.00
				INV	27/06/2019	228715140Jun19	546U Wellard Village/Pimlico Gardens	217.65
				INV	27/06/2019	882174540Jun19	822U POS lighting The Strand	327.50
				INV	27/06/2019	661366430Jun19	704U Leda Community Hall and bore	358.90
				INV	27/06/2019	821437900Jun19	652U POS lighting near Wellard Village	282.15
				INV	27/06/2019	521814530Jun19	2546U Wellard Pavilion	643.35

## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<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	27/06/2019	690941950Jun19	115U Gabor Park	140.50
				INV	27/06/2019	166216150Jun19	245U Sloan Reserve bore pump 3	173.50
				INV	27/06/2019	786264020Jun19	164U Bore Sutherland Pde/Chisham	224.60
				INV	27/06/2019	200144210Jun19	155U Sloan Caretakers Cottage	107.90
				INV	27/06/2019	479742820Jun19	13U Bore Parmelia verge	111.55
				INV	27/06/2019	4882125430Jun19	212U Chisham Oval	233.30
				INV	27/06/2019	144348440Jun19	26U Bore Sutherland Pde	115.00
				INV	27/06/2019	254890320Jun19	13U Rushbrooke Park BBQs	104.70
				INV	27/06/2019	254890650Jun19	39U Malden Park BBQs	111.60
				INV	27/06/2019	824098750Jun19	687U Thomas Rd Entry	8.75
				INV	27/06/2019	473346610Jun19	328U Wellard Park Smart Meter	237.35
				INV	27/06/2019	546496270Jun19	556U Skottowe Park	249.65
				INV	27/06/2019	558638440Jun19	0U Challenger/Bertram entry statement	101.20
				INV	27/06/2019	921049150Jun19	9315U Medina Hall	2,592.95
				INV	27/06/2019	151880770Jun19	445U Car park lighting	269.00
				INV	27/06/2019	126641430Jun19	1175U Lights tavern carpark	394.10
				INV	27/06/2019	829280210Jun19	1638U Street lights	524.45
				INV	27/06/2019	114826050Jun19	584U Bore industrial s/scapes Kwinana Beach	289.25
				INV	27/06/2019	704953470Jun19	79U Barney Court	130.90
				INV	27/06/2019	544003140Jun19	18U Wellard Rd verge	209.35
				INV	27/06/2019	846031050Jun19	1775U Street lights The Strand	583.60
				INV	27/06/2019	201352990Jun19	414U Newstead Park	241.55
				INV	27/06/2019	705629830Jun19	73U Bournan Heights Reserve	120.70
				INV	27/06/2019	618835230Jun19	0U Sloan caretakers cottage old bore	108.10
				INV	30/06/2019	312758410Jun19	89U Epidote Park/Emerald Park	124.95
				INV	30/06/2019	450583710Jun19	285U Bertram Oval	246.75
				INV	30/06/2019	2060698109	28U Bertram Rd retic	108.70
				INV	30/06/2019	819682070Jun19	898U Car park lighting	346.05
				INV	30/06/2019	282690350Jun19	5804U Casuarina/Wellard Fire Stn/Hall/Bore	1,654.00
				INV	30/06/2019	169026580Jun19	460U Bore Johnson Rd/Gemstone Pde	224.00
				INV	30/06/2019	526240500Jun19	137U Thomas Rd pump 2	222.20
				INV	30/06/2019	832505320Jun19	76U Ascot Park	128.35
				INV	30/06/2019	516172020Jun19	158U Gilmore Ave pump 1 (near Thomas)	223.95
				INV	30/06/2019	861503150Jun19	1546U Medina Oval	472.85
				INV	30/06/2019	543072120Jun19	132U Gilmore Ave pump 2 (near Thomas)	223.40
				INV	30/06/2019	382919470Jun19	23U Medina Centre Reserve	112.50

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				INV	30/06/2019	113658350Jun19	62U Hennessy Park	119.50
3900.2224-01		Prestige Catering & Event Hire	8,440.00	INV	30/06/2019	00024727	Catering 260619	513.00
				INV	30/06/2019	00024140	Catering 190319	417.00
				INV	27/06/2019	00024678	Quarterly celebration catering	6,655.00
				INV	30/06/2019	00024728	Depot team recognition breakfast 270619	855.00
3900.2339-01		ZircoData Pty Ltd	3,026.83	INV	30/06/2019	ZDW0083192	Offsite storage & retrieval June 2019	1,808.85
				INV	30/06/2019	ZDW0070514	Offsite storage & retrieval 260419 to 250519	1,217.98
3900.235-01		Bristol Cleaning Services	460.00	INV	30/06/2019	0619C	Window cleaning Clubhouse May and June 19	240.00
				INV	30/06/2019	0619-1	Window cleaning Banksia Park U29 & U37	220.00
3900.24-01		Accuonboard	695.20	INV	28/06/2019	48742	Calibration for Volvo loaders	695.20
3900.248-01		Bunnings Building Supplies	2,841.59	INV	30/06/2019	2163/01154519	Items for Darius Wells	302.44
				INV	30/06/2019	2163/01065006	Village hardware supplies	326.34
				INV	30/06/2019	2163/01068200	Hardware items William Bertram Community Centre	639.57
				INV	30/06/2019	2163/01561644	Hardware supplies William Bertram Community Centre	1,318.84
				INV	27/06/2019	2163/01689936	John Wellard moving trolley and craft bench	208.01
				INV	30/06/2019	2163/01690054	Hardware items Admin and Family Day Care	46.39
3900.2483-01		Picton Press	1,862.73	INV	30/06/2019	41253	Term 3 program booklets	1,862.73
3900.2507-01		Ixom Operations Pty Ltd	988.88	INV	30/06/2019	6122233	Supply of chlorine gas Recquatic	988.88
3900.2652-01		Modern Teaching Aids Pty Ltd	5,221.15	INV	30/06/2019	43685897	Various items for toy library	3,182.98
				INV	30/06/2019	43685896	Junior board games for puzzle collection	847.04
				INV	30/06/2019	43686782	Robotic kit for John Wellard Community Centre	173.53
				INV	30/06/2019	43689961	Jigsaw puzzles Library	32.62
				INV	30/06/2019	43691725	Jigsaw puzzles Library	366.12
				INV	27/06/2019	43686532	Items for junior book kits	618.86
3900.2678-01		Natural Area Holdings P/L t/as Natu	65,014.74	INV	30/06/2019	00011589	Grass weed control to June 19 various locations	63,859.74
				INV	30/06/2019	00011559	Brushcutting 110619 Darling Chase	1,155.00
3900.2681-01		Guardian Tactile Systems Pty Ltd	8,925.95	INV	30/06/2019	11953	Install stair nosing Darius Wells	8,925.95
3900.2698-01		Wilson Security Pty Ltd	840.28	INV	30/06/2019	W00243334	Mobile security Callistemon Court June 19	840.28
3900.2744-01		Regen4 Environmental Services	1,313.40	INV	28/06/2019	19/245	Plants for South Metro Coastcare BP	1,313.40
3900.282-01		Carramar Coastal Nursery	73.70	INV	30/06/2019	3383	Native plants	73.70



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3900.3046-01		Austswim Limited	1,015.00	INV	30/06/2019	INV-1198	Conference x 6 staff members	1,015.00
3900.3105-01		Poly Pipe Traders	364.40	INV	30/06/2019	00098566	Reticulation tool	4.50
				INV	30/06/2019	00098282	Reticulation items	109.45
				INV	30/06/2019	00098272	Reticulation items	152.20
				INV	30/06/2019	00098171	Check valve	98.25
3900.3212-01		Marketforce Pty Ltd	1,799.08	INV	30/06/2019	28306	Tender advertising 010619	599.69
				INV	30/06/2019	28305	Tender advertising 010619	589.08
				INV	30/06/2019	28304	Tender advertising 150619	610.31
3900.3312-01		Daniels Printing Craftsmen	645.70	INV	30/06/2019	60814	Recquatic newsletter	645.70
3900.3338-01		AAA Blinds Port Kennedy	962.00	INV	30/06/2019	7171	Replace blinds and tracks Callistemon Court U28	962.00
3900.335-01		City of Rockingham	12,955.74	INV	30/06/2019	105636	Tip fees to 170619	11,084.92
				INV	30/06/2019	105539	Tip fees to 070619	1,870.82
3900.3452-01		Western Maze Pty Ltd	15,988.41	INV	27/06/2019	00016707	Greenwaste area 2 collection	15,988.41
3900.357-01		BullAnt Security Pty	380.00	INV	30/06/2019	10,188,500	Rekey 10 x B padlocks	380.00
3900.358-01		Coastline Mowers	1,376.60	INV	30/06/2019	20524#5	Various parts and equipment	336.90
				INV	30/06/2019	20604	Grooming reel kit for cylinder mower	1,039.70
3900.3608-01		Foreshore Rehabilitation & Fencing	11,464.20	INV	30/06/2019	INV-4462	Location services for bollard project Calista Oval	629.20
				INV	30/06/2019	INV-4463	Supply and install bollards at Calista Oval	6,072.00
				INV	30/06/2019	INV-4456	Supply and install new boom gate at Kelly Park	4,763.00
3900.3914-01		Bladon WA Pty Ltd	8,536.00	INV	30/06/2019	BWAI41176	Branding and purchase of animal waste bags	4,521.00
				INV	30/06/2019	BWAI41298	Promotional items for marketing	3,014.00
				INV	30/06/2019	BWAI41208	Merchandise for promotional event	1,001.00
3900.3916-01		Kwinana Industries Council	421.87	INV	27/06/2019	00011942	Trainee for fortnight ending 210619	281.25
				INV	27/06/2019	00011941	Trainee for fortnight ending 210619	140.62
3900.3935-01		Saferoads Pty Ltd	7,870.50	INV	27/06/2019	66044	Caterpillar safe cycle lane separators for Marri Park Drive	7,870.50
3900.4033-01		Envision Ware Pty Ltd	5,060.00	INV	27/06/2019	INV-AU-4469	Envisionware upgrade kit	2,310.00
				INV	27/06/2019	INV-AU-4468	Payment and e-Commerce Services self service	2,750.00

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3900.4034-01		D & S Utility Contractors Pty Ltd	35,732.40	INV	30/06/2019	27206	McWhirter Promenade Street Lighting final claim	35,732.40
3900.407-01		Winc Australia Pty Ltd	28.31	INV	27/06/2019	9027279618	HR stationery	28.31
3900.4106-01		Kennards Hire Rockingham - Generato	466.50	INV	30/06/2019	20572173	Hire of Dingo with chain attachment for trenching	466.50
3900.4112-01		Cleverpatch Pty Ltd	1,282.10	INV	30/06/2019	333614	Items for July school holiday programs	245.63
				INV	30/06/2019	334486	Items for event William Bertram Community Centre	197.92
				INV	27/06/2019	333717	John Wellard Community Centre craft supplies	838.55
3900.4125-01		LD Total	6,882.40	INV	30/06/2019	99069	Irrigation maintenance various locations June 2019	643.69
				INV	30/06/2019	99470	Irrigation maintenance various locations June 2019	67.96
				INV	30/06/2019	99453	Irrigation maintenance various locations June 2019	4,155.65
				INV	30/06/2019	99455	Irrigation maintenance various locations June 2019	239.23
				INV	30/06/2019	99456	Irrigation maintenance various locations June 2019	839.26
				INV	30/06/2019	99454	Irrigation maintenance various locations June 2019	936.61
3900.4245-01		ED Property Services	7,238.00	INV	30/06/2019	00001288	Removal of concrete Banksia Park U34	242.00
				INV	30/06/2019	00001287	Replace fence Banksia Park U34	2,860.00
				INV	30/06/2019	00001283	Repairs to wall and ceiling Banksia Park U43	462.00
				INV	30/06/2019	00001284	Repairs to wall tiles Banksia Park U31	561.00
				INV	30/06/2019	00001286	Tiling repairs Banksia Park U37	55.00
				INV	30/06/2019	00001281	Gutter repairs Banksia Park U34	1,210.00
				INV	30/06/2019	00001282	Backyard renewal Banksia Park U34	1,430.00
				INV	30/06/2019	00001280	Repair broken floor Banksia Park U55	88.00
3900.4412-01		JB Hi-Fi Rockingham	1,117.90	INV	30/06/2019	102875094-100	Apple ipad x 2 and cases x 2	1,117.90
				INV	30/06/2019	10962	Engraving trophies Recquatic	90.00
3900.4477-01		Trophy Express	1,000.40	INV	30/06/2019	10959	Assorted trophies Recquatic	910.40
				INV	30/06/2019	10959	Assorted trophies Recquatic	910.40
3900.4527-01		Riot Art and Craft Australia	150.00	INV	30/06/2019	Trans#:02/311406	Purchase \$150 Gift Card/Voucher for 2018 LyriK Awards	150.00
3900.4664-01		AMPAC Debt Recovery (WA) Pty Ltd	11.83	INV	30/06/2019	56621	Debt recovery commissions Library	11.83

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3900.4719-01		Complete Office Supplies Pty Ltd	3,559.91	INV	30/06/2019	08418093	Stationery and equipment for Depot	652.78
				INV	27/06/2019	08423352	Darius Wells Stationery order	1,284.49
				INV	30/06/2019	08431838	Stationery Darius Wells	169.98
				INV	30/06/2019	08435128	Library scanners	1,452.66
3900.4790-01		Spotlight Pty Ltd	594.70	INV	30/06/2019	006502116369	Items for Darius Wells	594.70
3900.4808-01		Simply Headsets	469.00	INV	30/06/2019	SO-23516	Plantronics CS510 wireless headset and EHS polycom	469.00
3900.483-01		Landgate	554.40	INV	30/06/2019	65341274	Aerial imagery fees May 19	554.40
3900.4861-01		Big W	346.10	INV	30/06/2019	176558	Items School Holiday Program William Bertram Community Centre	98.50
				INV	30/06/2019	953872	Supplies for programs at Darius Wells	98.50
				INV	30/06/2019	953871	Items for programs Darius Wells	149.10
3900.4891-01		Display Me	953.69	INV	30/06/2019	N0122854	Brochure display signs for William Bertram Community Centre	953.69
3900.5255-01		Tamara Brooke Turner	229.00	INV	03/07/2019	02July2019	Professional development	229.00
3900.5279-01		OCP Sales	182.48	INV	27/06/2019	00052017	Kit bags	182.48
3900.540-01		EJ's Mini Excavator	880.00	INV	30/06/2019	13452	Service Djilba Park drainage	880.00
3900.5439-01		Redfish Technologies Pty Ltd	2,486.00	INV	27/06/2019	IV00003038	Installation of Council Chambers speakers	2,486.00
3900.5490-01		The Language Centre Bookshop	1,462.00	INV	30/06/2019	609980	Junior LOTE books	1,462.00
3900.5520-01		Master Lock Service	182.00	INV	30/06/2019	00006106	Master key front security door Banksia Park U37	182.00
3900.5581-01		Totally Workwear Rockingham	1,281.42	INV	30/06/2019	RK46357	Uniforms Environment team	710.28
				INV	30/06/2019	RK8723.D1	Uniforms for City Assist team	571.14
3900.560-01		Goodchild Enterprises	196.90	INV	30/06/2019	550571	Bosch battery 60038-S4	196.90
3900.5646-01		Bent Logic	3,949.00	INV	30/06/2019	00033252	Membership fobs Recquatic	3,949.00
3900.5670-01		Tracey Jane Gooden	139.95	INV	30/06/2019	25thJune2019	Reimbursement of Zone activities	139.95
3900.5754-01		Talis Consultants Pty Ltd	3,817.00	INV	30/06/2019	18831	Consultancy fees Anketell Road	3,817.00
3900.5823-01		Accord Security Pty Ltd	1,210.00	INV	30/06/2019	00023720	Cash handling collection service June 19	577.50
				INV	30/06/2019	00023515	Cash handling collection service April 19	632.50
3900.583-01		Flexi Staff Pty Ltd	1,446.53	INV	30/06/2019	209028	Temp staff week ending 160619	1,446.53
3900.5995-01		Zenien Pty Ltd T/as ATFT Astuta Tru	22,270.51	INV	27/06/2019	16512	IR illuminators for Adventure Playground	2,225.52

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				INV	30/06/2019	29635592019	Design of Kwinana CCTV police register	6,534.00
				INV	30/06/2019	I6505	Milestone upgrades on CCTV systems	11,992.99
				INV	30/06/2019	I6393	Consulting on CCTV systems William Bertram	181.50
				INV	30/06/2019	I6394	Services on CCTV systems at police station	544.50
				INV	30/06/2019	I6392	Recquatic CCTV cable maintenance	792.00
3900.5996-01		CMS Engineering Pty Ltd	7,100.50	INV	30/06/2019	32936	Air conditioner service Senior Citizen Centre 180619	897.60
				INV	30/06/2019	32833	Install air conditioner Adventure Park shed	3,795.00
				INV	30/06/2019	32937	Air conditioner service Recquatic 100619	2,407.90
3900.6018-01		ALSCO Pty Ltd	72.16	INV	30/06/2019	CPER1949266	Linen for catering	72.16
3900.6032-01		Isuscribe	5,470.52	INV	30/06/2019	INV-36601	Subscription to 59 magazine titles	5,470.52
3900.6064-01		Cathedral Office Products Pty Ltd	1,811.70	INV	30/06/2019	00025394	Tiles for William Bertram Community Centre	1,811.70
3900.6224-01		The Grant Finder	135.00	INV	30/06/2019	00145	Boredom Busters facilitation 280619	135.00
3900.6267-01		Woolworths Group Limited	3,101.65	INV	30/06/2019	3592940	Food for Community Liaison Officers to hand out	159.92
				INV	30/06/2019	3592989	Food for Community Liaison Officers to hand out	56.90
				INV	30/06/2019	3592991	Items for Recquatic	71.80
				INV	30/06/2019	3592997	Cafe supplies Recquatic	75.80
				INV	30/06/2019	3592996	Items for fundraising event Recquatic	117.66
				INV	30/06/2019	3592981	Items for Mooditj Kulungars	101.90
				INV	30/06/2019	3592974	Items for Cafe Recquatic	66.20
				INV	30/06/2019	3592969	Items for Zone	26.60
				INV	30/06/2019	3592973	Items for the LyriK award ceremony	1,003.03
				INV	30/06/2019	3592990	Morning tea supplies City Operations	150.30
				INV	30/06/2019	3592998	Items for Drop In programs	76.69
				INV	30/06/2019	3592986	Supplies for Library	85.40
				INV	30/06/2019	3592993	Staff event City Regulation 280619	146.44
				INV	30/06/2019	3648701	Items school holiday program	188.55
				INV	30/06/2019	3648704	William Bertram Lexar USBs	70.00
				INV	30/06/2019	3648703	Gift vouchers for E-newsletter sign ups	300.00
				INV	30/06/2019	3648706	Items for Darius Wells	54.00
				INV	30/06/2019	3648705	Items for Darius Wells	249.96
				INV	30/06/2019	3648707	Items for Darius Wells	100.50

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3900.6289-01		Clockwork Print	932.80	INV	30/06/2019	INV-0058590	Cafe Splash signage Recquatic	553.30
				INV	30/06/2019	INV-0058588	ACM admin panel for rates and e-notices	379.50
3900.6332-01		Drainflow Services Pty Ltd	3,190.00	INV	30/06/2019	00003737	Gully eduction carried out in Medina and Calista	3,190.00
3900.6370-01		Elexacom	12,515.96	INV	30/06/2019	26652	Repairs to street lights on Wellard and Gentle Rd	401.78
				INV	30/06/2019	26644	Investigate sewerage pump not working at Village	539.18
				INV	30/06/2019	26671	Investigate pathway lights at Callistemon Court	515.75
				INV	30/06/2019	26658	Various electrical repairs Banksia Park U37	623.91
				INV	30/06/2019	26715	Electrical repairs Callistemon Court U10	833.46
				INV	30/06/2019	26721	Electrical service Callistemon Court U10	5,077.40
				INV	30/06/2019	26660	Electrical service Wirrpunda Foundation 100619	354.82
				INV	30/06/2019	26688	Investigate lighting William Bertram Centre 220519	23.64
				INV	27/06/2019	26542	Replace 3 faulty Cat 6 connectors	1,172.72
				INV	27/06/2019	26706	Streetlight audit	2,973.30
3900.6386-01		Friends of The Spectacles	1,600.00	INV	30/06/2019	27thJune2019	Community funding program Naidoc event 2019	1,600.00
3900.6397-01		iikon	880.00	INV	30/06/2019	971	Facilitation of strategic planning day on 100619	880.00
3900.6489-01		M & B Sales Pty Ltd	2,802.32	INV	30/06/2019	1270348	Shelving and equipment for various locations	2,802.32
3900.6576-01		Kylie Ilana Jesus	990.00	INV	30/06/2019	20	Art club facilitation fees May to June 19	990.00
3900.664-01		StrataGreen	1,222.67	INV	30/06/2019	110374	Gardening equipment and tools for Depot	1,222.67
3900.69-01		Alinta Gas	1,115.80	INV	30/06/2019	474997486Jun19	9326U Darius Library/Resource Centre	1,115.80
3900.694-01		Heatley Sales Pty Ltd	4,331.36	INV	30/06/2019	C878575	Safety boots x 29	4,331.36
3900.7042-01		Quantum Building Services	2,823.15	INV	30/06/2019	00002595	Install doorway Admin plant room	2,823.15
3900.7285-01		Bolinda Digital Pty Ltd	263.75	INV	30/06/2019	46020	E-audio titles for borrow box	263.75
3900.7445-01		Mustang Welding & Fabrication	250.25	INV	30/06/2019	195	Service and repairs to trailers	250.25
3900.7503-01		Priceless Discount Kwinana	100.00	INV	30/06/2019	20	Art and craft supplies Darius Wells	100.00
3900.7544-01		Mantrac Pty Ltd	12,540.00	INV	30/06/2019	1858	Hire of mulcher for fire control	6,270.00
				INV	30/06/2019	1847	Mulching for fire control	6,270.00

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3900.7557-01		Sheila Mills	63.66	INV	30/06/2019	June19	Reimbursement of travel expenses June 19	63.66
3900.7575-01		Pickles Auctions	121.00	INV	27/06/2019	DI000132107	Vehicle impound fee	121.00
3900.762-01		Blackwood & Sons Ltd	1,016.65	INV	30/06/2019	KW2312TE	Uniform Depot	427.46
				INV	30/06/2019	KW3239TF	Uniform Depot	209.90
				INV	27/06/2019	KW7705TI	Various items for Health team	286.16
				INV	30/06/2019	KWI226RE	Uniforms Depot	93.13
3900.7736-01		Moorditj Koort Aboriginal Corporati	5,500.00	INV	30/06/2019	27thJune19	Community event funding program	5,500.00
3900.7739-01		The Kings College	500.00	RFD	03/07/2019	1438798	Refund bond bus hire 050319	500.00
3900.8474-01		Volunteer Task Force	308.00	INV	30/06/2019	SI002774	Gardening services May 19 Family Day Care	308.00
3900.8685-01		Stapleton & Associates Pty Ltd	1,512.50	INV	30/06/2019	G:4270	McWhirter Promenade street lighting	1,512.50
3900.8761-01		Xiuzhen Li	90.00	INV	30/06/2019	011	Paint brushes school holiday program Recquatic	90.00
3900.8899-01		Majestic Plumbing	2,535.38	INV	30/06/2019	233565	Install hot water system Callistemon Court U74	1,776.76
				INV	30/06/2019	233596	Service gas meter Banksia Park U55	173.49
				INV	30/06/2019	233533	Install kitchen sink mixer tap Banksia Park U20	304.39
				INV	30/06/2019	233518	Plumbing repairs at Banksia Park U27	280.74
3900.8998-01		McLeods	18,381.51	INV	30/06/2019	109073	Legal fees matter No 44456	200.87
				INV	30/06/2019	109079	Legal fees matter No 44447	1,806.17
				INV	30/06/2019	109011	Legal fees matter No 42547	465.85
				INV	30/06/2019	109017	Legal fees matter No 44400	2,049.21
				INV	30/06/2019	108748	Legal fees matter No 42542	2,323.13
				INV	30/06/2019	108909	Legal fees matter No 42548	3,130.38
				INV	30/06/2019	109046	Legal fees matter No 42546	162.80
				INV	30/06/2019	108519	Legal fees matter No 42801	7,305.90
				INV	30/06/2019	108518	Legal fees matter No 42164	937.20
3900.9019-01		Kearns Garden Supplies	340.10	INV	30/06/2019	93	Tools for Building team	340.10
3900.903-01		Lo-Go Appointments	951.26	INV	30/06/2019	00419987	Developer contributions staff w/e 150619	951.26
3900.9044-01		TenderLink	603.90	INV	30/06/2019	AU-281579	TenderLink services June 19	603.90
3900.9431-01		Perth Energy	8,187.31	INV	27/06/2019	110128459	1374.72U New Thomas Oval Pavilion	135.09
				INV	27/06/2019	110128460	161829.44U Recquatic	7,982.29

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				INV	27/06/2019	110128461	42.22U Orelia Sports Pavilion	69.93
3900.9432-01		Forms Express Pty Ltd	753.50	INV	30/06/2019	223090	Design costs for annual rates notice	214.50
				INV	30/06/2019	222897	Go Green eNotices flyers	539.00
3900.9458-01		Matrix Traffic and Transport Data P	3,597.00	INV	27/06/2019	MAT-000010395	Undertake intersection/turning movement Wellard Rd	3,597.00
3900.9764-01		Datacom Systems (AU) Pty Ltd - WA	1,903.00	INV	27/06/2019	INV0014056	Monthly Saas fee sphere website June 2019	1,903.00
3900.9899-01		Creative Minds	2,180.00	INV	30/06/2019	PO114103	Facilitation fees for Creative Minds to 260619	1,000.00
				INV	30/06/2019	18	Organisation of supplies and stock for programs	180.00
				INV	30/06/2019	PO114102	Facilitator STEAM after school program term 1 2019	1,000.00
3900	09/07/2019	EFT TRANSFER: - 05/07/2019	-175.00				Payment reversal creditor #8881	
3901	04/07/2019	EFT TRANSFER: - 05/07/2019	212,963.68					
3901.153-01		Australian Taxation Office	199,715.00	INV	30/06/2019	PY01-01-Australi	Payroll Deduction PAYG tax withheld	199,715.00
3901.2853-01		Maxxia Pty Ltd	4,183.18	INV	30/06/2019	PY01-01-Maxxia P	Payroll Deduction	1,968.94
				INV	30/06/2019	PY01-01-Maxxia P	Payroll Deduction	2,214.24
3901.3376-01		Health Insurance Fund of WA (HIF)	1,115.50	INV	30/06/2019	PY01-01-Health I	Payroll Deduction	1,115.50
3901.3719-01		City of Kwinana - Xmas fund	7,950.00	INV	30/06/2019	PY01-01-TOK Chri	Payroll Deduction	7,950.00
3902	04/07/2019	EFT TRANSFER: - 04/07/2019	111,130.60					
3902.565-01		Bright Futures Family Day Care - Pa	111,130.60	INV	03/07/2019	170619 to 300619	FDC Payroll 170619 to 300619	111,130.60
3903	04/07/2019	EFT TRANSFER: - 04/07/2019	24,999.23					
3903.568-01		Bright Futures In Home Care - Payro	24,999.23	INV	03/07/2019	170619 to 300619	IHC Payroll 170619 to 300619	24,999.23
3905	10/07/2019	EFT TRANSFER: - 10/07/2019	1,264,313.19					
3905.10239-01		Culture Counts Pty Ltd	4,400.00	INV	30/06/2019	INV-0697	Preparations of Library reports	4,400.00
3905.10260-01		Engineering Technology Consultants	3,426.50	INV	30/06/2019	00023473	Site investigation and reporting sports precinct	3,426.50
3905.10311-01		Go Doors Pty Ltd	5,923.50	INV	30/06/2019	81806	Roller door maintenance various locations	2,310.00
				INV	30/06/2019	82404	Depot supply and install 3 large roller doors	3,613.50
3905.10326-01		Keystart Loans Ltd-MIP Administrati	4,024.80	INV	09/07/2019	1.3	Rates refund	4,024.80
3905.10328-01		Adrian Rawlings	74.64	INV	30/06/2019	BP2017/18	BP refund 1718	74.64
3905.10329-01		Anita Bell	74.64	INV	30/06/2019	BP2017/18	BP refund 1718	74.64



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3905.1034-01		North Lake Electrical Pty Ltd	286.79	INV	30/06/2019	54119	Assess and undertake repairs to bore Wellard Park	286.79
3905.10373-01		Green Willows Industrial Cleaning a	200.00	INV	09/07/2019	15-04/07/19	Village clubhouse and office cleaning	200.00
3905.1046-01		OCE Australia Ltd	1,311.33	INV	30/06/2019	1476980	Assorted toners	1,311.33
3905.10506-01		Shred-X Pty Ltd	70.84	INV	30/06/2019	01286290	Shredding services	70.84
3905.10555-01		Bruce Carl Mentz	120.00	INV	30/06/2019	2ndJuly2019	Reimbursement of first aid course 250619	120.00
3905.10649-01		Alex Krsnik	110.00	INV	30/06/2019	SQ190069	Litter pickup Gimbon Green Leda	110.00
3905.10683-01		Imex Solutions WA Pty Ltd	1,089.00	INV	09/07/2019	00000711	Perform CM9 live to test copy	1,089.00
3905.10756-01		Retech Rubber	1,320.00	INV	30/06/2019	00002866	Rhodes Park repair soft fall rubber	324.50
				INV	30/06/2019	00002865	Orelia Oval Playground repair soft fall rubber	324.50
				INV	30/06/2019	00002857	Thomas Oval Playground repair of soft fall rubber	313.50
				INV	30/06/2019	00002864	Litchfield Park repair split in rubber soft fall	357.50
3905.10916-01		Alison Bannister Career Consulting	544.50	INV	09/07/2019	CWJW002	Career workshop John Wellard Community Centre 040719	544.50
3905.10951-01		Jodi Gosztyla	26.79	INV	30/06/2019	9thJuly2019	Reimbursement 2018 Lyrik Educational Scholarship	26.79
3905.11049-01		QTM Pty Ltd	4,086.35	INV	30/06/2019	INV-2242	Traffic control The Strand Wellard 230519	2,682.23
				INV	30/06/2019	INV-2156	Traffic management Beacham crescent 280619	856.75
				INV	30/06/2019	INV-2028	Traffic management for drainage maintenance Medina	547.37
3905.11084-01		Shirley June Woosnam	391.25	INV	08/07/2019	1.1	Rates refund	391.25
3905.11184-01		Dorma Hueppe Pty Ltd	1,375.00	INV	30/06/2019	35MW-609977	Service doors at Ken Jackman Hall	1,375.00
3905.11204-01		ATC Work Smart	93.50	INV	30/06/2019	GT14528	School Based Trainee week ending 290619	93.50
3905.11214-01		Perth Party Time	400.00	INV	10/07/2019	090719a	Event school holiday program John Wellard Community Centre	400.00
3905.11241-01		Vincent James Maddocks	36.82	INV	08/07/2019	1.1	Rates refund	36.82
3905.11243-01		GPC Asia Pacific Pty Ltd	56.40	INV	09/07/2019	1650120108	Oil filter	56.40
3905.11260-01		Meet PAT	3,399.00	INV	30/06/2019	INV-0609	Portable water refill station	3,399.00
3905.11264-01		Industrial Recruitment Partners	2,300.52	INV	08/07/2019	CINV11984	Temp staff week ending 300619	2,300.52
3905.11286-01		Watershed Legal	3,784.00	INV	30/06/2019	WL53	Legal fees	3,784.00

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3905.11291-01		Robert Homes	100.00	RFD	26/06/2019	1470411	Refund bond Patio hire 230619	100.00
3905.11298-01		AC Mobility	900.00	INV	30/06/2019	165663	Wheelchair for first aid use	900.00
3905.1130-01		Port Printing Works	1,830.95	INV	30/06/2019	INV039478	Group fitness timetable	243.10
				INV	30/06/2019	INV039477	Swim School sing and play certificates	163.90
				INV	30/06/2019	INV039475	Swim School honour certificates	163.90
				INV	30/06/2019	INV039473	Swim School SAIL program certificates	243.10
				INV	30/06/2019	INV039384	Recquatic seal headbands	275.00
				INV	30/06/2019	INV039562	Business cards	42.90
				INV	30/06/2019	INV039775	Swim School information Recquatic	699.05
3905.11307-01		Insight Physiotherapy	324.00	INV	08/07/2019	Overpayment	Duplicate payment Inv 55122	324.00
3905.11309-01		Gail Catherine Dyke	500.00	INV	08/07/2019	1.1	Rates refund	500.00
3905.11310-01		George Bannerman Cumine Scott	148.02	INV	08/07/2019	1.1	Rates refund	148.02
3905.11311-01		Robert Desmond O'Toole	650.94	INV	08/07/2019	1.1	Rates refund	650.94
3905.11312-01		Arief Pambudi	70.00	INV	08/07/2019	1.1	Rates refund	70.00
3905.11313-01		Doug Davies	3,070.00	INV	30/06/2019	11001015	Internal Audit services 25 to 27 June 2019	3,070.00
3905.11314-01		Martha Taljard	838.51	INV	09/07/2019	1.3	Rates refund	838.51
3905.11315-01		Perth Church of Christ	200.00	RFD	09/07/2019	1505190	Refund bond hall hire 020719	200.00
3905.11316-01		Margaret Chaytor	100.00	RFD	09/07/2019	1505063	Refund bond Patio hire 280619	100.00
3905.11317-01		Sandeep Kaur	1,000.00	RFD	09/07/2019	1499737	Refund bond hall hire 200619	1,000.00
3905.11318-01		Huia McKenzie	100.00	RFD	09/07/2019	1492559	Refund bond Patio hire 070719	100.00
3905.11320-01		Joshua Sind Charleson	540.00	INV	09/07/2019	A/N22763	Crossover subsidy rebate	540.00
3905.11321-01		Arpit Nag	540.00	INV	09/07/2019	A/N22442	Crossover subsidy rebate	540.00
3905.11322-01		Summerwave Investments Pty Ltd	10,905.55	RFD	09/07/2019	1133781	Refund bond Fairhaven Stage 1	10,905.55
3905.11323-01		Ascari Developments Pty Ltd	2,545.42	RFD	09/07/2019	1414853	Refund bond Tambllyn Estate Stage 1	2,545.42
3905.11324-01		CWA of WA Kwinana Districts Branch	535.60	INV	30/06/2019	30thJune2019	Donation towards 60th anniversary in Kwinana	50.00
				RFD	09/07/2019	1497794	Refund bond bus hire 250619	485.60
3905.11325-01		Anica Ali	350.00	INV	30/06/2019	30thJune2019	Donations for World Scholars Cup	350.00
3905.11326-01		Breast Cancer Research Centre WA	986.45	INV	30/06/2019	30thJune2019	Staff donations 4th quarter	986.45

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3905.1142-01		Sonic Health Plus	1,117.60	INV	30/06/2019	1818118	Pre-employment medical 260619	198.00
				INV	30/06/2019	1808359	Pre-employment medical 140619	198.00
				INV	30/06/2019	1808358	Pre-employment medicals 140619	325.60
				INV	30/06/2019	1816008	Pre-employment medical 240619	198.00
				INV	30/06/2019	1816176	Pre-employment medical 250619	198.00
3905.1178-01		Holcim (Australia) Pty Ltd	698.72	INV	30/06/2019	9406412227	Concrete for Merrimac Grove Wellard	376.20
				INV	30/06/2019	9406418387	Concrete Kwinana Beach Road	322.52
3905.1187-01		Red Sand Supplies Pty Ltd	77.00	INV	30/06/2019	00012171	Concrete tipping 280619	77.00
3905.1205-01		Ridleys Towing & Transport	457.50	INV	30/06/2019	3366	Bus service 250619	37.50
				INV	30/06/2019	3363	Bus service 060619	50.00
				INV	30/06/2019	3364	Bus service 170619	62.50
				INV	30/06/2019	3362	Bus cleaning June 19	120.00
				INV	30/06/2019	3360	Bus service 190619	50.00
				INV	30/06/2019	3365	Bus service 24-25 June 2019	137.50
3905.1227-01		Rockingham Holden	1,768.50	INV	09/07/2019	GMFS259629	KWN1896 repairs to wheels and brakes	694.20
				INV	09/07/2019	GMCS260134	KWN2027 front boots/exhaust repairs	1,074.30
3905.1276-01		Satellite Security Services	450.00	INV	30/06/2019	IV005751	Adventure Park investigate power failure	195.00
				INV	30/06/2019	IV005752	The Zone low power fault	255.00
3905.130-01		Australasian Performing Rights	2,860.76	INV	09/07/2019	00119956/00081	Music licencing fees 010719 to 300919	2,406.24
				INV	09/07/2019	00119956	Outstanding amounts due to invoice adjustments	454.52
3905.134-01		Australia Post	154.24	INV	30/06/2019	1008664316	Agency commission fees for period ending 300619	154.24
3905.1375-01		Stewart & Heaton Clothing Co Pty Lt	1,530.43	INV	30/06/2019	SIN-3062304	Gloves Emergency Services	489.72
				INV	30/06/2019	SIN-3040405	Emergency services uniform supplies Kwinana South	907.24
				INV	30/06/2019	SIN-3034021	Emergency services uniform supplies Kwinana South	133.47
3905.1516-01		Trisley's Hydraulic Services Pty Lt	176.00	INV	30/06/2019	80203285	Service pool Recquatic 240619	176.00
3905.1530-01		Wormald Australia Pty Ltd	1,034.00	INV	30/06/2019	7997920	Recquatic inspect fire panel	1,034.00
3905.1561-01		WA Limestone Co	5,001.14	INV	30/06/2019	SW2974/01	58.76 tonne limestone delivered to Depot	866.12
				INV	30/06/2019	ML5982	188.9 tonnes road base delivered to Depot	4,135.02
3905.1585-01		Wandi Progress Association Inc.	98.97	INV	30/06/2019	2ndJuly2019	BBQ items for Community Planning lunch	98.97

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3905.1589-01		Waste Stream Management Pty Ltd	693.00	INV	30/06/2019	00423430	Tipping fees concrete/sand/rubble	693.00
3905.1592-01		Water Corporation of Western Austra	1,006.03	INV	04/07/2019	9000334597Jul19	Service charges Feilman Building	325.34
				INV	09/07/2019	9000339427Jul19	13U Victory for Life	171.36
				INV	09/07/2019	9000294409Jul19	11U Leda Hall	320.14
				INV	09/07/2019	9000295305Jul19	77U Sloans Cottage	189.19
3905.1609-01		West Australian Newspapers Limited	1,147.43	INV	08/07/2019	03071685	Digital Edition 050719 to 020720	364.00
				INV	09/07/2019	02624567	Newspaper subscription 2019/20020 Library	783.43
3905.1614-01		Westbooks	12.25	INV	30/06/2019	307608	Junior item	12.25
3905.1621-01		Western Australian Treasury Corpora	73,802.77	INV	30/06/2019	GFEEJUN19	Government guarantee fee period ending 300619	73,802.77
3905.1676-01		Visimax Safety Products	370.40	INV	30/06/2019	00005898	Feral animal control	370.40
3905.1726-01		Kyocera Document Solutions Australi	4,631.02	INV	30/06/2019	2811538835	Toners for Kwinana South Brigade	574.10
				INV	30/06/2019	2852425946	Copy cost Darius downstairs reception June 19	65.31
				INV	30/06/2019	2852425932	Copy cost Darius Community Centre June 19	188.30
				INV	30/06/2019	2852425938	Copy cost Admin Finance June 19	84.98
				INV	30/06/2019	2852425944	Copy cost Wellard Community Centre	172.53
				INV	30/06/2019	2852425933	Copy cost Library Staff June 19	137.82
				INV	30/06/2019	2852425939	Copy cost Family Day Care June 19	153.11
				INV	30/06/2019	2852425945	Copy cost Admin Records June 19	520.76
				INV	30/06/2019	2852425934	Copy cost Zone multimedia room June 19	11.81
				INV	30/06/2019	2852425940	Copy cost Depot Admin June 19	83.76
				INV	30/06/2019	2852425936	Copy cost Admin Planning June 19	674.05
				INV	30/06/2019	2852425942	Copy cost Library Public June 19	61.43
				INV	30/06/2019	2852425930	Copy cost Admin CEO June 19	352.32
				INV	30/06/2019	2852425948	Copy cost Bertram Community Centre June 19	49.31
				INV	30/06/2019	2852425931	Copy cost Business Incubator June 19	129.73
				INV	30/06/2019	2852425937	Copy cost Admin Governance June 19	359.67
				INV	30/06/2019	2852425943	Copy cost Admin CSO June 19	59.46
				INV	30/06/2019	2852425949	Copy cost Banksia Park June 19	188.06
				INV	30/06/2019	2852425929	Copy cost Depot Demountable June 19	124.25
				INV	30/06/2019	2852425935	Copy cost Zone Staff June 19	58.61
				INV	30/06/2019	2852425941	Copy cost Recquatic June 19	449.19
				INV	30/06/2019	2852425947	Copy cost Zone Reception June 19	132.46

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3905.1733-01		McMullen Nolan Group Pty Ltd	8,211.50	INV	30/06/2019	98421	Surveying location Johnson Road	8,211.50
3905.1762-01		Officeworks BusinessDirect	129.50	INV	30/06/2019	43476473	Stationery Planning	129.50
3905.1767-01		Construction Training Fund	18,065.16	INV	30/06/2019	INV-14569-Y2B7G9	CTF levy for June 2019	18,065.16
3905.1814-01		P Rond & Co	1,270.50	INV	30/06/2019	00000639	Lawn chemicals for ovals	1,270.50
3905.1830-01		Biffa Bins	565.00	INV	09/07/2019	0859348	Skip bin for villa 34 Banksia Park	565.00
3905.1856-01		Cornerstone Legal	914.38	INV	30/06/2019	16376	Legal fees matter No 004907	474.38
				INV	30/06/2019	16378	Legal fees matter No 004881	440.00
3905.188-01		Beaurepaires Tyres Kwinana	1,225.92	INV	30/06/2019	U548352940	Tyres and fitting to plant	1,225.92
3905.2024-01		Institute of Public Works Engineeri	1,441.00	INV	08/07/2019	84178-NP0719	NAMS Plus subscription 010719 to 300620	1,441.00
3905.2048-01		Palm Lakes Gardens & Landscape Serv	850.00	INV	09/07/2019	01	Supply pavers to Callistemon Court U74	850.00
3905.2097-01		Beaver Tree Services Aust Pty Ltd	30,776.01	INV	30/06/2019	69659	Beehive treatment Calista Oval	715.00
				INV	30/06/2019	69658	Removal of trees Rockingham Road	2,450.47
				INV	30/06/2019	69656	Removal of tree Latitude 32 industrial estate	3,106.28
				INV	30/06/2019	69648	Stump grinding Smirks Cottage 250619	121.00
				INV	30/06/2019	69647	Tree pruning and removal Rockingham Road	1,028.50
				INV	30/06/2019	69660	Vegetation clearance Robinson Road	2,385.24
				INV	30/06/2019	69657	Weekly Tree maintenance various locations	17,325.00
				INV	30/06/2019	69718	Tree planting and watering various locations	773.52
				INV	09/07/2019	69727	Tree removal and stump grind Hurn Rise Wellard	2,321.00
				INV	09/07/2019	69751	Gilmore Ave emergency call out to make safe	550.00
3905.2121-01		Suez	266,058.05	INV	30/06/2019	32673550	General Waste June 19	1,332.32
				INV	30/06/2019	164623	Commercial recycle waste June 2019	127,857.39
				INV	30/06/2019	32631093	Mixed waste June 2019	136,868.34
3905.2125-01		Synergy	168,839.70	INV	09/07/2019	327257960	0U APU vacant unit 33	48.05
				INV	08/07/2019	149872970Jul19	4835U Incubator	1,291.85
				INV	08/07/2019	177581220Jul19	79678.17U Recquatic	18,970.70
				INV	08/07/2019	258360080Jul19	2864U Kwinana Adventure Park	704.70
				INV	08/07/2019	141057240Jul19	11895U The Zone	3,320.15
				INV	08/07/2019	422268910Jul19	6288U Depot	1,786.85
				INV	08/07/2019	118367820Jul19	4705U New Thomas Oval Pavilion	1,180.20

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				INV	08/07/2019	135567600Jul19	45593.13U Darius Wells Library/Resource Centre	11,978.55
				INV	09/07/2019	277773560Jul19	4411U Banksia Park	1,282.95
				INV	09/07/2019	884861450Jul19	4736U Callistemon Court	1,403.95
				INV	09/07/2019	130957780Jul19	Banksia Park/Callistemon Court	194.30
				INV	09/07/2019	326150000Jul19	45U Callistemon Court renewal work vacant U74	76.00
				INV	09/07/2019	320874290Jul19	27U Callistemon Court renewal work vacant U29	69.60
				INV	08/07/2019	882732750Jul19	0U Harrison Way	99.50
				INV	08/07/2019	185126570Jul19	62U Borthwick Park retic	121.35
				INV	08/07/2019	700373810Jul19	27U Rutherford Park	112.00
				INV	04/07/2019	792417950Jul19	Street lighting	115,775.45
				INV	04/07/2019	963532150Jul19	228U Town Centre Park	168.95
				INV	04/07/2019	2012703998	213U Rhodes Park	234.45
				INV	04/07/2019	925767370Jul19	71U Gilmore Ave retic	206.35
				INV	04/07/2019	179469390Jul19	5392U Bertram Community Centre	1,618.95
				INV	04/07/2019	107029100Jul19	4564U Wellard Community Centre	1,213.00
				INV	04/07/2019	098975100Jul19	563U Sandringham Park	300.50
				INV	04/07/2019	223615720Jul19	1327U Banksia Park Clubhouse	459.15
				INV	04/07/2019	685078510Jul19	0U Gawler Way	99.50
				INV	04/07/2019	856518550Jul19	Decorative lighting	2,628.35
				INV	04/07/2019	219451010Jul19	375U Millbrook Ave bore pump	201.30
				INV	04/07/2019	766868640Jul19	753U Smirks Cottage	302.25
				INV	04/07/2019	165493420Jul19	159U Smirks Museum	143.65
				INV	04/07/2019	652922630Jul19	168U Changerooms model railways	146.05
				INV	04/07/2019	219451580Jul19	181U Price Parkway bore pump	149.50
				INV	04/07/2019	168917550Jul19	1249U Kwinana Beach toilets	391.45
				INV	04/07/2019	219451200Jul19	91U Sulphur Rd bore pump POS	125.50
				INV	04/07/2019	566336000Jul19	1U Fire pump water tanker	98.40
				INV	04/07/2019	845563650Jul19	36U BBQ Apex Park	110.85
				INV	04/07/2019	412205870Jul19	0U Oakley Hollow	101.20
				INV	04/07/2019	023172940Jul19	21U Bertram Park POS	106.80
				INV	04/07/2019	191359550Jul19	195U Ridley Park	223.75
				INV	04/07/2019	157165580Jul19	1144U Thomas Oval Pavilion lights	406.60
				INV	04/07/2019	192738060Jul19	0U Price Parkway floodlights	101.20
				INV	04/07/2019	221037310Jul19	1795U Thomas Oval Pavilion	580.40

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				INV	04/07/2019	224882670Jul19	765U Budden way Little Rascals	305.45
3905.218-01		Bob Jane T-Mart	334.00	INV	09/07/2019	141784	1TLN489 tyre	99.00
				INV	09/07/2019	141869	KWN2027 tyres	235.00
3905.2224-01		Prestige Catering & Event Hire	505.80	INV	09/07/2019	00024755	Catering 010719	505.80
3905.2429-01		Forestvale Trees	2,354.00	INV	30/06/2019	00013987	Advanced trees for native planting	2,354.00
3905.2432-01		Lindsay Calyun	950.00	INV	30/06/2019	3	Lyrik Awards presentation Yonga Boys Dance	950.00
3905.2460-01		Allcom Communications	1,154.12	INV	09/07/2019	28814	Supply/install communications equipment KWN2048	1,154.12
3905.248-01		Bunnings Building Supplies	889.46	INV	30/06/2019	2163/01238309	Hardware items Environment	34.14
				INV	09/07/2019	2163/00180483	Hardware supplies for Recquatic	363.83
				INV	08/07/2019	2163/01691797	Powerboard surge protector Depot	15.77
				INV	30/06/2019	2163/01690761	Goods for community planting	47.38
				INV	08/07/2019	2163/01691920	Administration 4 x man hole frame kit	16.06
				INV	09/07/2019	2163/01692429	Callistemon Court plants for renewal work at units	412.28
3905.2507-01		Ixom Operations Pty Ltd	125.49	INV	30/06/2019	6126316	Chlorine gas service Recquatic	125.49
3905.2512-01		Konnect	29.73	INV	09/07/2019	1688546728	4 x bolts	29.73
3905.2543-01		City of Whittlesea	13,200.00	INV	08/07/2019	1778435	Annual NGAA membership fee 2019/2020	13,200.00
3905.2565-01		Ausco Modular Pty Ltd	1,677.85	INV	08/07/2019	7180100	Demountable hire 010719 to 310719	1,677.85
3905.275-01		Cannon Hygiene Australia Pty Ltd	2,997.26	INV	30/06/2019	053064350	Hygiene services 060619 to 050719	1,493.13
				INV	09/07/2019	96390058	Hygiene services 060719 to 050819	1,493.13
				INV	09/07/2019	96409938	Sharps service 060719 to 050819	11.00
3905.2758-01		CSR Gyprock Fibre Cement WA	35.86	INV	30/06/2019	917439900	Gyprock for ceiling repairs at the Zone	16.63
				INV	30/06/2019	917440263	Gyprock for ceiling repairs at the Zone	19.23
3905.2796-01		Our Community	16,375.00	INV	30/06/2019	00066854	Subscription to Smarty Grants online system	16,375.00
3905.29-01		Acurix Networks Pty Ltd	256.30	INV	30/06/2019	00002195	NBN John Wellard and William Bertram June 2019	156.20
				INV	09/07/2019	00002236	50/20 NBN service for William Bertram Centre	100.10
3905.3105-01		Poly Pipe Traders	1,496.98	INV	09/07/2019	00098791	Black strap	21.00
				INV	30/06/2019	00098718	Reticulation materials Casuarina/Wellard Reserve	1,353.48



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				INV	30/06/2019	00098395	Reticulation items	122.50
3905.3212-01		Marketforce Pty Ltd	14,826.19	INV	30/06/2019	28303	Advertisement 120619	435.61
				INV	30/06/2019	31767	Video for City of Kwinana website	4,620.00
				INV	30/06/2019	31695	Animated video series to promote Library eServices	5,104.00
				INV	30/06/2019	31696	Photos and videos for Lyrik Awards	1,650.00
				INV	30/06/2019	28307	Advertising June 19	955.63
				INV	30/06/2019	28302	Advertising for Library eResources	2,060.95
3905.3243-01		Grant Thornton Audit Pty Ltd	2,316.39	INV	30/06/2019	1397125	Interim fee for audit of DCA's 1-7 up to 300618	2,316.39
3905.335-01		City of Rockingham	4,576.49	INV	30/06/2019	105176	Tip fees to 170519	4,576.49
3905.339-01		Civica Pty Ltd	8,717.81	INV	08/07/2019	M/LG012216	License support & maintenance 010819 to 310819	8,717.81
3905.3450-01		West Coast Shade	4,862.00	INV	30/06/2019	00009794	Shade sail repairs/replacements various locations	4,862.00
3905.3452-01		Western Maze Pty Ltd	20,299.15	INV	30/06/2019	00016638	Green waste Area 3 collection	20,299.15
3905.358-01		Coastline Mowers	339.10	INV	09/07/2019	20658	Repairs to wood drill Stihl BT45	288.10
				INV	09/07/2019	20659	Inspection and report charge for pump	51.00
3905.3583-01		Altiform	15,074.40	INV	30/06/2019	00619268	Park equipment various	15,074.40
3905.3608-01		Foreshore Rehabilitation & Fencing	495.00	INV	30/06/2019	INV-4466A	Ripping areas for planting Sloans Reserve	495.00
3905.3632-01		Eclipse Soils Pty Ltd	16,485.34	INV	30/06/2019	KWIN01043586	Aquamor mulch	16,375.34
				INV	30/06/2019	KWIN01R043617	Disposal of green waste Thomas Road	110.00
3905.3739-01		Casuarina Wellard Progress Associat	9,565.60	INV	09/07/2019	2ndJuly2019	Greening fund 2019	9,565.60
3905.3914-01		Bladon WA Pty Ltd	8,082.80	INV	30/06/2019	BWA141301	Merchandise for Community Engagement team	8,082.80
3905.4002-01		Savage Surveying	4,136.00	INV	30/06/2019	21624	Site feature survey for Harrison and Morrit Park	4,136.00
3905.4003-01		Infiniti Group	264.00	INV	30/06/2019	462854	Toilet rolls Recquatic	264.00
3905.4125-01		LD Total	102,268.67	INV	30/06/2019	99668	Landscape maintenance June 2019 various locations	230.32
				INV	30/06/2019	99670	Landscape maintenance June 2019 various locations	2,783.18
				INV	30/06/2019	99652	Landscape maintenance June 2019 Honeywood Rise	646.45

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				INV	30/06/2019	99659	Landscape maintenance June 2019 Daybreak Park	202.86
				INV	30/06/2019	99661	Landscape maintenance June 2019 various locations	6,799.88
				INV	30/06/2019	99663	Landscape maintenance June 2019 various locations	367.22
				INV	30/06/2019	99665	Landscape maintenance June 2019 various locations	348.34
				INV	30/06/2019	99643	Landscape maintenance June 2019 various locations	1,118.79
				INV	30/06/2019	99646	Landscape maintenance June 2019 various locations	2,028.24
				INV	30/06/2019	99531	Reinstate plants and mulch to Johnson Rd verge	3,242.67
				INV	30/06/2019	99532	Supply and install 10m3 Pine Bark Mulch Wellard	1,665.40
				INV	30/06/2019	99650	Landscape maintenance June 2019 various locations	4,693.69
				INV	30/06/2019	99530	Reinstate plants and mulch to Johnson Rd verge	2,064.70
				INV	30/06/2019	99644	Landscape maintenance Belgravia June 19	5,023.14
				INV	30/06/2019	99647	Landscape maintenance Emerald Park June 19	6,659.81
				INV	30/06/2019	99651	Landscape maintenance Honeywood June 19	15,807.73
				INV	30/06/2019	99653	Landscape maintenance Honeywood Rise June 19	2,533.52
				INV	30/06/2019	99654	Landscape maintenance Latitude 32 June 19	2,725.49
				INV	30/06/2019	99660	Landscape maintenance Sunrise Estate June 19	999.58
				INV	30/06/2019	99662	Landscape maintenance Wellard Village June 19	29,306.71
				INV	30/06/2019	99664	Landscape maintenance Wellard Glen June 19	978.62
				INV	30/06/2019	99666	Landscape maintenance Whistling Grove June 19	1,965.14
				INV	30/06/2019	99669	Landscape maintenance Living Edge June 19	808.94
				INV	30/06/2019	99671	Landscape maintenance Providence June 19	9,268.25
3905.4141-01		Doreen Newsome	165.87	INV	28/06/2019	BP2017/18	BP refund 1718	165.87

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3905.4245-01		ED Property Services	132.00	INV	30/06/2019	00001285	Shower screen service Banksia Park U16	132.00
3905.4246-01		Atom Supply	38.63	INV	30/06/2019	P566290	Uniform embroidery and logo	38.63
3905.4279-01		Data #3 Limited	6,145.65	INV	09/07/2019	01841780	Dell Networking Aerohive network managing solution	6,145.65
3905.434-01		Curtin University	820.00	INV	30/06/2019	ID:10502578	Study fees Student ID:10502578	820.00
3905.4345-01		Fence Hire WA	1,197.90	INV	30/06/2019	23016	Temporary mesh fence	1,197.90
3905.4372-01		Philip Edward Black	850.08	INV	09/07/2019	1.3	Rates refund	850.08
3905.4412-01		JB Hi-Fi Rockingham	865.60	INV	30/06/2019	102876495-100	Navman MIVUE740 dash cams with micro SD cards	865.60
3905.4520-01		Daniels Health Services Pty Ltd	87.47	INV	30/06/2019	1767481	Pick-up of disposable clinical sharps	87.47
3905.483-01		Landgate	810.51	INV	30/06/2019	349312-10001098	GRV chargeable schedule G2019/12	335.01
				INV	30/06/2019	348703-10001098	Consolidated mining tenement roll	264.35
				INV	30/06/2019	347837-10001098	GRV chargeable schedule G2019/9	159.75
				INV	30/06/2019	940542	Land enquiry June 19	51.40
3905.4861-01		Big W	283.00	INV	09/07/2019	953877	Cat litter for animal management facility	46.00
				INV	09/07/2019	953878	Dog food for animal management facility	60.00
				INV	30/06/2019	176559	Promotional supplies for programs and swim school	177.00
3905.5247-01		Abraham Pattiselanno	74.50	INV	09/07/2019	9thJuly2019	Reimburse YAC and Lyrik related expenses	74.50
3905.5279-01		OCP Sales	3,234.00	INV	30/06/2019	00050845	8 x 2 way radios The Zone	3,234.00
3905.5520-01		Master Lock Service	694.00	INV	30/06/2019	00006004	Replace lock on Ken Jackman kitchen door	240.00
				INV	30/06/2019	00006006	Depot toilet install electronic lock	454.00
3905.5551-01		Ultimate Promotions	2,500.00	INV	08/07/2019	1/2019-20	Sports awards dinner 9 August 2019 guest speaker	2,500.00
3905.5823-01		Accord Security Pty Ltd	3,384.21	INV	30/06/2019	00023641	Security services Edge Skate Park 21 & 28 May 2019	352.00
				INV	30/06/2019	00023634	Security services to period ending 090619	3,032.21
3905.583-01		Flexi Staff Pty Ltd	1,810.84	INV	30/06/2019	209248	Temp staff week ending 230619	1,810.84
3905.6018-01		ALSCO Pty Ltd	235.17	INV	09/07/2019	CPER1953535	Linen for OCM and EMBS dinners	72.16
				INV	30/06/2019	CPER1947915	Additional cloths hired for event	90.85
				INV	08/07/2019	CPER1950966	Linen for OCM and EMBS dinners	72.16

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3905.6067-01		Relationships Australia (WA)	2,200.00	INV	09/07/2019	NAIDOCBALL19	Community event funding for NAIDOC ball 2019	2,200.00
3905.6114-01		Centre for Pavement Engineering	1,435.50	INV	30/06/2019	ORD-9736	Flexible Pavement Design training 130819	1,435.50
3905.6267-01		Woolworths Group Limited	877.03	INV	30/06/2019	3593000	Items for workshops	44.20
				INV	09/07/2019	3648717	Staff retirement morning tea	97.23
				INV	30/06/2019	3592987	Items for bus tour	35.24
				INV	08/07/2019	37072112	Admin items	226.17
				INV	08/07/2019	37206001	Admin items	113.01
				INV	08/07/2019	3648709	Food for Unique As event Zone	67.61
				INV	08/07/2019	3648708	Food for Drop In programs Zone	10.60
				INV	09/07/2019	3648718	Items for Depot	128.05
				INV	09/07/2019	37261758	Admin items	154.92
3905.6289-01		Clockwork Print	988.90	INV	30/06/2019	INV-0058573	Instagram frame for YACtivate	295.90
				INV	30/06/2019	INV-0058570	Flags for John Wellard Community Centre	693.00
3905.6332-01		Drainflow Services Pty Ltd	10,450.00	INV	30/06/2019	00003789	Gully eduction program	10,450.00
3905.6370-01		Elexacom	7,979.28	INV	30/06/2019	26699	Darius Wells Library affix the lighting in store	118.98
				INV	30/06/2019	26698	Smirk Cottage investigate power box	116.78
				INV	30/06/2019	26707	Darius Wells Library repair lighting	2,880.19
				INV	30/06/2019	26711	Business Incubator repair light switch	91.06
				INV	30/06/2019	26708	Depot workshop install thicknesser	576.20
				INV	30/06/2019	26720	John Wellard replacement of power boxes	3,094.44
				INV	30/06/2019	26719	John Wellard tagging of appliances	102.23
				INV	30/06/2019	26714	John Wellard emergency light repairs	265.09
				INV	30/06/2019	26647	Parmelia House preventative maintenance repairs	240.16
				INV	30/06/2019	26684	Fiona Harris Pavilion lighting circuit repairs	47.27
				INV	30/06/2019	26713	Bright Futures preventative maintenance	47.27
				INV	30/06/2019	26712	Depot preventative maintenance	399.61
3905.6386-01		Friends of The Spectacles	13,138.33	INV	10/07/2019	2ndJuly2019	Greening fund 2019	13,138.33
3905.6395-01		Purpose Built Pty Ltd	495.00	INV	30/06/2019	INV-170626	Term 2 Tech Q & A sessions	495.00
3905.662-01		Green Skills Inc / Ecojobs	1,713.86	INV	30/06/2019	P1544	Assistance with the preparation of planting sites	1,713.86
3905.664-01		StrataGreen	15,183.13	INV	30/06/2019	110625	Gardening items Depot	395.94
				INV	30/06/2019	110698	Assorted plants	1,408.00

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				INV	30/06/2019	110533	Assorted plants	3,832.40
				INV	30/06/2019	110318	Assorted plants	6,699.53
				INV	30/06/2019	110487	Assorted weed chemicals	2,847.26
3905.665-01		Gregs Glass	848.00	INV	30/06/2019	7245-19	Darius Wells replace vandalised glass	848.00
3905.6700-01		Sprayking WA Pty Ltd	9,080.43	INV	30/06/2019	00001729	Eradication of weeds June 19	9,080.43
3905.6735-01		BSI Group ANZ Pty Ltd	1,122.00	INV	30/06/2019	400652029	Annual management fee 010719 to 300620	1,122.00
3905.6860-01		Advance Scanning Services	566.50	INV	30/06/2019	20163785	Service location at Wellard Oval	566.50
3905.6872-01		Schindler Lifts Australia Pty Ltd	2,536.06	INV	08/07/2019	4678715009	Margaret Feilman lift maintenance 010719 to 300919	2,305.06
				INV	08/07/2019	4678716550	The Zone digital services 010719 to 300919	231.00
3905.6885-01		Forward Learning Pty Ltd (World Boo	2,255.00	INV	09/07/2019	INV0028407	World book online subscription 2019/2020	2,255.00
3905.714-01		HP Financial Services Pty Ltd	36,300.00	INV	08/07/2019	100001101281	Printer fleet lease 010719 to 310719	2,216.50
				INV	08/07/2019	100001108403	Printer fleet lease 010819 to 310819	2,216.50
				INV	08/07/2019	100001107646	IT hardware lease 010819 to 310819	15,933.50
				INV	08/07/2019	100001100469	IT hardware lease 010719 to 310719	15,933.50
3905.7168-01		Exit Waste	594.00	INV	09/07/2019	4528A	Wellard Pavilion clear blocked grease trap	594.00
3905.7605-01		Flying Canape	2,744.00	INV	09/07/2019	11506	Catering Citizenship ceremony 020719	2,744.00
3905.7732-01		Griffin Civil	5,280.00	INV	30/06/2019	00000996	Limestone works Darling Chase	5,280.00
3905.795-01		K Mart	345.00	INV	30/06/2019	196544	Assorted items for July holiday program	189.00
				INV	30/06/2019	196891	Art and Drama Supplies Term 3 William Bertram	156.00
3905.7993-01		EdgyX Pty Ltd	495.00	INV	08/07/2019	200	Incursion on 180719 for Recquatic	495.00
3905.7999-01		Intranet Solutions	5,665.00	INV	08/07/2019	1562	Annual Intranet support July 19 to June 20	5,665.00
3905.8108-01		Cannings Purple	5,148.00	INV	30/06/2019	13538	Government relations support final instalment	5,148.00
3905.8119-01		The Smart Security Company P/L	5,289.90	INV	08/07/2019	8421	Banksia Park medi monitoring 010719 to 300919	5,289.90
3905.8125-01		Xpresso Delight Midland	440.00	INV	30/06/2019	INV-0191	Coffee machine service for month of June 2019	440.00
3905.8167-01		Mega Glow Yoga	200.00	INV	09/07/2019	006	8 week beginner yoga class	200.00
3905.8224-01		Axiis Contracting	67,499.28	INV	30/06/2019	4648	Construct concrete footpath McWhirter Promenade	1,373.00
				INV	30/06/2019	4641	Footpath work Pimlico Gardens Wellard	66,126.28

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3905.8302-01		Chris Kershaw Photography	770.00	INV	09/07/2019	L2514	Citizenship ceremony photography 020719	440.00
				INV	30/06/2019	L2490	Photography for community tree planting	330.00
3905.8325-01		Envirosweep	15,332.90	INV	30/06/2019	66100	Road Sweeping various June 2019	3,014.00
				INV	30/06/2019	70342	Weekly footpath sweeping various locations	2,121.90
				INV	30/06/2019	66011	Car park sweeping June 2019 various locations	3,514.50
				INV	30/06/2019	66012	Wellard Road sweeping June 2019	4,867.50
				INV	30/06/2019	66010	Extra road sweeping various locations June 2019	1,815.00
3905.8346-01		Skateboarding WA	5,200.00	INV	30/06/2019	INV-0584	Edge Skatepark activation May 19	3,000.00
				INV	30/06/2019	INV-0585	Edge Skatepark activation June 19	2,200.00
3905.837-01		Kwinana Heritage Group	2,500.00	INV	09/07/2019	050619	Heritage management fees July to September 2019	2,500.00
3905.851-01		Kwinana Signs & Engraving	132.00	INV	08/07/2019	00013833	Mulch signs 600mm x 450mm	132.00
3905.8595-01		Purearth	3,540.35	INV	30/06/2019	00001262	Collection of road sweepings June 2019	3,540.35
3905.867-01		Lamp Replacements	421.85	INV	09/07/2019	IN1021984	Darius Wells lamp replacements	147.95
				INV	09/07/2019	IN1021990	Darius Wells Library lamp replacements	273.90
3905.8714-01		Warwick McKim Carter	500.00	INV	09/07/2019	4thJuly2019	Reimburse annual registration PIA membership	500.00
3905.8756-01		Ohura Consulting	4,545.75	INV	30/06/2019	521	Position description project stage 4	4,545.75
3905.8881-01		Seth Ngaruhe-Lavulo	175.00	INV	30/06/2019	26thJune2019	Financial assistance 2019 rugby league	175.00
3905.8894-01		Landscape and Maintenance Solutions	17,262.36	INV	30/06/2019	INV-1201	Mowing service Rockingham & Patterson Road 170619	1,878.58
				INV	30/06/2019	INV-1203	Broadacre mowing of sportsgrounds 200619	6,892.94
				INV	30/06/2019	INV-1202	Passive and streetscape mowing 170619	8,490.84
3905.8899-01		Majestic Plumbing	6,984.22	INV	30/06/2019	233611	Parmelia House 200319 clear blocked toilet/ basin	184.49
				INV	30/06/2019	233623	Thomas Kelly Pavilion grease trap clear 270619	337.24
				INV	30/06/2019	233622	Admin leaking ice machine repair 260619	97.75
				INV	09/07/2019	233610	Recquatic clearing of blocked sewer drains	855.47
				INV	09/07/2019	233624	Replace rear garden tap Callistemon Court U4	209.24
				INV	09/07/2019	233668	Replaced water isolation valve near clubhouse	591.69

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				INV	09/07/2019	233670	Replace hot water system Banksia Park U56	1,782.53
				INV	30/06/2019	233566	Replace water meters Callistemon Court U44	467.85
				INV	30/06/2019	233568	Replace water meters Callistemon Court U60	467.85
				INV	30/06/2019	233569	Replace water meters Callistemon Court U61	467.85
				INV	30/06/2019	233570	Replace water meters Callistemon Court U71	467.85
				INV	30/06/2019	233505	Replace water meters Callistemon Court U39	455.09
				INV	30/06/2019	233567	Replace water meters Callistemon Court U56	599.32
3905.8998-01		McLeods	28,618.81	INV	30/06/2019	109077	Legal fees Matter No 44448	1,855.47
				INV	30/06/2019	109080	Legal fees Matter No 44442	1,742.32
				INV	30/06/2019	109081	Legal fees Matter No 44449	1,797.12
				INV	30/06/2019	109082	Legal fees Matter No 44443	1,796.97
				INV	30/06/2019	109066	Legal fees Matter No 44445	1,741.77
				INV	30/06/2019	109067	Legal fees Matter No 44446	1,741.77
				INV	30/06/2019	109069	Legal fees Matter No 44457	1,743.97
				INV	30/06/2019	109070	Legal fees Matter No 44454	1,753.37
				INV	30/06/2019	109071	Legal fees Matter No 44453	1,741.02
				INV	30/06/2019	109072	Legal fees Matter No 44455	1,742.12
				INV	30/06/2019	109074	Legal fees Matter No 44451	1,838.15
				INV	30/06/2019	109075	Legal fees Matter No 44452	1,741.77
				INV	30/06/2019	109076	Legal fees Matter No 44459	1,743.97
				INV	30/06/2019	109078	Legal fees Matter No 44458	1,738.42
				INV	30/06/2019	108789	Legal fees Matter No 44366	3,900.60
3905.9013-01		Department of Mines, Industry	25,972.16	INV	30/06/2019	June2019	Building services levy June 2019	25,972.16
3905.9019-01		Kearns Garden Supplies	343.26	INV	30/06/2019	54-30/06/2019	Hardware items Banksia Park	59.04
				INV	30/06/2019	53-30/06/2019	Hardware items Callistemon Courts	111.03
				INV	30/06/2019	76-30/06/2019	Hardware items for Depot	173.19
3905.9030-01		Air Liquide Australia	147.88	INV	30/06/2019	GD3327	Medical oxygen Recquatic	147.88
3905.903-01		Lo-Go Appointments	2,758.80	INV	30/06/2019	00420037	Temp staff week ending 220619	1,379.40
				INV	30/06/2019	00420089	Temp staff week ending 290619	1,379.40
3905.9227-01		Medina Pharmacy	3,300.00	INV	30/06/2019	27thJune2019	Local commercial activity centre grant funding	3,300.00
3905.9319-01		Avivo	200.00	RFD	09/07/2019	1499814	Refund bond hall hire 240619	200.00
3905.934-01		Mandogalup Volunteer Fire Brigade	1,537.68	INV	30/06/2019	30thJune19	DFES ESL recoup April to June 2019	1,537.68



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3905.9487-01		Sport and Recreation Surfaces	300.00	INV	09/07/2019	INV-00839	Thomas Oval two inner netball polls with nets	300.00
3905.9572-01		Aaron Thomas	350.00	INV	09/07/2019	587	Naidoc open mic event 050719	350.00
3905.9931-01		Monsido Pty Ltd	3,520.00	INV	09/07/2019	INV-0537	Website scanning and quality assurance 19/20	3,520.00
3905	15/07/2019	EFT TRANSFER: - 10/07/2019	-82.93				Payment reversal creditor #2484	
3905	15/07/2019	EFT TRANSFER: - 10/07/2019	-199.04				Payment reversal creditor #3551	
3905	15/07/2019	EFT TRANSFER: - 10/07/2019	-132.69				Payment reversal creditor #5193	
3906	09/07/2019	EFT TRANSFER: - 11/07/2019	250,784.10					
3906.10152-01		SuperChoice	250,784.10	INV	31/05/2019	May2019-59	Superannuation-May2019-59	2,050.42
				INV	31/05/2019	May2019-60	Superannuation-May2019-60	212.20
				INV	30/06/2019	June2019-01	Superannuation-June2019-01	177,742.43
				INV	30/06/2019	June2019-03	Superannuation-June2019-03	5,295.86
				INV	30/06/2019	June2019-06	Superannuation-June2019-06	2,672.42
				INV	30/06/2019	June2019-07	Superannuation-June2019-07	3,200.04
				INV	30/06/2019	June2019-13	Superannuation-June2019-13	1,776.44
				INV	30/06/2019	June2019-14	Superannuation-June2019-14	9,185.89
				INV	30/06/2019	June2019-16	Superannuation-June2019-16	1,166.72
				INV	30/06/2019	June2019-17	Superannuation-June2019-17	14,240.53
				INV	30/06/2019	June2019-18	Superannuation-June2019-18	1,980.92
				INV	30/06/2019	June2019-21	Superannuation-June2019-21	957.14
				INV	30/06/2019	June2019-22	Superannuation-June2019-22	360.68
				INV	30/06/2019	June2019-24	Superannuation-June2019-24	662.86
				INV	30/06/2019	June2019-28	Superannuation-June2019-28	232.41
				INV	30/06/2019	June2019-29	Superannuation-June2019-29	476.95
				INV	30/06/2019	June2019-30	Superannuation-June2019-30	1,058.53
				INV	30/06/2019	June2019-37	Superannuation-June2019-37	1,664.40
				INV	30/06/2019	June2019-43	Superannuation-June2019-43	216.61
				INV	30/06/2019	June2019-46	Superannuation-June2019-46	1,449.84
				INV	30/06/2019	June2019-48	Superannuation-June2019-48	1,359.31
				INV	30/06/2019	June2019-50	Superannuation-June2019-50	2,037.81
				INV	30/06/2019	June2019-54	Superannuation-June2019-54	1,208.22
				INV	30/06/2019	June2019-55	Superannuation-June2019-55	2,940.24
				INV	30/06/2019	June2019-56	Superannuation-June2019-56	1,051.98
				INV	30/06/2019	June2019-58	Superannuation-June2019-58	520.78
				INV	30/06/2019	June2019-59	Superannuation-June2019-59	2,208.43

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				INV	30/06/2019	June2019-60	Superannuation-June2019-60	1,159.45
				INV	30/06/2019	June2019-63	Superannuation-June2019-63	295.90
				INV	30/06/2019	June2019-64	Superannuation-June2019-64	742.84
				INV	30/06/2019	June2019-65	Superannuation-June2019-65	613.64
				INV	30/06/2019	June2019-66	Superannuation-June2019-66	447.74
				INV	30/06/2019	June2019-70	Superannuation-June2019-70	620.90
				INV	30/06/2019	June2019-72	Superannuation-June2019-72	946.14
				INV	30/06/2019	June2019-73	Superannuation-June2019-73	1,303.07
				INV	30/06/2019	June2019-75	Superannuation-June2019-75	234.53
				INV	30/06/2019	June2019-76	Superannuation-June2019-76	92.31
				INV	30/06/2019	June2019-78	Superannuation-June2019-78	648.62
				INV	30/06/2019	June2019-79	Superannuation-June2019-79	1,078.00
				INV	30/06/2019	June2019-80	Superannuation-June2019-80	1,779.80
				INV	30/06/2019	June2019-81	Superannuation-June2019-81	533.20
				INV	30/06/2019	June2019-82	Superannuation-June2019-82	281.32
				INV	30/06/2019	June2019-83	Superannuation-June2019-83	407.88
				INV	30/06/2019	June2019-84	Superannuation-June2019-84	186.85
				INV	30/06/2019	June2019-85	Superannuation-June2019-85	322.02
				INV	30/06/2019	June2019-86	Superannuation-June2019-86	506.06
				INV	30/06/2019	June2019-87	Superannuation-June2019-87	653.77
3908	18/07/2019	EFT TRANSFER: - 18/07/2019	220,834.42					
3908.153-01		Australian Taxation Office	207,613.00	INV	14/07/2019	PY01-02-Australi	Payroll Deduction PAYG tax withheld	207,613.00
3908.2853-01		Maxxia Pty Ltd	4,215.92	INV	14/07/2019	PY01-02-Maxxia P	Payroll Deduction	1,958.29
				INV	14/07/2019	PY01-02-Maxxia P	Payroll Deduction	2,014.64
				INV	30/06/2019	June19	Being employee Net ITC for period June 2019	242.99
3908.3376-01		Health Insurance Fund of WA (HIF)	1,115.50	INV	14/07/2019	PY01-02-Health I	Payroll Deduction	1,115.50
3908.3719-01		City of Kwinana - Xmas fund	7,890.00	INV	14/07/2019	PY01-02-TOK Chri	Payroll Deduction	7,890.00
3909	17/07/2019	EFT TRANSFER: - 18/07/2019	652,370.22					
3909.10037-01		The Young Boxing Project Inc	1,300.00	INV	30/06/2019	INV-0071	Boxing program The Zone	1,300.00
3909.10216-01		Powerlyt	2,255.00	INV	30/06/2019	2089	Streetlight lighting design	2,255.00
3909.10253-01		Office Line	2,039.40	INV	30/06/2019	72348	Purchase of replacement ottomans for Darius Wells	2,039.40
3909.10258-01		Andrew Christopher Kelly	81.05	INV	16/07/2019	11thJuly2019	Interest on monies held in trust	81.05

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3909.10311-01		Go Doors Pty Ltd	402.05	INV	12/07/2019	82420	Install glass door Darius Wells	402.05
3909.1034-01		North Lake Electrical Pty Ltd	18,826.50	INV	30/06/2019	53856	Supply and install irrigation equipment Parmelia Ave	18,826.50
3909.10373-01		Green Willows Industrial Cleaning a	200.00	INV	16/07/2019	16	Village cleaning	200.00
3909.10630-01		Summers Consulting	1,286.00	INV	15/07/2019	INV-690	Mosquito monitoring 13-14 June 2019	1,286.00
3909.10645-01		Tredwell Management Services	5,470.30	INV	15/07/2019	0000678	Feasibility study/business plan Wellard West sport ground	5,470.30
3909.10756-01		Retech Rubber	220.00	INV	30/06/2019	00002882	Repair soft fall rubber Orelia Pavilion	220.00
3909.10955-01		Learning Discovery Pty Ltd	300.00	INV	15/07/2019	84710	Library items	300.00
3909.11101-01		Atwork Australia	2,923.20	INV	18/07/2019	17thJuly2019	Refund cancelled booking 050819	2,923.20
3909.11172-01		McGees Property	1,100.00	INV	16/07/2019	26419	Property valuation Lot 114 Lee Road Naval Base	1,100.00
3909.11195-01		Bush Weaves	2,460.00	INV	11/07/2019	30thJune2019	Artist workshop wildflower walk 150919	2,460.00
3909.11212-01		Holey Moley Australia Pty Ltd	144.00	INV	11/07/2019	60323243	July school holiday program Zone initial payment	144.00
3909.11256-01		Hoffman Architecture	23,078.00	INV	15/07/2019	00002774	Architectural fees Mandogalup/Kwinana South Fire Stations	23,078.00
3909.11264-01		Industrial Recruitment Partners	1,837.69	INV	12/07/2019	CINV12041	Temp staff week ending 070719	1,837.69
3909.11285-01		Community Information Support Servi	14,553.00	INV	16/07/2019	INV-0553	My Community Directory premium membership	14,553.00
3909.11288-01		Emerge Associates	4,136.00	INV	30/06/2019	8745	Review environmental report SAT mediation process	4,136.00
3909.1130-01		Port Printing Works	443.30	INV	30/06/2019	INV038162	Parking infringement books	400.40
				INV	11/07/2019	INV039909	Business cards	42.90
3909.11327-01		Archae-aus Pty Ltd	462.00	INV	15/07/2019	00003128	July School holiday incursion for Library	462.00
3909.11329-01		Crazy Tea Lady	149.00	INV	11/07/2019	Duplicate Pymnt	Duplicate payment Inv 55990	149.00
3909.11331-01		Abode Imaging	88.00	INV	15/07/2019	SA40Mears	Photography for online advertising	88.00
3909.11334-01		Grandparents Raising Grandchildren	500.00	INV	15/07/2019	11thJuly2019	Donation to assist school holiday program event	500.00
3909.11335-01		Clive Bolton	126.70	INV	16/07/2019	10thJuly2019	Reimburse registration transfer expenses	126.70
3909.11336-01		Valerie Gracie Padua Magbuhat	360.00	INV	15/07/2019	A/N23647	Crossover subsidy rebate	360.00
3909.11340-01		National Rugby League	100.00	RFD	17/07/2019	1444242	Refund bond hall hire 160519 & 300519	100.00
3909.11341-01		Harvey Maano Daniel	1,000.00	RFD	17/07/2019	1504879	Refund bond hall hire 140719	1,000.00

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3909.1142-01		Sonic Health Plus	485.10	INV	30/06/2019	1819997	Pre employment medical 280619	325.60
				INV	30/06/2019	1772331	Pre employment medical 300419	159.50
3909.1178-01		Holcim (Australia) Pty Ltd	296.12	INV	30/06/2019	9406426030	.60m3 concrete Peak Way Medina	296.12
3909.1272-01		Sanity Music Stores Pty Limited	219.16	INV	16/07/2019	50153	DVD requests for adult and junior	219.16
3909.1276-01		Satellite Security Services	1,014.50	INV	15/07/2019	IV005833	Service fire alarm Business Incubator	654.50
				INV	15/07/2019	IV005832	Service fire alarm Business Incubator	120.00
				INV	15/07/2019	IV005831	Service emergency break glass Admin	240.00
3909.1343-01		Southern Metropolitan Regional Coun	39,427.30	INV	16/07/2019	14091	Annual contribution to operating expenditure 19/20	39,427.30
3909.1357-01		Sportsworld Of WA	105.60	INV	11/07/2019	137564	Swimming goggles Recquatic	105.60
3909.1373-01		Statewide Vehicle Hoist Service	121.00	INV	30/06/2019	37623	Service and repair vehicle hoist Depot	121.00
3909.1423-01		Telstra	11,435.20	INV	30/06/2019	1355246271JUN19	Mobiles/Devices for whole organisation to 260619	8,943.58
				INV	16/07/2019	9385375010Jul19	Internet and data to 240719	2,491.62
3909.1450-01		Australian Home Childcare Associati	250.00	INV	16/07/2019	102	Membership renewal 2019/ 2020	250.00
3909.1463-01		Thomson Reuters (Professional)	32,777.88	INV	15/07/2019	6128811387	Big Red Sky licensing 200719 to 190720	32,777.88
3909.1528-01		Twights Plumbing Pty Ltd	344.00	INV	16/07/2019	G1276	Callistemon Court U7 disconnect plumbing	344.00
3909.1533-01		Udia (WA)	2,364.00	INV	30/06/2019	00030123	UDIA annual membership renewal 2019/20	2,364.00
3909.1592-01		Water Corporation of Western Austra	21,206.94	INV	16/07/2019	9000341914Jul19	Service charges 23/40 Meares Ave	153.62
				INV	16/07/2019	9000341922Jul19	Service charges 24/40 Meares Ave	153.62
				INV	16/07/2019	9000334589Jul19	7U Feilman Building	713.95
				INV	16/07/2019	9000340559Jul19	185U Adventure Park/Tennis Club	454.55
				INV	16/07/2019	9000341578Jul19	1055U Recquatic/The Zone	6,216.90
				INV	16/07/2019	9000374062Jul19	23U Wells Park toilets	56.51
				INV	16/07/2019	9012573982Jul19	13U Incubator	310.40
				INV	16/07/2019	9000342570Jul19	27U Rhodes Park	252.24
				INV	16/07/2019	9013156996Jul19	269U Darius Wells Library/Resource Centre	2,147.78
				INV	16/07/2019	9012543409Jul19	167U Admin/Arts/Parmelia	2,361.93
3909.1614-01		Westbooks	87.82	INV	16/07/2019	307702	Junior items	11.09
				INV	16/07/2019	307700	WAYRBA books 2019	12.57

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				INV	16/07/2019	307703	Adult fiction and non fiction books	64.16
3909.1689-01		Sandra Elizabeth Lee	513.00	INV	30/06/2019	June19	Reimbursement of travel expenses June 19	22.55
				INV	30/06/2019	May2019	Reimburse travel & apparel expenses Feb to May 19	490.45
3909.1733-01		McMullen Nolan Group Pty Ltd	87,642.46	INV	30/06/2019	98400	Street tree and POS spatial data capture stage 2	87,642.46
3909.1762-01		Officeworks BusinessDirect	50.77	INV	17/07/2019	43901286	Rexel snap lock key holder	50.77
3909.1849-01		Environmental Health Association	550.00	INV	16/07/2019	4232	Foodsafe online program subscription 2019/20	550.00
3909.1856-01		Cornerstone Legal	1,451.18	INV	12/07/2019	16046	Legal fees Matter No 004841	527.18
				INV	12/07/2019	15831	Legal fees Matter No 004797	396.00
				INV	12/07/2019	16168	Legal fees Matter No 004798	528.00
3909.19-01		Absolute Painting Services	825.00	INV	11/07/2019	INV-0996	Anti graffiti coating	825.00
3909.1937-01		Coles Myer Ltd - Gift Card Accounti	2,204.85	INV	15/07/2019	11thJuly19	Gift vouchers	2,204.85
3909.2097-01		Beaver Tree Services Aust Pty Ltd	2,217.60	INV	30/06/2019	69646	Tree removal Calista Ave	267.30
				INV	30/06/2019	69759	Tree removal Corring Way	1,950.30
3909.2121-01		Suez	696.86	INV	30/06/2019	32640011	Greenwaste and tipping June 19	696.86
3909.2125-01		Synergy	19,664.65	INV	16/07/2019	198694990Jul19	50673U Admin/Arts/Parmelia	12,938.85
				INV	16/07/2019	2088717490	153U Rogan Park	302.40
				INV	16/07/2019	320874290Jul19	0U Final invoice Callistemon Court Unit 29	6.20
				INV	17/07/2019	144372270Jul19	122U Thomas Oval retic	116.45
				INV	17/07/2019	129764890Jul19	4341U Lambeth Park POS	1,095.05
				INV	17/07/2019	958335710Jul19	6480U Orelia Oval	1,986.15
				INV	17/07/2019	566370150Jul19	3390U Chipperton Park	1,289.05
				INV	16/07/2019	963532150Jul19	357U Town Centre Park	37.10
				INV	16/07/2019	970964040Jul19	25U Conference Darius	116.45
				INV	16/07/2019	127609840Jul19	801U Darius top floor	323.60
				INV	16/07/2019	676621320Jul19	5033U Feilman Building	1,453.35
3909.2224-01		Prestige Catering & Event Hire	938.80	INV	16/07/2019	00024821	Catering 150719 dinner	496.90
				INV	16/07/2019	00024820	Catering 100719 dinner	441.90
3909.248-01		Bunnings Building Supplies	841.17	INV	11/07/2019	2163/01159402	Storage containers City Assist	98.78
				INV	12/07/2019	2163/01563431	Self close pool gate hinges	398.64
				INV	12/07/2019	2163/01693458	Hardware items William Bertram Community Centre	68.71

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				INV	12/07/2019	2163/01693596	Hardware items The Zone	33.95
				INV	15/07/2019	2163/010759881	Hardware items Wandi Hall	95.36
				INV	15/07/2019	2163/01563751	Hardware items Medina Hall	145.73
3909.2483-01		Picton Press	633.78	INV	16/07/2019	41422	Emergency Management door hangers x100	499.98
				INV	15/07/2019	41397	Generic library bookmarks x1000	133.80
3909.2492-01		Yakka Pty Ltd	334.05	INV	30/06/2019	11508991	Uniforms	52.70
				INV	30/06/2019	11398968	Uniforms	24.65
				INV	30/06/2019	11414531	Uniforms	24.65
				INV	30/06/2019	11341022	Uniforms	165.75
				INV	30/06/2019	11389440	Uniforms	66.30
3909.2507-01		Ixom Operations Pty Ltd	1,008.68	INV	11/07/2019	6128843	Supply of chlorine gas Recquatic	1,008.68
3909.2586-01		Peet Southern JV Pty Ltd	16,572.15	RFD	17/07/2019	207446	Refund security bond install handrails	3,625.16
				RFD	17/07/2019	326421	Refund security bond install handrails	4,143.04
				RFD	17/07/2019	343803	Refund security bond install handrails	1,035.75
				RFD	17/07/2019	171018	Refund security bond install handrails	7,768.20
3909.264-01		Cabcharge Australia Ltd	245.49	INV	30/06/2019	00989066P1906	Cabcharge	245.49
3909.2652-01		Modern Teaching Aids Pty Ltd	1,959.72	INV	30/06/2019	43694268	Equipment for creche Recquatic	1,959.72
3909.2698-01		Wilson Security Pty Ltd	116.05	INV	16/07/2019	W00244089	Banksia Park emergency call out	116.05
3909.2903-01		Connect CCS	2,277.28	INV	15/07/2019	00097574	After hours monitoring service June 2019	2,277.28
3909.2908-01		Strandbags Rockingham	228.94	INV	30/06/2019	0053-0000287946	Bags for programs The Zone	228.94
3909.2971-01		Local Community Insurance Services	660.00	INV	15/07/2019	051-688069	Insurance uninsured buskers and performers	660.00
3909.30-01		Carol Elizabeth Adams	322.98	INV	30/06/2019	30thJune19	Reimbursement of travel & apparel expenses June 19	322.98
3909.302-01		Chadson Engineering	287.65	INV	30/06/2019	A0083037	Pool test tablets Recquatic	287.65
3909.3032-01		Celebration Nominees Pty Ltd T/A	8,286.00	RFD	16/07/2019	52544	Refund security bond L328 Shanklin Court	740.00
				RFD	16/07/2019	361648	Refund security bond L373 Minstrell Rd	1,400.00
				RFD	16/07/2019	527140	Refund security bond L403 Addis Way	1,400.00
				RFD	16/07/2019	564680	Refund security bond L287 Drysdale Gdns	1,400.00
				RFD	16/07/2019	692048	Refund security bond L43 Irasburg Pde	1,456.00
				RFD	16/07/2019	19686	Refund security bond L44 Stokesay Street	700.00
				RFD	16/07/2019	24188	Refund security bond L388 Everglades Lnk	450.00
				RFD	16/07/2019	41688	Refund security bond L695 Eton Court	740.00

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3909.3155-01		PFD Food Services Pty Ltd	497.30	INV	11/07/2019	KP910804	Cafe items Recquatic	497.30
3909.3199-01		Syme Marmion & Co	2,475.00	INV	30/06/2019	1314	Economic Development Analysis project work	2,475.00
3909.3212-01		Marketforce Pty Ltd	3,196.26	INV	30/06/2019	28301	Advertising 12 & 28 June 2019	3,196.26
3909.3266-01		Jardine Lloyd Thompson Pty Ltd	37,485.92	INV	16/07/2019	060-1227928	Personal accident insurance	532.40
				INV	16/07/2019	060-1227613	Combined liability pack insurance	3,118.46
				INV	16/07/2019	060-1227927	Industrial special risks insurance	33,835.06
3909.358-01		Coastline Mowers	19.50	INV	30/06/2019	20210#12	Spanner wrench	19.50
3909.3601-01		Family Day Care Australia	199.00	INV	16/07/2019	SA000197	Membership renewal 2019/2020	199.00
3909.3607-01		Hays Specialist Recruitment Pty Ltd	1,702.44	INV	30/06/2019	8443647	Temporary Statutory Planning Officer we 300619	1,702.44
3909.3632-01		Eclipse Soils Pty Ltd	2,662.00	INV	30/06/2019	KWIN01043617	Supply aquamor mulch Thomas Road/Rockingham Road	2,662.00
3909.3793-01		Town of Cambridge	7,080.54	INV	30/06/2019	126270	Long service leave	7,080.54
3909.3877-01		Schweppes Australia Pty Ltd	761.20	INV	15/07/2019	0808854838	Assorted drinks Recquatic	761.20
3909.3916-01		Kwinana Industries Council	421.87	INV	15/07/2019	00011947	Trainee fortnight ending 050719	140.62
				INV	15/07/2019	00011946	Trainee fortnight ending 050719	281.25
3909.4033-01		Envision Ware Pty Ltd	1,760.00	INV	16/07/2019	INV-AU-4558	Payment and e-commerce services self service	1,760.00
3909.407-01		Winc Australia Pty Ltd	1,132.43	INV	16/07/2019	9027821971	Stationery July 2019	1,132.43
3909.4125-01		LD Total	1,180.92	INV	15/07/2019	99551	Plant treatment Belgravia	528.00
				INV	30/06/2019	99469	June additional irrigation repair works various	652.92
3909.4135-01		Shrapnel Urban Planning	6,996.01	INV	30/06/2019	201747	Professional fees	6,996.01
3909.4205-01		David Mario Boccuzzi	175.00	INV	17/07/2019	17thJuly2019	Reimbursement for staff farewell expenses	175.00
3909.4256-01		Rockingham Skylights	1,275.00	INV	16/07/2019	12081	Callistemon Court 7 and 74 install skylights	1,275.00
3909.4364-01		Trenchbusters Pty Ltd	779.90	INV	30/06/2019	00154639	Hire of possi track and harley rake on Thomas Rd	779.90
3909.4674-01		Groundwater Consulting Services Pty	5,500.00	INV	30/06/2019	2083	Review of groundwater operating strategy	5,500.00
3909.4719-01		Complete Office Supplies Pty Ltd	1,349.97	INV	16/07/2019	08455545	Epson perfection V39 flatbed scanners Library	491.70
				INV	11/07/2019	08447969	Stationery Recquatic	858.27
3909.4743-01		Artcom Fabrication	1,611.50	INV	15/07/2019	00032152	Re fit damaged cabinet lock	1,611.50



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3909.4749-01		Greensense Pty Ltd	1,833.34	INV	30/06/2019	18332	Annual software service fee July 18 to June 19	1,833.34
3909.480-01		Department of Transport	102.00	INV	16/07/2019	4118311	Disclosure of information fees	102.00
3909.4861-01		Big W	79.00	INV	12/07/2019	953881	Dish rack Depot	19.00
				INV	16/07/2019	953894	Junior Books for collection	60.00
3909.5381-01		Centrecare	1,026.66	INV	15/07/2019	21216	Annual registration and management fee	1,026.66
3909.5412-01		Portner Press Pty Ltd	1,334.00	INV	12/07/2019	LP992719	Health & Safety pre pay offer	595.00
				INV	12/07/2019	LM721631	Employment law update annual subscription	739.00
3909.544-01		Environmental Industries Pty Ltd	95,674.43	INV	30/06/2019	13178	Varris Park landscape upgrade project	66,495.39
				INV	30/06/2019	13177	Pimlico Garden remediation project	29,179.04
3909.5581-01		Totally Workwear Rockingham	394.57	INV	15/07/2019	RK9796.D1	Uniforms City Assist	394.57
3909.5627-01		Tyrecycle Pty Ltd	1,611.41	INV	11/07/2019	787551	Tyre collection 040719	1,611.41
3909.5645-01		Name Badge World	31.15	INV	17/07/2019	7311	Name badges	31.15
3909.5731-01		Perth Arts Company	300.00	INV	16/07/2019	150719	Totems with Bianca Wilder workshop 150719	300.00
3909.583-01		Flexi Staff Pty Ltd	1,262.91	INV	30/06/2019	207555	Temp staff week ending 210419	1,262.91
3909.5995-01		Zenien Pty Ltd T/as ATFT Astuta Tru	1,496.19	INV	30/06/2019	I6517	Security camera IP Darius Wells	330.00
				INV	30/06/2019	I6484	Repairs to CCTV John Wellard	772.94
				INV	30/06/2019	I6003	CCTV adding John Wellard to NBN	393.25
3909.6018-01		ALSCO Pty Ltd	96.34	INV	15/07/2019	CPER1956182	Linen for catering	96.34
3909.6114-01		Centre for Pavement Engineering	981.00	INV	12/07/2019	ORD-9737	Mechanistic pavement design training 150819	981.00
3909.6267-01		Woolworths Group Limited	540.42	INV	30/06/2019	3592903	Milk for Zone	6.60
				INV	30/06/2019	3346335	Items for Drop In programs Zone	58.34
				INV	15/07/2019	3648730	Items for school holiday programs Zone	71.70
				INV	30/06/2019	3346334	Depot items	88.00
				INV	12/07/2019	3648722	Depot items	136.17
				INV	11/07/2019	3648723	Cafe items Recquatic	59.19
				INV	11/07/2019	3648720	Items for drop in service and programs	111.12
				INV	11/07/2019	3648727	Milk for Zone	9.30

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3909.6269-01		William Henry Wells	963.89	INV	17/07/2019	17thJuly2019	Payment of principal and interest Christmas Saver	963.89
3909.6370-01		Elexacom	4,029.34	INV	30/06/2019	26812	Maintenance repairs Wellard Pavilion	1,443.15
				INV	30/06/2019	26813	Maintenance repairs Recquatic	959.09
				INV	30/06/2019	26846	Kwinana Recquatic digital screen set up	1,627.10
3909.6440-01		Wellard Residential Pty Ltd	1,293.69	INV	16/07/2019	11thJuly2019	Interest on monies held in Trust	1,293.69
3909.6659-01		Cadgroup Australia	14,663.00	INV	15/07/2019	P-51823.A	AutoCAD LT 2020 Subscription to 310720	14,663.00
3909.6749-01		Australia Post	1,576.35	INV	30/06/2019	1008684839	Postage for period ended 300619	1,576.35
3909.682-01		Harmony Software	1,455.30	INV	30/06/2019	I3-289	Harmony web subscriptions June 2019	1,455.30
3909.6860-01		Advance Scanning Services	731.50	INV	16/07/2019	20163921	Callistemon Court ground survey prior to digging	731.50
3909.7096-01		Wandi Developments Pty Ltd T/As	22,903.73	INV	16/07/2019	11thJuly2019	Interest on monies held in trust	22,903.73
3909.714-01		HP Financial Services Pty Ltd	18,150.00	INV	16/07/2019	100001115066	Monthly IT hardware lease September 19	15,933.50
				INV	16/07/2019	100001115840	Monthly IT hardware lease September 19	2,216.50
3909.7315-01		Foxtel Cable Television Pty Ltd	418.06	INV	15/07/2019	332069646	Foxtel fee to 310719	418.06
3909.7521-01		Strategen Environmental Consultants	550.00	INV	30/06/2019	20258	Bushfire management advice to 300619	550.00
3909.7575-01		Pickles Auctions	88.00	INV	17/07/2019	DI000136092	Vehicle Impound fee 1GGA572	88.00
3909.762-01		Blackwood & Sons Ltd	48.95	INV	12/07/2019	KW7155TL	Sand bags	27.50
				INV	12/07/2019	KW1290TL	Sand bags	21.45
3909.7752-01		Candice Faye Keeble	77.00	INV	30/06/2019	15thJuly2019	Reimbursement of supplies for Darius Wells program	77.00
3909.7809-01		Frontline Fire and Rescue Equipment	65.95	INV	11/07/2019	64669	Spanner	65.95
3909.795-01		K Mart	58.50	INV	11/07/2019	198079	Assorted items school holiday program Recquatic	58.50
3909.8039-01		Emma Marie Lavery	87.00	INV	15/07/2019	11thJuly2019	Reimburse working with children check	87.00
3909.8118-01		Paul Kevin Alfred Garlett	200.00	INV	30/06/2019	21stJune2019	Acknowledgement of Country at Lyrik awards	200.00
3909.8167-01		Mega Glow Yoga	100.00	INV	16/07/2019	007	Banksia Park 1 hour yoga class	100.00
3909.8223-01		ARDP PTY LTD	129.80	INV	12/07/2019	9thJuly2019	Interest on monies held in trust 10-71	129.80
3909.8234-01		Fire And Safety Australia Pty Ltd	550.00	INV	16/07/2019	T1029920	Fire warden/ fire extinguisher training x 2	550.00
3909.828-01		Koorliny Arts Centre	1,672.50	INV	30/06/2019	00003969	Venue hire for Lyrik awards	1,672.50

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3909.8438-01		GISSA International	2,915.00	INV	12/07/2019	00047869	Subscription and support fee for 2019-2020	2,915.00
3909.8724-01		Jaxon Construction Pty Ltd	617.93	INV	12/07/2019	10thJuly2019	Interest on monies held in Trust	617.93
3909.8818-01		Sienna Properties Pty Ltd	2,842.00	INV	16/07/2019	10thJuly2019	Interest on monies held in Trust	2,842.00
3909.8899-01		Majestic Plumbing	3,335.40	INV	15/07/2019	233698	New hot water system Margaret Feilman Centre	2,383.22
				INV	15/07/2019	233699	Annual backflow testing Darius Wells	352.00
				INV	15/07/2019	233700	Service toilet Darius Wells 080719	86.75
				INV	15/07/2019	233701	Service changeroom basin Wellard Pavilion	195.49
				INV	12/07/2019	233671	Service drink fountain Depot	164.47
				INV	12/07/2019	233669	Service grease trap Fiona Harris Pavilion	153.47
3909.8979-01		Vocus Communications	1,694.00	INV	15/07/2019	P437594	Monthly internet service July 19	1,694.00
3909.8998-01		McLeods	2,299.55	INV	30/06/2019	108854	Legal fees matter 42818	2,299.55
3909.903-01		Lo-Go Appointments	2,991.54	INV	30/06/2019	00420038	Developer Contributions staff we 220619	1,495.77
				INV	30/06/2019	00420090	Developer Contributions staff we 290619	1,495.77
3909.905-01		Local Government Professionals	185.00	INV	15/07/2019	11385	2019/20 membership Manager Corporate Communication	185.00
3909.907-01		Local Health Authority Analytical	11,025.01	INV	16/07/2019	MA2019070	Analytical services 2019/2020	11,025.01
3909.9074-01		Natsales Advertising Pty Ltd	577.50	INV	30/06/2019	00341813	Bin panel advertising	577.50
3909.9133-01		People Solutions Australasia Pty Lt	715.00	INV	15/07/2019	00013266	Psychometric testing	715.00
3909.9244-01		Peet NO 110 Pty Ltd	417.89	INV	16/07/2019	11thJuly2019	Interest on monies held in Trust	417.89
3909.9345-01		Accidental Health & Safety Perth	641.95	INV	30/06/2019	617521	First aid supplies Mandogalup Fire Station	203.71
				INV	30/06/2019	617518	First aid supplies Kwinana South Fire Brigade	250.36
				INV	15/07/2019	617712	Viraclean disinfect 5L x 4	187.88
3909.9491-01		Espresso Essential WA	251.10	INV	15/07/2019	123662/01	Milk for coffee machine in Admin	251.10
3909.9511-01		Baldivis Childrens Forest	176.00	INV	30/06/2019	1142	Forest visits to 260619	176.00
3909.9572-01		Aaron Thomas	650.00	INV	17/07/2019	118	Open Mic event 110719	650.00
3909.96-01		Apace Aid (Inc)	2,920.19	INV	30/06/2019	00011515	Native seedlings for Wildflower Reserve planting	337.04
				INV	30/06/2019	00011514	Native seedlings for Sloans Reserve planting	2,583.15
3909.9762-01		Native Plants WA	9,133.50	INV	30/06/2019	INV-0179	Plants for Suez/ProAlliance project	1,040.00
				INV	15/07/2019	INV-0176	Native seedlings for Chalk Hill planting 2019	398.00

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				INV	15/07/2019	INV-0161	Native seedlings for Honeywood planting 2019	1,322.40
				INV	15/07/2019	INV-0174	Native seedlings for Lake Magenup planting 2019	2,104.00
				INV	15/07/2019	INV-0144	Native seedlings for Squires planting 2019	1,395.30
				INV	15/07/2019	INV-0162	Native seedlings for Thomas Oval bushland planting	954.80
				INV	15/07/2019	INV-0173	Native seedlings for Bertram planting 2019	1,128.00
				INV	15/07/2019	INV-0145	Native seedlings for Orelia Ave planting 2019	791.00
3909.9764-01		Datacom Systems (AU) Pty Ltd - WA	1,815.00	INV	30/06/2019	INV0014071	Website improvement project pre-production	1,815.00
3909.9838-01		Ben Trager Homes Pty Ltd	5,824.00	RFD	16/07/2019	594283	Refund security bond BL23813	1,456.00
				RFD	16/07/2019	595237	Refund security bond BL23198.2	1,456.00
				RFD	16/07/2019	606943	Refund security bond BL 23937	1,456.00
				RFD	16/07/2019	663192	Refund security bond BL 24558	1,456.00
3910	17/07/2019	EFT TRANSFER: - 19/07/2019	106,117.94					
3910.565-01		Bright Futures Family Day Care - Pa	106,117.94	INV	17/07/2019	010719 to 140719	FDC Payroll 010719 to 140719	106,117.94
3911	17/07/2019	EFT TRANSFER: - 19/07/2019	21,663.42					
3911.568-01		Bright Futures In Home Care - Payro	21,663.42	INV	17/07/2019	010719 to 140719	IHC Payroll 010719 to 140719	21,663.42
3912	24/07/2019	EFT TRANSFER: - 25/07/2019	714,121.27					
3912.1002-01		LGIS Insurance Broking	167,714.76	INV	22/07/2019	062-204252	2019/2020 Cyber liability insurance renewal	6,050.00
				INV	22/07/2019	062-204266	2019/2020 Journey injury insurance renewal	110.00
				INV	22/07/2019	062-204277	2019/2020 Management liability insurance renewal	37,404.80
				INV	22/07/2019	062-204282	2019/2020 Marine cargo insurance renewal	220.00
				INV	22/07/2019	062-204294	2019/2020 Personal accident insurance renewal	467.50
				INV	22/07/2019	062-204302	2019/2020 Travel insurance renewal	825.00
				INV	23/07/2019	062-204289	2019/2020 Motor vehicle and plant renewal	122,637.46
3912.10119-01		History Council of Western Australi	200.00	INV	23/07/2019	Renewal19/20	Membership renewal 2019/2020 City of Kwinana	200.00
3912.10204-01		Bunnings Group Limited	1,386.00	INV	22/07/2019	2685/99801339	Roller blinds Recquatic	1,386.00
3912.10263-01		Carol Ann Desmond	229.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	229.00
3912.10349-01		Keith Hugh Dodd	119.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	119.00
3912.10373-01		Green Willows Industrial Cleaning a	200.00	INV	24/07/2019	17	Village clubhouse and office cleaning	200.00

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3912.1046-01		OCE Australia Ltd	233.79	INV	22/07/2019	1478098	Monthly Charges for ColorWave 550 July 19	233.79
3912.1078-01		Parks And Leisure Australia	3,685.00	INV	22/07/2019	42929328	Parks and Leisure Conference 271019 to 301019	2,035.00
				INV	22/07/2019	42929274	Parks and Leisure Conference 271019 to 301019	1,650.00
3912.10994-01		Orbit Fitness	104.35	INV	22/07/2019	WC152275	Emergency stop lanyard and key Recquatic	104.35
3912.11082-01		Vicki Mills	100.00	INV	22/07/2019	17thJuly2019	Mentoring for netball umpires 170719	100.00
3912.11150-01		James Madden	200.00	RFD	23/07/2019	1505870	Refund bond hall hire 090719	200.00
3912.11175-01		Bill Bunbury Productions	200.00	RFD	23/07/2019	1483477	Refund bond hall hire 220519	200.00
3912.11199-01		Applied Graphics WA	151.20	INV	22/07/2019	530	Roster signs for the Opportunities Expo	151.20
3912.1130-01		Port Printing Works	933.60	INV	22/07/2019	INV040477	Community Centres creche brochures	256.08
				INV	22/07/2019	INV040474	Printing of the Strategic Community Plan	677.52
3912.11337-01		Gwen Scott	295.00	INV	23/07/2019	Refund	Premises vacated refund	295.00
3912.11343-01		Emma Thompson	100.00	RFD	22/07/2019	1505542	Refund bond Patio hire 030719	100.00
3912.11344-01		Johal Rupinder	1,843.60	RFD	22/07/2019	1505076	Refund bond hall hire 280619	1,843.60
3912.11345-01		Chorus Australia	200.00	RFD	22/07/2019	1500046	Refund bond hall hire 260619	200.00
3912.11346-01		Alysia Rollings	100.00	RFD	22/07/2019	1490399	Refund bond Patio hire 130719	100.00
3912.11347-01		Bree Trewin	100.00	RFD	22/07/2019	1499902	Refund bond Patio hire 140719	100.00
3912.11348-01		Meaghan Jayne Peake	360.00	INV	23/07/2019	A/N23293	Crossover subsidy rebate	360.00
3912.11349-01		Symer Carretero Diche	540.00	INV	23/07/2019	A/N22733	Crossover subsidy rebate	540.00
3912.11350-01		Joey Catindig Magnaye	360.00	INV	23/07/2019	A/N23822	Crossover subsidy rebate	360.00
3912.11351-01		Bree Danielle Haigh	540.00	INV	23/07/2019	A/N23282	Crossover subsidy rebate	540.00
3912.11352-01		Mark Tinomudaishe Mufunda	360.00	INV	23/07/2019	A/N23297	Refund crossover subsidy rebate	360.00
3912.11354-01		Tripe Six IT	300.00	RFD	23/07/2019	1490829	Refund bond hall hire 180719	300.00
3912.11355-01		Arvin Jay Darwin Castro	1,000.00	RFD	23/07/2019	1490839	Refund bond hall hire 050619	1,000.00
3912.11356-01		Pamela Samson	1,000.00	RFD	23/07/2019	1505813	Refund bond hall hire 200719	1,000.00
3912.11357-01		Chantelle Dimer	2,000.00	RFD	23/07/2019	1506231	Refund bond hall hire 100719	2,000.00
3912.11358-01		Graham William Beilken	250.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	250.00
3912.11359-01		Daniel James Healy	250.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	250.00

## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<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>
3912.11360-01		Linsey Joseph Hassett	250.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	250.00
3912.11361-01		Gail Patricia Roads	250.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	250.00
3912.11362-01		Valerie Faye Bird	250.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	250.00
3912.11363-01		Gordon Master Hunter	250.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	250.00
3912.11364-01		Peter Thomas Goodall	250.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	250.00
3912.1423-01		Telstra	19.25	INV	23/07/2019	1548725500Jul19	Charges to 130819 Feilman Building	19.25
3912.1444-01		The Good Guys	269.56	INV	24/07/2019	D0921415570	Banksia Park cordless vacuum/kettle for clubhouse	269.56
3912.1520-01		Truck & Car Panel & Paint	500.00	INV	23/07/2019	00004212	Excess insurance repairs KWN2063	500.00
3912.1572-01		Western Australian Local Government	63,133.64	INV	24/07/2019	I3077262	Association membership 2019/20	63,133.64
3912.1592-01		Water Corporation of Western Austra	1,632.24	INV	23/07/2019	9000313235Jul19	5U Peace Park	12.29
				INV	23/07/2019	9000319469Jul19	1U Chisham oval toilets	2.46
				INV	23/07/2019	9000323724Jul19	65U Frank Konecny Centre	438.56
				INV	23/07/2019	9014051352Jul19	25U Bertram Community Centre	618.75
				INV	23/07/2019	9014249617Jul19	1U Bertram Oval club facility	560.18
3912.1649-01		Dennis Cleve Wood	2,931.50	INV	20/07/2019	ICTALLOW19/20	ICT allowance	291.63
				INV	20/07/2019	MEETINGFEES19/	Meeting fees	2,639.87
3912.1663-01		Yirra Yaakin Theatre Company	1,320.00	INV	19/07/2019	00001860	Moorditj Wirlya Workshop	1,320.00
3912.1689-01		Sandra Elizabeth Lee	2,931.50	INV	20/07/2019	ICTALLOW19/20	ICT allowance	291.63
				INV	20/07/2019	MEETINGFEES19/	Meeting fees	2,639.87
3912.1856-01		Cornerstone Legal	4,285.11	INV	22/07/2019	16390	Legal fee Matter No 004825	1,801.51
				INV	22/07/2019	16401	Legal fee Matter No 004954	695.80
				INV	22/07/2019	16402	Legal fee Matter No 004955	1,048.00
				INV	22/07/2019	16403	Legal fee Matter No 004953	739.80
3912.19-01		Absolute Painting Services	1,738.00	INV	24/07/2019	INV-1006	Callistemon Court U33 complete repaint	1,738.00
3912.2048-01		Palm Lakes Gardens & Landscape Serv	8,277.80	INV	24/07/2019	01114	Callistemon U8 compact sand at soak well	1,331.00
				INV	24/07/2019	0112	Callistemon U7 and U74 lay pavers/remove brick wall	2,065.00
				INV	24/07/2019	170719	Callistemon U74 concrete pathway and install wall	4,070.00
				INV	24/07/2019	0113	Callistemon Court various landscape services	811.80

## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<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>
3912.2084-01		Snap Printing Rockingham	475.00	INV	23/07/2019	F144-176652	Design and print Coastcare trailer signs	450.00
				INV	23/07/2019	F144-176665	A4 Flyer for coastal planting	25.00
3912.2224-01		Prestige Catering & Event Hire	380.40	INV	23/07/2019	00024641	Catering 170619	380.40
3912.248-01		Bunnings Building Supplies	498.47	INV	24/07/2019	2163/01376947	Callistemon Court plants for new garden bed	454.12
				INV	22/07/2019	2163/01162834	Paint for wall mural Zone	44.35
3912.264-01		Cabcharge Australia Ltd	443.22	INV	22/07/2019	00989066P1907	Cab charges 170619 to 140719	443.22
3912.2646-01		Neverfail Springwater	173.65	INV	23/07/2019	971925	Bottled water Admin	83.05
				INV	23/07/2019	971284	Bottled water Admin	90.60
3912.2981-01		Peter Edward Feasey	4,801.37	INV	20/07/2019	DEPMAYFEE19/20	Deputy Mayoral allowance	1,869.87
				INV	20/07/2019	ICTALLOW19/20	ICT allowance	291.63
				INV	20/07/2019	MEETINGFEES19/	Meeting fees	2,639.87
3912.30-01		Carol Elizabeth Adams	11,730.64	INV	20/07/2019	ICTALLOW19/20	ICT Allowance	291.63
				INV	20/07/2019	MAYALLOW19/20	Mayoral allowance	7,479.38
				INV	20/07/2019	MEETING19/20	Meeting fees	3,959.63
3912.3155-01		PFD Food Services Pty Ltd	481.10	INV	22/07/2019	KQ222252	Drinks for Cafe Splash Recquatic	280.80
				INV	23/07/2019	KQ264265	Cafe supplies Recquatic	200.30
3912.3293-01		Signaltech	198.00	INV	24/07/2019	3519	Callistemon U29 replace faulty TV point	198.00
3912.339-01		Civica Pty Ltd	41,387.50	INV	22/07/2019	C/LA015100	Annual Spydus managed services fee 19/20	41,387.50
3912.3484-01		Kenneth Allcock	82.93	INV	28/06/2019	BP2017/18	BP refund 1718	82.93
3912.3551-01		Estate of Mary Kukura	199.04	INV	28/06/2019	BP2017/18	BP refund 1718	199.04
3912.407-01		Winc Australia Pty Ltd	133.69	INV	22/07/2019	9027827285	Stationery Darius Wells	133.69
3912.4279-01		Data #3 Limited	5,378.47	INV	23/07/2019	01845231	Veeam annual renewal subscription	5,378.47
3912.4477-01		Trophy Express	488.25	INV	23/07/2019	11031	Trophies for soccer Recquatic	488.25
3912.4719-01		Complete Office Supplies Pty Ltd	176.76	INV	22/07/2019	08472247	Stationery Darius Wells	176.76
3912.483-01		Landgate	1,038.50	INV	23/07/2019	349586-10001098	Rating interim schedules	1,004.50
				INV	23/07/2019	65542259	Identification of land parcels	34.00
3912.4928-01		John Anderton	250.00	INV	23/07/2019	23rdJuly2019	Senior Security Subsidy 2019/2020	250.00
3912.4995-01		LGISWA	324,386.69	INV	22/07/2019	100-134654	2019/2020 Bush fire insurance renewal	9,561.20
				INV	22/07/2019	100-134657	2019/2020 Crime insurance renewal	13,759.38



## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<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	22/07/2019	100-134658	2019/2020 LG special risks property insurance	52,875.45
				INV	22/07/2019	100-134660	2019/2020 Public liability insurance renewal	108,654.34
				INV	23/07/2019	100-134661	2019/2020 Workcare workers compensation renewal	139,536.32
3912.5143-01		Wendy Gaye Cooper	2,931.50	INV	20/07/2019	ICTALLOW19/20	ICT allowance	291.63
				INV	20/07/2019	MEETINGFEES19/	Meeting fees	2,639.87
3912.5743-01		Programmed Maintenance Services Ltd	10,017.52	INV	24/07/2019	SINV558389	Village gardening & lawn mowing July 2019	10,017.52
3912.5823-01		Accord Security Pty Ltd	2,944.32	INV	23/07/2019	00023672	Security services period ending 090619	2,944.32
3912.6018-01		ALSCO Pty Ltd	72.16	INV	23/07/2019	CPER1957375	Linen for catering	72.16
3912.6267-01		Woolworths Group Limited	653.10	INV	23/07/2019	3648737	Items for Recquatic school holiday program	35.00
				INV	22/07/2019	3648738	Cafe items Recquatic	51.89
				INV	22/07/2019	3648732	Cafe items Recquatic	49.82
				INV	22/07/2019	3648743	Items for Multicultural event 180719	233.76
				INV	22/07/2019	3648742	Cafe supplies Recquatic	28.02
				INV	22/07/2019	3648728	Items for school holiday program Recquatic	26.25
				INV	22/07/2019	37260086	Cafe supplies Recquatic	170.31
				INV	23/07/2019	3648741	Items for Zone	58.05
3912.6336-01		Print and Design Online Pty Ltd	285.30	INV	22/07/2019	16578	Recquatic website security renewal	285.30
3912.6370-01		Elexacom	899.62	INV	22/07/2019	26858	Supply & install single phase outlet	899.62
3912.6860-01		Advance Scanning Services	814.00	INV	24/07/2019	20163920	Sloan Reserve public toilet block scanning	814.00
3912.6898-01		Bricks 4 Kids Baldivis	555.00	INV	23/07/2019	INV-0095	Incursion school holiday program Recquatic 090719	555.00
3912.7557-01		Sheila Mills	2,931.50	INV	20/07/2019	ICTALLOW19/20	ICT allowance	291.63
				INV	20/07/2019	MEETINGFEES19/	Meeting fees	2,639.87
3912.7575-01		Pickles Auctions	77.00	INV	23/07/2019	DI000136663	Vehicle call out fee 230619	77.00
3912.762-01		Blackwood & Sons Ltd	322.18	INV	23/07/2019	KW4411TM	Assorted items Environment	322.18
3912.7658-01		Dedeland Developments Pty Ltd	470.14	INV	22/07/2019	1.6	Rates refund	470.14
3912.795-01		K Mart	50.00	INV	22/07/2019	198714	Items for school holiday program Recquatic	50.00
3912.805-01		Mervyn Thomas Kearney	2,931.50	INV	20/07/2019	ICTALLOW19/20	ICT allowance	291.63
				INV	20/07/2019	MEETINGFEES19/	Meeting fees	2,639.87

## Cheque Listing

Payments made between  
01/07/2019 to 31/07/2019



<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>
3912.8119-01		The Smart Security Company P/L	165.00	INV	24/07/2019	66525	Banksia Park U37 replace battery to medical alarm	165.00
3912.8330-01		Solomons Flooring Willetton	2,825.00	INV	23/07/2019	100370	Supply and lay carpet Leda Hall final payment	2,825.00
3912.8423-01		Alinea Inc	6,208.48	INV	22/07/2019	INV0066	Metropolitan Library courier service 19/20	6,208.48
3912.87-01		Zone Bowling	97.80	INV	22/07/2019	22-190716-0022A	School holiday program The Zone 160719	97.80
3912.8756-01		Ohura Consulting	1,065.63	INV	23/07/2019	528	Additional document preparations of EA	1,065.63
3912.888-01		Les Mills Australia	967.30	INV	22/07/2019	1004943	Licence fee July 2019	967.30
3912.8899-01		Majestic Plumbing	826.12	INV	24/07/2019	233760	Banksia Park U67 plumbing repairs	184.49
				INV	24/07/2019	233809	Banksia Park U47 unblock toilet	97.75
				INV	24/07/2019	233823	Banksia Park U18 repair leaking tapware	266.99
				INV	24/07/2019	233824	Callistemon Court U73 replace taps	276.89
3912.9405-01		Matthew James Rowse	2,931.50	INV	20/07/2019	ICTALLOW19/20	ICT allowance	291.63
				INV	20/07/2019	MEETINGFEES19/	Meeting fees	2,639.87
3912.9432-01		Forms Express Pty Ltd	4,096.77	INV	23/07/2019	223658	Printing and issuing of rates notices 2019/2020	4,096.77
3912.9762-01		Native Plants WA	2,608.00	INV	22/07/2019	INV-0187	Native seedlings for Sloans Reserve	2,608.00
3912.9810-01		XLR8 Fitness (WA) Pty Ltd	327.25	INV	24/07/2019	687	October Zone XLR8 excursion deposit	327.25
3913	30/07/2019	EFT TRANSFER: - 30/07/2019	23,127.50					
3913.2510-01		Technology One Limited	23,127.50	INV	30/06/2019	182634	Technology One implementation costs June 19	23,127.50
<b>Total EFT</b>			<b>4,188,442.95</b>					

### Payroll

PY01-02	14/07/2019	Payroll	625,407.67					
PY01-03	28/07/2019	Payroll	758,891.65					
<b>Total Payroll</b>			<b>1,384,299.32</b>					
<b>Grand Total</b>			<b>-5,681,466.57</b>					

# Credit Card Transactions

1/07/2019 to 31/07/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
<b>Credit Card Functions Officer to 040719</b>				<b>\$2,764.77</b>	
4456885	Invoice	040719B	04/07/2019	\$8.18	Sample photo frame for Brigades Dinner
4456885	Invoice	040719B	04/07/2019	\$25.18	Stationery for Brigades Dinner
4456885	Invoice	040719B	04/07/2019	\$57.41	Photo frames for Brigades Dinner
4456885	Invoice	040719B	04/07/2019	\$71.59	Ink for Canon-Pro photo printer
4456885	Invoice	040719B	04/07/2019	\$96.15	Photo paper for Brigades Dinner
4456885	Invoice	040719B	04/07/2019	\$99.67	Gift bags for citizenship ceremonies
4456885	Invoice	040719B	04/07/2019	\$1,073.64	Gifts for guests at Brigades Dinner
4456885	Invoice	040719B	04/07/2019	\$1,081.60	iStock credits for Graphic Designer
4456885	GST	040719B	04/07/2019	\$251.35	GST
<b>Credit Card Executive Assistant to 040719</b>				<b>\$2,209.41</b>	
4456893	Invoice	040719C	04/07/2019	\$3.85	Milk for strategic planning day
4456893	Invoice	040719C	04/07/2019	\$9.95	Refreshments for strategic planning day
4456893	Invoice	040719C	04/07/2019	\$58.05	Stationery strategic planning day
4456893	Invoice	040719C	04/07/2019	\$60.50	Governor's Prayer Breakfast attendance Cr Lee
4456893	Invoice	040719C	04/07/2019	\$324.35	ACC Membership for Lawyer
4456893	Invoice	040719C	04/07/2019	\$1,558.62	Community Place Leaders conference
4456893	GST	040719C	04/07/2019	\$194.09	GST
<b>Credit Card Director City Regulation to 040719</b>				<b>\$9,652.20</b>	
4456904	Invoice	040719D	04/07/2019	\$16.23	Environment team farewell refreshments
4456904	Invoice	040719D	04/07/2019	\$16.52	Parking Perth Property Council breakfast
4456904	Invoice	040719D	04/07/2019	\$27.62	Parking meeting with Appeals Convenor 070619
4456904	Invoice	040719D	04/07/2019	\$150.00	WA Developer Contributions breakfast
4456904	Invoice	040719D	04/07/2019	\$9,420.80	eCourts lodgement of minor case claims
4456904	GST	040719D	04/07/2019	\$21.03	GST
<b>Credit Card Director City Infrastructure to 040719</b>				<b>\$3,761.00</b>	
4456906	Invoice	040719E	04/07/2019	\$3,761.00	eCourts lodgement of minor case claims
<b>Credit Card Director City Strategy to 040719</b>				<b>\$3,214.56</b>	
4456915	Invoice	040719F	04/07/2019	\$0.40	Atlassian international transaction fee

# Credit Card Transactions

1/07/2019 to 31/07/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4456915	Invoice	040719F	04/07/2019	\$0.73	Zapier international transaction fee
4456915	Invoice	040719F	04/07/2019	\$1.26	Typeform international transaction fee
4456915	Invoice	040719F	04/07/2019	\$4.92	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$16.04	Atlassian JIRA project management software
4456915	Invoice	040719F	04/07/2019	\$27.47	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$29.11	Zapier web app software
4456915	Invoice	040719F	04/07/2019	\$50.00	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$50.31	Typeform subscription for youth programs
4456915	Invoice	040719F	04/07/2019	\$50.84	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$146.26	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$162.43	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$185.27	Burst SMS auto recharge
4456915	Invoice	040719F	04/07/2019	\$238.50	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$260.51	Mailchimp email marketing software
4456915	Invoice	040719F	04/07/2019	\$312.54	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$337.07	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$367.85	Coles promotional incentive gift cards
4456915	Invoice	040719F	04/07/2019	\$470.31	Facebook advertising
4456915	Invoice	040719F	04/07/2019	\$484.21	Google Adwords
4456915	GST	040719F	04/07/2019	\$18.53	GST
<b>Credit Card Manager Human Resources to 040719</b>				<b>\$7,961.70</b>	
4456920	Invoice	040719H	04/07/2019	\$18.18	Smartrider autoloader
4456920	Invoice	040719H	04/07/2019	\$22.15	Responsible service of alcohol training
4456920	Invoice	040719H	04/07/2019	\$22.15	Responsible service of alcohol training
4456920	Invoice	040719H	04/07/2019	\$45.45	Smartrider autoloader
4456920	Invoice	040719H	04/07/2019	\$74.50	Flowers for staff member condolences
4456920	Invoice	040719H	04/07/2019	\$75.14	Flowers for staff member birth of child
4456920	Invoice	040719H	04/07/2019	\$181.82	Bridges out of poverty training
4456920	Invoice	040719H	04/07/2019	\$450.00	Road safety engineering training
4456920	Invoice	040719H	04/07/2019	\$511.90	Gift vouchers for staff

# Credit Card Transactions

1/07/2019 to 31/07/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4456920	Invoice	040719H	04/07/2019	\$514.25	CCIWA conference and dinner registration x 1
4456920	Invoice	040719H	04/07/2019	\$564.58	Advertising various positions
4456920	Invoice	040719H	04/07/2019	\$636.36	Social Impact Summit 2019
4456920	Invoice	040719H	04/07/2019	\$967.95	2019 Waste and Recycle conference
4456920	Invoice	040719H	04/07/2019	\$1,300.00	Parks Management Planning training x 2
4456920	Invoice	040719H	04/07/2019	\$1,900.00	Promapp certified training
4456920	GST	040719H	04/07/2019	\$677.27	GST
<b>Credit Card Chief Executive Officer to 040719</b>				<b>\$232.02</b>	
4456923	Invoice	040719A	04/07/2019	\$24.85	Parking WAPC and DOP
4456923	Invoice	040719A	04/07/2019	\$34.05	Parking Westport meeting
4456923	Invoice	040719A	04/07/2019	\$38.65	Parking Westport meeting
4456923	Invoice	040719A	04/07/2019	\$113.36	Stakeholder lunch with Mayor and Economic Development Manager
4456923	GST	040719A	04/07/2019	\$21.11	GST
<b>Credit Card Director City Engagement to 040719</b>				<b>\$2,524.77</b>	
4456925	Invoice	040719G	04/07/2019	\$6.43	Parking for meeting in the City
4456925	Invoice	040719G	04/07/2019	\$18.18	10 x reusable bags
4456925	Invoice	040719G	04/07/2019	\$32.73	3 x 32G USBs
4456925	Invoice	040719G	04/07/2019	\$38.45	Teachers afternoon tea
4456925	Invoice	040719G	04/07/2019	\$45.45	Community Engagement team building
4456925	Invoice	040719G	04/07/2019	\$50.00	Lyrik award donation on behalf of award recipient
4456925	Invoice	040719G	04/07/2019	\$250.00	Gift card Lyrik awards
4456925	Invoice	040719G	04/07/2019	\$276.33	Mugs and stickers for YACtivate
4456925	Invoice	040719G	04/07/2019	\$300.00	Gift cards for Access and Inclusion Survey prizes
4456925	Invoice	040719G	04/07/2019	\$358.36	Community Engagement team building
4456925	Invoice	040719G	04/07/2019	\$428.40	Promotional banner Community Funding Program
4456925	Invoice	040719G	04/07/2019	\$600.00	YACtivate Kwinana Youth Advisory Council tickets
4456925	GST	040719G	04/07/2019	\$120.44	GST
<b>Grand Total:</b>				<b>\$32,320.43</b>	

## 16.2 Monthly Financial Report June 2019

### 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 30 June 2019 has been prepared for Council acceptance.

Additionally included in this report is a proposal to amend the 2018/2019 budget to reflect various adjustments to the General Ledger with nil effect to the overall budget as detailed below.

### OFFICER RECOMMENDATION:

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 30 June 2019, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 30 June 2019, contained within Attachment A.
3. Approves the required budget variations to the Adopted Budget for 2018/2019 as outlined in the report.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

### DISCUSSION:

#### Monthly Statement of Financial Activity

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*.

This report is a summary of the financial activities of the City at the reporting date. End of financial year processing continues and adjustments are still being finalised to the June figures. The final report is to be presented to the Audit Committee once all processing is completed and the City's external auditors have completed their review.

Income for the June 2019 period year to date is \$68,939,518. This is made up of \$64,507,168 in operating revenues and \$4,432,350 in non-operating grants, contributions and subsidies received. The budget estimated \$66,870,629 would be received for the same period. The variance to budget is \$2,068,890. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

**16.2 MONTHLY FINANCIAL REPORT JUNE 2019**

Expenditure for the June 2019 period year to date is \$76,744,952. This is made up of \$70,659,349 in operating expenditure and \$6,085,603 in capital expenditure. The budget estimated \$84,160,441 would be spent for the same period. The variance to budget is \$7,415,489. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

The draft municipal surplus for the year ended 30 June 2019 is \$1,333,835. The 2019/2020 Annual Budget forecasted the surplus carried forward to be \$1,504,912. The draft result is less than the anticipated forecast (\$171,077), however as processing is still underway this may change upon finalisation of the 30 June 2019 result. Should a shortfall remain, the funding of this will need to be considered when the 2019/2020 budget is subject to the mid year review.

**Budget Variation 2018/19**

At the Ordinary Council Meeting held on 24 July 2019 Council approved a budget variation to replace a City Assist vehicle which was to be funded from the Plant and Equipment Replacement Reserve in the 2019/2020 Budget. This budget variation is to recognise the insurance reimbursement received in the 2018/2019 financial year and is proposed to be transferred to the Plant and Equipment Replacement Reserve to fund the purchase that occurred in 2019/2020.

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Reserve Transfer – Transportation Vehicles – Replacement City Assist vehicle 1GJN991 – Plant and Equipment Replacement Reserve	Nil	(46,269)	(46,269)
	Capital Revenue– Transportation Vehicle - Replacement City Assist vehicle 1GJN991 – Insurance Reimbursement	Nil	46,269	46,269

A City Assist vehicle has been written off and is required to be replaced as part of an insurance claim. A budget variation is required to recognise the insurance reimbursement that has been received in the 2018/2019 financial year (\$46,269) which will be transferred to the Plant and Equipment Replacement Reserve for use in 2019/2020.

**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.

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.



**16.2 MONTHLY FINANCIAL REPORT JUNE 2019**

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

(b) is authorised in advance by resolution\*

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

\*requires an absolute majority of Council.

**FINANCIAL/BUDGET IMPLICATIONS:**

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.

The financial implications of the budget variation are detailed in this report.

**ASSET MANAGEMENT IMPLICATIONS:**

The allocation of funds towards the upgrading and purchase of City assets will be included in the City’s Asset Management Strategy.

**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.

**16.2 MONTHLY FINANCIAL REPORT JUNE 2019****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
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**

532

**MOVED CR S LEE****SECONDED CR S MILLS**

**That Council:**

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 30 June 2019, contained within Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 30 June 2019, contained within Attachment A.**
- 3. Approves the required budget variations to the Adopted Budget for 2018/2019 as outlined in the report.**

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**6/0**



# Monthly Financial Report



# **CITY OF KWINANA**

## **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 June 2019**

### **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 30 June 2019**

	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	1,259,903	1,259,903	<b>1,259,903</b>	0	0%
<b>Revenue from operating activities</b>							
Governance		35,760	180,822	180,822	<b>400,000</b>	219,178	121%
General Purpose Funding - Rates	8	38,101,480	38,101,480	38,101,480	<b>38,074,897</b>	(26,583)	(0%)
General Purpose Funding - Other		4,477,650	3,658,860	3,658,861	<b>4,693,158</b>	1,034,297	28%
Law, Order and Public Safety		330,500	382,944	382,944	<b>545,969</b>	163,025	43%
Health		153,066	86,798	86,798	<b>92,426</b>	5,628	6%
Education and Welfare		7,168,961	7,687,476	7,687,476	<b>9,847,421</b>	2,159,945	28%
Community Amenities		5,534,442	5,578,277	5,578,277	<b>5,596,612</b>	18,335	0%
Recreation and Culture		2,999,818	2,869,605	2,869,604	<b>2,993,510</b>	123,906	4%
Transport		179,611	306,802	306,802	<b>307,985</b>	1,183	0%
Economic Services		1,280,762	1,249,521	1,249,522	<b>1,179,353</b>	(70,169)	(6%)
Other Property and Services		1,364,646	789,202	789,202	<b>775,837</b>	(13,365)	(2%)
		<b>61,626,696</b>	<b>60,891,787</b>	<b>60,891,788</b>	<b>64,507,168</b>	3,615,380	6%
<b>Expenditure from operating activities</b>							
Governance		(2,596,800)	(5,083,536)	(5,083,536)	<b>(5,533,811)</b>	(450,275)	(9%)
General Purpose Funding		(790,130)	(872,962)	(872,962)	<b>(699,010)</b>	173,952	20%
Law, Order and Public Safety		(3,369,960)	(3,146,076)	(3,146,076)	<b>(3,156,076)</b>	(10,000)	(0%)
Health		(950,887)	(935,803)	(935,803)	<b>(899,406)</b>	36,397	4%
Education and Welfare		(11,379,613)	(11,615,563)	(11,615,563)	<b>(11,707,543)</b>	(91,980)	(1%)
Community Amenities		(10,248,550)	(9,905,653)	(9,905,653)	<b>(9,144,259)</b>	761,394	8%
Recreation and Culture		(22,098,138)	(22,228,597)	(22,228,597)	<b>(21,357,861)</b>	870,736	4%
Transport		(15,431,921)	(14,532,891)	(14,532,891)	<b>(13,733,574)</b>	799,317	6%
Economic Services		(1,861,358)	(1,596,801)	(1,596,801)	<b>(1,451,578)</b>	145,223	9%
Other Property and Services		(3,942,836)	(3,098,214)	(3,098,214)	<b>(2,976,232)</b>	121,982	4%
		<b>(72,670,193)</b>	<b>(73,016,096)</b>	<b>(73,016,096)</b>	<b>(70,659,349)</b>	2,356,747	3%
<b>Operating activities excluded from budget</b>							
Add back Depreciation		13,672,393	14,225,491	14,225,491	<b>13,086,767</b>	(1,138,724)	(8%)
Less Banksia Park Fair Value Adjustment		0	0	0	<b>(1,480,475)</b>	(1,480,475)	0%
Adjust (Profit)/Loss on Asset Disposal	7	189,040	157,615	157,615	<b>611,123</b>	453,508	288%
Movement in deferred pensioner rates		0	29,869	29,869	<b>(32,973)</b>	(62,842)	(210%)
<b>Amount attributable to operating activities</b>		<b>2,817,936</b>	<b>2,288,666</b>	<b>2,288,667</b>	<b>6,032,261</b>	3,743,594	164%
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		4,285,605	6,118,848	6,118,848	<b>4,572,357</b>	(1,546,491)	25%
Proceeds from Disposal of Assets	7	423,500	442,884	442,884	<b>373,433</b>	(69,451)	16%
Recognition of Local Government House Trust		0	0	0	<b>(122,620)</b>	(122,620)	0%
Reimbursement of Developer Contributions		0	(140,007)	(140,007)	<b>(140,007)</b>	0	0%
Land and Buildings	11	(4,937,050)	(2,176,247)	(2,176,247)	<b>(933,869)</b>	1,242,378	57%
Plant, Furniture and Equipment	11	(2,458,200)	(1,299,370)	(1,299,370)	<b>(1,177,525)</b>	121,845	9%
Infrastructure Assets - Roads	11	(3,000,084)	(2,977,003)	(2,977,003)	<b>(2,025,945)</b>	951,058	32%
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(1,764,960)	(1,764,960)	<b>(1,205,685)</b>	559,275	32%
Infrastructure Assets - Footpaths	11	(193,560)	(218,341)	(218,341)	<b>(212,274)</b>	6,067	3%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,360,348)	(2,360,348)	<b>(164,995)</b>	2,195,353	93%
Infrastructure Assets - Street Lighting	11	(394,272)	(298,472)	(298,472)	<b>(334,163)</b>	(35,691)	(12%)
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,182)	(20,182)	<b>(16,554)</b>	3,628	18%
Infrastructure Assets - Car Parks	11	0	(9,622)	(9,622)	<b>(6,012)</b>	3,610	38%
Infrastructure Assets - Other Structures	11	0	(19,800)	(19,800)	<b>(8,582)</b>	11,218	57%
<b>Amount attributable to investing activities</b>		<b>(10,503,053)</b>	<b>(4,722,620)</b>	<b>(4,722,620)</b>	<b>(1,402,440)</b>	3,320,180	(70%)
<b>Financing Activities</b>							
Proceeds from New Debentures	9	2,268,000	150,800	150,800	<b>0</b>	(150,800)	(100%)
Self-Supporting Loan Principal		16,168	16,168	16,168	<b>16,168</b>	0	0%
Transfer from Reserves	6	9,499,275	9,471,290	9,471,290	<b>6,832,765</b>	(2,638,525)	(28%)
Repayment of Debentures	9	(777,133)	(777,134)	(777,134)	<b>(777,133)</b>	1	(0%)
Transfer to Reserves	6	(4,667,140)	(7,793,906)	(7,793,906)	<b>(10,627,689)</b>	(2,833,783)	(36%)
<b>Amount attributable to financing activities</b>		<b>6,339,170</b>	<b>1,067,218</b>	<b>1,067,218</b>	<b>(4,555,889)</b>	(5,623,107)	(527%)
<b>Closing Funding Surplus(Deficit)</b>	2	<b>0</b>	<b>(106,833)</b>	<b>(106,832)</b>	<b>1,333,835</b>	1,440,667	(1349%)

This statement is to be read in conjunction with the accompanying Financial Statements and notes. All material variances are discussed in Note 1.

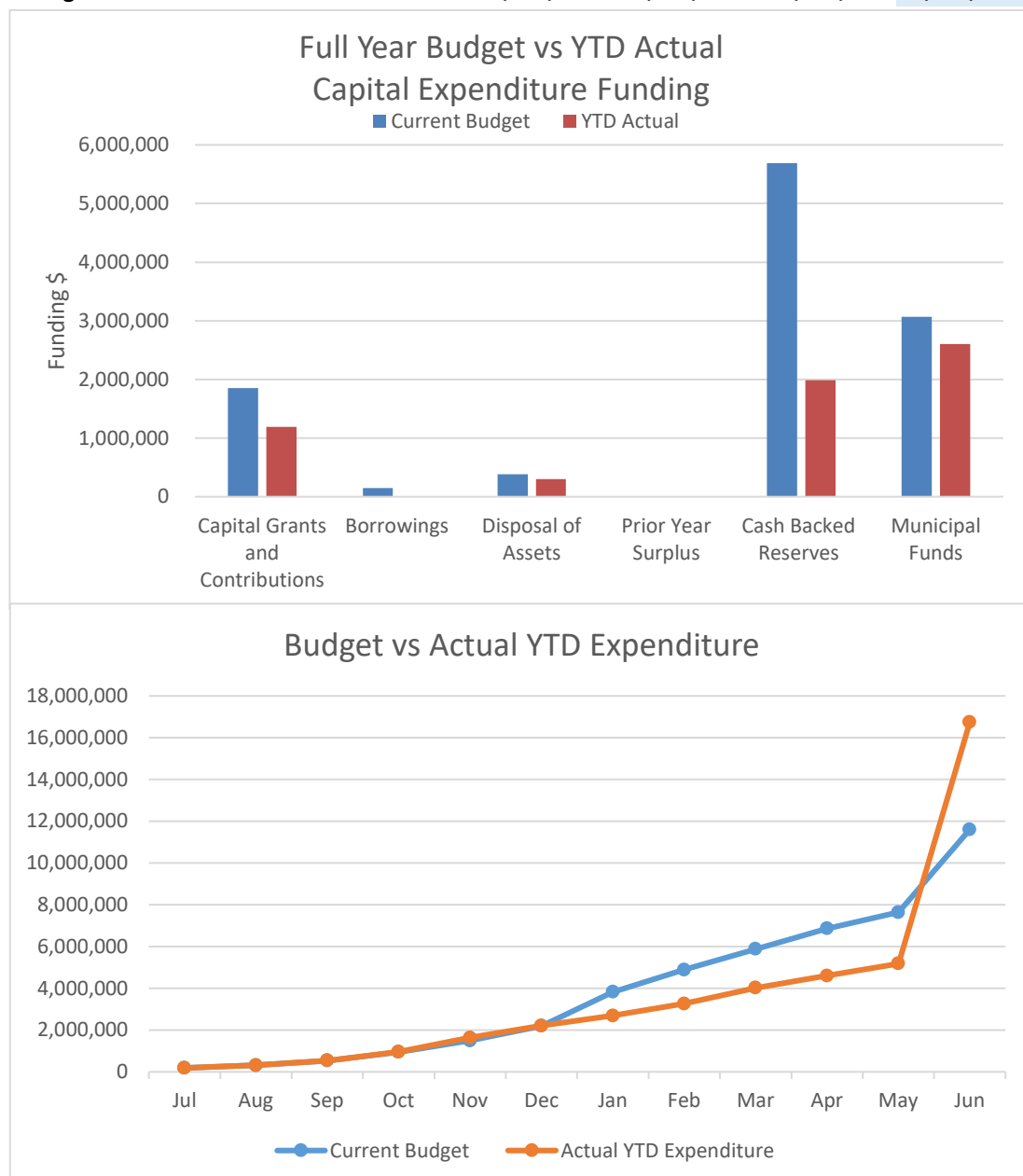
**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 30 June 2019**

	<b>Note</b>	<b>Adopted Annual Budget</b>	<b>Current Annual Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>	<b>Var. % (b)-(a)/(a)</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Opening Funding Surplus (Deficit)</b>	2	1,345,947	1,259,903	1,259,903	<b>1,259,903</b>	0	0%
<b>Revenue from operating activities</b>							
Rates	8	38,101,480	38,101,480	38,101,480	<b>38,074,897</b>	(26,583)	(0%)
Operating Grants, Subsidies and Contributions		7,639,227	7,606,218	7,606,218	<b>8,611,594</b>	1,005,376	13%
Fees and Charges		11,694,484	11,633,952	11,633,952	<b>11,867,560</b>	233,608	2%
Interest Earnings		2,690,500	2,365,046	2,365,046	<b>2,309,386</b>	(55,660)	(2%)
Other Revenue		1,489,873	1,176,222	1,176,222	<b>3,637,553</b>	2,461,331	209%
Profit on Disposal of Assets	7	11,132	8,869	8,869	<b>6,178</b>	(2,691)	(30%)
		<b>61,626,696</b>	<b>60,891,787</b>	<b>60,891,787</b>	<b>64,507,168</b>	3,615,381	6%
<b>Expenditure from operating activities</b>							
Employee Costs		(28,625,503)	(27,285,162)	(27,285,162)	<b>(27,064,970)</b>	220,192	1%
Materials and Contracts		(26,006,185)	(27,143,032)	(27,143,032)	<b>(25,097,859)</b>	2,045,173	8%
Utility Charges		(2,361,417)	(2,371,839)	(2,371,839)	<b>(2,414,314)</b>	(42,475)	(2%)
Depreciation on Non-Current Assets		(13,672,393)	(14,225,491)	(14,225,491)	<b>(13,086,767)</b>	1,138,724	8%
Interest Expenses		(1,111,762)	(1,111,762)	(1,111,762)	<b>(1,110,457)</b>	1,305	0%
Insurance Expenses		(570,108)	(586,895)	(586,895)	<b>(571,974)</b>	14,921	3%
Other Expenditure		(122,653)	(125,431)	(125,431)	<b>(695,706)</b>	(570,275)	(455%)
Loss on Disposal of Assets	7	(200,172)	(166,484)	(166,484)	<b>(617,301)</b>	(450,817)	(271%)
		<b>(72,670,193)</b>	<b>(73,016,096)</b>	<b>(73,016,096)</b>	<b>(70,659,349)</b>	2,356,747	3%
<b>Operating activities excluded from budget</b>							
Add back Depreciation		13,672,393	14,225,491	14,225,491	<b>13,086,767</b>	(1,138,724)	(8%)
Less Banksia Park Fair Value Adjustment		0	0	0	<b>(1,480,475)</b>	(1,480,475)	0%
Adjust (Profit)/Loss on Asset Disposal	7	189,040	157,615	157,615	<b>611,123</b>	453,508	288%
Movement in deferred pensioner rates		0	29,869	29,869	<b>(32,973)</b>	(62,842)	(210%)
<b>Amount attributable to operating activities</b>		<b>2,817,936</b>	<b>2,288,666</b>	<b>2,288,666</b>	<b>6,032,262</b>	3,743,596	164%
<b>Investing activities</b>							
Grants, Subsidies and Contributions		4,285,605	6,118,848	6,118,848	<b>4,572,357</b>	(1,546,491)	25%
Proceeds from Disposal of Assets	7	423,500	442,884	442,884	<b>373,433</b>	(69,451)	16%
Recognition of Local Government House Trust		0	0	0	<b>(122,620)</b>	(122,620)	0%
Reimbursement of Developer Contributions		0	(140,007)	(140,007)	<b>(140,007)</b>	0	0%
Land and Buildings	11	(4,937,050)	(2,176,247)	(2,176,247)	<b>(933,869)</b>	1,242,378	57%
Plant, Furniture and Equipment	11	(2,458,200)	(1,299,370)	(1,299,370)	<b>(1,177,525)</b>	121,845	9%
Infrastructure Assets - Roads	11	(3,000,084)	(2,977,003)	(2,977,003)	<b>(2,025,945)</b>	951,058	32%
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(1,764,960)	(1,764,960)	<b>(1,205,685)</b>	559,275	32%
Infrastructure Assets - Footpaths	11	(193,560)	(218,341)	(218,341)	<b>(212,274)</b>	6,067	3%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,360,348)	(2,360,348)	<b>(164,995)</b>	2,195,353	93%
Infrastructure Assets - Street Lighting	11	(394,272)	(298,472)	(298,472)	<b>(334,163)</b>	(35,691)	(12%)
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,182)	(20,182)	<b>(16,554)</b>	3,628	18%
Infrastructure Assets - Car Parks	11	0	(9,622)	(9,622)	<b>(6,012)</b>	3,610	38%
Infrastructure Assets - Other Structures	11	0	(19,800)	(19,800)	<b>(8,582)</b>	11,218	57%
<b>Amount attributable to investing activities</b>		<b>(10,503,053)</b>	<b>(4,722,620)</b>	<b>(4,722,620)</b>	<b>(1,402,440)</b>	3,320,180	(70%)
<b>Financing Activities</b>							
Proceeds from New Debentures	9	2,268,000	150,800	150,800	<b>0</b>	(150,800)	(100%)
Self-Supporting Loan Principal		16,168	16,168	16,168	<b>16,168</b>	0	0%
Transfer from Reserves	6	9,499,275	9,471,290	9,471,290	<b>6,832,765</b>	(2,638,525)	(28%)
Repayment of Debentures	9	(777,133)	(777,134)	(777,134)	<b>(777,133)</b>	1	(0%)
Transfer to Reserves	6	(4,667,140)	(7,793,906)	(7,793,906)	<b>(10,627,689)</b>	(2,833,783)	(36%)
<b>Amount attributable to financing activities</b>		<b>6,339,170</b>	<b>1,067,218</b>	<b>1,067,218</b>	<b>(4,555,889)</b>	(5,623,107)	(527%)
<b>Closing Funding Surplus (Deficit)</b>	2	<b>0</b>	<b>(106,833)</b>	<b>(106,833)</b>	<b>1,333,835</b>	1,440,668	(1349%)

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 30 June 2019

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	2,176,247	2,176,247	933,869	1,242,378
Plant, Furniture and Equipment	11	2,458,200	1,299,370	1,299,370	1,177,525	121,845
Infrastructure Assets - Roads	11	3,000,084	2,977,003	2,977,003	2,025,945	951,058
Infrastructure Assets - Parks and Reserves	11	1,869,669	1,764,960	1,764,960	1,205,685	559,275
Infrastructure Assets - Footpaths	11	193,560	218,341	218,341	212,274	6,067
Infrastructure Assets - Drainage	11	2,339,323	2,360,348	2,360,348	164,995	2,195,353
Infrastructure Assets - Street Lighting	11	394,272	298,472	298,472	334,163	(35,691)
Infrastructure Assets - Bus Shelters	11	20,000	20,182	20,182	16,554	3,628
Infrastructure Assets - Car Parks	11	0	9,622	9,622	6,012	3,610
Infrastructure Assets - Other Structures	11	0	19,800	19,800	8,582	11,218
<b>Capital Expenditure Totals</b>		<b>15,212,158</b>	<b>11,144,345</b>	<b>11,144,345</b>	<b>6,085,603</b>	<b>5,058,742</b>
<b>Capital acquisitions funded by:</b>						
Capital Grants and Contributions		<b>1,423,989</b>	<b>1,853,414</b>	<b>1,853,414</b>	<b>1,193,889</b>	659,525
Borrowings		<b>2,268,000</b>	<b>150,800</b>	<b>150,800</b>	<b>0</b>	150,800
Disposal of Assets		<b>423,500</b>	<b>385,607</b>	<b>385,607</b>	<b>301,162</b>	84,445
Prior Year Surplus		<b>550,934</b>	<b>0</b>	<b>0</b>	<b>0</b>	0
Cash Backed Reserves		<b>8,133,427</b>	<b>5,687,004</b>	<b>5,687,004</b>	<b>1,985,915</b>	3,701,089
Municipal Funds		<b>2,412,308</b>	<b>3,067,520</b>	<b>3,067,520</b>	<b>2,604,637</b>	462,883
<b>Capital Funding Total</b>		<b>15,212,158</b>	<b>11,144,345</b>	<b>11,144,345</b>	<b>6,085,603</b>	<b>5,058,742</b>





**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**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	(26,583)	(0%)		No Material Variance	
Operating Grants, Subsidies and Contributions	1,005,376	13%	M	Permanent	19/20 Financial Assistance Grants \$945k received in June. First quarter 19/20 DFES grant received in June. Early receipts of grants have been transferred to Restricted Grants & Contributions Reserve.
Fees and Charges	233,608	2%		No Material Variance	
Interest Earnings	(55,660)	(2%)		No Material Variance	
Other Revenue	2,461,331	209%	M	Permanent	Recognition of Units held in Local Government House Trust \$122,620, recognition and transfer of STCs due to installation of Solar Panels at John Wellard Community Centre \$18,102. Workers Compensation Reimbursement received \$48,843 over budget amount. Other ad-hoc reimbursements received but not budgeted \$58,000. Fair Value adjustment Banksia Park \$2,090,574.
Profit on Disposal of Assets	(2,691)	(30%)		No Material Variance	
<b>Operating Expense</b>					
Employee Costs	220,192	1%		No Material Variance	
Materials and Contracts	2,045,173	8%	M	Permanent	Under expenditure for Parks maintenance \$171k, Infrastructure maintenance \$43k, Facilities maintenance \$99k, Waste \$382k (offset by reduction in income), Library computer services and consultancy \$109k, Community Services projects \$133k, DCA Admin \$149k, Exec Management consultancy \$61k, Member training and general expenses 47k, Strategic Planning consultancy \$51k, Youth Centre projects \$66k, Recquatic Admin building maintenance, advertising and contract salaries \$57k.
Utility Charges	(42,475)	(2%)		No Material Variance	
Depreciation on Non-Current Assets	1,138,724	8%	M	Timing	Final depreciation for June has not yet been run as part of the end of year process.
Interest Expenses	1,305	0%		No Material Variance	
Insurance Expenses	14,921	3%		No Material Variance	
Other Expenditure	(570,275)	(455%)	M	Permanent	Fair Value adjustment Banksia Park \$610,100.
Loss on Disposal of Assets	(450,817)	(271%)	M	Permanent	\$451k due to write off of assets less than \$5k as per application of Financial Management Regulation 17A(5).

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**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.

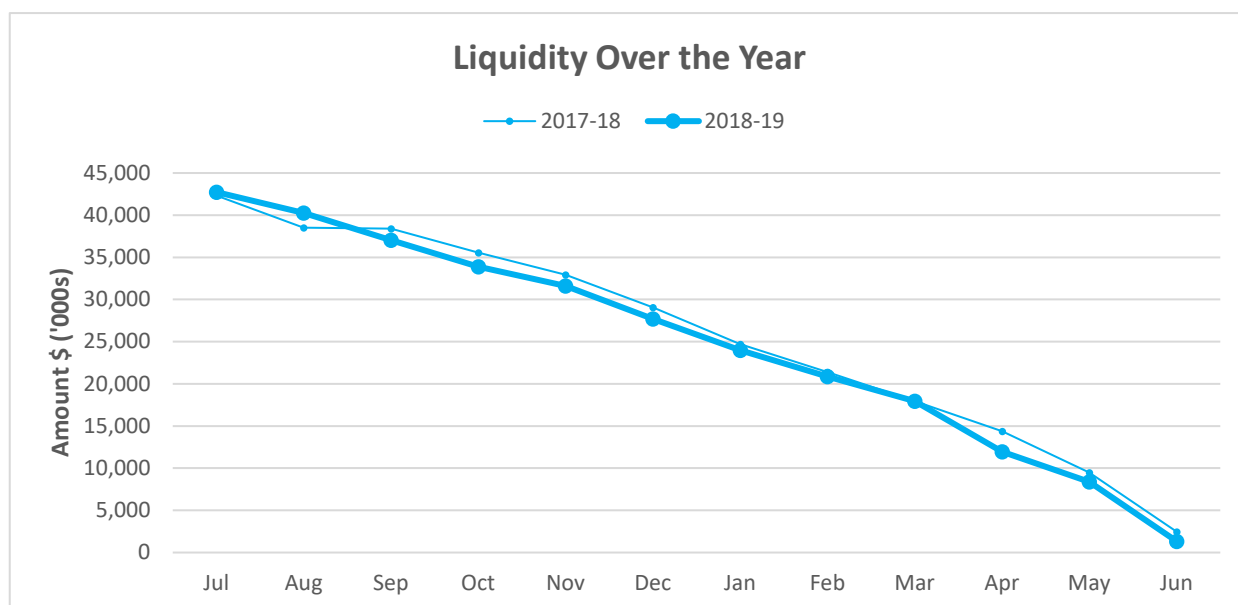
The material variance adopted by Council for the 2018/19 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(1,546,491)	25%	M	Permanent	Developer Contributions are less than budgeted (\$919k). The timing of contributions are difficult to estimate due to the unknown timing of subdivisions. DFES Grant for the upgrade of brigade buildings (\$315k) and Medina CCTV Grant (\$100k) will now be received in 19/20. Grants for Thomas Oval lighting (\$150k) and Kwinana Loop Trail (\$38k) also to be received in 19/20. Further detail is provided in Note 12.
Proceeds from Disposal of Assets	(69,451)	16%	M	Permanent	Hino Truck and Skid steer Loader have not yet been sold at auction, proceeds not expected until next financial year \$45k. A proposal has been put forward to retain the Cat Roller and Trailer that had been budgeted for disposal in 18/19 \$17k.
<b>Capital Expenses</b>					
Land and Buildings	1,242,378	57%	M	Permanent	Carrying forward; Recquatic gates \$69k, Medina CCTV \$100k, DCA12 Wellard West Sporting Ground Pavilion \$257k, DCA9 Clubroom Construction \$95k, Kwinana South and Mandogalup Fire Station upgrades and extensions \$315k, DCA 13 Bertram Oval Ablution Block \$104k. Unspent Building Contingency \$44k. Savings made; Kwinana Senior Citizens renewal \$40k. Further detail is provided in Note 11.
Plant, Furniture & Equipment	121,845	9%	M	Permanent	Mitsubishi Canter Tip Truck replacement to be carried forward to 19/20 \$138k.
Infrastructure - Roads	951,058	32%	M	Permanent	DCA 5 Lyon Road - Cassowary to Kenby will be carried forward to 19/20 \$437k. DCA 1 - Millar Road will be carried forward to 19/20 \$338k. Further detail is provided in Note 11. Line marking outstanding on RRG projects \$202k.
Infrastructure Assets - Parks and Reserves	559,275	32%	M	Permanent	Projects to be carried forward to 19/20; Wandi Playing Fields (Honeywood) \$25k, Kwinana Loop Trail \$46k, Thomas Oval Lighting \$350k. Savings made; Medina Oval Lighting \$71k.
Infrastructure Assets - Footpaths	6,067	3%		No Material Variance	
Infrastructure Assets - Drainage	2,195,353	93%	M	Permanent	DCA 2 Drainage projects have been deferred till 19/20 \$2.17m. Developer to complete.
Infrastructure Assets - Street Lighting	(35,691)	(12%)		No Material Variance	
Infrastructure Assets - Bus Shelters	3,628	18%		No Material Variance	
Infrastructure Assets - Car Parks	11,218	57%		No Material Variance	
<b>Financing</b>					
Proceeds from New Debentures	(150,800)	(100%)	M	Timing	No loan funding was required in 18/19. Project to commence in 19/20.
Self-Supporting Loan Principal	0	0%		No Material Variance	
Transfer from Reserves	(2,638,525)	(28%)	M	Permanent	Due to projects being carried forward; DCA Reserves \$750k, Restricted Grants & Contributions Reserve \$366k, IT Reserve \$575k, Future Community Infrastructure Reserve \$459k.
Advances to Community Groups	0	0%		No Material Variance	
Repayment of Debentures	1	(0%)		No Material Variance	
Transfer to Reserves	(2,833,783)	(36%)	M	Permanent	\$1.02m grants and contributions received relating to 19/20. \$1.67m to allow for the City's DCA 1 liability.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 2: Net Current Funding Position**

	Note	Last Years Closing 30 Jun 2018	This Time Last Year 30 Jun 2018	Current 30 Jun 2019
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		21,137	21,137	565,848
Cash Restricted - Reserves	6	52,875,771	52,875,771	56,670,696
Receivables - Rates	5(a)	3,597,121	3,597,121	3,865,053
Receivables - Sundry Debtors	5(b)	720,635	720,635	366,730
Other Current Assets		411,656	411,656	411,458
Accrued Income		491,927	491,927	590,962
Inventories		34,180	34,180	32,920
		58,152,427	58,152,427	62,503,667
<b>Less: Current Liabilities</b>		(4,016,753)	(4,016,753)	(4,499,135)
	4016753			
Less: Cash Reserves	6	(52,875,771)	(52,875,771)	(56,670,697)
<b>Net Current Funding Position - Surplus/(Deficit)</b>		<b>1,259,903</b>	<b>1,259,903</b>	<b>1,333,835</b>



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**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	9,747,751	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	223,423	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,570	N/A	N/A	PC	N/A	N/A	N/A	N/A
<b>Sub-total Cash Deposits</b>	<b>9,975,744</b>							
<b>(b) Term Deposits - Investments</b>								
BEN - TD2716903	2,000,000	2.75%	48,671	BEN	AAA	22/08/2018	11/07/2019	323
BWA - TD4749322	2,000,000	2.75%	48,822	BWA	AA	28/08/2018	18/07/2019	324
<b>Sub-total - Term Deposits - Investments</b>	<b>4,000,000</b>		<b>97,493</b>					
<b>Reserve Funds Investments (Cash Backed Reserves)</b>								
Aged Persons Units Reserve - TD36-866-8236	764,526	2.60%	9,857	NAB	AA	01/03/2019	29/08/2019	181
Asset Management Reserve - TD36-842-8945	497,865	2.60%	6,419	NAB	AA	01/03/2019	29/08/2019	181
Asset Replacement Reserve - TD42-972-1062	601,650	2.60%	7,800	NAB	AA	05/03/2019	03/09/2019	182
Banksia Park DMF Reserve - TD42-997-1790	118,009	2.60%	1,530	NAB	AA	05/03/2019	03/09/2019	182
Community Services & Emergency Relief Reserve - TD43-069-3230	88,101	2.60%	1,142	NAB	AA	05/03/2019	03/09/2019	182
CLAG Reserve - TD32-591-0424	284,781	2.60%	3,692	NAB	AA	05/03/2019	03/09/2019	182
Workers Compensation Reserve - TD69-136-9789	140,284	2.60%	1,819	NAB	AA	07/03/2019	05/09/2019	182
Settlement Agreement Reserve - TD68-951-1678	163,535	2.60%	2,120	NAB	AA	07/03/2019	05/09/2019	182
Infrastructure Reserve - TD68-832-2429	345,231	2.60%	4,476	NAB	AA	07/03/2019	05/09/2019	182
Golf Course Cottage Reserve - TD68-730-8350	28,652	2.60%	371	NAB	AA	07/03/2019	05/09/2019	182
Employee Leave Reserve - TD76-099-7157	2,135,837	2.65%	5,793	NAB	AA	24/06/2019	23/08/2019	60
Refuse Reserve - TD80-618-4101	2,232,687	2.60%	28,945	NAB	AA	28/02/2019	29/08/2019	182
Refuse Reserve - TD4770589	3,224,544	2.50%	40,196	BWA	AA	28/02/2019	29/08/2019	182
Information Technology Reserve - TD2922164	1,290,959	2.50%	13,529	BEN	AAA	21/03/2019	21/08/2019	153
<b>Sub-total - Term Deposits - (Cash Backed Reserves)</b>	<b>11,916,660</b>		<b>127,690</b>					
<b>Reserve Funds Investments (Developer Contributions)</b>								
DCA - 1 Hard Infrastructure - Bertram - TD2921869	1,934,055	2.50%	20,268	BEN	AAA	21/03/2019	21/08/2019	153
DCA - 2 Hard Infrastructure - Wellard - TD2921865	2,556,858	2.50%	26,794	BEN	AAA	21/03/2019	21/08/2019	153
DCA 5 - Hard Infrastructure - Wandi - TD74-094-8075	1,194,349	2.50%	12,598	NAB	AA	26/03/2018	27/08/2019	154
DCA - 7 Hard Infrastructure - Mandogalup (West) - TD27-609-7675	20,032	2.42%	159	NAB	AA	16/04/2019	14/08/2019	120
DCA - 9 Soft Infrastructure - Wandj/Anketell - TD97-154-6348	11,667,615	2.60%	151,263	NAB	AA	26/02/2019	27/08/2019	182
DCA - 10 Soft Infrastructure - Casuarina/Anketell - TD27-453-1941	232,037	2.42%	1,846	NAB	AA	16/04/2019	14/08/2019	120
DCA - 11 Soft Infrastructure - Wellard East - TD2921872	6,045,331	2.50%	63,352	BEN	AAA	21/03/2019	21/08/2019	153
DCA - 12 Soft Infrastructure - Wellard West - TD2900814	6,838,948	2.60%	88,176	BEN	AAA	28/02/2019	28/08/2019	181
DCA - 13 Soft Infrastructure - Bertram - TD27-521-3013	289,796	2.42%	2,306	NAB	AA	16/04/2019	14/08/2019	120
DCA - 14 Soft Infrastructure - Wellard/Leda - TD27-496-1706	619,115	2.42%	4,926	NAB	AA	16/04/2019	14/08/2019	120
DCA - 15 Soft Infrastructure - Townsite - TD27-479-8398	169,427	2.42%	1,348	NAB	AA	16/04/2019	14/08/2019	120
<b>Sub-total - Reserve Funds Investments (Developer Contributions)</b>	<b>31,567,563</b>		<b>373,036</b>					
<b>Total</b>	<b>57,459,968</b>		<b>598,219</b>					
Less Trust Bank	(223,423)							
<b>Total Municipal Controlled Funds</b>	<b>57,236,544</b>		<b>598,219</b>					

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 June 2019

**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	4,556,858	6%	100%	✓
AA	52,898,539	94%	100%	✓
A	-	0%	60%	✓
BBB	-	0%	20%	✓
Unrated	-	-	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	20,666,151	6%	45%	✓
BWA (AA)	5,224,544	29%	45%	✓
CBA (AA)	9,971,174	24%	45%	✓
NAB (AA)	21,593,528	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 (\$4,570) held by the City.  
Interest received on the City's investments year to date is \$1,523,445.

**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 30 June 2019**

**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 expendable 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



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
<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	
		<b>0</b>	<b>0</b>
<b>Reallocation of Roads to Recovery funding from Orelia Avenue capital roadworks project to Cowcher Way</b>			
600007.1561.60	Capital Expense - Infrastructure Roads - Cowcher Way	(24,439)	
600007.1561.60	Capital Expense - Infrastructure Roads - Orelia Avenue	24,439	
300137.1003.16	Grant - Roads to Recovery - Cowcher Way	24,439	
300137.1003.16	Grant - Roads to Recovery - Orelia Avenue	(24,439)	
		<b>0</b>	<b>0</b>
<b>Transfer of funds allocated to eProcurement system that were not needed this financial year to the City's legal budget to retain funds for external legal advice as needed.</b>			
400002.1177.60	Operating Expense – Executive Management Legal Expenses	(14,500)	
400018.1222.60	Operating Expense – Contracts Subscriptions and Publications	14,500	
		<b>0</b>	<b>0</b>
<b>Use of salary savings due to vacant position to fund contract salary staff.</b>			
400456.1210.61	Operating Expense – Community Services Admin Contract Salaries	(9,030)	
400454.1031.50	Operating Expense – CDO Recreation & Leisure Salaries	9,030	
		<b>0</b>	<b>0</b>
<b><u>Items approved by Council falling outside Council Decision 210</u></b>			
<b>08/08/2018 Additional funds required for the completion of DCA 13 Local Sporting Ground with Community Sports Facility</b>			
600019.1002.60	Capital expenditure - DCA 13 Local Sporting Ground with Community Sports Facility	(150,000)	
700013.1917.06	Transfer from reserve - Future Community Infrastructure Reserve	150,000	
		<b>0</b>	<b>0</b>
<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	
		<b>0</b>	<b>0</b>
<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 transfer 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>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
<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)	
400656.1037.51	Operating Expense - FDC Aboriginal Resource - Workers Compensation Premium	(527)	
400656.1038.51	Employee Expense Other - Family Day Care Aboriginal Resource - Training Staff	(1,000)	
400311.1031.50	Employee Expense - Family Day Care General - Salaries	26,369	
400311.1035.50	Employee Expense - Family Day Care General - Superannuation	3,164	
400312.1037.51	Operating Expense - Family Day Care General - Workers Compensation Premium	527	
300210.1362.15	Operating Revenue - Family Day Care Aboriginal Resource - Operational Subsidy	30,500	
300210.1841.15	Operating Revenue - FDC Aboriginal Resource - NGALA My Time Funding	10,000	
		<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 vehicle. 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>05/12/2018 City contribution towards the upgrade and relocation of the nutrient stripping basin located between Lot 670 Bertram Road and Peel Main Drain. Project commencing July 2019.</b>			
600007.1567.60	Capital Expense - Street Lighting - Johnson / McWhirter	40,000	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	20,000	
700022.1813.06	Reserve Transfer - Restricted Grants & Contributions	(60,000)	
		<b>0</b>	<b>24,750</b>
<b>05/12/2018 Increase to scope of works for Duckpond Road Reseal. Funded from expected savings from the Latitude 32 Street Lighting project.</b>			
600007.1561.60	Capital Expense - Duckpond Road Reseal	(25,000)	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	25,000	
		<b>0</b>	<b>24,750</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
<b>05/12/2018 Increase to scope of works for Walgreen footpath construction to include soak wells and retaining.</b>			
600007.1562.60	Capital Expense - Footpath Construction - Walgreen Crescent	(12,000)	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	12,000	
<b>05/12/2018 Noise level testing of Ken Jackman Hall has indicated that the extent of works for the soundproofing needs to increase.</b>			
600019.1002.60	Building Renewals - Soundproof Drainage Ken Jackman Hall	(4,000)	
600017.1002.60	Building Renewals - Kwinana Senior Citizens Centre	4,000	
		0	24,750
<b>13/02/2019 Transfer of STC's in lieu of payment for solar panel installation.</b>			
600019.1002.60	Building Construction - Solar Panels upgrade	(18,102)	
300009.1364.22	Operating Expense - Governance - Other Reimbursements	18,102	
		0	24,750
<b>13/03/2019 As per Budget Review Report.</b>			
	Decrease in Opening Funding Surplus	61,294	
	Operating Activities	377,353	
	Increase in Non-Operating Grants, Subsidies & Contributions	(1,445,170)	
	Increase in Proceeds from Disposal of Assets	(19,384)	
	Reimbursement of Developer Contributions	140,007	
	Decrease in Capital Expenditure	(3,485,419)	
	Decrease in Financing Activities	3,424,381	
<b>13/03/2019 Allocation of Surplus \$922,188</b>			
	Operating Activities	33,398	
	Increase in Capital Expenditure	108,772	
	Additional Reserve Transfer	780,018	
		(24,750)	0
<b>27/03/2019 Grant approval received for Kwinana South and Mandogalup Fire Station upgrades</b>			
600016.1002.60	Capital Expense - Kwinana South Volunteer Fire Brigade	(208,000)	
600016.1002.60	Capital Expense - Mandogalup Volunteer Fire Brigade	(162,500)	
300178.1002.16	Grant - Department of Fire and Emergency Services	315,500	
300178.1002.16	Grant - Department of Premier and Cabinet Local Projects, Local Jobs	55,000	
		0	0
<b>27/03/2019 Recognition of Corporate Business System licence as operating, as originally budgeted as capital</b>			
400761.2020.64	Operating Expense - Computing Infrastructure – Corporate Applications	(633,853)	
600002.1001.60	Capital Expense - Computing Equipment – Corporate Business System – Implementation	633,853	
		0	0
<b>10/04/2019 Recognition of the donation of two fire support utilities from BP, including expected operating costs for these vehicles.</b>			
400619.1234.62	Operating Expense - Vehicle Operating - Fire & Emergency Management	(3,000)	
400550.1234.62	Operating Expense - Vehicle Operating - Law, Order and Public Safety	3,000	
600010.1000.60	Capital Expense - Plant and Equipment - Fire & Emergency Management	(14,500)	
300177.1000.16	Donation - BP	14,500	
		0	0
<b>24/04/2019 CCTV for Recquatic at identified hot spot locations. Funded from savings in the Recquatic Health and Fitness and Recquatic Administration operating budgets.</b>			
600015.1002.60	Capital Expense - Building Construction – Building Upgrade CCTV - Administration Building, Recquatic, Darius Wells Library and Resource Centre	(8,000)	
400275.1144.60	Operating Expense - Recquatic Health & Fitness – Expendable Equipment	5,000	
400259.1051.51	Operating Expense - Recquatic Admin – Staff Uniforms	3,000	
		0	0

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
<b>24/04/2019 Recognition of the purchase of a Matterport Pro 2 3D 360view camera and accessories as capital as it was originally budgeted as operating.</b>			
600002.10001.60	Capital Expense – Computing Equipment – Matterport Pro 2 3D 360view camera	(5,150)	
400761.2018.64	Operating Expenses – Computing Infrastructure – Computer Fleet/Materials	5,150	
		<b>0</b>	<b>0</b>
<b>24/04/2019 To recognise a Budget shortfall in the following areas for Public Health operating budget for 2018/2019</b>			
400424.1177.60	Operating Expenses - Public Health – Legal Expenses	(28,140)	
300097.1828.30	Operating Revenue - Public Health - Food Businesses Fees	(103,900)	
300097.1308.30	Operating Revenue - Public Health – Equine Premise Fee	(6,202)	
300097.1360.30	Operating Revenue - Public Health – Offensive Trade Licence	(1,055)	
300097.1548.22	Operating Revenue - Public Health – Long Service Leave Reimbursement	5,124	
300097.1827.25	Operating Revenue - Public Health – Food Act Fines & Penalties	3,840	
		<b>(130,333)</b>	<b>(130,333)</b>
<b>22/05/2019 Grant approval received from WALGA for bin tagging.</b>			
400434.1600.60	Operating Expense - Mainstream Waste Projects - Bin Tagging	(8,000)	
300144.1600.15	Grant - Mainstream Waste - WALGA Bin Tagging	8,000	
		<b>0</b>	<b>(130,333)</b>
<b>22/05/2019 Recognition of new tennis court booking system as an asset. Jointly funded by the City and the Kwinana Tennis Club.</b>			
600008.1568.60	Capital Expense - Reserve Development - Kwinana Tennis Courts Fencing	(6,145)	
300142.1003.16	Contribution - Kwinana Tennis Club	3,073	
	Operating Expense - City Engagement Projects - Community Development Officer	3,072	
400094.1600.60	Programs	<b>0</b>	<b>(130,333)</b>
<b>22/05/2019 Three minor capital projects to be funded from savings in operational cleaning budget.</b>			
600017.1002.60	Capital Expense - Buildings - Budden Way Carpet Replacement	(8,800)	
600004.1002.60	Capital Expense - Buildings - Kwinana Recquatic Strip and Seal Stadium Flooring	(8,800)	
600021.1002.60	Capital Expense - Buildings - Workshop - New Automated Roller Door	(7,480)	
400492.1004.60	Operating Expense - Recreation & Culture Facility - Contractors	25,080	
		<b>0</b>	<b>(130,333)</b>
<b>12/06/2019 Transfer to reserve for potential floor replacement of Medina Hall to be funded from savings in operational cleaning budget.</b>			
800002.1898.07	Reserve Transfer - Asset Management Reserve	(100,000)	
400492.1004.60	Operating Expense - Recreation & Culture Facility - Contractors	100,000	
		<b>0</b>	<b>(130,333)</b>
<b>12/06/2019 Light Fleet vehicle will not be replaced, partial savings to fund additional specifications for new truck and the remainder to go to surplus.</b>			
600013.1000.60	Capital Expense - Plant & Equipment - Plant Replacement Tip Truck KWN1835	(18,000)	
600059.1000.60	Capital Expense - Transportation Vehicles - Plant Replacement of 1EXX886	41,500	
		<b>23,500</b>	<b>(106,833)</b>
<b>12/06/2019 Reserve transfer from Restricted Grants and Contributions to Renewable Energy Efficiency Reserve.</b>			
800068.2042.07	Reserve Transfer - Renewable Energy Efficiency Reserve	17,525	
700117.1813.06	Reserve Transfer - Restricted Grants & Contributions	(17,525)	
		<b>0</b>	<b>(106,833)</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

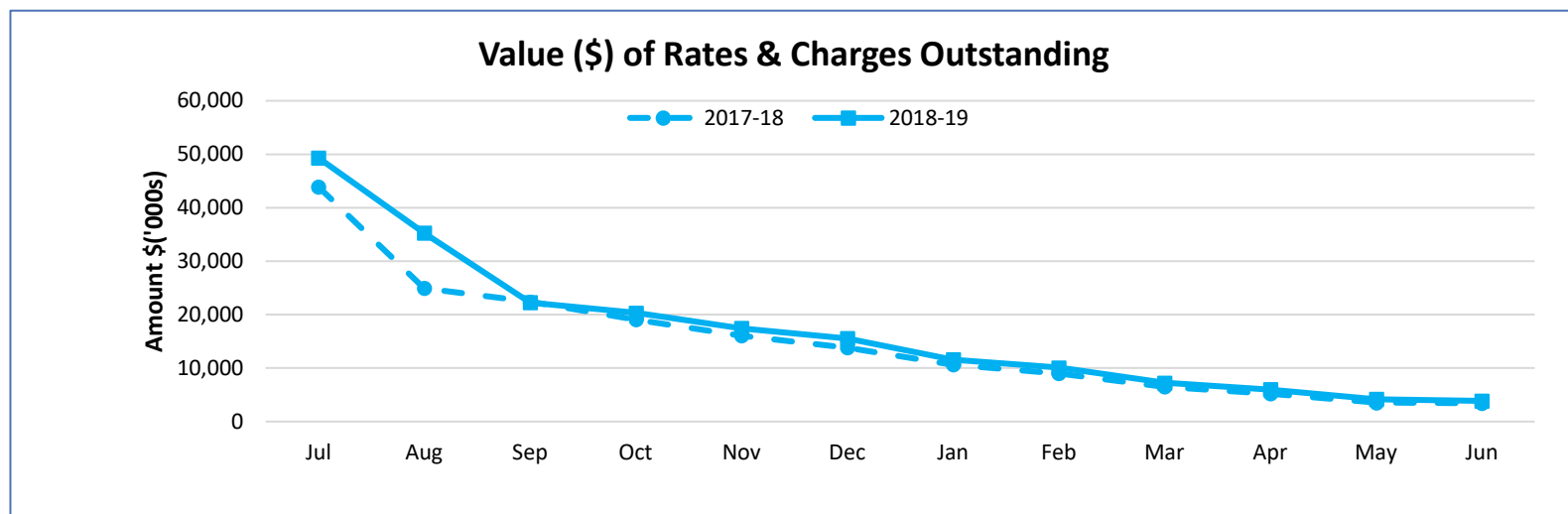
**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
<b>26/06/2019 Carry forward projects</b>			
	Capital Expenditure Projects	475,800	
	Operating Expenditure Projects	462,270	
	Reserve Transfer - Restricted Grants & Contributions	(938,070)	
	Revolving Energy Fund Operating Projects	8,025	
	Revolving Energy Fund Capital Projects	21,458	
	Reserve Transfer - Renewable Efficiency Energy Reserve	(29,483)	
		<b>0</b>	<b>(106,833)</b>
<b>Amended Budget Surplus / (Deficit)</b>			<b>(106,833)</b>

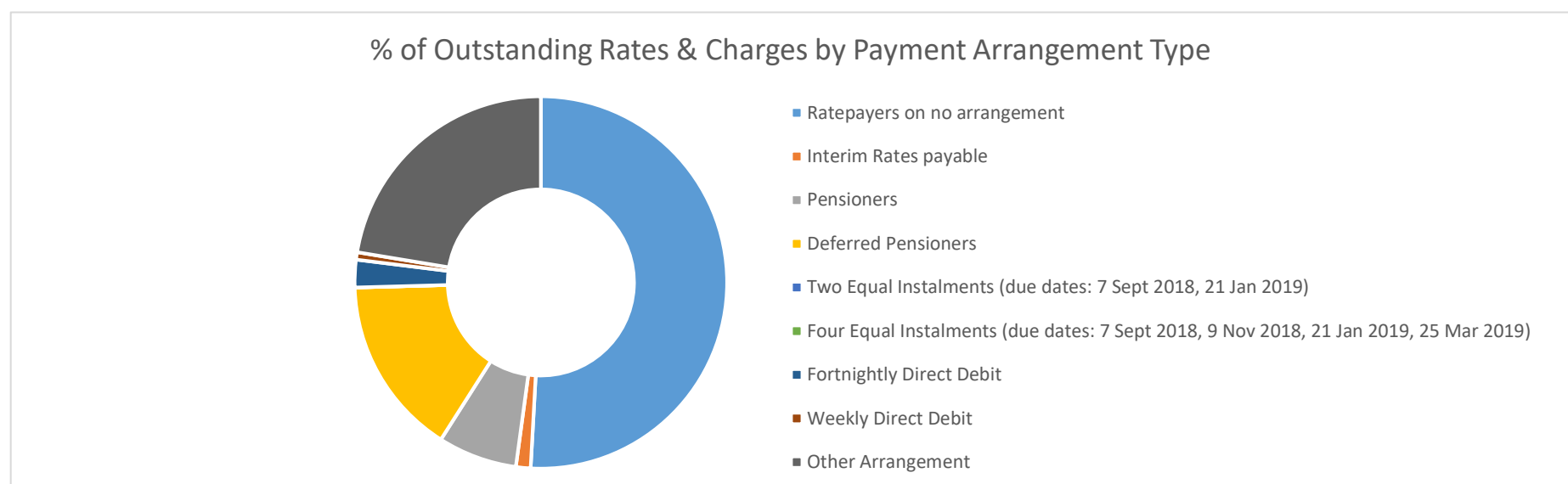
**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 5(a): Receivables - Rates & Charges**

<b>Receivables - Rates &amp; Charges Receivable</b>	<b>30 June 2018</b>	<b>30 Jun 2018</b>	<b>30 Jun 2019</b>
	<b>\$</b>		<b>\$</b>
Opening Arrears Previous Years	3,360,788	3,360,788	4,275,903
Levied this year	46,715,340	46,715,340	49,944,562
<u>Less</u> Collections to date	(45,056,420)	(45,056,420)	(48,738,815)
<u>Less</u> Excess Rates received	(743,805)	(743,805)	(904,842)
<b>Rates &amp; Charges Collectable</b>	<b>4,275,903</b>	<b>4,275,903</b>	<b>4,576,808</b>
Less Pensioner Deferred Rates	(678,782)	(678,782)	(711,755)
<b>Net Rates &amp; Charges Collectable</b>	<b>3,597,121</b>	<b>3,597,121</b>	<b>3,865,053</b>
% Outstanding	7.70%	7.70%	7.74%



<b>Outstanding Rates &amp; Charges by Payment Arrangement Type</b>	<b>Number of Assessments</b>	<b>Balance Outstanding</b>	
		<b>\$</b>	<b>%</b>
Ratepayers on no arrangement	603	2,328,466	50.88%
Interim Rates payable	856	58,257	1.27%
Pensioners	188	314,449	6.87%
Deferred Pensioners	192	711,755	15.55%
Two Equal Instalments (due dates: 7 Sept 2018, 21 Jan 2019)	0	0	0.00%
Four Equal Instalments (due dates: 7 Sept 2018, 9 Nov 2018, 21 Jan 2019, 25 Mar 2019)	0	0	0.00%
Fortnightly Direct Debit	503	109,482	2.39%
Weekly Direct Debit	205	29,274	0.64%
Other Arrangement	254	1,025,125	22.40%
	<b>2,801</b>	<b>4,576,809</b>	<b>100.00%</b>





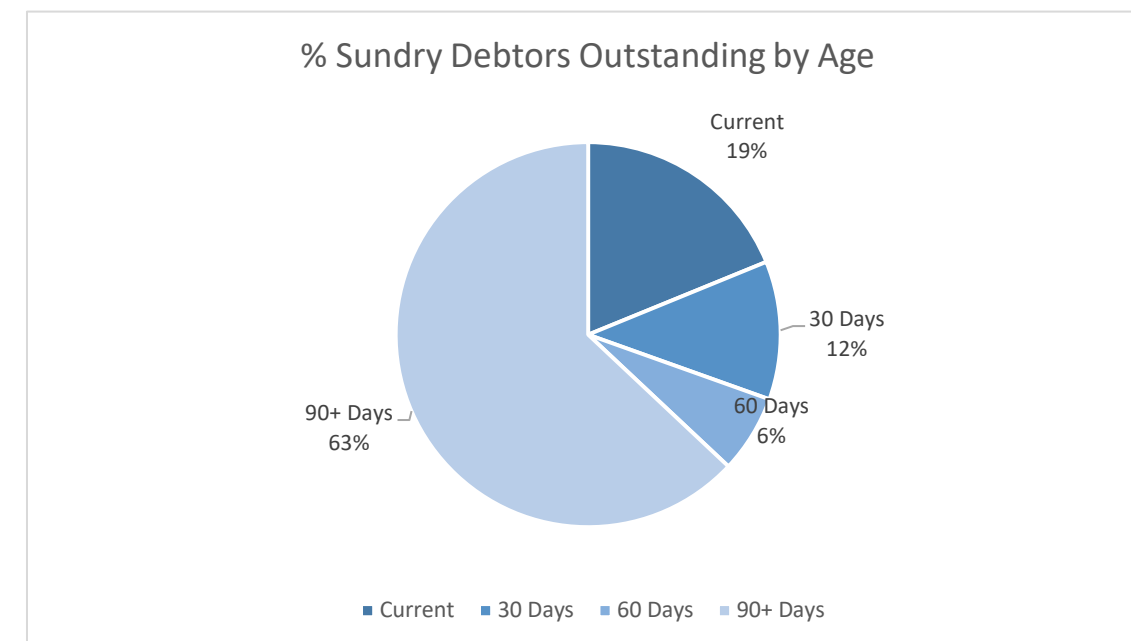
**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 5(b): Receivables - General**

**Receivables - General**

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	37,584	23,212	13,074	125,769	199,640
Infringements Register					167,090
<b>Total Receivables General Outstanding</b>					<b>366,730</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 (FER)</b>			
1825.07	Prosecution Local Law Fencing	Registered with FER. Payments are being received.	2,003
2442.07	Prosecution Dog Act 1976	Registered with FER. No payments received.	5,732
3321.07	Prosecution and Infringement Dog Act 1976	Registered with FER. Regular fortnightly payments.	1,860
3909.07	Prosecution Local Government Act 1995	Registered with FER.	3,652
3936.07	Prosecution Building Act 2011 and Planning and	Registered with FER. Regular fortnightly payments.	6,002
3953.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER. Regular fortnightly payments.	1,609
4060.07	Prosecution Littering Act 1979	Payment Arrangement by direct debit fortnightly.	1,412
4131.07	Prosecution Dog Act 1976 Dangerous Dog	Registered with FER. Debtor is making payments to FER. City yet to receive payments due to quantum of fines outstanding.	4,654
4233.07	Prosecution Local Law Fencing	Registered with FER.	2,500
4274.07	Prosecution Dog Act 1976	Registered with FER.	9,247
4275.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER.	14,350
<b>Other Sundry Debtors</b>			
897.04	Deed of Settlement	Review of Deed of Settlement Council meeting 27 June 2019.	50,000
2864.07	Rugby hire & tenancy costs	Payment arrangement in place as approved by Director City Strategy.	1,235
3418.04	Seasonal Tenancy Fees	Payment arrangement in place as approved by Director City Strategy.	2,285
3884.03	Local Government Act 1995 abandoned vehicle	Payment arrangement in place as approved by Director City Strategy.	1,235
3922.03	Local Government Act 1995 verge clean up works	Collection attempts unsuccessful to date.	1,090
3951.06	Developer Contributions	Due to administration error reversed in 19/20.	3,786
4162.04	Facility / Community Centre hire fees	Collection attempts unsuccessful to date.	1,768
<b>Total Debtors 90+ days &gt; \$1,000</b>			<b>114,421</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**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	748,728	286,126	(256,025)	778,829	748,728	35,610	22,387	0	806,725	27,896
Asset Management Reserve	501,595	8,721	(180,000)	330,316	501,595	435,776	(180,000)	757,371	501,595	424,018	16,016	(178,641)	762,988	5,617
Plant and Equipment Replacement Reserve	748,122	263,007	(351,200)	659,929	498,123	264,099	(320,790)	441,432	498,123	250,000	19,114	(233,879)	533,358	91,926
Banksia Park Reserve	134,175	2,333	(49,738)	86,769	115,626	32,922	(90,000)	58,548	115,626	70,528	3,366	0	189,520	130,972
City Assist Initiative Reserve	100,401	1,743	(102,144)	(0)	100,401	2,571	(102,972)	0	100,401	0	2,571	(102,972)	0	0
Community Services & Emergency Relief Reserve	84,017	1,461	0	85,478	84,017	4,084	0	88,101	84,017	0	4,819	0	88,836	735
Contiguous Local Authorities Group Reserve	263,146	14,575	(20,000)	257,721	265,873	25,478	(35,000)	256,351	265,873	15,810	8,211	(2,740)	287,154	30,803
Employee Leave Reserve	4,119,629	71,623	(300,000)	3,891,252	4,231,590	98,193	(300,000)	4,029,783	4,231,590	0	102,403	(300,000)	4,033,993	4,210
Family Day Care Reserve	1,479,306	25,719	(805,560)	699,465	1,462,302	23,397	(30,924)	1,454,775	1,462,302	0	36,542	(27,798)	1,471,046	16,271
Future Community Infrastructure Reserve	1,538,389	26,746	(663,284)	901,851	1,381,900	23,485	(809,536)	595,849	1,381,900	0	35,718	(350,417)	1,067,201	471,352
Golf Course Cottage Reserve	28,033	487	0	28,520	28,033	619	0	28,652	28,033	0	854	0	28,887	235
Information Technology Reserve	1,890,703	32,871	(1,416,000)	507,574	1,890,703	402,447	(810,000)	1,483,150	1,890,703	370,000	43,040	(235,051)	2,068,691	585,541
Infrastructure Reserve	339,968	5,911	0	345,879	339,968	5,262	0	345,230	339,968	0	8,108	0	348,076	2,846
Refuse Reserve	8,698,885	180,697	(83,880)	8,795,702	8,736,657	191,380	(105,085)	8,822,952	8,736,657	0	194,769	(86,538)	8,844,888	21,936
Renewable Energy Efficiency Reserve	0	0	0	0	0	62,008	0	62,008	0	62,008	0	0	62,008	0
Restricted Grants & Contributions Reserve	1,694,812	0	(1,694,812)	0	2,491,721	1,083,070	(2,476,755)	1,098,036	2,491,721	3,775,489	0	(2,110,587)	4,156,623	3,058,587
Settlement Agreement Reserve	160,000	2,782	0	162,782	160,000	3,534	0	163,534	160,000	0	4,874	0	164,874	1,340
Workers Compensation Reserve	330,200	5,741	0	335,941	338,710	6,820	(205,247)	140,283	338,710	0	7,980	(205,247)	141,443	1,160
Youth Engagement Reserve	130,412	2,264	(132,676)	0	144,650	4,581	(149,231)	0	144,651	0	4,581	(149,231)	0	0
<b>Sub-Total Municipal Reserves</b>	<b>23,007,334</b>	<b>955,524</b>	<b>(6,032,043.9)</b>	<b>17,930,814</b>	<b>23,520,597</b>	<b>2,955,852</b>	<b>(5,871,565)</b>	<b>20,604,884</b>	<b>23,520,598</b>	<b>5,003,463</b>	<b>515,351</b>	<b>(3,983,102)</b>	<b>25,056,310</b>	<b>4,451,426</b>
<b>Developer Contribution Reserves</b>														
DCA 1 - Hard Infrastructure - Bertram	1,851,461	182,424	(491,817)	1,542,068	1,887,550	174,406	(491,394)	1,570,562	1,887,550	141,881	13,379	(1,814,122)	228,688	(1,341,874)
DCA 2 - Hard Infrastructure - Wellard	1,772,974	429,946	(2,197,177)	5,743	1,877,524	420,838	(2,197,684)	100,678	1,877,524	636,230	60,793	(139,134)	2,435,413	2,334,735
DCA 4 - Hard Infrastructure - Anketell	0	0	0	0	0	633,006	0	633,006	0	633,006	0	(99,998)	533,009	(99,997)
DCA 5 - Hard Infrastructure - Wandi	1,286,174	661,998	(454,627)	1,493,545	1,309,322	649,155	(594,315)	1,364,162	1,309,322	0	32,888	(269,161)	1,073,049	(291,113)
DCA 7 - Hard Infrastructure - Mandogalup West	11,803	14,077	(159)	25,720	11,713	14,014	(153)	25,574	11,713	11,820	385	(20,929)	2,989	(22,585)
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	0	478,974	0	(7,703)	471,270	471,270
DCA 9 - Soft Infrastructure - Wandi/Anketell	10,446,476	576,997	(141,136)	10,882,338	10,487,573	1,180,041	(136,633)	11,530,981	10,487,573	978,831	304,269	(7,703)	11,762,971	231,990
DCA 10 - Soft Infrastructure - Casuarina/Anketell	229,412	246,696	(3,099)	473,009	227,912	244,065	(2,969)	469,008	227,912	0	5,279	(7,703)	225,488	(243,520)
DCA 11 - Soft Infrastructure - Wellard East	5,734,336	1,081,744	(77,473)	6,738,607	5,944,904	995,267	(77,451)	6,862,720	5,944,904	410,213	176,727	(452,394)	6,079,450	(783,270)
DCA 12 - Soft Infrastructure - Wellard West	6,622,131	355,217	(89,468)	6,887,880	6,663,351	367,429	(86,811)	6,943,969	6,663,351	871,677	214,148	(7,705)	7,741,470	797,501
DCA 13 - Soft Infrastructure - Bertram	283,730	8,356	(3,833)	288,252	282,230	7,565	(3,677)	286,118	282,230	0	9,007	(7,703)	283,533	(2,585)
DCA 14 - Soft Infrastructure - Wellard/Leda	480,660	130,374	(6,494)	604,540	504,779	128,486	(6,576)	626,689	504,779	102,069	15,346	(7,703)	614,490	(12,199)
DCA 15 - Soft Infrastructure - City Site	144,189	23,788	(1,948)	166,029	158,316	23,782	(2,062)	180,036	158,316	6,872	5,082	(7,704)	162,566	(17,470)
<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>29,355,174</b>	<b>4,838,054</b>	<b>(3,599,725)</b>	<b>30,593,503</b>	<b>29,355,174.0</b>	<b>4,271,573</b>	<b>837,302</b>	<b>(2,849,663)</b>	<b>31,614,386</b>	<b>1,020,883</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>52,875,771</b>	<b>7,793,906</b>	<b>(9,471,290)</b>	<b>51,198,387</b>	<b>52,875,772</b>	<b>9,275,036</b>	<b>1,352,653</b>	<b>(6,832,765)</b>	<b>56,670,696</b>	<b>5,472,309</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**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	20,000	20,509	509		20,000	20,509	509	
5060	Plant Replacement - P403	20,000	21,645	1,645		20,000	21,645	1,645	
5080	Plant Replacement - P407	19,097	14,373		(4,724)	19,097	14,373		(4,724)
5597	Plant Replacement - P435	21,934	23,464	1,529		21,934	23,464	1,530	
5705	Plant Replacement - P445	19,833	20,055	221		20,437	14,400		(6,037)
5876	Plant Replacement - P457					14,360	12,600		(1,760)
5859	Plant Replacement - P460	29,045	19,600		(9,445)	29,045	19,600		(9,445)
5884	Plant Replacement - P461	14,005	12,555		(1,451)	16,451	18,900	2,449	
5871	Plant Replacement - P464	21,475	11,645		(9,830)	21,475	11,645		(9,830)
5838	Plant Replacement - P465	22,860	15,736		(7,124)	22,860	15,736		(7,124)
5809	Plant Replacement - P467	26,600	23,009		(3,591)	26,600	23,009		(3,591)
5872	Plant Replacement - P462	23,020	16,191		(6,829)	23,020	16,191		(6,829)
5983	Plant Replacement - P490	18,413	15,736		(2,677)	18,413	15,736		(2,677)
5831	Plant Replacement - P455	26,313	23,009		(3,304)	26,313	23,009		(3,304)
5856	Plant Replacement - P459	28,967	20,509		(8,458)	28,967	20,509		(8,458)
5093	Plant Replacement - P406	18,000	13,236		(4,764)	18,000	13,236		(4,764)
5885	Plant Replacement - P463	23,500	12,327		(11,173)	22,625	10,800		(11,825)
5666	Plant Replacement - P437	21,467	10,509		(10,958)	21,467	10,509		(10,958)
6162	Disposal - P525	34,338	0		(34,338)	0	0		0
<b>Plant &amp; Equipment</b>									
2587	Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148					0	0		(0)
4957	Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	0	2,273	2,273		0	2,273	2,273	
3974	Plant Replacement Program - Cat Skid Steer Loader - P347	26,400	18,512		(7,888)	24,000	20,000		(4,000)
3722	Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324					34,789	25,000		(9,789)
4083	Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	49,748	30,000		(19,748)	50,000	30,000		(20,000)
3842	Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333					29,250	15,000		(14,250)
2819	Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199					0	0		
3407	Plant Replacement Program - Disposal Only					19,300	12,000		(7,300)
3447	Plant Replacement Program - Disposal Only					3,737	4,200	463	
5646	Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	17,794	6,364		(11,430)	17,794	6,364		(11,430)
3481	P289 Tip Truck from 17/18	30,564	22,176		(8,388)	30,564	22,176		(8,388)
	Removal of Assets less than \$5,000 as per application of FM Reg 17A(5)	451,181			(451,181)				
		<b>984,556</b>	<b>373,433</b>	<b>6,178</b>	<b>(617,301)</b>	<b>600,498</b>	<b>442,884</b>	<b>8,869</b>	<b>(166,484)</b>
<b>Net Profit/(Loss)</b>					<b>(611,123)</b>	<b>(157,615)</b>			

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

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	13,747	238,950,796	18,859,093	413,654	11,467	19,284,214	13,549	235,768,136	18,859,093	529,676	0	19,388,769
Improved Special Residential	0.07120	815	19,436,231	1,372,308	11,525	(724)	1,383,110	807	19,273,991	1,372,308	0	0	1,372,308
Light Industrial and Commercial	0.09043	133	23,230,285	2,118,044	27,193	(2,340)	2,142,897	136	23,421,923	2,118,044	0	0	2,118,044
General Industry and Service Commercial	0.08647	319	35,313,111	3,074,926	28,378	(8,387)	3,094,917	320	35,560,611	3,074,926	0	0	3,074,926
Large Scale General Industry and Service Commercial	0.08909	47	47,549,186	4,178,852	22,756	37,854	4,239,462	46	46,905,960	4,178,852	0	0	4,178,852
Vacant Residential	0.16828	376	7,792,630	1,375,819	(55,435)	(3,207)	1,317,177	415	8,175,770	1,375,819	0	0	1,375,819
Vacant Non Residential	0.10304	35	2,422,880	235,692	30,427	0	266,119	33	2,287,380	235,692	0	0	235,692
<b>Unimproved Value (UV)</b>													
General Industrial	0.01759	3	121,200,000	2,131,908	0	0	2,131,908	3	121,200,000	2,131,908	0	0	2,131,908
Mining	0.00847	25	39,960,000	338,461	0	0	338,461	25	39,960,000	338,461	0	0	338,461
Urban/Urban Deferred	0.00505	143	242,241,000	1,241,497	(3,753)	(630)	1,237,114	143	245,841,000	1,241,497	0	0	1,241,497
<b>Sub-Totals</b>		<b>15,643</b>	<b>778,096,119</b>	<b>34,926,600</b>	<b>474,746</b>	<b>34,034</b>	<b>35,435,380</b>	<b>15,477</b>	<b>778,394,771</b>	<b>34,926,600</b>	<b>529,676</b>	<b>0</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	1,438	1,658,878	1,481,480	3,991	1,056	1,486,527	1,430	16,916,772	1,481,480	0	0	1,481,480
Improved Special Residential	\$1,036	4	6,228	3,108	1,036	0	4,144	3	40,820	3,108	0	0	3,108
Light Industrial and Commercial	\$1,348	25	31,800	33,700	2,696	0	36,396	25	274,661	33,700	0	0	33,700
General Industry and Service Commercial	\$1,348	34	47,994	45,832	0	0	45,832	34	299,022	45,832	0	0	45,832
Large Scale General Industry and Service Commercial	\$1,348	0	0	0	0	0	-	0	-	-	0	0	-
Vacant Residential	\$1,036	904	923,572	992,488	(25,891)	452	967,049	958	4,987,503	992,488	0	0	992,488
Vacant Non Residential	\$1,036	2	0	2,072	0	0	2,072	2	4,320	2,072	0	0	2,072
<b>Unimproved Value (UV)</b>													
General Industrial	\$1,348	0	923,572	0	0	0	-	0	0	0	0	0	0
Mining	\$1,348	16	47,994	20,220	1,344	0	21,564	15	186,557	20,220	0	0	20,220
Rural	\$1,036	115	1,658,878	66,304	5,572	4,057	75,933	64	9,608,600	66,304	0	0	66,304
<b>Sub-Totals</b>		<b>2,538</b>	<b>5,298,916</b>	<b>2,645,204</b>	<b>(11,252)</b>	<b>5,565</b>	<b>2,639,517</b>	<b>2,531</b>	<b>32,318,255</b>	<b>2,645,204</b>	<b>0</b>	<b>0</b>	<b>2,645,204</b>
		<b>18,181</b>	<b>783,395,035</b>	<b>37,571,804</b>	<b>463,494</b>	<b>39,599</b>	<b>38,074,897</b>	<b>18,008</b>	<b>810,713,026</b>	<b>37,571,804</b>	<b>529,676</b>	<b>0</b>	<b>38,101,480</b>
Concession							-						-
<b>Amount from General Rates</b>							<b>38,074,897</b>						<b>38,101,480</b>
Ex-Gratia Rates							-						-
Specified Area Rates							-						-
<b>Totals</b>							<b>38,074,897</b>						<b>38,101,480</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**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	89,773	89,773	671,799	671,799	51,272	51,364
Loan 107 - Administration / Chambers Building Refurbishment	0	0	150,800	0	0	0	150,800	0	0
<b>Education &amp; Welfare</b>									
Loan 96 - Youth Specific Space	147,840	0	0	25,366	25,366	122,474	122,474	11,587	11,654
Loan 100 - Youth Specific Space	1,521,312	0	0	122,515	122,515	1,398,797	1,398,797	79,551	79,645
<b>Recreation and Culture</b>									
Loan 94 - Wellard Sports Pavilion	204,825	0	0	46,488	46,488	158,337	158,337	13,236	13,704
Loan 95 - Orelia Oval Pavilion	354,815	0	0	60,878	60,878	293,937	293,937	27,808	27,970
Loan 97 - Orelia Oval Pavilion Extension	1,685,135	0	0	198,641	198,641	1,486,494	1,486,494	113,449	113,653
Loan 102 - Library & Resource Centre	7,421,567	0	0	0	0	7,421,567	7,421,567	386,720	386,720
Loan 104 - Recquatic Refurbishment	3,350,000	0	0	0	0	3,350,000	3,350,000	159,125	159,125
Loan 105 - Bertram Community Centre	1,296,840	0	0	0	0	1,296,840	1,296,840	50,827	50,827
Loan 106 - Destination Park - Calista	1,516,532	0	0	96,112	96,111	1,420,420	1,420,421	57,249	57,307
<b>Transport</b>									
Loan 98 - Streetscape Beautification	1,028,123	0	0	121,193	121,193	906,930	906,930	69,217	69,341
Loan 101 - City Centre Redevelopment	2,500,000	0	0	0	0	2,500,000	2,500,000	79,250	79,250
<b>Self Supporting Loans</b>									
<b>Recreation and Culture</b>									
Loan 103B - Golf Club Refurbishment	282,850	0	0	16,168	16,168	266,682	266,682	11,167	11,202
	<b>22,071,411</b>	<b>0</b>	<b>150,800</b>	<b>777,133</b>	<b>777,133</b>	<b>21,294,278</b>	<b>21,445,078</b>	<b>1,110,457</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 30 June 2019**

**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 2018	Amount Received	Amount Paid	Closing Balance 30 Jun 2019
	\$	\$	\$	\$
APU Security Bonds	15,481	580	(470)	15,591
Contiguous Local Authorities Group (CLAG)	200	3,594	(200)	3,594
Public Open Space Cash In Lieu	200,061	4,178		204,239
	<b>215,742</b>	<b>8,351</b>	<b>(670)</b>	<b>223,423</b>

Please note the Office of the Auditor General released a position paper defining specific amounts that were to be held in Trust. All other monies held by City of Kwinana have been moved to Current Liabilities.








































**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 11: Capital Acquisitions**

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
	\$	\$		\$	\$	
 <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	109,349	100,000	110,000	110,000	651	Completed.
 Automated Gates - Recquatic Front Counter	0	90,000	69,000	69,000	69,000	Carried forward to 19/20 Budget.
 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	45,970	100,000	90,001	90,001	44,031	
 Building Renewals - Darius Wells	32,580	25,000	31,500	31,500	(1,080)	Completed.
 Building Renewals - Kwinana Senior Citizens Centre	65,911	100,000	106,000	106,000	40,089	Completed.
 Building Renewals - Margaret Feilman	9,288	15,000	10,000	10,000	712	Completed.
 Building Renewals - Thomas Oval Netball Clubrooms	7,935	6,500	10,150	10,150	2,215	Completed.
 Building Renewals - Wheatfield Cottage	23,765	20,000	23,765	23,765	0	Completed.
 Building Upgrades - CCTV Administration Building	105,428	100,000	114,245	114,245	8,817	CCTV to be purchased for Recquatic,Darius Wells Library and Resource Centre, Administration Building. Carried forward to 19/20 Budget.
 Building Upgrades - Medina	0	100,000	100,000	100,000	100,000	Carried forward to 19/20 Budget.
 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	66,475	294,300	323,730	323,730	257,255	Construction delayed until 20/21.
 DCA 14 - Local Sporting Ground with Pavilion Extension (Wellard/Leda) storage room	153,510	261,484	156,148	156,148	2,638	Completed.
 DCA 9 - Local Sports Ground Clubroom (Clubroom construction cost)	23,042	107,500	118,250	118,250	95,208	Feasibility study has been completed. Carried forward to 19/20 Budget.
 Solar Panels Upgrade	41,644	30,000	41,644	41,644	0	Budget variation to transfer STC's in lieu of payment for solar panel installation approved by Council 13 February 2019. Carried forward to 19/20 Budget.
 Administration Building & Civic Centre - Stage 1 of 2	0	2,268,000	150,800	150,800	150,800	Carried forward to 19/20 Budget.
 Callistemon Court Retirement Village Building Upgrade	0	40,000	44,000	44,000	44,000	
 Entry Statement	0	18,000	0	0	0	
 DCA 13 - Local Sporting Ground with Community Sports Facility Bertram Oval Ablution block	206,570	328,516	311,309	311,309	104,739	External works complete.
 Family Daycare Building Replacement of Playroom, Kitchenette and Toy Library	0	650,000	0	0	0	Carried forward to 20/21 Budget.
 Library - Replacement of Air Conditioners Motors	31,533	0	31,000	31,000	(533)	Complete.
 Kwinana South VBFB Station Upgrade - Local Projects Local Jobs	1,068	0	0	0	(1,068)	Project has been delayed until 19/20. Carried forward to 19/20 Budget.
 Mandogalup VBFB Station Upgrade - Local Projects Local Jobs Grant	0	0	0	0	0	Project has been delayed until 19/20. Carried forward to 19/20 Budget.
 Kwinana South VBFB Station Extensions - Meeting/Training Room &	0	0	178,000	178,000	178,000	Project has been delayed until 19/20. Carried forward to 19/20 Budget.
 Mandogalup VBFB Station Extensions - Ablutions - \$275k DFES LG Grant	0	0	137,500	137,500	137,500	Project has been delayed until 19/20. Carried forward to 19/20 Budget.
 Smirks Heritage Site Artefacts Shed	0	0	0	0	0	New project approved at Budget Review OCM 13 March 2019. Carried forward to 19/20 Budget.
 Smirks Cottage install urinal	3,075	0	2,925	2,925	(150)	New project approved at Budget Review OCM 13 March 2019. Completed.
 Kwinana Tennis Club Ablutions	0	0	0	0	0	New project approved at Budget Review OCM 13 March 2019. Carried forward to 19/20 Budget.
 Budden Way - Carpet Replacement	2,568	0	0	0	(2,568)	Budget variation for new project approved by Council 22 May 2019. Carried forward to 19/20 Budget.
 Kwinana Recquatic - Strip and Seal Stadium Flooring	0	0	8,800	8,800	8,800	Budget variation for new project approved by Council 22 May 2019. Carried forward to 19/20 Budget.
 Workshop - New Automated Roller Door	4,158	0	7,480	7,480	3,322	Budget variation for new project approved by Council 22 May 2019. Completed.
 <b>Buildings Total</b>	<b>933,869</b>	<b>4,937,050</b>	<b>2,176,247</b>	<b>2,176,247</b>	<b>1,242,378</b>	




























**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**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	3,000	10,000	2,000	2,000	(1,000)	Carried forward to 19/20 Budget.
<b>Computing Equipment</b>	0					
 City Website Redevelopment	73,621	70,000	70,000	70,000	(3,621)	
 Corporate Business System Renewal - Implementation	235,051	1,191,000	176,147	176,147	(58,904)	Project commenced in April 2019. Carried forward to 19/20 Budget.
 Self Check Touchscreen Computer & Workstation - Library	0	7,000	0	0	0	Carried forward to 19/20 Budget.
 Matterport Pro 2 3D 360view camera	5,150	0	5,150	5,150	0	Purchase completed.
<b>Plant and Equipment</b>	0					
 CFWD Disability Hoist - Recquatic	13,459	12,000	12,000	12,000	(1,459)	Purchase completed.
 CWD Fixed Variable Notice Board	0	70,000	0	0	0	Cancelled pending further investigation.
 Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148	0	7,000	0	0	0	Cancelled.
 Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	7,136	9,000	7,135	7,135	(1)	Purchase completed.
 Plant Replacement Program - Cat Skid Steer Loader - P347	90,818	90,000	90,000	90,000	(818)	Purchase completed.
 Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324	77,610	80,000	80,000	80,000	2,390	Purchase completed.
 Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	78,172	85,000	85,000	85,000	6,828	Purchase completed.
 Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333	0	120,000	138,000	138,000	138,000	Budget variation approved by Council OCM 12 June 2019. Carried forward to 19/20 Budget.
 Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199	0	7,000	0	0	0	Cancelled.
 Plant Replacement Program - Toro Ground Master Ride on Mower - Capital Maintenance - P499	0	7,000	0	0	0	Cancelled.
 Plant Replacement Program - Toro Rear Discharge Ride on Mower - P500	0	7,000	0	0	0	Cancelled.
 Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	37,291	38,200	37,291	37,291	0	Purchase completed.
 Donation of Fire Support Vehicles for use by Fire Brigades- 2009 Ford Ranger Utility & 2006 Ford Courier Utility	17,000	0	14,500	14,500	(2,500)	Donation by BP.
<b>Motor Vehicles</b>						
 Plant Replacement - P402 - KWN1961	38,521	37,500	38,521	38,521	0	Purchase completed.
 Plant Replacement - P403 - KWN1960	38,071	37,500	38,071	38,071	0	Purchase completed.
 Plant Replacement - P406 - KWN1898	28,884	28,500	28,884	28,884	0	Purchase completed.
 Plant Replacement - P407 - KWN1949	28,884	28,500	28,883	28,883	(1)	Purchase completed.
 Plant Replacement - P435 - KWN1957	33,882	33,500	33,882	33,882	0	Purchase completed.
 Plant Replacement - P437 - KWN1993	24,518	25,000	24,518	24,518	(0)	Purchase completed.
 Plant Replacement - P445 - KWN1983	38,768	28,500	40,200	40,200	1,432	Purchase completed.
 Plant Replacement - P455 - KWN1987	24,304	25,000	24,304	24,304	(0)	Purchase completed.
 Plant Replacement - P457 - 1EXX509	0	41,500	41,500	41,500	41,500	Purchase no longer required in 2019.
 Plant Replacement - P459 - 1EWW253	36,380	41,500	36,380	36,380	(0)	Purchase completed.
 Plant Replacement - P460 - 1EWW269	38,127	41,500	38,127	38,127	0	Purchase completed.
 Plant Replacement - P461 - 1EXX886	0	41,500	0	0	0	Purchase no longer required in 2019. Budget variation approved by Council OCM 12 June 2019.
 Plant Replacement - P462 - 1EWO612	24,335	25,000	24,335	24,335	(0)	Purchase completed.
 Plant Replacement - P463 - 1GBJ678	38,591	41,500	38,591	38,591	0	Purchase completed.
 Plant Replacement - P464 - 1EXM745	35,053	41,500	35,053	35,053	(0)	Purchase completed.
 Plant Replacement - P465 - 1EWS395	40,319	53,500	40,319	40,319	(0)	Purchase completed.
 Plant Replacement - P467 - KWN1984	33,424	35,000	33,424	33,424	0	Purchase completed.
 Plant Replacement - P490 - 1GCH844	37,155	41,500	37,155	37,155	(0)	Purchase completed.
 <b>Plant , Furniture and Equipment Total</b>	<b>1,177,525</b>	<b>2,458,200</b>	<b>1,299,370</b>	<b>1,299,370</b>	<b>121,845</b>	

























**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 11: Capital Acquisitions**

		Budget				
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	Comment
Assets						
Park and Reserves						
 Bore - Current Condition 5 Cubicle & Pump Replacement Program	86,350	75,000	82,500	82,500	(3,850)	Completed.
 Bore - Renewal / Replacement	114,141	105,000	115,500	115,500	1,359	Completed.
 CFWD Family Daycare Play Equipment and Landscaping	0	101,569	0	0	0	Carried forward to 19/20 Budget.
 Fencing Replacement Program	75,762	57,000	62,700	62,700	(13,062)	Project completed.
 KIA Street Tree Planting Program (B)	73,274	75,000	82,500	82,500	9,226	Completed.
 Kwinana Loop Trail	0	80,000	45,670	45,670	45,670	Carried forward to 19/20 Budget.
 CFWD Medina Oval Lighting	233,177	300,000	304,375	304,375	71,198	Project completed.
 Parks and Reserves Renewals - Kwinana Adventure Park	47,621	40,000	44,000	44,000	(3,621)	Project completed.
 Pimlico Crescent Maintenance (F)	135,389	110,000	111,000	111,000	(24,389)	Project completed.
 Public Open Space Playgrounds Renewals - Exercise Equipment/Sport	2,160	5,000	5,500	5,500	3,340	Project completed.
 Public Open Space Playgrounds Renewals - Goal Post Renewal	0	5,000	5,500	5,500	5,500	No identified renewals required for 18/19.
 Public Open Space Playgrounds Renewals - Oval/Courts/Lights	0	8,000	8,800	8,800	8,800	No identified renewals required for 18/19.
 Public Open Space Playgrounds Renewals - Park Furniture / Lights	0	6,000	6,600	6,600	6,600	No identified renewals required for 18/19.
 Public Open Space Playgrounds Renewals - Prince Regent Park/Calista Oval Playground	85,910	100,000	110,000	110,000	24,090	Project completed.
 Public Open Space Playgrounds Renewals - Casuarina Fire Station Reserve/Casuarina Reserve Park/Peace Park	0	8,000	0	0	0	Budget has been removed in Budget Review.
 Public Open Space (POS) Upgrade - Orelia Oval Additional Steps to meet grass	39,832	20,000	42,000	42,000	2,168	Project completed.
 Public Open Space (POS) Upgrades - Parks for People Minor Projects	0	25,000	27,500	27,500	27,500	No identified projects in 18/19.
 Public Open Space (POS) Upgrades - Parks for People Strategy	102,947	100,000	121,030	121,030	18,083	Project completed.
 Sporting Infrastructure - Wandii Playing Fields (Honeywood)	8,910	89,100	34,410	34,410	25,500	Carried forward to 19/20 Budget.
 Street Tree Planting Program (A) - Bertram Stage 2	63,542	65,000	71,500	71,500	7,958	Project completed.
 Thomas Oval Lighting	49,500	495,000	399,500	399,500	350,000	Concept design completed. Carried forward to 19/20 Budget.
 Kwinana Tennis Courts - Fencing	36,649	0	37,872	37,872	1,223	Budget variation approved by Council 22 August 2018. Project completed. Budget variation approved by Council 22 May 2018 for the Kwinana Tennis courts booking system (The Kwinana Tennis Club will pay 50% as per agreement). Project completed.
 Installation of fencing in Council Reserves to prevent illegal dumping	29,003	0	29,003	29,003	0	New project approved at Budget Review OCM 13 March 2019.
 Ridley Green Disconnect Power and reconnect at Hewison Reserve for BBQ	0	0	0	0	0	New project approved at Budget Review OCM 13 March 2019. Carried forward to 19/20 Budget.
 Calista Oval Construction of access ramp	15,427	0	10,000	10,000	(5,427)	New project approved at Budget Review OCM 13 March 2019. Project completed.
 Calista Oval Bollards installation	6,092	0	7,500	7,500	1,408	New project approved at Budget Review OCM 13 March 2019. Project completed.
 Parks and Reserves Total	1,205,685	1,869,669	1,764,960	1,764,960	559,275	












**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 11: Capital Acquisitions**








Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
<b>Roads</b>						
<b>Urban Road Grant Construction</b>						
 Road Reseal A - Gilmore Avenue - South bound lanes	306,391	380,490	383,944	383,944	77,553	Project completed. Waiting for line marking invoices.
 Road Reseal C - Sulphur Road - Tanson road to Parmelia Ave	312,312	361,900	365,191	365,191	52,879	Project completed. Waiting for line marking invoices.
 Road Reseal B - Orelia Avenue - Thomas Road to Christmas Ave (including roundabout)	464,597	492,800	497,281	497,281	32,684	Project completed. Waiting for line marking invoices.
<b>Black Spot Grant Construction</b>						
 Kwinana Beach Road (J)	42,346	48,253	43,498	43,498	1,152	Project completed.
<b>Roads to Recovery Grant Construction</b>						
 Road Reseal D - Orelia Avenue - Nye Way to Christmas Ave	143,590	181,500	183,150	183,150	39,560	Project completed. Waiting for line marking invoices.
 Road Reseal E - Cowcher Way West & Ridley Way West From Derbal Street to Medina Avenue	277,439	253,000	255,300	255,300	(22,139)	Project completed.
<b>DCA Funded Construction</b>						
 DCA 1 - Millar Road	98,245	436,703	436,703	436,703	338,458	
 DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	53,467	100,000	60,000	60,000	6,533	Awaiting MRS amendment. Carried forward to 19/20 Budget.
 DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)		437,250	437,250	437,250	437,250	Carried forward to 19/20 Budget.
<b>Municipal Road Construction</b>						
 Gilmore Avenue Pedestrian Crossing	42,153	60,000	43,863	43,863	1,710	Project completed.
 Local Area Traffic Management B - Harlow Road Bollard Installation	12,723	17,188	12,723	12,723	(0)	Project completed.
 Road Reseal F - Duckpond Road & Banksia Road intersection	128,746	82,500	108,250	108,250	(20,496)	Project completed.
 Road Reseal G - Clementi Road	104,882	104,500	105,450	105,450	568	Project completed.
 Road Reseal L - Henry Street A	39,054	44,000	44,400	44,400	5,346	Project completed.
 <b>Roads Total</b>	<b>2,025,945</b>	<b>3,000,084</b>	<b>2,977,003</b>	<b>2,977,003</b>	<b>951,058</b>	
<b>Street Lighting</b>						
 Latitude 32 Lighting Changeover	220,225.00	262,272	205,272	205,272	(14,953)	Project completed.
 Street Lighting - Various Locations	14,327.98	22,000	22,200	22,200	7,872	Project completed.
 Street Lighting - Johnson Road/McWhirter Promenade	99,609.90	110,000	71,000	71,000	(28,610)	Project completed.
 <b>Street Lighting Total</b>	<b>334,163</b>	<b>394,272</b>	<b>298,472</b>	<b>298,472</b>	<b>(35,691)</b>	
<b>Bus Shelter Construction</b>						
 Bus Shelters	16,554	20,000	20,182	20,182	3,628	
 <b>Bus Shelter Construction Total</b>	<b>16,554</b>	<b>20,000</b>	<b>20,182</b>	<b>20,182</b>	<b>3,628</b>	
<b>Footpath Construction</b>						
 Footpath A - Rowley Road - Lyon Road to Freeway	49,431	55,000	55,500	55,500	6,069	Project completed.
 Footpath Construction - between Adventure Park and Gilmore Avenue	162,842	138,560	162,841	162,841	(1)	Project completed.
 <b>Footpath Construction Total</b>	<b>212,274</b>	<b>193,560</b>	<b>218,341</b>	<b>218,341</b>	<b>6,067</b>	

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 11: Capital Acquisitions**

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
<b>Drainage Construction</b>						
 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	1,916,198	1,916,198	Project has been deferred until 19/20.
 DCA 2 - Peel Sub N2 Drain - Lot 64 Woolcoot Rd	0	257,025	257,025	257,025	257,025	Project has been deferred until 19/20.
 Drainage A - Burlington Street Drainage Sump	72,219	93,500	94,350	94,350	22,131	Project completed.
 Drainage B - Gilmore Avenue	33,549	33,000	33,548	33,548	(1)	Project completed.
 Drainage C - Sulphur Road - Tanson To Parmelia	59,228	39,600	59,227	59,227	(1)	Project completed.
 <b>Drainage Construction Total</b>	<b>164,995</b>	<b>2,339,323</b>	<b>2,360,348</b>	<b>2,360,348</b>	<b>2,195,353</b>	
<b>Car Park Construction</b>						
 Medina Oval - Bituminise entrance & Carpark	6,012	0	9,622	9,622	3,610	Budget Variation approved by Council 22 August 2018. Project completed.
 <b>Car Park Construction Total</b>	<b>6,012</b>	<b>0</b>	<b>9,622</b>	<b>9,622</b>	<b>3,610</b>	
<b>Other Infrastructure</b>						
 Entry Statement - Upgrade from Town to City	8,582	0	19,800	19,800	11,218	Moved from Buildings to Other Infrastructure for capitalisation purposes.
 <b>Other Infrastructure Total</b>	<b>8,582</b>	<b>0</b>	<b>19,800</b>	<b>19,800</b>	<b>11,218</b>	
 <b>Capital Expenditure Total</b>	<b>6,085,603</b>	<b>15,212,158</b>	<b>11,144,345</b>	<b>11,144,345</b>	<b>5,058,742</b>	

**Level of Completion Indicators (Percentage YTD Actual to Annual Budget)**

-  0%
-  20%
-  40%
-  60%
-  80%
-  100%
-  Over 100%



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 30 June 2019

**Note 12: Schedule of Grants, Subsidies & Contributions**

Description	Original Budget	Current Annual Budget	YTD Actual	Comments
<b>Operating Grants, Subsidies &amp; Contributions</b>				
<b>Community Amenities</b>				
PTA Bus Shelter Subsidy	13,000	13,000	13,518	
SMCC - KIC Coastcare in the KIA	10,000	10,000	10,000	
SMCC - BP Coastcare	10,000	-	-	Funding has expired.
SMCC - Perth Region NRM for SMCC	5,000	5,000	5,000	
SMCC - Tronox Adopt a Beach	5,000	5,000	5,000	
SMCC - Degremont Adopt a Beach	5,000	5,000	-	Funding has expired.
Alcoa - Challenger Beach Rehabilitation	16,000	-	-	Funding has expired.
NATE - Seedling Subsidy Scheme	2,000	499	499	
WALGA Bin Tagging	-	8,000	8,000	
<b>Education and Welfare</b>				
Banksia Park Operating Cost Contribution	331,344	331,344	330,420	
Family Daycare - Mainstream Childcare Benefit Subsidy	3,000,000	4,213,907	4,183,225	
Family Daycare - Subsidy Other	45,000	107,889	214,728	
Family Daycare - Inclusion Subsidy Scheme	5,000	16,018	16,653	
CCB Subsidy	1,500,000	805,483	683,408	
Subsidy Other	10,000	14,053	31,774	
NGALA My Time Program	-	10,000	10,560	
Operational Subsidy - Aboriginal Resource Worker	-	30,500	33,566	
Youth Social Justice Program	172,561	172,561	177,627	
Youth Incentive Sponsorship	35,000	10,000	30,000	
Youth Pathways Strategy Grant	2,500	2,500	-	Funding has not been approved.
Skate Park Activation Grant	5,000	-	-	Funding has not been approved.
Good Spirit Learning Program Grant	20,000	-	-	Funding has not been approved.
Youth Wellbeing Benchmark Survey Grant	5,000	5,000	-	Funding has not been approved.
Art Therapy Youth Grant	50,000	-	-	Funding has not been approved.
<b>General Purpose Funding</b>				
Local Government General Purpose Grant	737,676	477,320	477,320	
Local Government General Purpose Grant - Roads	669,912	378,440	378,440	
Local Government General Purpose Grant	-	-	489,180	Financial Assistant Grant payment for 2019/2020, received in June 2019.
Local Government General Purpose Grant - Roads	-	-	456,614	Financial Assistant Grant payment for 2019/2020, received in June 2019.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	170,000	170,000	177,226	
<b>Health</b>				
Mosquito Management Contributions (CLAG)	10,000	19,640	35,072	
Department of Health - Larvicide	1,000	14,000	-	Funding received indirectly through CLAG (above).
<b>Law Order &amp; Public Safety</b>				
Department Fire and Emergency Services - ESL	161,000	124,864	124,864	
Department Fire and Emergency Services - ESL	-	-	45,503	First quarter payment for 19/20 was received in June 2019.
Department Fire and Emergency Services - Other	-	-	11,777	Bush Fire Brigade supplement operating grant
Department Fire and Emergency Services - LEMC Aware Grant	4,000	-	-	Funding has not been approved.
<b>Recreation &amp; Culture</b>				
Arts - Harmony & Reconciliation	5,000	5,000	-	Sponsorship not achieved.
Sponsorship - Big Concert	60,000	62,500	62,500	
Childrens Festival	35,000	35,000	35,000	
Youth Festival	10,000	2,000	1,870	
Music in the Schools/Community	5,000	-	-	Funding has been unsuccessful.
Recreation - KidSport (DLGSC)	150,000	16,635	16,649	
Metro Every Club Funding	-	25,000	25,000	Funding to replace the Kidsport program, will go toward covering the cost of CDO - Recreation & Inclusion Officer.
Library Contributions & Donations	5,000	7,700	4,943	
Shared Use Agreements	108,702	115,642	124,839	
Recquatic Holiday Program DEDU payments	78,421	78,421	81,833	
Volunteer Centre - Thank a Volunteer Event	1,500	1,500	1,000	
<b>Transport</b>				
Main Roads Annual Direct Grant	104,611	170,022	171,206	
Main Roads Street Light Subsidy	5,000	5,000	5,000	
Main Roads Maintenance Contribution	70,000	131,780	131,779	
<b>Total Operating Grants, Subsidies &amp; Contributions</b>	<b>7,639,227</b>	<b>7,606,218</b>	<b>8,611,594</b>	



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 June 2019**

**Note 12: Schedule of Grants, Subsidies & Contributions**

Description	Original Budget	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	127,900	(400,337)	Reallocation of income attributed to DCA 12 and not DCA 1.
DCA 2 - Hard Infrastructure - Wellard	377,733	377,733	636,230	
DCA 4 - Hard Infrastructure - Anketell	-	633,006	633,006	
DCA 5 - Hard Infrastructure - Wandi	624,121	624,121	-	
DCA 7 - Hard Infrastructure - Mandogalup (west)	13,729	13,729	11,820	
DCA 8 - Soft Infrastructure - Mandogalup	-	-	478,974	
DCA 9 - Soft Infrastructure - Wandi / Anketell	269,358	978,832	978,831	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	239,940	239,940	-	
DCA 11 - Soft Infrastructure - Wellard East	912,873	912,873	(34,478)	Reallocation of income attributed to DCA 2 and not DCA 11.
DCA 12 - Soft Infrastructure - Wellard West	160,201	160,201	871,677	
DCA 14 - Soft Infrastructure - Wellard / Leda	116,219	116,219	102,069	
DCA 15 - Soft Infrastructure - Townsite	19,542	19,542	6,872	
<b>Economic Services</b>				
Medina CCTV Grant	-	100,000	-	Grant approval received. Carried forward to 2019/2020.
<b>Fire &amp; Emergency Management</b>				
BP Fire Support Units - donation	-	14,500	17,000	
<b>Law, Order &amp; Public Safety</b>				
Premier & Cabinet Department	-	30,000	30,000	Kwinana South VFB ATU (Septic Units)
Premier & Cabinet Department	-	25,000	25,000	Mandogalup VFB ATU (Septic Units)
Department Fire and Emergency Services	-	178,000	-	Kwinana South VFB Upgrade. Project will not start until 19/20.
Department Fire and Emergency Services	-	137,500	-	Mandogalup VFB Upgrade. Project will not start until 19/20.
<b>Recreation &amp; Culture</b>				
Department of Infrastructure - Thomas Oval Lighting	150,000	150,000	-	Grant approval received. Carried forward to 2019/2020.
Department of Education - Wandi Playing Fields	25,500	25,500	25,500	
Lotterywest - Kwinana Loop Trail	37,670	37,670	-	Project carried forward to 2019/2020.
Department of Infrastructure - Varris Park	-	11,030	11,030	
Kwinana Tennis Club	-	3,073	3,073	Kwinana Tennis Club contribution towards booking system for courts.
<b>Transport</b>				
City of Cockburn - Contribution to Footpath	25,000	25,000	25,000	
Roads to Recovery - Reseal Orelia Avenue	135,966	132,382	107,943	Final claims to be submitted after line marking invoices have been received.
Roads to Recovery - Reseal Cowcher Way West & Ridley Way	253,000	253,000	277,439	Final claims to be submitted after line marking invoices have been received.
State Road Grant - Orelia Avenue Resurfacing	298,667	298,667	309,731	Final claims to be submitted after line marking invoices have been received.
State Road Grant - Sulphur Road Resurfacing	219,333	219,333	208,208	Final claims to be submitted after line marking invoices have been received.
State Road Grant - Gilmore Avenue Resurfacing	230,600	230,600	205,423	Final claims to be submitted after line marking invoices have been received.
State Road Grant - State Black Spot - Kwinana Beach Road	48,253	43,497	42,346	
<b>Total Non-Operating Grants, Subsidies &amp; Contributions</b>				
	<b>4,285,605</b>	<b>6,118,848</b>	<b>4,572,357</b>	

### **16.3 Review of Council Policy – Charitable Rate Exemptions**

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

There were no declarations of interest declared.

#### **SUMMARY:**

The Charitable Rates Exemption Policy is required to be reviewed every two years. As part of this review, the proposed changes to the policy have been outlined in Attachment A.

#### **OFFICER RECOMMENDATION:**

That Council adopt the reviewed Council Policy - Charitable Rate Exemptions as detailed in Attachment A.

#### **DISCUSSION:**

A review of Council Policy – Charitable Rates Exemption is required every two years.

A copy of the policy as recommended for amendment is detailed in Attachment A with the inclusions and deletions marked in tracked changes. A summary of changes recommended to the policy is included below:

- Include more detail in the process of applying for the exemption including Council's assessment of the application.
- Refining the definitions of land used exclusively for charitable purposes.
- Updating the Strategy details from the recently reviewed Corporate Business Plan.
- Minor formatting changes.

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

*Local Government Act 1995* section 6.26 states:

##### **6.26. Rateable land**

- (1) *Except as provided in this section all land within a district is rateable land.*
- (2) *The following land is not rateable land —*
  - (a) *land which is the property of the Crown and —*
    - (i) *is being used or held for a public purpose; or*

## 16.3 REVIEW OF COUNCIL POLICY – CHARITABLE RATE EXEMPTIONS

- (ii) *is unoccupied, except —*
  - (I) *where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or*
  - (II) *where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land;*
- and*
- (b) *land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and*
- (c) *land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and*
- (d) *land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*
- (e) *land used exclusively by a religious body as a school for the religious instruction of children; and*
- (f) *land used exclusively as a non-government school within the meaning of the School Education Act 1999; and*
- (g) *land used exclusively for charitable purposes; and*
- (h) *land vested in trustees for agricultural or horticultural show purposes; and*
- (i) *land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and*
- (j) *land which is exempt from rates under any other written law; and*
- (k) *land which is declared by the Minister to be exempt from rates.*
- (3) *If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.*
- (4) *The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.*
- (5) *Notice of any declaration made under subsection (4) is to be published in the Gazette.*
- (6) *Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.*

**FINANCIAL/BUDGET IMPLICATIONS:**

Land rates will not be charged on approved rates exemption applicants, effective from the date the exemption is granted by Council under this Policy and will therefore decrease rates revenue accordingly.

**16.3 REVIEW OF COUNCIL POLICY – CHARITABLE RATE EXEMPTIONS****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

**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	Applicant may apply to State Administrative Tribunal for rate exemption
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
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	Review every application on its own merit against adopted policy requirements for exemption
Rating (after treatment)	Low

16.3 REVIEW OF COUNCIL POLICY – CHARITABLE RATE EXEMPTIONS

**COUNCIL DECISION**

533

**MOVED CR M ROWSE**

**SECONDED CR S MILLS**

**That Council adopt the reviewed Council Policy - Charitable Rate Exemptions as detailed in Attachment A.**

**CARRIED  
6/0**





## Council Policy

### Charitable Rate Exemptions





## Council Policy

### Charitable Rate Exemptions

D12/63019[v34]

1. **Title**  
Charitable Rate Exemptions
2. **Purpose**  
This policy defines how an applicant is to apply for a charitable rate exemption and the requirement for their status to be reviewed every two years.
3. **Scope**  
This policy is applicable to local organisations and ratepayers within the City of Kwinana who are eligible for a charitable rate exemption.
4. **Definitions**  
**Charity** has the meaning given to it by the *Charities Act 2013* (Commonwealth);  
**Charitable purpose** has the meaning given to it by the *Charities Act 2013* (Commonwealth); and  
**Disqualifying purpose** means –
  - (a) The purpose of engaging in, or promoting, activities that are unlawful or contrary to public policy; or
  - (b) The purpose of promoting or opposing a political party or a candidate for political office.

Note: Activities are not contrary to public policy merely because they are contrary to government policy.

5. **Policy Statement**  
Council is committed to adhering to the *Local Government Act 1995* and providing guidance to applicants who apply for an exemption of local government ~~land rates charges for charitable purposes based on their use of land for charitable purposes.~~ This policy relates to the charitable rates exemption to charitable organisations based within the City that provide assistance to the City's community.

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- 5.1 **Land Use Exclusively for Charitable Purposes**  
The land use for which the charitable organization is applying for an exemption under section 6.26(2)(g) of the *Local Government Act 1995* must be for the exclusive use for charitable purposes as defined in [section 12 of the Charities Act 2013](#) and these include:
  - (a) the purpose of advancing health;
  - (b) the purpose of advancing education;
  - (c) the purpose of advancing social or public welfare;
  - (d) the purpose of advancing religion;
  - (e) the purpose of advancing culture;
  - (f) the purpose of promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia;
  - (g) the purpose of promoting or protecting human rights;
  - (h) the purpose of advancing the security or safety of Australia or the Australian public;
  - (i) the purpose of preventing or relieving the suffering of animals;
  - (j) the purpose of advancing the natural environment; or
  - (k) any other purpose beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the purposes mentioned in paragraphs (a) to (j); and

Must not be a disqualifying purpose under the meaning given by [section 11 of the Charities Act 2013 \(Commonwealth\)](#).

## **5.2 Land Used Exclusively for Charitable Purposes**

~~Property must be used exclusively by the charitable organisation for charitable purposes defined by the Charitable Uses Act 1601 as generally for the following purposes:~~

- ~~(a) the relief of poverty;~~
- ~~(b) the advancement of education;~~
- ~~(c) the advancement of religion; and~~
- ~~(d) other purposes beneficial to the community.~~

## **5.23 Application for Rate Exemption**

5.2.1 To be considered by the City for approval, each application for a charitable rate exemption under section 6.26(2)(g) of the *Local Government Act 1995* must be made in writing by completing an Application for Rate Exemption form.

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5.2.2 Applications will be submitted to Council for approval.

5.2.3 The exemption will be applied from the date Council approves the exemption.

## **5.43 Review of Policy**

All exemptions will be reviewed every two years and confirmation from the charitable organisation that the above purposes still apply will be required to continue receiving the exemption.

## **6. Financial/Budget Implications**

Land rates will not be charged on successful rates exemption applicants under this policy and will therefore decrease rates revenue accordingly.

## **7. Asset Management Implications**

There are no specific asset management implications associated with this policy.

## **8. Environmental Implications**

There are no specific environmental implications associated with this policy.

## **9. Strategic/Social Implications**

Plan	Objective	Strategy
Corporate Business Plan 2019-2024	6.1 To ensure the financial sustainability of the City of Kwinana into the future.	6.1.4 Monitor the City's rating system to ensure it is responsive to the cost of living and provides flexibility and fairness for all. 5.4.6 Review land uses and their rating categories to ensure fair and equitable rating within the City

## **10. Occupational Safety and Health (OSH) Implications**

There are no specific OSH implications associated with this Policy.

11. **Risk Assessment**

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not applying a charitable rate exemption to a property is low.

## 12. References

Name of Policy	Charitable Rate Exemptions
Date of Adoption and resolution No	11/07/2012 #163
Review dates and resolution No #	12/04/2017 #468 <a href="#">XX/XX/2019 #TBC</a>
Next review date due	12/04/2019
Legal Authority	<i>Local Government Act 1995</i> Section 2.7 – The Role of Council; and Section 6.26(2)(g) - Rateable Land  <i>Charities Act 2013 (Commonwealth)</i>
Directorate	<del>Corporate and Engineering Services</del> <a href="#">City Business</a>
Department	Finance
Related documents	<b>Acts/Regulations</b> <i>Local Government Act 1995</i> <i>Charities Act 2013 (Commonwealth)</i> <del>Charitable Uses Act 1601 – preamble (United Kingdom)</del>  <b>Plans/Strategies</b> <del>Strategic</del> <a href="#">Corporate Business-Community Plan 2019-2024</a> <del>5-2025</del>  <b>Policies</b> Nil  <b>Work Instructions</b> Nil  <b>Other documents</b> D16/24232 Application for Rate Exemption Form

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

## **16.4 Parliamentary Inquiry into Local Government Submission**

### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

### **SUMMARY:**

The Select Committee into Local Government was established by the Legislative Committee to conduct a Parliamentary Inquiry into Local Government and are inviting submissions from the Public and local governments. It is proposed that Council submit a response to the invitation as contained in Confidential Attachment A.

### **OFFICER RECOMMENDATION:**

That Council endorses the submission contained within Confidential Attachment A and submit to the Select Committee into Local Government for consideration.

### **DISCUSSION:**

On 26 June 2019, the Select Committee into Local Government ("the Committee") was established by the Legislative Council to inquire into how well the system of local government is functioning in Western Australia.

As part of the consultation process, the Committee is inviting the public (and local governments) to provide a written submission on one or more of the below Terms of Reference:

- a) whether the *Local Government Act 1995* and related legislation is generally suitable in its scope, construction and application;
- b) the scope of activities of Local Governments;
- c) the role of the Department of State administering the *Local Government Act 1995* and related legislation;
- d) the role of Elected Members and Chief Executive Officers/employees and whether they are clearly defined, delineated, understood and accepted;
- e) the funding and financial management of Local Governments; and
- f) any other related matters the Select Committee identifies as worthy of examination and Report.

The closing date for submissions is 4pm, Friday 23 August 2019 and all submissions are to remain confidential until the Committee releases them.

The proposed submission, as contained in Confidential Attachment A, was prepared with a focus on issues that are relevant specifically to the City of Kwinana and growth local governments. A copy of the Western Australian Local Government Association's Submission to the Select Committee is with Confidential Attachment B.

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

The results of the Parliamentary Inquiry into Local Government may have legal/policy implications to local governments.

**16.4 PARLIAMENTARY INQUIRY INTO LOCAL GOVERNMENT SUBMISSION****FINANCIAL/BUDGET IMPLICATIONS:**

No financial/budget implications 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:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following 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, 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 as a result of this report.

**RISK IMPLICATIONS:**

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

Risk Event	The City does not provide a submission in regard to the Parliamentary Inquiry into Local Government, forgoing the opportunity to assist in the Inquiry
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Strategic



**16.4 PARLIAMENTARY INQUIRY INTO LOCAL GOVERNMENT SUBMISSION**

Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Ensure the City responds to requests for submissions
Rating (after treatment)	Low

**COUNCIL DECISION****534****MOVED CR S MILLS****SECONDED CR W COOPER**

**That Council endorses the submission contained within Confidential Attachment A and submit to the Select Committee into Local Government for consideration.**

**CARRIED  
6/0**

## **16.5 Submission - Senate Select Committee on Jobs for the Future in Regional Areas**

### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

### **SUMMARY:**

The Senate Select Committee on Jobs for the Future in Regional Areas ("the Committee") was established by the Australian Senate and are inviting submissions from the public. It is proposed that Council submit a response to the invitation as contained in Confidential Attachment A.

### **OFFICER RECOMMENDATION:**

That Council endorses the submission contained within Confidential Attachment A and submit to the Senate Select Committee on Jobs for the Future in Regional Areas.

### **DISCUSSION:**

The Committee was established by the Australian Senate to examine regional employment opportunities. Amongst the issues to be considered are the potential for jobs in the clean energy market. Given Kwinana is currently a hub for the development of the battery industry, City Officers have prepared a submission for consideration by the Committee.

As part of the consultation process, the Committee is inviting the public (and local governments) to provide a written submission on one or more of the below Terms of Reference:

- a. new industries and employment opportunities that can be created in the regions;*
- b. the number of existing jobs in regional areas in clean energy technology and ecological services and their future significance;*
- c. lessons learned from structural adjustments in the automotive, manufacturing and forestry industries and energy privatisation and their impact on labour markets and local economies;*
- d. the importance of long-term planning to support the diversification of supply chain industries and local economies;*
- e. measures to guide the transition into new industries and employment, including:*
  - i. community infrastructure to attract investment and job creation;*
  - ii. the need for a public authority to manage the transition;*
  - iii. meaningful community consultation to guide the transition; and*
  - iv. the role of vocational education providers, including TAFE, in enabling reskilling and retraining;*
- f. the use of renewable resources in Northern Australia to build a clean energy export industry to export into Asia; and*
- g. any related matters.*

The closing date for submissions is 6 September 2019.

**16.5 SUBMISSION - SENATE SELECT COMMITTEE ON JOBS FOR THE FUTURE IN REGIONAL AREAS****LEGAL/POLICY IMPLICATIONS:**

The results of the Committee's inquiry may impact policy implications for employment proposals.

**FINANCIAL/BUDGET IMPLICATIONS:**

No financial/budget implications 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:**

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

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following 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, 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 as a result of this report.

**16.5 SUBMISSION - SENATE SELECT COMMITTEE ON JOBS FOR THE FUTURE IN REGIONAL AREAS****RISK IMPLICATIONS:**

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

Risk Event	The City does not provide a submission in regard to the Parliamentary Inquiry into Jobs for the Future in Regional Areas, forgoing the opportunity to assist in the Inquiry
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Reputation Compliance
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	Ensure the City responds to requests for submissions
Rating (after treatment)	Low

**COUNCIL DECISION**

535

**MOVED CR S MILLS****SECONDED CR S LEE**

**That Council endorses the submission contained within Confidential Attachment A and submit to the Senate Select Committee on Jobs for the Future in Regional Areas.**

**CARRIED**  
**6/0**

## 16.6 Adoption of Proposed Standing Orders Local Law 2019

### DECLARATION OF INTEREST:

There were no declarations of interest declared.

### SUMMARY:

At its Ordinary Council Meeting held on the 5 December 2018, Council resolved to give state-wide public notice of its proposal to make the proposed *Standing Orders Local Law 2019* for public consultation. The proposed local law was advertised for the required period of 42 days, between 12 April 2019 and 14 June 2019, as prescribed in the *Local Government Act 1995* (Act). More particularly, the local public notice was placed in the Weekend Courier on 12 April 2019 and state wide notice was placed in the West Australian on 13 April 2019 (Attachment A). One submission was received during the consultation period, being from the Department of Local Government, Sport and Cultural Industries (DLGSC) (Attachment B).

City Officers considered the DLGSC's submission (the recommendations of which are summarised in this Report), adopted many of their recommended changes but ultimately determined that the changes were not significant and did not warrant the re-advertising of the local law per s.3.13 of the Act. A marked up copy of the proposed Standing Orders Local Law is enclosed (Attachment C). The mark ups, which are in red text show the DLGSC recommendations that were accepted by City Officers. Also enclosed is a clean copy of the proposed Standard Orders Local Law with the recommendations accepted (Attachment D).

### OFFICER RECOMMENDATION:

That Council resolve:

1. That the Presiding Member reads aloud the *Standing Orders Local Law 2019* purpose and effect:
  - a. The purpose of this local law is to provide for the orderly conduct of the proceedings and business of the Council, and for the safe custody and use of the Council's common seal.
  - b. The effect of this local law is that all Council meetings, committee meetings, and other meetings as described in the Act, and the use of Council's common seal, shall be governed by these Standing Orders unless otherwise provided in the Act, regulations or other written law.
2.
  - a. Repeal the current *Standing Orders Local Law 1998*,
  - b. Adopt the *Standing Orders Local Law 2019* proposed at Attachment D ,

## 16.6 ADOPTION OF PROPOSED STANDING ORDERS LOCAL LAW 2019

- c. Cause the *Standing Orders Local Law 2019* to be published in the Government Gazette and provide a local public notice stating the purpose and effect of the local law, when the local law will come into operation and that copies are available for public inspection, and
- d. Authorise the Chief Executive Officer to complete and then sign with the Mayor the Explanatory Memorandum and Statutory Procedures Checklist of the process used at Attachment E, as required to be provided to the Joint Standing Committee on Delegated Legislation and the Minister for Local Government; Heritage; Culture and The Arts within 10 working days of the Gazettal Notice publication date.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

### DISCUSSION:

The purpose of this local law is to provide for the orderly conduct of the proceedings and business of the Council, and for the safe custody and use of the Council's common seal.

The effect of this local law is that all Council meetings, committee meetings, and other meetings as described in the Act, and the use of Council's common seal, shall be governed by these Standing Orders unless otherwise provided in the Act, regulations or other written law.

The current City of Kwinana *Standing Orders Local Law 1998* and subsequent amendment local laws in 2007 and 2010 are proposed to be replaced with a new *Standing Orders Local Law 2019*.

Forums were held for Elected Members on 21 May, 23 July and 12 November 2018 to consider the proposed *Standing Orders Local Law 2019*.

On 5 December 2018 Council resolved to give state-wide public notice of its proposal to make the proposed *Standing Orders Local Law 2019*. The proposed local law was advertised for the required period of 42 days and one submission was received. The submission was from DLGSC and contained recommended changes to the local law. City Officers determined that the adoption of the majority of the recommended changes did not significantly affect the substance of the local law as it was advertised.

Below is a summary of the salient amendments proposed to the Standing Orders by DLGSC:

1. A contents page was recommended to be included for the purpose of assisting readers. It was also recommended that page numbers be excluded from any contents page so as to avoid a potential clash with the page system and become inaccurate upon publication in the Government Gazette.

The recommendations were accepted by City Officers for the reason given by DLGSC.



## 16.6 ADOPTION OF PROPOSED STANDING ORDERS LOCAL LAW 2019

2. Clause 1.6 described the intent of the Standing Orders and was recommended to be removed on the basis that it had no legislative effect and there was no requirement under the Act for its inclusion.

The recommendation was rejected by City Officers on the basis that the inclusion of the clause was not detrimental to the remainder of the Standing Orders. Further, the clause is a replication of section 1.3(2) of the Act, thereby reinforcing an intended cohesion between legislation.

3. Clause 3.4 contained the term “vexatious” which was recommended be removed by DLGSC on the basis of potential uncertainty over its interpretation.

The recommendation was not accepted by City Officers. It was determined that the concerns of DLGSC could be sufficiently addressed by an amendment to clause 3.4(1)(b) to include a narrower definition of the term “vexatious”.

4. Clauses 3.4(6)(b) and 7.5(3) was recommended by DLGSC to have the term “objectionable” replaced with “insulting” due to concerns over potential uncertainty of interpretation.

The recommendation was accepted for the reason stated by DLGSC. The term “defamatory” was removed by City Officers from clause 3.4(6)(b) due to the same concerns.

5. Clauses 5.1 and 5.2 address disclosure of interests and was recommended to be removed by DLGSC on the basis that the Act already addresses disclosure requirements.

The recommendation was rejected by City Officers on the basis that the inclusion of the clause was not detrimental to the remainder of the Standing Orders. Further, in reinforcing the obligations on members and employees under the Act, the Regulations and the City of Kwinana’s Code of Conduct, it is considered that the Standing Orders reinforce an intended cohesion between legislation.

6. Clause 7.5(1) provides that a member must not reflect adversely on previous decisions of the Council and was recommended by DLGSC to include a subclause to prevent the restriction on debate.

The recommendation was accepted by City Officers.

7. Schedule 1 contains penalties for breaching the local law, which DLGSC recommended be reduced from \$500.00 to \$100.00.

The recommendation was accepted by City Officers.

Other minor text corrections as proposed by the DLGSC have been made.

City Officers also identified a typographical error at clause 14.5(2) of the Standing Orders that required amendment. Essentially, the word “before” was used instead of the word “after”.

## 16.6 ADOPTION OF PROPOSED STANDING ORDERS LOCAL LAW 2019

The resulting draft *Standing Orders Local Law 2019*, as it will appear when it is advertised in the Government Gazette, is shown in Attachment D.

To assist Elected Members to assess the proposed DLGSC recommended changes that were adopted by City Officers, as well as identify the amendment required at clause 14.5(2) a copy of the current local law, including the proposed adopted amendments is provided at Attachment C with the amendments in red text.

### LEGAL/POLICY IMPLICATIONS:

Section 3.12 of the Act:

#### 3.12. Procedure for making local laws

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give Statewide public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
  - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) *A notice under subsection*
- (3) *is also to be published and exhibited as if it were a local public notice.*
- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*

**16.6 ADOPTION OF PROPOSED STANDING ORDERS LOCAL LAW 2019**

- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
- (a) *stating the title of the local law; and*
  - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
  - (c) *advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

**FINANCIAL/BUDGET IMPLICATIONS:**

The cost of publication of the local law in the *Government Gazette* at a cost of \$272.55 per page, is estimated at \$9,500 once adopted by Council.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications associated with this report.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental 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	Civic leadership.	5.8 Apply best practice principles and processes to maximise efficiencies and quality.

**COMMUNITY ENGAGEMENT:**

Community engagement occurred in the form required under section 3.12(3) of the Act 'Procedure for making local laws', being the giving of statewide public notice that the City of Kwinana proposed to make the Local Law.

**16.6 ADOPTION OF PROPOSED STANDING ORDERS LOCAL LAW 2019****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	Local laws not reviewed as required by the Act
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Ensure the review of local laws complies with legislated requirements
Rating (after treatment)	Low

**AMENDMENT TO THE MOTION**

MOVED CR M ROWSE

SECONDED CR P FEASEY

That part 2 b be amended as follows:

- b. Adopt the *Standing Orders Local Law 2019* proposed at Attachment D with the following amendments:

- Add the following Clause:  
12.4 Recording of member votes

The minutes of a meeting must record the name of each elected member who voted on a matter and whether he or she voted in the affirmative or negative.

- Remove Clause 10.1(2)

LOST  
2/4

**COUNCIL DECISION**

536

MOVED CR S LEE

SECONDED CR S MILLS

That Council resolve:

1. That the Presiding Member reads aloud the *Standing Orders Local Law 2019* purpose and effect:
  - a. The purpose of this local law is to provide for the orderly conduct of the proceedings and business of the Council, and for the safe custody and use of the Council's common seal.

16.6 ADOPTION OF PROPOSED STANDING ORDERS LOCAL LAW 2019

- b. **The effect of this local law is that all Council meetings, committee meetings, and other meetings as described in the Act, and the use of Council's common seal, shall be governed by these Standing Orders unless otherwise provided in the Act, regulations or other written law.**
- 2.
  - a. **Repeal the current *Standing Orders Local Law 1998*,**
  - b. **Adopt the *Standing Orders Local Law 2019* proposed at Attachment D**
  - c. **Cause the *Standing Orders Local Law 2019* to be published in the Government Gazette and provide a local public notice stating the purpose and effect of the local law, when the local law will come into operation and that copies are available for public inspection, and**
  - d. **Authorise the Chief Executive Officer to complete and then sign with the Mayor the Explanatory Memorandum and Statutory Procedures Checklist of the process used at Attachment E, as required to be provided to the Joint Standing Committee on Delegated Legislation and the Minister for Local Government; Heritage; Culture and The Arts within 10 working days of the Gazettal Notice publication date.**

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

**6/0**



*LOCAL GOVERNMENT ACT 1995*

**PROPOSED LOCAL LAW  
Standing Orders Local Law  
2019**

The City of Kwinana has resolved to review its local law relating to **standing orders**.

The purpose and effect of the local law relating to standing orders are follows:

The **purpose** of this local law is to provide for the orderly conduct of the proceedings and business of the Council, and for the safe custody and use of the Council's common seal.

The **effect** of this local law is that all Council meetings, committee meetings, and other meetings as described in the Act, and the use of Council's common seal, shall be governed by these standing orders unless otherwise provided in the Act, regulations or other written law.

A copy of the proposed local law may be inspected at or obtained from the Council Administration Office, corner Gilmore Avenue and Sulphur Road, Kwinana between the hours of 8.30 am and 4.30 pm Monday to Friday, or viewed online at [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au).

Submissions about the proposed local law including the National Competition Policy requirements may be made to:

Chief Executive Officer  
City of Kwinana  
PO Box 21  
Kwinana WA 6167

All submissions must be received by **4.00 pm 14 June 2019**. For further information please contact the City's Governance Services Coordinator, Antoinette Smit, on 9439 0412.

**Joanne Abbiss  
CHIEF EXECUTIVE OFFICER**



## Local Govt. Notices



### LOCAL GOVERNMENT ACT 1995

#### PROPOSED LOCAL LAW Standing Orders Local Law 2019

The City of Kwinana has resolved to review its local law relating to standing orders.

The purpose and effect of the local law relating to standing orders are follows:

The **purpose** of this local law is to provide for the orderly conduct of the proceedings and business of the Council, and for the safe custody and use of the Council's common seal.

The **effect** of this local law is that all Council meetings, committee meetings, and other meetings as described in the Act, and the use of Council's common seal, shall be governed by these standing orders unless otherwise provided in the Act, regulations or other written law.

A copy of the proposed local law may be inspected at or obtained from the Council Administration Office, corner Gilmore Avenue and Sulphur Road, Kwinana between the hours of 8.30 am and 4.30 pm Monday to Friday, or viewed online at [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au).

Submissions about the proposed local law including the National Competition Policy requirements may be made to:

Chief Executive Officer  
City of Kwinana  
PO Box 21  
Kwinana WA 6167

All submissions must be received by **4.00 pm 14 June 2019**. For further information please contact the City's Governance Services Coordinator, Antoinette Smit, on 9439 0412.

**Joanne Abbiss**  
Chief Executive Officer

**From:** Carmen Chia <carmen.chia@dlgsc.wa.gov.au>  
**Sent:** Friday, 14 June 2019 11:08 AM  
**To:** Kwinana Administration  
**Subject:** Attn: Antoinette Smith - City of Kwinana Standing Orders Local Law 2019 - Department comments

Dear Ms Smit

This email is in response to your letter dated 17 April 2019 addressed to the Minister for Local Government regarding the City's proposed local law.

The Department's comments are noted below. Please contact me if you have any queries regarding the comments.

**City of Kwinana Standing Orders Local Law 2019**

**1. Contents page**

Due to the complexity of the local law, it is suggested that a contents page be added to assist readers.

If a contents page is added, page numbers should be left out, as they may clash with the *Government Gazette's* page system and may become inaccurate once the document is published. Provided the contents has the clause numbers and clause titles, this should be sufficient for navigating the document.

**2. Clause 1.6 – Intent**

Clause 1.6 sets out the intent of the local law. This clause has no legislative effect and can be removed if the City wishes.

While the *Local Government Act 1995* requires the purpose and effect to be included in the public notices relating to a proposed local law, there is no requirement to include the purpose and effect in the local law itself.

**3. Clause 3.4 – Use of the term “vexatious”.**

Clause 3.4 allows the council to reject vexatious questions. The local law's definition of vexatious is problematic, since:

- (a) A question can be valid even if it's annoying;
- (b) A question can be lawful even if asking it causes a detriment to an individual; and
- (c) The term “harass” can be subject to multiple interpretations.

It is suggested that references to “vexatious” be removed from the clause. Provided that the clause deals with repetitious, insulting and defamatory questions, this should provide sufficient coverage to deal with the issue.

**4. Clause 5.1 – Disclosure of interests**

It is suggested that clause 5.1 and 5.2 be deleted.

In the past, the Delegated Legislation Committee has concluded that the disclosure of interest is sufficiently covered by the Act.

**5. Clause 7.5(1) – Adverse reflection**

Clause 7.5(1) provides that a member must not reflect adversely on previous decisions of the council.

This clause may restrict debate in the Council, since it prevents members from voicing valid criticisms about previous decisions. In a worst case scenario, it may hinder the Council from reviewing past decisions.

The Delegated Legislation Committee has requested that the following phrase be added to the end of the subclause:

“unless the meeting resolves, without debate, that the matter before the meeting cannot otherwise be adequately considered”.

This ensures that the majority of adverse reflections are avoided, while the Council still has the option of allowing them when necessary.

## 6. Use of phrase “objectionable”.

Clauses 3.4(6)(b) and 7.5(3) refers to objectionable expressions.

The term “objectionable” is vague and may be subject to interpretation. It may also hinder council debate, since a member may object to an expression even if the expression is factually true and relevant to council proceedings.

It is suggested that the term “objectionable” be replaced with “insulting”. If this is done, the Schedule 1 should also be updated to reflect this.

## 7. Clause 17.3 – Delegation of CEO duties

It is suggested that clause 17.3 be deleted, as the delegation of CEO duties is addressed under the *Local Government Act 1995*.

## 8. Clause 21.1 – Offences and penalties

It is suggested that the penalty for a breach of the local law be reduced to \$1,000 with a daily penalty of \$100 for continuing offences.

Offences under standing orders are relatively minor when compared to local laws that involve matters of public safety or local government property. The Delegated Legislation Committee has previously requested undertakings when local governments try to impose the maximum penalty permitted under the *Local Government Act 1995*.

If the penalty is changed to \$1000, the modified penalties in Schedule 1 should also be changed to \$100, as modified penalties cannot be greater than 10% of the unmodified penalty.

## 9. Minor edits

The following minor edits are suggested:

- Several clauses and subclauses of the local law contain more than one sentence in a single clause or subclause. In line with best drafting principles, they should be formatted as a single sentence. It is suggested that the multiple sentences be merged together or split into separate clauses or subclauses.
- Clauses and subclauses should start with capitals, but paragraphs and subparagraphs should start with lower case. The first letter of several paragraphs and subparagraphs throughout the local law should be reformatted to reflect this.
- Replace all instances of “*Local Government Act 1995*” with “Act”, except for the instances in the enacting provision and the definition for “Act”.
- **Clause 2.4(1)**: Change “2.1” to “2.3”.
- **Clause 3.1(4)**: in paragraph (b) replace the semicolon with a comma.
- **Clause 3.4**:
  - In subclause (1)(a) insert the word “and” after the semicolon.
  - In subclause (2)(b) replace the semicolon after the word “either” with a dash.
  - In subclause (5):
    - Replace the full stop with a semicolon at the end of paragraphs (a) and (b).
    - At the end of paragraph (b) insert the word “and”.
  - In subclause (6)(a) delete the word “or” after the semicolon.
- **Clause 3.7(4)**: this subclause should be reformatted in a similar way to subclause (6). For example:

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(4) Deputations –

- (a) are to be presented in the order of which...;
- (b) where there are deputations both for and against...; and
- (c) deputations will then continue in alternating order until there are no persons wishing to speak to the opposite view of the last preceding speaker.

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- **Clause 3.8:** Change “item (1(j))” to “item (j)” and change “3.2” to “3.2(1)”. A similar amendment is proposed for clause 15(1)(2).
- **Clause 3.10**
  - **In subclause (3):** replace the semicolon with a comma.
  - Renumber subclauses (1) to (3) as paragraphs (a) to (c).
- **Clause 3.12(3):** replace the word “sub-clause” with “subclause”.
- **Clause 7.5(2)(b):** replace the semicolon with a comma.
- **Clause 7.7(b):** replace the semicolon with a comma.
- **Clause 7.11(2):** Change “10a” to “10(a)”.
- **Clause 7.12:** This clause does not specify whether the Council must grant permission by simple, absolute or unanimous majority. The City may wish to clarify this to avoid confusion.
- **Clause 7.13(4):**
  - In paragraph (a)(v) replace the full stop with a semicolon.
  - In paragraph (b) replace the full stop with a semicolon and insert the word “and” after that semicolon.
- **Clause 9.3(2):**
  - In the second line of the subclause, replace the semicolon with a colon.
  - In paragraph (b) insert the word “and” after the semicolon.
  - In paragraph (c) replace the semicolon with a full stop.
- **Clause 9.20:** The numbering of “(1)” is unnecessary as there are no other subclauses.
- **Clause 9.22:** At the beginning of the clause insert “Where a motion is lost”
- **Clause 19.1(2)(b):** replace the semicolon with a comma.

The City should check all references and cross references, particularly if any changes are made as a result of the Department’s comments.

**Minister’s Directions – pursuant to s 3.12(7) of the *Local Government Act 1995***

Please note: once the City has published a local law in the *Government Gazette*, the City must comply with the requirements of the Minister’s *Local Laws Explanatory Memoranda Directions 2010*. The City must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk  
Joint Standing Committee on Delegated Legislation  
Legislative Council Committee Office  
GPO Box A11  
PERTH WA 6837  
Email: [delleg@parliament.wa.gov.au](mailto:delleg@parliament.wa.gov.au)  
Tel: 9222 7404  
Fax: 9222 7805

A copy of the Minister’s Directions and Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au). Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the City with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the City’s consideration; and
- should not be taken as an approval of content.

The City should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the City's policies and objectives.

Kind regards

**Carmen Chia**

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*The Department acknowledges the Aboriginal peoples of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders past and present.*



Department of  
**Local Government, Sport  
and Cultural Industries**



# City of Kwinana

## Standing Orders Local Law 2019





Local Government Act 1995

City of Kwinana

# STANDING ORDERS LOCAL LAW 2019

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## Local Government Act 1995

### City of Kwinana

# STANDING ORDERS LOCAL LAW 2019

Under the powers conferred on it by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Kwinana resolved on [insert date] to make the following local law.

## PART 1—PRELIMINARY

### 1.1 Citation

This Local Law may be cited as the *City of Kwinana Standing Orders Local Law 2019*.

### 1.2 Definitions

(1) In this local law unless the context requires otherwise —

**Act** means the *Local Government Act 1995*;

**Absolute majority** has the same meaning as in the Act ~~Local Government Act 1995~~;

**CEO** for the purposes of this local law, means the Chief Executive Officer of the local government, or an officer of the local government who may be required by circumstance to carry out one or more functions of the CEO under this local law;

**committee** means any committee appointed in accordance with the Act;

**committee member** means an elected member or any other person serving on a committee;

**controlled weapon** has the same meaning as in the *Weapons Act 1999*;

**Council** means the Council of the local government;

**district** means the district of the local government;

**elected member** means a person who holds the office of councillor on the Council;

**firearm** has the same meaning as in the *Firearms Act 1973*;

**local government** means the City of Kwinana;

**meeting room** means the room in which a Council or committee meeting is being conducted;

**member** where the text permits, means an elected member or member of a committee as applicable;

**officer** means an employed staff member of the City of Kwinana;

**presiding member** means —



- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**quorum** is as defined in the ~~Act Local Government Act 1995~~;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**resolution** means a decision of Council made by the appropriate majority;

**simple majority** is more than 50% of the members present and voting;

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion; and

**withdraw** where the text permits, means to leave the room in which a meeting of Council or a committee is being conducted.

- (2) Unless otherwise defined herein the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

### 1.3 Repeal

The *City of Kwinana Standing Orders Local Law 1998* published in the *Government Gazette* on 10 January 2000 and as amended and published on 29 February 2008 and on 28 September 2010, is repealed.

### 1.4 Application

All meetings of the Council or a committee and other matters as prescribed are to be conducted in accordance with the Act, the Regulations and this local law.

### 1.5 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

### 1.6 Intent

This local law is intended to result in —

- (a) better decision making by the Council;
- (b) orderly conduct of meetings dealing with Council business;
- (c) behaviour in the conduct of meetings that reflect community standards;
- (d) community understanding of the process of conducting meetings dealing with Council business; and
- (e) more efficient and effective use of time at meetings.

### 1.7 Local Government (Rules of Conduct) Regulations 2007

To the extent that this local law is inconsistent with the *Local Government (Rules of Conduct) Regulations 2007*, the *Local Government (Rules of Conduct) Regulations 2007* prevail to the extent of that inconsistency.

### 1.8 Reference to time

Any reference to time in this local law means western standard time or western daylight time if western daylight time is enforced on that day in the State of Western Australia.

## **PART 2—CALLING MEETINGS**

### **2.1 Calling ordinary meetings of Council**

An ordinary or a special meeting of the Council is to **be** held if called in accordance with section 5.4 of the Act. A notice of an ordinary meeting of Council is to be in accordance with section 5.5 of the Act.

### **2.2 Notice of special council meetings**

- (1) Subject to subclause 2.2(2), the CEO is to convene a special meeting of the Council by giving each elected member at least 72 hours' notice of the date, time, place and purpose of the meeting.
- (2) Where there is a need to meet urgently in the opinion of the Mayor or the CEO, a lesser period of notice of a special meeting than mentioned in subclause 2.2(1) is permitted.

### **2.3 Calling committee meetings**

A meeting of a Committee is to be held —

- (a) if called for in a written request to the CEO by the presiding member of the Committee, setting out the date and purpose of the proposed meeting;
- (b) if called for by at least 1/3 of the committee members in a written notice to the CEO, setting out the date and purpose of the proposed meeting; or
- (c) if so decided by the committee or the Council.

### **2.4 Notice of ordinary and special committee meetings**

- (1) The CEO is to convene an ordinary meeting of a committee pursuant to clause **2.3** **2.4** by giving each committee member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting of a committee by giving each committee member at least 72 hours' notice of the date, time, place and purpose of the meeting.
- (3) The CEO is to give notice of meetings referred to in subclauses 2.4(1) and 2.4(2) to every elected member.

## **PART 3—BUSINESS OF THE MEETING**

### **3.1 Business to be specified on notice paper**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as to the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda or given in the notice as the purpose of the meeting.

(4) No business is to be transacted at an adjourned meeting of the Council or a committee other than that —

- (a) specified in the notice of the meeting which had been adjourned; and
- (b) which remains unresolved;

except in the case of an adjournment to the next ordinary meeting of the Council or the committee, when the business unresolved at the adjourned meeting is to have precedence at that ordinary meeting.

### **3.2 Order of business**

(1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows —

- (a) Opening and announcement of visitors;
- (b) Acknowledgement of country;
- (c) Dedication;
- (d) Attendance, apologies, leave of absence;
- (e) Public question time;
- (f) Receiving of petitions, presentations and deputations;
  - (i) petitions;
  - (ii) presentations; and
  - (iii) deputations;
- (g) Confirmation of minutes;
- (h) Declarations of interest (financial, proximity, impartiality — both real and perceived);
  - (i) requests for leave of absence;
- (j) Items brought forward for the convenience of those in the public gallery;
- (k) Any business left over from previous meeting;
- (l) Recommendations of committees;
- (m) Enbloc reports;
- (n) Reports;
- (o) Notice of motions of which previous notice has been given;
- (p) Notice of motions for consideration at the following meeting if given during the meeting;
- (q) Late and urgent business;
- (r) Reports of elected members;
- (s) Answers to questions which were taken on notice;
- (t) Mayoral announcements;
- (u) Confidential items; and

- (v) Close of meeting
- (2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the agenda of the meeting.

### **3.3 Confirmation of minutes**

- (1) When minutes of a meeting are submitted to an ordinary meeting of the Council or committee for confirmation, if an elected member is dissatisfied with the accuracy of the minutes, then he or she is to —
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (2) Discussion of any minutes, other than discussion as to their accuracy as a record of the proceedings, is not permitted.

### **3.4 Public question time**

- (1) In this clause —
  - (a) a question includes part of a question (so that a question in three parts is to be treated as three questions); **and**
  - (b) in relation to a question, “vexatious” means a question asked **that has already been asked, is insulting or defamatory to harass, annoy or cause detriment to any other person.**
- (2) A member of the public who wishes to ask a question at a meeting must —
  - (a) before the commencement of the meeting, submit their question in writing, on the form provided by the local government, to the CEO or his or her representative; and
  - (b) either **- -**
    - (i) be present at the meeting to ask the question;
    - (ii) when the question is to be asked, seek approval from the presiding member for their nominated representative to ask the question on their behalf; or
    - (iii) have requested from the presiding member prior to the meeting that their nominated representative be at the meeting on their behalf.
- (3) A completed question time form must include —
  - (a) the name and residential or contact address of the person who wishes to ask the question; and
  - (b) the question in a succinct and legible form.
- (4) In cases of disability or other extenuating circumstances —
  - (a) an officer of the local government, if requested to do so, may assist the person to complete a question time form;

- (b) in the absence of that assistance, the presiding member may permit a person to ask a question that was not included on a question time form.
- (5)
  - (a) If more than two questions are submitted in writing by any one person, the presiding member shall allow that person, in the first instance, to ask a maximum of two questions;.
  - (b) If after all other members of the public have asked their questions, and where time permits, the presiding member will allow members of the public who wish to ask more than two questions to sequentially ask one further question. This process will continue until the allotted time has expired; and ;
  - (c) Where only one person wishes to ask more questions and where time permits, the presiding member may, at their discretion, invite that person to ask their additional questions.
- (6) The presiding member may decide that a question is inappropriate, including a question taken on notice, and is not to be recorded or responded to —
  - (a) if it is not in the form of a question, having regard to its content and length, is essentially a statement of expression of opinion rather than a question, provided that the presiding member has taken reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (b) if the question uses an offensive or ~~insulting objectionable~~ expression or is ~~defamatory or~~ vexatious; or
  - (c) which, in the CEO's opinion, would likely divert a substantial and unreasonable portion of the local government's resources away from its other functions.
- (7) The presiding member or Council cannot determine that a question is vexatious if the question relates to whether there has been a breach of legislation by the local government, a member or a local government employee and that hasn't been answered previously by the local government.
- (8) The presiding member may determine that any question requiring research or investigation be taken on notice and answered in writing as soon as practicable.
- (9) The presiding member may determine that the form of the question being asked by the member of the public is a statement, rather than a question and may allow it to be received as such within this public question time.
- (10) Where the necessary information is available at the time the question is posed, a response will be provided by either the presiding member, the CEO, relevant member or employee nominated by the presiding member.
- (11) If the 15 minute period set aside for question time for the public is reached, Council, by resolution, may resolve question time be extended for an additional 15 minutes to allow further questions to be asked.
- (12) No more than two, 15 minute extensions to question time for the public will be permitted.

### 3.5 Petitions

- (1) A petition, other than a petition regarding a matter of which legislation may require the petition to be made in a certain form, is to —
  - (a) be addressed to the Mayor;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain at least five names, addresses and signatures of electors making the request;
  - (e) contain a summary of the reasons for the request;
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
  - (g) be respectful and temperate in its language and not contain language disrespectful to Council.
- (2) The presentation of the petition shall be confined to the reading of the petition which may be read by the presiding member or an elected member approved to do so by the presiding member.
- (3) In response to a petition presented to it, the Council must resolve —
  - (a) that the petition be received;
  - (b) that the petition be rejected; or
  - (c) that the petition be received and a report prepared for Council;
- (4) Discussion is not permitted on any motion referred to in subclause (3).
- (5) At the same meeting that a matter is presented to Council in a petition, Council is not to vote on the matter in the petition unless the matter is the subject of a report included in the agenda.

### **3.6 Presentations**

- (1) In this clause, a presentation means the acceptance of a gift, grant or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the presiding member.
- (3) Any person or group wishing to make a presentation to the Council shall advise the CEO in writing before 12 noon on the day of the meeting.
- (4) Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council committee who shall determine whether the presentation should be received.
- (5) A presentation approved to attend a Council meeting is not to address the Council for a period exceeding fifteen minutes without the agreement of the Council.

### **3.7 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council or a committee shall send to the CEO an application in writing before 12 noon on the day of the meeting —



- (a) setting out the agenda item to which the deputation relates;
  - (b) whether the deputation is supporting or opposing the officer's or committee's recommendation; and
  - (c) include sufficient detail to enable a general understanding of the purpose of the deputation.
- (2) Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council or appropriate committee which shall determine whether the deputation should be received.
- (3) A deputation approved to attend a Council or committee meeting is not to address the Council or committee for a period exceeding fifteen minutes without the agreement of the Council or the committee as the case requires.
- (4) **Deputations —**
  - (a) **deputations** are to be presented in the order of which the item they relate to sits on the agenda; -
  - (b) **where there are deputations** both for and against an agenda item **require** the person wishing to make a deputation against the matter to present prior to the person wishing to make a deputation in favour of the matter; **and** ;
  - (c) **deputations** will then continue in alternating order until there are no persons wishing to speak to the opposite view of the last preceding speaker.
- (5) Members of a committee, or other elected members at a Council meeting to which the deputation is presented, may ask a question or questions of persons of the deputation group and any person of the deputation group may respond to such questions.
- (6) **Deputations —**
  - (a) shall not involve any language considered offensive by the presiding member; and
  - (b) shall not contain any statement knowingly incorrect, knowingly misleading or reflecting adversely on the integrity of any member, officer or other party.
- (7) The presiding member may determine to meet behind closed doors if the matter to be discussed is of a confidential nature in respect of which the meeting may be closed to members of the public under the Act.

### **3.8 Items brought forward for the convenience of those in the public gallery**

The presiding member may determine that any items on the agenda which are either the subject of a question or statement by members of the public, or requested by others in attendance be brought forward to item **(i) (4)** in the order of business at clause 3.2 **(1)** and dealt with in the order in which they appear on the agenda.

### **3.9 Mayoral announcements**

At any meeting of the Council the presiding member may announce or direct attention to any matter of relevance to the business of the Council, however no discussion on the matter shall take place.

### **3.10 Reports of elected members**

At any meeting of Council —

- (a) (4)** an elected member appointed by the Council to a committee or external organisation may provide a brief verbal report on the progress of that committee or organisation;
- (b) (2)** an elected member that has attended a function on behalf of the City may provide a brief verbal report on that function; and
- (c) (3)** the Mayor may provide his or her report as part of Mayoral announcements in clause 3.9.;

however no discussion on the report shall take place.

### **3.11 Notices of motion of which previous notice has been given**

- (1) Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) A notice of motion under subclause (1) is to be given to the CEO at least eight clear business days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good government of persons in the district.
- (4) The CEO —
  - (a) with the concurrence of the Mayor, may exclude from the notice paper any notice of motion deemed to be out of order; or
  - (b) may on his or her own initiative make such amendments to the form but not the substance thereof as will bring the notice of motion into due form; and
  - (c) may under his or her name provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless —
  - (a) the member who gave notice thereof, or some other member authorised by him or her in writing moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses in the circumstances referred to in subclause (5)(a) or is defeated, a notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of such lapse or defeat.
- (7) Motions are to be dealt with in the order they are received.

### **3.12 Distribution of reports to the members**

- (1) Subject to clause 3.14, the CEO is to provide each member of the Council or committee as the case may be with a copy of any report, which is to be presented to any meetings of Council or committees.
- (2) Reports for ordinary meetings of Council or committees are to be provided to each member at least 72 hours before the commencement of the meeting.

- (3) If copies of reports are not able to be provided to each member of Council or the committee in accordance with **subclause sub-clause** (2), then the provisions of clause 3.14 are applicable.
- (4) Reports for special meetings of Council or committees are to be provided as soon as practicable prior to the meeting or at the meeting if impracticable to do otherwise.
- (5) Reports will be provided electronically unless otherwise requested.

### **3.13 Late reports**

In cases of urgency or other special circumstances a report by the CEO may, with the consent of the presiding member, be read or otherwise given to members at the meeting or provided to each member at the earliest opportunity prior to the meeting.

### **3.14 Urgent business approved by the presiding member or by decision**

In cases of urgency or other special circumstances, matters may, with the consent of the presiding member, or by decision of the members present, be raised without notice and decided by the meeting.

### **3.15 Reports or advice by the CEO**

- (1) The CEO may prepare for presentation to any meeting a report dealing with any matter which in the opinion of the CEO should be drawn to the attention of the meeting.
- (2) The CEO may advise the Council or committee on any matter which he or she considers appropriate.

## **PART 4—PUBLIC ACCESS TO AGENDA MATERIAL**

### **4.1 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be—
  - (a) identified in the agenda of a Council or committee meeting under the item “Matters behind closed doors”;
  - (b) marked “CONFIDENTIAL” in the agenda; and
  - (c) kept confidential by members and employees until the Council or committee resolves otherwise.
- (2) A member or an employee who has—
  - (a) confidential information under subclause (1); or
  - (b) information that is provided or disclosed for the purposes of or during a meeting or part of a meeting that is closed to the public,must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not prevent a member or employee from disclosing information—

- (a) at a closed meeting;
- (b) to the extent specified by the Council and subject to such other conditions as the Council decides;
- (c) that is already in the public domain;
- (d) to an officer of the Department;
- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## **PART 5 — DISCLOSURE OF INTERESTS**

### **5.1 Disclosure of interests**

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters are dealt with in the Act, the Regulations and the City of Kwinana's Code of Conduct.

### **5.2 Separation of committee recommendations**

Where, at a committee meeting, a member discloses a financial interest in a matter, and the matter is included in the recommendations (or part of the recommendations) of the committee to a Council or committee meeting that will or may be attended by the member, the agenda of that Council or committee meeting is to separate the relevant recommendation (or the relevant part of the recommendation) from other recommendations of the committee.

## **PART 6—QUORUM**

### **6.1 Quorum to be present**

The Council or a committee is not to transact business at a meeting unless a quorum is present.

### **6.2 Loss of quorum during a meeting**

- (1) If at any time during the course of a meeting of the Council or a committee a quorum is not present —
  - (a) in relation to a particular matter because of a member or members leaving the meeting after disclosing a financial interest, the matter is adjourned until either —
    - (i) a quorum is present to decide the matter; or
    - (ii) the Minister allows a disclosing member or members to preside at the meeting or to participate in discussions or the decision making procedures relating to the matter under the Act; or

- (b) because of a member or members leaving the meeting for reasons other than disclosure of a financial interest, the presiding member is to suspend the proceedings of the meeting for a period of 10 minutes, and if a quorum is not present at the end of that time, the meeting is deemed to have been adjourned and the presiding member is to reschedule it to some future time or date having regard to the period of notice which needs to be given under the Act, Regulations, or this local law when calling a meeting of that type.
- (2) Where debate on a motion is interrupted by an adjournment under subclause (1)(b) —
  - (a) the debate is to be resumed at the next meeting at the point where it was so interrupted; and
  - (b) in the case of a Council meeting —
    - (i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
    - (ii) the provisions of clause 8.5 apply when the debate is resumed.

## **PART 7—CONDUCT OF PERSONS AT COUNCIL AND COMMITTEE MEETINGS**

### **7.1 Official titles to be used**

Elected members are to speak of each other in the Council or committee by their respective titles of Mayor or councillor. Members, in speaking of or addressing officers, are to designate them by their respective official titles.

### **7.2 Members to occupy own seats**

When present in the meeting room, a member will occupy the seating position allocated to him or her for each specific Council or committee meeting.

### **7.3 Advice of entry or departure from meetings**

During the course of a meeting of the Council or a committee, no member is to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **7.4 Crossing Council chambers**

- (1) When the presiding member is putting any motion or amendment to the vote, a member shall not leave or cross the Council chamber.
- (2) Whilst another member is speaking, a member shall not pass between the speaker and the presiding member.

### **7.5 Adverse reflection**

- (1) No member is to reflect adversely upon a decision of the Council or committee except on a motion that the decision be revoked or amended, **unless the Council resolves, without debate, that the matter before the Council cannot otherwise be adequately considered.**
- (2) No member is to —

- (a) reflect adversely on the character or actions of another member or any other person; or
- (b) impute any motive to another member or any other person;

unless the Council resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.

- (3) No member is to use offensive or insulting expressions in reference to any member, officer or any other person.
- (4) A member shall at all times be factual when dealing with matters before Council and not knowingly make false or misleading statements.

## **7.6 Withdrawal of offensive language**

- (1) A member who, in the opinion of the presiding member, uses an expression which —
  - (a) in the absence of a resolution under clause 7.5(2) —
    - (i) reflects adversely on the character or actions of another member; or
    - (ii) imputes any motive to a member; or
  - (b) is offensive or insulting,
 must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.
- (2) If a member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

## **7.7 Disturbance by members**

While another person is addressing the Council or a committee, a member is not to interrupt by —

- (a) making any noise or disturbance; or
- (b) conversing aloud;

except to raise a point of order.

## **7.8 Continued irrelevance**

- (1) A member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The presiding member, at any time, may —
  - (a) call the attention of the meeting to —
    - (i) any irrelevant, repetitious, offensive or insulting language by a member; or
    - (ii) any breach of order by a member; and
  - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member is to comply with a direction of the presiding member under subclause (1) by immediately ceasing to speak and resuming his or her seat.



## **7.9 Consumption of alcohol during meetings**

The consumption of alcoholic beverages in any Council or committee meeting is prohibited.

## **7.10 Smoking prohibited**

Smoking, either naturally or by using a vapour or other mechanical device in any Council or committee meeting is prohibited.

## **7.11 Firearms and controlled weapons**

- (1) Except as provided in section 10 of the *Weapons Act 1999*, any person who, without a lawful excuse, carries or possesses a controlled weapon on the premises at which a meeting of Council or a committee is scheduled to take place, commits an offence.
- (2) Except as provided in section 10(a) 40a of the *Firearms Act 1973*, any person who, without a lawful excuse, carries or possesses a firearm on the premises at which a meeting of Council or a committee is scheduled to take place, commits an offence.

## **7.12 Recording of proceedings**

- (1) A person must not use any electronic, visual or audio recording device or instrument to record or transmit the proceedings of the Council without the permission of the Council.
- (2) If the Council gives permission under subclause (1), the presiding member must advise the meeting, immediately before the recording or transmission is commenced, that such permission has been given and the nature and extent of that permission.

## **7.13 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the presiding member whenever called upon to do so.
- (3) A person shall ensure that his or her mobile telephone, pager or other audible device is not switched on or used during any meeting of the Council. No electronic or other device shall be used in a manner that creates a disturbance or leads to a disturbance at the meeting.
- (4) Members of the public are admitted to Council and committee meetings upon the understanding that no expression of dissent or approval, conversational or interruption to the proceedings shall take place —
  - (a) For the purpose of this clause any expression of dissent or interruption to proceedings shall include a person who interrupts the proceedings of a meeting, whether by expressing approval or dissent, by conversing or by other means —
    - (i) enters or remains in any part of the room where the meeting is taking place reserved for members and officers;
    - (ii) misconducts himself or herself;
    - (iii) fails to withdraw when members of the public are directed to withdraw;

- (iv) obstructs the approaches to the room where the meeting is taking place; or
- (v) creates a disturbance within the precincts of the room where the meeting is taking place; ~~and~~
- (b) In the event of any such interruption, the presiding member may exercise his or her discretion and require those interrupting to withdraw. The presiding member ruling in this regard is final and cannot be challenged by moving dissent with the ruling or otherwise; ~~and~~
- (c) Any person who does not withdraw when called upon by the presiding member to do so may by order of the presiding officer be removed from the room.
- (5) If an elected member or the CEO specifically requests, immediately after their use, that any particular words used by a person be recorded, the presiding member is to cause the words used to be taken down and read to the meeting for verification and to then be recorded in the minutes of the meeting.
- (6) If a person or persons have been ordered by the presiding member to desist from such behaviour, but fails to do so, the presiding member may immediately adjourn the meeting in accordance with clause 14.8.
- (7) The CEO, shall advise such person or persons during the period that the meeting is adjourned to behave in an appropriate manner or to immediately leave the premises.
- (8) Where a person or persons have been required to leave the room where the meeting is taking place and have been advised in accordance with subclause 7.13(4)(b) but continues to remain in the room where the meeting is taking place, the CEO may cause an infringement notice to be issued to such person or persons, or instigate legal action against such person or persons.
- (9) If a person, ordered by the CEO or an officer directed by the CEO, to withdraw or leave the premises, cannot be removed without the application of physical force, then a person licensed as a security officer, security bodyguard or crowd controller under the *Security and Related Activities (Control) Act 1996*, or members of the police force as may be considered appropriate, may be called to the room where the meeting is taking place to effect the removal of the person and the meeting may be adjourned until the person has been removed.

#### **7.14 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council or a committee, the presiding member may make special arrangements for the seating of the person, acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

## **PART 8—CONDUCT OF MEMBERS DURING DEBATE**

### **8.1 Speaking at Council or committee meetings**

- (1) Every member wishing to speak is to indicate by show of hands or other method agreed upon by the Council or committee.
- (2) When a member or officer has been chosen to speak by the presiding member the member or officer must address the Council or committee through the presiding member.
- (3) Any member moving a motion or amendment, or taking part in the discussion thereon, shall address the presiding member and shall stand whilst speaking, except when prevented from doing so by sickness or physical disability.
- (4) When invited by the presiding member to speak, such member or officer shall stand whilst speaking, unless the presiding member rises, upon which such member or officer will cease speaking immediately so the presiding member can be heard.

## **8.2 Priority**

- (1) In the event of two or more members wishing to speak at the same time, the presiding member is to decide which member is entitled to be heard first.
- (2) A decision of the presiding member under subclause (1) is not open to discussion, dissent or point of order.

## **8.3 The presiding member may take part in debates**

Unless otherwise prohibited by the Act, and subject to compliance with procedures for the debate of motions contained in this local law, the presiding member may take part in a discussion of any matter before the Council or committee as the case may be.

## **8.4 Relevance**

Every member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

## **8.5 Limitation of number of speeches**

- (1) A member is not to address the Council more than once on any motion or amendment except—
  - (a) as the mover of a substantive motion, to exercise a right of reply;
  - (b) to raise a point of order; or
  - (c) to make a personal explanation.
- (2) A member who asks a question, makes a request or responds to a request under clause 9.8 has not addressed the meeting for the purpose of this clause.

## **8.6. Limitation of duration of speeches**

All addresses are to be limited to a maximum of five minutes. Extension of time is permissible only with the agreement of a simple majority of members present.

## **8.7 Questions during debate or points of clarification**

- (1) With the approval of the presiding member a member may ask a question or seek clarification of any matter relevant to a motion at any time during the debate on the motion before it is put, but no discussion thereon is permitted.

- (2) Where possible, the CEO, or the CEO's nominee, is to answer each question to the best of his or her knowledge and ability but, if the information is unavailable or requires research or investigation, the CEO or the CEO's nominee may ask that —
- (a) the question be placed on notice for the next meeting of Council or as soon as practicable; or
  - (b) the answer to the question be given within 7 days to all members.

#### **8.8 Members not to speak after conclusion of debate**

A member is not to speak on any motion or amendment —

- (a) after the mover has replied; or
- (b) after the motion or amendment has been put to the vote.

#### **8.9 Members not to interrupt**

A member must —

- (a) not make any noise or disturbance or converse in a loud manner whilst another member is speaking;
- (b) not cause any interruption or speak out of turn during a meeting, other than to raise a point of order, call attention to the absence of a quorum, make a personal explanation under clause 9.17 or move a procedural motion.

#### **8.10 No re-opening discussion on decisions**

A member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed.

### **PART 9—GENERAL CONDUCT OF DEBATE**


#### **9.1 Motions to be stated**

Any member of the Council or committee who moves a substantive motion or amendment to a substantive motion is to state the substance of the motion before speaking to it.

#### **9.2 Motions to be supported**

- (1) No motion or amendment to a substantive motion is open to debate until it has been seconded, or, in the case of a motion to revoke or amend the decision made at a Council or a committee meeting, unless the motion has the support required under Regulation 10 of the Regulations.
- (2) Subject to clause 9.8 the seconder cannot subsequently withdraw his or her seconding of the motion.

#### **9.3 Enbloc motions**

- (1) The presiding member may order a number of motions to be put to the vote in the same motion if it is convenient to do so.
- (2) If the presiding member orders a number of motions to be voted on enbloc, the following must prevail: 

- (a) Items identified to be voted on enbloc must be identified by number as they are presented in the agenda;
  - (b) the presiding member is to ask the meeting if any members require debate on any item identified to be voted on enbloc; **and**
  - (c) if any member indicates their desire to debate an item, then any enbloc motion shall not contain that motion. **and**
- (3) For recording of minutes purposes, each item voted on within the enbloc motion must show:
- (a) the same mover and seconder; and
  - (b) the number as they are presented in the agenda.

#### **9.4 Only one substantive motion considered**

When a substantive motion is under debate at any meeting of the Council or a committee, no further substantive motion is to be accepted.

#### **9.5 Breaking down of complex motions**

The presiding member may order a complex motion to be broken down and put in the form of several motions, which are to be put in sequence.

#### **9.6 Order of call in debate**

Unless dealt with in accordance with clause 9.3, the presiding member is to call speakers to a substantive motion in the following order —

- (a) The mover to state the motion in accordance with clause 9.1;
- (b) A seconder to the motion in accordance with clause 9.2;
- (c) A speaker against the motion;
- (d) A speaker for the motion;
- (e) Other speakers against and for the motion in alternating order until there is no member (excluding the mover) wishing to speak who is of the opposite view than the last preceding speaker; and
- (f) The mover has the right of reply which closes debate.

#### **9.7 Member may require motion to be read**

Any member may require the motion or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member whilst speaking.

#### **9.8 Consent of seconder required to accept alteration of wording**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

#### **9.9 Order of amendments**

Any number of amendments may be proposed to a motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been carried, withdrawn or lost.

#### **9.10 Who can move amendment to a motion**

Any member, except the mover and seconder of the substantive motion and a member who has spoken on the substantive motion, may propose an amendment to the motion.

#### **9.11 Form of an amendment**

Every amendment is to be—

- (a) relevant to the motion to which it is moved; and
- (b) worded to indicate precisely which words need to be deleted, added or altered.

#### **9.12 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion and any further amendment may be moved.

#### **9.13 Amendments must not negate original motion**

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

#### **9.14 Withdrawal of motion and amendments**

- (1) The Council may by resolution, without debate, grant leave for a motion or amendment to be withdrawn or altered by the mover, with the consent of the seconder, provided there is no objection by any member.
- (2) If a member objects, discussion on either the motion or amendment shall continue and no alteration shall occur.

#### **9.15 Limitation of withdrawal**

Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except with consent of the majority of members present by resolution, until the amendment proposed has been withdrawn or lost.

#### **9.16 Foreshadowed motion**

- (1) In speaking upon a motion, a member —
  - (a) may give notice to the meeting of the member's intention to move a different motion on the same subject matter, being a motion which cannot practically be moved by an amendment to the motion under consideration; and
  - (b) shall provide to the presiding member the terms of the foreshadowed motion.
- (2) If two or more members pursuant to subclause (1) foreshadow motions on the same subject, then the presiding member shall take note of the order in which the foreshadowed motions are raised and the terms of each foreshadowed motion.
- (3) If the motion under consideration is lost, then the foreshadowed motions may be brought forward forthwith.
- (4) The foreshadowed motions shall be considered by the Council in succession, until one of the motions is passed, whereupon there shall be no further consideration of any other foreshadowed motion on that subject.

#### **9.17 Personal explanation**



- (1) No member is to speak at any meeting of the Council or a committee, except upon the matter before the Council or committee, unless it is to make a personal explanation.
- (2) A member wishing to make a personal explanation may do so at the conclusion of that speech.
- (3) Any member or an officer who is permitted to speak under these circumstances is to confine the observations to a succinct statement relating to a specific part of the former speech which may have been misunderstood.
- (4) When a member or an officer proceeds to explain, no reference is to be made to matters unnecessary for that purpose.

#### **9.18 Ruling on questions of personal explanation**

The ruling of the presiding member on the admissibility of a personal explanation is final unless a motion of dissent with the ruling is moved before any other business proceeds.

#### **9.19 Right of reply**

- (1) The mover of a substantive motion has the right of reply. After the mover of the substantive motion has commenced the reply, no other member is to speak on the motion.
- (2) The right of reply is to be confined to matters raised by previous speakers and no new matter is to be introduced or expansion on the substantive motion is to take place.

#### **9.20 Right of reply provisions**

**(4)** The right of reply is governed by the following provisions —

- (a) If no amendment is moved to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (b) If an amendment is moved to the substantive motion the mover of the substantive motion may reply at the conclusion of the discussion on the motion;
- (c) The mover of any amendment does not have a right of reply; and
- (d) Once the right of reply has been taken, there can be no further discussion, nor any other amendment and the original motion or the original motion as amended is immediately put to the vote.

#### **9.21 Motions supported become decisions**

Where the Council adopts a motion either with or without amendment, the motion so adopted is deemed to be the decision of Council.

#### **9.22 Motions lost**

**Where a motion is lost, these** ~~These~~ are not recorded as a decision of Council, however they must be recorded as a lost motion within the minutes and voting recorded.

## **PART 10—PROCEDURAL MOTIONS**

### **10.1 Permissible procedural motions**

- (1) In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a member (at any time) to move the following procedural motions —
  - (a) the Council (or committee) meeting now adjourn;
  - (b) the motion be adjourned;
  - (c) the motion now be put;
  - (d) the motion not now be put;
  - (e) that the member be no longer heard;
  - (f) the meeting proceed to the next item of business;
  - (g) that the ruling of the presiding member be disagreed with (motion of dissent);  
or
  - (h) the Council (or committee) meet behind closed doors as the matter to be discussed is of a confidential nature in respect of which the meeting may be closed to members of the public under the Act.
- (2) A member may request that the names of some or all of those who voted in the affirmative or negative be recorded in the minutes.

### **10.2 No debate on procedural motions**

- (1) The mover of a motion stated in each of paragraphs (a), (b), (f), (g) and (h) of clause 10.1(1) may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in each of paragraphs (c) (d) or (e) of clause 10.1(1) may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

### **10.3 Procedural motions — closing debate — who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or made any amendment may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

### **10.4 Procedural motions — right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion or the amendment.

## **PART 11—EFFECT OF MOTIONS**

### **11.1 Council (or committee) meeting to now adjourn — effect of motion**

- (1) The motion “that the Council (or committee) now adjourn”, if carried, shall result in the meeting being adjourned until it is re-opened at which time the meeting will continue from the point at which it was adjourned, unless the presiding member or a simple majority of members upon vote, determine otherwise.
- (2) Where debate on a motion is interrupted by an adjournment under subclause (1) —
  - (a) The debate is to be resumed at the next meeting at the point where it was so interrupted; and
  - (b) In the case of the Council meeting —
    - (i) The names of elected members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
    - (ii) The provisions of clause 8.5 apply when the debate is resumed.

#### **11.2 The motion be adjourned—effect of motion**

- (1) The motion “that the motion be adjourned”, if carried, shall result in all debate on the substantive motion or amendment to cease but to continue at a time stated in the motion.
- (2) If the motion is carried at a meeting of the Council —
  - (a) the names of elected members who have spoken on the matter are to be recorded in the minutes; and
  - (b) the provisions of clause 8.5 apply when the debate is resumed.

#### **11.3 The motion now be put — effect of motion**

- (1) The motion “that the motion now be put”, if carried during discussion of a substantive motion without amendment, shall result in the presiding member offering the right of reply to the mover of the motion and then immediately put the matter under consideration without further debate.
- (2) This motion, if carried during discussion of an amendment, shall result in the presiding member putting the amendment to the vote without further debate.
- (3) This motion, if lost, shall result in the continuation of the debate.

#### **11.4 Ruling of the presiding member disagreed with — effect of motion**

- (1) If a motion “that the ruling of the presiding member be disagreed with” is carried, that ruling is to have no effect and the meeting is to proceed accordingly.
- (2) Where the presiding member has adjourned the meeting in accordance with clause 14.5, the motion, “that the presiding member be disagreed with”, may not be moved.

#### **11.5 Member be no longer heard — effect of motion**

If a motion “that the member be no longer heard” is carried, the speaker against whom the motion has been moved must not speak further on the current primary motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the primary motion.

#### **11.6 The meeting proceed to the next item of business — effect of motion**

The motion “that the Council (or committee) proceed to the next item of business”, if carried, shall cause the debate to cease immediately and for the Council (or committee) to move to

the next business of the meeting. No decision will be made on the motion being adjourned and the motion must be raised once all reports are decided or at the next ordinary meeting of Council.

#### **11.7 The Council (or committee) to meet behind closed doors — effect of motion**

- (1) Subject to any decision of the Council or committee, this motion, if carried, shall result in the general public and any officer the Council or committee determines, to leave the room.
- (2) While a decision made under this clause is in force, the operation of clause 8.5 limiting the number of speeches continues to apply unless the Council decides otherwise.
- (3) Upon the public again being admitted to the meeting the presiding member, unless the Council or committee decides otherwise, is to cause the resolution of the Council or committee whilst it was proceeding behind closed doors to be read out including the number of votes for and against the motion.

### **PART 12 — VOTING**

#### **12.1 Motion — when put**

Immediately after the debate on any motion is concluded and the right of reply has been exercised, the Presiding Member —

- (a) is to put the motion to the Council; and
- (b) if requested by any member, is to again state the terms of the motion.

#### **12.2 Dividing motions for voting**

Where a report to Council contains more than one motion, the presiding member may put the motions individually, in groups or as one.

#### **12.3 Motion — method of putting**

If a decision of the Council or a committee is unclear or in doubt, the presiding member shall put the motion or amendment as often as necessary to determine the decision from a show of hands or other method agreed upon so that no voter's vote is secret, before declaring the decision.

### **PART 13—IMPLEMENTING DECISIONS**

#### **13.1 Revocation motion at the same meeting — procedures**

- (1) If the CEO receives a notice of motion, which complies with the requirements of this local law, to revoke a decision made at a meeting before the close of that meeting, then the CEO is immediately to advise the presiding member of the notice of motion.
- (2) Where the presiding member is advised of a notice of motion under subclause (1), he or she at the first available opportunity and before the end of the meeting is to —

- (a) advise the meeting of the notice;
- (b) bring on the revocation motion;
- (c) determine whether there is sufficient support (under Regulation 10) for the motion; and
- (d) deal with the motion, if there is sufficient support.

### **13.2 Implementation of a decision**

- (1) The CEO, an officer or an elected member can take any step to implement or otherwise give effect to a resolution after the close of the meeting at which the resolution was passed.
- (2) If a notice of motion to revoke or change a decision of the Council or a committee is received before any action has been taken to implement that decision, then no steps are to be taken to implement or give effect to that decision until such time as the motion of revocation or change has been dealt with, except that —
  - (a) If a notice of motion to revoke or change a decision of the Council or a committee is given during the same meeting at which the decision was made, the notice of motion is of no effect unless the number of members required to support the motion under the Regulations indicate their support for the notice of motion at that meeting; and
  - (b) If a notice of motion to revoke or change a decision of the Council or committee is received after the closure of the meeting at which the decision was made implementation of the decision is not to be withheld unless the notice of motion has the support in writing, of the number of members required to support the motion under the Regulations.
- (3) Implementation of a decision is only to be withheld under subclause (2) if the effect of the change proposed in a notice of motion would be that the decision would be revoked or would become substantially different.
- (4) The Council or a committee shall not vote on a motion to revoke or change a decision of the Council or committee whether the motion of revocation or change is moved with or without notice, if at the time the motion is moved or notice is given—
  - (a) action has been taken to implement the decision; or
  - (b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate, and where that approval or authorisation of a licence, permit or certificate has been put in to effect by the Council in writing to the applicant or the applicant's agent by an officer of the Council authorised to do so;

without having considered a statement of impact prepared by or at the direction of the CEO of the legal and financial consequences of the proposed revocation or change.

### **13.3 Method of submitting motions to revoke or change**

A notice of motion to revoke or change a decision shall —

- (a) be submitted in writing to the CEO at least 7 working days prior to the scheduled meeting at which it is proposed to be moved;
- (b) be signed by at least one third of the number of offices of members (whether vacant or not) of the Council or committee;
- (c) clearly identify the resolution to be revoked or changed; and
- (d) clearly state the reason or reasons for seeking the revocation or change.

#### **13.4 Absence of mover or seconder**

- (1) A motion to revoke or change a prior decision of the Council must be moved and seconded by the required number of offices of members of the Council, as required by the Regulations before it can be debated.
- (2) If a motion to revoke or change a decision is not supported in accordance with sub-clause (1) it —
  - (a) lapses and can not be dealt with later on that agenda; and
  - (b) is considered to have been lost.

#### **13.5 Repeated revocations for the same motion prohibited**

If the Council, on a motion moved by any member, resolved not to revoke or change a resolution, then the Council shall not entertain a motion to revoke or change the same resolution at a subsequent meeting unless the notice of motion referred to in clause 13.3 is signed by an absolute majority of the Council.

### **PART 14—PRESERVING ORDER**

#### **14.1 The presiding member to preserve order**

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking is to cease immediately and to sit down if standing. Every member present is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (1) is not to be used by the presiding member to exercise the right provided in clause 8.3, but to preserve order.

#### **14.2 Demand for withdrawal**

A member may be required by the presiding member, or by a decision of the Council or committee, to apologise and unreservedly withdraw any expression which is considered to reflect offensively on another member or an officer, and if the member declines or neglects to do so, the presiding member may refuse to hear the member further upon the matter then under discussion and call upon the next speaker.

#### **14.3 Points of order — when to raise — procedure**

- (1) Upon a matter of order arising during the progress of a debate, any member may raise a point of order including interrupting the speaker.



- (2) A person who is addressing the presiding member or Council is not to be interrupted except on a point of order.
- (3) A person interrupted on a point of order is to resume his or her seat until —
  - (a) the member raising the point of order has been heard;
  - (b) the presiding member has ruled on the point of order; andif permitted, the person who has been interrupted may then proceed.

#### **14.4 Points of order — when valid**

Expressing a difference of opinion or the contradiction of a speaker shall not be recognised as a valid point of order.

The following will be recognised as the only valid points of order —

- (a) that the discussion is of a matter not before the Council or committee;
- (b) that offensive or insulting language is being used;
- (c) drawing attention to the violation of any written law, the relevant provisions of this local law or policy of the Council, provided that the member making the point of order states the written law or policy believed to be breached; and
- (d) that insinuations have been made as to the character, morality, honesty or motives of a member or an officer.

#### **14.5 Points of order — ruling by presiding member**

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order is to be final unless the majority of members then present and voting on a motion moved immediately **after before** the ruling, dissent from the ruling.
- (3) In the event a motion of dissent under subclause (2) fails, if the presiding member rules that—
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a person is out of order, the presiding member may require the person to make an explanation, retraction or apology.

#### **14.6 Points of order take precedence**

Notwithstanding anything contained in this local law to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other matter.

#### **14.7 Right of the presiding member to adjourn without explanation to regain order**

- (1) If a meeting ceases to operate in an orderly manner, the presiding member may use discretion to adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Upon resumption, debate is to continue at the point at which the meeting was adjourned.

If, at any one meeting, the presiding member has cause to further adjourn the meeting, such adjournment may be to a later time on the same day or to any other day.

- (2) Where debate of a motion is interrupted by an adjournment under subclause (1), in the case of a Council meeting—
  - (a) the names of elected members who have spoken in the matter prior to the adjournment are to be recorded; and
  - (b) the provisions of clause 8.5 apply when the debate is resumed.

#### **14.8 Continued breach of order**

If a person—

- (a) persists in any conduct that the presiding member has ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 14.5(3)(b);
  - (i) in the case of a member, the presiding member may direct the member to refrain from taking any further part in the debate of the item before the meeting, other than by voting, and the member is to comply with that direction, and
  - (ii) in the case of any other person, the presiding member may direct that person to leave the chamber.

### **PART 15—ADJOURNMENT OF MEETING**

#### **15.1 Meeting may be adjourned**

- (1) On a motion for the adjournment of a meeting being carried, a record shall be taken of those who have spoken on the subject under consideration at the time of adjournment.
- (2) All business not dealt with on the agenda of a meeting adjourned under clause 11.2 is to be resumed at the meeting determined under that clause at the point at which it was adjourned, immediately following Item ~~(4)~~(p) in the order of business as listed in clause 3.2~~(1)~~, or as determined by an absolute majority resolution of Council.
- (3) Those members to which subclause (1) applies shall not be permitted to speak on any subsequent consideration of the same subject at the reconvened meeting in accordance with clause 8.5.
- (4) Subclause (3) does not deprive the mover of the motion of the right of reply.
- (5) No member is to move or second more than one motion of adjournment during the same sitting of the Council or committee.

#### **15.2 Unopposed business — motion for adjournment**

On a motion for the adjournment of the Council or committee, the presiding member, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

### **15.3 Withdrawal of motion for adjournment**

A motion or an amendment relating to the adjournment of the Council or a committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

### **15.4 Time to which adjourned**

The time to which a meeting is adjourned for want of a quorum, by the presiding member to regain order, or by decision of the Council, may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

## **PART 16—COMMITTEES OF THE COUNCIL**

### **16.1 Establishment and appointment of committees**

A Council resolution to establish a committee under section 5.8 of the Act is to include—

- (a) the terms of reference of the committee;
- (b) the number of elected members, officers and other persons to be appointed to the committee;
- (c) the names or titles of the elected members and officers and other persons to be appointed to the committee;
- (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments;
- (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

### **16.2 Appointment of deputy committee members**

- (1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a committee member whenever that committee member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.
- (2) Where a committee member does not attend a meeting thereof a deputy of that committee member, selected according to seniority, is entitled to attend that meeting in place of the committee member and act for the committee member, and while so acting has all the powers of that committee member.
- (3) If a deputy has commenced to act in place of a committee member at a committee meeting and the committee member attends the meeting, the committee member will not assume the seat and the deputy will continue to act as the committee member for the duration of that motion under debate.
- (4) Once a committee meeting has commenced a deputy member cannot assume the seat of a committee member who leaves the meeting not to return, until the vote has been cast on the motion under debate.

- (5) A deputy who is one of two or more deputies of a committee is not entitled to attend a meeting of the committee in place of that committee member if the meeting is attended by another deputy of that committee member who has precedence over that deputy in the order of seniority determined under subclause (1).
- (6) A person who is a committee member is not eligible to be appointed a deputy for another committee member.

### **16.3 Presentation of committee reports**

When the report or recommendations of a committee are placed before the Council, the adoption of recommendations of the committee is to be moved by —

- (a) the presiding member of the committee if the presiding member is an elected member and is in attendance; or
- (b) an elected member who is a member of the committee, if the presiding member of the committee is not an elected member, is absent; or is the presiding member of Council; or
- (c) otherwise, by an elected member who is not a committee member.

### **16.4 Reports of committees — questions**

When a recommendation of any committee is submitted for adoption by the Council, any elected member may direct questions specifically relating to the recommendation through the presiding member to the presiding member of the committee, any committee member, or the CEO.

### **16.5 Permissible motions on recommendation from committee**

A recommendation made by or contained in the minutes of a committee may be adopted by the Council without amendment or modification, failing which, it may be—

- (a) lost by the Council and replaced by an alternative decision; or
- (b) amended or modified and adopted with such amendment or modification; or
- (c) referred back to the committee for further consideration.

### **16.6 Standing orders apply to committees**

Where not otherwise specifically provided, this local law applies generally to the proceedings of committees.

### **16.7 Observers at committee meetings**

- (1) For the purposes of this part an observer is an elected member attending a committee meeting of which they are not a member and choosing to sit in their allocated seat in the meeting room.
- (2) Observers may occupy their allocated seat in the meeting room. Should an observer choose to sit in their allocated seat in the meeting room they are subject to the obligations on all elected members under the ~~Act Local Government Act 1995~~ and all associated regulations including the *Local Government (Rules of Conduct) Regulations 2007*.
- (3) Observers choosing to sit in their allocated seat in the meeting room may not participate in debate, ask questions or vote.

## **16.8 Order of business of committees**

- (1) Unless otherwise decided by the committee, the order of business at any meeting of a committee is to be as follows —
  - (a) Opening and announcement of visitors;
  - (b) Acknowledgement to country;
  - (c) Attendance, apologies, leave of absence;
  - (d) Public question time;
  - (e) Receiving of petitions, presentations and deputations;
    - (i) petitions;
    - (ii) presentations; and
    - (iii) deputations;
  - (f) Declarations of interest (financial, proximity, impartiality — both real and perceived);
  - (g) Confirmation of minutes;
  - (h) Reports;
  - (i) Late and urgent business;
  - (j) Confidential items;
  - (k) Answers to questions which were taken on notice; and
  - (l) Close of meeting
- (2) With regards to subclause (1), questions raised during public question time in meetings of committees will only be accepted if they relate to an item of business on the committee agenda.

## **PART 17—GENERAL ADMINISTRATIVE MATTERS**

### **17.1 Suspension of standing orders**

- (1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more clauses of this local law.
- (2) The mover of a motion to suspend temporarily any one or more clauses of this local law shall either —
  - (a) state the specific clause or clauses of this local law to be suspended; or
  - (b) state clearly and concisely the reason for or purpose of the proposed suspension in a motion prefaced by the words “I move that the relevant clauses of the City of Kwinana Standing Orders be suspended to allow...”.
- (3) Only the operation of the clauses so nominated or otherwise affected by any resolution to suspend this local law shall be suspended.

### **17.2 Cases not provided for in standing orders**

The presiding member is to decide questions of order, procedure, debate, or otherwise in cases where this local law and the Act and Regulations are silent. The decision of the presiding member in these cases is final, except where a motion referred to in clause 14.5 is moved and carried.

### **17.3 Absence of the CEO from a meeting or a portion of a meeting**

- (1) If circumstances require that the CEO be absent from a meeting or a portion of a meeting to which he or she would otherwise be in attendance, an officer may be temporarily appointed by the presiding member to perform the functions of the CEO for the duration of the absence. Circumstances may include:
  - (a) a short term, temporary leave of absence for which no Acting CEO has been appointed;
  - (b) withdrawing from a portion of a meeting due to a conflict of interest requirement;
  - (c) to deal with a private or otherwise urgent matter.
- (2) The criteria for the appointment of the officer is to be consistent with the local government's requirements for appointment of an acting CEO.

## **PART 18—MEETINGS OF ELECTORS**

### **18.1 Procedure for electors' meetings**

In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to the Act, Regulations and this local law.

### **18.2 Participation of non-electors**

A person who is not an elector of the local government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so but is not permitted to vote.

### **18.3 Annual electors meeting minutes**

- (1) If not done so at a special meeting called, the minutes of the Electors' General Meeting are to be received at 1(n) of clause 3.2. A report is not required to be raised for this purpose.
- (2) The manner of dealing with decisions made at electors meetings is dealt with in the Act.

## **PART 19 — COMMON SEAL**

### **19.1 The Council's common seal**

- (1) The CEO is to have charge of the common seal of the Council, and is responsible for the safe custody and proper use of it.
- (2) The common seal of the Council may only be used on the authority of the Council given either:

- (a) when Council have delegated the power to the CEO; or
- (b) specifically;

and every document to which the seal is affixed must be signed by the Mayor and the CEO.

- (3) The common seal of the Council is to be affixed to any local law which is made by the Council.
- (4) The CEO is to record in a register each date on which the common seal of the Council was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.
- (5) Any person who uses the common seal of the Council or a replica thereof without authority commits an offence.

## **PART 20 — ENFORCEMENT**

### **20.1 Enforcement**

- (1) The provisions of this local law shall be enforced by the presiding member of any Council or committee but only following the specific direction of the Council or committee by resolution by a simple majority.
- (2) A breach of a provision of this local law by an elected member is dealt with in the Act and *Local Government (Rules of Conduct) Regulations 2007*.
- (3) A person who breaches a provision of this local law commits an offence.

## **PART 21 — OFFENCES**

### **21.1 Offences and penalties**

- (1) A person who fails to comply with a notice of breach commits an offence and is liable upon conviction to a maximum penalty of not less than ~~\$100~~ ~~\$500~~ and not exceeding ~~\$1,000~~ ~~\$5,000~~ and, if the offence is a continuing offence, a maximum daily penalty of ~~\$100~~ ~~\$500~~.
- (2) A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable to a maximum penalty of not less than ~~\$100~~ ~~\$500~~ and not exceeding ~~\$1,000~~ ~~\$5,000~~ and, if the offence is a continuing offence, a maximum daily penalty of ~~\$100~~ ~~\$500~~.

### **21.2 Prescribed offences**

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the ~~Act~~ *Local Government Act 1995*.
- (2) The amount appearing in the final column of Schedule 1, directly opposite a prescribed offence in that Schedule, is the modified penalty for that prescribed offence.



- (3) For the purposes of guidance only, before issuing an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that:
- (a) the commission of the prescribed offence is a relatively minor matter; and
  - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

### **21.3 Form of notices**

For the purposes of this local law-

- (1) an infringement notice issued under this local law referred to in section 9.17 of the ~~Act Local Government Act 1995~~ is to be in a form prescribed by the local government, as amended from time to time;
- (2) a notice referred to in section 9.20 of the ~~Act Local Government Act 1995~~ is to be in a form prescribed by the local government, as amended from time to time.

**Schedule 1**  
**Offences and modified penalties**

[clause 21.2]

<b>Item No</b>	<b>Clause No.</b>	<b>Nature of offence</b>	<b>Modified penalties</b>
1.	4.1(2)	Disclose any information marked as Confidential in accordance with clause 4.1(1), to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.	<del>\$100 \$500</del>
2.	7.5(2)(a)	Reflect adversely on the character or actions of another member or employee.	<del>\$100 \$500</del>
3.	7.5(2)(b)	Impute any motive to a member or employee, unless the Council resolved, without debate, that the question then before the meeting could not otherwise be adequately considered.	<del>\$100 \$500</del>
4.	7.5(3)	Use offensive or <del>insulting objectionable</del> expressions in reference to any other member, employee or other person.	<del>\$100 \$500</del>
5.	7.5(4)	Knowingly make false or misleading statements.	<del>\$100 \$500</del>
6.	7.6(1)	Refuse to withdraw the expression and make a satisfactory apology when directed to do so by the presiding member.	<del>\$100 \$500</del>
7.	7.11(1)	Without a lawful excuse, carry or possesses a controlled weapon on the premises at which a meeting of Council or a committee is scheduled to take place.	<del>\$100 \$500</del>
8.	7.11(2)	Without a lawful excuse, carry or possesses a firearm on the premises at which a meeting of Council or a committee is scheduled to take place.	<del>\$100 \$500</del>
9.	7.12(1)	Use any electronic, visual or audio recording device or instrument to record or transmit the proceedings of the Council without the permission of the Council.	<del>\$100 \$500</del>
10.	7.13(2)	Fail to extend due courtesy and respect to the Council or committee and the processes under which it operates and to comply with any direction by the presiding member.	<del>\$100 \$500</del>
11.	7.13(4)(a)	Create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.	<del>\$100 \$500</del>
12.	7.13(8)	Fail to withdraw, or leave the premises when ordered to.	<del>\$100 \$500</del>
13.	14.1(2)	Fail to immediately sit down and preserve strict silence so that the presiding member may be heard without interruption when the presiding member rises or speaks during a debate.	<del>\$100 \$500</del>

The Common Seal of the )  
City of Kwinana was hereunto )  
affixed in the presence of : )

Joanne Abbiss  
Chief Executive Officer

# City of Kwinana

## Standing Orders Local Law 2019



**Local Government Act 1995**

**City of Kwinana**

**STANDING ORDERS LOCAL LAW 2019**

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## Local Government Act 1995

### City of Kwinana

# STANDING ORDERS LOCAL LAW 2019

Under the powers conferred on it by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Kwinana resolved on [insert date] to make the following local law.

## PART 1—PRELIMINARY

### 1.1 Citation

This Local Law may be cited as the *City of Kwinana Standing Orders Local Law 2019*.

### 1.2 Definitions

(1) In this local law unless the context requires otherwise —

**Act** means the *Local Government Act 1995*;

**Absolute majority** has the same meaning as in the Act;

**CEO** for the purposes of this local law, means the Chief Executive Officer of the local government, or an officer of the local government who may be required by circumstance to carry out one or more functions of the CEO under this local law;

**committee** means any committee appointed in accordance with the Act;

**committee member** means an elected member or any other person serving on a committee;

**controlled weapon** has the same meaning as in the *Weapons Act 1999*;

**Council** means the Council of the local government;

**district** means the district of the local government;

**elected member** means a person who holds the office of councillor on the Council;

**firearm** has the same meaning as in the *Firearms Act 1973*;

**local government** means the City of Kwinana;

**meeting room** means the room in which a Council or committee meeting is being conducted;

**member** where the text permits, means an elected member or member of a committee as applicable;

**officer** means an employed staff member of the City of Kwinana;

**presiding member** means —

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and

- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**quorum** is as defined in the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**resolution** means a decision of Council made by the appropriate majority;

**simple majority** is more than 50% of the members present and voting;

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion; and

**withdraw** where the text permits, means to leave the room in which a meeting of Council or a committee is being conducted.

- (2) Unless otherwise defined herein the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

### **1.3 Repeal**

The *City of Kwinana Standing Orders Local Law 1998* published in the *Government Gazette* on 10 January 2000 and as amended and published on 29 February 2008 and on 28 September 2010, is repealed.

### **1.4 Application**

All meetings of the Council or a committee and other matters as prescribed are to be conducted in accordance with the Act, the Regulations and this local law.

### **1.5 Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

### **1.6 Intent**

This local law is intended to result in —

- (a) better decision making by the Council;
- (b) orderly conduct of meetings dealing with Council business;
- (c) behaviour in the conduct of meetings that reflect community standards;
- (d) community understanding of the process of conducting meetings dealing with Council business; and
- (e) more efficient and effective use of time at meetings.

### **1.7 Local Government (Rules of Conduct) Regulations 2007**

To the extent that this local law is inconsistent with the *Local Government (Rules of Conduct) Regulations 2007*, the *Local Government (Rules of Conduct) Regulations 2007* prevail to the extent of that inconsistency.

### **1.8 Reference to time**

Any reference to time in this local law means western standard time or western daylight time if western daylight time is enforced on that day in the State of Western Australia.

## **PART 2—CALLING MEETINGS**

## **2.1 Calling ordinary meetings of Council**

An ordinary or a special meeting of the Council is to be held if called in accordance with section 5.4 of the Act. A notice of an ordinary meeting of Council is to be in accordance with section 5.5 of the Act.

## **2.2 Notice of special council meetings**

- (1) Subject to subclause 2.2(2), the CEO is to convene a special meeting of the Council by giving each elected member at least 72 hours' notice of the date, time, place and purpose of the meeting.
- (2) Where there is a need to meet urgently in the opinion of the Mayor or the CEO, a lesser period of notice of a special meeting than mentioned in subclause 2.2(1) is permitted.

## **2.3 Calling committee meetings**

A meeting of a Committee is to be held —

- (a) if called for in a written request to the CEO by the presiding member of the Committee, setting out the date and purpose of the proposed meeting;
- (b) if called for by at least 1/3 of the committee members in a written notice to the CEO, setting out the date and purpose of the proposed meeting; or
- (c) if so decided by the committee or the Council.

## **2.4 Notice of ordinary and special committee meetings**

- (1) The CEO is to convene an ordinary meeting of a committee pursuant to clause 2.3 by giving each committee member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.
- (2) The CEO is to convene a special meeting of a committee by giving each committee member at least 72 hours' notice of the date, time, place and purpose of the meeting.
- (3) The CEO is to give notice of meetings referred to in subclauses 2.4(1) and 2.4(2) to every elected member.

# **PART 3—BUSINESS OF THE MEETING**

## **3.1 Business to be specified on notice paper**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice as to the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda or given in the notice as the purpose of the meeting.
- (4) No business is to be transacted at an adjourned meeting of the Council or a committee other than that —

- (a) specified in the notice of the meeting which had been adjourned; and
- (b) which remains unresolved,

except in the case of an adjournment to the next ordinary meeting of the Council or the committee, when the business unresolved at the adjourned meeting is to have precedence at that ordinary meeting.

### **3.2 Order of business**

- (1) Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows —
  - (a) Opening and announcement of visitors;
  - (b) Acknowledgement of country;
  - (c) Dedication;
  - (d) Attendance, apologies, leave of absence;
  - (e) Public question time;
  - (f) Receiving of petitions, presentations and deputations;
    - (i) petitions;
    - (ii) presentations; and
    - (iii) deputations;
  - (g) Confirmation of minutes;
  - (h) Declarations of interest (financial, proximity, impartiality — both real and perceived);
  - (i) requests for leave of absence;
  - (j) Items brought forward for the convenience of those in the public gallery;
  - (k) Any business left over from previous meeting;
  - (l) Recommendations of committees;
  - (m) Enbloc reports;
  - (n) Reports;
  - (o) Notice of motions of which previous notice has been given;
  - (p) Notice of motions for consideration at the following meeting if given during the meeting;
  - (q) Late and urgent business;
  - (r) Reports of elected members;
  - (s) Answers to questions which were taken on notice;
  - (t) Mayoral announcements;
  - (u) Confidential items; and
  - (v) Close of meeting

- (2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the agenda of the meeting.

### **3.3 Confirmation of minutes**

- (1) When minutes of a meeting are submitted to an ordinary meeting of the Council or committee for confirmation, if an elected member is dissatisfied with the accuracy of the minutes, then he or she is to —
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (2) Discussion of any minutes, other than discussion as to their accuracy as a record of the proceedings, is not permitted.

### **3.4 Public question time**

- (1) In this clause —
  - (a) a question includes part of a question (so that a question in three parts is to be treated as three questions); and
  - (b) in relation to a question, “vexatious” means a question asked that has already been asked, is insulting or defamatory.
- (2) A member of the public who wishes to ask a question at a meeting must —
  - (a) before the commencement of the meeting, submit their question in writing, on the form provided by the local government, to the CEO or his or her representative; and
  - (b) either -
    - (i) be present at the meeting to ask the question;
    - (ii) when the question is to be asked, seek approval from the presiding member for their nominated representative to ask the question on their behalf; or
    - (iii) have requested from the presiding member prior to the meeting that their nominated representative be at the meeting on their behalf.
- (3) A completed question time form must include —
  - (a) the name and residential or contact address of the person who wishes to ask the question; and
  - (b) the question in a succinct and legible form.
- (4) In cases of disability or other extenuating circumstances —
  - (a) an officer of the local government, if requested to do so, may assist the person to complete a question time form;
  - (b) in the absence of that assistance, the presiding member may permit a person to ask a question that was not included on a question time form.



- (5)
  - (a) If more than two questions are submitted in writing by any one person, the presiding member shall allow that person, in the first instance, to ask a maximum of two questions;
  - (b) If after all other members of the public have asked their questions, and where time permits, the presiding member will allow members of the public who wish to ask more than two questions to sequentially ask one further question. This process will continue until the allotted time has expired; and
  - (c) Where only one person wishes to ask more questions and where time permits, the presiding member may, at their discretion, invite that person to ask their additional questions.
- (6) The presiding member may decide that a question is inappropriate, including a question taken on notice, and is not to be recorded or responded to —
  - (a) if it is not in the form of a question, having regard to its content and length, is essentially a statement of expression of opinion rather than a question, provided that the presiding member has taken reasonable steps to assist the member of the public to phrase the statement as a question;
  - (b) if the question uses an offensive or insulting expression or is vexatious; or
  - (c) which, in the CEO's opinion, would likely divert a substantial and unreasonable portion of the local government's resources away from its other functions.
- (7) The presiding member or Council cannot determine that a question is vexatious if the question relates to whether there has been a breach of legislation by the local government, a member or a local government employee and that hasn't been answered previously by the local government.
- (8) The presiding member may determine that any question requiring research or investigation be taken on notice and answered in writing as soon as practicable.
- (9) The presiding member may determine that the form of the question being asked by the member of the public is a statement, rather than a question and may allow it to be received as such within this public question time.
- (10) Where the necessary information is available at the time the question is posed, a response will be provided by either the presiding member, the CEO, relevant member or employee nominated by the presiding member.
- (11) If the 15 minute period set aside for question time for the public is reached, Council, by resolution, may resolve question time be extended for an additional 15 minutes to allow further questions to be asked.
- (12) No more than two, 15 minute extensions to question time for the public will be permitted.

### **3.5 Petitions**

- (1) A petition, other than a petition regarding a matter of which legislation may require the petition to be made in a certain form, is to —
  - (a) be addressed to the Mayor;

- (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain at least five names, addresses and signatures of electors making the request;
  - (e) contain a summary of the reasons for the request;
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
  - (g) be respectful and temperate in its language and not contain language disrespectful to Council.
- (2) The presentation of the petition shall be confined to the reading of the petition which may be read by the presiding member or an elected member approved to do so by the presiding member.
  - (3) In response to a petition presented to it, the Council must resolve —
    - (a) that the petition be received;
    - (b) that the petition be rejected; or
    - (c) that the petition be received and a report prepared for Council;
  - (4) Discussion is not permitted on any motion referred to in subclause (3).
  - (5) At the same meeting that a matter is presented to Council in a petition, Council is not to vote on the matter in the petition unless the matter is the subject of a report included in the agenda.

### **3.6 Presentations**

- (1) In this clause, a presentation means the acceptance of a gift, grant or an award by the Council on behalf of the local government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the presiding member.
- (3) Any person or group wishing to make a presentation to the Council shall advise the CEO in writing before 12 noon on the day of the meeting.
- (4) Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council committee who shall determine whether the presentation should be received.
- (5) A presentation approved to attend a Council meeting is not to address the Council for a period exceeding fifteen minutes without the agreement of the Council.

### **3.7 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council or a committee shall send to the CEO an application in writing before 12 noon on the day of the meeting —
  - (a) setting out the agenda item to which the deputation relates;
  - (b) whether the deputation is supporting or opposing the officer's or committee's recommendation; and

- (c) include sufficient detail to enable a general understanding of the purpose of the deputation.
- (2) Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council or appropriate committee which shall determine whether the deputation should be received.
- (3) A deputation approved to attend a Council or committee meeting is not to address the Council or committee for a period exceeding fifteen minutes without the agreement of the Council or the committee as the case requires.
- (4) Deputations —
  - (a) are to be presented in the order of which the item they relate to sits on the agenda;
  - (b) both for and against an agenda item require the person wishing to make a deputation against the matter to present prior to the person wishing to make a deputation in favour of the matter; and
  - (c) will then continue in alternating order until there are no persons wishing to speak to the opposite view of the last preceding speaker.
- (5) Members of a committee, or other elected members at a Council meeting to which the deputation is presented, may ask a question or questions of persons of the deputation group and any person of the deputation group may respond to such questions.
- (6) Deputations —
  - (a) shall not involve any language considered offensive by the presiding member; and
  - (b) shall not contain any statement knowingly incorrect, knowingly misleading or reflecting adversely on the integrity of any member, officer or other party.
- (7) The presiding member may determine to meet behind closed doors if the matter to be discussed is of a confidential nature in respect of which the meeting may be closed to members of the public under the Act.

### **3.8 Items brought forward for the convenience of those in the public gallery**

The presiding member may determine that any items on the agenda which are either the subject of a question or statement by members of the public, or requested by others in attendance be brought forward to item (j) in the order of business at clause 3.2(1) and dealt with in the order in which they appear on the agenda.

### **3.9 Mayoral announcements**

At any meeting of the Council the presiding member may announce or direct attention to any matter of relevance to the business of the Council, however no discussion on the matter shall take place.

### **3.10 Reports of elected members**

At any meeting of Council —

- (a) an elected member appointed by the Council to a committee or external organisation may provide a brief verbal report on the progress of that committee or organisation;

- (b) an elected member that has attended a function on behalf of the City may provide a brief verbal report on that function; and
- (c) the Mayor may provide his or her report as part of Mayoral announcements in clause 3.9,

however no discussion on the report shall take place.

### **3.11 Notices of motion of which previous notice has been given**

- (1) Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.
- (2) A notice of motion under subclause (1) is to be given to the CEO at least eight clear business days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good government of persons in the district.
- (4) The CEO —
  - (a) with the concurrence of the Mayor, may exclude from the notice paper any notice of motion deemed to be out of order; or
  - (b) may on his or her own initiative make such amendments to the form but not the substance thereof as will bring the notice of motion into due form; and
  - (c) may under his or her name provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless —
  - (a) the member who gave notice thereof, or some other member authorised by him or her in writing moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses in the circumstances referred to in subclause (5)(a) or is defeated, a notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of such lapse or defeat.
- (7) Motions are to be dealt with in the order they are received.

### **3.12 Distribution of reports to the members**

- (1) Subject to clause 3.14, the CEO is to provide each member of the Council or committee as the case may be with a copy of any report, which is to be presented to any meetings of Council or committees.
- (2) Reports for ordinary meetings of Council or committees are to be provided to each member at least 72 hours before the commencement of the meeting.
- (3) If copies of reports are not able to be provided to each member of Council or the committee in accordance with subclause (2), then the provisions of clause 3.14 are applicable.
- (4) Reports for special meetings of Council or committees are to be provided as soon as practicable prior to the meeting or at the meeting if impracticable to do otherwise.

- (5) Reports will be provided electronically unless otherwise requested.

### **3.13 Late reports**

In cases of urgency or other special circumstances a report by the CEO may, with the consent of the presiding member, be read or otherwise given to members at the meeting or provided to each member at the earliest opportunity prior to the meeting.

### **3.14 Urgent business approved by the presiding member or by decision**

In cases of urgency or other special circumstances, matters may, with the consent of the presiding member, or by decision of the members present, be raised without notice and decided by the meeting.

### **3.15 Reports or advice by the CEO**

- (1) The CEO may prepare for presentation to any meeting a report dealing with any matter which in the opinion of the CEO should be drawn to the attention of the meeting.
- (2) The CEO may advise the Council or committee on any matter which he or she considers appropriate.

## **PART 4—PUBLIC ACCESS TO AGENDA MATERIAL**

### **4.1 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be—
  - (a) identified in the agenda of a Council or committee meeting under the item “Matters behind closed doors”;
  - (b) marked “CONFIDENTIAL” in the agenda; and
  - (c) kept confidential by members and employees until the Council or committee resolves otherwise.
- (2) A member or an employee who has—
  - (a) confidential information under subclause (1); or
  - (b) information that is provided or disclosed for the purposes of or during a meeting or part of a meeting that is closed to the public,must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not prevent a member or employee from disclosing information—
  - (a) at a closed meeting;
  - (b) to the extent specified by the Council and subject to such other conditions as the Council decides;
  - (c) that is already in the public domain;

- (d) to an officer of the Department;
- (e) to the Minister;
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## **PART 5 — DISCLOSURE OF INTERESTS**

### **5.1 Disclosure of interests**

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters are dealt with in the Act, the Regulations and the City of Kwinana's Code of Conduct.

### **5.2 Separation of committee recommendations**

Where, at a committee meeting, a member discloses a financial interest in a matter, and the matter is included in the recommendations (or part of the recommendations) of the committee to a Council or committee meeting that will or may be attended by the member, the agenda of that Council or committee meeting is to separate the relevant recommendation (or the relevant part of the recommendation) from other recommendations of the committee.

## **PART 6—QUORUM**

### **6.1 Quorum to be present**

The Council or a committee is not to transact business at a meeting unless a quorum is present.

### **6.2 Loss of quorum during a meeting**

- (1) If at any time during the course of a meeting of the Council or a committee a quorum is not present —
  - (a) in relation to a particular matter because of a member or members leaving the meeting after disclosing a financial interest, the matter is adjourned until either —
    - (i) a quorum is present to decide the matter; or
    - (ii) the Minister allows a disclosing member or members to preside at the meeting or to participate in discussions or the decision making procedures relating to the matter under the Act; or
  - (b) because of a member or members leaving the meeting for reasons other than disclosure of a financial interest, the presiding member is to suspend the proceedings of the meeting for a period of 10 minutes, and if a quorum is not present at the end of that time, the meeting is deemed to have been adjourned and the presiding member is to reschedule it to some future time or

date having regard to the period of notice which needs to be given under the Act, Regulations, or this local law when calling a meeting of that type.

- (2) Where debate on a motion is interrupted by an adjournment under subclause (1)(b) —
  - (a) the debate is to be resumed at the next meeting at the point where it was so interrupted; and
  - (b) in the case of a Council meeting —
    - (i) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
    - (ii) the provisions of clause 8.5 apply when the debate is resumed.

## **PART 7—CONDUCT OF PERSONS AT COUNCIL AND COMMITTEE MEETINGS**

### **7.1 Official titles to be used**

Elected members are to speak of each other in the Council or committee by their respective titles of Mayor or councillor. Members, in speaking of or addressing officers, are to designate them by their respective official titles.

### **7.2 Members to occupy own seats**

When present in the meeting room, a member will occupy the seating position allocated to him or her for each specific Council or committee meeting.

### **7.3 Advice of entry or departure from meetings**

During the course of a meeting of the Council or a committee, no member is to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **7.4 Crossing Council chambers**

- (1) When the presiding member is putting any motion or amendment to the vote, a member shall not leave or cross the Council chamber.
- (2) Whilst another member is speaking, a member shall not pass between the speaker and the presiding member.

### **7.5 Adverse reflection**

- (1) No member is to reflect adversely upon a decision of the Council or committee except on a motion that the decision be revoked or amended, unless the Council resolves, without debate, that the matter before the Council cannot otherwise be adequately considered.
- (2) No member is to —
  - (a) reflect adversely on the character or actions of another member or any other person; or
  - (b) impute any motive to another member or any other person,



unless the Council resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.

- (3) No member is to use offensive or insulting expressions in reference to any member, officer or any other person.
- (4) A member shall at all times be factual when dealing with matters before Council and not knowingly make false or misleading statements.

#### **7.6 Withdrawal of offensive language**

- (1) A member who, in the opinion of the presiding member, uses an expression which —
  - (a) in the absence of a resolution under clause 7.5(2) —
    - (i) reflects adversely on the character or actions of another member; or
    - (ii) imputes any motive to a member; or
  - (b) is offensive or insulting,must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.
- (2) If a member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

#### **7.7 Disturbance by members**

While another person is addressing the Council or a committee, a member is not to interrupt by —

- (a) making any noise or disturbance; or
- (b) conversing aloud,

except to raise a point of order.

#### **7.8 Continued irrelevance**

- (1) A member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The presiding member, at any time, may —
  - (a) call the attention of the meeting to —
    - (i) any irrelevant, repetitious, offensive or insulting language by a member; or
    - (ii) any breach of order by a member; and
  - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member is to comply with a direction of the presiding member under subclause (1) by immediately ceasing to speak and resuming his or her seat.

#### **7.9 Consumption of alcohol during meetings**

The consumption of alcoholic beverages in any Council or committee meeting is prohibited.

#### **7.10 Smoking prohibited**

Smoking, either naturally or by using a vapour or other mechanical device in any Council or committee meeting is prohibited.

#### **7.11 Firearms and controlled weapons**

- (1) Except as provided in section 10 of the *Weapons Act 1999*, any person who, without a lawful excuse, carries or possesses a controlled weapon on the premises at which a meeting of Council or a committee is scheduled to take place, commits an offence.
- (2) Except as provided in section 10(a) of the *Firearms Act 1973*, any person who, without a lawful excuse, carries or possesses a firearm on the premises at which a meeting of Council or a committee is scheduled to take place, commits an offence.

#### **7.12 Recording of proceedings**

- (1) A person must not use any electronic, visual or audio recording device or instrument to record or transmit the proceedings of the Council without the permission of the Council.
- (2) If the Council gives permission under subclause (1), the presiding member must advise the meeting, immediately before the recording or transmission is commenced, that such permission has been given and the nature and extent of that permission.

#### **7.13 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the presiding member whenever called upon to do so.
- (3) A person shall ensure that his or her mobile telephone, pager or other audible device is not switched on or used during any meeting of the Council. No electronic or other device shall be used in a manner that creates a disturbance or leads to a disturbance at the meeting.
- (4) Members of the public are admitted to Council and committee meetings upon the understanding that no expression of dissent or approval, conversational or interruption to the proceedings shall take place —
  - (a) For the purpose of this clause any expression of dissent or interruption to proceedings shall include a person who interrupts the proceedings of a meeting, whether by expressing approval or dissent, by conversing or by other means —
    - (i) enters or remains in any part of the room where the meeting is taking place reserved for members and officers;
    - (ii) misconducts himself or herself;
    - (iii) fails to withdraw when members of the public are directed to withdraw;
    - (iv) obstructs the approaches to the room where the meeting is taking place; or
    - (v) creates a disturbance within the precincts of the room where the meeting is taking place;

- (b) In the event of any such interruption, the presiding member may exercise his or her discretion and require those interrupting to withdraw. The presiding member ruling in this regard is final and cannot be challenged by moving dissent with the ruling or otherwise; and
  - (c) Any person who does not withdraw when called upon by the presiding member to do so may by order of the presiding officer be removed from the room.
- (5) If an elected member or the CEO specifically requests, immediately after their use, that any particular words used by a person be recorded, the presiding member is to cause the words used to be taken down and read to the meeting for verification and to then be recorded in the minutes of the meeting.
  - (6) If a person or persons have been ordered by the presiding member to desist from such behaviour, but fails to do so, the presiding member may immediately adjourn the meeting in accordance with clause 14.8.
  - (7) The CEO, shall advise such person or persons during the period that the meeting is adjourned to behave in an appropriate manner or to immediately leave the premises.
  - (8) Where a person or persons have been required to leave the room where the meeting is taking place and have been advised in accordance with subclause 7.13(4)(b) but continues to remain in the room where the meeting is taking place, the CEO may cause an infringement notice to be issued to such person or persons, or instigate legal action against such person or persons.
  - (9) If a person, ordered by the CEO or an officer directed by the CEO, to withdraw or leave the premises, cannot be removed without the application of physical force, then a person licensed as a security officer, security bodyguard or crowd controller under the *Security and Related Activities (Control) Act 1996*, or members of the police force as may be considered appropriate, may be called to the room where the meeting is taking place to effect the removal of the person and the meeting may be adjourned until the person has been removed.

#### **7.14 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council or a committee, the presiding member may make special arrangements for the seating of the person, acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

## **PART 8—CONDUCT OF MEMBERS DURING DEBATE**

### **8.1 Speaking at Council or committee meetings**

- (1) Every member wishing to speak is to indicate by show of hands or other method agreed upon by the Council or committee.
- (2) When a member or officer has been chosen to speak by the presiding member the member or officer must address the Council or committee through the presiding member.

- (3) Any member moving a motion or amendment, or taking part in the discussion thereon, shall address the presiding member and shall stand whilst speaking, except when prevented from doing so by sickness or physical disability.
- (4) When invited by the presiding member to speak, such member or officer shall stand whilst speaking, unless the presiding member rises, upon which such member or officer will cease speaking immediately so the presiding member can be heard.

## **8.2 Priority**

- (1) In the event of two or more members wishing to speak at the same time, the presiding member is to decide which member is entitled to be heard first.
- (2) A decision of the presiding member under subclause (1) is not open to discussion, dissent or point of order.

## **8.3 The presiding member may take part in debates**

Unless otherwise prohibited by the Act, and subject to compliance with procedures for the debate of motions contained in this local law, the presiding member may take part in a discussion of any matter before the Council or committee as the case may be.

## **8.4 Relevance**

Every member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

## **8.5 Limitation of number of speeches**

- (1) A member is not to address the Council more than once on any motion or amendment except—
  - (a) as the mover of a substantive motion, to exercise a right of reply;
  - (b) to raise a point of order; or
  - (c) to make a personal explanation.
- (2) A member who asks a question, makes a request or responds to a request under clause 9.8 has not addressed the meeting for the purpose of this clause.

## **8.6. Limitation of duration of speeches**

All addresses are to be limited to a maximum of five minutes. Extension of time is permissible only with the agreement of a simple majority of members present.

## **8.7 Questions during debate or points of clarification**

- (1) With the approval of the presiding member a member may ask a question or seek clarification of any matter relevant to a motion at any time during the debate on the motion before it is put, but no discussion thereon is permitted.
- (2) Where possible, the CEO, or the CEO's nominee, is to answer each question to the best of his or her knowledge and ability but, if the information is unavailable or requires research or investigation, the CEO or the CEO's nominee may ask that —
  - (a) the question be placed on notice for the next meeting of Council or as soon as practicable; or
  - (b) the answer to the question be given within 7 days to all members.

## **8.8 Members not to speak after conclusion of debate**

A member is not to speak on any motion or amendment —

- (a) after the mover has replied; or
- (b) after the motion or amendment has been put to the vote.

#### **8.9 Members not to interrupt**

A member must —

- (a) not make any noise or disturbance or converse in a loud manner whilst another member is speaking;
- (b) not cause any interruption or speak out of turn during a meeting, other than to raise a point of order, call attention to the absence of a quorum, make a personal explanation under clause 9.17 or move a procedural motion.

#### **8.10 No re-opening discussion on decisions**

A member is not to reopen discussion on any Council decision, except to move that the decision be revoked or changed.

### **PART 9—GENERAL CONDUCT OF DEBATE**

#### **9.1 Motions to be stated**

Any member of the Council or committee who moves a substantive motion or amendment to a substantive motion is to state the substance of the motion before speaking to it.

#### **9.2 Motions to be supported**

- (1) No motion or amendment to a substantive motion is open to debate until it has been seconded, or, in the case of a motion to revoke or amend the decision made at a Council or a committee meeting, unless the motion has the support required under Regulation 10 of the Regulations.
- (2) Subject to clause 9.8 the seconder cannot subsequently withdraw his or her seconding of the motion.

#### **9.3 Enbloc motions**

- (1) The presiding member may order a number of motions to be put to the vote in the same motion if it is convenient to do so.
- (2) If the presiding member orders a number of motions to be voted on enbloc, the following must prevail:
  - (a) Items identified to be voted on enbloc must be identified by number as they are presented in the agenda;
  - (b) the presiding member is to ask the meeting if any members require debate on any item identified to be voted on enbloc; and
  - (c) if any member indicates their desire to debate an item, then any enbloc motion shall not contain that motion.

(3) For recording of minutes purposes, each item voted on within the enbloc motion must show:

- (a) the same mover and seconder; and
- (b) the number as they are presented in the agenda.

#### **9.4 Only one substantive motion considered**

When a substantive motion is under debate at any meeting of the Council or a committee, no further substantive motion is to be accepted.

#### **9.5 Breaking down of complex motions**

The presiding member may order a complex motion to be broken down and put in the form of several motions, which are to be put in sequence.

#### **9.6 Order of call in debate**

Unless dealt with in accordance with clause 9.3, the presiding member is to call speakers to a substantive motion in the following order —

- (a) The mover to state the motion in accordance with clause 9.1;
- (b) A seconder to the motion in accordance with clause 9.2;
- (c) A speaker against the motion;
- (d) A speaker for the motion;
- (e) Other speakers against and for the motion in alternating order until there is no member (excluding the mover) wishing to speak who is of the opposite view than the last preceding speaker; and
- (f) The mover has the right of reply which closes debate.

#### **9.7 Member may require motion to be read**

Any member may require the motion or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member whilst speaking.

#### **9.8 Consent of seconder required to accept alteration of wording**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

#### **9.9 Order of amendments**

Any number of amendments may be proposed to a motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been carried, withdrawn or lost.

#### **9.10 Who can move amendment to a motion**

Any member, except the mover and seconder of the substantive motion and a member who has spoken on the substantive motion, may propose an amendment to the motion.

#### **9.11 Form of an amendment**

Every amendment is to be—

- (a) relevant to the motion to which it is moved; and

- (b) worded to indicate precisely which words need to be deleted, added or altered.

#### **9.12 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion and any further amendment may be moved.

#### **9.13 Amendments must not negate original motion**

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

#### **9.14 Withdrawal of motion and amendments**

- (1) The Council may by resolution, without debate, grant leave for a motion or amendment to be withdrawn or altered by the mover, with the consent of the seconder, provided there is no objection by any member.
- (2) If a member objects, discussion on either the motion or amendment shall continue and no alteration shall occur.

#### **9.15 Limitation of withdrawal**

Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except with consent of the majority of members present by resolution, until the amendment proposed has been withdrawn or lost.

#### **9.16 Foreshadowed motion**

- (1) In speaking upon a motion, a member —
  - (a) may give notice to the meeting of the member's intention to move a different motion on the same subject matter, being a motion which cannot practically be moved by an amendment to the motion under consideration; and
  - (b) shall provide to the presiding member the terms of the foreshadowed motion.
- (2) If two or more members pursuant to subclause (1) foreshadow motions on the same subject, then the presiding member shall take note of the order in which the foreshadowed motions are raised and the terms of each foreshadowed motion.
- (3) If the motion under consideration is lost, then the foreshadowed motions may be brought forward forthwith.
- (4) The foreshadowed motions shall be considered by the Council in succession, until one of the motions is passed, whereupon there shall be no further consideration of any other foreshadowed motion on that subject.

#### **9.17 Personal explanation**

- (1) No member is to speak at any meeting of the Council or a committee, except upon the matter before the Council or committee, unless it is to make a personal explanation.
- (2) A member wishing to make a personal explanation may do so at the conclusion of that speech.



- (3) Any member or an officer who is permitted to speak under these circumstances is to confine the observations to a succinct statement relating to a specific part of the former speech which may have been misunderstood.
- (4) When a member or an officer proceeds to explain, no reference is to be made to matters unnecessary for that purpose.

#### **9.18 Ruling on questions of personal explanation**

The ruling of the presiding member on the admissibility of a personal explanation is final unless a motion of dissent with the ruling is moved before any other business proceeds.

#### **9.19 Right of reply**

- (1) The mover of a substantive motion has the right of reply. After the mover of the substantive motion has commenced the reply, no other member is to speak on the motion.
- (2) The right of reply is to be confined to matters raised by previous speakers and no new matter is to be introduced or expansion on the substantive motion is to take place.

#### **9.20 Right of reply provisions**

The right of reply is governed by the following provisions —

- (a) If no amendment is moved to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (b) If an amendment is moved to the substantive motion the mover of the substantive motion may reply at the conclusion of the discussion on the motion;
- (c) The mover of any amendment does not have a right of reply; and
- (d) Once the right of reply has been taken, there can be no further discussion, nor any other amendment and the original motion or the original motion as amended is immediately put to the vote.

#### **9.21 Motions supported become decisions**

Where the Council adopts a motion either with or without amendment, the motion so adopted is deemed to be the decision of Council.

#### **9.22 Motions lost**

Where a motion is lost, these are not recorded as a decision of Council, however they must be recorded as a lost motion within the minutes and voting recorded.

## **PART 10—PROCEDURAL MOTIONS**

### **10.1 Permissible procedural motions**

- (1) In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a member (at any time) to move the following procedural motions —

- (a) the Council (or committee) meeting now adjourn;
  - (b) the motion be adjourned;
  - (c) the motion now be put;
  - (d) the motion not now be put;
  - (e) that the member be no longer heard;
  - (f) the meeting proceed to the next item of business;
  - (g) that the ruling of the presiding member be disagreed with (motion of dissent);  
or
  - (h) the Council (or committee) meet behind closed doors as the matter to be discussed is of a confidential nature in respect of which the meeting may be closed to members of the public under the Act.
- (2) A member may request that the names of some or all of those who voted in the affirmative or negative be recorded in the minutes.

## **10.2 No debate on procedural motions**

- (1) The mover of a motion stated in each of paragraphs (a), (b), (f), (g) and (h) of clause 10.1(1) may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion stated in each of paragraphs (c) (d) or (e) of clause 10.1(1) may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

## **10.3 Procedural motions — closing debate — who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or made any amendment may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

## **10.4 Procedural motions — right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion or the amendment.

# **PART 11—EFFECT OF MOTIONS**

## **11.1 Council (or committee) meeting to now adjourn — effect of motion**

- (1) The motion “that the Council (or committee) now adjourn”, if carried, shall result in the meeting being adjourned until it is re-opened at which time the meeting will continue from the point at which it was adjourned, unless the presiding member or a simple majority of members upon vote, determine otherwise.
- (2) Where debate on a motion is interrupted by an adjournment under subclause (1) —

- (a) The debate is to be resumed at the next meeting at the point where it was so interrupted; and
- (b) In the case of the Council meeting —
  - (i) The names of elected members who have spoken on the matter prior to the adjournment are to be recorded in the minutes; and
  - (ii) The provisions of clause 8.5 apply when the debate is resumed.

#### **11.2 The motion be adjourned—effect of motion**

- (1) The motion “that the motion be adjourned”, if carried, shall result in all debate on the substantive motion or amendment to cease but to continue at a time stated in the motion.
- (2) If the motion is carried at a meeting of the Council —
  - (a) the names of elected members who have spoken on the matter are to be recorded in the minutes; and
  - (b) the provisions of clause 8.5 apply when the debate is resumed.

#### **11.3 The motion now be put — effect of motion**

- (1) The motion “that the motion now be put”, if carried during discussion of a substantive motion without amendment, shall result in the presiding member offering the right of reply to the mover of the motion and then immediately put the matter under consideration without further debate.
- (2) This motion, if carried during discussion of an amendment, shall result in the presiding member putting the amendment to the vote without further debate.
- (3) This motion, if lost, shall result in the continuation of the debate.

#### **11.4 Ruling of the presiding member disagreed with — effect of motion**

- (1) If a motion “that the ruling of the presiding member be disagreed with” is carried, that ruling is to have no effect and the meeting is to proceed accordingly.
- (2) Where the presiding member has adjourned the meeting in accordance with clause 14.5, the motion, “that the presiding member be disagreed with”, may not be moved.

#### **11.5 Member be no longer heard — effect of motion**

If a motion “that the member be no longer heard” is carried, the speaker against whom the motion has been moved must not speak further on the current primary motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the primary motion.

#### **11.6 The meeting proceed to the next item of business — effect of motion**

The motion “that the Council (or committee) proceed to the next item of business”, if carried, shall cause the debate to cease immediately and for the Council (or committee) to move to the next business of the meeting. No decision will be made on the motion being adjourned and the motion must be raised once all reports are decided or at the next ordinary meeting of Council.

#### **11.7 The Council (or committee) to meet behind closed doors — effect of motion**

- (1) Subject to any decision of the Council or committee, this motion, if carried, shall result in the general public and any officer the Council or committee determines, to leave the room.
- (2) While a decision made under this clause is in force, the operation of clause 8.5 limiting the number of speeches continues to apply unless the Council decides otherwise.
- (3) Upon the public again being admitted to the meeting the presiding member, unless the Council or committee decides otherwise, is to cause the resolution of the Council or committee whilst it was proceeding behind closed doors to be read out including the number of votes for and against the motion.

## **PART 12 — VOTING**

### **12.1 Motion — when put**

Immediately after the debate on any motion is concluded and the right of reply has been exercised, the Presiding Member —

- (a) is to put the motion to the Council; and
- (b) if requested by any member, is to again state the terms of the motion.

### **12.2 Dividing motions for voting**

Where a report to Council contains more than one motion, the presiding member may put the motions individually, in groups or as one.

### **12.3 Motion — method of putting**

If a decision of the Council or a committee is unclear or in doubt, the presiding member shall put the motion or amendment as often as necessary to determine the decision from a show of hands or other method agreed upon so that no voter's vote is secret, before declaring the decision.

## **PART 13—IMPLEMENTING DECISIONS**

### **13.1 Revocation motion at the same meeting — procedures**

- (1) If the CEO receives a notice of motion, which complies with the requirements of this local law, to revoke a decision made at a meeting before the close of that meeting, then the CEO is immediately to advise the presiding member of the notice of motion.
- (2) Where the presiding member is advised of a notice of motion under subclause (1), he or she at the first available opportunity and before the end of the meeting is to —
  - (a) advise the meeting of the notice;
  - (b) bring on the revocation motion;
  - (c) determine whether there is sufficient support (under Regulation 10) for the motion; and

- (d) deal with the motion, if there is sufficient support.

### **13.2 Implementation of a decision**

- (1) The CEO, an officer or an elected member can take any step to implement or otherwise give effect to a resolution after the close of the meeting at which the resolution was passed.
- (2) If a notice of motion to revoke or change a decision of the Council or a committee is received before any action has been taken to implement that decision, then no steps are to be taken to implement or give effect to that decision until such time as the motion of revocation or change has been dealt with, except that —
  - (a) If a notice of motion to revoke or change a decision of the Council or a committee is given during the same meeting at which the decision was made, the notice of motion is of no effect unless the number of members required to support the motion under the Regulations indicate their support for the notice of motion at that meeting; and
  - (b) If a notice of motion to revoke or change a decision of the Council or committee is received after the closure of the meeting at which the decision was made implementation of the decision is not to be withheld unless the notice of motion has the support in writing, of the number of members required to support the motion under the Regulations.
- (3) Implementation of a decision is only to be withheld under subclause (2) if the effect of the change proposed in a notice of motion would be that the decision would be revoked or would become substantially different.
- (4) The Council or a committee shall not vote on a motion to revoke or change a decision of the Council or committee whether the motion of revocation or change is moved with or without notice, if at the time the motion is moved or notice is given—
  - (a) action has been taken to implement the decision; or
  - (b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate, and where that approval or authorisation of a licence, permit or certificate has been put in to effect by the Council in writing to the applicant or the applicant's agent by an officer of the Council authorised to do so;

without having considered a statement of impact prepared by or at the direction of the CEO of the legal and financial consequences of the proposed revocation or change.

### **13.3 Method of submitting motions to revoke or change**

A notice of motion to revoke or change a decision shall —

- (a) be submitted in writing to the CEO at least 7 working days prior to the scheduled meeting at which it is proposed to be moved;
- (b) be signed by at least one third of the number of offices of members (whether vacant or not) of the Council or committee;
- (c) clearly identify the resolution to be revoked or changed; and

- (d) clearly state the reason or reasons for seeking the revocation or change.

#### **13.4 Absence of mover or seconder**

- (1) A motion to revoke or change a prior decision of the Council must be moved and seconded by the required number of offices of members of the Council, as required by the Regulations before it can be debated.
- (2) If a motion to revoke or change a decision is not supported in accordance with sub-clause (1) it —
  - (a) lapses and can not be dealt with later on that agenda; and
  - (b) is considered to have been lost.

#### **13.5 Repeated revocations for the same motion prohibited**

If the Council, on a motion moved by any member, resolved not to revoke or change a resolution, then the Council shall not entertain a motion to revoke or change the same resolution at a subsequent meeting unless the notice of motion referred to in clause 13.3 is signed by an absolute majority of the Council.

### **PART 14—PRESERVING ORDER**

#### **14.1 The presiding member to preserve order**

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking is to cease immediately and to sit down if standing. Every member present is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (1) is not to be used by the presiding member to exercise the right provided in clause 8.3, but to preserve order.

#### **14.2 Demand for withdrawal**

A member may be required by the presiding member, or by a decision of the Council or committee, to apologise and unreservedly withdraw any expression which is considered to reflect offensively on another member or an officer, and if the member declines or neglects to do so, the presiding member may refuse to hear the member further upon the matter then under discussion and call upon the next speaker.

#### **14.3 Points of order — when to raise — procedure**

- (1) Upon a matter of order arising during the progress of a debate, any member may raise a point of order including interrupting the speaker.
- (2) A person who is addressing the presiding member or Council is not to be interrupted except on a point of order.
- (3) A person interrupted on a point of order is to resume his or her seat until —
  - (a) the member raising the point of order has been heard;

- (b) the presiding member has ruled on the point of order; and
- if permitted, the person who has been interrupted may then proceed.

#### **14.4 Points of order — when valid**

Expressing a difference of opinion or the contradiction of a speaker shall not be recognised as a valid point of order.

The following will be recognised as the only valid points of order —

- (a) that the discussion is of a matter not before the Council or committee;
- (b) that offensive or insulting language is being used;
- (c) drawing attention to the violation of any written law, the relevant provisions of this local law or policy of the Council, provided that the member making the point of order states the written law or policy believed to be breached; and
- (d) that insinuations have been made as to the character, morality, honesty or motives of a member or an officer.

#### **14.5 Points of order — ruling by presiding member**

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order is to be final unless the majority of members then present and voting on a motion moved immediately after the ruling, dissent from the ruling.
- (3) In the event a motion of dissent under subclause (2) fails, if the presiding member rules that—
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a person is out of order, the presiding member may require the person to make an explanation, retraction or apology.

#### **14.6 Points of order take precedence**

Notwithstanding anything contained in this local law to the contrary, all points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other matter.

#### **14.7 Right of the presiding member to adjourn without explanation to regain order**

- (1) If a meeting ceases to operate in an orderly manner, the presiding member may use discretion to adjourn the meeting for a period of up to fifteen minutes without explanation, for the purpose of regaining order. Upon resumption, debate is to continue at the point at which the meeting was adjourned.

If, at any one meeting, the presiding member has cause to further adjourn the meeting, such adjournment may be to a later time on the same day or to any other day.

- (2) Where debate of a motion is interrupted by an adjournment under subclause (1), in the case of a Council meeting—



- (a) the names of elected members who have spoken in the matter prior to the adjournment are to be recorded; and
- (b) the provisions of clause 8.5 apply when the debate is resumed.

#### **14.8 Continued breach of order**

If a person—

- (a) persists in any conduct that the presiding member has ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 14.5(3)(b);
  - (i) in the case of a member, the presiding member may direct the member to refrain from taking any further part in the debate of the item before the meeting, other than by voting, and the member is to comply with that direction, and
  - (ii) in the case of any other person, the presiding member may direct that person to leave the chamber.

### **PART 15—ADJOURNMENT OF MEETING**

#### **15.1 Meeting may be adjourned**

- (1) On a motion for the adjournment of a meeting being carried, a record shall be taken of those who have spoken on the subject under consideration at the time of adjournment.
- (2) All business not dealt with on the agenda of a meeting adjourned under clause 11.2 is to be resumed at the meeting determined under that clause at the point at which it was adjourned, immediately following Item (p) in the order of business as listed in clause 3.2(1), or as determined by an absolute majority resolution of Council.
- (3) Those members to which subclause (1) applies shall not be permitted to speak on any subsequent consideration of the same subject at the reconvened meeting in accordance with clause 8.5.
- (4) Subclause (3) does not deprive the mover of the motion of the right of reply.
- (5) No member is to move or second more than one motion of adjournment during the same sitting of the Council or committee.

#### **15.2 Unopposed business — motion for adjournment**

On a motion for the adjournment of the Council or committee, the presiding member, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

#### **15.3 Withdrawal of motion for adjournment**

A motion or an amendment relating to the adjournment of the Council or a committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

#### **15.4 Time to which adjourned**

The time to which a meeting is adjourned for want of a quorum, by the presiding member to regain order, or by decision of the Council, may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

## **PART 16—COMMITTEES OF THE COUNCIL**

### **16.1 Establishment and appointment of committees**

A Council resolution to establish a committee under section 5.8 of the Act is to include—

- (a) the terms of reference of the committee;
- (b) the number of elected members, officers and other persons to be appointed to the committee;
- (c) the names or titles of the elected members and officers and other persons to be appointed to the committee;
- (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments;
- (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

### **16.2 Appointment of deputy committee members**

- (1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a committee member whenever that committee member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.
- (2) Where a committee member does not attend a meeting thereof a deputy of that committee member, selected according to seniority, is entitled to attend that meeting in place of the committee member and act for the committee member, and while so acting has all the powers of that committee member.
- (3) If a deputy has commenced to act in place of a committee member at a committee meeting and the committee member attends the meeting, the committee member will not assume the seat and the deputy will continue to act as the committee member for the duration of that motion under debate.
- (4) Once a committee meeting has commenced a deputy member cannot assume the seat of a committee member who leaves the meeting not to return, until the vote has been cast on the motion under debate.
- (5) A deputy who is one of two or more deputies of a committee is not entitled to attend a meeting of the committee in place of that committee member if the meeting is attended by another deputy of that committee member who has precedence over that deputy in the order of seniority determined under subclause (1).
- (6) A person who is a committee member is not eligible to be appointed a deputy for another committee member.

### **16.3 Presentation of committee reports**

When the report or recommendations of a committee are placed before the Council, the adoption of recommendations of the committee is to be moved by —

- (a) the presiding member of the committee if the presiding member is an elected member and is in attendance; or
- (b) an elected member who is a member of the committee, if the presiding member of the committee is not an elected member, is absent; or is the presiding member of Council; or
- (c) otherwise, by an elected member who is not a committee member.

### **16.4 Reports of committees — questions**

When a recommendation of any committee is submitted for adoption by the Council, any elected member may direct questions specifically relating to the recommendation through the presiding member to the presiding member of the committee, any committee member, or the CEO.

### **16.5 Permissible motions on recommendation from committee**

A recommendation made by or contained in the minutes of a committee may be adopted by the Council without amendment or modification, failing which, it may be—

- (a) lost by the Council and replaced by an alternative decision; or
- (b) amended or modified and adopted with such amendment or modification; or
- (c) referred back to the committee for further consideration.

### **16.6 Standing orders apply to committees**

Where not otherwise specifically provided, this local law applies generally to the proceedings of committees.

### **16.7 Observers at committee meetings**

- (1) For the purposes of this part an observer is an elected member attending a committee meeting of which they are not a member and choosing to sit in their allocated seat in the meeting room.
- (2) Observers may occupy their allocated seat in the meeting room. Should an observer choose to sit in their allocated seat in the meeting room they are subject to the obligations on all elected members under the Act and all associated regulations including the *Local Government (Rules of Conduct) Regulations 2007*.
- (3) Observers choosing to sit in their allocated seat in the meeting room may not participate in debate, ask questions or vote.

### **16.8 Order of business of committees**

- (1) Unless otherwise decided by the committee, the order of business at any meeting of a committee is to be as follows —
  - (a) Opening and announcement of visitors;
  - (b) Acknowledgement to country;
  - (c) Attendance, apologies, leave of absence;

- (d) Public question time;
  - (e) Receiving of petitions, presentations and deputations;
    - (i) petitions;
    - (ii) presentations; and
    - (iii) deputations;
  - (f) Declarations of interest (financial, proximity, impartiality — both real and perceived);
  - (g) Confirmation of minutes;
  - (h) Reports;
  - (i) Late and urgent business;
  - (j) Confidential items;
  - (k) Answers to questions which were taken on notice; and
  - (l) Close of meeting
- (2) With regards to subclause (1), questions raised during public question time in meetings of committees will only be accepted if they relate to an item of business on the committee agenda.

## **PART 17—GENERAL ADMINISTRATIVE MATTERS**

### **17.1 Suspension of standing orders**

- (1) The Council or a committee may decide, by simple majority vote, to suspend temporarily one or more clauses of this local law.
- (2) The mover of a motion to suspend temporarily any one or more clauses of this local law shall either —
  - (a) state the specific clause or clauses of this local law to be suspended; or
  - (b) state clearly and concisely the reason for or purpose of the proposed suspension in a motion prefaced by the words “I move that the relevant clauses of the City of Kwinana Standing Orders be suspended to allow...”.
- (3) Only the operation of the clauses so nominated or otherwise affected by any resolution to suspend this local law shall be suspended.

### **17.2 Cases not provided for in standing orders**

The presiding member is to decide questions of order, procedure, debate, or otherwise in cases where this local law and the Act and Regulations are silent. The decision of the presiding member in these cases is final, except where a motion referred to in clause 14.5 is moved and carried.

### **17.3 Absence of the CEO from a meeting or a portion of a meeting**

- (1) If circumstances require that the CEO be absent from a meeting or a portion of a meeting to which he or she would otherwise be in attendance, an officer may be

temporarily appointed by the presiding member to perform the functions of the CEO for the duration of the absence. Circumstances may include:

- (a) a short term, temporary leave of absence for which no Acting CEO has been appointed;
  - (b) withdrawing from a portion of a meeting due to a conflict of interest requirement;
  - (c) to deal with a private or otherwise urgent matter.
- (2) The criteria for the appointment of the officer is to be consistent with the local government's requirements for appointment of an acting CEO.

## **PART 18—MEETINGS OF ELECTORS**

### **18.1 Procedure for electors' meetings**

In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to the Act, Regulations and this local law.

### **18.2 Participation of non-electors**

A person who is not an elector of the local government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person do so but is not permitted to vote.

### **18.3 Annual electors meeting minutes**

- (1) If not done so at a special meeting called, the minutes of the Electors' General Meeting are to be received at 1(n) of clause 3.2. A report is not required to be raised for this purpose.
- (2) The manner of dealing with decisions made at electors meetings is dealt with in the Act.

## **PART 19 — COMMON SEAL**

### **19.1 The Council's common seal**

- (1) The CEO is to have charge of the common seal of the Council, and is responsible for the safe custody and proper use of it.
- (2) The common seal of the Council may only be used on the authority of the Council given either:
  - (a) when Council have delegated the power to the CEO; or
  - (b) specifically;and every document to which the seal is affixed must be signed by the Mayor and the CEO.
- (3) The common seal of the Council is to be affixed to any local law which is made by the Council.

- (4) The CEO is to record in a register each date on which the common seal of the Council was affixed to a document, the nature of the document, and the parties to any agreement to which the common seal was affixed.
- (5) Any person who uses the common seal of the Council or a replica thereof without authority commits an offence.

## **PART 20 — ENFORCEMENT**

### **20.1 Enforcement**

- (1) The provisions of this local law shall be enforced by the presiding member of any Council or committee but only following the specific direction of the Council or committee by resolution by a simple majority.
- (2) A breach of a provision of this local law by an elected member is dealt with in the Act and *Local Government (Rules of Conduct) Regulations 2007*.
- (3) A person who breaches a provision of this local law commits an offence.

## **PART 21 — OFFENCES**

### **21.1 Offences and penalties**

- (1) A person who fails to comply with a notice of breach commits an offence and is liable upon conviction to a maximum penalty of not less than \$100 and not exceeding \$1,000 and, if the offence is a continuing offence, a maximum daily penalty of \$100.
- (2) A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable to a maximum penalty of not less than \$100 and not exceeding \$1,000 and, if the offence is a continuing offence, a maximum daily penalty of \$100.

### **21.2 Prescribed offences**

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (2) The amount appearing in the final column of Schedule 1, directly opposite a prescribed offence in that Schedule, is the modified penalty for that prescribed offence.
- (3) For the purposes of guidance only, before issuing an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that:
  - (a) the commission of the prescribed offence is a relatively minor matter; and
  - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

### **21.3 Form of notices**

For the purposes of this local law-

- (1) an infringement notice issued under this local law referred to in section 9.17 of the Act is to be in a form prescribed by the local government, as amended from time to time;
- (2) a notice referred to in section 9.20 of the Act is to be in a form prescribed by the local government, as amended from time to time.



**Schedule 1**  
**Offences and modified penalties**

[clause 21.2]

<b>Item No</b>	<b>Clause No.</b>	<b>Nature of offence</b>	<b>Modified penalties</b>
1.	4.1(2)	Disclose any information marked as Confidential in accordance with clause 4.1(1), to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.	\$100
2.	7.5(2)(a)	Reflect adversely on the character or actions of another member or employee.	\$100
3.	7.5(2)(b)	Impute any motive to a member or employee, unless the Council resolved, without debate, that the question then before the meeting could not otherwise be adequately considered.	\$100
4.	7.5(3)	Use offensive or insulting expressions in reference to any other member, employee or other person.	\$100
5.	7.5(4)	Knowingly make false or misleading statements.	\$100
6.	7.6(1)	Refuse to withdraw the expression and make a satisfactory apology when directed to do so by the presiding member.	\$100
7.	7.11(1)	Without a lawful excuse, carry or possesses a controlled weapon on the premises at which a meeting of Council or a committee is scheduled to take place.	\$100
8.	7.11(2)	Without a lawful excuse, carry or possesses a firearm on the premises at which a meeting of Council or a committee is scheduled to take place.	\$100
9.	7.12(1)	Use any electronic, visual or audio recording device or instrument to record or transmit the proceedings of the Council without the permission of the Council.	\$100
10.	7.13(2)	Fail to extend due courtesy and respect to the Council or committee and the processes under which it operates and to comply with any direction by the presiding member.	\$100
11.	7.13(4)(a)	Create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.	\$100
12.	7.13(8)	Fail to withdraw, or leave the premises when ordered to.	\$100
13.	14.1(2)	Fail to immediately sit down and preserve strict silence so that the presiding member may be heard without interruption when the presiding member rises or speaks during a debate.	\$100

The Common Seal of the )  
City of Kwinana was hereunto )  
affixed in the presence of : )

Joanne Abbiss  
Chief Executive Officer

## EXPLANATORY MEMORANDUM

### 1. ADMINISTERING AUTHORITY

City of Kwinana

### 2. PUBLICATION OF LOCAL LAW

To be published in the next available issue of the *Western Australian Government Gazette* following resolution by Council.

### 3. TITLE OF LOCAL LAW

*City of Kwinana Standing Orders Local Law 2019*

### 4. SECTION(S) OF ENABLING ACT(S)

This local law is made pursuant to Subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*.

### 5. PURPOSE, EFFECT AND JUSTIFICATION

#### **Purpose:**

To provide for the orderly conduct of the proceedings and business of Council, as well as the safe custody and use of the Council's common seal.

#### **Effect:**

All Council meetings, committee meetings, and other meetings as described in the Act, as well as the use of Council's common seal, shall be governed by these standing orders unless otherwise provided in the Act, regulations or other written law.

#### **Justification:**

To assist better decision making by Council and the orderly conduct of meetings dealing with Council business.

To facilitate better understanding by community members about the process of conducting meetings dealing with Council business and for more efficient and productive use of meetings.

To enhance consistency in the wording of the Standing Orders and the *Local Government Act 1995*.

### 6. ADDITIONAL INFORMATION

Nil

**7. UNUSUAL OR CONTROVERSIAL PROVISIONS**

Nil

**8. CONSULTATIONS, SUBMISSIONS AND RESPONSES**

No public submissions were received during the public consultation period.

The Department of Local Government, Sport and Cultural Industries proposed minor amendments, the majority of which were acted upon.

**9. FEES AND CHARGES, PENALTIES AND MODIFIED PENALTIES**

**Fees and charges:**

There are no applicable fees or charges.

**Penalties:**

<b>Item No</b>	<b>Clause No.</b>	<b>Nature of offence</b>	<b>Modified penalties</b>
1.	4.1(2)	Disclose any information marked as Confidential in accordance with clause 4.1(1), to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.	\$100
2.	7.5(2)(a)	Reflect adversely on the character or actions of another member or employee.	\$100
3.	7.5(2)(b)	Impute any motive to a member or employee, unless the Council resolved, without debate, that the question then before the meeting could not otherwise be adequately considered.	\$100
4.	7.5(3)	Use offensive or objectionable expressions in reference to any other member, employee or other person.	\$100
5.	7.5(4)	Knowingly make false or misleading statements.	\$100
6.	7.6(1)	Refuse to withdraw the expression and make a satisfactory apology when directed to do so by the presiding member.	\$100
7.	7.11(1)	Without a lawful excuse, carry or possesses a controlled weapon on the premises at which a meeting of Council or a committee is scheduled to take place.	\$100
8.	7.11(2)	Without a lawful excuse, carry or possesses a firearm on the premises at which a meeting of Council or a committee is scheduled to take place.	\$100

9.	7.12(1)	Use any electronic, visual or audio recording device or instrument to record or transmit the proceedings of the Council without the permission of the Council.	\$100
10.	7.13(2)	Fail to extend due courtesy and respect to the Council or committee and the processes under which it operates and to comply with any direction by the presiding member.	\$100
11.	7.13(4)(a)	Create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.	\$100
12.	7.13(8)	Fail to withdraw, or leave the premises when ordered to.	\$100
13.	14.1(2)	Fail to immediately sit down and preserve strict silence so that the presiding member may be heard without interruption when the presiding member rises or speaks during a debate.	\$100

**Reason for new fees and charges or any increase in fees and charges:**

To adopt the recommended penalties proposed by the Department of Local Government, Sport and Cultural Industries.

**10. STATUTORY PROCEDURES CHECKLIST**

The completed and signed Statutory Procedures Checklist is attached.

**11. DISCLAIMER**

The Explanatory Memorandum is produced only as an aid to understanding the abovementioned local law and must not be substituted for the local law or gazetted or made available to the public in any manner or circumstance.

**12. CONTACT PERSON**

The local government's authorised officer for any enquiries about the local law is –

Full Name: Michelle Bell  
Position Title: Director City Legal  
E-mail address: michelle.bell@kwinana.wa.gov.au  
Telephone No.: (08) 9439 0428  
Facsimile No.: Nil  
Mobile No. (if applicable): Nil

Signature:

PRINTED NAME:

Public Office:

Administering Authority:

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CAROL ADAMS

Mayor

City of Kwinana

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JOANNE ABBISS

Chief Executive Officer

# STATUTORY PROCEDURES CHECKLIST

## Procedures for making a valid Local Law: In accordance with *Local Government Act 1995* and *Ministerial Directions*

Please tick ✓ the 2nd column, where applicable, to indicate the procedural steps completed. Insert 'N/A' if the step is not applicable.

Only Box A is to be checked, not Box C, when the CEO of DEC has directed a local government.

<b>A. Waste Avoidance and Resource Recovery Act 2007 and Local Government Act 1995</b>	
61(1)(b)	Under s. 61(1)(b) of the <b>WARR Act</b> the CEO of DEC <u>directed</u> a local government to adopt or amend or repeal a waste-related local law–  <b>CEO of DEC's letter of direction: N/A</b>
3.12(2)	Presiding person gave notice to the meeting of the <b>purpose</b> and <b>effect</b> of the proposed local law in the prescribed manner: (a) in the agenda of that meeting; and (b) in the minutes of that meeting.  <b>Date of Council meeting: N/A</b>
3.12(5)	Published the adopted local law in the <i>Government Gazette</i> . <b>Date of Gazette: N/A No. N/A</b> and Sent copy of adopted/gazetted local law to the Ministers: <b>Sent to Minister for Local Government: N/A</b> <b>Sent to Minister for Environment: N/A</b>
3.12(6)	Local public notice: (refer s.1.7 under the LG Act) Published in newspaper circulating generally throughout the State.  <b>Name of newspaper: N/A</b> <b>Date of publication: N/A Page No.: N/A</b> (copy of newspaper <b>notice</b> attached) <b>Appeared on Notice Boards (local government offices and every library):</b> <b>From: N/A To: N/A</b>
3.12(7)	Sent EM material to the Joint Standing Committee on Delegated Legislation. <b>Hard copies sent to JSCDL: N/A</b> <b>And either:</b> • <b>Electronic copies sent by e-mail to JSCDL: N/A</b> <b>or</b> • <b>Copies on CD included with hard copies to JSCDL: No</b>
3.12(8)	If applicable: This local law is <b>an amendment local law</b> which amends the text of the principal local law. <b>or</b> This local law is <b>a repeal local law</b> .



Procedure in Box B must be completed before the commencement of 3.12 procedures of the LG Act.

<b>B. Local Government Act 1995</b> <b>Section 3.6 Places outside the district (eg: shoreline on public beach)</b>		
3.6(1)		<p>Governor's approval was first obtained for a local government to make a local law that <b>applies</b> outside its district.</p> <p><b>Local government's request for approval: N/A</b></p> <p><b>Notice in Government Gazette of Governor's approval:</b> <b>Date of Gazette: N/A No. N/A Page No.: N/A</b></p>

<b>C. Local Government Act 1995</b> <b>Section 3.12 Procedure for making local laws</b>		
3.12(2)		<p>Presiding person gave notice to the meeting of the <b>purpose</b> and <b>effect</b> of the proposed local law in the prescribed manner<sup>1</sup>:</p> <p>(a) in the agenda of that meeting; and</p> <p>(b) in the minutes of that meeting.</p> <p><b>Date of Council meeting: 5 December 2018</b> <i>(copy of Council minutes attached)</i></p>
3.12(3)(a)		<p>State-wide public notice: (refer s.1.8 under this Act) Published in newspaper circulating generally throughout the State.</p> <p><b>Name of newspaper: West Australian</b> <b>Date of publication: 13 April 2019 Page No.: 100</b> <i>(copy of actual newspaper notice attached)</i></p>
3.12(3a)		<p>Local public notice: (refer s.1.7 under this Act) Published in a newspaper circulating generally throughout the State, and exhibited on a notice board of the local government's offices and every library in the district.</p> <p><b>Name of newspaper: Weekend Courier</b> <b>Date of publication: 12 April 2019 Page No.: 41</b> <i>(If a different newspaper, copy of actual newspaper notice attached)</i></p> <p><b>Appeared on Notice Boards (local government offices and every library):</b> <b>From: 12 April 2019 To: 14 June 2019</b></p>
3.12(3)(b)		<p><u>Immediately after State-wide local public notice is published:</u> Sent copy of</p> <ul style="list-style-type: none"> <li>the proposed local law (in gazette-ready format) <b>and</b></li> <li>a copy of the State-wide public notice,</li> </ul> <p>to the Minister for Local Government<sup>2</sup>.</p> <p><b>Sent to Minister for Local Government: 17 April 2019</b></p> <p>and, where applicable, same copies sent to another Minister:</p> <ul style="list-style-type: none"> <li>Minister for Commerce<sup>3</sup>, administering the <i>Dividing Fences Act 1961</i> (for fencing local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Minister for Emergency Services, administering the <i>Bush Fires Act 1954</i> (for bush fire brigade or fire-break local law)</li> </ul> <p>or</p>

<sup>1</sup> Refer to regulation 3 in the *Local Government (Functions and General) Regulations 1996*.

<sup>2</sup> The Minister for Local Government administers the *Cemeteries Act 1986* (for cemetery local laws), the *Dog Act 1976* (for dog local laws) and the *Local Government Act 1995* (for standing orders, local government property, public places, public parking, activities on thoroughfares local laws, etc).

<sup>3</sup> The Minister for Commerce also administers the *Local Government (Miscellaneous Provisions) Act 1960* (Parts VIII, IX & XV only) but no local laws are required these Parts.

**C. Local Government Act 1995***Section 3.12 Procedure for making local laws*

		<ul style="list-style-type: none"> <li>Minister for Environment, administering the <i>Waste Avoidance and Resource Recovery Act 2007</i> (for waste local law)</li> </ul> or <ul style="list-style-type: none"> <li>Minister for Health, administering the <i>Health Act 1911</i> (for health local law and cremation-related cemetery local law)</li> </ul> or <ul style="list-style-type: none"> <li>Minister for Agriculture and Food, administering the <i>Agriculture and Related Resources Protection Act 1976</i> (for pest plant local law)</li> </ul> or <ul style="list-style-type: none"> <li>Minister for <b>N/A</b>, administering the <b>N/A</b>, (for <b>N/A</b> local law)</li> </ul> <p><b>Sent to other Minister for N/A: N/A</b></p>
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**C. Local Government Act 1995***Section 3.12 Procedure for making local laws (continued)*

3.12(4)		<p><b>Relevant to: WARR Act and Health Act - procedures prior to adoption:</b> After last day for submissions, <u>consideration</u> at Council meeting of –</p> <ul style="list-style-type: none"> <li>submissions received</li> </ul> and <ul style="list-style-type: none"> <li>whether to make the local law as proposed (by absolute majority)</li> </ul> or <ul style="list-style-type: none"> <li>whether to make a local law that was not significantly different from what was proposed (by absolute majority).</li> </ul> <p><b>Council meeting date: N/A</b> <i>(copy of Council minutes attached)</i></p> and <ul style="list-style-type: none"> <li><b>gave copy of final version of proposed local law for consent under –</b> <b>WARR Act: Consent of CEO of DEC: N/A</b> <b>Health Act: Consent of Exec. Director of Public Health: N/A</b> <i>(Consent is required prior to local government's actual adoption.)</i></li> </ul>
3.12(4)		<p><b>LG Act - final procedure for actual adoption:</b> After close of public consultation period of <b>minimum</b><sup>4</sup> 6 weeks, considered any submissions made about the proposed local law –</p> and adopted the local law as proposed (by absolute majority)
		or adopted a local law that was considered not significantly different from what was proposed (by absolute majority).
		<p><b>Council meeting date: 28 August 2019</b> <i>(copy of Council minutes attached)</i></p>
3.12(5)		<p>Published the adopted local law in the <i>Government Gazette</i>. <b>Date of Gazette: Next available issue following resolution by Council</b></p> <p><u>After</u> the adopted local law was published in the <i>Government Gazette</i>, sent a signed and sealed copy of the adopted local law to the Minister for Local Government.</p> <p><b>Sent to Minister for Local Government: Date to be determined following Gazettal</b></p> and where local law was made under legislation other than the <i>Local Government Act 1995</i> , sent to the relevant Minister: <b>N/A</b>
		<ul style="list-style-type: none"> <li>Minister for Commerce, administering the <i>Dividing Fences Act 1961</i> (for fencing local law)</li> </ul>

<sup>4</sup> The local government cannot adopt the local law before the public consultation period (minimum 6 weeks) has closed. Section 61(f) of the *Interpretation Act 1984* determines the method for calculating the consultation period. Guidance is provided in the *Local Government Operational Guidelines No. 16 on Local Laws*, downloadable from the Department of Local Government's website: [www.dlg.wa.gov.au](http://www.dlg.wa.gov.au).

	<p>Or</p> <ul style="list-style-type: none"> <li>Minister for Emergency Services, administering the <i>Bush Fires Act 1954</i> (for bush fire brigade and fire-break local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Minister for Environment, administering the <i>Waste Avoidance and Resource Recovery Act 2007</i> (for waste local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Minister for Health, administering the <i>Health Act 1911</i> (for health local law and cremation-related cemetery local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Minister for Agriculture and Food, administering the <i>Agriculture and Related Resources Protection Act 1976</i> (for pest plant local law)</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>Minister for <b>N/A</b>, administering the <b>N/A</b>, (for <b>N/A</b> local law)</li> </ul> <p><b>Sent to other Minister for N/A: N/A</b></p>
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Cont/...

<b>C. Local Government Act 1995</b>		
<i>Section 3.12 Procedure for making local laws (continued)</i>		
3.12(6)		<p><u>After</u> the local law was published in the Gazette and <u>after</u> a signed and sealed copy of the local law was given to the Minister(s): gave local public notice of gazettal (<b>refer s.1.7 of this Act</b>)</p> <p>Published in a newspaper circulating generally throughout the District, and exhibited on a notice board of the local government's offices and every library in the district.</p> <p><b>Name of newspaper: The Weekend Courier</b>  <b>Date of publication: Next available issue following Gazettal</b>  <i>(copy of <b>Newspaper notice</b> attached)</i></p> <p><b>Appeared on Notice Boards (local government offices and every library):</b>  <b>From: For a 14 day period upon Gazettal</b></p>
3.12(7)		<p><u>Within 10 working days of the Gazettal date:</u> supplied copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament's Joint Standing Committee on Delegated Legislation (JSCDL):</p> <p><b>Hard copies sent to JSCDL: Date to be determined following Gazettal</b></p> <p><b>And either:</b></p> <ul style="list-style-type: none"> <li><b>Electronic copies sent by e-mail to JSCDL: Date to be determined following Gazettal</b></li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li><b>Copies on CD included with hard copies to JSCDL: N/A</b></li> </ul>
3.12(8)		<p>This local law is a <b>new local law</b> which repeals the <i>Standing Orders Local Law 2008</i> as amended.</p>

Signature:

PRINTED NAME:

Public Office:

Administering Authority:

CAROL ADAMS

Mayor

City of Kwinana

JOANNE ABBISS

Chief Executive Officer

## 17 Urgent Business

Nil

## 18 Councillor Reports

### 18.1 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had attended the Kwinana Industries Council (KIC) 2019 iWomen Project Presentation Ceremony which was a really delightful opportunity to see the advantages given to young people.

Councillor Cooper advised that she had attended the Southern Metropolitan Regional Council (SMRC) Meeting held at the City of Kwinana and passed on her thanks to City Officers for looking after her guests for the evening.

Councillor Cooper mentioned that she had attended the City of Kwinana Annual Bush Fire Brigades Awards Dinner and that it had been lovely to see City Officers whom are volunteers awarded long term medals and she passed on her congratulations to them.

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

Councillor Cooper advised that she had attended the KIC School Based Training Meeting and that it is wonderful to see all of the students going out to their next placement and proceeding very well.

### 18.2 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the South West Reference Group Meeting where the fox trapping project was discussed.

Councillor Lee advised that she had attended the KIC 2019 iWomen Project Presentation Ceremony and that it had been great to see all of those young people having the opportunity that they have.

Councillor Lee mentioned that she had attended the Beeliar Regional Park Meeting where once again the fox movements were a concern.

Councillor Lee reported that she had attended a tour of the Margaret Court Community Outreach Facility in Calista and said that the statistics are amazing, the facility opened in 2011 and have since given out 35 thousand hampers and six thousand people have come through the door so there is a lot of need for them.

Councillor Lee advised that she had attended the Rockingham Kwinana Chamber of Commerce (RKCC) 2019 Mineral Resources Regional Business Awards Gala Event which was a wonderful evening showcasing local business. Councillor Lee further advised that the City of Kwinana sponsor the SME Business Award and the winner was Impressions Catering.

Councillor Lee mentioned that she had attended the City of Kwinana Citizenship Ceremony where we celebrated 55 new Australian citizens.

## 18 COUNCILLOR REPORTS

### 18.3 Councillor Sheila Mills

Councillor Sheila Mills reported that she had attended the City of Kwinana Annual Bush Fire Brigades Awards Dinner and passed on her thanks to the City Officers on doing a brilliant job at the event.

Councillor Mills advised that she had attended the City of Kwinana Citizenship Ceremony.

## 19 Response to Previous Questions

Nil

## 20 Mayoral Announcements (without discussion)

Mayor Carol Adams passed on her congratulations to Mr Jake Pugh of Orelia for being recognised in the Australian Bravery Award list last week. Mr Pugh was one of three men who assisted at the scene of a traffic accident on 20 April 2018. The men assisted rescue two children from a burning vehicle and without doubt saved the children from some horrific injuries.

The City of Kwinana has provided a congratulatory letter and a gift basket on behalf of the City as a small token of the City's appreciation of his efforts.

The Mayor passed on her congratulations to Impressions Catering, category winners of the 2019 SME Business of the Year sponsored by the City of Kwinana at the recent Rockingham Kwinana Chamber of Commerce 2019 Mineral Resources Regional Business Awards. The Mayor also passing on her congratulations to the overall Business of the Year, Kleen Slate Services.

The Mayor passed on her congratulations to Mr Steve Treeby on receiving his 45 Years' Service Medal for Mandogalup Bushfire Brigade at the recent City of Kwinana Annual Bush Fire Brigades Awards Dinner.

The Mayor reported that she had attended the Connecting Communities for Children Joint Commission Advisory Group Meeting.

The Mayor advised that she had attended the Citizens Advice Bureau Annual General Meeting (AGM) where the Chairperson was elected unopposed.

The Mayor mentioned that she had attended the KIC 2019 iWomen Project Presentation Ceremony.

The Mayor reported that she had attended the Kwinana Returned and Services League (RSL) Vietnam Veterans Day Memorial Service.

The Mayor advised that she had attended a media interview regarding the Our Town Series and the Kwinana Episode.

The Mayor mentioned that she had attended the City of Kwinana Annual Bush Fire Brigades Awards Dinner.

*20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSIONS)*

The Mayor reported that she had attended the WA Local Government Association's South Metro Zone Meeting.

The Mayor advised that she had attended the City of Kwinana Citizenship Ceremony.

The Mayor mentioned that she had attended the Kwinana Early Years' Service Inc. (KEYS) Board Meeting and acknowledged the difficult and often emotionally challenging work that KEYS staff undertake on a daily basis as part of their role in building stronger families and keeping children out of care. The Mayor added that when you take into account the current prediction for the number of children under the care of the Department of Child and Family Protection Services by 2025 would be approximately 7,500; we cannot underestimate the importance of the unique services provided by KEYS in the area of preventative intervention.

The Mayor explained that at the meeting, the KEYS Chief Executive Officer (CEO) advised the Board that it had been commended by the Department of Child and Family Protection Services for the willingness of KEYS to undertake a flexible model of delivery that enables a fee for service component to be undertaken to support gaps on the delivery of services provided by the Department to families. One of those services is the "Circle of Security".

The Mayor further explained by way of an example of the success of the program, is a recent young pregnant mother who had been referred to KEYS as the Department felt that she did not have the skills or capacity to look after her baby due to her own history of trauma and neglect herself. Without appropriate parenting intervention such as the "Circle of Security" and engagement by KEYS staff with the young women about education around child development as well as imparting knowledge around how to meet the emotional and physical needs of a child, the baby was to be removed at birth. The KEYS workers have been engaging regularly with the young women, building a trusting relationship that has enabled them to work closely and openly with her in preparation of her child's birth. The Department has noted the positive intervention provided and the big difference it has made to the young women, they have continued to engage KEYS to work alongside the women, and her caseworker and this will provide every opportunity to keep mum and new baby together.

The Mayor reported that upcoming meetings of note are:

- Hon Tjorn Sibma MLC, Shadow Ports Minister
- Westport Reference Group Meeting

On behalf of the Councillors and Executive at the City of Kwinana, the Mayor expressed their sincere sympathy to Councillor Sandra Lee for the passing of her brother on Saturday morning.

## 21 Matters Behind Closed Doors

### COUNCIL DECISION

537

MOVED CR P FEASEY

SECONDED CR W COOPER

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

CARRIED  
6/0

*The gallery exited and the Council Chambers doors were closed at 7:35pm.*

### 21.1 Sale of Land – Unpaid Rates and Charges

### COUNCIL DECISION

538

MOVED CR P FEASEY

SECONDED CR S MILLS

That Council approve that the Chief Executive Officer seek to sell the property as per Confidential Attachment A under section 6.64 of the *Local Government Act 1995*.

CARRIED  
6/0

### COUNCIL DECISION

539

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council return from Behind Closed Doors.

CARRIED  
6/0

*The Council Chambers doors were reopened at 7:37pm.*



## **22 Meeting Closure**

The Mayor declared the meeting closed at 7:38pm.