

Ordinary Council Meeting

13 February 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

Vision Statement

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

Mission

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



We will do this by -

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

Values

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

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

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Present:

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

MS J ABBISS	-	Chief Executive Officer
MRS M COOKE	-	Director City Regulation
MS C MIHOVILOVICH	-	Director City Strategy
MRS B POWELL	-	Director City Engagement
MR D ELKINS	-	Director City Infrastructure
MS M BELL	-	Director City Legal
MR T HOSSEN	-	Lawyer
MR B MENTZ	-	Manager Essential Services
MR P LUCAS	-	City Assist Officer
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	1
Members of the Public	3

1 Declaration of Opening:

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

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

2 Prayer:

Councillor Wendy Cooper read the Prayer

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

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

Apologies

Nil

Leave(s) of Absence (previously approved):

Councillor Sandra Lee from 8 February 2019 to 22 February 2019.

4 Public Question Time:

Nil

5 Applications for Leave of Absence:

Nil

6 Declarations of Interest by Members and City Officers:

Councillor Dennis Wood declared an impartiality interest in item 21.1, Consideration by the City of Kwinana of an objection lodged under the Dog Act 1976 due to having been involved with the dogs before.

7 Community Submissions:

7.1 Mr Richard Owen regarding Behind Closed Doors item 21.1, Consideration by the City of Kwinana of an objection lodged under the Dog Act 1976:

Due to the confidential nature of Behind Closed Doors item 21.1, Consideration by the City of Kwinana of an objection lodged under the Dog Act 1976, the Community Submission has not been included in the Ordinary Council Meeting minutes.

8 Minutes to be Confirmed:

8.1 Ordinary Meeting of Council held on 23 January 2019:

COUNCIL DECISION

389

MOVED CR S MILLS

SECONDED CR D WOOD

That the Minutes of the Ordinary Meeting of Council held on 23 January 2019 be confirmed as a true and correct record of the meeting.

CARRIED
7/0

8.2 Electors General Meeting held on 23 January 2019:

COUNCIL DECISION

390

MOVED CR S MILLS

SECONDED CR D WOOD

That the Minutes of the Electors General Meeting held on 23 January 2019 be confirmed as a true and correct record of the meeting.

CARRIED
7/0

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

Nil

10 Petitions:

Nil

11 Notices of Motion:

Nil

12 Reports - Community

Nil

13 Reports - Economic

Nil

14 Reports - Natural Environment

Nil

15 Reports - Built Infrastructure

15.1 Refusal of Retrospective Development Application for an Open Air Storage Yard – Lot 500 (202) Bertram Road, Wellard

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

An application has been received seeking retrospective planning approval for an Open Air Storage Yard at Lot 500 (202) Bertram Road, Wellard (Refer to the context map: Attachment A).

The proposal is for an Open Air Storage Yard whereby various equipment and materials are stored on an unsealed hardstand area (refer to Attachments B - D). The equipment and materials that are proposed to be stored within the hardstand area include three semi-trailers, a crane, five sea containers, unused scrap metal tanks and other various scrap metal. The site is for storage purposes only, with no customers or employees visiting the site. The applicant has also indicated vehicle movements are restricted to one semi-trailer leaving the premises at 7 am and returning at approximately 4.30 pm every day of the week, in addition to the crane exiting and entering the site up to three times per week (at different times).

The subject lot is zoned Development under the City's Local Planning Scheme No. 2 (LPS2). LPS2 outlines a number of objectives for the Development Zone including the provision for '*orderly planning of large areas of land for residential, commercial, industrial and associated purposes through a comprehensive structure planning process*'. As per this objective, a structure plan for Lots 500 (the subject lot) and 501 Bertram Road, was prepared and endorsed by the Western Australian Planning Commission (WAPC) in 2017 (Refer to Attachment E). The *Planning and Development (Local Planning Schemes) Regulations 2015* state that development applications in an area that is covered by an approved structure plan are to have due regard to the provisions of the structure plan. It is noted that the portion of Lot 500 that is proposed to be utilised for the Open Air Storage Yard is predominately designated as Residential R25 zoned land under the approved structure plan. In this regard, City Officers note that LPS2 stipulates an Open Air Storage Yard use to be an 'X' (not permitted) use within the Residential Zone. City Officers take the view that the proposal does not have due regard to the provisions of the approved structure plan and does not comply with the uses permissible within the zone outlined by LPS2.

Clause 2.4.2 of LPS2 also states that in determining development applications, the City is to have regard to the *orderly and proper planning of the locality and the preservation of the amenities of the locality*. Due to a number of factors, including its proximity to existing residential development and the lack of due regard to the approved structure plan, it is considered the proposed development does not adhere to ensuring the orderly and proper planning and preservation of the amenity of the locality.

15.1 REFUSAL OF RETROSPECTIVE DEVELOPMENT APPLICATION FOR AN OPEN AIR STORAGE YARD – LOT 500 (202) BERTRAM ROAD, WELLARD**OFFICER RECOMMENDATION:**

That Council refuse the application for an Open Air Storage Yard at Lot 500 (202) Bertram Road, Wellard on the following grounds:

- a) The proposed development does not have due regard to the approved structure plan for the subject lot as per the *Planning and Development (Local Planning Schemes) Regulations 2015*. The Open Air Storage Yard is predominately designated as Residential R25 zoned land under the approved Local Structure Plan for Lots 500 and 501 Bertram Road and an Open Air Storage Yard use is an 'X' (not permitted) use within the Residential Zone under Local Planning Scheme No 2 (LPS2).
- b) The proposed development is not considered to be consistent with the orderly and proper planning of the locality or the preservation of amenity of the locality as per LPS2.

Advice notes

- i. Should the applicant be aggrieved by the decision or any condition imposed, then a right of review may be lodged with the State Administrative Tribunal within 28 days of the date of this decision.
- ii. All equipment and buildings subject of this application are required to be removed and the site restored to its original condition within 30 days of the date of this decision. The continual use of the above property as an Open Air Storage Yard is unlawful and in contravention of the Scheme. The contravention represents an offence under Clause 8.2 of the Scheme and Section 218 of the *Planning and Development Act, 2005*.

DISCUSSION:**Land Status**

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

Background

The subject application has been received as a result of a compliance matter that was identified by City Assist in September 2018. A site inspection was undertaken by City Officers and it was noted that a portion of Lot 500 Bertram Road was being used as an Open Air Storage Yard by the lessee of the property, without prior approval of the City. Consequently, a letter was sent by the City requesting the lessee to address and remedy this contravention. The lessee opted to submit a retrospective application for Council's determination.

15.1 REFUSAL OF RETROSPECTIVE DEVELOPMENT APPLICATION FOR AN OPEN AIR STORAGE YARD – LOT 500 (202) BERTRAM ROAD, WELLARD

The Proposal

The proposed use of the site is classified as an Open Air Storage Yard under LPS2. Under LPS2, an Open Air Storage Yard is defined as: *'land and buildings used for the storage of materials in the open air'*. The proposal is seeking retrospective approval for an unsealed hardstand area of approximately 2,500 square metres (refer to Attachment D). The following buildings and equipment are proposed to be stored within the hardstand area:

- Three semi-trailers;
- One large crane;
- Five sea containers for storage of various materials and equipment;
- Unused scrap metal tanks; and
- Other various scrap metal.

It is considered that the storing and use of large vehicles (such as semi-trailers and a crane) is incidental to the predominant use of the land as an Open Air Storage Yard. As previously stated, an Open Air Storage yard is for the storage of materials and in this instance, the primary use of the site is for materials to be stored on the land and within buildings.

Attachments F – H depict the current condition of the site and materials and equipment that is currently being stored. The applicant stated in the application that the current quantity of materials and equipment stored on site is proposed to neither increase and/or decrease. No customers or employees are proposed to visit the site at any given time. The applicant has indicated vehicle movements are restricted to one semi-trailer leaving the premise at 7 am and returning at approximately 4.30 pm every day of the week. In addition, a crane will exit and enter the site up to three times per week (at different times). It should be reiterated that this application is retrospective and no element thereof has been approved by the City to date. Furthermore, the applicant has requested that, at a minimum, the City issue a 'temporary' approval for the land use under LPS2.

Planning Assessment

Orderly Planning

The subject lot is zoned Development under LPS2. Clause 6.15.1 of LPS2 states that *'the purpose of the Development Zone is to provide for the orderly planning and development of larger areas of land in an integrated manner within a regional context whilst retaining flexibility to review planning with changing circumstances'*. Furthermore, Clause 2.4.2 of LPS2 states that in determining development applications, the City is to have regard to the *'orderly and proper planning of the locality and the preservation of the amenities of the locality'*. The proposed Open Air Storage Yard is located in close proximity (less than 80 metres) to existing residential development to the north east and other sensitive land uses such as a school. The storing of various scrap metal, sea containers and other large equipment is considered to have an adverse impact on the amenity of the area, which is predominately made up of a school to the north-west, residential dwellings to the north east and wetland to the south west. The scale of the development, with a total area of 2,500 square metres, in addition to the materials and equipment being stored, is considered unsightly and has an adverse impact on the visual amenity of the area. The materials and equipment are also visible from Bertram Road. The proposed use is better suited for Industrial zoned land.

15.1 REFUSAL OF RETROSPECTIVE DEVELOPMENT APPLICATION FOR AN OPEN AIR STORAGE YARD – LOT 500 (202) BERTRAM ROAD, WELLARD

Furthermore, City Officers note the proposed use of the land is also inconsistent with the provisions of LPS2 when considering the historic zoning of the site. Prior to being zoned Development, the subject lot was zoned Rural-A under LPS2. As per Table 1 (Zoning and Use Classes) of LPS2, the use of land for an Open Air Storage Yard is not permitted within the Rural-A Zone. Therefore, the proposed use of land as an Open Air Storage Yard is inconsistent with both the historical and current planning of the area and is ultimately considered contrary to providing for the orderly planning and development of the area.

The applicant has requested that in the event that Council does not approve a permanent use of the subject site for an Open Air Storage Yard, that Council approve a retrospective temporary approval of the use. In this regard, City Officers take the view that while a temporary approval of the use over a period of limited months or years may limit the longer term impact on orderly planning for the use (in so far as the development of the structure plan), the proximity of the use to existing residential uses and the amenity impacts as discussed above do not support a temporary approval.

Further, it is noted that the adopted Local Structure Plan comprises two separate landholdings and development timeframes are difficult to foresee and can change. City Officers take the view that the presence of an Open Air Storage Yard on Lot 500 (in particular, its immediate amenity impacts) would adversely affect the ability of Lot 501 to develop.

For these reasons, it is not recommended that Council grant 'temporary' retrospective approval for the Open Air Storage Yard.

Structure Planning

The *Planning and Development (Local Planning Schemes) Regulations 2015* state that development applications in an area that is covered by an approved structure plan are to have due regard to the provisions of the structure plan. In 2017, a structure plan for Lots 500 and 501 Bertram Road was approved by the WAPC (Refer to Attachment E). The portion of Lot 500 Bertram Road, that is proposed to be utilised for the Open Air Storage Yard, is predominately designated as Residential R25 zoned land under the local structure plan (refer to Attachments E and I). As can be seen in Attachment I, the structure plan also shows a future road to traverse the proposed Open Air Storage Yard.

Under LPS2, Table 1 (Zoning and Use Classes) stipulates an Open Air Storage Yard use as an 'X' (not permitted) use within the Residential Zone. Therefore, City Officers consider that the proposal does not have due regard to the approved structure plan over the site and the application is therefore recommended for refusal.

Conclusion

City Officers consider the proposal to be inconsistent with the planning provisions under the *Planning and Development (Local Planning Schemes) Regulations 2015* and LPS2.

The proposed use does not align with the intent and objectives of the Development Zone. The scale of the use and proposal to store heavy duty machinery and materials on the property is considered to be inconsistent with the objectives of LPS2 in having regard to the orderly and proper planning of the locality and the preservation of the amenity of the area.

15.1 REFUSAL OF RETROSPECTIVE DEVELOPMENT APPLICATION FOR AN OPEN AIR STORAGE YARD – LOT 500 (202) BERTRAM ROAD, WELLARD

The proposed development does not have regard to the approved structure plan over the site which designates the area that is proposed to be used for the Open Air Storage Yard predominantly as Residential R25 zoned land. Under LPS2, an Open Air Storage Yard is not permitted within the Residential R25 Zone.

City Officers consider it inappropriate to grant a 'temporary' approval for the subject application noting the outstanding non-compliance with all relevant provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and LPS2. Therefore, City Officers consider the application should be refused.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the landowner is Novena Land Pty Ltd and the applicant is Luke Dryburgh.

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

Legislation

Planning and Development Act 2005

Schemes

Metropolitan Region Scheme

City of Kwinana Local Planning Scheme No. 2

It should be noted that there is discretion available to Council to approve the subject application. Should Council resolve to approve the application however, there is the need to demonstrate that the proposal has due regard to the approved structure plan and that the proposal contributes to the orderly and proper planning for the locality and preserves the amenity of the area. As discussed in this report, City Officers do not consider this to be the case and recommend refusal.

It is considered appropriate that all equipment and buildings subject of this application are required to be removed and the site restored to its original condition within 30 days of the date of this decision. The continual use of the above property as an Open Air Storage Yard is unlawful and in contravention of LPS2.

The contravention represents an offence under Clause 8.2 of the Scheme and Section 218 of the *Planning and Development Act 2005*.

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

15.1 REFUSAL OF RETROSPECTIVE DEVELOPMENT APPLICATION FOR AN OPEN AIR STORAGE YARD – LOT 500 (202) BERTRAM ROAD, WELLARD

ENVIRONMENTAL IMPLICATIONS:

Approval of this application has the potential to impact on the natural environment considering its proximity to wetlands (located to the south west) and other natural vegetation on the site.

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

There are no community engagement implications as a result of this report. Considering the proposal does not satisfy the provisions of LPS2 (as outlined in the planning assessment above) and refusal is recommended on this basis, it is deemed unnecessary to publicly advertise the application for comment.

PUBLIC HEALTH IMPLICATIONS

Approval of this application has the potential to negatively impact the following determinant of health:

- Built Environment – Sanitation; Environmental Quality; Neighbourhood Amenity; Disease Prevention.

RISK IMPLICATIONS:

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

Risk Event	Negative impact on amenity of the area.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements and potential to adversely impact on the future development of the site.
Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Strategic

15.1 REFUSAL OF RETROSPECTIVE DEVELOPMENT APPLICATION FOR AN OPEN AIR STORAGE YARD – LOT 500 (202) BERTRAM ROAD, WELLARD

Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	<ul style="list-style-type: none"> • Work instructions in place and checklists used when assessing the application. • Consideration of the application within the statutory timeframes. • Compliance of the proposal with <i>Local Planning Scheme No.2</i>, local laws and relevant Policies.
Rating (after treatment)	Low

COUNCIL DECISION

391

MOVED CR W COOPER

SECONDED CR S MILLS

That Council refuse the application for an Open Air Storage Yard at Lot 500 (202) Bertram Road, Wellard on the following grounds:

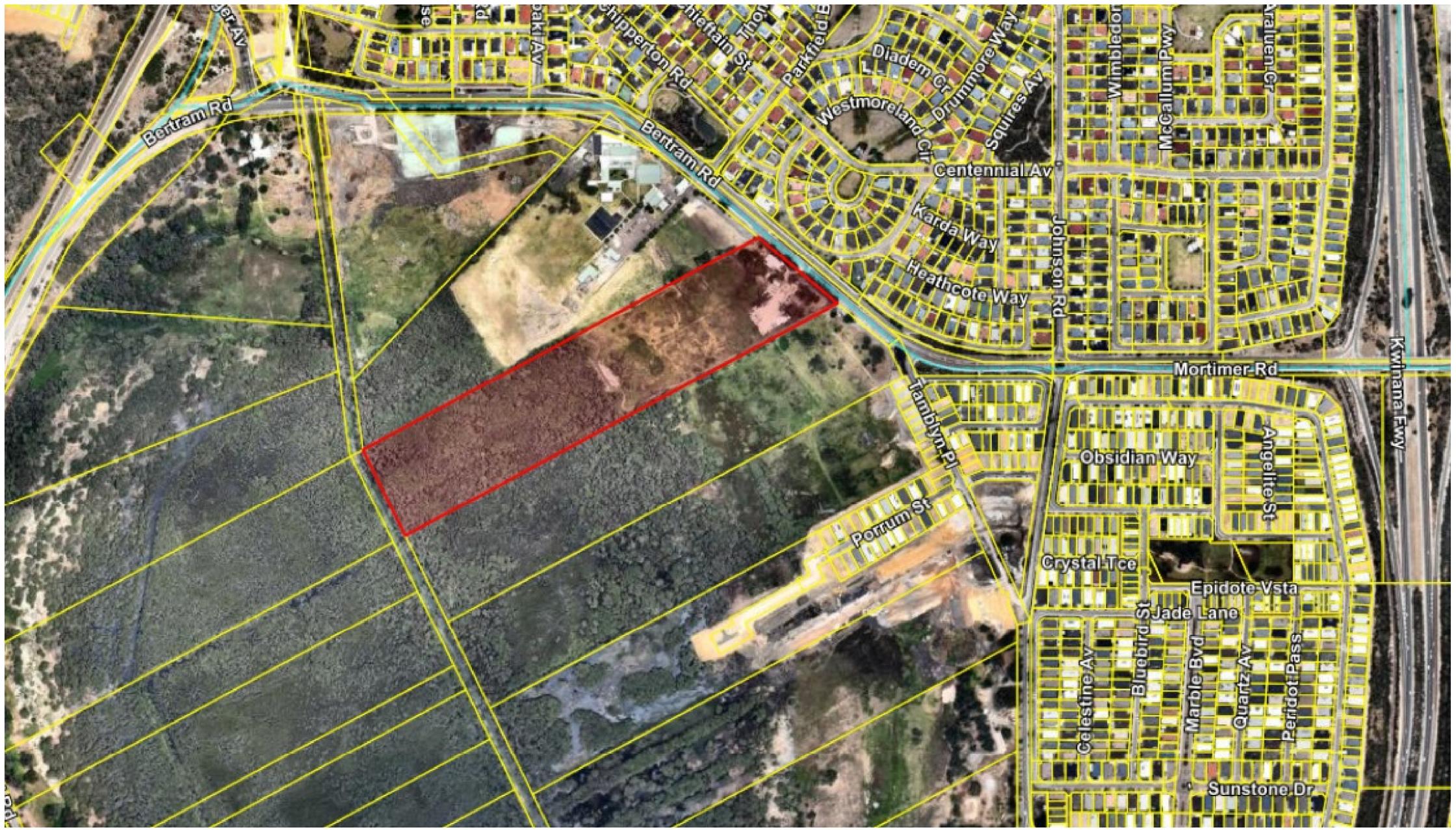
- a) The proposed development does not have due regard to the approved structure plan for the subject lot as per the *Planning and Development (Local Planning Schemes) Regulations 2015*. The Open Air Storage Yard is predominately designated as Residential R25 zoned land under the approved Local Structure Plan for Lots 500 and 501 Bertram Road and an Open Air Storage Yard use is an 'X' (not permitted) use within the Residential Zone under Local Planning Scheme No 2 (LPS2).
- b) The proposed development is not considered to be consistent with the orderly and proper planning of the locality or the preservation of amenity of the locality as per LPS2.

Advice notes

- i. Should the applicant be aggrieved by the decision or any condition imposed, then a right of review may be lodged with the State Administrative Tribunal within 28 days of the date of this decision.
- ii. All equipment and buildings subject of this application are required to be removed and the site restored to its original condition within 30 days of the date of this decision. The continual use of the above property as an Open Air Storage Yard is unlawful and in contravention of the Scheme. The contravention represents an offence under Clause 8.2 of the Scheme and Section 218 of the *Planning and Development Act, 2005*.

CARRIED
7/0

Attachment A: Context Map



Attachment B: Application Plans

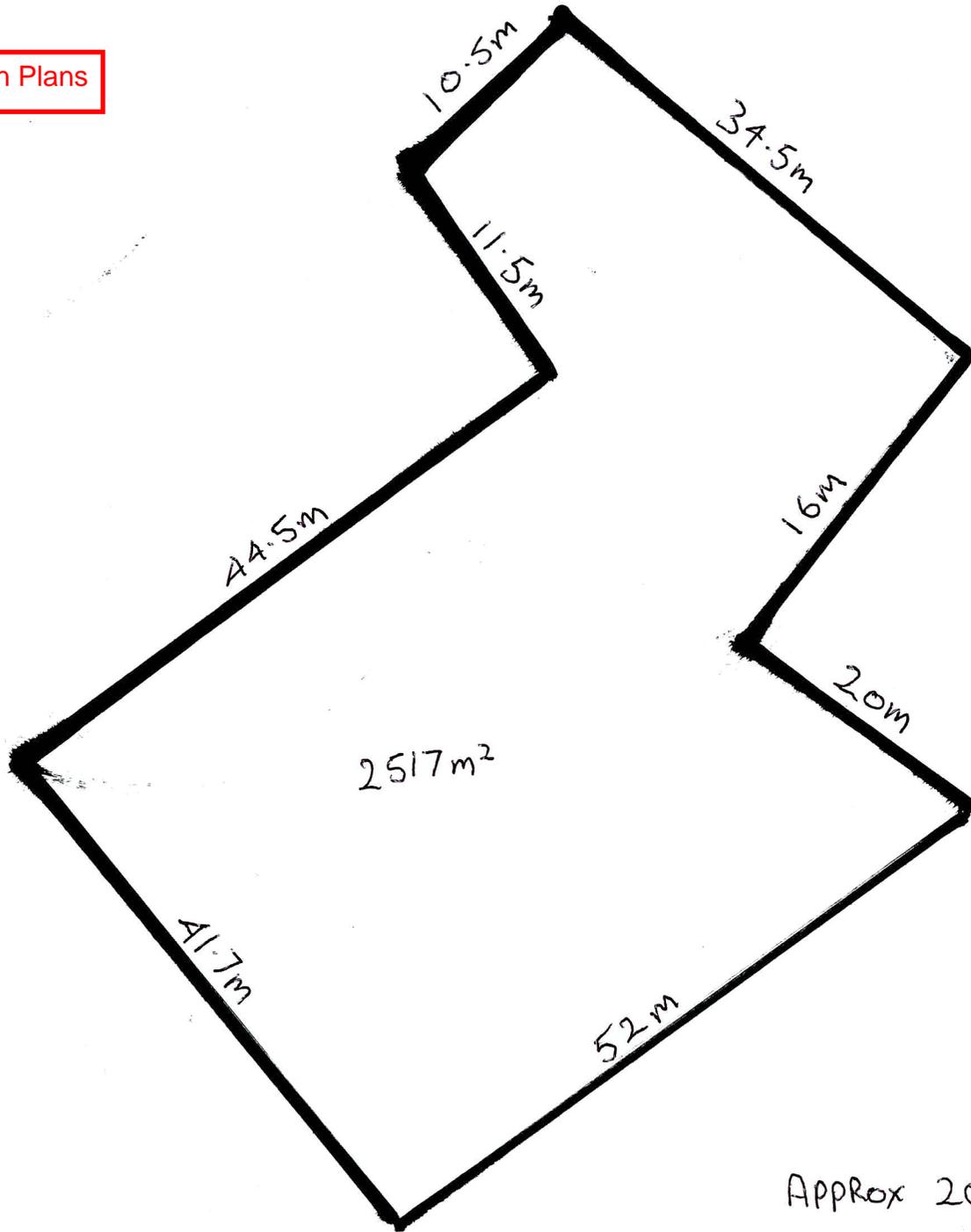


KEY:

 : Hardstand Area

SPACE PLAN.

Attachment C: Application Plans



Approx 200mm - 250mm



Attachment D: Application Plans

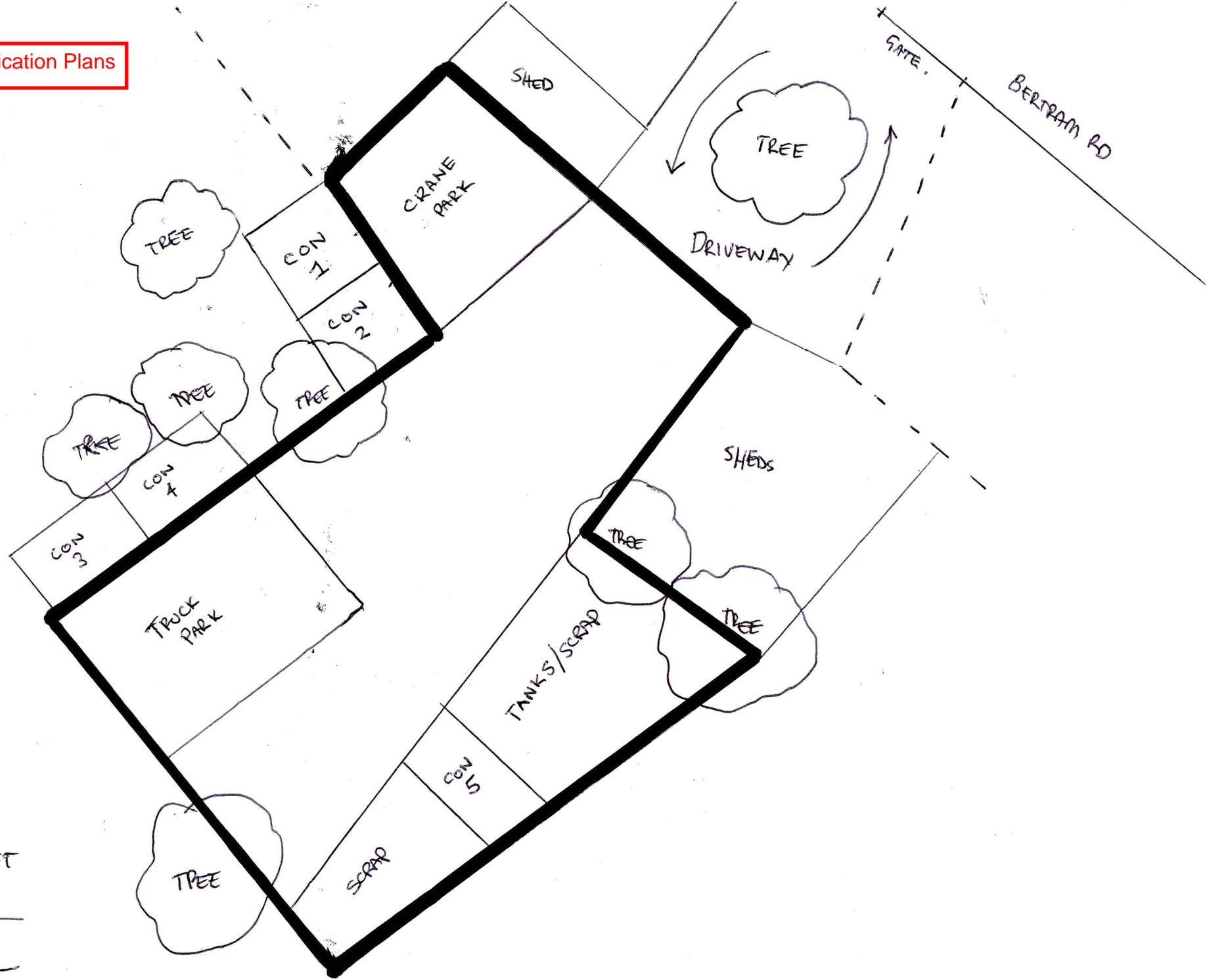


TABLE:

(CON) =
CONTAINER 1-5. 20FT
(2.5m x 6m)

- TRUCK PARK
- CRANE PARK
- STORAGE AREA

Attachment E: Local Structure Plan



Interim secondary access point, only required until such time as the Lot 502 Tamblin Place, Wellard LSP is developed

500
9.784ha

501
10.598ha

502

503

PUBLIC OPEN SPACE
2.37ha

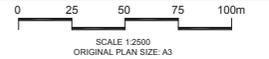
R25

R25

R25

R25

R25



Base Mapping Prepared By Landgate	DATE: 07.09.2017	REV 2
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NORTH

LEGEND:

- Parent Lots..... [Black outline]
- LSP Boundary..... [Red outline]
- Residential (R25).... [Orange fill]
- Public Open Space.. [Green fill]
- Wetland Buffer (50m) [Dashed green line]



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w. www.altusplan.com.au

PROPOSED LOCAL STRUCTURE PLAN

LOTS 500 & 501 BERTRAM ROAD
WELLARD
City of Kwinana



Attachment G: Current Photo of Open Air Storage Yard



Attachment H: Current Photo of Open Air Storage Yard



Attachment I: Proposed Open Air Storage Yard and Local Structure Plan Overlay



16 Reports - Civic Leadership

16.1 Review of Commemorative Plaques for Official Openings and Events Policy

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Commemorative Plaques for Official Openings and Events are managed and installed in accordance with the Commemorative Plaques for Official Openings and Events Council Policy (the Policy) (Attachment A). The Policy was last reviewed by Council at its Ordinary Council Meeting held on 22 March 2017.

While the intention of the Policy remains the same, some minor amendments have been made to section nine with reference to the City's Strategic Community Plan and a revised example of the commemorative plaque design, which is an attachment within the Policy, to reflect a more modern type font and design layout.

It is recommended that the reviewed policy be adopted as detailed in Attachment B.

OFFICER RECOMMENDATION:

That Council adopt the amended Commemorative Plaques for Official Openings and Events Council Policy, as outlined in Attachment B.

DISCUSSION:

The Commemorative Plaques for Official Openings and Events Council Policy was created to ensure consistency between the commemorative plaques being installed around the City and ensure that the City's brand was being appropriately represented.

The Council Policy also provides some criteria around what constitutes an event or opening that warrants or justifies a commemorate plaque being installed.

The minor changes recommended to Council include:

- Section nine of the Council Policy includes the reference to the City's Strategic Community Plan; and
- A revised example of the commemorative plaque design, which is an attachment within the Council Policy, reflects a more modern type font including font sizing guidelines and the design layout.

LEGAL/POLICY IMPLICATIONS:

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

16.1 REVIEW OF COMMEMORATIVE PLAQUES FOR OFFICIAL OPENINGS AND EVENTS POLICY**FINANCIAL/BUDGET IMPLICATIONS:**

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

Plan	Outcome	Objective
Strategic Community Plan	A unique identity	1.1 Develop and strengthen community identity to create a sense of belonging.

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	Plaques are installed that are not in line with the design guidelines outlined in the Council Policy
Risk Theme	Inconsistent brand application
Risk Effect/Impact	Reputation
Risk Assessment Context	Operational
Consequence	Negligible
Likelihood	Unlikely
Rating (before treatment)	Low

16.1 REVIEW OF COMMEMORATIVE PLAQUES FOR OFFICIAL OPENINGS AND EVENTS POLICY

Risk Treatment in place	Accept - do nothing, accept its full impact
Response to risk treatment required/in place	The design process that is in place ensures that design concepts are developed through Marketing.
Rating (after treatment)	Low

COUNCIL DECISION**392****MOVED CR D WOOD****SECONDED CR M ROWSE**

That Council adopt the amended Commemorative Plaques for Official Openings and Events Council Policy, as outlined in Attachment B.

**CARRIED
7/0**

Council Policy

Commemorative Plaques for Official Openings and Events



Council Policy

Commemorative Plaques for Official Openings and Events

D13/64380[v3]

1. **Title**
Commemorative Plaques for Official Openings and Events.
2. **Purpose**
To provide a consistent approach to the wording that is to appear on asset naming and event recognition plaques within the City of Kwinana.
3. **Scope**
This policy applies to plaques installed by the City to commemorate an opening or other event.
4. **Definitions**
List definitions and terminology that will assist in the understanding of this policy.
5. **Policy Statement**
Plaques may be installed by the City to commemorate the opening of a new or refurbished facility or to celebrate an event which may be of historical significance now or in the future.

Requests for plaques are to be made by the relevant Director for approval by the Chief Executive Officer. Plaques may also be a requirement of grant funded projects and may require specific wording as part of the funding approval.

The final format and wording is to be considered by the Marketing and Communications Department before approval by the Chief Executive Officer and Mayor and is to include the following:

- City of Kwinana logo
- Additional Corporate/State/Federal logos if required
- Identification of City facility or event
- Recognition of namesake, if applicable (to appear in the form of "In recognition of his/her contribution to the Kwinana Community")
- Who opened it (in order of financial contribution – primary contributor to appear first)
- Funding recognition, if applicable (in order of financial contribution – primary contributor to appear first)
- Date (day, month, year)

This wording may vary at the discretion of the Chief Executive Officer and Mayor, depending on exceptional and/or unique circumstances.

Attached is an example of appropriate commemorative plaque wording.

6. **Financial/Budget Implications**
The cost of these plaques should normally be funded as part of the relevant project.

7. Asset Management Implications

Once installed, the upkeep and maintenance of plaques shall be included into the normal maintenance requirements of the building or facility to which the plaque is located.

8. Environmental Implications

There are no specific environmental implications associated with this policy.

9. Strategic/Social Implications

Strategic Community Plan 2015 – 2025

Objective 1.2: Inspire and strengthen community spirit

Strategy 1.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity and celebrate the City's diversity.

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 acknowledging openings or sponsorships could lead to negative reputation and detract from funding opportunities. The risk rating would be moderate.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to low.

12. References

Name of Policy	Commemorative Plaques for Official Openings and Events
Date of Adoption and resolution No	08/09/2010 #181
Review dates and resolution No #	11/07/2012 #163 11/03/2015 #410 22/03/2017 #452
New review date	22/03/2019
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council
Directorate	City Strategy
Department	Marketing and Communications
Related documents	Acts/Regulations Local Government Act 1995 Plans/Strategies Strategic Community Plan 2015 – 2025 Policies Nil

	Work Instructions Nil Other documents Nil
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Note: Changes to References may be made without the need to take the Policy to Council for review.

**Attachment:
Example of commemorative plaque**

This building is named after

Insert City logo here

Fiona Harris

In recognition of her contribution to the Kwinana Community.

The **Fiona Harris Pavilion** was officially opened by

HER WORSHIP THE MAYOR CAROL ADAMS
City of Kwinana

THE HON PHIL EDMAN MLC
Member for South Metropolitan Region

THE HON GARY GRAY AO MP
Member for Brand

On 6 August 2010

Construction of the Pavilion was funded by

City of Kwinana
State Government Department of Sport and Recreation
Commonwealth Department of Infrastructure, Transport, Regional Development and Local Government

Council Policy

Commemorative Plaques for Official Openings and Events



Council Policy

Commemorative Plaques for Official Openings and Events

D13/64380[v4]

1. **Title**
Commemorative Plaques for Official Openings and Events.
2. **Purpose**
To provide a consistent approach to the wording that is to appear on asset naming and event recognition plaques within the City of Kwinana.
3. **Scope**
This policy applies to plaques installed by the City to commemorate an opening or other event.
4. **Definitions**
Nil.
5. **Policy Statement**
Plaques may be installed by the City to commemorate the opening of a new or refurbished facility or to celebrate an event which may be of historical significance now or in the future.

Requests for plaques are to be made by the relevant Director for approval by the Chief Executive Officer. Plaques may also be a requirement of grant funded projects and may require specific wording as part of the funding approval.

The final format and wording is to be considered by the Marketing and Communications Department before approval by the Chief Executive Officer and Mayor and is to include the following:

- City of Kwinana logo
- Additional Corporate/State/Federal logos if required
- Identification of City facility or event
- Recognition of namesake, if applicable (to appear in the form of “In recognition of his/her contribution to the Kwinana Community”)
- Who opened it (in order of financial contribution – primary contributor to appear first)
- Funding recognition, if applicable (in order of financial contribution – primary contributor to appear first)
- Date (day, month, year)

This wording may vary at the discretion of the Chief Executive Officer and Mayor, depending on exceptional and/or unique circumstances.

Attached is an example of appropriate commemorative plaque wording.

6. Financial/Budget Implications

The cost of these plaques should normally be funded as part of the relevant project.

7. **Asset Management Implications**
Once installed, the upkeep and maintenance of plaques shall be included into the normal maintenance requirements of the building or facility to which the plaque is located.
8. **Environmental Implications**
There are no specific environmental implications associated with this policy.
9. **Strategic/Social Implications**
Strategic Community Plan 2017 – 2027

Aspiration 1: Rich in Spirit

Objective 1.1: Develop and strengthen community identity
to create a sense of belonging.

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 acknowledging openings or sponsorships could lead to negative reputation and detract from funding opportunities. The risk rating would be moderate.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to low.

12. References

Name of Policy	Commemorative Plaques for Official Openings and Events
Date of Adoption and resolution No	08/09/2010 #181
Review dates and resolution No #	11/07/2012 #163 11/03/2015 #410 22/03/2017 #452 xx/xx/2019 #xxx
New review date	xx/xx2020
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council
Directorate	City Strategy
Department	Marketing and Communications
Related documents	Acts/Regulations Local Government Act 1995 Plans/Strategies Strategic Community Plan 2017 – 2027 Policies Nil

	Work Instructions Nil Other documents Nil
--	--

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

Attachment:

Example of a commemorative plaque

Please note: the design example below outlines the font style and sizes to be used for a plaque produced to the exact same dimensions. Variations in the plaque size will require the font sizes to scale proportionately according to the size of the plaque.



16.2 Monthly Financial Report December 2018

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the period ended 31 December 2018 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 31 December 2018, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 31 December 2018, contained within Attachment A.

DISCUSSION:

The purpose of this report is to provide a monthly financial report, which includes rating, investment, reserve, debtor, and general financial information to Elected Members in accordance with Section 6.4 of the *Local Government Act 1995*.

The period of review is December 2018. The municipal surplus for this period is \$27,712,793 compared to a budget position of \$23,832,312. This is considered a satisfactory result for the City as the City is maintaining a healthy budget surplus position.

Income for the December 2018 period year to date is \$54,818,801. This is made up of \$51,778,094 in operating revenues and \$3,040,707 in non-operating grants, contributions and subsidies received. The budget estimated \$54,172,635 would be received for the same period. The variance to budget is \$646,166. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

Expenditure for the December 2018 period year to date is \$36,142,683. This is made up of \$33,936,859 in operating expenditure and \$2,205,824 in capital expenditure. The budget estimated \$39,607,379 would be spent for the same period. The variance to budget is \$3,464,696. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

LEGAL/POLICY IMPLICATIONS:

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an annual financial statement for the preceding year and other financial reports as are prescribed.

16.2 MONTHLY FINANCIAL REPORT DECEMBER 2018

Regulation 34 (1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the local government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications relating to the preparation of the report. Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment A.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications associated with this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environment implications associated with this report.

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

There are no public health implications as a result of this report.

RISK IMPLICATIONS:

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

Risk Event	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information

16.2 MONTHLY FINANCIAL REPORT DECEMBER 2018

Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

COUNCIL DECISION

393

MOVED CR S MILLS**SECONDED CR M ROWSE****That Council:**

1. **Accepts the Monthly Statements of Financial Activity for the period ended 31 December 2018, contained within Attachment A; and**
2. **Accepts the explanations for material variances for the period ended 31 December 2018, contained within Attachment A.**

CARRIED
7/0



Monthly Financial Report

CITY OF KWINANA

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 December 2018

LOCAL GOVERNMENT ACT 1995 LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 December 2018

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
Opening Funding Surplus(Deficit)	2	1,345,947	1,345,947	1,345,947	1,259,903	(86,044)	(6%)
Revenue from operating activities							
Governance		35,760	35,760	32,911	186,854	153,943	468%
General Purpose Funding - Rates	8	38,101,480	38,101,480	37,836,641	37,815,841	(20,800)	(0%)
General Purpose Funding - Other		4,477,650	4,477,650	2,210,079	1,622,164	(587,915)	(27%)
Law, Order and Public Safety		330,500	330,500	187,950	236,345	48,395	26%
Health		153,066	153,066	18,251	46,214	27,963	153%
Education and Welfare		7,168,961	7,209,461	3,644,540	3,788,393	143,853	4%
Community Amenities		5,534,442	5,534,442	5,156,917	5,307,826	150,909	3%
Recreation and Culture		2,999,818	3,002,518	1,479,388	1,575,615	96,227	7%
Transport		179,611	179,611	104,611	235,912	131,301	126%
Economic Services		1,280,762	1,280,762	672,773	639,617	(33,156)	(5%)
Other Property and Services		1,364,646	1,364,646	674,733	323,311	(351,422)	(52%)
		61,626,696	61,669,896	52,018,794	51,778,094	(240,700)	(0%)
Expenditure from operating activities							
Governance		(2,596,800)	(2,619,595)	(1,550,287)	(2,663,395)	(1,113,108)	(72%)
General Purpose Funding		(790,130)	(790,130)	(391,923)	(334,381)	57,542	15%
Law, Order and Public Safety		(3,369,960)	(3,401,521)	(1,682,596)	(1,520,156)	162,440	10%
Health		(950,887)	(944,777)	(466,241)	(411,475)	54,766	12%
Education and Welfare		(11,379,613)	(11,657,775)	(5,884,630)	(5,569,796)	314,834	5%
Community Amenities		(10,248,550)	(10,275,616)	(4,949,161)	(3,910,070)	1,039,091	21%
Recreation and Culture		(22,098,138)	(22,264,585)	(11,168,733)	(10,480,055)	688,678	6%
Transport		(15,431,921)	(15,941,070)	(7,728,539)	(6,891,246)	837,293	11%
Economic Services		(1,861,358)	(1,859,656)	(934,921)	(713,383)	221,538	24%
Other Property and Services		(3,942,836)	(3,216,668)	(1,660,566)	(1,442,902)	217,664	13%
		(72,670,193)	(72,971,393)	(36,417,597)	(33,936,859)	2,480,738	7%
Operating activities excluded from budget							
Add back Depreciation		13,672,393	13,672,393	6,836,226	7,127,144	290,917	4%
Adjust (Profit)/Loss on Asset Disposal	7	189,040	189,040	0	87,837	87,837	
Movement in deferred pensioner rates		0	0	0	29,868	29,868	
Amount attributable to operating activities		2,817,936	2,559,936	22,437,423	25,086,084	2,648,661	12%
Investing Activities							
Non-operating Grants, Subsidies and Contributions		4,285,605	4,285,605	2,153,841	3,040,707	886,866	(41%)
Proceeds from Disposal of Assets	7	423,500	425,200	318,200	277,712	(40,488)	13%
Reimbursement of Developer Contributions		0	0	0	(140,007)	(140,007)	
Land and Buildings	11	(4,937,050)	(4,774,573)	(885,343)	(444,662)	440,681	50%
Plant, Furniture and Equipment	11	(2,458,200)	(2,459,900)	(783,200)	(554,395)	228,805	29%
Infrastructure Assets - Roads	11	(3,000,084)	(3,025,084)	(700,441)	(734,204)	(33,763)	(5%)
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(1,892,396)	(398,272)	(127,858)	270,414	68%
Infrastructure Assets - Footpaths	11	(193,560)	(205,560)	(205,560)	(201,490)	4,070	2%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,339,323)	(78,683)	(101,209)	(22,526)	(29%)
Infrastructure Assets - Street Lighting	11	(394,272)	(297,272)	(111,283)	(20,158)	91,125	82%
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,000)	(20,000)	(15,836)	4,164	21%
Infrastructure Assets - Car Parks	11	0	(7,000)	(7,000)	(6,012)	988	14%
Amount attributable to investing activities		(10,503,053)	(10,310,303)	(717,741)	972,588	1,690,329	(236%)
Financing Activities							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	0	0	0%
Self-Supporting Loan Principal		16,168	16,168	8,082	9,376	1,294	16%
Transfer from Reserves	6	9,499,275	9,649,275	1,706,155	1,671,485	(34,670)	(2%)
Repayment of Debentures	9	(777,133)	(777,133)	(322,554)	(383,106)	(60,552)	19%
Transfer to Reserves	6	(4,667,140)	(4,727,140)	(625,000)	(903,537)	(278,537)	(45%)
Amount attributable to financing activities		6,339,170	6,429,170	766,683	394,218	(372,465)	(49%)
Closing Funding Surplus(Deficit)	2	0	24,750	23,832,312	27,712,793	3,880,481	16%

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

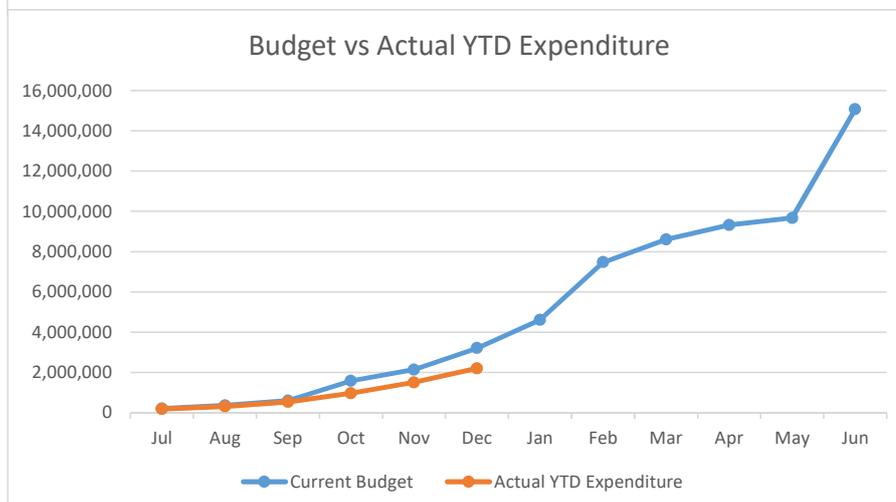
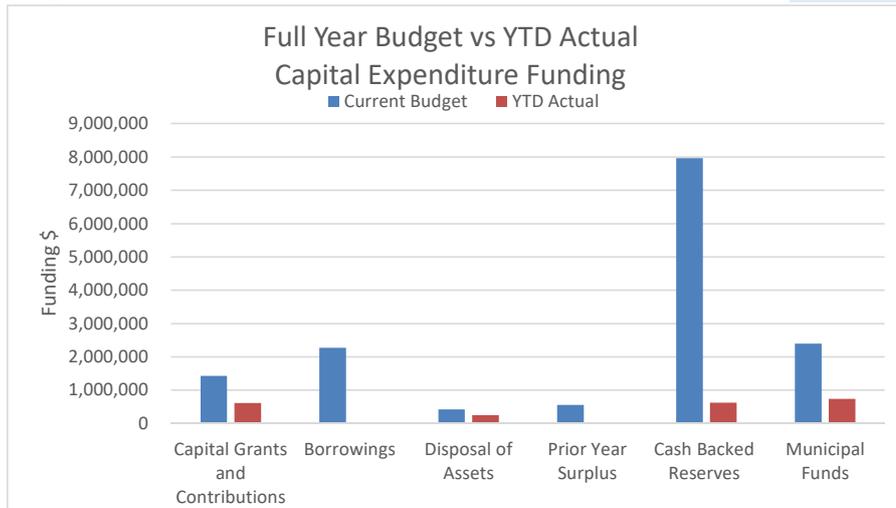
CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 December 2018

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	2	1,345,947	1,345,947	1,345,947	1,259,903	(86,044)	(6%)
Revenue from operating activities							
Rates	8	38,101,480	38,101,480	37,836,641	37,815,841	(20,800)	(0%)
Operating Grants, Subsidies and Contributions		7,639,227	7,682,427	3,756,679	3,843,477	86,798	2%
Fees and Charges		11,694,484	11,694,484	8,349,562	8,518,856	169,294	2%
Interest Earnings		2,690,500	2,690,500	1,368,503	1,012,840	(355,663)	(26%)
Other Revenue		1,489,873	1,489,873	707,409	583,395	(124,014)	(18%)
Profit on Disposal of Assets	7	11,132	11,132	0	3,684	3,684	
		61,626,696	61,669,896	52,018,794	51,778,094	(240,700)	(0%)
Expenditure from operating activities							
Employee Costs		(28,625,503)	(28,334,303)	(13,863,075)	(13,289,199)	573,876	4%
Materials and Contracts		(26,006,185)	(26,598,585)	(13,476,567)	(11,220,323)	2,256,244	17%
Utility Charges		(2,361,417)	(2,361,417)	(1,099,834)	(1,156,426)	(56,592)	(5%)
Depreciation on Non-Current Assets		(13,672,393)	(13,672,393)	(6,836,226)	(7,127,144)	(290,917)	(4%)
Interest Expenses		(1,111,762)	(1,111,762)	(484,846)	(452,731)	32,115	7%
Insurance Expenses		(570,108)	(570,108)	(569,894)	(586,896)	(17,002)	(3%)
Other Expenditure		(122,653)	(122,653)	(87,155)	(12,619)	74,536	86%
Loss on Disposal of Assets	7	(200,172)	(200,172)	0	(91,521)	(91,521)	
		(72,670,193)	(72,971,393)	(36,417,597)	(33,936,859)	2,480,738	7%
Operating activities excluded from budget							
Add back Depreciation		13,672,393	13,672,393	6,836,226	7,127,144	290,917	4%
Adjust (Profit)/Loss on Asset Disposal	7	189,040	189,040	0	87,837	87,837	
Movement in deferred pensioner rates		0	0	0	29,868	29,868	
Amount attributable to operating activities		2,817,936	2,559,936	22,437,423	25,086,084	2,648,661	12%
Investing activities							
Grants, Subsidies and Contributions		4,285,605	4,285,605	2,153,841	3,040,707	886,866	(41%)
Proceeds from Disposal of Assets	7	423,500	425,200	318,200	277,712	(40,488)	13%
Reimbursement of Developer Contributions		0	0	0	(140,007)	(140,007)	
Land and Buildings	11	(4,937,050)	(4,774,573)	(885,343)	(444,662)	440,681	50%
Plant, Furniture and Equipment	11	(2,458,200)	(2,459,900)	(783,200)	(554,395)	228,805	29%
Infrastructure Assets - Roads	11	(3,000,084)	(3,025,084)	(700,441)	(734,204)	(33,763)	(5%)
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(1,892,396)	(398,272)	(127,858)	270,414	68%
Infrastructure Assets - Footpaths	11	(193,560)	(205,560)	(205,560)	(201,490)	4,070	2%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,339,323)	(78,683)	(101,209)	(22,526)	(29%)
Infrastructure Assets - Street Lighting	11	(394,272)	(297,272)	(111,283)	(20,158)	91,125	82%
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,000)	(20,000)	(15,836)	4,164	21%
Infrastructure Assets - Car Parks	11	0	(7,000)	(7,000)	(6,012)	988	14%
Amount attributable to investing activities		(10,503,053)	(10,310,303)	(717,741)	972,588	1,690,329	(236%)
Financing Activities							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	0	0	
Self-Supporting Loan Principal		16,168	16,168	8,082	9,376	1,294	16%
Transfer from Reserves	6	9,499,275	9,649,275	1,706,155	1,671,485	(34,670)	(2%)
Repayment of Debentures	9	(777,133)	(777,133)	(322,554)	(383,106)	(60,552)	19%
Transfer to Reserves	6	(4,667,140)	(4,727,140)	(625,000)	(903,537)	(278,537)	(45%)
Amount attributable to financing activities		6,339,170	6,429,170	766,683	394,218	(372,465)	(49%)
Closing Funding Surplus (Deficit)	2	0	24,750	23,832,312	27,712,793	3,880,481	16%

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

CITY OF KWINANA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 December 2018

Capital Acquisitions	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual Total (b)	Variance (a) - (b)
		\$	\$	\$	\$	\$
Land and Buildings	11	4,937,050	4,774,573	885,343	444,662	440,681
Plant, Furniture and Equipment	11	2,458,200	2,459,900	783,200	554,395	228,805
Infrastructure Assets - Roads	11	3,000,084	3,025,084	700,441	734,204	(33,763)
Infrastructure Assets - Parks and Reserves	11	1,869,669	1,892,396	398,272	127,858	270,414
Infrastructure Assets - Footpaths	11	193,560	205,560	205,560	201,490	4,070
Infrastructure Assets - Drainage	11	2,339,323	2,339,323	78,683	101,209	(22,526)
Infrastructure Assets - Street Lighting	11	394,272	297,272	111,283	20,158	91,125
Infrastructure Assets - Bus Shelters	11	20,000	20,000	20,000	15,836	4,164
Infrastructure Assets - Car Parks	11	0	7,000	7,000	6,012	988
Capital Expenditure Totals		15,212,158	15,021,108	3,189,782	2,205,824	983,958
Capital acquisitions funded by:						
Capital Grants and Contributions		1,423,989	1,423,989	723,033	606,243	116,790
Borrowings		2,268,000	2,268,000	0	0	0
Disposal of Assets		423,500	423,500	277,712	243,890	33,822
Prior Year Surplus		550,934	550,934	0	0	0
Cash Backed Reserves		8,133,427	7,962,677	0	618,344	(618,344)
Municipal Funds		2,412,308	2,392,008	2,189,037	737,347	1,451,690
Capital Funding Total		15,212,158	15,021,108	3,189,782	2,205,824	983,958



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 1: Explanation of Operating Revenue and Expenditure Material Variances by Nature and Type

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

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

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
Rates	(20,800)	(0%)		No Material Variance	
Operating Grants, Subsidies and Contributions	86,798	2%		No Material Variance	
Fees and Charges	169,294	2%		No Material Variance	
Interest Earnings	(355,663)	(26%)	M	Timing	Timing variance as budget has been spread evenly over the 12 months. Deposits are being invested for longer periods in order to secure higher returns. The investments note (Note 3) shows the redemption date, interest rate and forecast interest revenue.
Other Revenue	(124,014)	(18%)	M	Timing	This is an internal income related to design, supervision and project management. The internal income allocation will be reviewed, as part of the mid-year review, to recognise the use of architects and building designers in design and supervision of building projects, which are direct costed to the project.
Profit on Disposal of Assets	3,684			No Material Variance	
Operating Expense					
Employee Costs	573,876	4%		No Material Variance	
Materials and Contracts	2,256,244	17%	M	Timing	Costs have predominantly been budgeted to be spent over 12 months. Each month, a number of invoices are not received until after period end processing has finished, resulting in the expenditure reported in these statements not reflecting the actual cost in the month the expense was incurred. City Officers are looking at ways to improve reporting and ensure that these costs are captured in line with when the works are completed.
Utility Charges	(56,592)	(5%)	M	Timing	Timing variance of street lighting invoice entry.
Depreciation on Non-Current Assets	(290,917)	(4%)		No Material Variance	
Interest Expenses	32,115	7%		No Material Variance	
Insurance Expenses	(17,002)	(3%)		No Material Variance	
Other Expenditure	74,536	86%	M	Timing	Timing variance due to City contribution to Wellard Village agreement not payable to date.
Loss on Disposal of Assets	(91,521)	0%	M	Timing	Vehicles were budgeted to be disposed later in the year.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 1: Explanation of Operating Revenue and Expenditure Material Variances by Nature and Type

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

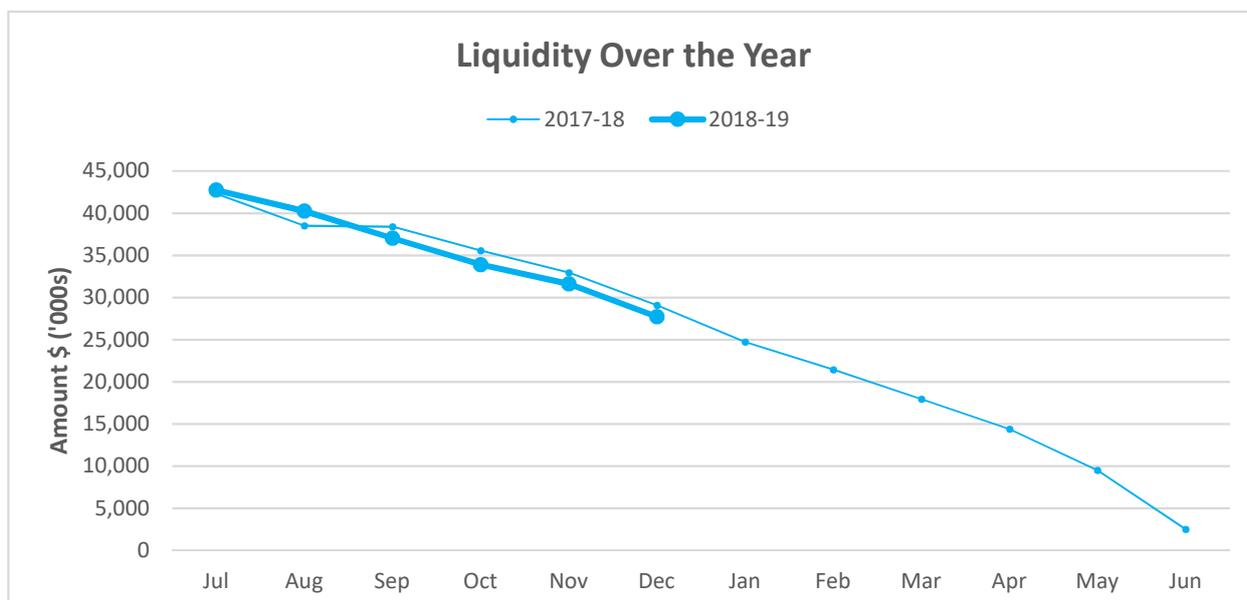
The material variance adopted by Council for the 2018/19 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Capital Revenues					
Grants, Subsidies and Contributions	886,866	(41%)	M	Timing	Timing of contributions is difficult to estimate due to the unknown timing of subdivisions.
Proceeds from Disposal of Assets	(40,488)	13%		No Material Variance	
Capital Expenses					
Land and Buildings	440,681	50%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed.
Plant, Furniture & Equipment	228,805	29%	M	Timing	Purchase of major plant has been pushed back to March.
Infrastructure - Roads	(33,763)	(5%)		No Material Variance	
Infrastructure Assets - Parks and Reserves	270,414	68%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed.
Infrastructure Assets - Footpaths	4,070	2%		No Material Variance	
Infrastructure Assets - Drainage	(22,526)	(29%)		No Material Variance	
Infrastructure Assets - Street Lighting	91,125	82%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed.
Infrastructure Assets - Bus Shelters	4,164	21%		No Material Variance	
Infrastructure Assets - Car Parks	988	14%		No Material Variance	
Financing					
Proceeds from New Debentures	0	0%		No Material Variance	
Proceeds from Advances	0	0%		No Material Variance	
Self-Supporting Loan Principal	1,294	16%		No Material Variance	
Transfer from Reserves	(34,670)	(2%)		No Material Variance	
Advances to Community Groups	0	0%		No Material Variance	
Repayment of Debentures	(60,552)	19%		Timing	Timing variance due to incorrect spread of expected expenditure.
Transfer to Reserves	(278,537)	(45%)	M	Timing	Reconciliation of Reserves and subsequent transfers will be conducted during the Budget Review process.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 2: Net Current Funding Position

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2018	31 Dec 2017	31 Dec 2018
		\$	\$	\$
Current Assets				
Cash Unrestricted		21,137	15,819,828	11,705,058
Cash Restricted - Reserves	6	52,875,771	50,406,760	52,107,822
Receivables - Rates	5(a)	3,597,121	13,805,388	16,317,446
Receivables - Sundry Debtors	5(b)	720,635	968,867	1,850,857
Other Current Assets		411,656	357,955	997,533
Accrued Income		491,927	0	0
Inventories		34,180	38,531	37,396
		58,152,427	81,397,329	83,016,113
Less: Current Liabilities		(4,016,753)	(1,928,393)	(3,195,501)
Less: Cash Reserves	6	(52,875,771)	(50,406,760)	(52,107,819)
Net Current Funding Position - Surplus/(Deficit)		1,259,903	29,062,176	27,712,793



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 3(a): Cash and Investments

	Total Amount	Interest Rate	Calculated Interest Earnings	Institution	S&P Rating	Deposit Date	Maturity Date	Term Days
	\$	%	\$					
CBA Municipal Bank Account	2,322,556	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	2,023,532	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,770	N/A	N/A	PC	N/A	N/A	N/A	N/A
Sub-total Cash Deposits	4,350,858							
(b) Term Deposits - Investments								
BEN - TD2716903	2,000,000	2.75%	48,671	BEN	A	22/08/2018	11/07/2019	323
BWA - TD4749321	2,000,000	2.75%	40,534	BWA	AA	28/08/2018	24/05/2019	269
BWA - TD4749322	2,000,000	2.75%	48,822	BWA	AA	28/08/2018	18/07/2019	324
BEN - TD2737116	4,000,000	2.68%	80,180	BEN	A	11/09/2018	11/06/2019	273
NAB - TD33-586-9867	2,000,000	2.65%	17,279	NAB	AA	11/09/2018	08/01/2019	119
NAB - TD33-629-1673	2,000,000	2.70%	38,318	NAB	AA	11/09/2018	28/05/2019	259
Sub-total - Term Deposits - Investments	14,000,000		273,804					
Reserve Funds Investments (Cash Backed Reserves)								
Aged Persons Units Reserve - TD36-866-8236	757,873	2.67%	6,653	NAB	AA	01/11/2018	01/03/2019	120
Asset Management Reserve - TD36-842-8945	508,854	2.67%	4,467	NAB	AA	01/11/2018	01/03/2019	120
Asset Replacement Reserve - TD42-972-1062	507,731	2.69%	4,490	NAB	AA	05/11/2018	05/03/2019	120
Banksia Park DMF Reserve - TD42-997-1790	116,973	2.69%	1,036	NAB	AA	05/11/2018	05/03/2019	120
Community Services & Emergency Relief Reserve - TD43-069-3230	87,329	2.69%	772	NAB	AA	05/11/2018	05/03/2019	120
CLAG Reserve - TD43-083-2341	269,329	2.69%	2,382	NAB	AA	05/11/2018	05/03/2019	120
Workers Compensation Reserve - TD69-136-9789	342,502	2.69%	3,029	NAB	AA	07/11/2018	07/03/2019	120
Settlement Agreement Reserve - TD68-951-1678	162,101	2.69%	1,434	NAB	AA	07/11/2018	07/03/2019	120
Infrastructure Reserve - TD68-832-2429	342,204	2.69%	3,027	NAB	AA	07/11/2018	07/03/2019	120
Golf Course Cottage Reserve - TD68-730-8350	28,401	2.69%	251	NAB	AA	07/11/2018	07/03/2019	120
Future Community Infrastructure Reserve - TD88-185-4822	1,404,648	2.74%	12,970	NAB	AA	14/12/2018	16/04/2019	123
Family Day Care Reserve - TD88-195-0531	1,509,408	2.74%	13,937	NAB	AA	14/12/2018	16/04/2019	123
Employee Leave Reserve - TD44-453-4644	2,077,584	2.65%	45,402	NAB	AA	27/08/2018	24/06/2019	301
Employee Leave Reserve - TD76-099-7157	2,090,308	2.65%	45,529	NAB	AA	28/08/2018	24/06/2019	300
Refuse Reserve - TD80-618-4101	2,213,259	2.67%	19,428	NAB	AA	31/10/2018	28/02/2019	120
Refuse Reserve - TD4770589	2,701,012	2.65%	23,532	BWA	AA	31/10/2018	28/02/2019	120
Refuse Reserve - DEAL 4777912	587,216	2.65%	5,116	BWA	AA	21/11/2018	21/03/2019	120
Information Technology Reserve	1,908,187	2.65%	16,625	BWA	AA	21/11/2018	21/03/2019	120
City Assist Initiative Reserve	102,083	2.65%	889	BWA	AA	21/11/2018	21/03/2019	120
Youth Engagement Strategy Reserve	147,943	2.65%	1,289	BWA	AA	21/11/2018	21/03/2019	120
Sub-total - Term Deposits - (Cash Backed Reserves)	17,864,946		212,257					
Reserve Funds Investments (Developer Contributions)								
DCA - 1 Hard Infrastructure - Bertram - TDB35732709.104	1,917,350	2.65%	16,705	CBA	AA	20/11/2018	20/03/2019	120
DCA - 2 Hard Infrastructure - Wellard	1,904,661	2.55%	15,968	BEN	A	21/11/2018	21/03/2019	120
DCA 5 - Hard Infrastructure - Wandj - GMI-Deal-10583862	1,322,659	2.69%	11,697	NAB	AA	26/11/2018	26/03/2019	120
DCA - 7 Hard Infrastructure - Mandogalup (West) - Deal 10589754	11,889	2.74%	110	NAB	AA	14/12/2018	16/04/2019	123
DCA - 9 Soft Infrastructure - Wandj/Anketell - TD97-154-6348	10,487,573	2.65%	137,057	NAB	AA	30/08/2018	26/02/2019	180
DCA - 10 Soft Infrastructure - Casuarina/Anketell - Deal 10589755	229,914	2.74%	2,123	NAB	AA	14/12/2018	16/04/2019	123
DCA - 11 Soft Infrastructure - Wellard East - TDB35732709.106	6,027,299	2.65%	52,512	CBA	AA	20/11/2018	20/03/2019	120
DCA - 12 Soft Infrastructure - Wellard West - TD4770154	6,758,735	2.67%	59,329	BWA	AA	30/10/2018	27/02/2019	120
DCA - 13 Soft Infrastructure - Bertram - Deal 10589756	287,144	2.74%	2,651	NAB	AA	14/12/2018	16/04/2019	123
DCA - 14 Soft Infrastructure - Wellard/Leda - Deal 10589757	512,315	2.74%	4,730	NAB	AA	14/12/2018	16/04/2019	123
DCA - 15 Soft Infrastructure - Townsite - Deal 10589758	161,068	2.74%	1,487	NAB	AA	14/12/2018	16/04/2019	123
Sub-total - Reserve Funds Investments (Developer Contributions)	29,620,608		304,369					
Total	65,836,413		790,430					
Less Trust Bank	(2,023,532)							
Total Municipal Controlled Funds	63,812,881		790,430					

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 3(b): Cash and Investments - Compliance with Investment Policy

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	7,904,661	6%	100%	✓
AA	57,926,982	94%	100%	✓
A	-	0%	60%	✓
BBB	-	0%	20%	✓
Unrated	-	-	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	7,904,661	6%	45%	✓
BWA (AA)	16,205,176	29%	45%	✓
CBA (AA)	12,290,737	24%	45%	✓
NAB (AA)	29,431,068	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 (\$4,770) held by the City. Interest received on the City's investments year to date is \$434,801.

5.5.1 Portfolio Credit Framework

To control the credit quality on the investment portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for category %
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	100%
AA	A-1+	100%
A	A-1	60%
BBB	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

5.5.2 Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for category %
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	45%
AA	A-1+	45%
A	A-1	25%
BBB	A-2	10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
		\$	\$
27/06/2018 Annual Budget Adoption			0
<u>Items not requiring Council Approval as per OCM 27/06/2018 Council Decision 210</u>			
Grant received from Children's Book Council of Australia to cover fees of authors, illustrators and storytellers			
400104.1106.60	Library - Op Exp - Advertising and Promotions	(1,200)	
300018.1297.15	Library - Op Rev - Library Contributions	1,200	
		0	0
Transfer Library software expenditure from IT budget to Library budget			
400761.2020.64	Computing Infrastructure - Corporate Applications	12,000	
400104.1124.60	Library - Computer Services	(12,000)	
		0	0
Transfer program income and expenditure to be managed by the Recquatic			
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
Transfer funds to miscellaneous expendible equipment to Community Centres Admin budget			
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
Temporary employment of City Legal Officer to assist the City Legal Team with tasks and projects			
400008.1210.61	Operating Expense – GSS Contract Salaries	(25,000)	
400512.1031.50	Operating Expense – Governance Salaries	25,000	
		0	0
Good Things Foundation granted funds to assistance with the Get Online Week as part of the City's involvement with the Be Connected program.			
400104.1106.60	Operating Expense – Library Advertising & Promotions	(1,500)	
300018.1297.15	Operating Income – Library Contributions & Donations	1,500	
		0	0
To cover the cost of fixed term Community Development Officer			
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
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.			
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 31 December 2018

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
Increase scope of Fire Notice project to include public notice, printing of leaflet and information letter, and postage to residents.			
400503.1220.60	Operating Expense - Fire and Emergency Stationery	(23,500)	
400053.1106.60	Operating Expense - Governance Advertising and Promotion	23,500	
		0	0
<u>Items approved by Council falling outside Council Decision 210</u>			
08/08/2018 Additional funds required for the completion of DCA 13 Local Sporting Ground with Community Sports Facility			
600019.1002.60	Capital expenditure - Kwinana Tennis Courts fencing	(150,000)	
700013.1917.06	Transfer from reserve - Future Community Infrastructure Reserve	150,000	
		0	0
22/08/2018 Capital projects funded in 2017/18 that were not finalised, requiring funds to be carried forward to 2018/19.			
600023.1565.60	Capital expenditure - Kwinana Tennis Courts fencing	(22,727)	
600008.1568.60	Capital expenditure - Medina Oval bitumenise entrance and carpark	(7,000)	
600015.1002.60	Capital expenditure - Building Contingency	29,727	
		0	0
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.			
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)	
		0	0
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.			
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	
		24,750	24,750

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

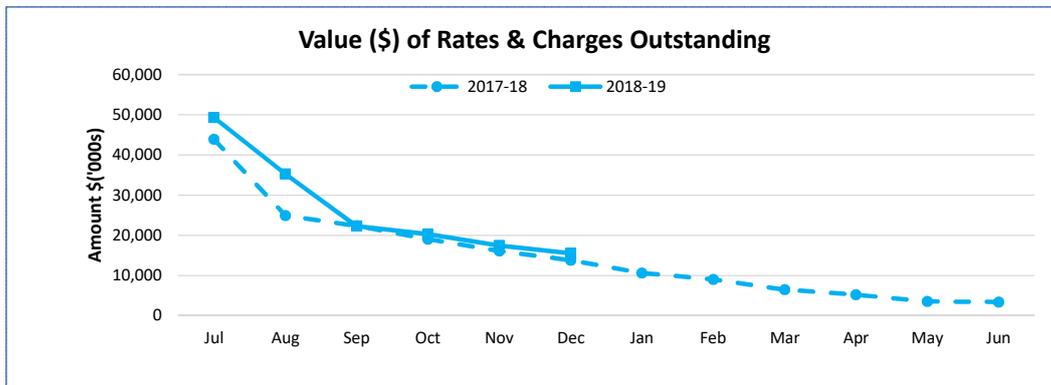
Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
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.			
600019.1002.60	Capital Expense – Buildings – Library air conditioning motor replacement	(31,000)	
600015.1002.60	Capital Expense – Buildings – Building contingency	31,000	
		0	24,750
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.			
600008.1568.60	Capital Expense - Reserve Development - Orelia Oval Steps	(20,000)	
600008.1568.60	Capital Expense - Reserve Development - Medina Oval Lighting	20,000	
		0	24,750
14/11/2018 Additional funds required to complete custom fit out for Building Services vehicle. Additional funds provided by excess sale proceeds of 1EWS395.			
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	
		0	24,750
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.			
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	
		0	24,750
05/12/2018 Increase to scope of works for Duckpond Road Reseal. Funded from expected savings from the Latitude 32 Street Lighting project.			
600007.1561.60	Capital Expense - Duckpond Road Reseal	(25,000)	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	25,000	
		0	24,750
05/12/2018 Increase to scope of works for Walgreen footpath construction to include soak wells and retaining.			
600007.1562.60	Capital Expense - Footpath Construction - Walgreen Crescent	(12,000)	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	12,000	
		0	24,750
05/12/2018 Noise level testing of Ken Jackman Hall has indicated that the extent of works for the soundproofing needs to increase.			
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
Amended Budget Surplus / (Deficit)			24,750

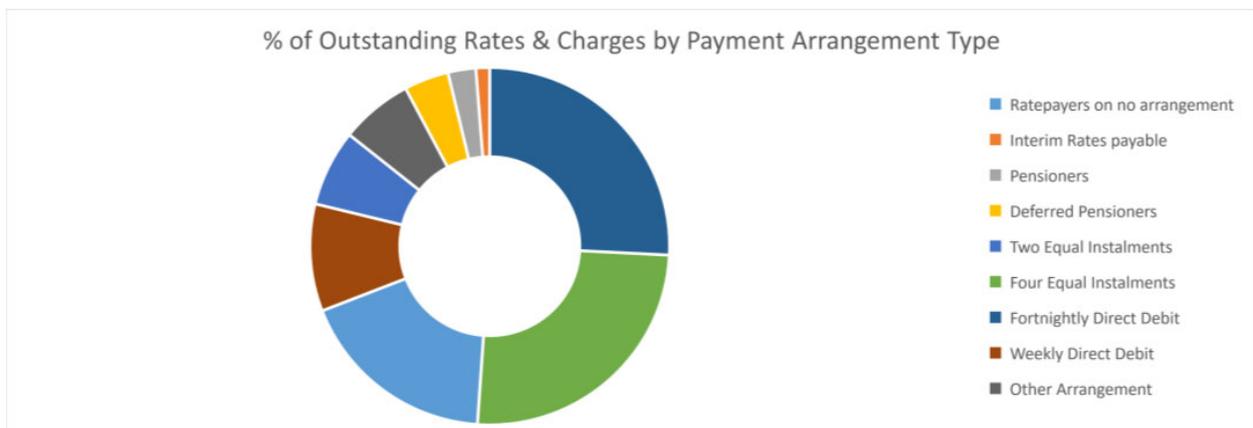
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 5(a): Receivables - Rates & Charges

Receivables - Rates & Charges Receivable	30 June 2018	31 Dec 2017	31 Dec 2018
	\$		\$
Opening Arrears Previous Years	3,360,788	3,360,788	4,275,903
Levied this year	46,715,340	46,602,622	49,267,056
Less Collections to date	(45,056,420)	(35,558,824)	(36,576,599)
Less Excess Rates received	(743,805)	(743,805)	(799,399)
Rates & Charges Collectable	4,275,903	13,660,781	16,166,961
Less Pensioner Deferred Rates	(678,782)	(453,546)	(648,914)
Net Rates & Charges Collectable	3,597,121	13,207,235	15,518,048
% Outstanding	7.70%	28.34%	31.50%



Outstanding Rates & Charges by Payment Arrangement Type	Number of Assessments	Balance Outstanding	
		\$	%
Ratepayers on no arrangement	950	2,911,753	18.01%
Interim Rates payable	377	201,006	1.24%
Pensioners	248	405,120	2.51%
Deferred Pensioners	209	648,914	4.01%
Two Equal Instalments	1173	1,116,824	6.91%
Four Equal Instalments	3548	4,091,447	25.31%
Fortnightly Direct Debit	3653	4,169,280	25.79%
Weekly Direct Debit	1240	1,569,211	9.71%
Other Arrangement	205	1,053,405	6.52%
		16,166,961	100.00%



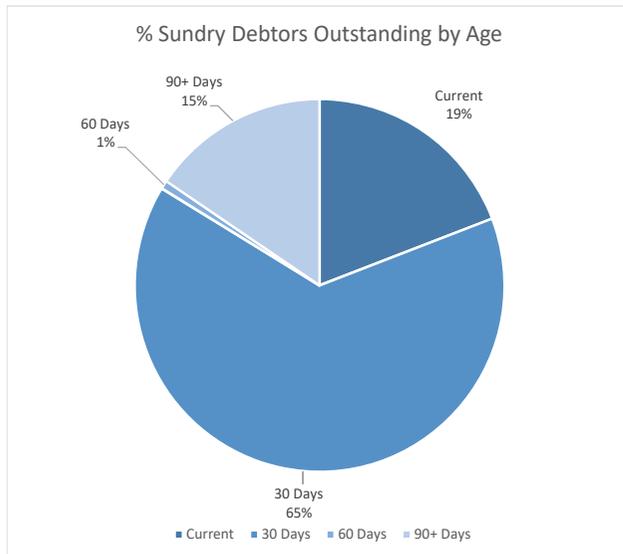
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 5(b): Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	327,696	1,104,058	12,456	265,856	1,710,066
Infringements Register					140,791
Total Receivables General Outstanding					1,850,857

Amounts shown above include GST (where applicable)



Sundry Debtors Outstanding Over 90 Days Exceeding \$1,000

Debtor #	Description	Status	\$
Debts with Fines Enforcement Registry (FER)			
1825.07	Court awarded fines and costs	With FER. Payments are being received.	2,458
2442.07	Court imposed fine	No payments received. With FER	5,732
2535.07	Dog attack prosecution costs	FER confirmed that a Warrant of Commitment was issued with time served. Debt to be written off through Council.	6,444
2726.07	Planning and Development Act prosecution	FER confirmed that a Warrant of Commitment was issued with time served. Debt to be written off through Council.	20,171
3321.07	Dog fines and prosecution costs	Regular payments of \$25 per fortnight via FER.	2,135
3485.07	Food Act prosecutions	FER advised an enforcement warrant has been issued. Currently with Baycorp debt collectors.	13,524
3909.07	Local Government Act prosecution	No payments received. With FER.	3,652
3936.07	Prosecution RO 706-709	Regular payments of \$150 per fortnight via FER.	7,952
3953.07	Local Law prosecution	Regular payments of \$45 per fortnight via FER.	2,194
4060.07	Littering Act prosecution	Direct debit arrangement of \$50 per fortnight.	2,162
4131.07	Dangerous Dog Prosecution	Debtor is making payments to FER but due to the number of fines she has outstanding no payments allocated to the City as yet.	4,654
4233.07	Local Law Prosecution.	Case 225766/18. Registered with FER. 13/08/2018.	2,500
4274.07	Dog Act Prosecution	Registered with FER.	9,247
4275.07	State of Disrepair Vehicle	Registered with FER.	14,350
Other Sundry Debtors			
303.04	Structural Maintenance Fee / Loan Repayments	City Legal meeting with Debtor in January 2019 to discuss payment arrangements.	17,107
854.04	Rent and Outgoings	Balance of outgoings to be paid upon review of Audited Statements.	23,281
897.04	Deed of Settlement	Payment arrangement in place to have debt cleared by end of financial year.	100,000
1512.11	Banksia Park Maintenance Fee	BP Unit 34 - to be cleared upon sale/ settlement	1,062
3418.04	Facility Hire	Payment arrangement in place as of the 14 November 2018.	2,811
3884.03	Removal of abandoned vehicle	Regular payments of \$40 per fortnight being received.	1,795
3922.03	Verge clean up costs	Legal to advise. Debt has been linked to property.	1,090
3951.06	Developer Contributions	Waiting on subdivision prior to payment as per agreement.	3,786
4123.07	Removal of Asbestos	No reply to correspondence. Debt has been linked to the property.	1,705
4162.04	Community Centre hire fees	Notice of demand sent 26/7/18. No response to communication.	2,068
Total Debtors 90+ days > \$1,000			251,881

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 6: Cash Backed Reserves

Reserve	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
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Municipal Reserves														
Aged Persons Units Reserve	765,541	308,844	(232,750)	841,635	765,541	308,844	(232,750)	841,635	748,728	0	9,145	0	757,873	(83,763)
Asset Management Reserve	501,595	8,721	(180,000)	330,316	501,595	8,721	(180,000)	330,316	501,595	0	7,258	(19,955)	488,898	158,583
Asset Replacement Reserve	748,122	263,007	(351,200)	659,929	748,122	263,007	(351,200)	659,929	498,123	250,000	9,609	(30,927)	726,805	66,876
Banksia Park Reserve	134,175	2,333	(49,738)	86,769	134,175	2,333	(49,738)	86,769	115,626	0	1,345	0	116,971	30,202
City Assist Initiative Reserve	100,401	1,743	(102,144)	(0)	100,401	1,743	(102,144)	(0)	100,401	0	1,682	(10,218)	91,865	91,865
Community Services & Emergency Relief Reserve	84,017	1,461	0	85,478	84,017	1,461	0	85,478	84,017	0	3,312	0	87,329	1,851
Contiguous Local Authorities Group Reserve	263,146	14,575	(20,000)	257,721	263,146	14,575	(20,000)	257,721	265,873	15,810	3,456	(2,740)	282,399	24,678
Employee Leave Reserve	4,119,629	71,623	(300,000)	3,891,252	4,119,629	71,623	(300,000)	3,891,252	4,231,590	0	7,263	0	4,238,853	347,601
Family Day Care Reserve	1,479,306	25,719	(805,560)	699,465	1,479,306	25,719	(805,560)	699,465	1,462,302	0	9,460	0	1,471,762	772,297
Future Community Infrastructure Reserve	1,538,389	26,746	(663,284)	901,851	1,538,389	26,746	(813,284)	751,851	1,381,900	0	10,516	(276,991)	1,115,425	363,574
Golf Course Cottage Reserve	28,033	487	0	28,520	28,033	487	0	28,520	28,033	0	368	0	28,401	(119)
Information Technology Reserve	1,890,703	32,871	(1,416,000)	507,574	1,890,703	32,871	(1,416,000)	507,574	1,890,703	0	17,484	0	1,908,187	1,400,613
Infrastructure Reserve	339,968	5,911	0	345,879	339,968	5,911	0	345,879	339,968	0	2,236	0	342,204	(3,675)
Refuse Reserve	8,698,885	180,697	(83,880)	8,795,702	8,698,885	180,697	(83,880)	8,795,702	8,736,657	0	100,344	0	8,837,001	41,299
Restricted Grants & Contributions Reserve	1,694,812	0	(1,694,812)	0	1,694,812	60,000	(1,694,812)	60,000	2,491,721	0	0	(1,238,980)	1,252,741	1,192,741
Settlement Agreement Reserve	160,000	2,782	0	162,782	160,000	2,782	0	162,782	160,000	0	2,101	0	162,101	(681)
Workers Compensation Reserve	330,200	5,741	0	335,941	330,200	5,741	0	335,941	338,710	0	3,792	0	342,502	6,561
Youth Engagement Reserve	130,412	2,264	(132,676)	0	130,412	2,264	(132,676)	0	144,650	0	3,292	(91,674)	56,267	56,267
Sub-Total Municipal Reserves	23,007,334	955,524	(6,032,043.9)	17,930,814	23,007,334	1,015,524	(6,182,044)	17,840,814	23,520,597	265,810	192,663	(1,671,485)	22,307,585	4,466,771
Developer Contribution Reserves														
DCA 1 - Hard Infrastructure - Bertram	1,851,461	182,424	(491,817)	1,542,068	1,851,461	182,424	(491,817)	1,542,068	1,887,550	115,473	29,801	0	2,032,824	490,756
DCA 2 - Hard Infrastructure - Wellard	1,772,974	429,946	(2,197,177)	5,743	1,772,974	429,946	(2,197,177)	5,743	1,877,524	0	27,137	0	1,904,661	1,898,918
DCA 4 - Hard Infrastructure - Anketell	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DCA 5 - Hard Infrastructure - Wandi	1,286,174	661,998	(454,627)	1,493,545	1,286,174	661,998	(454,627)	1,493,545	1,309,322	0	13,337	0	1,322,659	(170,886)
DCA 7 - Hard Infrastructure - Mandogalup West	11,803	14,077	(159)	25,720	11,803	14,077	(159)	25,720	11,713	0	175	0	11,888	(13,832)
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DCA 9 - Soft Infrastructure - Wandi/Anketell	10,446,476	576,997	(141,136)	10,882,338	10,446,476	576,997	(141,136)	10,882,338	10,487,573	0	64,154	0	10,551,727	(330,611)
DCA 10 - Soft Infrastructure - Casuarina/Anketell	229,412	246,696	(3,099)	473,009	229,412	246,696	(3,099)	473,009	227,912	0	2,002	0	229,914	(243,094)
DCA 11 - Soft Infrastructure - Wellard East	5,734,336	1,081,744	(77,473)	6,738,607	5,734,336	1,081,744	(77,473)	6,738,607	5,944,904	0	82,395	0	6,027,299	(711,308)
DCA 12 - Soft Infrastructure - Wellard West	6,622,131	355,217	(89,468)	6,887,880	6,622,131	355,217	(89,468)	6,887,880	6,663,351	0	95,386	0	6,758,737	(129,144)
DCA 13 - Soft Infrastructure - Bertram	283,730	8,356	(3,833)	288,252	283,730	8,356	(3,833)	288,252	282,230	0	4,914	0	287,144	(1,108)
DCA 14 - Soft Infrastructure - Wellard/Leda	480,660	130,374	(6,494)	604,540	480,660	130,374	(6,494)	604,540	504,779	0	7,537	0	512,316	(92,224)
DCA 15 - Soft Infrastructure - City Site	144,189	23,788	(1,948)	166,029	144,189	23,788	(1,948)	166,029	158,316	0	2,752	0	161,068	(4,961)
Sub-Total Developer Contribution Reserves	28,863,346	3,711,616	(3,467,231)	29,107,731	28,863,346	3,711,616	(3,467,231)	29,107,731	29,355,174	115,473	329,590	0	29,800,237	692,506
Total Reserves	51,870,680	4,667,140	(9,499,275)	47,038,545	51,870,680	4,727,140	(9,649,275)	46,948,545	52,875,771	381,283	522,254	(1,671,485)	52,107,822	5,159,277

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 7: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Motor Vehicles									
5061	Plant Replacement - P402	20,000	20,509	509		19,875	14,000		(5,875)
5060	Plant Replacement - P403	20,000	21,645	1,645		19,875	14,000		(5,875)
5080	Plant Replacement - P407	19,097	14,373		(4,724)	19,111	8,000		(11,111)
5597	Plant Replacement - P435	21,934	23,464	1,530		22,222	24,000	1,778	
5705	Plant Replacement - P445					20,979	13,000		(7,979)
5876	Plant Replacement - P457					16,275	12,000		(4,275)
5859	Plant Replacement - P460	29,045	19,600		(9,445)	29,111	18,000		(11,111)
5884	Plant Replacement - P461					18,645	23,000	4,355	
5871	Plant Replacement - P464	21,475	11,645		(9,830)	21,750	23,000	1,250	
5838	Plant Replacement - P465	22,860	15,736		(7,124)	24,659	9,700		(14,959)
5809	Plant Replacement - P467	26,600	23,009		(3,591)	26,583	24,000		(2,583)
5872	Plant Replacement - P462	23,020	16,191		(6,829)	23,208	13,000		(10,208)
5983	Plant Replacement - P490	18,413	15,736		(2,677)	18,601	13,500		(5,101)
5831	Plant Replacement - P455	26,313	23,009		(3,304)	26,584	24,000		(2,584)
5856	Plant Replacement - P459	28,967	20,509		(8,458)	29,111	23,000		(6,111)
5093	Plant Replacement - P406	18,000	13,236		(4,764)	17,750	7,000		(10,750)
5885	Plant Replacement - P463					23,208	13,000		(10,208)
5666	Plant Replacement - P437	21,467	10,509		(10,958)	21,500	8,000		(13,500)
Plant & Equipment									
2587	Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148					0	1,000	1,000	
4957	Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413					0	1,000	1,000	
3974	Plant Replacement Program - Cat Skid Steer Loader - P347					25,600	20,000		(5,600)
3722	Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324					35,486	25,000		(10,486)
4083	Plant Replacement Program - Massey Ferguson Tractor - Parks - P354					51,333	30,000		(21,333)
3842	Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333					29,750	15,000		(14,750)
2819	Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199					189	1,000	811	
3407	Plant Replacement Program - Disposal Only					20,540	12,000		(8,540)
3447	Plant Replacement Program - Disposal Only					4,062	5,000	938	
5646	Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	17,794	6,364		(11,430)	18,001	6,000		(12,001)
3481	P289 Tip Truck from 17/18	30,564	22,176		(8,388)	30,233	25,000		(5,233)
		365,549	277,712	3,684	(91,521)	614,239	425,200	11,132	(200,172)
Net Profit/(Loss)					(87,837)				(189,040)

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 8: Rating Information	YTD Actual							Budget					
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$		\$	\$	\$	\$	\$
RATE TYPE													
Differential General Rate													
Gross Rental Value (GRV)													
Improved Residential	0.07999	13,724	238,950,796	18,859,093	229,653	11,124	19,099,870	13,549	235,768,136	18,859,093	529,676	-	19,388,769
Improved Special Residential	0.07120	814	19,436,231	1,372,308	11,042	(724)	1,382,626	807	19,273,991	1,372,308	-	-	1,372,308
Light Industrial and Commercial	0.09043	133	23,230,285	2,118,044	(14,367)	(2,340)	2,101,337	136	23,421,923	2,118,044	-	-	2,118,044
General Industry and Service Commercial	0.08647	319	35,313,111	3,074,926	(21,401)	(8,387)	3,045,138	320	35,560,611	3,074,926	-	-	3,074,926
Large Scale General Industry and Service Commercial	0.08909	47	47,549,186	4,178,852	57,305	37,854	4,274,011	46	46,905,960	4,178,852	-	-	4,178,852
Vacant Residential	0.16828	379	7,792,630	1,375,819	(58,689)	(5,055)	1,312,075	415	8,175,770	1,375,819	-	-	1,375,819
Vacant Non Residential	0.10304	35	2,422,880	235,692	12,378	-	248,070	33	2,287,380	235,692	-	-	235,692
Unimproved Value (UV)													
General Industrial	0.01759	3	121,200,000	2,131,908	-	-	2,131,908	3	121,200,000	2,131,908	-	-	2,131,908
Mining	0.00847	25	39,960,000	338,461	-	-	338,461	25	39,960,000	338,461	-	-	338,461
Urban/Urban Deferred	0.00505	144	242,241,000	1,241,497	(17,442)	(630)	1,223,425	143	245,841,000	1,241,497	-	-	1,241,497
Sub-Totals		15,623	778,096,119	34,926,600	198,479	31,842	35,156,921	15,477	778,394,771	34,926,600	529,676	-	35,456,276
Minimum Payment													
Gross Rental Value (GRV)													
Improved Residential	\$1,036	1,438	1,658,878	1,481,481	7,252	1,056	1,489,789	1,430	16,916,772	1,481,480	-	-	1,481,480
Improved Special Residential	\$1,036	4	6,228	3,108	1,036	-	4,144	3	40,820	3,108	-	-	3,108
Light Industrial and Commercial	\$1,348	25	31,800	33,700	-	-	33,700	25	274,661	33,700	-	-	33,700
General Industry and Service Commercial	\$1,348	34	47,994	45,832	-	-	45,832	34	299,022	45,832	-	-	45,832
Large Scale General Industry and Service Commercial	\$1,348	0	-	-	-	-	-	0	-	-	-	-	-
Vacant Residential	\$1,036	904	923,572	992,488	(50,503)	694	942,679	958	4,987,503	992,488	-	-	992,488
Vacant Non Residential	\$1,036	2	-	2,072	-	-	2,072	2	4,320	2,072	-	-	2,072
Unimproved Value (UV)													
General Industrial	\$1,348	0	923,572	-	-	-	-	0	-	-	-	-	-
Mining	\$1,348	16	47,994	20,220	1,344	-	21,564	15	186,557	20,220	-	-	20,220
Rural	\$1,036	115	1,658,878	66,304	52,836	-	119,140	64	9,608,600	66,304	-	-	66,304
Sub-Totals		2,538	5,298,916	2,645,205	11,965	1,750	2,658,920	2,531	32,318,255	2,645,204	-	-	2,645,204
		18,161	783,395,035	37,571,805	210,444	33,592	37,815,841	18,008	810,713,026	37,571,804	529,676	-	38,101,480
Concession													
Amount from General Rates							37,815,841						38,101,480
Ex-Gratia Rates							-						-
Specified Area Rates							-						-
Totals							37,815,841						38,101,480

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 9: Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$		\$	\$	\$	\$	\$	\$
Governance									
Loan 99 - Administration Office Renovations	761,572	0	0	44,196	89,773	717,376	671,799	23,019	51,364
Loan 107 - Administration / Chambers Building Refurbishment	0	0	2,268,000	0	0	0	0	0	0
Education & Welfare									
Loan 96 - Youth Specific Space	147,840	0	0	12,449	25,366	135,391	122,474	5,171	11,654
Loan 100 - Youth Specific Space	1,521,312	0	0	60,551	122,515	1,460,761	1,398,797	34,358	79,645
Recreation and Culture									
Loan 94 - Wellard Sports Pavilion	204,825	0	0	22,879	46,488	181,946	158,337	4,474	13,704
Loan 95 - Orelia Oval Pavilion	354,815	0	0	29,876	60,878	324,939	293,937	12,410	27,970
Loan 97 - Orelia Oval Pavilion Extension	1,685,135	0	0	97,793	198,641	1,587,342	1,486,494	50,934	113,653
Loan 102 - Library & Resource Centre	7,421,567	0	0	0	0	7,421,567	7,421,567	162,946	386,720
Loan 104 - Recquatic Refurbishment	3,350,000	0	0	0	0	3,350,000	3,350,000	65,984	159,125
Loan 105 - Bertram Community Centre	1,296,840	0	0	0	0	1,296,840	1,296,840	20,616	50,827
Loan 106 - Destination Park - Calista	1,516,532	0	0	47,681	96,111	1,468,851	1,420,421	22,899	57,307
Transport									
Loan 98 - Streetscape Beautification	1,028,123	0	0	59,664	121,193	968,459	906,930	31,075	69,341
Loan 101 - City Centre Redevelopment	2,500,000	0	0	0	0	2,500,000	2,500,000	14,766	79,250
Self Supporting Loans									
Recreation and Culture									
Loan 103B - Golf Club Refurbishment	282,850	0	0	8,017	16,168	274,833	266,682	4,080	11,202
	22,071,411	0	2,268,000	383,106	777,133	21,688,305	21,294,278	452,731	1,111,762

(b) New Debentures

No new debentures were raised during the reporting period.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 10: Trust Fund

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

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Dec 2018
	\$	\$	\$	\$
Hall Security Bonds	71,653	78,173	(82,736)	67,090
Footpath & Kerbing Security Deposits	410,680		(50,270)	360,410
Sports Forfeiture Security Deposits	200			200
Bus Hire Security Deposits	3,000	1,000	(1,000)	3,000
Demolition Security Deposits	2,351			2,351
Miscellaneous Deposits	82,423	395	(600)	82,218
Footpath Construction Bonds	2,000			2,000
Land Subdivision Bonds	588,211	8,800	(81,741)	515,270
Road Maintenance Bonds	293,234	33,324	(86,264)	240,294
Landscaping Subdivision Bonds	138,787			138,787
Mortimer Road - Community Trust	10,421			10,421
ATU Landscaping Bonds	2,378			2,378
Landscaping Development Bonds	64,477			64,477
Subdivision Handrails	15,395			15,395
APU Security Bonds	15,481		(470)	15,011
Off Road Vehicles	1,510			1,510
DCA Contingency Bonds	265,736			265,736
Contiguous Local Authorities Group (CLAG)	200			200
Retention Funds	37,524	25,818	(43,751)	19,591
City of Kwinana Staff Christmas Saver	0	17,132		17,132
Public Open Space Cash In Lieu	200,061			200,061
	2,205,722	164,642	(346,832)	2,023,532

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
	\$	\$		\$	\$	
Level of completion indicator, please see table at the end of this note for further detail.						
Buildings						
Arts & Cultural Centre Upgrade - Stage 1 of 2	70,505	100,000	100,000	745	(69,760)	Construction in progress.
Automated Gates - Recquatic Front Counter	0	90,000	90,000	0	0	
Banksia Park Retirement Village Building Renewals	0	90,000	0	0	0	Budget variation to transfer funds to the operating budget approved by Council 12 September 2018.
Building Contingency	29,875	100,000	39,273	33,875	4,000	
Building Renewals - Darius Wells	0	25,000	25,000	12,500	12,500	Completed. Awaiting contractor invoices.
Building Renewals - Kwinana Senior Citizens Centre	0	100,000	100,000	0	0	Currently out to market, estimated completion date June 2019.
Building Renewals - Margaret Feilman	5,920	15,000	15,000	15,000	9,080	Completed in January 2019.
Building Renewals - Thomas Oval Netball Clubrooms	0	6,500	6,500	6,500	6,500	Construction estimated for February.
Building Renewals - Wheatfield Cottage	21,765	20,000	20,000	20,000	(1,765)	Complete
Building Upgrades - CCTV Administration Building	10,218	100,000	100,000	25,000	14,782	
Building Upgrades - Medina	0	100,000	100,000	0	0	Being considered as part of IT program
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	22,126	294,300	294,300	0	(22,126)	Construction delayed until 2020/21.
DCA 14 - Local Sporting Ground with Pavilion Extension (Wellard/Leda)	102,519	261,484	261,484	261,484	158,965	Construction commenced. Expected completion date mid-December.
DCA 9 - Local Sports Ground Clubroom (Clubroom construction cost)	2,346	107,500	107,500	0	(2,346)	Feasibility study due for completion end of February.
Solar Panels Upgrade	7,063	30,000	30,000	0	(7,063)	Finalising procurement process
Administration Building & Civic Centre - Stage 1 of 2	0	2,268,000	2,268,000	0	0	Process to engage architect under way.
Callistemon Court Retirement Village Building Upgrade	0	40,000	40,000	0	0	
Entry Statement	723	18,000	18,000	723	0	Marketing signage project in March/April.
DCA 13 - Local Sporting Ground with Community Sports Facility	171,602	328,516	478,516	478,516	306,914	External works complete.
Family Daycare Building Replacement of Playroom, Kitchenette and Toy Library	0	650,000	650,000	0	0	Feasibility study phase.
Library - Replacement of Air Conditioners Motors	0	0	31,000	31,000	31,000	Works in progress.
Buildings Total	444,662	4,937,050	4,774,573	885,343	440,681	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Plant, Furniture and Equipment						
Furniture and Equipment						
Design and Replacement of Mayoral Chains	0	10,000	10,000	0	0	
Computing Equipment						
City Website Redevelopment	16,656	70,000	70,000	22,500	5,844	
Corporate Business System Renewal - Implementation	0	1,191,000	1,191,000	0	0	
Self Check Touchscreen Computer & Workstation - Library	0	7,000	7,000	0	0	
Plant and Equipment						
CFWD Disability Hoist - Recquatic	0	12,000	12,000	12,000	12,000	
CWD Fixed Variable Notice Board	0	70,000	70,000	0	0	Specifications being finalised
Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148	0	7,000	7,000	0	0	Specifications being finalised
Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	0	9,000	9,000	9,000	9,000	Specifications being finalised
Plant Replacement Program - Cat Skid Steer Loader - P347	0	90,000	90,000	90,000	90,000	Specifications being finalised
Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324	0	80,000	80,000	0	0	Purchase process being finalised
Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	0	85,000	85,000	85,000	85,000	Purchase process being finalised
Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333	0	120,000	120,000	0	0	Specifications being finalised
Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199	0	7,000	7,000	0	0	Specifications being finalised
Plant Replacement Program - Toro Ground Master Ride on Mower - Capital Maintenance - P499	0	7,000	7,000	0	0	To be completed in off-season
Plant Replacement Program - Toro Rear Discharge Ride on Mower - P500	0	7,000	7,000	0	0	To be completed in off-season
Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	37,291	38,200	38,200	38,200	909	Purchase completed
Motor Vehicles						
Plant Replacement - P402 - KWN1961	38,521	37,500	37,500	37,500	(1,021)	Purchase completed
Plant Replacement - P403 - KWN1960	38,071	37,500	37,500	37,500	(571)	Purchase completed
Plant Replacement - P406 - KWN1898	28,884	28,500	28,500	28,500	(384)	Purchase completed
Plant Replacement - P407 - KWN1949	28,884	28,500	28,500	28,500	(384)	Purchase completed
Plant Replacement - P435 - KWN1957	33,882	33,500	33,500	33,500	(382)	Purchase completed
Plant Replacement - P437 - KWN1993	24,518	25,000	25,000	25,000	482	Purchase completed
Plant Replacement - P445 - KWN1983	0	28,500	40,200	0	0	Held pending update of policy
Plant Replacement - P455 - KWN1987	24,304	25,000	25,000	25,000	696	Purchase completed
Plant Replacement - P457 - 1EXX509	0	41,500	41,500	0	0	Held pending update of policy
Plant Replacement - P459 - 1EWW253	36,380	41,500	41,500	41,500	5,120	Purchase completed
Plant Replacement - P460 - 1EWW269	38,127	41,500	41,500	41,500	3,373	Purchase completed
Plant Replacement - P461 - 1EXX886	0	41,500	41,500	0	0	Held pending update of policy
Plant Replacement - P462 - 1EWO612	24,335	25,000	25,000	25,000	665	Purchase completed
Plant Replacement - P463 - 1GBJ678	38,591	41,500	41,500	41,500	2,909	Purchase completed
Plant Replacement - P464 - 1EXM745	35,053	41,500	41,500	41,500	6,447	Purchase completed
Plant Replacement - P465 - 1EWS395	40,319	53,500	43,500	43,500	3,181	Purchase completed
Plant Replacement - P467 - KWN1984	33,424	35,000	35,000	35,000	1,576	Purchase completed
Plant Replacement - P490 - 1GCH844	37,155	41,500	41,500	41,500	4,345	Purchase completed
Plant, Furniture and Equipment Total	554,395	2,458,200	2,459,900	783,200	228,805	

CITY OF KWINANA
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 December 2018

Note 11: Capital Acquisitions

Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Park and Reserves						
█ Bore - Current Condition 5 Cubicle & Pump Replacement Program	19,955	75,000	75,000	20,095	140	To be completed in off-season
█ Bore - Renewal / Replacement	0	105,000	105,000	0	0	To be completed in off-season
█ CFWD Family Daycare Play Equipment and Landscaping	0	101,569	101,569	0	0	Project need under review
█ Fencing Replacement Program	4,358	57,000	57,000	0	(4,358)	Programmed
█ KIA Street Tree Planting Program (B)	0	75,000	75,000	0	0	Design complete - planting during May/June
█ Kwinana Loop Trail	0	80,000	80,000	0	0	Design complete - planting during May/June
█ CFWD Medina Oval Lighting	55,581	300,000	300,000	300,000	244,419	In progress, expected completion date January / February.
█ Parks and Reserves Renewals - Kwinana Adventure Park	0	40,000	40,000	40,000	40,000	Complete
█ Pimlico Crescent Maintenance (F)	14,700	110,000	110,000	0	(14,700)	Out for quote
█ Public Open Space Playgrounds Renewals - Exercise Equipment/Sport	1,660	5,000	5,000	2,500	840	Minor renewals over the year
█ Public Open Space Playgrounds Renewals - Goal Post Renewal	0	5,000	5,000	2,500	2,500	Minor renewals over the year
█ Public Open Space Playgrounds Renewals - Oval/Courts/Lights	0	8,000	8,000	0	0	Minor renewals over the year
█ Public Open Space Playgrounds Renewals - Park Furniture / Lights	0	6,000	6,000	0	0	Minor renewals over the year
█ Public Open Space Playgrounds Renewals - Prince Regent Park/Calista Oval Playground	0	100,000	100,000	0	0	Out for quote
█ Public Open Space Playgrounds Renewals - Casuarina Fire Station Reserve/Casuarina Reserve Park/Peace Park	0	8,000	8,000	0	0	Programmed
█ Public Open Space (POS) Upgrade - Orelia Oval Additional Steps to meet grass	450	20,000	20,000	450	0	Under construction
█ Public Open Space (POS) Upgrades - Parks for People Minor Projects	0	25,000	25,000	10,000	10,000	
█ Public Open Space (POS) Upgrades - Parks for People Strategy	650	100,000	100,000	0	(650)	Scope being finalised pending additional grant funds
█ Sporting Infrastructure - Wandii Playing Fields (Honeywood)	0	89,100	89,100	0	0	Design phase
█ Street Tree Planting Program (A) - Bertram Stage 2	0	65,000	65,000	0	0	Design complete - planting during May/June
█ Thomas Oval Lighting	0	495,000	495,000	0	0	Concept design completed. Expected carry forward 19/20.
█ Kwinana Tennis Courts - Fencing	30,504	0	22,727	22,727	(7,777)	Budget Variation approved by Council 22 August 2018. Project completed.
Parks and Reserves Total	127,858	1,869,669	1,892,396	398,272	270,414	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 11: Capital Acquisitions

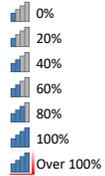
Assets	Budget					Comment
	Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Roads						
Urban Road Grant Construction						
Road Reseal A - Gilmore Avenue - South bound lanes	145,979	380,490	380,490	250,000	104,021	Surfacing works complete. Waiting for antiskid treatment
Road Reseal C - Sulphur Road - Tanson road to Parmelia Ave	284,636	361,900	361,900	200,000	(84,636)	Complete
Road Reseal B - Orelia Avenue - Thomas Road to Christmas Ave (including roundabout)	44,800	492,800	492,800	0	(44,800)	Under construction
Black Spot Grant Construction						
Kwinana Beach Road (J)	39,811	48,253	48,253	48,253	8,442	Complete
Roads to Recovery Grant Construction						
Road Reseal D - Orelia Avenue - Nye Way to Christmas Ave	16,500	181,500	181,500	0	(16,500)	Under construction
Road Reseal E - Cowcher Way West & Ridley Way West From Derbal Street to Medina Avenue	114,820	253,000	253,000	50,000	(64,820)	Complete
DCA Funded Construction						
DCA 1 - Millar Road	5,200	436,703	436,703	3,000	(2,200)	Design finalised. March commencement
DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	13,800	100,000	100,000	50,000	36,200	Design only. Design underway
DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)	0	437,250	437,250	0	0	Developer construction
Municipal Road Construction						
Gilmore Avenue Pedestrian Crossing	35,091	60,000	60,000	60,000	24,909	Complete
Local Area Traffic Management B - Harlow Road Bollard Installation	12,567	17,188	17,188	17,188	4,621	Complete
Road Reseal F - Duckpond Road & Banksia Road intersection	7,500	82,500	107,500	0	(7,500)	Programmed
Road Reseal G - Clementi Road	9,500	104,500	104,500	0	(9,500)	Programmed
Road Reseal L - Henry Street A	4,000	44,000	44,000	22,000	18,000	Complete
Roads Total	734,204	3,000,084	3,025,084	700,441	(33,763)	
Street Lighting						
Latitude 32 Lighting Changeover	0	262,272	205,272	100,000	100,000	Contractor appointed
Street Lighting - Various Locations	6,389	22,000	22,000	7,514	1,125	Western Power finalising design
Street Lighting - Johnson Road/McWhirter Promenade	13,769	110,000	70,000	3,769	(10,000)	Design being finalised
Street Lighting Total	20,158	394,272	297,272	111,283	91,125	
Bus Shelter Construction						
Bus Shelters	15,836	20,000	20,000	20,000	4,164	To be completed after Orelia complete
Bus Shelter Construction Total	15,836	20,000	20,000	20,000	4,164	
Footpath Construction						
Footpath A - Rowley Road - Lyon Road to Freeway	39,908	55,000	55,000	55,000	15,092	Footpath complete. Landscaping to be undertaken in May/June
Footpath Construction - between Adventure Park and Gilmore Avenue	161,582	138,560	150,560	150,560	(11,022)	Complete
Footpath Construction Total	201,490	193,560	205,560	205,560	4,070	

CITY OF KWINANA
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 31 December 2018

Note 11: Capital Acquisitions

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Drainage Construction						
DCA 2 - Peel Sub N Drain - Lot 64 Woolcoat Rd & Lot 379 Millar, 27 & 201 Mortimer Rd's	0	1,916,198	1,916,198	0	0	Developer construction
DCA 2 - Peel Sub N2 Drain - Lot 64 Woolcoat Rd	0	257,025	257,025	0	0	Developer construction
Drainage A - Burlington Street Drainage Sump	9,092	93,500	93,500	6,083	(3,009)	Soil testing complete. Finalising tipping location.
Drainage B - Gilmore Avenue	33,249	33,000	33,000	33,000	(249)	Complete
Drainage C - Sulphur Road - Tanson To Parmelia	58,868	39,600	39,600	39,600	(19,268)	Complete
Drainage Construction Total	101,209	2,339,323	2,339,323	78,683	(22,526)	
Car Park Construction						
Medina Oval - Bituminise entrance & Carpark	6,012	0	7,000	7,000	988	Budget Variation approved by Council 22 August 2018. Project completed.
Car Park Construction Total	6,012	0	7,000	7,000	988	
Capital Expenditure Total	2,205,824	15,212,158	15,021,108	3,189,782	983,958	

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



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 12: Schedule of Grants, Subsidies & Contributions

Description	Current Annual Budget	YTD Actual	Comments
Operating Grants, Subsidies & Contributions			
Community Amenities			
PTA Bus Shelter Subsidy	13,000	-	Expected to be received in June.
SMCC - KIC Coastcare in the KIA	10,000	10,000	
SMCC - BP Coastcare	10,000	-	Funding has expired.
SMCC - Perth Region NRM for SMCC	5,000	5,000	
SMCC - Tronox Adopt a Beach	5,000	5,000	
SMCC - Degremont Adopt a Beach	5,000	-	Expected to be received in June.
Alcoa - Challenger Beach Rehabilitation	16,000	-	Funding has expired.
NATE - Seedling Subsidy Scheme	2,000	499	No more revenue to be received in 18/19.
Education and Welfare			
Banksia Park Operating Cost Contribution	331,344	165,101	Monthly rental income to be fully received by June.
Family Daycare - Mainstream Childcare Benefit Subsidy	3,000,000	2,113,907	Government contributions, fully offset by payments to Care Providers.
Family Daycare - Subsidy Other	45,000	61,293	Government contributions, fully offset by payments to Care Providers.
Family Daycare - Inclusion Subsidy Scheme	5,000	13,517	Government contributions, fully offset by payments to Care Providers.
CCB Subsidy	1,500,000	385,484	Government contributions, fully offset by payments to Care Providers.
Subsidy Other	10,000	2,526	Government contributions, fully offset by payments to Care Providers.
NGALA My Time Program	10,000	5,280	Paid in quarterly instalments.
Operational Subsidy - Aboriginal Resource Worker	30,500	16,783	Paid in two instalments.
Youth Social Justice Program	172,561	134,308	Paid in quarterly instalments (have received three to date).
Youth Incentive Sponsorship	35,000	-	Will be reduced to \$10,000 as part of the budget review.
Youth Pathways Strategy Grant	2,500	-	Funding still expected this financial year.
Skate Park Activation Grant	5,000	-	Funding has not been approved.
Good Spirit Learning Program Grant	20,000	-	Funding application unsuccessful.
Youth Wellbeing Benchmark Survey Grant	5,000	-	Funding still expected this financial year.
Art Therapy Youth Grant	50,000	-	Funding application unsuccessful.
General Purpose Funding			
Local Government General Purpose Grant	737,676	238,660	First instalment received in June 2018.
Local Government General Purpose Grant - Roads	669,912	189,220	First instalment received in June 2018.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	170,000	-	
Health			
Mosquito Management Contributions (CLAG)	10,000	16,640	
Department of Health - Larvicide	1,000	-	
Law Order & Public Safety			
Department Fire and Emergency Services - ESL	161,000	41,621	First quarter payment was received in June 2018.
Department Fire and Emergency Services - LEMC Aware Grant	4,000	-	Funding has not been approved.
Recreation & Culture			
Arts - Harmony & Reconciliation	5,000	-	Funding still expected this financial year.
Sponsorship - Big Concert	60,000	62,500	
Childrens Festival	35,000	-	Expected to receive in March.
Youth Festival	10,000	-	Will be reduced to \$2,000 in budget review.
Music in the Schools/Community	5,000	-	Funding has been unsuccessful.
Recreation - KidSport (DLGSC)	150,000	15,549	DLGSC taking on administration in December. No further receipts or payments will be made after this transition.
Metro Every Club Funding	-	25,000	Funding to replace the Kidsport program, will go toward covering the cost of CDO - Recreation & Inclusion Officer.
Library Contributions & Donations	7,700	4,829	
Shared Use Agreements	108,702	63,642	Bi-annual agreements - final invoice to be claimed in June.
Requatic Holiday Program DEDU payments	78,421	31,207	Holiday care payments expected to be received again in April and June.
Volunteer Centre - Thank a Volunteer Event	1,500	-	
Transport			
Main Roads Annual Direct Grant	104,611	170,022	
Main Roads Street Light Subsidy	5,000	-	Expected to be received in June.
Main Roads Maintenance Contribution	70,000	65,890	
Total Operating Grants, Subsidies & Contributions	7,682,427	3,843,477	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2018

Note 12: Schedule of Grants, Subsidies & Contributions

Description	Current Annual Budget	YTD Actual	Comments
Non-Operating Grants, Subsidies & Contributions			
Community Amenities			
DCA 1 - Hard Infrastructure - Bertram	127,900	115,473	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 2 - Hard Infrastructure - Wellard	377,733	205,272	
DCA 4 - Hard Infrastructure - Anketell	-	633,006	
DCA 5 - Hard Infrastructure - Wandl	624,121	-	
DCA 7 - Hard Infrastructure - Mandogalup (west)	13,729	3,786	
DCA 9 - Soft Infrastructure - Wandl / Anketell	269,358	978,831	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	239,940	-	
DCA 11 - Soft Infrastructure - Wellard East	912,873	410,213	
DCA 12 - Soft Infrastructure - Wellard West	160,201	157,242	
DCA 14 - Soft Infrastructure - Wellard / Leda	116,219	42,759	
DCA 15 - Soft Infrastructure - Townsite	19,542	4,582	
Recreation & Culture			
Department of Infrastructure - Thomas Oval Lighting	150,000	-	Grant approval received - funds will be paid prior to June.
Department of Education - Wandl Playing Fields	25,500	-	Funds still expected to be received this financial year.
Lotterywest - Kwinana Loop Trail	37,670	-	Funds still expected to be received this financial year.
Transport			
City of Cockburn - Contribution to Footpath	25,000	25,000	
Roads to Recovery - Reseal Orelia Avenue	135,966	-	Claims will be made as construction progresses.
Roads to Recovery - Reseal Cowcher Way West & Ridley Way	253,000	126,500	Claims will be made as construction progresses.
State Road Grant - Orelia Avenue Resurfacing	298,667	119,467	Claims will be made as construction progresses.
State Road Grant - Sulphur Road Resurfacing	219,333	87,733	Claims will be made as construction progresses.
State Road Grant - Gilmore Avenue Resurfacing	230,600	92,240	Claims will be made as construction progresses.
State Road Grant - State Black Spot - Kwinana Beach Road	48,253	38,602	Claims will be made as construction progresses.
Total Non-Operating Grants, Subsidies & Contributions	4,285,605	3,040,707	

16.3 Budget Variations

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

To amend the 2018/2019 budget to reflect various adjustments to the General Ledger with nil effect to the overall budget as detailed below. Due to the nature of these variations, they fall outside the annual budget review.

OFFICER RECOMMENDATION:

That Council approves the required budget variations to the Adopted Budget for 2018/2019 as outlined in the report.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expense - Small Scale Technology Certificates	0	(\$18,102)	(\$18,802)
	Capital Revenue – Grants and Contributions	0	\$18,102	\$18,102
	Proceeds from Disposal	0	\$18,102	\$18,102
	Property, Plant & Equipment (Small Scale Technology Certificates)	0	(\$18,102)	(\$18,102)
	To recognise the City's rights to 560 Small Scale Technology Certificates as a result of the installation of 30kW solar system at the John Wellard Community Centre and the subsequent transfer to the installer at the market price as part of the contracted price for installation.			

LEGAL/POLICY IMPLICATIONS:

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

(b) is authorised in advance by resolution*

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

*requires an absolute majority of Council.

16.3 BUDGET VARIATIONS

Register of Delegated Authority Local Government to Chief Executive Officer, Officers and Committees 2018

2.7 Disposing of property

Function to be performed:

Dispose of property by public auction, public tender or in accordance with other methods deemed acceptable under the *Local Government Act 1995* and *Local Government (Functions and General) Regulations 1996*.

Conditions:

1. The disposal is included in the City's Annual Budget or by Council Resolution.
2. The disposal must be in accordance with section 3.58 of the *Local Government Act 1995*.
3. The disposal must be in accordance with regulation 30 of the *Local Government (Functions and General) Regulations 1996*.

Local Government Act 1995

3.58. Disposing of property

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —*
 - (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (5) *This section does not apply to —*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

Local Government (Functions and General) Regulations 1996

30. *Dispositions of property excluded from Act s. 3.58*
 - (3) *A disposition of property other than land is an exempt disposition if —*
 - (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.*

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications are detailed in this report.

16.3 BUDGET VARIATIONS**ASSET MANAGEMENT IMPLICATIONS:**

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

There are no public health implications as a result of this report.

RISK IMPLICATIONS:

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

Risk Event	The City does not manage its finances adequately and allows budget expenditure to exceed allocation and the City then finds itself unable to fund its services that have been approved through the budget process
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance

16.3 BUDGET VARIATIONS

Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate risk)
Response to risk treatment required/in place	Submit budget variation requests to Council as they arise, identifying financial implications and ensuring there is nil effect on the budget adopted
Rating (after treatment)	Low

COUNCIL DECISION

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

That Council approves the required budget variations to the Adopted Budget for 2018/2019 as outlined in the report.

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

16.4 City of Kwinana Submission - Draft Position Statement: Container Deposit Scheme Infrastructure

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Western Australian Government is implementing a Container Deposit Scheme (CDS) to complement existing kerbside recycling services. The CDS provides for a refund to be paid to any person who returns an eligible beverage container through the scheme. The CDS operates by the return of containers via various container return points. In the context of the position statement, the return points are referred to as CDS infrastructure. The scheme is not intended to collect normal household waste.

The Western Australian Planning Commission has invited the City to make comment on the Draft Position Statement: Container Deposit Scheme Infrastructure document (Attachment B). Comments are invited to be submitted to the Department of Planning, Lands and Heritage by 5pm on Tuesday, 19 February 2019.

The draft position statement outlines how infrastructure associated with the CDS should be considered and assessed in the Western Australian planning system. It discusses the application of exemptions for proposed infrastructure using the provisions of Clause 61(1)(i) and (2)(e) of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The position statement includes a draft Model Local Planning Policy (LPP) and provides policy provisions to exempt certain CDS infrastructure from the need to submit a development application.

Eliminating the need to seek local government development approvals for exempt categories of CDS infrastructure aims to streamline the state-wide implementation of the CDS. However, the policy provisions for exemption need to be appropriately considered to ensure that CDS infrastructure is suitably located and it does not have an adverse impact on the land that it is located on, the neighbouring properties and the users of the facilities associated with the land.

A City of Kwinana submission on the draft Position Statement has been provided as Attachment A for Council consideration and endorsement.

OFFICER RECOMMENDATION:

That Council endorse the City of Kwinana Submission - Draft Position Statement: Container Deposit Scheme Infrastructure, as at Attachment A.

DISCUSSION:

The Container Deposit Scheme (CDS) is scheduled to be implemented between August 2019 and March 2020. The Department of Water and Environmental Regulation (DWER) estimates that 200 container return points would be set up throughout the State with at least 75% of those installed within 6 months of the commencement of the CDS implementation. The objective of the Model LPP is to establish minimum development requirements to exempt certain categories of CDS infrastructure from requiring planning approval to streamline the CDS infrastructure set up.

16.4 CITY OF KWINANA SUBMISSION - DRAFT POSITION STATEMENT: CONTAINER DEPOSIT SCHEME INFRASTRUCTURE

The number of CDS refund points required is based on the ratio of one refund point per 20,000 residents. In the City of Kwinana, it is estimated that at least two refund points are required. However, various stakeholders may wish to set up additional refund points in Kwinana to cater to demand.

The CDS will provide a number of benefits to local governments and communities throughout the State. The State Government in its Consultation Regulation Impact statement for the Container Deposit Scheme estimate that the CDS will divert up to 23.4 million containers per year from littering the environment to reprocessing end points. This represents up to 30% of all beverage containers that are littered in the State.

The economic benefits that arise from the CDS and its contribution to the sustainable “circular economy” is estimated to result in \$1.37 gained for every \$1 spent on the CDS.

The draft Position Statement defines four categories of CDS infrastructure as:

1. Container collection cages generally located in association with schools, sporting and other clubs, or not for profit organisations. These are generally donation points for containers rather than refund points.
2. In shop/over the counter/bag drop return points that are incorporated into new or existing retail outlets.
3. Reverse vending machines which are typically located permanently in existing commercial areas on an unattended basis. Reverse vending machines can range in size similar to traditional food and drink vending machines or as large as a sea container.
4. Large-scale facilities, typically resource recovery centres, waste storage facilities and other industrial uses as defined under the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Whilst exemption of proposed CDS infrastructure from the planning requirement to lodge a development application to local government may exist pursuant to *Planning and Development (Local Planning Scheme) Regulations 2015* (the Regulations) as outlined in the Position Statement, there are considerations when assessing the CDS infrastructure proposed that may require development approval.

In shop/over the counter/bag drop return points CDS infrastructure would be covered by existing planning approvals for a shop, subject to collection and storage activities taking place within operational boundaries of an existing building approved as a shop.

Large-scale facilities, including resource recovery centres, waste storage facilities and other industrial uses that are defined under the *Regulations*, require development approval.

Container collection cages and reverse vending machines, may also vary in size and consequently the potential impacts on existing land use and amenity may vary. Depending on the significance of the impacts that result from these types of installations, development approvals may be required.

It is on this basis that the draft Position Statement encourages Local Government to adopt a Local Planning Policy as per the Model LPP. The set of criteria established in the Model LPP aim to ensure the location, design, and siting of CDS infrastructure is complementary to the character, functionality and amenity of urban localities.

16.4 CITY OF KWINANA SUBMISSION - DRAFT POSITION STATEMENT: CONTAINER DEPOSIT SCHEME INFRASTRUCTURE

The adoption of the Model LPP enables any development that meets the specified provisions to be exempt from the requirement to obtain development approval. Development applications for larger collection cages or reverse vending machines not exempted by the provisions of the Model LPP would be subject to standard planning assessment.

City officers have reviewed the provisions of the Model LPP and whilst supportive of the overall objectives, have requested variations in relation to the following concerns:

- Impacts on food hygiene standards for food businesses engaged in CDS infrastructure without adequate management and consultation with local government environmental health services.
- Noise impacts on residents, especially at night, from CDS infrastructure machinery, vehicles, patron noise and handling of containers at CDS infrastructure in car parks due to inadequate separation distances and excessive hours of operation.
- One of the policy provisions of the draft Model LPP specifies the installation of reverse vending machines within existing car parks and limits the development footprint to a maximum of four parking bays or 60 square metres. Another policy provision, allows for the easing of existing planning conditions to reduce the number of car parking bays by up to 10 percent to a maximum of 16 bays, without a development application. The City considers that this development footprint allowance is excessive and would result in negative impacts on developments with limited car parking bays. Further, the installation of large reverse vending machines in car parks has the potential to negatively impact on traffic access.
- The management of litter at CDS infrastructure sites is not determined in the provisions of the Model LPP.
- The planning classifications for land use of a 'community facility' is not a classification that is currently contained in the City of Kwinana Local Planning Scheme No 2.
- The draft Model LPP does not specify the need to locate the container collection cages after careful consideration of road safety sight lines, visual amenity and the site context.
- The draft Model LPP requires a setback of a minimum of two (2) metres from any street or right of way. This provision does not provide a sufficient separation distance when considering the installation of large CDS infrastructure. This needs to be clarified so as to ensure that the setback is from the property boundary and not the edge of the bitumen. In addition, setback requirements need to have regard to carpark standards.
- The draft Model LPP does not specify a method for handling complaints, compliance or nuisance issues and prompt resolution of these matters that could arise as a result of CDS infrastructure being installed without a development application in accordance with the policy provisions of the LPP.
- The minimum separation distance of '5 metres between the adjoining lot boundary that accommodates a residential use' has not been explained and is considered insufficient to prevent noise, odour and litter nuisance issues.
- The draft Model LPP has provisions that specifically address the protection of pedestrian and vehicular movements, however it does not address the issue of protecting disability access routes. There are a range of very specific requirements associated with disability access determined by Australian Standards that must be considered when installing CDS infrastructure.
- Nuisance issues in the form of odour, graffiti and litter that could arise as a result of the CDS infrastructure installation and use have not been addressed in the draft Model LPP.

16.4 CITY OF KWINANA SUBMISSION - DRAFT POSITION STATEMENT: CONTAINER DEPOSIT SCHEME INFRASTRUCTURE

The City should benefit from the CDS and the installation of container return points. The diversion of beverage containers from household kerbside collections to CDS return points will reduce some of the costs for disposal or reprocessing of household wastes. It is anticipated that the average weight of household waste and recycle bins will be reduced by the diversion to CDS. Based on experience in South Australia, a CDS also has the potential to reduce litter. In South Australia, which has had a CDS in place for 40 years, 17 per cent of litter by volume was beverage containers in 2016, while in Western Australia, beverage containers typically make up 35% of litter by volume. It is predicted that implementation of a CDS will reduce the number of beverage containers littering the City.

The Model LPP is a resource for local governments to adopt to help facilitate consistent and rapid up take of CDS infrastructure. It is considered that the draft Position Statement and draft Model LPP are a positive initiative, however the Model LPP could provide greater protection of community amenity if the submissions made by the City are adopted.

The City's submission provided for endorsement by Council in Attachment A, primarily seeks amendments to the Model LPP to ensure greater protection of community amenity.

LEGAL/POLICY IMPLICATIONS:

The current submission has no legal implications unless the City adopts a Local Planning Policy for CDS infrastructure. The adoption of the proposed Model Local Planning Policy will exempt categories of Container Deposit Scheme Infrastructure from the requirement to submit development applications under the provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015, clause 61(1)(i) and (2)(e)*.

Temporary CDS infrastructure, is defined as temporary works that are in existence for less than 48 hours (or a longer period agreed by the local government) in any 12 month period and are exempt from development approval process under the provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015, clause 61(1)(f) and (2)(d)*.

FINANCIAL/BUDGET IMPLICATIONS:

There are no budget implications directly related to this report and submission.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

Facilitating the CDS will ensure significant benefits to the environment in the form of reduced littering of beverage containers and increased recycling.

16.4 CITY OF KWINANA SUBMISSION - DRAFT POSITION STATEMENT: CONTAINER DEPOSIT SCHEME INFRASTRUCTURE**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	Community Services	6.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse.

COMMUNITY ENGAGEMENT:

Community engagement was not required for this report.

PUBLIC HEALTH IMPLICATIONS

The request for variations to draft Position Statement: Container Deposit Scheme Infrastructure, seeks to ensure the maintenance of the following determinant of health factors:

Built Environment – Sanitation and Neighbourhood Amenity.

RISK IMPLICATIONS:

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

Risk Event	Implementation of Container Deposit Scheme infrastructure and Model LPP in the City may impact on the amenity of the community
Risk Theme	Inadequate change management
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment In Place	Reduce - mitigate risk
Response to risk treatment required/in place	Request variations to the Model Local Planning Policy to ensure impacts to the environment and community are minimised.
Rating (after treatment)	Low

16.4 CITY OF KWINANA SUBMISSION - DRAFT POSITION STATEMENT: CONTAINER DEPOSIT SCHEME INFRASTRUCTURE

COUNCIL DECISION

395

MOVED CR W COOPER

SECONDED CR D WOOD

That Council endorse the City of Kwinana Submission - Draft Position Statement: Container Deposit Scheme Infrastructure, as at Attachment A.

**CARRIED
7/0**

Attachment A:

City of Kwinana Submission - Draft Position Statement: Container Deposit Scheme Infrastructure

The City of Kwinana (the City) welcomes the opportunity to respond to the Draft Position Statement: Container Deposit Scheme Infrastructure (draft Position Statement) and seeks to recommend variations to the draft Position Statement and the proposed Model Local Planning Policy (LPP) to realise the implementation of the Container Deposit Scheme (CDS) in Western Australia.

The adoption of a robust LPP is seen by the City as a key factor in achieving management of potential impacts to amenity and nuisance issues that may arise from the installation of CDS infrastructure if exempt from the development application process. Accordingly, the City has some concerns with some of the proposed provisions of the draft Position Statement and the Model LPP and wishes to make the following submission:

- Draft Position Statement, part 6 – Assessing CDS Infrastructure Considerations, comments on the need for CDS operations to be contained within the area of the shop as a requirement to be exempt from a development application. The draft Position Statement considers these return points as being assessed as a shop use in accordance with the relevant local planning scheme. There is concern that implementation of CDS return points in some types of food businesses may have negative impacts on food hygiene standards at those premises. Food hygiene issues are managed under the *Food Act 2008* and are addressed separately to the Model LPP. That being said, it is considered that consultation between food shops intending to adopt CDS and their local government over food hygiene will assist in resolving concerns. It is suggested that advice on this issue should be included in the Assessment Considerations section as per the information recommended below.

Request for Variation #1 – Insert at the ‘In shop/over-the counter/bag return points section’; at the end of paragraph 2, “Food shops that are considered a Food Business under the WA *Food Act 2008* should consult with local government environmental health services before considering installation of CDS infrastructure.”

- Appendix 1 Model Local Planning Policy, Statutory Provisions, paragraph 2 states, “*Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours are typically exempt from approval, as per the requirements of 61(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply*”.

WAPC provisions may not apply to temporary facilities. However, in some cases, a local government permit may be required for the temporary location of container collection cages or reverse vending machines on public areas or public thoroughfares under the provisions of local government Local Laws. A reference needs to be made that there may be local government approvals required for temporary installations of CDS infrastructure.

Request for Variation #2 - Add an advice note along the lines of, ‘local government approval may be required for temporary installations of reverse vending machines or collection cages’ to the Statutory Provisions section of the Model LPP.

- The City notes that the planning classifications for land use in Policy Provision 1.1(i) for a 'community facility' is not a classification that is currently contained in *the City of Kwinana Local Planning Scheme No 2*. It is suggested that an additional comment be inserted to item 1.1(i) after the term community use in brackets stating: (or a similar land use/s as per applicable Local Planning Scheme). The addition of these terms best fit the City's Local Planning Scheme for the category of community facility. This additional provision will ensure clarity for applicants and the local government, in terms of where CDS infrastructure can be located if the Model LPP is adopted.

Request for Variation #3 – Amend the Model LPP by adding “community facility or similar land use as per the applicable Local Planning Scheme.” to the Policy Provision 1.1(i) paragraph.

- Model LPP, Policy Provision 2.2 on page 6, defines a separation distance of 5 metres between the adjoining lot boundary that accommodates a residential use and the location of a reverse vending machine and/or container collection cage. The Model LPP provides no justification for the 5-metre separation distance proposed. The City has concerns that 5 metres is not a sufficient distance to significantly reduce the risk and potential impacts of noise, odour and light spill on residential amenity. The Model LPP should consider a greater separation distance from residences or recommend that CDS Infrastructure installations must be separated as much as possible, with a minimum of separation of 25 metres from the adjoining lot boundary that accommodates a residential use; unless all activities associated at the CDS infrastructure return point can be shown to comply with the *Environmental Protection (Noise) Regulations 1997*.

Request for Variation #4 – Amend separation distance of CDS Infrastructure installation to a minimum of 25 metres separation from the adjoining lot boundary of a lot used or zoned for residential purposes, unless a noise impact assessment is submitted to the local government’s satisfaction.

- Model LPP Policy Provision 2.3, must also preserve disabled access routes internal and external to the installation site, and must not interfere or affect the efficacy of disabled signage and tactile markings and infrastructure in accordance with criteria required by *Department of Transport’s Planning and Designing for Pedestrians: Guidelines*, and *Australian Standard 1428.1-2009: Design for access and mobility General requirements for access - New building work*.

Request for Variation #5 – Amend Model LPP Policy Provision 2.3 to read, “Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not be located in a way that results in a reduction in width of existing pedestrian access-ways, entry-ways, egress-ways and footpaths, and shall be set back from all such pedestrian ways by a minimum of 600mm, shall not obscure pedestrian signage and tactile surfaces, and shall not reduce the accessibility of any car parks, buildings or pedestrian facility, below its current standard, and where the car park, building or pedestrian facility access arrangements meet the criteria set by the *Department of Transport’s Planning and Designing for Pedestrians: Guidelines*, and *Australian Standard 1428.1-2009: Design for access and mobility General requirements for access - New building work*, shall not reduce accessibility below these standards

- Model LPP Policy Provision 2.5 sets out criteria intended to preserve pedestrian and vehicular sightlines by establishing a two-metre separation of CDS infrastructure from any street or right-of-way. This clause needs to be clarified to confirm that the terms ‘street’ and ‘right-of-way’ are defined as the road reserve, or right-of-way land parcel, so that an installation is set back two metres from the adjacent road reserve or right-of-way land parcel and not the edge of the bitumen. In addition, this clause also needs to be modified to ensure that any installation of CDS infrastructure, does not result in a car park arrangement falling below the standards set *within Australian Standard 2890.1 Parking Facilities Part 1: Off-street car parking*, or the existing standard.

Request for Variation #6 – Amend the Model LPP Policy Provision 2.5 to read as follows: “Where the development of a reverse vending machine and/or container collection cage is proposed, the installation shall not be installed within two metres of a road reserve, or right-of-way land parcel, and shall be located in such a way that it does not reduce existing car park sightlines, aisle widths and manoeuvring spaces, and shall not reduce any element of a car park, that met or exceeded the standards determined within *Australian Standard 2890.1 Parking Facilities Part 1: Off-street parking*, prior to the installation of the CDS infrastructure installation, to less than that standard.”

- Model LPP Policy Provision 2.6 relating to visual amenity and aesthetics of CDS infrastructure such as container collection cages requires expansion to provide a more comprehensive criteria by which visual unobtrusiveness can be determined. It is suggested that the provision should read as, “Where the development of a container cage is proposed, the collection cage must be located in a car park or service yard appropriately sited and designed with regards to the site context and respond to the visual amenity of the streetscape.”

Request for Variation #7 - Amend Model LPP Policy Provision 2.6 to read as, “Where the development of a container collection cage is proposed, the container collection cage must be located in a car park or service yard appropriately sited and designed with regards to the site context and respond to the visual amenity of the streetscape.”

- Model LPP, Policy Provision 2.11: Operation Amenity on page 8 states, “*Where the development or operation of a reverse vending machine is proposed in a residential or rural zone – the machine must operate only; (a) between 7.00am and 11.00pm on a Monday, Tuesday, Wednesday or Thursday and (b) between 7am and 12.00am on a Friday or Saturday and (c) between 8.00am and 8.00pm on a Sunday.*”

These times of operation are not aligned with *the Environmental Protection (Noise) Regulations 1997* provisions that regulate the levels of noise that are considered unreasonable at various times during the day.

The Model LPP, does not identify noise from patrons using the CDS infrastructure and their vehicles as contributing factors to noise impacts during hours of operation. The City considers that these hours of operation are excessive and would suggest that operating times should be more closely aligned with Table 1 of the *Environmental Protection (Noise) Regulations 1997*, with operations permitted between 7am and 7pm Monday to Saturdays, and 9am to 7pm on Sundays and public holidays.

It is recommended that the Model LPP be amended to include more stringent development conditions for noise resulting from the operation of reverse vending machines as well as collection cages and include factors contributing to patron and vehicle noise impacts during CDS operations by restricting late night hours of operation.

A condition is proposed that requires the, 'Demonstration through a noise report that the development or operation of a proposed reverse vending machine, must not emit noise that is audible at the adjoining lot boundary of land that accommodates a residential use or office premises on any lot adjoining the lot the reverse vending machine is located on'.

Request for Variation #8 - Amend Model LPP Policy Provision 2.11 to state, "Where the development or operation of reverse vending machines and/or collection cages is proposed in a residential or rural zone, the infrastructure must be accessed only between 7am to 7pm Monday to Saturday, and 9am to 7pm on Sundays and public holidays.

Request for Variation #9 – Amend Model LPP Policy Provision 2.12 to state, "Where the development or operation of a reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise that is audible at the adjoining lot boundary that accommodates a residential use or office premises on any lot adjoining the lot the reverse vending machine is located on".

- The City has concerns that Model LPP Policy Provision 2.14(b) which sets the maximum height for collection cages outdoors will not be consistent with most buildings onsite. It should instead state that the height of this development should be less than the plate height of existing buildings on site. These provisions should also consider the *Main Roads Western Australia Supplement to Austroads Guide to Road Design* when determining suitable heights where road ways are in closer proximity than five metres.

Request for Variation #10 – Amend Model LPP Policy Provision 2.14(b), by replacing the existing wording with, "the height of this development should be less than the plate height of existing buildings on site and have regard for the site context and appropriate visual amenity of the surrounding area and streetscape".

- Model LPP, Part 8, Policy Provision 2.16: Development Footprint on page 8 specifies the installation of reverse vending machines within existing car parks and limits the development footprint to a maximum of four parking bays or 60 square metres. Installation of large reverse vending machines in car parks has the potential to negatively impact on car parking and traffic access. The Model LPP, provision 2.17(b) on page 9, allows for the easing of existing planning conditions to reduce the number of car parking bays by up to 10 percent to a maximum of 16 bays, without a development application. The City considers that this development footprint requirement is excessive and would result in negative impacts on developments with limited car parking bays. It is therefore recommended that any exemption to use car parking bays is limited to a maximum of four bays without the requirement to lodge a development application.

Request for Variation #11 – Amend Model LPP Policy Provision 2.17(b) to, "the variation seeks to reduce the number of car parking bays by no more than four bays or 10% of total bays on site whichever is the lesser."

- The City has an expectation that CDS infrastructure and the surrounds are operated and managed at all times in compliance with the provisions of the Model LPP. To clearly inform all operators and installers of CDS infrastructure, the Model LPP should include a provision that states noncompliance with the Model LPP provisions will result in the exemption from requirement for planning approval being invalid. Operators have a responsibility to ensure CDS infrastructure sites are kept in accordance with the provisions of the Model LPP. It is recommended that the policy include provisions to clarify that the exemption from having to make a development application would become invalid and subject to the requirements of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Request for Variation #12 – Amend Model LPP by adding; “the CDS infrastructure and surrounding areas must at all times be operated and managed in compliance with the provisions of this LPP, or be subject to the provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* for the requirement to seek development approval for the installation of CDS infrastructure .”

- The City has concerns that local government or the CDS Scheme Coordinator must have the capacity to direct that CDS infrastructure exempted by the Model LPP can be made to cease operations promptly if the provisions of the Model LPP are not complied with. The Model LPP must include a complaint resolution procedure to allow local governments to expedite compliance with the policy provisions of the adopted Model LPP for CDS Infrastructure.

Request for Variation #13 - Amend the Model LPP by adding a policy provision that allows local government to direct the operator of the CDS infrastructure to cease operations and remove the infrastructure within two weeks, unless the infrastructure is brought to comply with the policy provisions of the LPP.

Request Variation #14 - Amend the Model LPP to include a policy provision relating to complaint resolution process to require the CDS Scheme Coordinator to resolve operational non compliances with the LPP and direct CDS infrastructure operators to take certain actions to cease operations or carry out directions from the local government.



Chris Tanner
Coordinator Environmental Health and Waste Services



Department of Planning,
Lands and Heritage



Draft Position Statement:

Container Deposit Scheme Infrastructure

December 2018

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1. Purpose

This position statement outlines how container deposit scheme infrastructure should be considered and assessed in the Western Australian planning system.

2. Background

The Western Australian Government is implementing a Container Deposit Scheme (CDS) to complement existing kerbside recycling services. The CDS provides for a refund to be paid to any person who returns an eligible beverage container through the scheme. The CDS operates by the return of containers via various container return points. In the context of the position statement, the return points are referred to as CDS infrastructure. The scheme is not intended to collect normal household waste.

The role of planning in the implementation of the CDS is to ensure that the infrastructure required to facilitate the scheme is established in appropriate locations.

3. Application of this policy

This position statement applies across Western Australia to all CDS infrastructure.

4. Policy objectives

This position statement seeks to achieve the following objectives:

- ensure a coordinated approach to the provision of CDS infrastructure throughout WA
- ensure that appropriate locations are chosen for the installation of CDS infrastructure
- ensure the timely roll out of infrastructure in support of the scheme's establishment and ongoing operational needs
- establish minimum development requirements to exempt certain CDS infrastructure from requiring planning approval, for adoption by local governments.

5. Container Deposit Scheme infrastructure

There are broadly four types of CDS infrastructure to facilitate the return of containers in WA. These are:

Container collection cages: This infrastructure comprises a cage which containers are placed in and stored for collection. These cages will generally be donation points, rather than refund points. They may be located in association with schools, sporting or other clubs or not-for-profit organisations. Individuals will deposit the containers into the collection cages and the receiving organisation will arrange collection of the containers and receive the refund as a donation to their organisation.

In shop / over-the-counter / bag drop return points: This infrastructure incorporates the use of a new or existing retail outlet or shop where participants can deposit individual containers or bags of containers that are collected and returned to a retailer on behalf of the scheme, with a refund given to the participant. This infrastructure will typically be located within existing commercial areas.

Reverse vending machines: These are permanently-located, unattended facilities that accept the return of empty beverage containers in exchange for a refund.

Reverse vending machines come in various sizes. Small reverse vending machines are a similar size to 'traditional' food and drink vending machines, and can be located in shopping centres, train stations or other public places where people are likely to return one or two containers at a time.

Large reverse vending machines are generally mounted onto a storage structure similar to a sea container. The location of this form of infrastructure may vary, but they could be placed within existing commercial or industrial premises. These machines allow for greater volume of returns and it is likely that participants would travel to these sites with a variety of eligible containers.

Large-scale facilities: These include uses such as resource recovery centres, waste storage facilities and other industrial uses that are defined under the Planning and Development (Local Planning Scheme) Regulations 2015 (the Regulations), as well as other definitions included in existing local planning schemes. Existing facilities may be expanded for uses associated with the CDS, or new large-scale facilities established.

6. Assessing CDS infrastructure

Whether a proposal comprises "development"

Generally, CDS infrastructure will be ancillary to an existing use of a lot. For example, a reverse vending machine in a supermarket would be ancillary to the use of the land as a shop, as would be an over the counter or bag drop return point.

Development approval may be required to install infrastructure outside an existing building, or where the conditions of an existing approval can no longer be met (e.g. number of car bays, hours of operation, changes to the location or size of storage facilities).

If approval is required for CDS infrastructure, it should be assessed in accordance with the provision of Parts 7 and 8 of the deemed provisions in Schedule 2 of the Regulations.

Pre-lodgement consultation

Proponents seeking to install CDS infrastructure should engage with the relevant local government(s) as part of the site selection process. This early engagement will allow local government to assess if the site being proposed is appropriate, and how it might relate to the CDS network more broadly as well as servicing considerations. The matters

outlined below should be considered when determining if a location is appropriate for CDS infrastructure.

Assessment considerations

Container collection cages

Where collection cages are located in association with a school, sporting or other club, and on land which is managed by State or local government, the collection cage will be ancillary to the main use of the site. As such, the collection cage is likely to fall under the public works exemptions which generally apply to local and State Government developments, under the Planning and Development Act 2005, the Metropolitan, Peel and Greater Bunbury Region Schemes and local planning schemes.

The management of these collection cages should be included in any leasing or other operational arrangements that are in place to manage the use of these buildings and land.

Where collection cages are sought to be located on private land they should be subject to the same requirements as reverse vending machines identified by this position statement.

In shop / over-the-counter / bag drop return points

The CDS is, in essence, the return of containers that were purchased from a shop. The transaction is the same as any other transaction that occurs in a shop except in reverse, with the customer bringing goods to the shop and leaving without goods.

The operations, including access, parking requirements and the need for service vehicles to access the return points, are identical to that of a shop. On this basis, return points should be assessed as a shop, in accordance with the requirements of the relevant local planning scheme.

For shops, the operations of the return point need to be contained within the building, including any manual sorting, low-scale crushing and storage. Approval would be required to extend outside the approved operational boundaries of an existing building used as a shop.

To clarify the WAPC's position on in shop / over-the-counter / bag drop CDS return points, the definition of shop in the Regulations is to be taken to mean:

.... premises other than a bulky goods showroom, a liquor store – large or a liquor store – small used to sell goods by retail, to hire goods, or to provide services of a personal nature, including hairdressing or beauty therapy services, and can include a container deposit scheme return point.

It is intended that the additional words, as underlined above, will be incorporated into the Regulations as a model provision as part of the State planning reform process.

Reverse vending machines

Due to the variety of sizes and potential locations for reverse vending machine infrastructure, development applications may be required to consider any impact on existing land uses and amenity. This position statement seeks to outline where exemptions to this form of infrastructure may apply, for local governments to adopt.

The key matters for consideration, for reverse vending machines are:

- Impact on the amenity of adjoining residential uses, visual appearance, including hours of operation and timing of service vehicles attending the collection point.
- Car parking – is additional parking required to service the collection point? Will it impact the existing car parking requirements of the site?
- Accessibility – is it universally accessible? Will its location have an impact on pedestrian or vehicular circulation?
- Waste and recycling bins – adequate provision needs to be provided to dispose of goods that are not accepted by the reverse vending machine in a tidy manner.

- Signage – the size and the scale of signage or screens, including any lighting.

Large-scale facilities

For large-scale facilities in industrial areas, the normal considerations under Parts 7 and 8 of the Regulations apply. It is possible that existing large scale facilities that will accept containers arising from the CDS would be operating consistent with existing approvals. However, a development application would be required for new or upgraded facilities.

7. Exemptions for collection cages and reverse vending machines

Where collection cages and reverse vending machines are located appropriately, particularly in supermarket and shopping centre car parks, an exemption from requiring development approval could be considered.

Local governments are encouraged to adopt a local planning policy under the provisions of Schedule 2, Part 7, Clause 61(1)(i) and (2)(e) of the Regulations, so that any development in accordance with a local planning policy adopted under this provision is exempt from the requirement to obtain development approval.

A model local planning policy outlining these locational criteria is contained in **Appendix 1**. Reverse vending machine or collection cage proposals which vary the provisions outlined in an adopted local planning policy will remain subject to the requirement to obtain development approval.

8. Implementation

This position statement provides guidance to both proponents and decision-makers on the location and implementation of CDS infrastructure.

Proponents seeking to establish CDS infrastructure are encouraged to engage with the relevant local government early in the site identification process, to ensure that the site being considered is appropriate, as detailed in this position statement.

Decision-makers should assist proponents by providing guidance that a site is suitable for the development of CDS infrastructure, as part of the site selection process, before the return point network is finalised by the CDS Scheme Coordinator.

Local government should give consideration to exempt some CDS infrastructure from the need for development approval through the adoption of a local planning policy.

Appendix 1

Model Local Planning Policy

Purpose

To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the Planning and Development (Local Planning Schemes) Regulations 2015 from the requirement to obtain development approval for container deposit scheme infrastructure proposals which satisfy minimum development standards.

Objectives

- To ensure the location, design and siting of CDS infrastructure is complementary to the character, functionality and amenity of urban localities.
- To prevent negative impacts on local amenity from the operation of CDS infrastructure.

Definitions / abbreviations

<i>the Regulations</i>	means the Planning and Development (Local Planning Schemes) Regulations 2015 prepared under the Planning and development Act 2005.
<i>the Noise Regulations</i>	means Environmental Protection (Noise) Regulations 1997 (as amended) prepared under the Environmental Protection Act 1986.
<i>the Scheme</i>	means the City/Shire [DELETE AS APPLICABLE] of [INSERT NAME] Local Planning Scheme No. [INSERT NUMBER].
<i>Container deposit scheme infrastructure</i>	means a reverse vending machine or a container collection cage.
<i>Reverse vending machine</i>	means a permanently-located unattended device that accepts empty beverage containers.
<i>Container collection cage</i>	means a cage, or other structure, that is designed to store containers deposited at return points.

Statutory provisions

Development approval will not be required for container deposit scheme infrastructure proposals that comply with the provisions of this policy, in accordance with Clause 61(1)(i) and (2)(e) of the deemed provisions of the scheme provided for by the Regulations.

Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours are typically exempt from approval, as per the requirements of 61(1)(f) and (2)(d) of the deemed provisions provided in the Regulations and contained within the Scheme. As such, the policy provisions would not apply.

Policy provisions

1. Specified exemption	
1.1	The development or operation of a reverse vending machine or a container collection cage is development for which development approval is not required where it complies with all the development standards outlined below, and takes place on land in: (a) a commercial, light industry, general industry or service commercial zone; or (b) a residential or rural zone where the land is lawfully used for the purposes of: (i) a community facility; and/or (ii) an educational establishment.
2. Development standards	
<i>General</i>	
2.1	Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not alter the conditions or requirements of any development approval which applies to the land.
<i>Location</i>	
2.2	Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not be erected within five (5) metres of an adjoining lot boundary that accommodates a residential use.

2.3	Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not restrict any vehicular or pedestrian access to or from, or entry to any building on, the land on which the infrastructure is located.
2.4	Where the development of a reverse vending machine and/or container collection cage is proposed, the infrastructure must not obstruct the operation of, or access to, any utility services on the land on which the infrastructure is located or on adjacent land.
2.5	Where the development of a reverse vending machine and/or container collection cage is proposed, to preserve pedestrian and vehicular sightlines the infrastructure must not be erected within two (2) metres of any street or right of way.
2.6	Where the development of a container collection cage is proposed, the collection cage must be located in a car park or service area to be visually unobtrusive.
<i>Visual amenity</i>	
2.7	Where the development of a reverse vending machine and/or container collection cage is proposed outdoors, placement of the infrastructure must not result in the removal of any vegetation, landscaping or street tree.
2.8	Where the development of a reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must be constructed and clad with low-reflective, graffiti-resistant materials, which provide protection from the elements and are consistent in colour and finish to that of nearby existing buildings.
2.9	Where the development of a reverse vending machine and/or container collection cage is proposed outdoors, the infrastructure must not display any advertising signage other than promotional or brand signage approved under the operation of the container deposit scheme.
2.10	Where the development or operation of a reverse vending machine is proposed outdoors, and the infrastructure exceeds a development footprint of 10 square metres, bins for the removal of waste or recyclable materials not accepted by the infrastructure are to be provided at a rate of one (1) waste bin and 0.5 recycling bins per 10 square metres of development footprint.

<i>Operational amenity</i>	
2.11	Where the development or operation of a reverse vending machine is proposed in a residential or rural zone – the machine must operate only: (a) between 7.00 am and 11.00 pm on a Monday, Tuesday, Wednesday or Thursday, and (b) between 7.00 am and 12.00 am on a Friday or Saturday, and (c) between 8.00 am and 8.00 pm on a Sunday.
2.12	Where the development or operation of a reverse vending machine is proposed, the reverse vending machine when in operation must not emit noise at a level which exceeds any requirement(s) under the Noise Regulations.
2.13	Where the development or operation of a reverse vending machine and/or container collection cage is proposed, the infrastructure must be provided with lighting that complies with AS/NZS 1158.3.1: 2005 Lighting for roads and public spaces, Part 3.1: Pedestrian area (Category P) lighting – Performance and design requirements (as amended).
<i>Development footprint</i>	
2.14	Where the development of a container collection cage is proposed outdoors – the cage must not: (a) have a development footprint of more than 15 square metres, and (b) be more than three (3) metres in height.
2.15	Where the development of a reverse vending machine is proposed outside an existing building, on land not used for car parking – the machine must not: (a) have a development footprint of more than 60 square metres, and (b) be more than three (3) metres in height, or have dimensions greater than 10 metres by six (6) metres.
2.16	Where the development of a reverse vending machine is proposed within an existing car park, the area occupied by the reverse vending machine must not exceed the greater of the following areas: (a) the area comprising four (4) car parking spaces, or (b) 60 square metres.

2.17	<p>Notwithstanding 2.1, where the development of a reverse vending machine is proposed within an existing car park, a variation to the car parking requirements under an existing development approval shall be supported in the following circumstances:</p> <ul style="list-style-type: none">(a) the development approval provides more car parking bays than that which is required to service the existing land use(s) under the Scheme; and(b) the variation seeks to reduce the number of car parking bays by no more than 10 per cent, to a maximum of 16 bays.
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Building Advice

- (1) A Building Permit is required for any building or structure not listed by Schedule 4 of the Building Regulations 2012, which deals with building work for which a building permit is not required. Therefore, notwithstanding that Development Approval may not be required by the City/Shire [DELETE AS APPLICABLE] of [INSERT NAME], a building permit may be required to be sought and issued prior to container deposit scheme infrastructure being erected on site.

17 Urgent Business

Nil

18 Councillor Reports

18.1 Deputy Mayor Peter Feasey

Deputy Mayor Peter Feasey reported that he had attended the City of Kwinana Australia Day Ceremony and passed on his congratulations to the 2019 City of Kwinana Citizen of the Year, Chris Artemis, 2019 City of Kwinana Citizen of the Year – Senior, Mike Metcalf and 2019 City of Kwinana Citizen of the Year – Youth, Michellie Jones.

19 Response to Previous Questions

Nil

20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended the City of Kwinana Australia Day Ceremony.

The Mayor advised that she had attended the State-wide Local Government Act Forum.

The Mayor mentioned that she had attended the Special Meeting of Western Australian Local Government State Executive.

The Mayor reported that she had attended a meeting with the Education Minister's Chief of Staff, Liz Carey, to discuss Wellard Village Primary School and potential Second Public High School.

The Mayor advised that she had attended the Gilmore College Independent School Board induction for new members.

The Mayor mentioned that she had attended a meeting with Cedar Woods in relation to Amendment 132 of the Developer Contribution Scheme.

The Mayor reported that she had attended a meeting with Health Minister, Roger Cook, along with Cockburn Mayor Logan Howlett, KEYS Chief Executive Officer Annette Harwood and Jane Miller the Partnership Director of Connecting Communities for Children. The meeting objective was to seek government support for an early intervention ear health project targeting two year olds across the Cockburn and Kwinana area. The funding would be used to train early learning educators in four centres to conduct ear and hearing assessments for 100 children who have turned two years old.

21 Matters Behind Closed Doors

COUNCIL DECISION

396

MOVED CR W COOPER

SECONDED CR P FEASEY

That in accordance with Sections 5.23(2)(b),(d),(e)(iii) and (f)(i) of the *Local Government Act 1995*, Council move behind closed doors to allow discussion of the Matters Behind Closed Doors items.

CARRIED
7/0

The press exited and the Council Chambers doors were closed at 7:31pm.

21.1 Consideration by the City of Kwinana of an objection lodged under the Dog Act 1976

Declaration of interest

Councillor Dennis Wood declared an impartiality interest due to having been involved with the dogs before and exited the Council Chambers at 7:31pm and returned to the Council Chambers at 7:58pm.

COUNCIL DECISION

397

MOVED CR P FEASEY

SECONDED CR S MILLS

That Council adopt Option A within the Confidential Report.

CARRIED
5/1

COUNCIL DECISION

398

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 7:58pm.

22 Meeting Closure

The Mayor declared the meeting closed at 7:59pm.

Chairperson: _____

27 February 2019