

Ordinary Council Meeting

16 December 2020

Agenda

Notice is hereby given of the Ordinary Meeting of Council to be held in the Council Chambers, City of Kwinana Administration Centre commencing at 5:30pm.

Wayne Jack
Chief Executive Officer

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

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1 Opening and announcement of visitors

Presiding Member to declare the meeting open and welcome all in attendance.

2 Acknowledgement of country

Presiding Member to read the Acknowledgement of country

"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 and we pay our respects to their Elders past and present."

3 Dedication

Councillor Merv Kearney to read the dedication

"May we, the Elected Members of the City of Kwinana, have the wisdom to consider all matters before us with due consideration, integrity and respect for the Council Chamber.

May the decisions made be in good faith and always in the best interest of the greater Kwinana community that we serve."

4 Attendance, apologies, Leave(s) of absence (previously approved)

Apologies

Leave(s) of Absence (previously approved):

5 Public Question Time

In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, any person may during Public Question Time ask any question.

In accordance with Regulation 6 of the *Local Government (Administration) Regulations 1996*, the minimum time allowed for Public Question Time is 15 minutes.

A member of the public who raises a question during Question Time is to state his or her name and address.

Members of the public must provide their questions in writing prior to the commencement of the meeting. A public question time form must contain all questions to be asked and include contact details and the form must be completed in a legible form.

Please note that in accordance with Section 3.4(5) of the *City of Kwinana Standing Orders Local Law 2019* a maximum of two questions are permitted initially. An additional question will be allowed by the Presiding Member if time permits following the conclusion of all questions by members of the public.

6 Receiving of petitions, presentations and deputations:

6.1 Petitions:

A petition must -

- (a) be addressed to the Mayor;
- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain at least five names, addresses and signatures of electors making the request;
- (e) contain a summary of the reasons for the request;
- (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
- (g) be respectful and temperate in its language and not contain language disrespectful to Council.

The only motion which shall be considered by the Council on the presentation of any petition are -

- a) that the petition be received;
- b) that the petition be rejected; or
- c) that the petition be received and a report prepared for Council.

6.2 Presentations:

In accordance with Clause 3.6 of the *Standing Orders Local Law 2019* a presentation is the acceptance of a gift, grant or an award by the Council on behalf of the local government or the community.

Prior approval must be sought by the Presiding Member prior to a presentation being made at a Council meeting.

Any person or group wishing to make a presentation to the Council shall advise the CEO in writing before 12 noon on the day of the meeting. Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council committee who shall determine whether the presentation should be received.

A presentation to Council is not to exceed a period of fifteen minutes, without the agreement of Council.

6.3 Deputations:

In accordance with Clause 3.7 of the *Standing Orders Local Law 2019*, any person or group of the public may, during the Deputations segment of the Agenda with the consent of the person presiding, speak on any matter before the Council or Committee provided that:

- (a) the person has requested the right to do so in writing addressed to the Chief Executive Officer by noon on the day of the meeting.
- (b) setting out the agenda item to which the deputation relates;
- (c) whether the deputation is supporting or opposing the officer's or committee's recommendation; and

6.3 DEPUTATIONS

- (d) include sufficient detail to enable a general understanding of the purpose of the deputation.

A deputation to Council is not to exceed a period of fifteen minutes, without the agreement of Council.

7 Confirmation of minutes

7.1 Ordinary Meeting of Council held on 25 November 2020:

COUNCIL DECISION

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MOVED CR

SECONDED CR

That the Minutes of the Ordinary Meeting of Council held on 25 November 2020 be confirmed as a true and correct record of the meeting.

8 Declarations of Interest (financial, proximity, impartiality – both real and perceived) by Members and City Officers

Section 5.65(1) of the *Local Government Act 1995* states:

A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

Section 5.66 of the *Local Government Act 1995* states:

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

9 Requests for leave of absence

COUNCIL DECISION

###

MOVED CR

SECONDED CR

That Councillor be granted a leave of absence from to inclusive.

10 Items brought forward for the convenience of those in the public gallery

11 Any business left over from previous meeting

12 Recommendations of committees

12.1 Adoption of the City of Kwinana Annual Report (including the full set of Audited Financial Statements) for the year ending 30 June 2020 and acceptance date set for Electors' General Meeting

DECLARATION OF INTEREST:

SUMMARY:

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

For the year ended 30 June 2020 the City's Auditors have been the Office of the Auditor General (OAG) for Western Australia. The OAG subsequently contracted the audit work to RSM, however it is the OAG that issue the final opinion and any relevant management points.

This report presents the audited Annual Financial Report including the Independent Auditor's Report and the Management Letter from the City's Auditors for the year ended 30 June 2020. An unqualified opinion is expected to be issued, meaning that the City of Kwinana's financial records and statements are fairly and appropriately presented, and in accordance with *Australian Accounting Standards Board (AASB)* and the *Local Government Act 1995*.

Each year the City is required to hold an Electors' General Meeting to consider matters arising with respect to the previous financial year. In order to set a date for the 2021 Electors' General Meeting, the Council is required to have both received the audit report for the prior period as well as having accepted the Annual Report.

A copy of the draft Annual Report (Part 1 – Community, Part 2 – Audited Financial Statements) for the year ended 30 June 2020 are attached for the Audit and Risk Committee's review.

In addition to acceptance of the Annual Report, approval of Council will be sought to set the date of the Electors' General Meeting.

OFFICER RECOMMENDATION:

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

1. The draft Annual Financial Report for the year ended 30 June 2020, including the draft Independent Auditor's Report as detailed in Attachment A;
2. The draft Auditor's Management Letter as detailed in Confidential Attachment B; and

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

3. The Audit Concluding Memorandum as detailed in Confidential Attachment C.
4. Adopt the 2019/20 Annual Report, Part 1 – Community, as detailed in Attachment D.
5. Advertise the availability of the Annual Report in accordance with Section 5.55 of the Local Government Act 1995.
6. In accordance with Section 5.27 of the *Local Government Act 1995*, accept the date for the Electors' General Meeting as Wednesday, 27 January 2021 commencing at 5pm.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

AUDIT AND RISK COMMITTEE RECOMMENDATION:

That Council:

1. **Receive the Annual Financial Report for the year ended 30 June 2020, including the draft Independent Auditor's Report as detailed in Attachment A;**
2. **Receive the Auditor's Management Letter as detailed in Confidential Attachment B; and**
3. **Receive the Audit Concluding Memorandum as detailed in Confidential Attachment C.**
4. **Adopt the 2019/20 Annual Report, Part 1 – Community, as detailed in Attachment D.**
5. **Advertise the availability of the Annual Report in accordance with Section 5.55 of the Local Government Act 1995.**
6. **In accordance with Section 5.27 of the *Local Government Act 1995*, accept the date for the Electors' General Meeting as Wednesday, 27 January 2021 commencing at 5pm.**

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

Audit and Risk Committee comments:

- In future the Audit and Risk Committee would appreciate the attendance of the nominated OAG Auditors to be present at the Audit and Risk Committee Meeting, where the Audited Financial Statements are presented. It was noted that the Auditor and OAG representative attended the close out meeting earlier in the day.
- With regards to the ratio's it is recommended that a concrete plan be put in place to stop the trend and they be a key focus of the City's Long Term Financial Plan and Strategic Community Plan.
- That it may be beneficial to include the 'What do you get for your rates' document within the Annual Report – Part 1 (Attachment D).

Audit and Risk Committee Noted:

- That the Annual Report presents really well and is a credit to the City.
- Pleased that the OneCouncil project is mentioned in the Annual Report due to being a key resource allocation and focus of the City.

DISCUSSION:

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

The Office of the Auditor General has issued its draft Audit Report and draft Management letter with no significant matters expected to be identified by the Auditor in the final Audit Report.

The finalisation of the Annual Financial Report audit for the year ended 30 June 2020 is currently awaiting the finalisation of the SMRC Annual Financial Report to which the City is required to recognise its share in net assets as a member council. This is expected to be available by Thursday 10 December.

The Annual Report is in final draft format, with only minor changes to be made as required.

Section 5.27 of the *Local Government Act 1995* requires a general meeting of electors to be held not more than 56 days after the local government accepts the annual report.

If Council adopts the Annual Report, the Electors' General Meeting (EGM) is required to be held not later than 5 February 2021. It is proposed that the EGM be held prior to the Ordinary Council Meeting in January 2020, being 27 January 2021 at 5pm.

Upon acceptance of the Annual Report and approval of the EGM date and time, statutory advertising will take place within the district and the final version of the report will be distributed through the Administration Centre and at the City Library. Additionally the Annual Report will be made available for viewing on the night of the Elector's General Meeting and at any time on the City's website.

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

Adoption of new Accounting Standards and Local Government (Financial Management) Regulation changes.

During the year the City adopted three new accounting standards;

- AASB 15 Revenue from Contracts
- AASB 16 Leases
- AASB 1058 Income for Not-for-Profit Entities

The City adopted the new standards retrospectively with the cumulative effect applied initially on 1 July 2019. The effect of initial application are outlined in Note 29 of the Annual Financial Report and are summarised below:

- Rates received in advance were previously recognised as revenue upon receipt, are now to be recognised as a financial liability.
- Revenue received in relation to a contract with performance obligations is now treated as a contract liability until the performance obligation(s) under the contract are satisfied. This predominantly relates to unspent operating grants as well as annual gym memberships paid up front.
- Unspent grants and contributions received for the purpose of acquiring or constructing a non-financial asset to be controlled by the City are also recognised as a liability. This includes \$26.9m in unspent developer contributions as at 30 June 2020.
- Leases for assets of an underlying value >\$5k and for a term greater than 12months are to be recognised as an asset and amortised over the term of the lease. A corresponding lease liability is also to be recognised in-line with the present value of all future lease payments. Lease payments have previously been recognised as an operating expense in the year in which they were paid.

On 6 November 2020 changes to the Local Government (Financial Management) Regulation were gazetted with Regulation 16 being deleted and Regulation 17A being amended. The changes were effective for financial years ending on or after 30 June 2020 and are required to be applied retrospectively with cumulative effect applied initially on 1 July 2019. The changes relate to the valuation of non-financial assets and the financial effect on the City is summarised below:

- Right of use assets are to be recognised at cost, including vested land and other vested assets.
 - The City was required to de-recognise land under its Golf Course Reserve previously recognised at fair value, resulting in a \$12.14m adjustment to assets and the land revaluation reserve.

Key Indicators included in the 2019/2020 Annual Financial Report

- Closing Surplus \$2,833,954
 - The 2020/2021 adopted Annual Budget estimated a closing surplus brought forward of \$1,360,000. The increase in expected carry forward surplus is \$1,473,954, predominantly due to the inclusion of the City contribution to DCA1 as an expense in the budgeted 2019/2020 closing as well as some minor carry forward projects.
 - Budget variations adopted by Council in August and October 2021 account for \$61,046 of this variance with the remaining surplus in funds to be addressed as part of the FY21 budget review to be presented to Council in February 2021.

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

- Total operating revenue \$61,707,960
 - Total rate revenue \$39,435,048
 - This is a 4% increase on prior year rates revenue as a result of the growth of the City and ongoing land developments.
- Total operating expenditure (\$72,541,275)
 - This reflects a 1% increase from the prior year operating expenditure. The average year on year increase in operating expenditure over a 3year period is 3%.
- Non-Operating Revenue \$10,810,522
 - This reflects grants and contributions received for the development of City infrastructure excluding unspent funds carried forward as a liability.
- Reserves \$55,249,686
 - This predominantly reflects funds restricted for future City infrastructure development and asset management.
- Outstanding borrowings \$20,268,705

Adverse trends in Ratios

The Current Ratio, Asset Sustainability Ratio and the Operating Surplus Ratio have been below the Department of Local Government, Sport and Cultural Industries (DLGSC) standard for the past 4 years.

Current Ratio:

The Current ratio focuses on the liquidity position of a local government. The ratio is used to determine if a Local Government has sufficient assets to meet its short-term commitments. The standards set by the Department of Local Government, Sports and Cultural Industries (DLGSC) is that the standard is met if the ratio is greater than 1.1 (100% or greater).

The current ratio has been between 25-33% for the last 4 years. This ratio does not allow for the variable timing of revenues and expenses, for example rates revenue due to be received early in the new financial year to cover the current liabilities. The City adequately manages its cash-flow timing by tracking all operating and capital revenue and expenditure including the realisation of investments and transfers to and from restricted reserves accordingly.

This ratio also deems 'restricted cash' to be inaccessible, whereas the City does in fact have the ability to transfer funds from a number of restricted reserves with Council approval should the need arise. The City has a deliberate strategy to improve its Cash Backed Reserve position to enable financially sustainable and responsible management of large future or multi-year projects and long-term liabilities.

The Current ratio includes the Banksia Park Retirement Village Unit Contribution liability of \$17m. Although the City does not have a right to defer the liability, it does not expect to realise the full liability within the next 12 months and any future lease terminations will be accompanied by a corresponding debtor. The City has provided an adjusted current ratio in the Annual Financial Statements that excludes the Unit Contribution liability to better reflect its ability to meet any short term financial obligations. 2019/2020 is the first year the adjusted ratio of 0.81 has fallen below the benchmark, this is predominantly due to an increase in closing trade payables \$2.9m, the City's share of SMRC loan becoming current \$0.4m and an increase in employee related provisions not covered in reserve funds.

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

Operating Surplus Ratio

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

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

The City's ratio has deteriorated in the current year from (0.14) to (0.20). Analysis of the City's Statement of Comprehensive Income indicates the deterioration of the ratio is attributable to a decrease in operating revenue along with an increase to operating expenditure. Operating revenue decreased by \$2.4m in 2019/2020 due to lower operating grants, subsidies and contributions received and lower fees and charges received (related to cancellation of events and closure of venues in response to Covid-19), lower interest rates received on term deposits and a lower increase to fair value in our Banksia Park lease liability. Operating expenditure has had a minor increase in 2019/2020 by \$177k.

The ratio includes non-cash expenses such as depreciation, fair value adjustments for operating liabilities and profit and loss on sale of assets. The depreciation cost for the 2019/2020 financial year was \$15.6 million. It is important for local governments to recognise that assets depreciate and there should be sufficient funds available for renewal and replacement of these assets. DLGSC states that this ratio indicates the percentage of total own source revenue that is available to fund proposed capital expenditure, transfer to cash reserves or reduce debt. The DLGSC however, also require a rate setting statement that excludes such non-cash items, to determine the level of rates income required to balance a budget. The rate setting statement's purpose is also to determine the amount available to fund proposed capital expenditure, transfer to cash reserves or to reduce debt.

The City's negative operating surplus ratio indicates that the City's current services and/or depreciation expenses are higher than the total operating income. For a high growth local government such as Kwinana, this ratio will be lower than an established local government and will improve in the future as the number of rateable properties increase. The City is actively identifying practical ways of increasing the City's operating position in the future in order to increase the ratio above the basic acceptable target level as a part of the Long Term Financial Plan review. The review of the Long Term Financial Plan is considering the sustainability of the current rating structure, identifying potential new avenues of revenue, and finding the optimum level of operating expenses.

Asset Sustainability Ratio

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

The DLGSC states that the purpose of this ratio is to indicate whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out. This ratio has improved slightly from 0.22 last year to 0.27 in 2019/2020, however has been below the Department of Local Government, Sport and Cultural Industries target level of 0.90 for the last 4 years.

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

The City of Kwinana is a high growth local government and continues to work to balance the expectations of the community and the services provided with the revenue sources available at the time. As the City continues to mature capital funds will be allocated to maintaining the existing asset base rather than acquiring or constructing new infrastructure. As the City grows towards its projected population, revenue sources receivable through rates and other fees and charges income will also increase.

The City is currently reviewing its Long Term Financial Plan, prioritising the renewal of assets to directly improve this ratio. The City's goal is to reach an 80% ratio within ten years, by gradually increasing renewal expenditure each financial year.

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

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995

5.121 Register of certain complaints of minor breaches

- (1) *The complaints officer for each local government is required to maintain a register of complaints which records all complaints that result in action under section 5.110(6)(b) or (c).*
- (2) *The register of complaints is to include, for each recorded complaint —*
 - (a) *the name of the Council member about whom the complaint is made; and*
 - (b) *the name of the person who makes the complaint; and*
 - (c) *a description of the minor breach that the standards panel finds has occurred; and*
 - (d) *details of the action taken under section 5.110(6)(b) or (c).*

5.27 Electors' general meeting

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

5.53 Annual Reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) deleted.]*
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor's report for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require; and*
 - (iv) *such other information as may be prescribed.*

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. Notice of annual reports

- (1) *The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

5.56. Planning for the future

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

1.4. Financial report

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

Disability Services Act 1993

29. Report about disability access and inclusion plan

- (2) *A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the Local Government Act 1995 a report about the implementation of the plan.*

FINANCIAL/BUDGET IMPLICATIONS:

The FY20 end of year surplus result differs from the forecast surplus in the 2020/2021 budget by \$1,473,954. Budget variations adopted by Council in August and October 2021 account for \$61,046 of this variance with the remaining surplus in funds to be addressed as part of the budget review process and presented to Council in February 2021.

The City has made provision for the Electors' General Meeting in its adopted budget for the 2020/21 financial year. There will be a minimal budget implication for the production of the Annual Report (Part 1 - Community) as only a small print run will be produced. This has been budgeted at approximately \$600 with the cost being covered within the 2020/21 Marketing and Communications Budget.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS:

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

RISK IMPLICATIONS:

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

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

Risk Event	Failure to adopt the Annual Report and set the date of the EGM as recommended.
Risk Theme	Failure to fulfil statutory regs or compliance requirements
Risk Effect/Impact	Compliance

12.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2020 AND ACCEPTANCE DATE SET FOR ELECTORS' GENERAL MEETING

Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Prepare Contingent Plans - in event risk occurs
Response to risk treatment required/in place	The holding of an annual Electors' General Meeting (EGM) is required in accordance with the <i>Local Government Act 1995</i> . Deferral of the adoption of the Annual Report will delay the holding of the EGM and require the reorganisation of a further meeting, within 56 days following adoption, as prescribed in Section 5.54 of the <i>Local Government Act 1995</i> .
Rating (after treatment)	Low

Annual Report 2019/20

(Part 2 – Annual Financial Report)



Introduction

The City of Kwinana’s Annual Report 2019/20 comprises of two parts, Part 1 – Community and Part 2 – Annual Financial Report. This Annual Report (Part 2 – Annual Financial Report), together with the Annual Report (Part 1 – Community) complies with the requirements of Section 5.53(1) of the Local Government Act 1995.

The Annual Report 2019/20 (Part 1 – Community) is available to download from the City’s website www.kwinana.wa.gov.au or in hard copy on request by contacting the City of Kwinana on 9439 0200 or visiting the City of Kwinana Administration Building, Corner Gilmore Avenue and Sulphur Road, Kwinana.



CITY OF KWINANA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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COMMUNITY VISION

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

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

**CITY OF KWINANA
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the City of Kwinana for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the City of Kwinana at 30 June 2020 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 31st day of December 2020

Chief Executive Officer

Wayne Jack

Name of Chief Executive Officer

**CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2020**

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
Revenue				
Rates	26(a)	39,435,048	39,802,378	38,074,897
Operating grants, subsidies and contributions	2(a)	7,445,800	8,971,318	8,608,169
Fees and charges	2(a)	11,438,704	12,254,403	11,876,679
Interest earnings	2(a)	1,825,211	2,088,408	2,309,386
Other revenue	2(a)	1,308,211	685,839	2,946,617
		61,452,974	63,802,346	63,815,748
Expenses				
Employee costs		(27,440,286)	(29,800,091)	(27,064,970)
Materials and contracts		(24,052,350)	(29,036,680)	(24,574,645)
Utility charges		(2,500,313)	(2,377,800)	(2,414,314)
Depreciation on non-current assets	11(b)	(15,630,143)	(14,269,092)	(15,359,581)
Interest expenses	2(b)	(1,058,626)	(1,054,610)	(1,110,457)
Insurance expenses		(574,494)	(575,863)	(571,974)
Other expenditure		(37,756)	(122,229)	(20,507)
		(71,293,968)	(77,236,365)	(71,116,448)
		(9,840,994)	(13,434,019)	(7,300,700)
Non-operating grants, subsidies and contributions	2(a)	10,810,522	10,936,569	14,907,344
Profit on asset disposals	11(a)	124,076	42,863	6,178
(Loss) on asset disposals	11(a)	(1,247,307)	(101,926)	(152,265)
Fair value adjustments to financial assets at fair value through profit or loss - Banksia Park Deferred Management Fee		110,762	0	(610,100)
Fair value adjustments to financial assets at fair value through profit or loss - Local Government House Trust		2,017	0	122,620
Share of net profit of associates accounted for using the equity method	25	18,131	0	61,124
		9,818,201	10,877,506	14,334,901
Net result for the period		(22,793)	(2,556,513)	7,034,201
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	14	431,670	0	0
Total other comprehensive income for the period		431,670	0	0
Total comprehensive income for the period		408,877	(2,556,513)	7,034,201

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



CITY OF KWINANA
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
Revenue	2(a)			
Governance		457,683	31,786	277,380
General purpose funding		43,528,014	43,734,955	42,768,055
Law, order, public safety		579,054	345,445	545,969
Health		167,748	166,229	92,426
Education and welfare		6,525,695	8,408,713	9,843,996
Community amenities		6,060,354	6,074,580	5,596,612
Recreation and culture		2,343,973	2,980,825	2,993,510
Transport		345,961	324,478	307,985
Economic services		1,164,861	1,260,737	1,188,472
Other property and services		279,631	474,598	201,343
		61,452,974	63,802,346	63,815,748
Expenses	2(b)			
Governance		(4,938,245)	(4,750,355)	(2,212,220)
General purpose funding		(1,153,777)	(1,099,586)	(756,875)
Law, order, public safety		(3,098,933)	(3,318,431)	(3,440,502)
Health		(856,942)	(940,939)	(997,155)
Education and welfare		(10,204,491)	(12,652,758)	(11,451,861)
Community amenities		(9,540,849)	(10,410,075)	(9,561,640)
Recreation and culture		(20,669,023)	(22,117,455)	(21,521,585)
Transport		(14,915,194)	(14,935,910)	(14,601,299)
Economic services		(1,360,878)	(1,742,856)	(1,599,830)
Other property and services		(3,497,010)	(4,213,390)	(3,863,024)
		(70,235,342)	(76,181,755)	(70,005,991)
Finance Costs	2(b)			
Governance		(50,204)	(45,130)	(51,272)
General purpose funding		(253)	0	0
Education and welfare		(82,765)	(82,693)	(91,138)
Recreation and culture		(785,313)	(786,562)	(819,581)
Transport		(140,091)	(140,225)	(148,466)
		(1,058,626)	(1,054,610)	(1,110,457)
		(9,840,994)	(13,434,019)	(7,300,700)
Non-operating grants, subsidies and contributions	2(a)	10,810,522	10,936,569	14,907,344
Profit on disposal of assets	11(a)	124,076	42,863	6,178
(Loss) on disposal of assets	11(a)	(1,247,307)	(101,926)	(152,265)
Fair value adjustments to financial assets at fair value through profit or loss		112,779	0	(487,480)
Share of net profit of associates accounted for using the equity method	25	18,131	0	61,124
		9,818,201	10,877,506	14,334,901
Net result for the period		(22,793)	(2,556,513)	7,034,201
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	14	431,670	0	0
Total other comprehensive income for the period		431,670	0	0
Total comprehensive income for the period		408,877	(2,556,513)	7,034,201

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



CITY OF KWINANA
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	NOTE	2020 \$	2019 \$
CURRENT ASSETS			
Cash and cash equivalents	3	25,471,026	11,888,157
Trade and other receivables	6	4,455,262	4,541,131
Other financial assets	5(a)	34,124,318	45,662,914
Inventories	7	37,323	32,920
Contract assets	2(a)	44,388	0
Other assets	8	1,731,667	656,144
TOTAL CURRENT ASSETS		65,863,984	62,781,266
NON-CURRENT ASSETS			
Trade and other receivables	6	760,126	711,755
Other financial assets	5(b)	3,542,013	3,468,175
Investment in associate	25	504,775	319,244
Property, plant and equipment	9	135,058,794	150,484,396
Infrastructure	10	363,572,821	362,312,960
Intangible assets	13	616,115	308,673
Right of use assets	12(a)	190,679	0
TOTAL NON-CURRENT ASSETS		504,245,323	517,605,203
TOTAL ASSETS		570,109,307	580,386,469
CURRENT LIABILITIES			
Trade and other payables	15	24,256,420	21,391,450
Contract liabilities	16	356,545	0
Other liabilities	16	10,087,995	0
Lease liabilities	17(a)	114,357	0
Borrowings	18(a)	2,314,779	1,451,093
Employee related provisions	19	5,505,931	4,902,379
TOTAL CURRENT LIABILITIES		42,636,027	27,744,922
NON-CURRENT LIABILITIES			
Other liabilities	16	16,953,626	0
Lease liabilities	17(a)	77,148	0
Borrowings	18(a)	17,953,926	20,101,305
Employee related provisions	19	410,209	469,604
TOTAL NON-CURRENT LIABILITIES		35,394,909	20,570,909
TOTAL LIABILITIES		78,030,936	48,315,831
NET ASSETS		492,078,371	532,070,638
EQUITY			
Retained surplus		216,805,180	244,608,437
Reserves - cash/financial asset backed	4	55,249,686	55,730,366
Revaluation surplus	14	220,023,505	231,731,835
TOTAL EQUITY		492,078,371	532,070,638

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



CITY OF KWINANA
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

		RESERVES CASH/FINANCIAL		
	NOTE	RETAINED SURPLUS	ASSET BACKED	REVALUATION SURPLUS
		\$	\$	\$
Balance as at 1 July 2018		241,396,775	52,072,348	231,731,835
Change in accounting policy		(164,521)	0	0
Restated total equity at the beginning of the financial year		241,232,254	52,072,348	231,731,835
Comprehensive income				
Net result for the period		7,034,201	0	0
Total comprehensive income		7,034,201	0	0
Transfers from reserves	4	6,042,436	(6,042,436)	0
Transfers to reserves	4	(9,700,454)	9,700,454	0
Balance as at 30 June 2019		244,608,437	55,730,366	231,731,835
Change in accounting policy	30(b)	(28,261,144)	0	(12,140,000)
Restated total equity at 1 July 2019		216,347,293	55,730,366	219,591,835
Comprehensive income				
Net result for the period		(22,793)	0	0
Changes on revaluation of assets		0	0	431,670
Total comprehensive income		(22,793)	0	431,670
Transfers from reserves	4	15,090,636	(15,090,636)	0
Transfers to reserves	4	(14,609,956)	14,609,956	0
Balance as at 30 June 2020		216,805,180	55,249,686	220,023,505

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

CITY OF KWINANA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		39,956,734	41,502,378	37,773,991
Operating grants, subsidies and contributions		6,682,681	9,121,318	6,390,524
Fees and charges		8,649,778	12,254,403	11,876,679
Interest received		1,811,395	2,088,408	1,884,438
Goods and services tax received		2,738,222	0	2,835,628
Other revenue		1,308,211	685,839	2,946,617
		61,147,021	65,652,346	63,707,877
Payments				
Employee costs		(26,697,613)	(29,800,091)	(27,141,971)
Materials and contracts		(23,107,086)	(29,536,680)	(25,580,365)
Utility charges		(2,500,313)	(2,377,800)	(2,414,314)
Interest expenses		(1,060,470)	(1,054,610)	(1,111,761)
Insurance paid		(574,494)	(575,863)	(571,974)
Goods and services tax paid		(671,965)	0	(531,932)
Other expenditure		(37,756)	(122,229)	(20,507)
		(54,649,697)	(63,467,273)	(57,372,824)
Net cash provided by (used in) operating activities	20	6,497,324	2,185,073	6,335,053
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for financial assets at amortised cost		0	0	(1,819,027)
Payments for purchase of property, plant & equipment	9(a)	(2,520,306)	(8,098,360)	(1,793,705)
Payments for construction of infrastructure	10(a)	(4,738,586)	(12,242,614)	(3,982,448)
Payments for intangible assets	13(a)	(307,442)	0	(308,673)
Non-operating grants, subsidies and contributions	2(a)	3,944,619	10,936,569	4,476,940
Proceeds from financial assets at amortised cost - term deposits		11,560,827	0	0
Proceeds from financial assets at amortised cost - self supporting loans		16,710	16,709	16,168
Proceeds from sale of property, plant & equipment	11(a)	696,834	334,500	373,433
Net cash provided by (used in) investment activities		8,652,656	(9,053,196)	(3,037,312)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	18(b)	(1,451,093)	(1,451,093)	(777,133)
Payments for principal portion of lease liabilities	17(b)	(116,018)	0	0
Proceeds from new borrowings	18(b)	0	2,268,000	0
Net cash provided by (used in) financing activities		(1,567,111)	816,907	(777,133)
Net increase (decrease) in cash held		13,582,869	(6,051,216)	2,520,608
Cash at beginning of year		11,888,157	54,690,424	9,367,549
Cash and cash equivalents at the end of the year	20	25,471,026	48,639,208	11,888,157

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

**CITY OF KWINANA
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020**

	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	27 (b)	1,573,505	1,504,912	1,898,805
		1,573,505	1,504,912	1,898,805
Revenue from operating activities (excluding rates)				
Governance		483,250	37,438	277,380
General purpose funding		4,092,966	3,932,577	4,693,158
Law, order, public safety		594,845	357,487	545,969
Health		176,266	166,229	92,426
Education and welfare		6,636,457	8,408,713	9,843,996
Community amenities		6,082,531	6,081,141	5,596,612
Recreation and culture		2,346,762	2,983,041	2,993,510
Transport		345,961	324,478	307,985
Economic services		1,185,400	1,261,187	1,188,472
Other property and services		328,474	490,540	207,521
		22,272,912	24,042,831	25,747,029
Expenditure from operating activities				
Governance		(4,991,014)	(4,795,485)	(2,299,800)
General purpose funding		(1,154,030)	(1,099,586)	(756,875)
Law, order, public safety		(3,122,690)	(3,318,431)	(3,478,283)
Health		(862,553)	(949,882)	(997,155)
Education and welfare		(10,287,256)	(12,735,451)	(12,153,099)
Community amenities		(9,550,266)	(10,423,143)	(9,564,944)
Recreation and culture		(21,477,137)	(22,904,017)	(22,360,221)
Transport		(16,137,127)	(15,076,180)	(14,752,938)
Economic services		(1,360,878)	(1,742,856)	(1,609,317)
Other property and services		(3,598,324)	(4,293,260)	(3,906,181)
		(72,541,275)	(77,338,291)	(71,878,813)
Non-cash amounts excluded from operating activities	27(a)	16,843,365	14,328,155	14,289,865
Amount attributable to operating activities		(31,851,493)	(37,462,393)	(29,943,114)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	10,810,522	10,936,569	14,907,344
Proceeds from disposal of assets	11(a)	696,834	334,500	373,433
Proceeds from financial assets at amortised cost - self supporting loans		16,710	16,709	16,168
Purchase of property, plant and equipment	9(a)	(2,603,033)	(8,098,360)	(1,793,705)
Purchase and construction of infrastructure	10(a)	(12,276,761)	(12,242,614)	(14,412,852)
Payments for intangible assets	13(a)	(307,442)	0	(308,673)
Amount attributable to investing activities		(3,663,170)	(9,053,196)	(1,218,285)
FINANCING ACTIVITIES				
Repayment of borrowings	18(b)	(1,451,093)	(1,451,093)	(777,133)
Proceeds from borrowings	18(c)	0	2,268,000	0
Payments for principal portion of lease liabilities	17(b)	(116,018)	0	0
Transfers to reserves (restricted assets)	4	(14,609,956)	(15,869,208)	(9,700,454)
Transfers from reserves (restricted assets)	4	15,090,636	21,765,512	6,042,436
Amount attributable to financing activities		(1,086,431)	6,713,211	(4,435,151)
Surplus/(deficit) before imposition of general rates		(36,601,094)	(39,802,378)	(35,596,550)
Total amount raised from general rates	26(a)	39,435,048	39,802,378	38,074,897
Surplus/(deficit) after imposition of general rates	27(b)	2,833,954	0	2,478,347

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

**CITY OF KWINANA
INDEX OF NOTES TO THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

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1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

AMENDMENTS TO LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Prior to 1 July 2019, *Financial Management Regulation 16* arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the City. This was not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

From 1 July 2019, the City has applied AASB 16 Leases which requires leases to be included by lessees in the statement of financial position. Also, the *Local Government (Financial Management) Regulations 1996* have been amended to specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

The City has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019. The comparative year amounts have been retained as AASB 16 does not require comparatives to be restated in the year of transition.

Therefore the departure from AASB 1051 and AASB 16 in respect of the comparatives for the year ended 30 June 2019 remains.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*

AASB 1059 *Service Concession Arrangements: Grantors* is not expected to impact the financial report.

Specific impacts of AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*, have not been identified.

CRITICAL ACCOUNTING ESTIMATES

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 31 to these financial statements.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY									
Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:									
Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition	
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued	
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared	
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Obligation if project not complete	Set by mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms breached	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared	
Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled	
Licences/ Registrations/ Approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment and issue of the licence, registration or approval	
Pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle	
Other inspections	Regulatory Food, Health and Safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs	
Waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly period as proportionate to collection service	
Property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within terms	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction price	On entry or at conclusion of hire	
Memberships	Gym and pool membership	Over time	Payment in full in advance or by instalments	Refund as per terms and conditions	Adopted by council annually	Apportioned equally across the access period	Returns limited to repayment of transaction price	Output method Over 12 months matched to access right	
Fees and charges for other goods and services	Ceremony services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works	
Sale of stock	Aviation fuel, kiosk and visitor centre stock	Single point in time	In full in advance, on 15 day credit	Refund for faulty goods	Adopted by council annually, set by mutual agreement	Applied fully based on timing of provision	Returns limited to repayment of transaction price	Output method based on goods	
Commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled	
Reimbursements	Insurance claims	Single point in time	Payment in arrears for claimable event	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed	

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

(a) Grant revenue

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

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Operating grants, subsidies and contributions			
General purpose funding	1,796,876	1,580,138	1,978,780
Law, order, public safety	202,912	163,650	182,144
Health	14,703	12,150	35,072
Education and welfare	4,772,577	6,406,485	5,708,537
Community amenities	78,832	107,000	42,017
Recreation and culture	250,337	377,417	353,634
Transport	329,563	324,478	307,985
	7,445,800	8,971,318	8,608,169
Non-operating grants, subsidies and contributions			
Law, order, public safety	260,745	631,000	72,000
Community amenities	891,296	8,015,014	3,144,657
Recreation and culture	201,506	279,836	39,603
Transport	9,366,982	1,910,719	11,604,814
Economic services	89,993	100,000	0
Other property and services	0	0	46,270
	10,810,522	10,936,569	14,907,344
Total grants, subsidies and contributions	18,256,322	19,907,887	23,515,513
Fees and charges			
Governance	4,124	8,800	15,966
General purpose funding	253,441	181,600	195,531
Law, order, public safety	318,813	146,095	303,782
Health	126,491	145,959	42,533
Education and welfare	1,557,274	1,966,551	1,995,768
Community amenities	5,946,335	5,938,370	5,541,723
Recreation and culture	1,976,234	2,507,170	2,533,678
Economic services	1,113,046	1,199,560	1,147,445
Other property and services	142,946	160,298	100,253
	11,438,704	12,254,403	11,876,679

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020
2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the City was recognised during the year for the following nature or types of goods or services:

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Operating grants, subsidies and contributions	953,896	8,971,318	0
Fees and charges	10,161,087	11,189,173	10,693,362
Non-operating grants, subsidies and contributions	3,272,347	10,936,569	0
	14,387,330	31,097,060	10,693,362

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the City is comprised of:

Contracts with customers included as a contract liability at the start of the period	72,428	0	0
Other revenue from contracts with customers recognised during the year	11,042,554	20,160,491	0
Transfers intended for acquiring or constructing recognisable non financial assets included as a liability at the start of the period	928,646	0	0
Other revenue from performance obligations satisfied during the year	2,343,701	10,936,569	10,693,362
	14,387,330	31,097,060	0

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Trade and other receivables from contracts with customers	560,351	0	0
Contract assets	44,388	0	0
Other liabilities from contracts with customers	(194,030)	0	0
Financial assets held from transfers for recognisable financial assets	27,041,621	0	0
Other liabilities from transfers for recognisable non financial assets	(27,041,621)	0	0

Contract assets primarily relate to the City's right to consideration for work completed but not billed at 30 June 2020. Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'. Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met. Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less. Consideration from contracts with customers is included in the transaction price. Performance obligations in relation to liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue from statutory requirements

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

	2020 Actual \$	2020 Budget \$	2019 Actual \$
General rates	39,428,423	39,794,978	38,068,420
Statutory permits and licences	1,065,098	993,930	961,969
Fines	210,339	69,140	219,279
	40,703,860	40,858,048	39,249,668

Assets and services acquired below fair value

Contributed assets	7,538,175	0	10,430,404
Grants, subsidies and contributions	6,491,904	0	0
	14,030,079	0	10,430,404

Other revenue

Reimbursements and recoveries	1,105,989	640,959	832,661
Other	202,222	44,880	2,113,956
	1,308,211	685,839	2,946,617

Interest earnings

Financial assets at amortised cost - self supporting loans	10,516	10,551	11,167
Interest on reserve funds	846,100	860,000	1,352,653
Rates instalment and penalty interest (refer Note 26(c))	784,551	743,408	785,940
Other interest earnings	184,044	474,449	159,626
	1,825,211	2,088,408	2,309,386

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report	67,000	60,000	60,000
- Other services	2,000	5,000	22,298
	69,000	65,000	82,298

Interest expenses (finance costs)

Borrowings	18(b) 1,052,767	1,054,610	1,110,457
Interest expense - other	249	0	0
Lease liabilities	17(b) 5,610	0	0
	1,058,626	1,054,610	1,110,457

Other expenditure

Impairment loss on trade and other receivables	12,379	2,600	(12,194)
DCA - City Contributions	0	65,629	0
Sundry expenses	25,377	54,000	32,701
	37,756	122,229	20,507

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

3. CASH AND CASH EQUIVALENTS

NOTE	2020 \$	2019 \$
Cash at bank and on hand	25,471,026	9,752,320
Term deposits <91 days	0	2,135,837
Total cash and cash equivalents	25,471,026	11,888,157
Restrictions		
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:		
- Cash and cash equivalents	22,695,291	11,963,917
- Financial assets at amortised cost	33,787,559	45,348,386
	56,482,850	57,312,303

The restricted assets are a result of the following specific purposes to which the assets may be used:

Reserves - cash/financial asset backed	4	55,249,686	55,730,366
Contract liabilities from contracts with customers	16	194,030	0
Other liabilities from transfers for recognisable non financial assets	16	27,041,621	0
Deposits and Bonds Held		1,070,649	1,581,937
Less contract and other liabilities - reserve backed		(27,073,136)	0
Total restricted assets		56,482,850	57,312,303

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4. RESERVES - CASH/FINANCIAL ASSET BACKED

	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Budget Closing Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Actual Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Aged Persons Units Reserve	807,624	208,083	(274,663)	741,044	721,244	176,770	708,014	748,728	58,896	0	807,624
(b) Asset Management Reserve	762,988	6,058,755	(1,658,496)	5,163,247	637,921	5,028,582	3,713,894	501,595	440,034	(178,641)	762,988
(c) Banksia Park Reserve	190,418	2,830	(169,251)	23,997	120,249	21,268	51,517	115,626	74,792	0	190,418
(d) City Assist Initiative Reserve	0	0	0	0	15,083	194	277	100,401	2,571	(102,972)	0
(e) City Infrastructure Reserve	0	1,592,930	(597,675)	995,255	0	1,547,468	(930,511)	616,957	0	0	0
(f) Contiguous Local Authorities Group Reserve	275,223	19,508	(28,813)	265,918	278,100	13,862	262,962	265,873	43,284	(33,934)	275,223
(g) Community Services & Emergency Relief Reserve	88,835	252,160	0	340,995	88,063	1,134	0	84,017	4,818	0	88,835
(h) Employee Leave Reserve	4,033,993	573,816	(2,119,426)	2,488,383	3,729,783	0	1,610,357	4,231,590	102,403	(300,000)	4,033,993
(i) Employee Vacancy Reserve	0	500,233	0	500,233	0	(2,119,426)	0	0	0	0	0
(j) Family Day Care Reserve	1,489,179	20,247	(279,523)	1,229,903	1,400,660	18,036	1,172,525	1,462,302	36,542	(9,665)	1,489,179
(k) Future Community Infrastructure Reserve	1,067,201	0	(1,067,201)	0	1,032,565	0	(1,032,565)	1,381,900	35,718	(350,417)	1,067,201
(l) Golf Course Cottage Reserve	28,887	509	0	29,396	28,635	369	0	28,033	864	0	28,887
(m) Golf Club Maintenance Reserve	0	8,846	0	8,846	0	0	0	0	0	0	0
(n) Information Technology Reserve	2,068,659	989,813	(461,304)	2,597,168	2,145,970	27,633	(974,433)	1,890,703	413,040	(235,084)	2,068,659
(o) Infrastructure Reserve	348,075	1,648	(349,723)	0	345,032	198	(345,230)	339,968	8,107	0	348,075
(p) Plant and Equipment Replacement Reserve	579,628	609,396	(758,125)	430,899	588,784	514,020	290,204	498,123	315,384	(233,879)	579,628
(q) Refuse Reserve	8,844,888	0	(3,200,000)	5,644,888	8,928,629	0	(3,242,000)	5,686,629	194,769	(86,536)	8,844,888
(r) Renewable Energy Efficiency Reserve	53,983	8,861	(28,672)	34,172	60,058	773	(25,000)	35,831	0	53,983	0
(s) Restricted Grants & Contributions Reserve	3,170,082	1,582,614	(2,504,711)	2,187,985	1,573,326	0	(1,530,326)	1,688,298	2,788,948	(1,307,164)	3,170,082
(t) Settlement Agreement Reserve	164,874	2,897	0	167,771	163,440	2,105	0	160,000	4,874	0	164,874
(u) Workers Compensation Reserve	141,443	2,485	0	143,928	138,404	1,782	0	336,710	7,980	(205,247)	141,443
(v) Youth Engagement Reserve	0	0	0	0	0	0	0	144,650	4,581	(149,231)	0
(w) DCA 1 - Hard Infrastructure - Bertram	228,688	401,282	(30,248)	599,722	2,131,883	32,766	(695,753)	1,468,896	188,550	155,260	228,688
(x) DCA 2 - Hard Infrastructure - Wellard	2,435,413	40,432	(487,551)	1,988,294	2,574,546	3,940,205	(2,279,000)	1,877,524	697,023	(139,134)	2,435,413
(y) DCA 3 - Hard Infrastructure - Casuarina	0	0	0	0	0	2,747,378	(2,747,378)	0	0	0	0
(z) DCA 4 - Hard Infrastructure - Anketell	533,009	7,298	(18,817)	521,490	633,006	9,729	0	642,735	0	633,006	533,009
(aa) DCA 5 - Hard Infrastructure - Wandl	1,073,049	15,909	(661,740)	427,218	1,232,061	1,030,936	(1,453,795)	809,202	32,888	(269,161)	1,073,049
(ab) DCA 6 - Hard Infrastructure - Mandogalup	0	398,205	(124,150)	274,055	0	0	0	0	0	0	0
(ac) DCA 7 - Hard Infrastructure - Mandogalup West/Bertram	2,988	15,183	0	18,171	23,918	368	0	11,713	12,205	(20,930)	2,988
(ad) DCA 8 - Soft Infrastructure - Mandogalup	471,270	6,453	(27,222)	450,501	11,770,673	180,905	(1,004,445)	10,947,133	478,973	(7,703)	471,270
(ae) DCA 9 - Soft Infrastructure - Wandl/Anketell	11,762,971	205,101	(26,798)	11,941,274	233,191	3,584	(4,545)	10,487,573	1,283,101	(7,703)	11,762,971
(af) DCA 10 - Soft Infrastructure - Casuarina/Anketell	225,488	3,951	(25,257)	204,182	564,246	86,721	(4,545)	227,912	5,279	(7,703)	225,488
(ag) DCA 11 - Soft Infrastructure - Wellard East	6,079,450	99,723	(26,196)	6,152,877	7,206,957	110,766	(4,545)	5,944,904	586,940	(452,394)	6,079,450
(ah) DCA 12 - Soft Infrastructure - Wellard West	7,741,470	753,764	(27,138)	8,468,096	291,237	4,476	(4,545)	6,663,351	1,085,824	(7,705)	7,741,470
(ai) DCA 13 - Soft Infrastructure - Bertram	283,533	4,963	(25,170)	263,326	622,193	9,563	(16,045)	282,230	9,007	(7,704)	283,533
(aj) DCA 14 - Soft Infrastructure - Wellard/Leda	614,490	121,201	(28,770)	706,921	170,270	357,617	(16,045)	504,779	117,415	(7,704)	614,490
(ak) DCA 15 - Soft Infrastructure - Townsite	162,567	100,860	(23,996)	239,431	54,528,342	15,869,208	(21,765,512)	52,072,348	9,700,454	(6,042,436)	162,567
(...)	55,730,366	14,609,956	(15,090,636)	55,249,686			48,632,036				55,730,366

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves - cash/financial assets backed.

CITY OF KWINANA
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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

	Name of Reserve	date of use	Purpose of the reserve
(a)	Aged Persons Units Reserve	Ongoing	This Reserve was established to provide funds for the capital acquisition and maintenance of the Aged Persons Units, Callistemon Court.
(b)	Asset Management Reserve	Ongoing	This Reserve was established to provide funds for asset management renewal projects of the City's building and infrastructure assets, thereby extending the useful economic life of such assets.
(c)	Banksia Park Reserve	Complete	This Reserve has been established to provide funds for the capital acquisition and maintenance of the Banksia Park Retirement Village.
(d)	City Assist Initiative Reserve	Ongoing	This Reserve was established to provide funds for infrastructure and other initiatives to enhance the safety and security of the City.
(e)	City Infrastructure Reserve	Ongoing	This Reserve was established to fund the City's contributions to community infrastructure projects.
(f)	Contiguous Local Authorities Group Reserve	Ongoing	This Reserve was established to provide funds for the prevention and education of Mosquito management.
(g)	Community Services & Emergency Relief Reserve	Ongoing	This Reserve was established to provide funding to alleviate the effect of any disaster within the City of Kwinana boundaries and to provide funds to develop community services.
(h)	Employee Leave Reserve	Ongoing	This Reserve was established for the purpose of ensuring that adequate funds are available to finance employee leave entitlements.
(i)	Employee Vacancy Reserve	Ongoing	The Reserve was established to ensure that adequate funds are available to finance employee costs.
(j)	Family Day Care Reserve	Ongoing	This Reserve provides for the capital acquisitions and maintenance of this facility.
(k)	Future Community Infrastructure Reserve	Ongoing	This Reserve was established to accumulate the City's contributions for the capital funding of future community infrastructure in accordance with Town Planning Scheme #2.
(l)	Golf Course Cottage Reserve	Ongoing	This Reserve was established to provide funds for the maintenance of this building.
(m)	Golf Club Maintenance Reserve	Ongoing	This Reserve was established to provide funds for the maintenance of this building.
(n)	Information Technology Reserve	Ongoing	This Reserve was established to provide funds for the implementation and maintenance of the City's software requirements.
(o)	Infrastructure Reserve	Ongoing	This Reserve was established to be used to provide funds to create new City assets or for the major upgrade of City assets to increase the service level provided by the asset.
(p)	Plant and Equipment Replacement Reserve	Ongoing	This Reserve is utilised to replace existing fleet, plant and other City assets.
(q)	Refuse Reserve	Ongoing	This Reserve was established to provide funds for the costs and subsidy of Waste Management in the City.
(r)	Renewable Energy Efficiency Reserve	Ongoing	This Reserve was established to provide funds for renewable energy and water efficiency initiatives.
(s)	Restricted Grants & Contributions Reserve	Ongoing	This Reserve was established to restrict funds required to complete projects relating to prior financial years.
(t)	Settlement Agreement Reserve	Ongoing	This Reserve was established to provide funds to account for future negotiated settlement agreement payments.
(u)	Workers Compensation Reserve	Ongoing	This Reserve was established to fund workers compensation costs incurred by the City where the maximum contribution amount for a previous year has been reached and there is a claim which remains open and requires the City to pay costs relating to the open claims in the current and future years.
(v)	Youth Engagement Reserve	Ongoing	This Reserve was established to assist with youth engagement and diversion initiatives.
(w)	DCA 1 - Hard Infrastructure - Bertram	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 1 Hard Infrastructure Bertram.
(x)	DCA 2 - Hard Infrastructure - Wellard	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 2 Hard Infrastructure Wellard.
(y)	DCA 3 - Hard Infrastructure - Casuarina	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 3 Hard Infrastructure Casuarina.
(z)	DCA 4 - Hard Infrastructure - Anketell	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 4 Hard Infrastructure Anketell.
(aa)	DCA 5 - Hard Infrastructure - Wandl	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 5 Hard Infrastructure Wandl.
(ab)	DCA 6 - Hard Infrastructure - Mandogalup	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 6 Hard Infrastructure Mandogalup.
(ac)	DCA 7 - Hard Infrastructure - Mandogalup West/Bertram	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 7 Hard Infrastructure West/Bertram
(ad)	DCA 8 - Soft Infrastructure - Mandogalup	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 8 Soft Infrastructure Mandogalup.
(ae)	DCA 9 - Soft Infrastructure - Wandl/Anketell	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 9 Soft Infrastructure Wandl/Anketell.
(af)	DCA 10 - Soft Infrastructure - Casuarina/Anketell	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 10 Soft Infrastructure Casuarina/Anketell.
(ag)	DCA 11 - Soft Infrastructure - Wellard East	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 11 Soft Infrastructure Wellard East.
(ah)	DCA 12 - Soft Infrastructure - Wellard West	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 12 Soft Infrastructure Wellard West.
(ai)	DCA 13 - Soft Infrastructure - Bertram	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 13 Soft Infrastructure Bertram.
(aj)	DCA 14 - Soft Infrastructure - Wellard/Leda	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 14 Soft Infrastructure Wellard/Leda.
(ak)	DCA 15 - Soft Infrastructure - Townsite	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 15 Soft Infrastructure Townsite.

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5. OTHER FINANCIAL ASSETS

(a) Current assets

Financial assets at amortised cost
Financial assets at fair value through profit and loss

2020	2019
\$	\$
33,804,828	45,365,095
319,490	297,819
34,124,318	45,662,914

Other financial assets at amortised cost

Term deposits - term greater than 90 days
Self supporting loans

33,787,559	45,348,386
17,269	16,709
33,804,828	45,365,095

Financial assets at fair value through profit and loss

Banksia Park Deferred Management Fee

319,490	297,819
319,490	297,819

(b) Non-current assets

Financial assets at amortised cost
Financial assets at fair value through profit and loss

232,703	249,973
3,309,310	3,218,202
3,542,013	3,468,175

Financial assets at amortised cost

Self supporting loans

232,703	249,973
232,703	249,973

Financial assets at fair value through profit and loss

Units in Local Government House Trust
Banksia Park Deferred Management Fee

124,637	122,620
3,184,673	3,095,582
3,309,310	3,218,202

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 18(b) as self supporting loans.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The City classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cash flows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The City classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the City has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 28.

CITY OF KWINANA
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6. TRADE AND OTHER RECEIVABLES

Current

Rates receivable
Trade and other receivables
GST receivable
Allowance for impairment of receivables

2020	2019
\$	\$
3,588,655	3,865,054
560,351	462,500
404,862	312,998
(98,606)	(99,421)
4,455,262	4,541,131
760,126	711,755
760,126	711,755

Non-current

Pensioner's rates and ESL deferred

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

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

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 28.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

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

Trade receivables are held with the objective to collect the contractual cash flows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

7. INVENTORIES

Current

Stores and materials

The following movements in inventories occurred during the year:

Carrying amount at beginning of period

Inventories expensed during the year

Additions to inventory

Carrying amount at end of period

	2020	2019
	\$	\$
	37,323	32,920
	37,323	32,920
	32,920	34,180
	(65,045)	(144,689)
	69,448	143,429
	37,323	32,920

SIGNIFICANT ACCOUNTING POLICIES

General

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

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

8. OTHER ASSETS

Other assets - current

Prepayments

Accrued income

	2020	2019
	\$	\$
	164,937	28,963
	1,566,730	627,181
	1,731,667	656,144

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

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9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

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

	Land - freehold land	Land - vested in and under the control of Council	Total land	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	35,431,000	12,140,000	47,571,000	100,243,079	100,243,079	147,814,079	976,193	6,064,850	154,855,122
Additions	0	0	0	924,854	924,854	924,854	8,149	860,702	1,793,705
(Disposals)	0	0	0	0	0	0	0	(519,520)	(519,520)
Depreciation (expense)	0	0	0	(4,481,581)	(4,481,581)	(4,481,581)	(260,892)	(902,438)	(5,644,911)
Carrying amount at 30 June 2019	35,431,000	12,140,000	47,571,000	96,686,352	96,686,352	144,257,352	723,450	5,503,594	150,484,396
Comprises:									
Gross carrying amount at 30 June 2019	35,431,000	12,140,000	47,571,000	105,809,650	105,809,650	153,380,650	4,488,944	8,984,624	166,854,218
Accumulated depreciation at 30 June 2019	0	0	0	(9,123,298)	(9,123,298)	(9,123,298)	(3,765,494)	(3,481,030)	(16,369,822)
Carrying amount at 30 June 2019	35,431,000	12,140,000	47,571,000	96,686,352	96,686,352	144,257,352	723,450	5,503,594	150,484,396
Change in accounting policy	0	(12,140,000)	(12,140,000)	0	0	(12,140,000)	0	0	(12,140,000)
Carrying amount at 1 July 2019	35,431,000	0	35,431,000	96,686,352	96,686,352	132,117,352	723,450	5,503,594	138,344,396
Additions	0	0	0	1,316,754	1,316,754	1,316,754	180,830	1,105,449	2,603,033
(Disposals)	0	0	0	0	0	0	(24,385)	(713,838)	(738,223)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	58,484	373,186	431,670
Depreciation (expense)	0	0	0	(4,495,716)	(4,495,716)	(4,495,716)	(196,691)	(889,675)	(5,582,082)
Carrying amount at 30 June 2020	35,431,000	0	35,431,000	93,507,390	93,507,390	128,938,390	741,688	5,378,716	135,058,794
Comprises:									
Gross carrying amount at 30 June 2020	35,431,000	0	35,431,000	107,126,404	107,126,404	142,557,404	2,469,987	5,378,716	150,406,107
Accumulated depreciation at 30 June 2020	0	0	0	(13,619,014)	(13,619,014)	(13,619,014)	(1,728,299)	0	(15,347,313)
Carrying amount at 30 June 2020	35,431,000	0	35,431,000	93,507,390	93,507,390	128,938,390	741,688	5,378,716	135,058,794

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9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land					
- Independent valuation	2	Market approach using recent observable open market values as evidenced by sales transactions of similar property types	Independent registered valuer	June 2017	Price per square metre
- Independent valuation	3	Market approach using recent observable open market values as evidenced by sales transactions of similar property types, adjusted for condition and comparability, at their current use as highest and best use.	Independent registered valuer	June 2017	Price per square metre adjusted for zoning restrictions
Land - vested in and under the control of Council					
- Independent valuation	3	Improvements to land valued using cost approach	Independent registered valuer	June 2017	Improvements to land using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
- Independent valuation	3	Cost approach using depreciated replacement costs	Independent registered valuer	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Furniture and equipment					
- Independent valuation	3	Cost approach using depreciated replacement costs	Independent registered valuer	June 2020	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs
- Independent valuation	3	Cost approach using depreciated replacement costs	Management valuation	June 2020	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (level 3) inputs
Plant and equipment					
- Independent valuation	2	Market approach using recent observable market data for similar assets	Independent registered valuer	June 2020	Market price per item
- Independent valuation	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2020	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
- Management Valuation	3	Cost approach using depreciated replacement cost	Management valuation	June 2020	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.					
During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.					
Following a change to <i>Local Government (Financial Management) Regulation 17A</i> , plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximates cost at the date of change.					

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10. INFRASTRUCTURE

(a) Movements in Carrying Amounts

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

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Parks	Infrastructure - Car Parks	Infrastructure - Bus Shelters	Infrastructure - Street Lights	Infrastructure - Parks & Ovals	Infrastructure - Other	Total Infrastructure
Balance at 1 July 2018	\$ 241,501,314	\$ 37,195,170	\$ 46,344,823	\$ 3,124,606		\$ 622,216	\$ 899,458	\$ 27,409,102	\$ 518,089	\$ 357,614,778
Additions	5,648,124	1,110,130	2,594,192	6,012		16,554	334,163	4,695,095	8,582	14,412,852
Depreciation (expense)	(6,325,113)	(572,233)	(562,737)	(347,178)		(44,444)	(52,909)	(1,712,257)	(97,799)	(9,714,670)
Carrying amount at 30 June 2019	240,824,325	37,733,067	48,376,278	2,783,440		594,326	1,180,712	30,391,940	428,872	362,312,960
Comprises:										
Gross carrying amount at 30 June 2019	247,149,438	38,305,300	48,839,015	3,130,618		638,770	1,233,621	32,104,197	526,671	372,027,630
Accumulated depreciation at 30 June 2019	(6,325,113)	(572,233)	(562,737)	(347,178)		(44,444)	(52,909)	(1,712,257)	(97,799)	(9,714,670)
Carrying amount at 30 June 2019	240,824,325	37,733,067	48,376,278	2,783,440		594,326	1,180,712	30,391,940	428,872	362,312,960
Additions	4,572,717	848,910	1,627,944	23,442		15,397	58,424	5,129,927	0	12,276,761
(Disposals)	(1,081,842)	0	0	0		0	0	0	0	(1,081,842)
Depreciation (expense)	(6,337,844)	(586,091)	(588,643)	(347,479)		(45,105)	(64,033)	(1,867,841)	(98,022)	(9,935,058)
Carrying amount at 30 June 2020	237,977,356	37,995,886	49,415,579	2,459,403		564,618	1,175,103	33,654,026	330,850	363,572,821
Comprises:										
Gross carrying amount at 30 June 2020	250,559,079	39,154,210	50,566,959	3,154,060		654,167	1,292,045	37,234,123	526,671	383,141,314
Accumulated depreciation at 30 June 2020	(12,581,723)	(1,158,324)	(1,151,380)	(694,657)		(89,549)	(116,942)	(3,580,097)	(195,821)	(19,568,493)
Carrying amount at 30 June 2020	237,977,356	37,995,886	49,415,579	2,459,403		564,618	1,175,103	33,654,026	330,850	363,572,821

10. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

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

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

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

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11. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

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

Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the City includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

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

Revaluation

The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the City.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

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

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control prior to 1 July 2019

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

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

Land under roads prior to 1 July 2019

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

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

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

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail. Consequently, any land under roads acquired on or after 1 July 2008 was not included as an asset of the City.

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

The City has accounted for the removal of the vested land values associated with vested land previously recognised by removing the land value and associated revaluation reserve as at 1 July 2019. The comparatives have not been restated.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the City to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including right of use assets).

11. FIXED ASSETS

(a) Disposals of Assets

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Profit	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
Furniture and equipment	24,385	0	0	(24,385)	0	0	0	0	0	0	0	0
Plant and equipment	713,838	696,834	124,076	(141,080)	393,563	334,500	42,863	(101,926)	519,520	373,433	6,178	(152,265)
Infrastructure - Roads	1,081,842	0	0	(1,081,842)	0	0	0	0	0	0	0	0
	1,820,065	696,834	124,076	(1,247,307)	393,563	334,500	42,863	(101,926)	519,520	373,433	6,178	(152,265)

The following assets were disposed of during the year.

Disposals	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
Governance				
P526 1GJD112	28,763	27,782	0	(981)
P496 1GDR926	16,178	25,282	9,104	0
P513 1GIW674	23,875	38,321	14,446	0
Minor plant & equipment written off during fair value review	1,584	0	0	(1,584)
Law, order, public safety				
P450 KWN2063	13,089	21,873	8,784	0
P449 KWN2061	9,866	16,873	7,007	0
K9 Kube Dog Catcher System - attached to KWN2061	23,757	0	0	(23,757)
Health				
P458 KWN1991	26,802	21,191	0	(5,611)
P457 KWN1981	6,082	14,600	8,518	0
Community amenities				
P429 KWN1956	20,000	15,055	0	(4,945)
P454 1EWO610	23,390	18,918	0	(4,472)
P480 KWN2027	10,319	18,691	8,372	0
P486 KWN2067	11,996	25,055	13,059	0
P473 Piglet Mower - Environment	2,890	3,636	746	0
Recreation and culture				
Minor plant & equipment written off during fair value review	22,801	0	0	(22,801)
Plant Replacement - P491 1GCH843	11,175	13,964	2,789	0
Transport				
Kwinana Beach Road transferred to Main Roads	1,081,842	0	0	(1,081,842)
Economic services				
P482 1GDA257	9,088	11,496	2,408	0
Other property and services				
P456 KWN1986	22,433	15,736	0	(6,697)
P452 KWN2023	22,000	19,145	0	(2,855)
P409 KWN1896	20,000	16,418	0	(3,582)
P453 KWN1989	24,203	21,873	0	(2,330)
P408 KWN1899	22,000	19,827	0	(2,173)
P431 KWN1982	27,989	21,645	0	(6,354)
P434 KWN1981	26,000	20,282	0	(7,718)
P265 Footpath grinder	800	420	0	(380)
P306 1TKU712 Boxtop trailer	1,131	656	0	(475)
P324 KWN1833 Hino 300 Series 816 Crew Cab	32,993	20,379	0	(12,614)
P333 KWN1835 Signage Truck	27,850	8,511	0	(19,339)
P530 1GJU179 Toro Ground Master Ride On Mower	137,825	101,028	8,630	(36,797)
P451 KWN2025	11,879	20,509	8,630	0
P520 KWN2049	19,264	25,509	6,245	0
P51 KWN650 Massey Ferguson 362 Tractor	0	8,300	8,300	0
P208 3 PTL Hyd Drive Road Broom Hyd Angle	0	1,000	1,000	0
P235 1TJ0798 Mowing Dovetail Trailer	0	5,285	4,285	0
P252 KWN1761	52,480	60,475	7,995	0
P323 1TLN469 Mowing Trailer Industrial Crew	2,546	5,284	2,736	0
P325 1TLL524 Flat Top Trailer	2,597	5,285	2,688	0
P534 Trailer - Transportable Radar Speed Display Trailer	19,566	26,530	6,964	0
	1,820,065	696,834	124,076	(1,247,307)

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11. FIXED ASSETS

(b) Depreciation

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Buildings - specialised	4,495,716	4,489,788	4,481,581
Furniture and equipment	196,691	454,980	260,892
Plant and equipment	889,675	890,784	902,438
Infrastructure - Roads	6,337,844	5,306,849	6,325,113
Infrastructure - Footpaths	586,091	480,111	572,233
Infrastructure - Drainage	588,643	472,144	562,737
Infrastructure - Car Parks	347,479	291,287	347,178
Infrastructure - Bus Shelters	45,105	44,448	44,444
Infrastructure - Street Lights	64,033	44,390	52,909
Infrastructure - Parks & Ovals	1,867,841	1,712,256	1,712,257
Infrastructure - Other	98,022	82,055	97,799
Right of use assets - plant and equipment	113,003	0	0
	15,630,143	14,269,092	15,359,581

Revision of useful lives of plant and equipment

Property, plant and equipment were assessed for fair value adjustments during the year. Some asset useful lives and residual values were also revised during this process to align with expected future use.

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

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

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

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

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

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	2 to 100 years
Furniture and equipment	
Computer & Audio Visual Equip	2 to 7 years
Office Furniture & Equipment	3 to 15 years
Other Furniture & Equipment	5 to 15 years
Plant and equipment	5 to 15 years
Motor Vehicles	3 to 10 years
Other Plant & Equipment	3 to 20 years
Infrastructure	
Roads	12 to 80 years
Footpaths	40 to 80 years
Drainage	100 years
Car Parks	5 to 20 years
Bus Shelters	20 to 25 years
Street Lights	15 to 30 years
Parks & Ovals	10 to 50 years
Other Infrastructure	30 to 40 years

Depreciation on revaluation

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

(a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or

(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

12. LEASES

(a) Right of Use Assets

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

	Right of use assets - plant and equipment	Right of use assets Total
	\$	\$
Carrying amount at 30 June 2019	0	0
Recognised on initial application of AASB 16	226,618	226,618
Restated total equity at the beginning of the financial year	226,618	226,618
Additions	77,064	77,064
Depreciation (expense)	(113,003)	(113,003)
Carrying amount at 30 June 2020	190,679	190,679
(b) Cash outflow from leases		
Interest expense on lease liabilities	5,610	5,610
Lease principal expense	116,017	116,017
Total cash outflow from leases	121,627	121,627
(c) Other expenses and income relating to leases		
Short-term lease payments recognised as expense	268,226	268,226
Low-value asset lease payments recognised as expense	127,714	127,714
	395,940	395,940

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the City assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right-of-use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the City uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right-of-use assets are secured over the asset being leased.

Right-of-use assets - valuation

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to Note 11 for details on the significant accounting policies applying to vested improvements.

Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the City anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

13. INTANGIBLE ASSETS

(a) Computer Software

Non-current

Intangible asset - Computer Software

Movements in carrying amounts of computer software during the financial year are shown as follows:

Carrying amount at beginning of period
Recognition of Intangible asset - Computer Software
Carrying amount at end of period

TOTAL INTANGIBLE ASSETS

	2020 Actual	2019 Actual
	\$	\$
Intangible asset - Computer Software	616,115	308,673
	616,115	308,673
Carrying amount at beginning of period	308,673	0
Recognition of Intangible asset - Computer Software	307,442	308,673
Carrying amount at end of period	616,115	308,673
TOTAL INTANGIBLE ASSETS	616,115	308,673

SIGNIFICANT ACCOUNTING POLICIES

Computer software

Costs associated with maintaining software programmes are recognised as an expense as incurred. Development costs that are directly attributable to the design and testing of identifiable and unique software products controlled by the the City are recognised as intangible assets where the following criteria are met:

- it is technically feasible to complete the software so that it will be available for use;
- management intends to complete the software and use or sell it;
- there is an ability to use or sell the software.
- it can be demonstrated how the software will generate probable future economic benefits;

Computer software (continued)

- adequate technical, financial and other resources to complete the development and to use or sell the software are available; and

- the expenditure attributable to the software during its development can be reliably measured.

Directly attributable costs that are capitalised as part of the software include employee costs and an appropriate portion of relevant overheads.

Capitalised development costs are recorded as intangible assets and amortised from the point at which the asset is ready for use.

14. REVALUATION SURPLUS

	2020 Opening Balance	2020 Change in Accounting Policy	2020 Revaluation Increment	2020 Revaluation (Decrement)	2020 Total Movement on Revaluation	2020 Closing Balance	2019 Opening Balance	2019 Revaluation Increment	2019 Revaluation (Decrement)	2019 Total Movement on Revaluation	2019 Closing Balance
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land	78,166,636	(12,140,000)	0	0	0	66,026,636	78,166,636	0	0	0	78,166,636
Revaluation surplus - Furniture and equipment	199,013	0	58,484	0	58,484	257,497	199,013	0	0	0	199,013
Revaluation surplus - Plant and equipment	1,581,222	0	373,186	0	373,186	1,954,408	1,581,222	0	0	0	1,581,222
Revaluation surplus - Infrastructure - Roads	112,417,177	0	0	0	0	112,417,177	112,417,177	0	0	0	112,417,177
Revaluation surplus - Infrastructure - Footpaths	14,917,826	0	0	0	0	14,917,826	14,917,826	0	0	0	14,917,826
Revaluation surplus - Infrastructure - Drainage	17,185,601	0	0	0	0	17,185,601	17,185,601	0	0	0	17,185,601
Revaluation surplus - Infrastructure - Car Parks	1,837,027	0	0	0	0	1,837,027	1,837,027	0	0	0	1,837,027
Revaluation surplus - Infrastructure - Bus Shelters	379,791	0	0	0	0	379,791	379,791	0	0	0	379,791
Revaluation surplus - Infrastructure - Parks & Ovals	4,869,464	0	0	0	0	4,869,464	4,869,464	0	0	0	4,869,464
Revaluation surplus - Infrastructure - Other	178,078	0	0	0	0	178,078	178,078	0	0	0	178,078
	231,731,835	(12,140,000)	431,670	0	(11,708,330)	220,023,505	231,731,835	0	0	0	231,731,835

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

CITY OF KWINANA
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FOR THE YEAR ENDED 30 JUNE 2020

15. TRADE AND OTHER PAYABLES

Current

Sundry creditors
Prepaid rates
Accrued salaries and wages
Bonds and deposits held
Accrued Expenses
Accrued Interest on long term borrowings
Unit Contribution - Banksia Park

2020	2019
\$	\$
3,061,626	1,826,349
1,198,500	0
828,470	629,954
1,070,649	1,581,937
1,091,374	187,490
30,451	32,295
16,975,350	17,133,425
24,256,420	21,391,450

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

16. CONTRACT AND OTHER LIABILITIES

Current

Contract liabilities from contracts with customers - fees & charges
Contract liabilities from contracts with customers - operating grants
Other liabilities from transfers for recognisable non financial assets

Non-current

Other liabilities from transfers for recognisable non financial assets

Performance obligations from contracts and other liabilities are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year
1 to 2 years
2 to 3 years
3 to 4 years
4 to 5 years
> 5 years

SIGNIFICANT ACCOUNTING POLICIES

Contract Liabilities

Contract liabilities represent the the City's obligation to transfer goods or services to a customer for which the City has received consideration from the customer.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

With respect to transfers for recognisable non-financial assets, liabilities represent performance obligations which are not yet satisfied.

	2020	2019
	\$	\$
Contract liabilities from contracts with customers - fees & charges	162,515	0
Contract liabilities from contracts with customers - operating grants	194,030	0
Other liabilities from transfers for recognisable non financial assets	10,087,995	0
	10,444,540	0
Other liabilities from transfers for recognisable non financial assets	16,953,626	0
	16,953,626	0
	27,398,166	0

Less than 1 year	4,650,761
1 to 2 years	6,873,436
2 to 3 years	4,773,145
3 to 4 years	11,100,824
4 to 5 years	0
> 5 years	0
	27,398,166

17. LEASE LIABILITIES

(a) Lease Liabilities

	2020	2019
	\$	\$
Current	114,357	0
Non-current	77,148	0
	191,505	0

(b) Movements in Carrying Amounts

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	30 June 2020 Actual Lease Principal 1 July 2019 \$	30 June 2020 Actual New Leases \$	30 June 2020 Actual Lease Repayments \$	30 June 2020 Actual Lease Principal Outstanding \$	30 June 2020 Actual Lease Interest Repayments \$
Education and welfare									
Vehicle Lease - Bright Futures	1EYT548	Toyota Finance	2.00%	February 2021	6,819	0	4,282	2,537	96
Vehicle Lease - Youth	1EWZ823	Easifleet	2.00%	November 2020	11,373	0	8,501	2,872	150
Recreation and culture									
Nilfisk - Floor Scrubber - Recquatic	Nilfisk	Nilfisk	1.70%	December 2022	0	21,044	4,008	17,036	192
Other property and services									
Data#3 Limited Server Storage	E6N0160168	Alleasing	2.00%	June 2021	114,276	0	56,568	57,708	1,863
ELB 4x Proline84 Interactive	E6N0160185	Alleasing	2.00%	June 2022	31,188	0	10,189	20,999	548
Kyocera Equipment	5389066248AUS1	HP	3.65%	June 2022	66,803	0	22,109	44,694	2,072
Photocopier/Printers	E6N0162743	Maia	1.80%	October 2024	0	56,020	10,361	45,659	689
					230,459	77,064	116,018	191,505	5,610

CITY OF KWINANA
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18. INFORMATION ON BORROWINGS

(a) Borrowings	2020		2019	
	\$		\$	
Current	2,314,779	1,451,093		
Non-current	17,953,926	20,101,305		
	20,268,705	21,552,398		

(b) Repayments - Borrowings

Particulars	30 June 2020				30 June 2020				30 June 2020				30 June 2019			
	Loan Number	Institution	Interest Rate		Actual Principal 1 July 2019	Actual Interest repayments	Actual Principal outstanding	\$	Budget Principal 1 July 2019	Budget Interest repayments	Budget Principal outstanding	\$	Actual Principal 1 July 2018	Actual Interest repayments	Actual Principal outstanding	\$
Governance Administration Office Renovations Administration / Chambers Building Refurbishment Education and welfare Youth Specific Space Youth Specific Space Stage 2 Recreation and culture Wellard Sports Pavilion Orelia Oval Pavilion Orelia Oval Pavilion Stage 2 Resource & Knowledge Centre Requatic Centre Upgrade Bertram Community Centre Callista Destination Park Transport Industrial Area Streetscape City Centre Redevelopment	99	WATC	6.35%		671,799	95,471	576,328		671,799	0	95,471		761,572	89,773	671,799	
	107	WATC	N/A		0	0	0		0	2,268,000	0		0	0	0	0
	96	WATC	7.67%		122,474	27,312	95,162		122,474	9,555	95,162		147,840	25,366	11,586	
	100	WATC	4.72%		1,398,797	128,303	1,270,494		1,398,797	73,138	1,270,494		1,521,312	122,515	1,398,797	
	94	WATC	6.48%		158,337	48,501	108,836		158,337	10,406	108,836		204,825	46,488	13,236	
	95	WATC	7.57%		293,938	65,548	228,390		293,937	22,933	228,388		354,615	60,877	27,608	
	97	WATC	6.35%		1,486,494	211,250	99,643		1,486,493	99,859	1,275,243		1,685,135	198,641	113,449	
	102	WATC	4.59%		7,421,567	601,391	6,820,176		7,421,567	378,164	6,820,176		7,421,567	0	386,720	
	104	WATC	4.09%		3,350,000	0	3,350,000		3,350,000	0	3,350,000		3,350,000	0	159,125	
	105	WATC	3.29%		1,296,840	27,568	1,269,272		1,296,840	50,846	1,269,272		1,296,840	0	50,827	
	106	WATC	3.16%		1,420,420	99,153	1,321,267		1,420,421	53,613	1,321,268		1,516,532	96,112	57,249	
	98	WATC	6.35%		906,930	128,886	60,793		906,930	60,927	778,044		1,028,123	121,193	69,217	
	101	WATC	2.49%		2,500,000	0	2,500,000		2,500,000	79,298	2,500,000		2,500,000	0	79,250	
					21,027,596	1,434,383	19,593,213		21,027,595	1,044,059	21,861,211		21,788,561	760,965	1,099,290	
Self Supporting Loans Recreation and culture Kwinana Golf Club Refurbishment	103B	WATC	3.35%		286,682	16,710	249,972		286,682	10,551	249,973		282,850	16,168	11,167	
					286,682	16,710	249,972		286,682	10,551	249,973		282,850	16,168	11,167	
					258,120	0	0		0	0	0		0	0	0	
Share of SMRC Loan					21,552,398	1,451,093	20,288,705		21,294,277	1,054,610	22,111,184		22,071,411	777,133	1,110,457	

* WATC = WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 5 as other financial assets at amortised cost.
All other loan repayments were financed by general purpose revenue.

Current portion of borrowings includes \$425,520, which represents the City's share of the Southern Metropolitan Regional Council (SMRC) Administration Building loan with the WATC.

CITY OF KWINANA
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18. INFORMATION ON BORROWINGS (Continued)

(c) New Borrowings - 2019/20

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2020 Actual	2020 Budget	2020 Actual	2020 Budget		
Loan 107 - Administration / Chambers Building Refurbishment	WATC	Debenture	10	3.52%	0	2,268,000	0	2,268,000	0	0
* WA Treasury Corporation					0	2,268,000	0	2,268,000	0	0

(d) Undrawn Borrowing Facilities

Credit Standby Arrangements

Bank overdraft limit	0	0
Bank overdraft at balance date	0	0
Credit card limit	100,000	100,000
Credit card balance at balance date	(11,308)	(31,535)
Total amount of credit unused	88,692	68,465

Loan facilities

Loan facilities - current	2,314,779	1,451,093
Loan facilities - non-current	17,953,926	20,101,305
Lease liabilities - current	114,357	0
Lease liabilities - non-current	77,148	0
Total facilities in use at balance date	20,460,210	21,552,398

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

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

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

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

Borrowing costs

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

Risk

Information regarding exposure to risk can be found at Note 28.

19. EMPLOYEE RELATED PROVISIONS

(a) Employee Related Provisions

	Provision for Annual Leave	Provision for Long Service Leave	Provision for Other Leave	Total
	\$	\$	\$	\$
Opening balance at 1 July 2019				
Current provisions	2,248,789	2,021,200	632,390	4,902,379
Non-current provisions	0	469,604	0	469,604
	2,248,789	2,490,804	632,390	5,371,983
Additional provision	258,449	169,641	116,067	544,157
Balance at 30 June 2020	2,507,238	2,660,445	748,457	5,916,140
Comprises				
Current	2,507,238	2,250,236	748,457	5,505,931
Non-current	0	410,209	0	410,209
	2,507,238	2,660,445	748,457	5,916,140
Amounts are expected to be settled on the following basis:	2020	2019		
	\$	\$		
Less than 12 months after the reporting date	4,372,097	3,446,078		
More than 12 months from reporting date	1,544,043	1,925,905		
	5,916,140	5,371,983		

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

The City's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)

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

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

Provisions

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

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

20. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

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

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Cash and cash equivalents	25,471,026	48,639,208	11,888,157
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(22,793)	(2,556,513)	7,034,201
Non-cash flows in Net result:			
Adjustments to fair value of financial assets through profit and loss - Banksia Park DMF Receivable	(110,762)	0	610,100
Adjustments to fair value of financial assets through profit and loss - Local Government House Trust	(2,017)	0	(122,620)
Depreciation	15,630,143	14,269,092	15,359,581
(Profit)/loss on sale of asset	1,123,231	59,063	146,087
Contributed Assets	(7,538,175)	0	(10,430,404)
Share of profits of associates (SMRC)	(18,131)	0	(61,124)
Changes in assets and liabilities:			
(Increase)/decrease in receivables	37,498	1,850,000	(9,213)
(Increase)/decrease in financial assets	(1,023,821)	0	0
(Increase)/decrease in inventories	(4,403)	0	1,260
(Increase)/decrease in other assets	(44,388)	0	(164,217)
Increase/(decrease) in payables	1,877,401	(500,000)	(1,849,303)
Increase/(decrease) in provisions	544,157	0	297,645
Increase/(decrease) in contract and other liabilities	(678,269)	0	0
Grants contributions for the development of assets	(3,272,347)	(10,936,569)	(4,476,940)
Net cash from operating activities	6,497,324	2,185,073	6,335,053

21. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2020	2019
	\$	\$
Governance	73,884,766	73,748,984
Law, order, public safety	2,339,301	1,953,715
Health	82,182	80,256
Education and welfare	33,937,419	31,885,016
Community amenities	851,964	1,128,260
Recreation and culture	87,482,048	85,910,119
Transport	329,262,657	330,930,080
Economic services	39,089,204	51,402,122
Other property and services	3,179,766	3,347,917
	570,109,307	580,386,469

22. CONTINGENT LIABILITIES AND CONTAMINATED SITES

The City did not have any contingent liabilities as at 30 June 2020.

The City has currently identified the following potentially contaminated sites:

Peace Park - the City is currently seeking a contaminated sites audit certification to classify the site as 'remediated for restricted use'.

City Depot site - the City is currently seeking a 'non contaminated - unrestricted use' or 'decontaminated' classification.

Kwinana Golf Course - the City is currently seeking a 'contaminated restricted use' classification. Ground water monitoring is undertaken periodically.

Banksia Road (Reserve R24784) - classification is unknown and the site is subject to a preliminary contaminated sites assessment by the City. The property is currently subject to a mining lease conditioned that the lessee remediate the site.

Lot 434 & 304 Thomas Road Landfill - both sites are leased by the City to the Department of Planning and Infrastructure. The lease provides that the lessee is responsible for post operation management.

Each of the above sites has been reported to the Department of Water and Environmental Regulation (DWER), however none have been classified as 'contaminated' nor registered in the DWER Contaminated Sites database.

As the obligation and cost to remediate the sites remain uncertain and is not expected to be material, the City has not recognised a liability as at 30 June 2020.

23. CAPITAL AND LEASING COMMITMENTS

(a) Capital Expenditure Commitments

Contracted for:

- capital expenditure projects
- plant & equipment purchases

Payable:

- not later than one year

Varris Park Upgrade	0	81,569
Smirks Cottage Tractor Shed Preliminaries	0	22,297
Gilmore Avenue Crossing Signals	220,042	0
Thomas Oval Lighting Towers	196,984	0
Website Design Redevelopment	65,819	0
Wellard Road Electrical Infrastructure	11,308	0
Wellard Road Landscape Design	9,347	0
Library Self Checkout Touchscreens & Workstations	7,751	0

(b) Operating Lease Commitments

Non-cancellable operating leases contracted for but not capitalised in the accounts (short term and low value leases).

Payable:

- not later than one year
- later than one year but not later than five years

SIGNIFICANT ACCOUNTING POLICIES

Leases

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

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

2020	2019
\$	\$
503,500	103,866
7,751	0
511,251	103,866
511,251	103,866
0	81,569
0	22,297
220,042	0
196,984	0
65,819	0
11,308	0
9,347	0
7,751	0

2020	2019
\$	\$
226,748	438,663
65,379	344,990
292,127	783,653

Leases (Continued)

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

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

24. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

	2020 Actual	2020 Budget	2019 Actual
The following fees, expenses and allowances were paid to council members and/or the Mayor.	\$	\$	\$
Meeting fees	276,462	276,462	273,794
Mayor's allowance	89,753	89,753	88,864
Deputy Mayor's allowance	22,438	22,438	22,216
Travelling expenses	2,610	6,000	2,396
Telecommunications allowance	28,000	28,000	28,000
	419,263	422,653	415,270

Key Management Personnel (KMP) Compensation Disclosure

	2020 Actual	2019 Actual
The total of remuneration paid to KMP of the City during the year are as follows:	\$	\$
Short-term employee benefits	1,428,736	1,343,082
Post-employment benefits	142,883	142,026
Other long-term benefits	32,510	31,216
	1,604,129	1,516,324

Short-term employee benefits

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

Post-employment benefits

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

Other long-term benefits

These amounts represent long service benefits accruing during the year.

24. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

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

	2020 Actual	2019 Actual
The following transactions occurred with related parties:	\$	\$
Sale of goods and services	52,519	69,384
Purchase of goods and services	182,110	183,964

Related Parties

The City's main related parties are as follows:

i. Key management personnel

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

ii. Other Related Parties

The associate person of KMP was employed by the City under normal employment terms and conditions.

iii. Entities subject to significant influence by the City

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

25. INVESTMENT IN ASSOCIATES

South Metropolitan Regional Council (SMRC)

The SMRC is a statutory local government authority established in 1991 by the local governments of Canning, Cockburn, East Fremantle, Kwinana, Melville and Rockingham. The SMRC is responsible for developing environmentally sustainable waste management solutions for the communities of the Participants.

The member local governments have jointly agreed to establish SMRC under an Establishment Agreement and each participant may participate in regional projects that are governed by a Participants' Project Agreement.

There are two core projects, being:

- 1. The Regional Resource Recovery Centre (RRRC) Project and;
- 2. The Office Accommodation Project.

Both the projects were established through separate project participants' agreements. The City of Kwinana are not participants in the RRRC project. In addition to the above two projects, the support activities of SMRC such as Administrative activities, Education and Marketing and Research and Development, are referred to as Existing Undertakings.

The following local governments have since withdrawn from the Regional Council:
City of Canning in June 2010, City of Rockingham in June 2012 and City of Cockburn in June 2019.

	Note	2020 \$	2019 \$
The City's Share of Associate Entity's Net Assets		504,775	319,244
Equity Ratio		17.85%	11.39%
Represented by Share of Associate Entity's Statement of Financial Position			
Current Assets		304,299	327,835
Non Current Assets		300,253	451,078
Total Assets		604,552	778,913
Current Liabilities		98,192	198,641
Non-Current Liabilities		1,585	261,028
Total Liabilities		99,777	459,669
Net Assets		504,775	319,244
Net Increase in Share of Associate Entity's Net Assets:			
Net Assets		185,531	319,244
Less: City of Kwinana's Share of SMRC Loan Liability	14	(167,400)	(258,120)
		18,131	61,124

SIGNIFICANT ACCOUNTING POLICIES

Investment in associates

An associate is an entity over which the City has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the City's share of net assets of the associate. In addition, the City's share of the profit or loss of the associate is included in the City's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the City's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investment in associates (Continued)

Profits and losses resulting from transactions between the City and the associate are eliminated to the extent of the City's interest in the associate. When the City's share of losses in an associate equals or exceeds its interest in the associate, the City discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the City will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

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26. RATING INFORMATION

RATE TYPE	(a) Rates																			
	Differential general rate / general rate																			
	Rate in \$	Number of Properties	2019/20 Actual Value \$	2019/20 Actual Rate \$	2019/20 Actual Interim Rates \$	2019/20 Actual Back Rates \$	2019/20 Actual Total Revenue \$	2019/20 Budget Interim Rate \$	2019/20 Budget Back Rate \$	2019/20 Budget Total Revenue \$	2018/19 Actual Total Revenue \$									
Gross rental valuations																				
Improved Residential	0.08199	14,165	245,441,404	19,718,904	320,726	(105,393)	19,934,237	500,000	0	20,218,903	19,284,214									
Improved Special Residential	0.07518	827	19,737,051	1,477,596	6,825	3,020	1,487,441	0	0	1,477,596	1,383,110									
Improved Commercial and Industrial	0.09269	506	108,866,403	10,017,187	60,714	27,710	10,105,611	0	0	10,017,187	9,477,276									
Vacant Residential	0.17249	421	7,430,200	1,324,927	(13,051)	(8,328)	1,303,548	0	0	1,324,927	1,317,177									
Vacant Non Residential	0.12193	43	3,229,500	353,095	34,315	(28,783)	358,627	0	0	353,095	266,119									
Unimproved valuations																				
General Industrial	0.01803	3	121,200,000	2,185,236	0	0	2,185,236	0	0	2,185,236	2,131,908									
Rural	0.00518	136	205,487,000	1,260,537	(165,660)	11,892	1,106,769	0	0	1,260,537	1,237,114									
Mining and Industrial	0.00868	25	39,960,000	346,853	0	0	346,853	0	0	346,853	338,461									
Sub-Total		16,126	751,351,558	36,684,335	243,869	(99,882)	36,828,322	500,000	0	37,184,334	35,435,379									
Minimum payment																				
Gross rental valuations																				
Improved Residential	1.062	1,430	16,941,328	1,520,784	(1,233)	(85)	1,519,466	0	0	1,520,784	1,486,527									
Improved Special Residential	1.062	4	54,600	4,248	0	0	4,248	0	0	4,248	4,144									
Improved Commercial and Industrial	1.382	62	589,583	84,302	1,382	1,348	87,032	0	0	84,302	82,228									
Vacant Residential	1.062	808	4,100,563	917,568	(30,232)	97	887,433	0	0	917,568	967,049									
Vacant Non Residential	1.062	3	4,770	3,186	0	0	3,186	0	0	3,186	2,072									
Unimproved valuations																				
Rural	1.382	62	8,872,600	65,844	3,688	14,197	83,729	0	0	65,844	75,934									
Mining and Industrial	1.382	15	187,205	22,112	(480)	0	21,632	0	0	22,112	21,564									
Sub-Total		2,384	30,760,649	2,618,044	(26,875)	15,557	2,606,726	0	0	2,618,044	2,639,516									
		18,510	782,112,207	39,302,379	216,994	(84,325)	39,435,048	500,000	0	39,802,378	38,074,897									
Discounts (Note 26(b))							(6,625)			(7,400)	(6,477)									
Total amount raised from general rate							39,428,423			39,794,978	38,066,420									
SIGNIFICANT ACCOUNTING POLICIES																				
Rates																				
Control over assets acquired from rates is obtained at the commencement of the rating period.																				
Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer.																				
Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.																				

26. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee Discount Granted	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Small Balance Write Off	1,625	2,400	1,477
Rates Incentive Prize	5,000	5,000	5,000
Total discounts/concessions (Note 26(a))	6,625	7,400	6,477

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
Option One				
Single full payment	23/08/2019	\$ -	5.50%	11.00%
Option Two				
First instalment	23/08/2019	\$ 10.50	5.50%	11.00%
Second instalment	2/01/2020			
Option Three				
First instalment	23/08/2019	\$ 21.00	5.50%	11.00%
Second instalment	25/10/2019			
Third instalment	2/01/2020			
Fourth instalment	3/03/2020			
Option Four				
Fortnightly Direct Debit cycle	29/05/2020	\$ 21.00	5.50%	11.00%
Option Five				
Weekly Direct Debit cycle	29/05/2020	\$ 21.00	5.50%	11.00%
		2020 Actual	2020 Budget	2019 Actual
		\$	\$	\$
Interest on unpaid rates		455,119	448,408	472,700
Interest on instalment plan		313,552	295,000	294,923
Deferred Pensioner Interest		15,880	0	18,317
Charges on instalment plan		221,486	142,000	164,002
		1,006,037	885,408	949,942

27. RATE SETTING STATEMENT INFORMATION

(a) Non-cash amounts excluded from operating activities

The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32*.

Adjustments to operating activities

Note	2019/20 (30 June 2020 Carried Forward)	2019/20 Budget (30 June 2020 Carried Forward)	2018/19 (30 June 2019 Carried Forward)
	\$	\$	\$
11(a)	(124,076)	(42,863)	(6,178)
	0	0	0
	(116,810)	0	
	(112,779)	0	610,100
	(18,131)	0	0
	(158,075)	0	(2,090,575)
	(48,371)	0	(32,973)
	544,157	0	297,645
11(a)	1,247,307	101,926	152,265
11(b)	15,630,143	14,269,092	15,359,581
	16,843,365	14,328,155	14,289,865

(b) Surplus/(deficit) after imposition of general rates

The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets

4	(55,249,686)	(48,632,038.00)	(55,730,366)
5(a)	(17,269)	(17,269)	(16,709)
5	(319,490)	0	(297,819)
18(a)	2,314,779	1,889,259	1,451,093
	194,030	0	0
	10,087,995	0	0
	114,357	0	0
	5,505,931	4,241,502	4,902,379
	16,975,350	0	17,133,425
	(20,394,003)	(42,518,546)	(32,557,997)

Net current assets used in the Rate Setting Statement

	65,863,984	51,295,915	62,781,266
	(42,636,027)	(8,777,369)	(27,744,922)
	(20,394,003)	(42,518,546)	(32,557,997)
	2,833,954	0	2,478,347

(c) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards

		62,781,266
29(a)	- Other assets	0
	Total current assets at 1 July 2019	62,781,266
		(27,744,922)
29(a)	- Contract liabilities from contracts with customers	(135,281)
29(a)	- Other liabilities from transfers for recognisable non financial assets	(8,311,141)
29(b)	- Rates paid in advance	(904,842)
29(c)	- Lease liabilities	(101,360)
	Total current liabilities at 1 July 2019	(37,197,546)

28. FINANCIAL RISK MANAGEMENT

This note explains the City's exposure to financial risks and how these risks could affect the City's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

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

Financial risk management is carried out by the finance area under policies approved by Council. The finance area identifies, evaluates and manages financial risk in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The City's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the City to cash flow interest rate risk.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the City to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate %	Carrying Amounts \$	Fixed Interest Rate \$	Variable Interest Rate \$	Non Interest Bearing \$
2020					
Cash and cash equivalents	0.61%	25,471,026	0	25,466,506	4,520
Financial assets at amortised cost - term deposits	0.74%	33,787,559	33,787,559	0	0
2019					
Cash and cash equivalents	0.99%	11,888,157	2,135,837	9,747,750	4,570
Financial assets at amortised cost	2.46%	45,348,386	45,348,386	0	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2020 \$	2019 \$
Impact of a 1% movement in interest rates on profit and loss and equity*	592,586	572,365

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The City does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 18(b).

28. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

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

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

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

The City applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 24 months before 1 July 2019 or 1 July 2020 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of residents to settle the receivables.

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

No expected credit loss was forecast for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover outstanding amounts.

	Current	More than 1 year past due	Total
30 June 2020			
Rates receivable			
Expected credit loss	0.00%	0.00%	
Gross carrying amount	0	3,588,655	3,588,655

30 June 2019			
Rates receivable			
Expected credit loss	0.00%	0.00%	
Gross carrying amount	0	3,865,054	3,865,054

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Trade and other receivables					
Expected credit loss	0.52%	14.81%	18.93%	30.10%	
Gross carrying amount	632,938	11,512	26,535	294,229	965,213
Loss allowance	3,316	1,705	5,023	88,562	98,606

30 June 2019					
Trade and other receivables					
Expected credit loss	1.20%	3.60%	3.50%	35.90%	
Gross carrying amount	149,773	29,983	15,737	267,007	462,500
Loss allowance	1,812	1,084	558	95,967	99,421

28. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk - that is the risk that insufficient funds may be on hand to meet payments obligations as and when they fall due. The City manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

The contractual undiscounted cash flows of the City's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2020					
Payables	8,331,072	7,962,674	7,962,674	24,256,420	24,256,420
Borrowings	1,889,259	10,604,275	7,775,171	20,268,705	20,268,705
Contract and other liabilities	10,444,540	22,747,405	0	33,191,945	27,398,166
Lease liabilities	119,134	87,577	0	206,711	191,505
	20,784,005	41,401,931	15,737,845	77,923,781	72,114,796
2019					
Payables	5,308,025	8,041,713	8,041,713	21,391,450	21,391,450
Borrowings	2,505,552	13,396,660	10,808,530	26,710,743	21,552,398
	7,813,577	21,438,373	18,850,243	48,102,193	42,943,848

29. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

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

(a) AASB 15: Revenue from Contracts with Customers

The City adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the City adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019):

	Note	AASB 118 carrying amount 30 June 2019 \$	Reclassification \$	AASB 15 carrying amount 01 July 2019 \$
Contract liabilities - current				
Contract liabilities from contracts with customers	16	0	(135,281)	(135,281)
Adjustment to retained surplus from adoption of AASB 15	30(b)		(135,281)	

(b) AASB 1058: Income For Not-For-Profit Entities

The City adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the City adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004:

	Note	AASB 118 and AASB 1004 carrying amount 30 June 2019 \$	Reclassification \$	AASB 1058 carrying amount 01 July 2019 \$
Trade and other payables				
Rates paid in advance	15	0	(904,842)	(904,842)
Other liabilities - current				
Other liabilities from transfers for recognisable non financial assets	16	0	(8,311,141)	(8,311,141)
Other liabilities non-current				
Other liabilities from transfers for recognisable non financial assets	16	0	(18,906,039)	(18,906,039)
Adjustment to retained surplus from adoption of AASB 1058	30(b)		(28,122,022)	

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the City. When the taxable event occurred, the financial liability was extinguished and the City recognised income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the City to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

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29. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

	Note	2020 \$ As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	2020 \$ Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	26(a)	39,435,048	1,198,500	40,633,548
Operating grants, subsidies and contributions	2(a)	7,445,800	17,310,171	24,755,971
Fees and charges	2(a)	11,438,704	(44,388)	11,394,316
Non-operating grants, subsidies and contributions	2(a)	10,810,522	10,087,995	20,898,517
Net result		(22,793)	28,552,278	28,529,485
Statement of Financial Position				
Other assets	2(a)	44,388	(44,388)	0
Trade and other payables	15	24,256,420	(1,198,500)	23,057,920
Contract and Other liabilities	16	27,398,166	(27,398,166)	0
Net assets		492,078,371	28,552,278	520,630,649
Statement of Changes in Equity				
Net result		(22,793)	28,552,278	28,529,485
Retained surplus		216,805,180	28,552,278	245,357,458

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

(c) AASB 16: Leases

The City adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the City has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the City will not restate comparatives for prior reporting periods.

	Note	2020 \$
Operating lease commitments at 30 June 2019 applying AAS 117		239,510
Discount applied using incremental borrowing rate		(9,051)
Lease liability recognised as 1 July 2019 discounted using the City's incremental borrowing rate of 2.48%	17(b)	230,459
Lease liability - current		101,360
Lease liability - non-current		129,099
Adjustment to Retained Earnings 1 July 2019		(3,841)
Right-of-use assets recognised at 1 July 2019		226,618

In applying AASB 16 for the first time, the City will use the following practical expedient permitted by the standard.
- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

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30. CHANGE IN ACCOUNTING POLICIES

(a) Change in Accounting Policies due to regulation changes

Effective 6 November 2020, *Local Government (Financial Management) Regulation 16* was deleted and *Local Government (Financial Management) Regulation 17A* was amended with retrospective application. The changes were effective for financial years ending on or after 30 June 2020 so are required to be applied retrospectively with cumulative effect applied initially on 1 July 2019.

In accordance with the changes, the City was required to remove the values attributable to certain crown land assets previously required to be recognised, as well as the associated revaluation surplus at 1 July 2019. These assets have been measured as concessionary lease right-of-use assets at zero cost in accordance with AASB 16. For further details relating to these changes, refer to Note 11.

In summary the following adjustments were made to the amounts recognised in the statement of financial position at the date of initial application (1 July 2019):

	Note	Carrying amount 30 June 2019 \$	Reclassification \$	Carrying amount 01 July 2019 \$
Property, plant and equipment	9	150,484,396	(12,140,000)	138,344,396
Revaluation surplus	14	231,731,835	(12,140,000)	219,591,835

Also, following changes to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out during the year were not reversed as it was deemed fair value approximates cost at the date of the change.

(b) Changes in equity due to change in accounting policies

	Note	Adjustments	2019 \$
Retained surplus - 30 June 2019			244,608,437
Adjustment to retained surplus from adoption of AASB 15	29(a)	(135,281)	
Adjustment to retained surplus from adoption of AASB 1058	29(b)	(28,122,022)	
Adjustment to retained surplus from adoption of AASB 16	29(c)	(3,841)	(28,261,144)
Retained surplus - 1 July 2019			216,347,293

The impact on the City's opening revaluation surplus resulting from *Local Government (Financial Management) Regulation 16* being deleted and the amendments to *Local Government (Financial Management) Regulation 17A* as at 1 July 2019 was as follows:

	Note	Adjustments	2019 \$
Revaluation surplus - 30 June 2019			231,731,835
Adjustment to revaluation surplus from deletion of FM Reg 16	30(a)	(12,140,000)	
Adjustment to revaluation surplus from deletion of FM Reg 17	30(a)	0	(12,140,000)
Revaluation surplus - 1 July 2019			219,591,835

31. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2019	Amounts Received	Amounts Paid	30 June 2020
	\$	\$	\$	\$
APU Security Bonds	15,591	4,610	(2,267)	17,934
Contiguous Local Authorities Group (CLAG)	3,594	0	0	3,594
Public Open Space Cash In Lieu	204,239	79,609	0	283,848
	223,424	84,219	(2,267)	305,376

32. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

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

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

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

b) Current and non-current classification

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

c) Rounding off figures

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

d) Comparative figures

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

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

e) Budget comparative figures

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

f) Superannuation

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

g) Fair value of assets and liabilities

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

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

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

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

h) Fair value hierarchy

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

Level 1

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

Level 2

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

Level 3

Measurements based on unobservable inputs for the asset or liability.

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

Valuation techniques

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

Market approach

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

Income approach

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

Cost approach

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

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

i) Impairment of assets

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

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

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

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

33. ACTIVITIES/PROGRAMS

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

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

34. FINANCIAL RATIOS

	2020 Actual	2019 Actual	2018 Actual
Current ratio	0.33	0.25	0.26
Asset consumption ratio	0.77	0.79	0.81
Asset renewal funding ratio	0.30	0.91	1.06
Asset sustainability ratio	0.27	0.22	0.24
Debt service cover ratio	2.34	4.55	6.44
Operating surplus ratio	(0.20)	(0.14)	(0.07)
Own source revenue coverage ratio	0.75	0.77	0.78

The above ratios are calculated as follows:

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



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the City of Kwinana

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the City of Kwinana which comprises the Statement of Financial Position as at 30 June 2020, and the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, as well as notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the City of Kwinana:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the City for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the City in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Notes 1 and 11 to the annual financial report, which describe the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the City's financial reporting responsibilities under the Act, including the Local Government (Financial Management) Regulations 1996 (Regulations). My opinion is not modified in respect of these matters:

- (i) Regulation 17A requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 *Leases* which would have required the entity to measure the vested improvements also at zero cost.
- (ii) In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 did not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report

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

The Chief Executive Officer (CEO) of the City is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error. In preparing the annual financial report, the CEO is responsible for assessing the City's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the City.

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

Auditor's Responsibility for the Audit of the Financial Report

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

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This includes the identification and assessment of the risk of material misstatement due to fraud arising from management override of controls. This description forms part of my auditor's report.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matters indicate significant adverse trends in the financial position of the City:
 - a. The Current Ratio as reported in Note 34 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries' (DLGSCI's) standard of 1.00 for the last three financial years;
 - b. The Asset Sustainability Ratio as reported in Note 34 of the annual financial report is below the DLGSCI's standard of 0.90 for the last three financial years; and
 - c. The Operating Surplus Ratio as reported in Note 34 of the annual financial report is below the DLGSCI's standard of 0.01 for the last three financial years.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The financial ratios for 2018 in Note 34 of the annual financial report were audited by another auditor when performing their audit of the City for the year ending 30 June 2018. The auditor expressed an unmodified opinion on the annual financial report for that year.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the City of Kwinana for the year ended 30 June 2020 included on the City's website. The City's management is responsible for the integrity of the City's website. This audit does not provide assurance on the integrity of the City's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.

Labuschagne

SANDRA LABUSCHAGNE
DEPUTY AUDITOR GENERAL

Delegate of the Auditor General for Western Australia
Perth, Western Australia
8 December 2020





ADMINISTRATION

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

Telephone 08 9439 0200

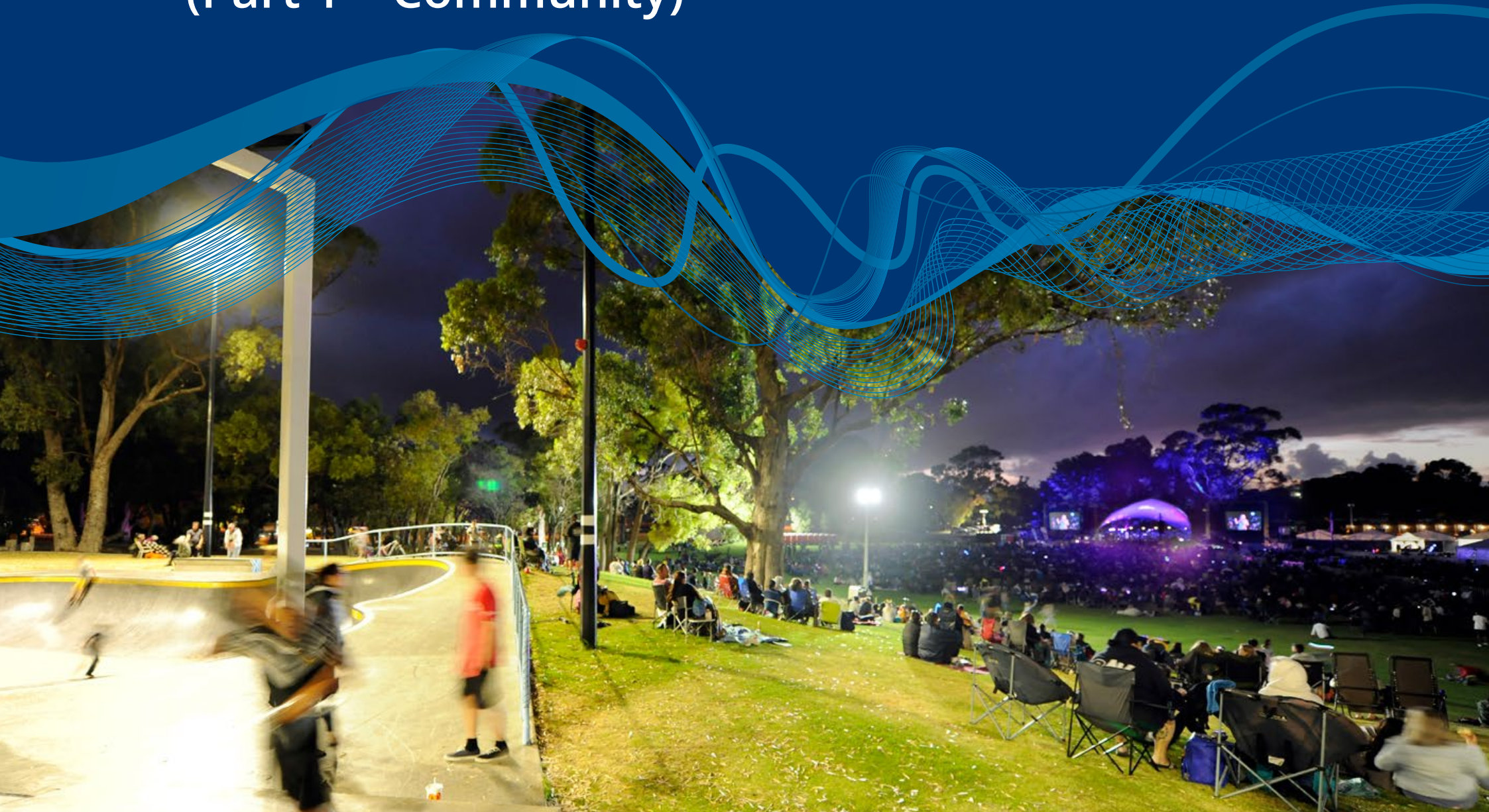
customer@kwinana.wa.gov.au

www.kwinana.wa.gov.au



Annual Report 2019/20

(Part 1 – Community)



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Welcome

Mayor’s Welcome

I think it’s safe to say that 2020 has been a year like no other. It has forced many communities, businesses and individuals to adapt to a new and ever-changing situation and that has been no different for the City of Kwinana.

While we ended 2019 strong and came into 2020 with our usual great intentions, things were abruptly brought to a standstill while we navigated our way around the issue of a global pandemic.

Our immediate concern was about our community and the ability to help people adapt to the changing environment. While we did have to cancel some of our programs and events for health and safety reasons, the City quickly changed how we worked to bring in online learning and events, a helpline for our community and remote work environments for the City’s administration staff. This was all helped by the upgrades in technology the City has introduced over the past few years and our ability to access the wider community remotely.

The City also initiated the Stay Loyal, Shop Local idea to help out those local businesses who suffered during the pandemic and we froze rates to help mitigate financial impact on our community.

Despite all the challenges, the City of Kwinana and Council quickly altered our ways of working and feel we managed to maintain ‘business as usual’, albeit modified, to meet the needs of our community.

One of the notable changes to the City was the introduction of our new Chief Executive Officer, Wayne Jack, in April this year. Coming all the way over from New Zealand, Wayne took over from our acting CEO, Graeme Mackenzie. I would like to take this opportunity to both

welcome Wayne and thank Graeme for his service with us while we undertook the recruitment process for our permanent CEO.

Wayne took up the reigns at an interesting time, but managed to hit the ground running.

The City still managed to put on a massive show in December 2019 when the Perth Symphony Orchestra returned to Kwinana to perform the biggest concert Kwinana has ever seen.

The 55-piece orchestra performed the ultimate music experience to an audience of thousands under the stars on Calista Oval.

We rounded off our event season just before social distancing restrictions were enforced with the Alcoa Children’s Party in March 2020, which attracted our biggest crowd yet.

Another win for the year was the announcement from the McGowan Government about the commitment to develop an outer harbour in the coming years.

The announcement confirms the City’s long held position that a land-backed port within the Kwinana Industrial Area, connected by an uninterrupted freight corridor via Anketell Road and the Tonkin Highway, will best serve Perth’s long term freight needs.

So, despite recent events, the last year has proven that the City of Kwinana, our Elected Members and staff are adaptable, resourceful and able to work well together in a time of crisis. For this, I am extremely proud.

I want to thank my fellow Councillors, hardworking CEO, Executive Team and all staff for their support and commitment to the City over the past 12 months. We all look forward to a fruitful year ahead.

Carol Adams OAM
Mayor of Kwinana



CEO's Welcome

I was welcomed with open arms into the role of Chief Executive Officer of the City of Kwinana in April of this year – right in the middle of a global pandemic. To say my start here has been interesting is an understatement.

I started with the City and barely had time to meet my staff when pandemic protocol forced us into remote working conditions. This challenging time required us all to adapt, both here at the City and of course as a wider community. Our commitment to keeping our residents safe and healthy was – and continues to be – unwavering.

With regret, this meant our community centres, library and Recquatic Centre had to be closed while many of our social gatherings, programs and events had to be cancelled or adapted. We appreciate the support and understanding from our community during this time.

This of course impacted our budget for the current 2020/21 financial year and as a result, we had to streamline our offerings to adhere to a strict budget and maintain the rates freeze to help our residents.

We've also been busy streamlining internal processes, looking at our organisational structures and how we can enhance efficiency in our business processes. Having worked through the COVID-19 pandemic, we now have an understanding and lived experience of how we can manage any large-scale disruption to our services moving forward.



We have a team of committed, experienced and educated people here at the City of Kwinana who work tirelessly to make our City the very best it can be. I want to thank all of the staff and Elected Members who have grand visions for Kwinana and are unwavering in their dedication to making these visions a reality.

While there are still uncertain times ahead, I have no doubt that the future is bright for the City of Kwinana and I'm proud to play a part in the City's evolution.

Wayne Jack

Chief Executive Officer

Introduction

The City of Kwinana's Annual Report 2019/20 comprises two parts, **Part 1 – Community** and **Part 2 – Annual Financial Report**. This Annual Report (Part 1 – Community), together with the Annual Report (Part 2 – Annual Financial Report) complies with the requirements of Section 5.53(1) of the *Local Government Act 1995*.

The Annual Report 2019/20 (Part 2 – Annual Financial Report) is available to download from the City's website at www.kwinana.wa.gov.au or in hard copy, on request, by contacting the City of Kwinana on 9439 0200 or visiting the City of Kwinana Administration Building at the corner of Gilmore Avenue and Sulphur Road, Kwinana.



2019/20 Snapshot

2019 • 2019 • 2019 • 2019 • 2019 • 2019 • 2019 • 2019 • 2019 • 2019 • 2019 • 2019 • 2019 • 2019 •

JULY

Costco has Kwinana in its Sights

Kwinana is set to become home to one of only two Costco stores being planned by the US retail giant for Western Australia.



AUGUST

Westport Shortlist Securing Future for Outer Harbour

The Westport Taskforce released a shortlist of five future port options with the Outer Harbour in Kwinana being proposed in each of the five options.

City Receives Award for Climate Change

The City received a Commendable Award in the category of Climate Change at the 2019 Local Government Policy Awards.

Recquatic Recognised as a Waterwise Aquatic Centre

The Kwinana Recquatic was recognised as a Waterwise Aquatic Centre at the 50th Annual State Conference of the Leisure Institute of WA Aquatics (LIWA).



OCTOBER

Election Welcomes Back Familiar Faces

The 2019 Local Government Election received 20,481 votes which resulted in the re-election of current Councillors Dennis Wood, Peter Feasey and Wendy Cooper, and past Councillor Sherilyn Wood.



NOVEMBER

Kwinana Children's Services have a Bright Future

Bright Futures Children's Services once again named winners in the Excellence in Family Day Care Awards for 2019 for Western Australia and South Australia.



DECEMBER

Another Huge Symphony Success for Kwinana

The Perth Symphony Orchestra returned to Kwinana on Saturday, 7 December to perform the biggest concert Kwinana has ever seen.

City Announces 2020 Scholarship Winners

The Leadership, Youth, and Respect in Kwinana (LyriK) Educational Scholarships award ceremony awarded sixteen local youths scholarships for 2020.

2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 • 2020 •

JANUARY

Kwinana Welcomes New Citizens on Australia Day

The City of Kwinana joined towns and regions across the nation to welcome our newest Australian citizens as part of Australia Day 2020 celebrations.



FEBRUARY

City Welcomes New CEO

At the Ordinary Meeting of Council held on Wednesday, 25 February 2020, the City of Kwinana Council formally appointed Mr Wayne Jack at its new CEO.



MARCH

Alcoa Children's Festival Captures Imaginations Again

The highly anticipated 2020 Alcoa Children's Festival was enjoyed by more than 9,000 local residents on Saturday 7 March 2020.

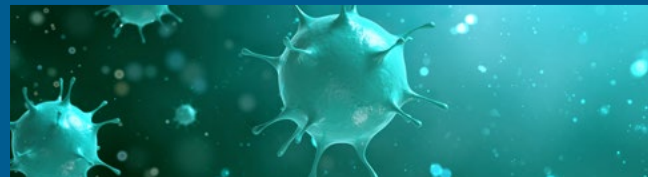
APRIL

Kwinana Recovery Coordination Group Kicks off

The City started to look beyond the COVID-19 pandemic by becoming one of the first councils in Western Australia to activate its Local Recovery Coordination Group.

Kwinana Responds to COVID-19 Pandemic

In light of the Federal and State Government approaches to the COVID-19 pandemic the City of Kwinana made the difficult decision to cancel the 2020 youth festival as well as all other City of Kwinana larger scale events.



MAY

City Steps Up Support for Local Small Business

The City of Kwinana released grants of up to \$1,000 each for local retail businesses who were impacted by the COVID-19 pandemic.



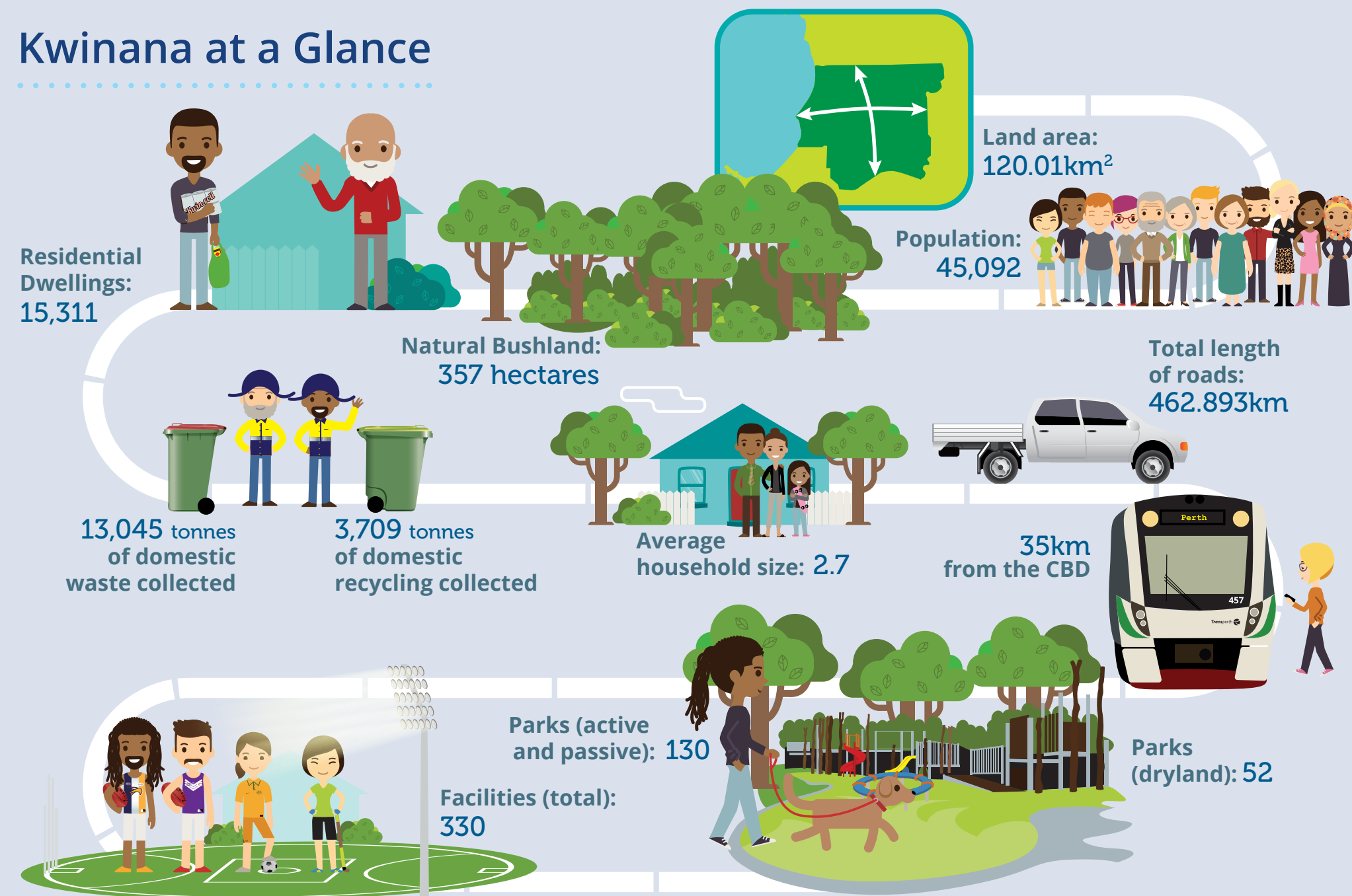
JUNE

City Cuts Budget to Deliver on Zero Rate Increase Promise

The City of Kwinana Council formally adopted its 2020/21 Budget at its Ordinary Meeting of Council on 24 June 2020.



Kwinana at a Glance



(Data obtained from ABS 2016 Census, ABS 2019 Estimated Resident Population and Forecast.id population forecast.)

City of Kwinana Council

The Council consists of a Mayor, a Deputy Mayor and six Councillors who represent the community across the municipality of the City of Kwinana. The term for each Elected Member is four years. The Mayor and Deputy Mayor are elected by the Council every two years.

Term of office expires:	Term of office expires:
2021	2023
	
Mayor Carol Adams	Deputy Mayor Peter Feasey
2023	2021
	
Councillor Wendy Cooper	Councillor Merv Kearney
2021	2023
	
Councillor Sandra Lee	Councillor Sherilyn Wood
2021	2023
	
Councillor Matthew Rowse	Councillor Dennis Wood

Elected Member attendance at Council meetings 2019/2020

(Includes all current Elected Members and the outgoing Elected Member of 2019).

Elected Member	Ordinary Council	Special Council	Electors General
	Meetings Attended		
Total meetings held	22	4	1
Carol Adams	21	4	1
Peter Feasey	22	3	1
Wendy Cooper	22	4	1
Merv Kearney	17	4	1
Sandra Lee	21	4	1
Matthew Rowse	21	3	1
Dennis Wood	18	4	1
Sherilyn Wood (Elected October 2019)	15 ¹	4 ²	1
Sheila Mills (outgoing Elected Member)	6 ³	Meetings not held whilst elected to office	

NOTE:

¹ 15 Ordinary Council Meetings held since elected to office.

² 4 Special Council Meetings held since elected to office.

³ 7 Ordinary Council Meetings held whilst elected to office.

Due to the COVID-19 pandemic social distancing requirements, and in accordance with recently amended *Local Government (Administration) Regulations 1996*, the following Ordinary Council Meetings were held electronically and the Elected Members attended via instantaneous media:

- 8 April 2020
- 13 May 2020
- 22 April 2020
- 27 May 2020



City of Kwinana Staff

Employees

Employees as at 30 June 2020:

Full Time:	192
Part Time:	70
Casual:	104
Total:	366 (head count)
Total FTE's:	269.88

City of Kwinana Leadership Team (as at 30 June 2020)



Wayne Jack
Chief Executive Officer



Michelle Bell
Director City Legal

Bruce Mentz
Manager Essential Services
Vacant
Manager Contracts



Maria Cooke
Director City Regulation

Troy Morley
Manager Environment Health
Paul Neilson
Manager Planning and Development
Rodney Molyneux
Manager Building Services



Doug Elkins
Director City Infrastructure

David Boccuzzi
Manager City Operations
Reza Najafzadeh
Manager Engineering Services
Ann Nicholas
Manager Asset Management Services



Kelli Hayward
Director City Business

Warwick Carter
Economic Development and Advocacy Manager
Natasha Dransfield
Manager Customer and Communications
Stacey Hobbins
Manager Finance
Mathew Smith
Manager Information Technology
Sue Wiltshire
Manager Human Resources



Barbara Powell
Director City Engagement

Paul Gravett
Manager Community Engagement
Fiona Grieves
Manager Community Services

City of Kwinana Products and Services

The primary role of Local Government is to provide infrastructure, facilities, governance and community services to support the community. The City of Kwinana offers hundreds of products and services for the benefit of its community, to promote wellbeing and to offer community members a choice and range of options to suit their lifestyle.

The City manages depot works, including:

- footpath, crossover, road, kerb and drainage maintenance;
- maintenance of street furniture, fencing, BBQs, playgrounds and water features;
- rubbish and litter collection and removal of illegal dumping;
- fire control assistance and emergency response to storms, floods, fire etc; and
- mowing, weed control, turf renovation, irrigation maintenance, landscaping, pruning, weeding, mulching, fertilizing and planting.

The City provides a safety and security program, including:

- local law enforcement (including parking, littering and animal control);
- emergency services and volunteer fire brigades;
- enforcing off-road vehicle and illegal camping laws;
- community safety and security initiatives; and
- Community Liaison Service.

The City offers community services, including:

- community events, arts, culture and heritage programs;
- community centres;
- community grants and Citizenship ceremonies;
- library and community information services;
- community support and social inclusion; and
- community engagement programs.

The City provides health and fitness programs, including:

- local parks and public open spaces; and
- health and wellbeing programs including walking trails, sporting club development, Kwinana Recquatic etc.

The City offers youth support, including:

- youth facilities such as the Zone Youth Space and Edge Skate park;
- LyriK Youth Development Programs; and
- school holiday and term activity programs.

The City manages the local environment, including:

- waste, recycling, green waste and bulk goods collections;
- environmental health investigations;
- advice on food hygiene, control of diseases, public events, food preparation premises, public swimming pools, control of diseases and noise nuisances;
- bushland management including weed control, feral animal control and firebreak maintenance;
- environmental planning and protection, fencing, biodiversity and revegetation; and
- sustainability initiatives including water and energy conservation.

The City provides expertise in planning, building and engineering, including:

- building assessments, site inspections, demolition licenses etc;
- upkeep of the City's buildings;
- development applications, structure plan assessments, planning policy development and implementation and administering town planning schemes;
- roads, pathways, bridges, drainage, landscaping and street lighting; and
- road safety audits, traffic analysis, transport coordination and car parking studies.

The City uses a number of survey and evaluation methods to regularly assess community needs. Results of the City's *Community Perception and Wellbeing Survey* are used to gauge satisfaction and importance in relation to the products and services that it delivers to the community. The City strives to ensure that it is continually reviewing and continuously providing essential services to meet the needs of its growing community.

To find out more about the range of products and services provided by the City of Kwinana visit www.kwinana.wa.gov.au/a-z.

Our Vision

Our Vision

The City's vision for the future of the Kwinana community is:

“Rich in spirit, alive with opportunities, surrounded by nature – it’s all here”

This vision forms the foundation of the City's Strategic Community Plan 2019-2029, with each part of the vision represented as a specific community aspiration. To achieve these aspirations, clearly defined community outcomes have been identified. These outcomes further illustrate how the community would like the City of Kwinana to look in ten years' time.

Integrated Planning and Reporting

The Annual Report (Part 1 – Community) measures our progress against priorities and aspirations that were developed in consultation with the community and documented in the City of Kwinana's long term vision, the *Strategic Community Plan 2019-2029*.

The City's *Corporate Business Plan 2019-2024* provides clarity on the initiatives and services that the City is planning or implementing over the next five years, with emphasis on the delivery of the strategic priorities outlined in our *Strategic Community Plan 2019-2029*.

These two key strategic documents are then underpinned by a number of informing documents including, but not limited to, the *Long Term Financial Plan*, *Asset Management Plans*, *Workforce Plan* and issues or area-specific plans (see figure 1).

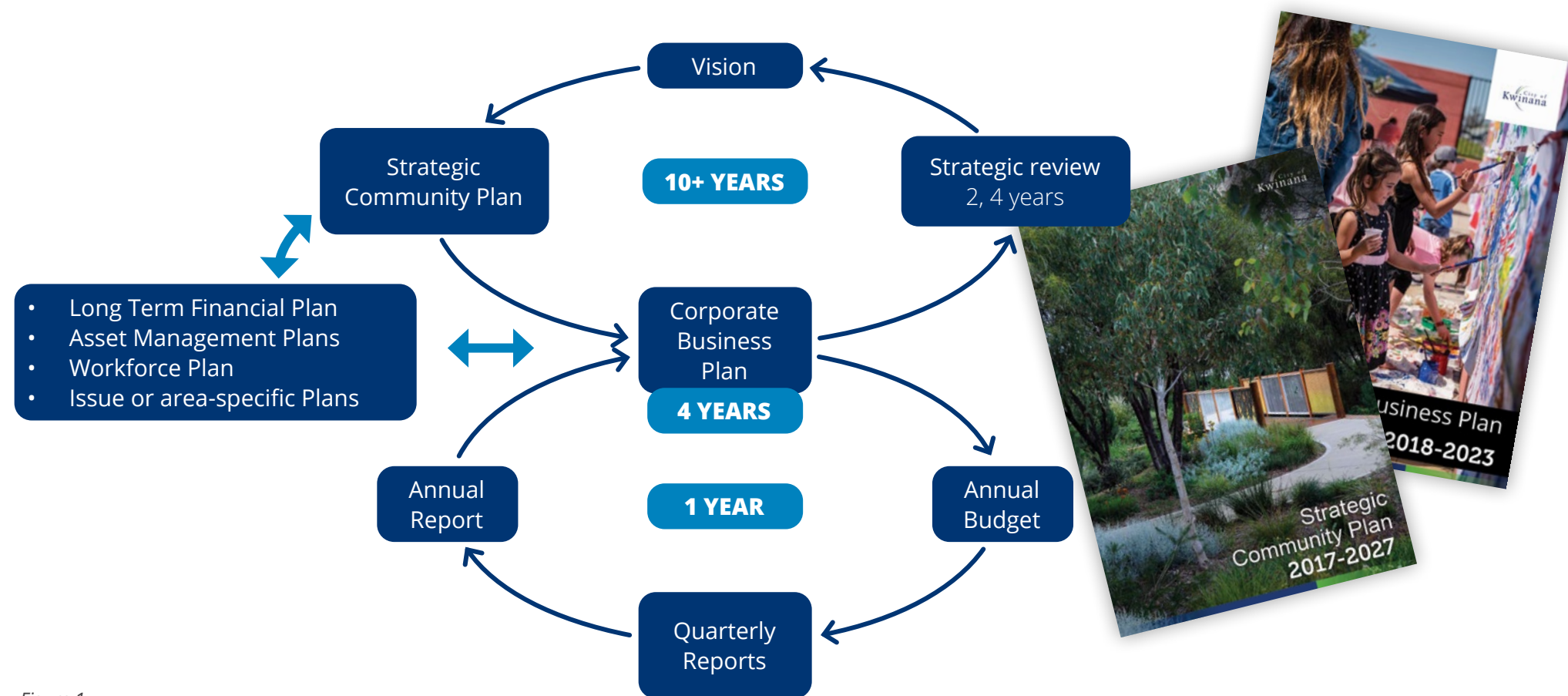


Figure 1

Key Items of Expenditure

Expenditure for key projects and programs delivered in the 2019/20 year includes:

- \$301,000 in development initiatives, including local business grants and programs;
- \$2.24m towards safety and security, with a focus on improved CCTV, City Assist services, Senior Security Subsidy Scheme and control of illegal dumping;
- \$1.65m towards the Zone Youth including welcoming the Diversity Strategy that has a focus on working with at-risk, disengaged or homeless community members at popular locations in the City Centre;
- \$2.2m spend on road upgrades and renewals with the Wellard Road duplication project to be carried forward to 2020/21;
- \$248,751 towards lighting upgrades at Thomas Oval;
- \$457,000 spent on community events including the Alcoa Children's Festival and end-of-year community concert; and
- \$407,212 to support the Koorliny Arts Centre.

2019/20 Key Priorities Achieved

Key organisational priorities in the 2019/20 year that were achieved include:

- continued to lobby and advocate for a new port in Kwinana;
- continued the implementation of the Community Safety and Crime Prevention Plan;
- progressed the development of the Conciliation Action Plan;
- progressed the development of the Love My Neighbourhood Framework;
- progression of the Local Planning Strategy;
- initiated the Town Planning Scheme as part of the Local Planning Strategy;
- completion of the Public Health Plan;
- commenced the review of the City's Waste Management Strategy;
- progressed the implementation of a new Corporate Business System;
- progressed the development of a new City website;
- completed a review of the City's Ground Water Operating Strategy;
- progressed the update of the Asset Management Strategy; and
- completed a review of the Kwinana Adventure Park Management Plan.



Aspiration Areas

Aspiration 1: Rich in spirit

Aspiration Statement: Kwinana 2030 will be a place where the strong community spirit that has historically existed continues to thrive and develop. The City will be alive with an assortment of community events that encourage civic participation and celebrate our multiculturalism.

The outcomes we aspire to create include:

- a unique identity;
- a City alive with activity;
- a safe and welcoming place;
- services for an active community;
- strong community leaders;
- a community who help each other;
- a vibrant arts culture;
- a sense of place and heritage; and
- accessibility for everyone.

Related Plans (internal):

Place Plans for City Areas	Multicultural Action Plan
Conciliation Action Plan	Youth Strategy
Events Strategy	Community Safety and Crime Prevention Plan
Welcoming Diversity Strategy	Active Ageing Strategy
Children and Families Policy	Community Development Fund
Every Club Program	Public Art Masterplan
Active Citizenship Strategy	History and Heritage Implementation Plan
Heritage Assets	Life Long Learning Strategy

Key Projects/Achievements in 2019/20:

The City hosted a range of crowd-pleasing, show-stopping events in 2019/20.

The City once again teamed up with the Perth Symphony Orchestra to host the 2019 Summer Symphony. Held on the first Saturday in December 2019, the event was the City's brightest, loudest and most popular concert event so far, with over 7,000 attendees.

When it came to our Christmas events, the City's Seniors' Christmas lunches welcomed 200 guests who were serenaded by local children singing carols while the annual Lolly Run once again saw Santa and his crew of helpers drive every street in Kwinana on Christmas morning to spread cheer and goodwill. A total of 88 volunteers distributed approximately 13,000 lolly bags to Kwinana residents.

On 26 January 2020, around 1,000 community members attended the Kwinana Adventure Park to celebrate Australia Day. Attendees enjoyed a free BBQ breakfast cooked by the Kwinana Rotary Club, free entertainment and celebrated the crowning of Kwinana's Citizen of the Year.

Our event season was rounded out by the Alcoa Children's Festival. Held at Calista Oval on Saturday, 7 March 2020. The event, themed 'Once Upon a Time' welcomed an estimated 9,500 attendees – our biggest so far.

Kwinana Library and Community Resource Centres continued to be a focal point in our community. These are places where firm friendships are formed, social inclusion is promoted and people can learn new skills while having fun.

The City's Bookings Team worked with regular hirer groups to support them in using City-owned buildings, promoting their programs and ensuring their long-term sustainability.

Community facilities were booked for a total of 34,257 hours down from 36,437 last year due to the COVID-19 pandemic.

Seasonal tenants were the biggest user of the community facilities with a share of 7,562 hours. Medina Hall was the most popular community facility with 2,706 hours booked over the year. The Patio at the Adventure Park continues to be popular during the summer months with the weekends being the peak booking periods.

The City's crèches at the Darius Wells Library and Resource Centre and the Recquatic Centre saw 10,536 children attend from July 2019 to March 2020 prior to closing during the COVID-19 pandemic.

The children in our community were well catered for with over 400 attending sensory and craft activities run by our crèche staff at the William Bertram and John Wellard Community Centres.

The Kwinana Public Library refurbishment was completed with welcoming comfortable zones including new furniture, resources and improved access to information. This change allows for an increase in customer experience with roaming staff who are more accessible to patrons.

Last financial year, there were 134,433 loans and renewals of physical items at the Kwinana Library. The library added 4,224 physical items to its collection and offered home delivery and click and collect services which were used by 282 residents during the 11 weeks the library was closed due to the COVID-19 pandemic restrictions.

Sixty residents used the John Slinger IT lab's computers during shutdown and there were over 50,036 uses of our online e-resources over the year.

The focus of the library's local history area was on enhancing the profile of local history information and improving access to the resources of this collection. A project has commenced to add photographs from the library's collection to the online catalogue and the oral history collection has now been made available online through SoundCloud.

Kwinana Youth Services ran a series of programs and events to serve and support the young people in our community.

The Drop-in Lounge at the Zone Youth Space continued to provide a safe space for young people to socialise, build life skills and connect with and get wellbeing support from the youth team. Support was offered to many of Kwinana's most vulnerable young people through case management, advocacy, program delivery, outreach and more. In 2019/20, 2,386 vulnerable young people accessed support.

Youth Intervention and Youth Participation Working Groups helped support young people in a coordinated manner. These programs were run in collaboration with a number of external agencies including Centrelink, Youth Justice, the Department of Education and Department of Communities. The City continued to be successful in securing external grant funding for the full cost of this service.

The Youth Advisory Council (YAC) for aspiring young leaders continued to meet fortnightly to help promote the interests of local young people and develop initiatives.

A range of programs and activities for young people continued, including skills workshops, sports, cooking classes, LAN gaming, social support groups, skate/scooter workshops and competitions, themed events, school holiday activities, Beatball and Nightfields. A total of 52 different youth programs were delivered, plus 162 separate activity sessions with a total attendance of 2,421.

The team adapted to delivering programs online during the COVID-19 pandemic restrictions.

The Zone Youth Space also ran a range of programs from external providers. The facility is available for bookings by community groups and individuals and continues to grow in popularity as an appealing space for hire.

Bright Futures Children's Services continued to go from strength to strength, providing much-needed support to local families and carers.

Bright Futures Children's Services was the recipient of the 2019 State Excellence in Family Day Care awards and a national finalist. Lynne Brooke was the winner of the Family Day Care Coordinator of the Year State award and national finalist 2019.

The In Home Care service grew considerably over the 12 months with 26 educators and 28 families enrolled across Perth metro and regional areas.

Family Day Care provided 494,082 hours of care over the year, averaging 9,687 hours per week. In Home Care provided 43,447 hours of care over the year, averaging 852 hours per week and the Moorditj Kulungar Playgroup averaged 13 children per session in Term 1 with 18 families enrolled.

In partnership with Earbus, Connecting Community for Kids and The Smith Family, Bright Futures staff were trained in ear health. This has enabled the team to screen children from the Aboriginal community and offer support for referrals on to a specialist if required. A total of 64 children under five years of age were screened - 22 from Aboriginal families.

During the COVID-19 pandemic, Bright Futures worked as an advocate for Family Day Care in WA on the Family Day Care Australia Advisory Committee, providing important input into matters arising from the COVID-19 pandemic and its effects on the Family Day Care sector.

The City continued to focus on creating more activities in suburbs across the City and the City's Place Leaders continued to build connections with local community groups and businesses to deliver initiatives and collaborative projects while supporting local leadership.

Place Plans were developed for Bertram, Medina and Wellard, as well as place audits with local communities. A range of community-led projects such as the Mad Hatters Tea Party, movie nights, markets and the Ridley Green Magic Garden were deemed successful amongst the local community.

In 2019/20, the Parks for People program was introduced as a collaboration between the City and communities surrounding Harrison Park in Calista and Morrit Park in Parmelia. The Harrison Park engagement saw the incorporation of natural features including planting of mature trees, improvements in accessibility and a new shelter and picnic bench. Morrit Park received more shelter, supported benches, lounges and some new play elements in its design.

In addition to Parks for People, the installation of \$100,000 of CCTV throughout the Medina Town Centre formed part of infrastructure upgrades delivered.



Community safety is always a key priority for the City. The City continued its work with the community to implement a number of initiatives designed to bring people together throughout the year and foster community spirit in Kwinana.

The City's 'Neighbour Day Every Day' program encourages neighbours to connect with each other street by street. This initiative has seen the City of Kwinana acknowledged as a 'Very Neighbourly Organisation' by Relationships Australia.

The Medina Town Centre CCTV project was completed with funding through the State Government 'Local Projects, Local Jobs' program. The grant supported the installation of 23 new CCTV cameras, public lighting upgrades, public Wi-Fi installation, street cleaning and delivery of activation projects within the Medina Town Centre. The works were completed through collaboration with local businesses and residents.

The City also worked with the Western Australian Police Service, Crime Prevention Unit and key stakeholders to improve knowledge and awareness of property and personal safety. This included distribution of Community Safety Information Kits at City facilities, events and through existing community networks.

All 47 actions in the Community Safety and Crime Prevention Plan have been implemented or progressed. Western Australian Police Service data shows crime statistics for the City of Kwinana are lower in 2020 than in previous years.

The City Assist team worked to educate the community around matters such as responsible dog ownership, traffic management and parking, amongst other safety measures. During the year some significant improvements were made to community assistance.

The team reviewed the City's authorised dog exercise areas and installed dedicated signage to better identify these parks and reserves. City Assist also completed a draft of the City's new Cat Local Law and a new Nuisance and Amenity Local Law and Health Local Laws.

During 2019/20, the City Assist team received a total of 9,098 calls, averaging 758 per month. The team also received 1,479 dog complaints, 724 parking complaints, 363 fire complaints and 213 noise complaints.

City Assist registered 752 new dogs and 181 new cats with the City. Of the 382 dogs impounded, 261 were reunited with their owners and 105 were rehomed.

A strategic change to the City Assist fleet set up and overall look was carried out and vehicles are now more attuned to the various needs of the team.

City Assist also received runner up in the WA Ranger Team of the Year Awards in October 2019.

The City's Community Outreach Service supported homeless and people at risk of homelessness in the community, including people who are experiencing social disadvantage.

The service, together with the City's Community Liaison Service, helped the City to engage directly with community members, businesses, services and agencies.

The aim of the City's Community Outreach Service is to help improve wellbeing by providing information, advocacy, referral or assistance. In the last financial year, the team actively engaged with 267 vulnerable adults or children experiencing difficulty who were not accessing support services, accommodation or benefits.

During the COVID-19 pandemic restrictions, a Community Support Line was established to make it easier for the community to access wellbeing information and support. In total, 53 people called the helpline for support, with follow-up occurring in-person as restrictions eased.

Community Liaison Officers continue to provide a positive engagement service within the central business district and other key localities. This year the service engaged with 3,322 people and made 457 referrals for additional support.

Promoting diversity, multiculturalism, arts and the history of our City were a large focus for our Community Engagement team in 2019/20. The City worked to strengthen multiculturalism and social cohesion in Kwinana through programs and events.

The Learning English through Story Time program was facilitated at the City's library. This program is designed to teach adults basic English and develop the skills needed to promote and assist their children in learning English as a second language.

A Job Opportunity Expo was conducted at the John Wellard Centre in August 2019 and incorporated workshops, stalls and presentations by recruitment agencies and service providers. Over 200 people attended the expo with approximately 35% of people being from a culturally and linguistically diverse background.

The City supported the Kwinana Heritage Group with a \$10,000 contribution to assist with custodianship and ongoing presentation of key historical artifacts at the heritage site, Smirk's Cottages, to the community.

City Officers contributed to a review of a Public Art Proposal as part of the Local Planning Policy Development Contribution to Art and the City contributed \$407,212 towards operational costs of the Koorliny Arts Centre, in order to make it an accessible and vibrant arts and culture space available to the community.





Key Outcome Measures:

Measure	Industry Average (%)	Performance 2016 (%)	Performance 2018 (%)*
Increase in MARKYT Performance Score for % of community satisfied with festivals, events and cultural activities	64	64	71
Increase in MARKYT Performance Score for % of community satisfied with safety and security	54	41	45
Increase in MARKYT Performance Score for Increase in % of community satisfied with services and facilities for youth	50	58	70

**results from the 2018 Community Wellbeing and Perception Survey*

Key projects to occur in 2020/21:

- implementation of Local Place Plans for Bertram, Medina, and Wellard;
- implementation of the Love My Neighbourhood Framework;
- development and implementation of the Community Engagement Framework;
- ongoing delivery of actions in the Community Safety and Crime Prevention Plan;
- working towards accreditation as a ‘Safe Community’ within the Pan Pacific Safe Communities Network;
- Parks for People - Ascot Park, Bertram upgrade;
- consultation and construction – Honeywood Oval Sporting Clubrooms;
- consultation for shared bike path installations on Gilmore and Parmelia Avenues;
- 2021 Alcoa Children’s Festival;
- implementation of the Innovate Conciliation Action Plan;
- implementation of the Kwinana History and Heritage Plan;
- development of a new Arts and Cultural Plan;
- revision of the Public Art Master Plan;
- development of a new Multicultural Action Plan;
- development of a new Disability Access and Inclusion Plan;
- celebration of Kwinana Loop Trail upgrades;
- completion of Thomas Oval Stage 1a lighting project;
- review of the Youth Strategy;
- expansion of activities for young people to more locations than the Zone Youth Space and Edge Skate Park;
- review of Bright Futures’ current business model and recruitment of additional staff resources to rebuild the service after the impact the COVID-19 pandemic;
- training for Bright Futures service staff and educators in nature-based play; and
- continued collaboration with Earbus to plan further ear screening sessions and ensure all children requiring a follow up are seen and referred if needed.



Aspiration 2: Alive with opportunity

Aspiration Statement: In the coming years, the City of Kwinana will be a place alive with opportunities. The continued prosperity of the local industrial, retail and business community will provide a wide range of employment options for residents.

The outcomes we aspire to create include:

- varied job opportunities;
- quality education for all ages;
- a bustling retail scene;
- a powerhouse industrial area;
- a thriving local economy; and
- an innovative approval system.

Related Plans (internal):

Economic Development Action Plan	Kwinana Outer Harbour Project
Land Optimisation Strategy	Lifelong Learning Strategy
Local Commercial and Activity Centres Strategy	Local Planning Strategy
Integrated Transport Strategy	City Centre Master Plan
Multicultural Action Plan	

Key Projects/Achievements in 2019/20:

While the COVID-19 pandemic put a stop to many events and in-person gatherings, including the closure of our Community Resource Centres, the City continued 'business as usual', albeit adapted to meet the circumstances, all the while making sure we were Alive with Opportunity.

Some community and youth service programs were shifted to an online model while the library offered at-home delivery and non-contact returns.

Community Resource Centres adapted their programs, offering practical support to residents seeking employment, managing budgets and lifelong learning programs online.

Curriculum programs were also added for children learning from home and opportunities for adults to upskill and connect while in isolation.

The City developed a 2020/21 Lifelong Learning Strategy to include a significant focus on digital literacy in response to residents' needs during the economic crisis as a result of the COVID-19 pandemic.

Our Volunteer Resource Centre celebrated referring 362 volunteers to 66 community agencies for placement this year.

Prior to physically closing in March 2020, there were 158 active volunteers assisting in Kwinana. The Volunteer Resource Centre adapted its focus over the year to attract more host community agencies and reviewed its processes to be able to involve more volunteers in all departments of the City.

The introduction of the Bright Futures Children's Services intergenerational playgroup meant an increased connection was formed across the community.

Bright Futures partnered with Chorus to facilitate intergenerational play sessions. Ageless play brings together adults, caregivers and children, helping to overcome social isolation and enabling connection across generations. The sessions were held every week and we welcomed children and aged care residents to enjoy activities together.

The program was hugely successful with many new friendships being formed between residents and the children.

During COVID-19 pandemic restrictions, the service maintained connections by recording messages to each other and sending them through to one another as videos for all to enjoy.

The Community Engagement team was busy connecting with key pockets of the community in Kwinana and increased its focus on health and wellbeing, with the help of a mutually beneficial collaboration with the South Metropolitan Health Services (SMHS) Health Promotion team.

The City and SMHS worked collaboratively to deliver actions within the City's Public Health and Wellbeing Plan. These actions included a Healthier Sporting Club forum for local government officers and health professionals, success in external funding grants from Healthway and Injury Matters for Health Promotion projects and the formation of a project group focusing on reducing smoking levels in the City.

As part of the response to the COVID-19 pandemic, the City established virtual roundtables in collaboration with local resident associations. Groups met regularly online to help identify specific needs in the community, encourage greater community-driven leadership and sharing of resources and ideas between neighbourhood groups.

Funding has benefitted many areas of our community.

Over the last three years, the Kwinana Community Fund, a partnership between the City of Kwinana, the Kwinana branch of the Bendigo Bank and Community Chest has provided \$176,560 to 66 projects with a total project value of over \$923,000.

Over the past 12 months alone, 23 applications were received with the panel supporting 21 projects to the value of \$56,012, with a combined project value of over \$356,000. The City of Kwinana contributed \$17,746.

KidSport has once again been a popular funding option, allowing families to play sport locally. Last year, 349 KidSport vouchers amounting to \$65,193 were gifted. Kwinana Junior Knights Football Club was the fourth highest recipient of KidSport throughout the whole of WA. The Sports Financial Assistance Fund supported 32 athletes to the value of \$6,050.

Kwinana Recquatic had a rewarding year, despite the COVID-19 pandemic slow-down.

The Centre successfully navigated COVID-19 pandemic restrictions and completed an internal restructure with the appointment of a new Customer Experience Team Leader, Business Development Specialist, Centre Operations Supervisor, Fitness Programs and Member Engagement Team Leader and Recquatic Manager.

In March 2020, prior to the COVID-19 pandemic, the Recquatic was tracking significantly ahead of budget. This was through a combination of increased revenue and a decrease in expenditure via the introduction of a new business model, review of administrative procedures and customer request training for staff.

Aside from the three-month closure, it was business as usual at the Recquatic, which accommodated 31,867 school children for their in-term swimming lessons, run by the Department of Education.

Kwinana Swim School received funding for another year for the Specialised Access Inclusion Lessons (SAIL) program through Royal Life Saving WA. The funding helped over 40 students per term.

The stretching room at the Recquatic was transformed into a Range of Motion Workout of the Day (ROMWOD) dedicated studio - the first of its kind within any local government recreation facility within Australia. The ROMWOD program is a world renowned daily stretching program that is accessible to all members.



The stadium roof was replaced over a six-week period. Despite the closure during this time, the stadium saw a 90% retention rate for sports.

The new birthday party area in the café hosted 22 parties and the Recquatic team held another successful open day with 1,550 people attending.

On 20 February, four lifeguards from the Aquatics team participated in the annual Pool Lifeguard Challenge run by Royal Life Saving Society WA and Leisure Industry WA, with the aim of testing teams of professional lifeguards. The event provides pool lifeguards with the opportunity to practice essential lifesaving skills under guidance of professional industry examiners.

The Recquatic completed a full review of its current membership structure, identifying areas for improvement and creating a new fees and charges structure. This new structure was to be rolled out from July 2020.

The City progressed with the development of several strategic plans and continued to advocate for initiatives that will bring economic stability and increased employment opportunities to the region.

The City progressed the implementation of the Local Commercial and Activity Centre Grants with over 20 grants awarded.

The City also continued engagement and advocacy with Westport to support the case to bring the new port to Kwinana and formed the Economic Recovery Subcommittee for the response to the impacts of the COVID-19 pandemic on local business. A business case was also completed for destination attraction concepts.

Key Outcome Measures:

Measure	Industry Average (%)	Performance 2016 (%)	Performance 2018 (%)*
Increase in MARKYT Performance Score for % of community satisfied with how the City Centre is being developed	52	62	64
Increase in MARKYT Performance Score for % of community satisfied with economic development	45	43	50
Increase in MARKYT Performance Score for Increase in % of community satisfied with planning and building approvals	46	57	54

**results from the 2018 Community Wellbeing and Perception Survey*

Key projects to occur in 2020/21:

- the City’s Lifelong Learning Strategy for 2020/22 with a focus on Kwinana’s current economic situation. The plan prioritises programs and tools which support literacy upskilling, vocational and job-ready training alongside practical life skills such as money matters, DIY projects by partnering with local businesses and community groups;
- activation of our centres by adapting our opening times and offers to provide greater reach and more flexibility for local residents to learn and connect;
- expansion of library services to John Wellard and William Bertram Community Centres so that residents can collect and drop-off resources where they live;

- new activities at all the City’s crèches, including sensory play and clever craft activities to improve early childhood education;
- implementation of a simpler and more efficient community facilities booking system;
- complete refurbishment of the Mandogalup Volunteer Bush Fire Brigade;
- demolition and rebuild of the new Kwinana South Volunteer Bush Fire Brigade;
- refurbishment of the City’s animal care facility;
- support of State Government initiatives around Westport;
- stronger engagement with local businesses;
- significant operational changes to the City Assist and Essential Services, including revised operational hours;
- launch of Recquatic Strength and Conditioning custom programming in the Functional Training Studio;
- increased use of functional training room to attract new members to the Recquatic centre;
- upgrade of all leased cardiovascular and gym strength equipment at the Recquatic Centre; and
- creation of a Recquatic Customer Experience Plan to align with City of Kwinana Customer Services Charter.





Aspiration 3: Surrounded by nature

Aspiration Statement: In 2030, the City of Kwinana will still be physically surrounded by nature. A practical, affordable and sustainable balance has been achieved between protection and development. The rich biodiversity of the area has been conserved through the identification and preservation of significant natural areas as well as with the active participation of residents in a range of environmental activities.

The outcomes we aspire to create include:

- a beautiful, natural environment;
- an energy-efficient City;
- a water-wise City; and
- a City adapted to climate change.

Related Plans (internal/external):

Local Biodiversity Strategy	Natural Areas Management Plan
Perth Natural Resource Management Swan Region Strategy	Environmental Education Strategy
Kwinana Local Emergency Management Plan	Revolving Energy Fund
Climate Change Mitigation and Adaption Plan	Sustainable Water Management Plan
Ground Water Operating Strategy	Water Conservation Plan
Kwinana Adventure Park Management Plan	Parks Reserves Asset Management Plan
Mosquito and Midge Management Plan	

Key Projects/Achievements in 2019/20:

In 2019/20, the City adopted a new fire notice and received additional funding to undertake the refurbishment of the Mandogalup Volunteer Bush Fire Brigade station. We're continually working to maintain the beauty of our City while ensuring the safety of our community.

The City implemented upgrades to the Kwinana Loop Trail to the value of \$80,000.

The trail upgrade project, supported by Lotterywest, features the creation of 11 bi-lingual signs, and two rest stops through close collaboration with the Aboriginal community.

City officers worked closely with an Aboriginal artist, whose painting depicts the Aboriginal connection to local lands. The artist's work will be used on bi-lingual signs, shelter structure, maps and materials.

Assets to the value of \$7,286,522 were gifted from private developers for environmental upgrades around the City.

The City installed three additional water data loggers at Wells Park, Peace Park and Bertram Community Centre, to assist with real-time tracking of water use and identification of water leaks.

The City also installed solar panels at Wellard Pavilion (10kW) and Fiona Harris Pavilion (10kW) in May 2020, saving approximately \$6,300 per year in electricity costs.

Some of the City's popular environment programs were transferred online including the Seedling Subsidy Scheme, Living Smart Program and a virtual Wildflower Walk while the Nightstalk and Plant ID Workshops went ahead as planned.

Maintaining the natural beauty of Kwinana is one of the City's priorities. In the 2019/20 year:

- 1,200 planted trees were watered;
- 7,463 verge trees were pruned to maintain clearance from overhead power lines;
- a total of 567 trees were planted through capital projects;
- six parks in new development areas, totalling 12.42 hectares were handed over to the City;
- the City gained a 9.93/10 rating for 'usefulness' and 9.87/10 rating for 'satisfaction' from participants of our online Living Smart program, the highest ever ratings achieved by facilitator Shani Graham;
- 1,923 subsidised seedlings were provided to the community;
- around 17,000 native seedlings planted (including 2,000 as part of Coastcare);
- around 70 community volunteers assisted with community planting days;



- 305 students and children assisted with planting at the beginning of the financial year;
- 119 participants attended the Annual Wildflower Walk in 2019 – the highest number to date;
- a total of 82,138 mosquitoes were trapped across 10 monitoring sites; and
- there was a 22% increase in total tonnage of green waste verge collections.

In addition, the City:

- completed a review and update of the Calista Oval Management Plan 2020;
- designed and installed a new irrigation system at Apex and Rhodes Park to the value of \$168,000;
- completed the replacement of post and rail fencing around Medina Oval to the value of \$42,000;
- completed the Irrigation Development Guidelines document (2019);
- finalised a new five-year maintenance agreement with Main Roads Western Australia to maintain Rockingham and Thomas Road median island and verges;
- landscaped and planted 222 new trees along Orelia Avenue and McWhirter Promenade;
- planted trees in areas with low canopy coverage as part of the ongoing street tree planting program, with 220 planted in Bertram and 123 planted along Henry Street in the Kwinana Industrial Area; and
- received Gold award from the Water Wise Council.

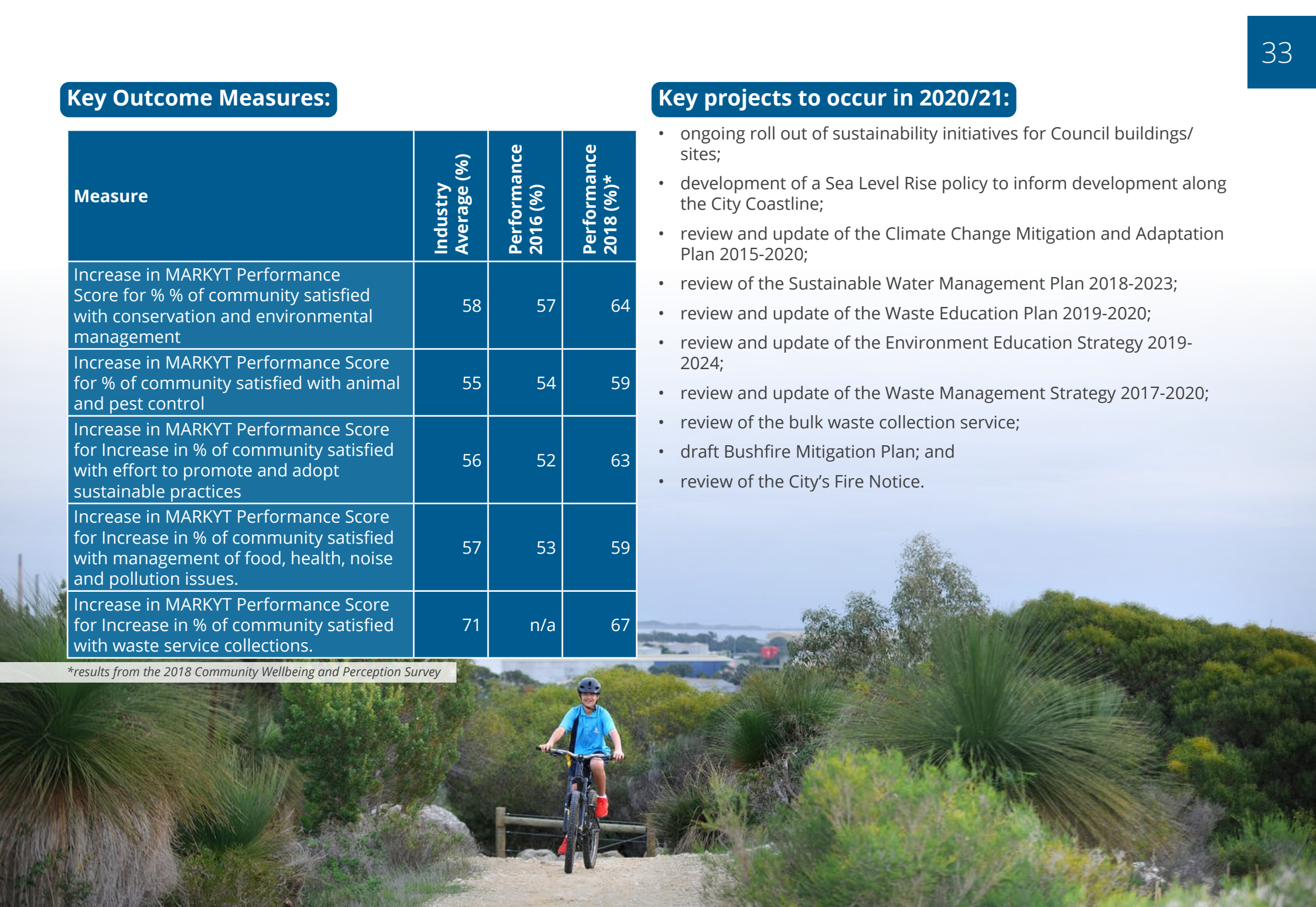
Key Outcome Measures:

Measure	Industry Average (%)	Performance 2016 (%)	Performance 2018 (%)*
Increase in MARKYT Performance Score for % of community satisfied with conservation and environmental management	58	57	64
Increase in MARKYT Performance Score for % of community satisfied with animal and pest control	55	54	59
Increase in MARKYT Performance Score for Increase in % of community satisfied with effort to promote and adopt sustainable practices	56	52	63
Increase in MARKYT Performance Score for Increase in % of community satisfied with management of food, health, noise and pollution issues.	57	53	59
Increase in MARKYT Performance Score for Increase in % of community satisfied with waste service collections.	71	n/a	67

**results from the 2018 Community Wellbeing and Perception Survey*

Key projects to occur in 2020/21:

- ongoing roll out of sustainability initiatives for Council buildings/ sites;
- development of a Sea Level Rise policy to inform development along the City Coastline;
- review and update of the Climate Change Mitigation and Adaptation Plan 2015-2020;
- review of the Sustainable Water Management Plan 2018-2023;
- review and update of the Waste Education Plan 2019-2020;
- review and update of the Environment Education Strategy 2019-2024;
- review and update of the Waste Management Strategy 2017-2020;
- review of the bulk waste collection service;
- draft Bushfire Mitigation Plan; and
- review of the City's Fire Notice.





Aspiration 4: It's all here

Aspiration Statement: Kwinana 2030 will see an increasing number of new community and recreation facilities, as well as significant refurbishment of current amenities. These community spaces will be well-planned to meet community needs and constructed to match population growth. They will enable the provision of more services and activities for youth and seniors and have sustainable maintenance and running costs.

The outcomes we aspire to create include:

- great public places;
- well-kept green spaces;
- a well-serviced City;
- a well-planned City;
- a well-maintained City; and
- a connected transport network.

Related Plans (internal):

Community Infrastructure Plan	Parks and Reserves Assets Management Plan
Strategic Waste Management Plan	Lobbying Strategy
Public Open Space Standards Policy	Parking Strategy
Town Planning Scheme	Landscape Strategy
Public Lighting Asset Management Plan	Integrated Transport Strategy
Bike and Walk Plan	Roads and Transport Assets Management Plan
Buildings Asset Management Plan	Stormwater Drainage Asset Management Plan
Local Housing Strategy	Parks for People Strategy
Parks Upgrade Strategy	Streetscape Upgrade Strategy
Public Health Plan	

Key Projects/Achievements in 2019/20:

A total of 20,423 tonnes of waste and recycling was collected by the City's waste contractors with 27.3% of this material diverted from landfill. The City saw a 4% increase in kerb-side waste collection with 13,045 tonnes collected and a 3% increase in kerb-side recycling, with 3,709 tonnes collected. Green waste collection was up by 22% on the last year with 1,769 tonnes collected while 1,799 tonnes of bulk waste was collected across two verge collections.

The City continued to provide waste education messages to the community through worm farming workshops, compost workshops and the annual Garage Sale Trail, which encourages the reduce, reuse and recycle message nationwide.

The Public Health Plan was adopted and the Mosquito and Midge Management Plan was reviewed and updated.

The Environmental Health team was also actively engaged in the City's response to the COVID-19 pandemic and State Government emergency directions. The City inspected 647 food businesses and processed 655 applications. Of the 462 health complaints processed, 204 were noise complaints.

The City was successful in its application for several Community Sport and Recreation Facilities Fund (CSRFF) grants, provided by the Department of Local Government and Communities.

Projects included:

- lighting at Thomas Oval – a \$450,000 project due to be completed in 2020/21, which received \$150,000 in funding;
- Medina Oval change rooms – a \$190,518 project was completed in May 2020 and received \$72,160 in funding; and
- the Honeywood Sporting Clubrooms – a \$3.718m construction, which received \$400,000 in funding. Construction is due to begin before December 2020.

The Asset Management team was busy providing updates to the City's facilities and structures.

The crèche roof at the Kwinana Recquatic Centre was replaced, while the Koorliny Community Arts Centre received shade sails with balustrades in the courtyard.

The City also refurbished the Medina Oval change rooms, began construction of the Mandogalup Volunteer Bush Fire Brigade extension and started the design process for the Honeywood Sporting Clubrooms.

In addition, 25,555m² of roads were rehabilitated and resurfaced around the City, 268 residential lots were developed by private developers in Wellard, Wandi and Mandogalup and the City had assets to the value of \$3,732,597 gifted by private developers towards pavements, kerbs, footpaths, pipes and parking areas.

The City's Information Technology (IT) team used an extensive network that incorporated facilities, halls and ovals to expand the City's public Wi-Fi services and replace all legacy phone systems.

The team also developed Cyber Security Training to further secure the City of Kwinana and protect against increasing IT threats.

The team planned and implemented a mobile workforce strategy. This involved providing portable tablet PCs, permanent wireless (4G) internet connectivity and seamless VPN for a secure and 'always on' corporate network connection to the majority of staff.

This was finalised prior to the COVID-19 pandemic and the benefits were immediately realised, as the majority of employees were able to easily transition to working-from-home situation without any major involvement from IT.

In 2018/19, the City engaged the community around a number of key studies as part of Stage 1 of the Local Planning Strategy (LPS), including housing, integrated land use and transport, employment and economic development, biodiversity and rural lands.

The outcomes were endorsed by Council in September 2019. Council asked that City Officers consider the outcomes of the Community Consultation and Engagement Program for Stage 2 of the Local Planning Strategy.

Subsequently, the City progressed Stage 2 of the LPS over the remainder of 2019 and into the first half of 2020. City Officers have worked closely with Council to ensure the vision, objectives and strategies established are in keeping with its intent and the community consultation outcomes.

The adoption of a final draft LPS by Council is anticipated late 2020.

Council adopted the Kwinana City Centre Master Plan at its December meeting 2019. It provides a vision for the City Centre and sets the scene for more detailed planning.

The City undertook a period of community engagement including a number of community workshops. The findings of the community consultation fed into the final Master Plan.

In addition, the City completed the detailed design of Wellard Road duplication project to the value of \$15million. The City also successfully obtained approval for grant funding from WA Bicycle Network (WABN) Grants program (50/50 cost sharing between the City and WABN) for the design of two key bike path projects along Gilmore Avenue and Parmelia Avenue.

The combination of these two projects is estimated to be worth around \$1.3million with the amount being evenly split between the WABN and the City over the next two to three years.

Key Outcome Measures:

Measure	Industry Average (%)	Performance 2016 (%)	Performance 2018 (%)*
Increase in MARKYT Performance Score for % of community satisfied with community centres and facilities	58	65	67
Increase in MARKYT Performance Score for % of community satisfied with sport and recreation facilities	65	66	68
Increase in MARKYT Performance Score for Increase in % of community satisfied with playgrounds	68	65	77
Increase in MARKYT Performance Score for Increase in % of community satisfied with parks and reserves	68	65	76

**results from the 2018 Community Wellbeing and Perception Survey*

Key projects to occur in 2020/21:

- commence construction of Honeywood Oval Sports Pavilion;
- design and construction of new Kwinana South Volunteer Bush Fire Brigade Station;
- design of an accessible toilet facility at Rhodes Park;



- refurbishment of toilet facilities at Kwinana Tennis Clubrooms;
- fleet and plant replacement program – value \$1.25million;
- Public Open Space (POS) renewal of bores, fencing and irrigation – value \$216,700;
- new backup system for the City's IT team;
- new corporate business system;
- complete migration to a Cloud environment;
- progression of the Local Planning Strategy to its final draft for adoption by Council and for referral to the Western Australian Planning Commission;
- progression of the City Centre Activity Centre Plan;
- continued structure planning and subdivision approvals for new growth areas; and
- a range of policy-based planning for residential and industrial development in the City.

Future Measures

City Outcomes

The City has a number of Key Performance Indicators in place that are vital to business improvement.

DLGSC Indicators	Measures	Achieving Benchmarking Standard/ City Target*	Current**
Asset Management Indicators	Asset Consumption Ratio (%)	>50%	77%
	Asset Renewal Funding Ratio (%)	Greater than 75%	30%
	Asset Sustainability Ratio (%)	90%	27%
Business Performance	Development Applications assessed within statutory timeframes (%)	100	98
	Local Development Plans assessed within statutory timeframes (%)	100	100
	Subdivision Applications assessed within statutory timeframes (%)	100	70.8
	Building Approval Certificates processed and issued within 10 days (%)	100	100
	Certified Building Permits processed and issued within 10 days (%)	100	100
	Uncertified Building Permits processed within 25 days (%)	100	100

* The benchmarking standard targets are set by the Department of Local Government, Sport and Cultural Industries

** Current values for Business Performance and Assets are as at 30 June 2020.

Statutory Reporting

Disability Access and Inclusion Plan

Throughout 2019/20 the City continued to actively work to ensure all people living, working in and visiting the City had unconditional access to its services and facilities. Key areas of focus included access to services and events, access to buildings, access to information, equal level and quality of service, the same opportunity to make complaints and to be consulted and to receive the same employment opportunities. A number of actions identified within the plan were undertaken during 2019/20 including:

- The City’s Events team attended Inclusion Solutions workshop ‘Hosting Inclusive Events’. This workshop assisted the Events team gain a greater understanding of the needs of people with disabilities and has helped to shape the planning of the City’s major events.
- In planning the 2019 Summer Symphony, Event staff sought feedback in relation to the layout of the City’s ACROD viewing area, toilet facilities and parking. Adjustments were then made to increase the size of the viewing area and locating it closer to the ACROD parking bays, accessible toilets and ramp access. Security were also made available to offer individuals assistance to cross the grassed area. An increased number of ACROD bays were made available for this event with a total of 31 cars parked in these spaces. The City provided an accessible shuttle bus arranged though Events Care. The bus provided transport from both the City’s train stations. Alternative pick-up locations were also offered to local community members.
- The City’s Alcoa Children’s Festival 2020 included a sensory chill-out tent. The tent included activities such as audio books (through

headphones) and sensory play trays along with alternative seating options including grassed areas, picnic blankets, beanbags and chairs.

- The John Wellard Community Centre planned and facilitated ‘Sensory Play for Pre-schoolers’ program. The program was facilitated by City Officers over eight weeks during the school term and is aligned with Early Childhood Frameworks. The program has been marketed to all abilities and has seen a record number of children and parents take part -at times having up to 40 children in attendance.
- City Officers continue to monitor facilities and infrastructure to ensure compliance with the minimum service standards.
- Each year the City enhances selected parks as part of its Parks Renewal and Upgrade Strategy. Morrit Park (Parmelia) and Harrison Park (Calista) were upgraded this year, informed via community engagement with community members living locally, as well as other relevant stakeholders. The engagement identified areas to improve accessibility which included an accessible picnic setting, paths and ramps.
- 40 City Officers completed the City’s internal optimisation and accessibility training, which taught staff how to create and set up documents in word and PDF so they can be easily read by assistive technology such as screen readers. This ensures documents uploaded to the City’s website are accessible to people who may be blind, illiterate and/or have a learning disability. These standards have been incorporated into the City’s Style Guide.
- The City hosted a Disability Inclusion in Clubs workshop that was facilitated by Football West. This workshop promoted disability awareness, provided practical information and assisted clubs to identify how they could incorporate strategies within their frameworks and policies that would support their clubs to be more accessible and inclusive to people with disabilities. The workshop was promoted to all clubs in the local area with representatives from three local sporting clubs in attendance as well as four City Officers.

- The City's Recquatic team had customer service training focusing on delivering the best customer experience to individuals. A particular objective of the training is supporting people with disabilities to feel safe and welcomed at a facility. Topics included how to identify the needs of people who come into the Centre and strategies staff can use to ensure they are providing the best quality of service to people with disabilities.
- The City of Kwinana and the City of Mandurah were approached by the City of Rockingham to help facilitate their Access and Inclusion Networking Meetings. Meetings are open to service providers, organisations and people working in the access and inclusion space, and offer opportunities to network and collaborate. The meetings provide another opportunity to engage with people with disabilities through their service providers and networks.
- The City recently took part in AccessAbility Day - an Australian Government initiative that encourages employers to connect with jobseekers who have disabilities (participants). This initiative offers awareness for both employees and employers to see the potential of people with a disability being included in the workplace.
- The City worked in partnership with Disability Employment Service Provider Matchworks and hosted a young lady for a day in the library. This experience gave staff greater insight into the abilities of people with disabilities and actively promoted a culture of inclusion in the workplace.
- The City's Disability Access and Inclusion Plan (DAIP) is included in all executed Contracts, including WALGA Contracts, to ensure Contractors adhere to DAIP strategies. In some instances, Contracts may include further clause provisions for a Contractor to implement and report on the DAIP when providing services or infrastructure involving the public.

Reconciliation Action Plan

In December 2018, the *Reflect Reconciliation Action Plan (RAP)* was adopted by Council and endorsed by Reconciliation Australia. Reconciliation Australia sets four outcome areas within the plan: Relationships, Respect, Opportunities and Governance, and Tracking Progress. Actions within the plan have been developed with the *Boola Maar (Many Hands) Advisory Group* and align with the outcome areas. City Officers and community have continued to work together to achieve positive outcomes, including actions from the Reflect RAP.

In June 2020, the draft Innovate Reconciliation Action Plan was adopted by Council and was then forwarded to Reconciliation Australia prior to being launched to the community. Throughout the review of the Reflect RAP and the development of the Innovate RAP, the following actions by the City were noted:

- worked with local organisations and the Aboriginal and Torres Strait Islander communities in the planning and delivery of NAIDOC events;
- supported community groups and organisations to deliver projects across the City, including Relationships Australia's National Empowerment Program, Blue Tree community project;
- staff and members of Boola Maar Advisory Group attended the Sorry Day event, planned and delivered by Moorditj Koort;
- hosted an Aboriginal and Torres Strait Islander community engagement meeting in March 2020;
- provided Aboriginal and Torres Strait Islander cultural awareness training to 230 staff members, delivered by Aboriginal Leaders Danny Ford and Rosemary Walley of Kambarang Services;
- liaised with an external provider to support grant applications to deliver Aboriginal and Torres Strait Islander cultural awareness training to community members;

- displayed Aboriginal and Torres Strait Islander flags at all citizenship ceremonies and significant events;
- permanent Aboriginal Flag displayed at the City's Administration Building;
- upgraded Loop Trail signage to include Acknowledgement of Country, dual language, stories and rest stops at significant Aboriginal sites;
- developed a marketing communications plan to promote Aboriginal and Torres Strait Islander days of significance via social media;
- included Acknowledgement to Country on all staff signatures, power point presentations and City agenda templates;
- created an additional two Aboriginal and Torres Strait Islander specific (50D) positions across the City Engagement Directorate;
- continued one Aboriginal and Torres Strait Islander traineeship at the City Operations Centre in partnership with Kwinana Industries Council and the Clontarf Academy;
- worked in collaboration with the Institute of Indigenous Wellbeing and Sports to deliver a fortnightly Beat Ball program at the Recquatic; and
- the Koya, Kinship Empowerment Program was supported with in-kind services to assist the delivery of their programs throughout the City.





Reporting Requirements

National Competition Policy

The City of Kwinana has met its obligations in regard to the *National Competition Policy* with no issues being raised with the City.

Local Government Act 1995

This Annual Report (Part 1 – Community), together with the Annual Report (Part 2 – Annual Financial Report), complies with the requirements of section 5.53(1) of the *Local Government Act 1995* to prepare an annual report for each financial year.

Elected Member Conduct

No complaint regarding a City of Kwinana Elected Member’s conduct, under Section 5.121 of the *Local Government Act 1995* was recorded in the financial year ending 30 June 2020.

Local Government (Financial Management) Regulation 1996

Under section 6.4 of the *Local Government Act 1995*, a Local Government is to prepare an Annual Financial Report for the preceding financial year and such other financial reports as are prescribed in the *Local Government (Financial Management) Regulations 1996*.

State Records Act 2000

The *State Records Act 2000* is currently being assessed for the need for review by the State Records Office of Western Australia. The City of Kwinana’s Records Management Coordinator provided input and observations via the Local Government Records Managers Association. The onset of the COVID-19 pandemic stalled the review process.

Approved by the State Records Commission in 2016, the City’s updated *Recordkeeping Plan 2016-2021* describes the City’s commitment to good and compliant record keeping procedures. These include monitoring the process and compliance of the retention, storage and destruction of digital and hardcopy records. The Records and IT team liaise to achieve digital compliance.

Training is an important component of record keeping for the City, and has continued to be provided to all staff to ensure appropriate awareness of record keeping obligations and responsibilities. Induction and training programs were adapted to comply with social distancing requirements due to the COVID-19 pandemic and to ensure all individuals felt safe and yet were still provided with suitable training to enable them to carry out their duties and ensure awareness of their roles and responsibilities.

Freedom of Information Act 1992

In accordance with Section 96(1) of the *Freedom of Information Act 1992*, residents have the legally enforceable right to access records (which are not otherwise exempt) held by State and local government agencies. The following FOI applications were received:

	2019-2020
FOI Requests	6
Access in Full	1
Edited Access	5
Applications withdrawn	0
Access deferred	0
Access refused	0

The City also reviewed and updated the *Information Statement* as required by the *Freedom of Information Act 1992* in August 2018. The *Information Statement* is due to be reported to the Information Commissioner in August 2020.

Public Health Act 2016 and Food Safety Standards

The City has complied with the authorisation requirements for Officers registered under the *Public Health Act 2016*. The City has also provided optional reporting information requested by the Department of Health under the provision of the Act.

The *Food Act 2008* was applied to all food premises within the City based on a risk-assessment approach by way of inspection. In total, the City carried out 647 inspections during the 2019/20 financial year. This was a slight reduction on the number of inspections carried out the year before, due to the COVID-19 pandemic restriction closure period.

Equal Opportunities

The City of Kwinana recently reviewed and updated its *Equal Employment Opportunity Management Plan 2020-2023*. The plan was submitted and acknowledged by the EEO Commission in June 2020.

The Plan details how the City adheres to the *Equal Opportunity Act 1984* in eliminating discrimination, sexual and racial harassment, and through promotion of equality in the workplace.

Occupational Safety and Health

Our vision is to achieve excellence in safety and health management through a framework that is an integral part of business planning with Safety and Health Management goals and targets established to drive continuous improvement in performance. The City's mission is to strengthen and grow a safety culture at the City.

The City also recognises its corporate responsibility under the *Occupational Safety and Health Act 1984* and associated legislation and is fully committed to ensuring that, as far as practicable, it will provide a working environment that is without risk to its employees and others in the City's workplaces.

The City is committed to meeting its moral and legal obligation to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage.

The City, in partnership with its employees, will endeavour to recognise the potential risks associated with hazards that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment for all persons.

The City focuses on exceeding its obligations under the Occupational

Safety and Health legislation by ensuring its operational activities eliminate or minimise the risk of illness, injury and damage to people, property and the environment through a robust and compliant Safety and Health Management Framework.

Review of Local Laws

Section 3.16 of the *Local Government Act 1995* requires that all of the Local Laws of a Local Government must be reviewed within an eight year period after their commencement to determine if they should remain unchanged or be repealed or amended.

A review of several local laws was undertaken during the 2019/20 financial year, with the following Local Laws being progressed to varying levels:

- The *Standing Orders Local Law* was finalised in the 2019/20 financial year.
- The *Activities in Thoroughfares and Public Places and Trading Local Law* was reviewed and is due for finalisation in the 2020/21 financial year.
- The *Urban Environment and Nuisance Local Law* was reviewed and is due for finalisation in the 2020/21 financial year.
- The City is currently investigating the implementation of a *Cat Local Law* due for finalisation in the 2021/22 financial year.

Annual Salaries

The *Local Government Act 1995* requires the Local Government to provide the number of employees who are entitled to an annual salary of \$100,000 or more. The figures below are as at 30 June 2020, noting that they include any staff on the Enterprise Agreement who are entitled to an annual salary of \$100,000 or more.

Salary Range	No. Employees
\$100,000 and \$110,000	12
\$110,000 and \$120,000	4
\$120,000 and \$130,000	8
\$140,000 and \$150,000	3
\$160,000 and \$170,000	3
\$190,000 and \$200,000	2
\$200,000 and \$210,000	2
\$300,000 and \$310,000	1
Total	35



Part 2 – Annual Financial Report

Annual Financial Report 2019/20 is available online at www.kwinana.wa.gov.au



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12.2 2021 Audit and Risk Committee Meeting Dates

DECLARATION OF INTEREST:

SUMMARY:

At the Ordinary Council Meeting held on 11 March 2020, the Audit and Risk Committee had delegation 7.2 revoked following a review of all delegations to the Chief Executive Officer, Officers and Committees. The delegation was revoked on the basis that the Audit and Risk Committee's Terms of Reference adequately addressed the duties and responsibilities of the Committee. In accordance with Section 5 of the *Local Government (Administration) Regulations 1996*, there is no requirement for a committee with no delegation to be open to the public.

Despite the Audit and Risk Committee no longer being delegated any local government power or duty and not having the requirement to being open to the public, it is proposed that Council resolve to have the Audit and Risk Committee open to the public given the City's continued focus on transparency and accountability.

In accordance with the *Local Government Act 1995*, meetings that are open to the public must be resolved by Council and advertised to provide the Kwinana community and its stakeholders with the opportunity to attend a meeting should they wish to.

The Audit and Risk Committee Meeting dates for 2021 are proposed for Council endorsement.

OFFICER RECOMMENDATION:

That the Audit and Risk Committee:

1. Authorise for Audit and Risk Committee Meetings to be open to the public.
2. Approve the schedule of the Audit and Risk Committee Meeting dates and commencement times for 2021, with each meeting being held in the Council Chambers and commencing at 5:30pm, as follows:

Audit and Risk Committee Meeting Dates
1 March 2021
28 June 2021
4 October 2021
6 December 2021

3. Approve Council providing local public notice for the 2021 Audit and Risk Committee Meetings dates and times.

12.2 2021 AUDIT AND RISK COMMITTEE MEETING DATES

AUDIT AND RISK COMMITTEE RECOMMENDATION:**That Council:**

1. **Authorise for Audit and Risk Committee Meetings to be open to the public.**
2. **Approve the schedule of the Audit and Risk Committee Meeting dates and commencement times for 2021, with each meeting being held in the Council Chambers and commencing at 5:30pm, as follows:**

Audit and Risk Committee Meeting Dates
2 March 2021
14 June 2021
4 October 2021
6 December 2021

3. **Approve Council providing local public notice for the 2021 Audit and Risk Committee Meetings dates and times.**

Audit and Risk Committee comments:

- Audit and Risk Committee Meetings are to be open to the public and that all Confidential Items continue to be presented at the end of the agenda.

DISCUSSION:

In accordance with Section 5.25(1)(g) of the *Local Government Act 1995*, Council is required to advertise the Committee meeting dates for the following year. Regulation 12(1) of the *Local Government (Administration) Regulations 1996* states that a local government is to give public notice of the dates, time and place of each Committee Meeting which are to be held in the next 12 months.

The City of Kwinana traditionally holds four Audit and Risk Committee Meetings per year.

Agendas and Minutes for all meetings will be made available online at www.kwinana.wa.gov.au. Advertising of the Audit and Risk Committee Meetings will occur via a local newspaper, the City's website and social media.

Should, for some reason, the Audit and Risk Committee Meeting dates change during the year, a report to Council will be prepared and if approved by Council, an advertisement will be placed in local newspapers and notices will be placed on City notice boards, social media pages and website.

12.2 2021 AUDIT AND RISK COMMITTEE MEETING DATES

LEGAL/POLICY IMPLICATIONS:*Local Government Act 1995**5.24 Question time for public*

- (1) *Time is to be allocated for questions to be raised by members of the public and responded to at —*
 - (a) *every ordinary meeting of a council; and*
 - (b) *such other meetings of councils or committees as may be prescribed.*
- (2) *Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.*

5.25. Regulations about council and committee meetings and committees

- (1) *Without limiting the generality of section 9.59, regulations may make provision in relation to —*
 - (g) *the giving of public notice of the date and agenda for council or committee meetings; and*

*Local Government (Administration) Regulations 1996**5. Question time for public, meetings that require prescribed (Act s. 5.24)*

For the purposes of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are —

- (a) *every special meeting of a council;*
- (b) *every meeting of a committee to which the local government has delegated a power or duty.*

- 12. (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
 - (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

FINANCIAL/BUDGET IMPLICATIONS:

Cost of advertising in local papers is approximately \$300 and has been provided for in the City Legal Advertising and Promotions budget.

ASSET MANAGEMENT IMPLICATIONS:

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

12.2 2021 AUDIT AND RISK COMMITTEE MEETING DATES

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

There are no strategic/social implications as a result of this proposal.

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	If Council does not set these dates then any meeting held that is open to the public, would be in contravention of the <i>Local Government Act 1995</i> .
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	City Officers have prepared a Council Report, to ensure the City sets, approves and advertises the Audit and Risk Committee Meeting dates as required by the <i>Local Government Act 1995</i> and the <i>Local Government (Administration) Regulations 1996</i> .
Rating (after treatment)	Low

12.3 Organisational Risk Report

DECLARATION OF INTEREST:

SUMMARY:

This report is provided to the Audit and Risk Committee for noting.

Council has endorsed a Risk Management Council Policy to manage all risks that have been identified and that could impact the City if they were not managed and evaluated appropriately. At each Audit and Risk Committee ('Committee') meeting, a report is received detailing identified risks as well as the progress of the actions to manage those risks. This report entitled the City of Kwinana Risk Report ('Risk Report') is enclosed at Confidential Attachment A.

At its meeting of 21 September 2020, the Committee noted the following with respect to the Risk Report:

"In future that the City of Kwinana Risk Report Confidential Attachment not only have additional comments provided in red text, but also include the indicative date, reasons why and revised date, if required to be extended."

Extra columns have been added to the Risk Report to reflect the above recommendation, namely:

- 'Expected Due Date' (column S); and
- 'Revised Due and Comments' (column T).

OFFICER RECOMMENDATION:

That the Audit and Risk Committee note the City of Kwinana Risk Report detailed in Confidential Attachment A.

AUDIT AND RISK COMMITTEE RECOMMENDATION:

That Council note the City of Kwinana Risk Report detailed in Confidential Attachment A.

Audit and Risk Committee comments:

- That an attempt be made to add data to the previously requested columns to Confidential Attachment A to provide the Audit and Risk Committee with the full details including the indicative date, reasons why and revised date, if required to be extended.

Audit and Risk Committee Noted:

- That the previously requested columns have been added to Confidential Attachment A.

12.3 ORGANISATIONAL RISK REPORT

DISCUSSION:

The Organisational Risk Report is provided to the Audit and Risk Committee at each Audit and Risk Committee Meeting. The City accepts the taking of calculated risks, the use of innovative approaches and the development of new opportunities to improve service delivery and achieve its objectives, provided that the risks are properly identified, evaluated and managed.

LEGAL/POLICY IMPLICATIONS:

Regulation 17 of the Local Government (Audit) Regulations 1996 provides:

17. *CEO to review certain systems and procedures*
- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
- (a) risk management; and*
 - (b) internal control; and*
 - (c) legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial/budget 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:

There are no strategic/social implications as a result of this proposal.

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.

12.3 ORGANISATIONAL RISK REPORT

RISK IMPLICATIONS:

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

Risk Event	The Audit and Risk Committee does not receive the Organisational Risk Report.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Major
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Risk Report will be presented to the Audit and Risk Committee at each Audit and Risk Committee Meeting to ensure compliance with the <i>Local Government (Audit) Regulations 1996</i> for the CEO to have systems and processes in place for risk management.
Rating (after treatment)	Low

12.4 Fraud and Corruption Policy

DECLARATION OF INTEREST:

SUMMARY:

The City recognises that the prevention and control of fraud and corruption is an integral component of good governance and risk management and therefore have prepared a Fraud and Corruption Policy for adoption.

The purpose of this policy is to demonstrate the City's commitment to prevention, deterrence, detection and investigation of all forms of fraud and corrupt conduct, as well as to establish processes to prevent fraud and corrupt conduct.

Suspected fraud and/or corruption will be reported, investigated and resolved in accordance with City policies, processes and the *Corruption, Crime and Misconduct Act 2003*.

OFFICER RECOMMENDATION:

That the Audit and Risk Committee review the proposed Fraud and Corruption Policy as at Attachment A and provide comment where necessary.

AUDIT AND RISK COMMITTEE RECOMMENDATION:

That Council review and adopt the proposed Fraud and Corruption Policy, as at Attachment A.

Audit and Risk Committee comments:

- That section 5.4.3 of the Fraud and Corruption Policy be updated to read Manager Human Resources, not Human Resources.

Audit and Risk Committee Noted:

- That the reference section of the Fraud and Corruption Policy refers to relevant legislation and documents that may be beneficial to the Audit and Risk Committee to refer to.

DISCUSSION:

As a result of recent high profile investigations into public sector fraud by the Corruption and Crime Commission (CCC), the Office of the Auditor General has recommended that, in line with better practice, all entities should ensure they implement a coordinated approach to managing fraud risks.

12.4 FRAUD AND CORRUPTION POLICY

The overarching aim of this policy is to reinforce the City's commitment to an organisational culture that is free of fraud, corruption and misconduct by embedding controls throughout the City's operational work areas. Fraud and corruption are a risk to the City, particularly in relation to:

- financial loss;
- reputational impact;
- diversion of management energy;
- organisational morale;
- organisational disruption;
- loss of employment;
- reduced performance; and
- diminished safety.

Fraud and corruption control forms part of the City's Risk Management Strategy and Risk Management Policy. It is a risk that Council actively seeks to identify and limit its exposure to, by reducing the potential opportunity (risk likelihood) for fraud and corruption to occur.

All Councillors and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.

LEGAL/POLICY IMPLICATIONS:

Legislation

Local Government Act 1995

Corruption, Crime and Misconduct Act 2003

Public Interest Disclosure Act 2003

Local Government (Rules of Conduct) Regulations 2007

Local Government (Audit) Regulations 1996

Local Government (Financial Management) Regulations 1996

Public Sector Management Act 1994

Fair Work Act 2009

Standards

Fraud and Corruption Control Standards (AS 8001-2008)

FINANCIAL/BUDGET IMPLICATIONS:

Failure to manage fraud and corruption risks will have a significant impact on the City's finances. To implement the actions within the Fraud and Corruption Policy has limited financial implications as these will be delivered as business as usual.

12.4 FRAUD AND CORRUPTION POLICY**ASSET MANAGEMENT IMPLICATIONS:**

The City is committed to a strong culture and sound governance that will safeguard public funds and property.

All suspected instances of fraudulent or corrupt conduct will be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

There are no strategic/social implications as a result of this proposal.

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	That the City does not have a Fraud and Corruption Policy in place and appropriate fraud and corruption prevention and controls set.
Risk Theme	Misconduct External theft and fraud Business and community disruption Failure of IT or systems and infrastructure Providing inaccurate advice/ information Inadequate safety and security practices Inadequate asset sustainability practices Inadequate supplier/contract management Ineffective employment practices Ineffective management of facilities/venues/events
Risk Effect/Impact	Service Delivery People/Health Financial Environment Reputation Compliance Property

12.4 FRAUD AND CORRUPTION POLICY

Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	High
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	The City has prepared a Fraud and Corruption Policy and established best practice prevention and detection programs and standards. Including the principles of risk management, planning, monitoring and remedial action.
Rating (after treatment)	Moderate

Council Policy

Fraud and Corruption



Council Policy	
Legal Authority	<i>Corruption, Crime and Misconduct Act 2003</i> <i>Fair Work Act 2009</i>
Department	Governance and Legal

1. Title
Fraud and Corruption Policy

2. Purpose
Fraud and corruption is damaging to the City of Kwinana through financial loss, loss of public confidence (either perceived or real), reputational damage and adverse publicity.

The purpose of this policy is to provide direction on the strategies to be utilised by the City for implementing and monitoring fraud and corruption prevention, detection, as well as response initiatives and activities.

3. Scope
This policy applies to any actual, alleged or suspected fraud or corruption involving employees and representatives of the City as well as external parties such as, but not limited to, suppliers, contractors, consultants or any other external agency undertaking transactions with the City.

Employees and representatives of the City must have, and be seen to have, the highest standards of honesty, transparency, propriety and integrity in discharging their obligations to the community.

The City is committed to treating all suspected instances of fraud or corruption seriously. In doing so, the City will:

- Investigate all suspected instances of fraud or corruption by City employees, representatives or external parties. Any proven allegations of fraud or corruption will be treated as serious misconduct and may result in summary dismissal of an employee, or immediate termination of a representative's contract with the City, or notification to the Local Government Standards Panel, Department Local Government, Sport and Cultural Industries or the Corruption and Crime Commission depending on the breach committed.

In accordance with Clause 24.6, Suspension Pending Investigation of the City of Kwinana Enterprise Agreement, the City may suspend an employee from duty where it considers it necessary to investigate the matter.

- Seek to recover funds/assets lost through this behaviour wherever possible and practical.
- Refer any behaviour that could amount to illegal activity to the WA Police at an appropriate time during the investigation process and/or subsequent disciplinary procedure. Note that any criminal investigation will be separate to a City investigation.

The City is committed to developing and maintaining processes and procedures to prevent and detect fraud and corruption.

Fraud and corruption control forms part of the City's Risk Management Policy and Strategy. It is a risk that the City actively seeks to identify and limit its exposure to, by reducing the potential opportunity (risk likelihood) for fraud and corruption to occur.

All Councillors and employees have a key responsibility to safeguard against damage and loss through fraud, corruption or misconduct and have an obligation to support efforts to reduce associated risk by behaving with integrity and professionalism in undertaking their duties.

The City expects its Elected Members and employees to act in compliance with relevant Code of Conduct and behave ethically and honestly when performing their functions and during their interactions with each other, the community and all stakeholders of the City.

All suspected instances of fraudulent or corrupt conduct will be thoroughly investigated and the appropriate reporting, disciplinary, prosecution and recovery actions initiated.

4. Definitions

Fraud is defined by Australian Standard AS8001 – 2008 as:

Dishonest activity causing actual or potential financial loss to any person or entity including theft of monies or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.

It includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

The theft of property belonging to an entity by a person or persons internal to the entity by where deception is not used is also considered 'fraud' for the purposes of this Standard.

Note: the concept of fraud within the meaning of the standard can involve fraudulent or corrupt conduct by internal or external parties targeting the entity or fraudulent or corrupt conduct by the entity itself targeting external parties.

Fraud can take many forms including:

- the misappropriation of assets;
- the manipulation of financial reporting (either internal or external to the Department); and
- corruption involving abuse of position for personal gain.

Corruption is defined by Australian Standard AS8001 – 2008 as:

Dishonest activity in which an employee or contractor of the entity acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or organisation. The concept of 'corruption' can also involve corrupt conduct by the entity, or a person purporting to act on behalf of and in the interests of the entity, in order to secure some form of improper advantage for the entity.

Corruption is any deliberate or intentional wrongdoing that is improper, dishonest or fraudulent and may include:

- conflict of interest;
- failure to disclose acceptance of gifts or hospitality;
- acceptance of a bribe;
- misuse of internet or email; or
- release of confidential or private information or intellectual property.

Corrupt conduct tends to show a deliberate intent or an improper purpose and motivation and may involve conduct such as the deliberate failure to perform the functions of office properly; the exercise of a power or duty for an improper purpose; or dishonesty.

Representative, for the purposes of this policy, a representative of the City includes:

- Any contractor or consultant
- Temporary staff supplied through an agency
- Seconded personnel
- Volunteers
- Elected Members
- Committee Members

5. Policy statement

The City considers unauthorised possession (theft/robbery), unauthorised use, misappropriation, fraud, corruption, impropriety and dishonesty unacceptable to Council. This behaviour is treated seriously and will be investigated in all suspected and/or alleged instances, whether these involve Council employees, representatives or external parties.

The City is committed to a strong culture and sound governance that will safeguard public funds and property. The City considers fraud, corruption and misconduct to be serious matters. Such behaviours are considered unacceptable and a zero tolerance approach is adopted by the City towards such behaviour.

Fraud and corruption are a risk to the City, including in terms of:

- financial loss;
- reputational impact;
- diversion of management energy;
- organisational morale;
- organisational disruption;
- loss of employment;
- reduced performance; and
- diminished safety.

All employees are accountable for, and have a role to play in, fraud and corruption prevention and control. The City encourages staff to disclose actual or suspected fraudulent or corrupt activity. When identified, any suspected fraudulent or corrupt activity will be promptly investigated, and where appropriate legal remedies available under the law will be pursued. All alleged incidences will be investigated thoroughly. Where appropriate, the City will protect the anonymity of those reporting the activity.

Detrimental actions are not permitted against anyone who reports suspected or known incidents, consistent with the *Public Interest Disclosure Act 2003*. The City adopts a similar approach to those who maliciously and knowingly create a false and/or vexatious allegation.

5.1 Reporting

- 5.1.1 Any person reporting any suspected fraudulent act (the informant) must do so to their immediate Manager, City of Kwinana Grievance Officer, Public Interest Disclosure Officer and/or Manager Human Resources.
- 5.1.2 If the informant has reason to believe their Manager is implicated in the suspected fraud, the matter must be reported to the Manager Human Resources.
- 5.1.3 If Chief Executive Officer involvement is suspected, the matter must be reported to the Mayor.
- 5.1.4 If Elected Member involvement is suspected, the matter must be reported to the Chief Executive Officer.
- 5.1.5 In all instances, suspected fraud must also be reported to the City of Kwinana Grievance Officer, Public Interest Disclosure Officer and/or Manager Human Resources whom will notify the Chief Executive Officer and initiate investigations
- 5.1.6 The informant reporting the activity/behaviour may remain anonymous.
- 5.1.7 All inquiries concerning the activities under investigation from the suspected individual, his or her lawyer, or representative, or any other enquirer must be directed to the Manager Human Resources.

5.2 Investigations

- 5.2.1 The Manager Human Resources has primary responsibility for investigation of all suspected unauthorised possession (theft), fraudulent or corrupt acts or behaviour as defined in this policy.
- 5.2.2 Any investigation carried out should comply with the City of Kwinana employment policies, namely the Grievance Management Policy.
- 5.2.3 Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title or relationship to Council.
- 5.2.4 At the conclusion of the investigation the events will be documented in a confidential report which will be provided to the Chief Executive Officer and they may determine that the report be provided to the Council and the Audit and Risk Committee, where appropriate. Recommendations may be made to enhance internal control procedures.
- 5.2.5 Decisions to refer the investigation results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made by the Chief Executive Officer, in consultation with the Manager Human Resources and with legal advice if appropriate.

- 5.2.6 The Manager Human Resources have free and unrestricted access to all Council records and premises and authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets and other storage facilities on premises without prior knowledge or consult of any individual who may have custody of any such items or facilities when it is within the scope of their investigation.

5.3 Equity and Fairness

- 5.3.1 The means for ensuring that every individual suspected of committing fraud (Whether they are an employee or someone external to the entity) is dealt with consistently and fairly.
- 5.3.2 All parties suspected of committing fraudulent acts must be dealt with in the same manner. This includes all Elected Members, employees or associated parties external to the City.
- 5.3.3 Any individual reporting suspected fraud has the right to expect their actions will be dealt with in confidence.
- 5.3.4 Evidence collected as part of any fraud investigation must substantiate any further action the organisation takes. There must be transparency in the fraud response action that the process has been adhered to.

5.4 Consequences of an investigation

- 5.4.1 Fraud perpetrated against the City will be reported to the City's insurers, Office of the Auditor General and the Corruption and Crime Commission as required.
- 5.4.2 Any investigation may result in a recommendation to terminate a supplier's, consultants or contractors contract or, in the case of an employee, the commencement of a disciplinary process, the outcome of which may be dismissal of the employee where appropriate.
- 5.4.3 Any decision to begin disciplinary process, or to terminate an employee's employment at the conclusion of that process, will be made in conjunction with Manager Human Resources.
- 5.4.4 Where instances of fraud or corruption are substantiated, any decisions to take no action, or to take action that is seen inappropriate by either the City of Kwinana Grievance Officer, Public Interest Disclosure Officer and/or Manager Human Resources, will be referred to the Chief Executive Officer for authorisation.

5.5 Media

- 5.5.1 No information concerning the status of an investigation will be disclosed, except to the Chief Executive Officer, City of Kwinana Grievance Officer, Public Interest Disclosure Officer and/or Manager Human Resources in cases where an employee is suspected of unauthorised possession or fraud.
- 5.5.2 The proper response to an enquiry is:
- “I am not at liberty to discuss this matter” and/or “Fraud perpetrated against the City will be reported to the City’s insurers, Office of the Auditor General and Corruption and Crime Commission as required”

5.6 Fraud and Corruption Management

Incorporating fraud and corruption risk identification and mitigation strategies as part of the integrated and reporting planning framework, educating employees in accountable conduct and fraud awareness issues, including ongoing performance assessment and counselling and monitoring, auditing and communicating processes.

Where fraud or corruption is detected the relevant Manager of the team will be responsible to assess the adequacy of the relevant internal control environment and provide a report to City Leadership outlining any recommended improvements identified.

5.7 Roles and responsibilities

5.7.1 Chief Executive Officer – All Managers and Senior Officers

- Ensure appropriate controls are in place at all levels to safeguard against fraud and corruption and take action to implement and maintain these controls.
- Regularly review transactions and activities that may be susceptible to fraud or corruption.
- Promote the scope of this policy.
- Take appropriate action in liaison with the Manager Human Resources and the Chief Executive Officer when breaches of this policy occur.

The Chief Executive Officer applies the City's resources to fraud prevention and ensures the implementation of adequate controls for managing fraud and corruption risks within the City.

The Chief Executive Officer, under the *Corruption, Crime and Misconduct Act 2003* must notify the Corruption and Crime Commission or the Public Sector Commission if misconduct is suspected.

5.7.2 Audit and Risk Committee

In relation to fraud control, the Audit and Risk Committee's responsibilities include:

- reviewing risk management frameworks and associated procedures for the effective identification and management of fraud risks;
- providing leadership in preventing fraud and corruption.

5.7.3 Public Interest Disclosure (PID) Officer

Public Interest Disclosure Officers investigate disclosures, and take action following the completion of investigations under the *Public Interest Disclosure Act 2003*.

5.7.4 Manager Human Resources

The Manager Human Resources or delegated officer, will manage the grievance and discipline process.

5.7.5 City Employees and representatives

- Adherence and compliance with this policy
- The immediate reporting of an actual or suspected fraud or corruption incident to the relevant person

All employees have a responsibility to contribute to preventing fraud and corruption by following the relevant City of Kwinana Code of Conduct, complying with controls, policies, processes, resisting opportunities to engage in fraudulent or corrupt behaviour and reporting suspected fraudulent or corrupt incidents or behaviour.

Report all suspected or actual incidents of fraud and corruption that they may be aware of to their supervisor. Alternatively, employees can make a Public Interest Disclosure under the *Public Interest Disclosure Act 2003*.

5.7.6 Internal Auditors

Internal auditors provide an independent and objective review and advisory service to:

- provide assurance to the Chief Executive Officer/Council that the financial and operational controls designed to manage the City's risks and achieve the City's objectives are operating in an efficient, effective and ethical manner; and
- assist management in improving the City's business performance.
- Review six monthly fraud reporting and ensure fraud issues are disclosed to the external auditor

5.7.7 External Auditors

Review whether there are appropriate systems processes and controls in place to prevent, detect and effectively investigate fraud.

External auditors provide an opinion on whether the City's Annual Report represents a true and fair view of the financial position at a certain date.

Annual external audit of the Financial Reports assists in the detection of fraud under Australian Auditing Standard ASA 240: The Auditors' Responsibility to Consider Fraud in an Audit of a Financial Report.

In addition, the auditor's accountability for the detection of fraud will form part of any audit. These provisions will increase the likelihood of detecting material miss-statements or errors in the City's financial statements.

6. References

Date of adoption and resolution No.	
Review dates and resolution No.	
Next review due date	December 2023
Related documents	<p>Acts/Regulations</p> <p><i>r.17, Local Government (Audit) Regulations 1996</i></p> <p><i>r.5, Local Government (Financial Management) Regulations 1996</i></p> <p><i>Local Government Act 1995</i></p> <p><i>Corruption, Crime and Misconduct Act 2003</i></p> <p><i>Public Interest Disclosure Act 2003</i></p> <p><i>Local Government (Rules of Conduct) Regulations 2007</i></p> <p><i>Public Sector Management Act 1994</i></p> <p><i>Australian Standard AS 8001-2008</i></p> <p><i>Local Government Framework – Fraud & Corruption Control, July 2015</i></p> <p>Plans/Strategies/Policies/Processes</p> <p>Grievance Management HR Policy</p> <p>Code of Conduct</p> <p>Risk Management Policy</p> <p>Risk Management Strategy</p> <p>City of Kwinana Enterprise Agreement</p>

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

12.5 Internal Audit Policy

DECLARATION OF INTEREST:

SUMMARY:

Internal audit is a function involved in helping an organisation achieve its objectives, although it is not an activity required by the *Local Government Act 1995* (Act), it is considered to be an essential part of achieving best practice in risk management and effective and efficient internal controls. The City of Kwinana's (the City) internal audit function has now been established and is due for implementation in the 2020/21 financial year. The Audit and Risk Committee are requested to review the City's Internal Audit Policy prior to it being presented to Council for adoption.

The Internal Audit policy sets out the nature, role, responsibility, status, scope and authority of Internal Audit within the City.

The role of Internal Audit at the City of Kwinana is to assist the Council and senior management meet the Council's objectives by providing an independent appraisal of the adequacy and effectiveness of the processes and controls in place for the management of strategic and operational risk.

Internal audit assists with the identification of measures to achieve greater effectiveness, efficiency and economy and to remedy practices that expose the City of Kwinana to risk and vulnerability. It brings a systematic and disciplined approach to evaluating and improving the effectiveness of the City of Kwinana's risk management, control and governance processes.

OFFICER RECOMMENDATION:

That the Audit and Risk Committee review, provide comment where necessary and refer the Internal Audit Policy (as at Attachment A) to Council for adoption.

AUDIT AND RISK COMMITTEE RECOMMENDATION:

That Council review and adopt the Internal Audit Policy (as at Attachment A).

Audit and Risk Committee Noted:

- That the Internal Auditor should report to the Chief Executive Officer.
- The Chair of the Audit and Risk Committee should be involved in any decision to appoint or dismiss the internal auditor.

12.5 INTERNAL AUDIT POLICY

DISCUSSION:

An Expression of Interest has been prepared regarding the City's Internal Auditor and the tender process is soon to begin with an Internal Auditor expected to be appointed in the New Year. The responsibilities of the Internal Auditor outlined within the Internal Audit Policy, include:

- The Internal Auditor is responsible for carrying out the assignments in the agreed Internal Audit Plan and completing an annual organisational risk management assessment.
- The Internal Auditor will report to the Executive and the Audit and Risk Committee in accordance with the Internal Audit Plan and agreed audit timetables. Where appropriate it will initiate contact with the Chief Executive Officer, the Manager Governance and Legal and the Chair of the Audit and Risk Committee independently of the reporting timeframes.
- The Internal Auditor is responsible for conducting its work in accordance with best practice and will have regard to relevant standards and requirements of the Office of the Auditor General.
- The Internal Auditor is required to carry out the Internal Audit function in a manner that ensures its integrity, objectivity, confidentiality, and competency are not open to question. They shall comply with the standards of professional behaviour required by the City of Kwinana Code of Conduct.
- The Internal Auditor will make comment and recommendations as to the robustness of the design, installation, and operation of systems and procedures, and benchmark organisational policies against best practice. However, the Internal Auditor is not responsible for any activities that are audited. Nor is it responsible for the design, installation, operation, or control of any procedures or systems.

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by evaluating and improving the effectiveness of risk management, control, and governance processes. In addition to supporting good internal governance and ongoing improvements to the City's operations, internal audit should also help to instil public confidence in the City's ability to operate effectively.

An effective internal audit function should evaluate and monitor the adequacy and effectiveness of the internal control framework as a minimum. Risk management is also an essential part of the City's management and internal control function. It looks at what risks the City may face and the best way to address these risks. Assessment and management of risk is central to determining internal audit activities.

Legislative Audit Framework Regulation 17 of the *Local Government (Audit) Regulations 1996* (Audit Regulations) requires a triennial review of the appropriateness and effectiveness of a Local Government's systems and procedures in relation to risk management, legislative compliance and internal control. It has been deemed necessary by the City that internal audit is an essential function in meeting the requirements of this regulation.

12.5 INTERNAL AUDIT POLICY

Regulation 14 of the Audit Regulations requires the City to carry out a compliance audit each year and submit a Compliance Audit Return to the Department of Local Government, Sport and Cultural Industries (DLGSC). The auditable areas are determined by the DLGSC, however they focus on compliance by City staff and Elected Members with the Act, concentrating on areas of compliance considered 'high risk'.

Regulation 5(2)(c) of the *Local Government (Financial Management) Regulations 1996* (Financial Management Regulations) requires the Chief Executive Officer to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

LEGAL/POLICY IMPLICATIONS:

Local Government (Audit) Regulations 1996, particularly:

Regulation 14, Compliance audits by local governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —
 - (a) presented to the council at a meeting of the council; and
 - (b) adopted by the council; and
 - (c) recorded in the minutes of the meeting at which it is adopted.

Regulation 17, CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

Local Government (Financial Management) Regulations 1996

Regulation 5, CEO's duties as to financial management

5(2)(c)

- (2) The CEO is to —
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

12.5 INTERNAL AUDIT POLICY**FINANCIAL/BUDGET IMPLICATIONS:**

The Internal Audit Policy has financial/budget implications with the appointment of an internal auditor. In the financial year 2020/2021 it is proposed to undertake one internal audit at approximately \$15k to \$20k. It is proposed that \$50k per year be allocated going forward from financial year 2021/2022.

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:

There are no strategic/social implications as a result of this report.

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	That the City does not have a policy addressing internal audit and that sets out the nature, role, responsibility, status, scope and authority of Internal Audit within the City.
Risk Theme	Select theme: Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/ information Inadequate Document Management Processes
Risk Effect/Impact	Service Delivery Financial Reputation Compliance

12.5 INTERNAL AUDIT POLICY

Risk Assessment Context	Strategic Operational
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	That the City endorses the Internal Audit Policy to assist the Council and senior management meet the Council's objectives by providing an independent appraisal of the adequacy and effectiveness of the processes and controls in place for the management of strategic and operational risk.
Rating (after treatment)	Low

Council Policy

Internal Audit



Council Policy	
Legal Authority	<i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i>
Department	Audit and Risk Committee Governance and Legal

1. Title

Internal Audit Policy

2. Purpose

This policy sets out the nature, role, responsibility, status, scope and authority of Internal Audit within the City.

The role of Internal Audit at the City of Kwinana is to assist the Council and senior management meet the Council's objectives by providing an independent appraisal of the adequacy and effectiveness of the processes and controls in place for the management of strategic and operational risk.

Internal audit assists with the identification of measures to achieve greater effectiveness, efficiency and economy and to remedy practices that expose the City of Kwinana to risk and vulnerability. It brings a systematic and disciplined approach to evaluating and improving the effectiveness of the City of Kwinana's risk management, control and governance processes.

3. Scope

This policy applies to:

- All employees of the City of Kwinana, including temporary employees and contractors.
- Any person who is involved in the operation of the City of Kwinana, including Elected Members, volunteers and those people with honorary or unpaid staff status.
- Every business department, service or activity of the City of Kwinana.

Principles of the policy are:

- The Internal Auditor reports to the Audit and Risk Committee. Communication and liaison will ordinarily be through the Chair of the Audit and Risk Committee and the Manager Governance and Legal.
- The Internal Auditor is accountable to the Council via the Audit and Risk Committee.
- Internal Audit will be tendered on a three year cycle unless unusual circumstances exist.
- The appointment or removal of the Internal Auditor will follow the Audit and Risk Committee's recommendation to Council.
- The Internal Auditor will be required to be independent and provide no other significant advisory services to the Council other than those set out in section 5.5.

- The Internal Auditor will have direct access to the Chief Executive Officer and the Audit and Risk Committee whenever required.
- There are no restrictions placed upon the scope of Internal Audit. The Internal Auditor may have access to any records, personnel, or physical property of the City of Kwinana and receive whatever information or explanations they consider necessary to fulfil their obligations.
- Internal Audit has operational support from City of Kwinana Executive and strategic support from the Audit and Risk Committee.

4. Definitions

Council, refers to either the staff or Elected Members or both depending on the context.

Internal Auditor, refers to the organisation appointed as Internal Auditor by the City of Kwinana.

Internal Audit, refers to an instance of, or the function of, auditing the internal processes and controls of the Council.

External Auditor, refers to the organisation appointed by the Office of the Auditor General to conduct the statutory audits of the City of Kwinana's Annual Report and Long Term Financial Plan (LTFP).

5. Policy statement

5.1 Responsibilities of the Audit and Risk Committee

- 5.1.1 The Audit and Risk Committee is responsible for the development, oversight and modification of Internal Audit functions, policies and procedures.
- 5.1.2 The Audit and Risk Committee recommends the budget allocation for internal audit as part of the annual plan development process.
- 5.1.3 The Audit and Risk Committee sets the Internal Audit work plan in conjunction with the Internal Auditor. This plan shall be informed by the organisational risk assessments of the Internal and External Auditors and the need to ensure compliance with the City of Kwinana policies and relevant legislation.
- 5.1.4 The Audit and Risk Committee recommends the appointment of the Internal Auditor to Council. In discharging this responsibility, due regard will be given to ensuring that the Internal Auditor has personnel who are sufficiently skilled and experienced in the local government sector.
- 5.1.5 The Audit and Risk Committee receives the reports of the Internal Auditor, considers management's recommendations arising from the reports, and monitors the implementation of agreed recommendations.
- 5.1.6 The decision to set aside any recommendations of the Internal Auditor rests with the Audit and Risk Committee.
- 5.1.7 The Audit and Risk Committee shall meet with the Internal Auditor independent of management at least annually.

5.2 Responsibilities of Management

- 5.2.1 The Chief Executive Officer and Manager Governance and Legal shall assist the Audit and Risk Committee to identify and recommend the scope of Internal Audit work, and shall recommend action to be taken on the outcome or findings from such work.
- 5.2.2 Management is responsible for maintaining internal controls, including setting appropriate policies and monitoring compliance with these, and maintaining proper accounting records and other appropriate management information to assist with effective stewardship.
- 5.2.3 Management shall ensure that the Internal Audit function has:
 - a) Operational co-operation from staff throughout the organisation;
 - b) Access to staff and systems as requested by the Internal Auditor;
 - c) Direct access and freedom to report to the Executive; and
 - d) Unrestricted and independent access to the Audit and Risk Committee.
- 5.2.4 The City Leadership must ensure that the capability and capacity exist to implement and monitor Internal Audit recommendations.

5.3 Responsibilities of the Internal Auditor

- 5.3.1 The Internal Auditor is responsible for carrying out the assignments in the agreed Internal Audit Plan and completing an annual organisational risk management assessment.
- 5.3.2 The Internal Auditor will report to the Executive and the Audit and Risk Committee in accordance with the Internal Audit Plan and agreed audit timetables. Where appropriate it will initiate contact with the Chief Executive Officer, the Manager Governance and Legal and the Chair of the Audit and Risk Committee independently of the reporting timeframes.
- 5.3.3 The Internal Auditor is responsible for conducting its work in accordance with best practice and will have regard to relevant standards and requirements of the Office of the Auditor General.
- 5.3.4 The Internal Auditor is required to carry out the Internal Audit function in a manner that ensures its integrity, objectivity, confidentiality, and competency are not open to question. They shall comply with the standards of professional behaviour required by the City of Kwinana Code of Conduct.
- 5.3.5 The Internal Auditor will make comment and recommendations as to the robustness of the design, installation, and operation of systems and procedures, and benchmark organisational policies against best practice. However, the Internal Auditor is not responsible for any activities that are audited. Nor is it responsible for the design, installation, operation, or control of any procedures or systems.

5.4 Relationship with External Auditor and other Regulatory Bodies

5.4.1 The Internal Auditor will coordinate with the External Auditors and others as directed by the Audit and Risk Committee and Executive to ensure that duplication of audit work is minimised. This will be accomplished by:

- a) Consideration by the committee and Management of opportunities for synergies when the Internal Audit Plan is set;
- b) Provision of the Internal Audit Plan and the Internal Auditor's reports and other documentation to the External Auditors;
- c) Provision of the External Auditor's management letters, including management feedback to the Internal Auditor;
- d) Exchange of organisational risk assessments; and
- e) Access to operational and systems documentation.

5.5 Scope of Internal Audit Work

5.5.1 The Internal Auditor will complete the reviews identified and agreed in the annual Internal Audit Plan. The Internal Audit Plan will set the scope for each review, but will include:

- a) Reviewing systems established by management to ensure that major risks to the achievement of the organisation's objectives are being appropriately addressed by the controls inherent in these systems;
- b) Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information;
- c) Assessing compliance with policies, plans, procedures, laws, and regulations that could have a significant impact on operations and reports;
- d) Reviewing the means of safeguarding assets and, as appropriate, verifying the existence of assets;
- e) Appraising the economy and efficiency with which resources are employed;
- f) Reviewing operations or programmes to ascertain whether results are consistent with established objectives and goals, and whether the operations or programmes are being carried out as effectively and efficiently as planned;
- g) Investigating and reporting on alleged violations of policies and procedures, errors, fraud, or misuse of City of Kwinana assets;
- h) Assessing and reporting on the identified organisational and internal control risks to the City of Kwinana within the scope of each assignment; and
- i) Performing and reporting on follow-up reviews to determine the status of recommendations contained in previous reports.

5.5.2 To the extent that the Internal Audit engagement specifies, the Internal Auditor will provide advice and assistance to the City of Kwinana when requested, by serving as a consulting resource for:

- a) The review of policies and procedures, financial and administrative systems, organisational structures, and other related administrative activities.
- b) The development of control procedures for new or significantly modified departmental manuals or computer-based financial or administrative systems.
- c) Carrying out a full organisation wide risk assessment, or updating the organisational risk assessment as and when required.

5.6 Planning and Reporting

5.6.1 The Internal Auditor will work with Executive and the Audit and Risk Committee to agree on a three year Internal Audit Plan which sets out the recommended scope of Internal Audit for the period. The work plan should have due regard to the key areas of internal controls for strategic and operational risk identified within the risk management framework, include monitoring compliance to policies and procedures associated with the Fraud and Corruption Policy, and an appropriate level of forensic audit.

5.6.2 The three year plan will be reviewed annually and inform an annual Internal Audit Plan. All plans will be developed with reference to the longer-term strategic context for Internal Audit, be prepared in consultation with the Executive, and have regard to the business plans, risks, and strategic outlook of the organisation as a whole.

5.6.3 The key elements of Internal Audit reporting will be as follows:

- a) Internal Audit reports are addressed to the Audit and Risk Committee;
- b) Each assignment will be reported separately in writing. The report will set out the scope of the work completed and report on the issues identified, summarising the concerns, the control implication, the assessed degree of risk/priority and the recommendations for improvement. The process will be as follows:
 - (i) The Internal Auditor will undertake the field work for the assignment and prepare a draft report on their findings.
 - (ii) The draft report will be presented to management within agreed timeframes.
 - (iii) The Executive will provide feedback to the Internal Auditor in a timely manner and where appropriate the report will be amended.
 - (iv) The Internal Auditor will provide the Executive with the final updated report in a fixed format for initial reporting to the Audit and Risk Committee and as a word document for subsequent reporting and monitoring.
- c) The Internal Auditor's completed written report on each audit assignment will be presented to the Audit and Risk Committee, by the Internal Auditor when appropriate;

- d) Following the initial presentation Internal Audit reports will be included in agendas of the Audit and Risk Committee in a format that provides information about:
 - (i) The status of each recommendation.
 - (ii) Who is responsible for each agreed action.
 - (iii) The timeframe for implementation of the recommendation or agreed action.
- e) In addition to the individual audit assignment reports, the Internal Auditor will report annually to the Audit and Risk Committee against the agreed Internal Audit programme detailing:
 - (i) Progress against the work plan.
 - (ii) Key findings over the year.
 - (iii) Any resulting recommendations for the following audit period.
 - (iv) The timeframe for follow-up of implementation of recommendations from prior reports.
- f) The Internal Auditor will raise any serious concerns about unresolved issues relating to assignments or the Executive itself directly with the Audit and Risk Committee Chair;
- g) The Internal Auditor will formally review the corporate risk register(s) annually and report its findings to the Audit and Risk Committee. The review will be informed by the outcomes of the internal audit plan and will focus on the risk identified to the organisation and strategies to mitigate these risks and improve operational effectiveness.

6. References

Date of adoption and resolution No.	
Review dates and resolution No.	
Next review due date	December 2022
Related documents	Acts/Regulations <i>Local Government Act 1995</i> <i>Local Government (Audit) Regulations 1996</i> <i>Local Government (Financial Management) Regulations 1996</i> Plans/Strategies/Policies/Processes Fraud and Corruption Policy Risk Management Strategy Risk Management Policy Code of Conduct - Staff

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

12.6 Occupational Safety and Health (OSH) Statistical Data Report and the Safety and Health Management System Framework – Tier Two Document

DECLARATION OF INTEREST:

SUMMARY:

This statistical data is provided to the Audit Committee for noting.

Council has endorsed a Health and Safety Policy to meet its moral and legal obligation to provide a safe and healthy work environment for all employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage. At every Audit and Risk Committee Meeting the Committee receives a report detailing statistical data. This report entitled the City of Kwinana OSH Statistical Data Report is enclosed as Attachment A.

Relevant to the management of workplace safety is the City's Safety plan. Ultimately, this plan should be considered by the Audit and Risk Committee and, if appropriate, endorsed. Officers have determined that the current Safety Plan does not set out a suitable improvement strategy, and requires revision. Accordingly, Officers are currently developing a Safety and Health Management System Framework, using a risk approach to direct resources to address the City's biggest risks, with an overall approach of perpetual continuous improvement. The second tier of the framework has been completed and is enclosed as Attachment B.

OFFICER RECOMMENDATION:

That the Audit and Risk Committee:

1. Note City of Kwinana OSH Statistical Data Report detailed in Attachment A.
2. Endorse the Safety and Health Management System Framework, Tier Two document detailed in Attachment B.

AUDIT AND RISK COMMITTEE RECOMMENDATION:

That Council:

1. **Note City of Kwinana OSH Statistical Data Report detailed in Attachment A.**
2. **Endorse the Safety and Health Management System Framework, Tier Two document detailed in Attachment B.**

Audit and Risk Committee Noted:

- That Elected Members are obligated, responsible for and required to report near misses whilst performing their official duties.
- That TBC is the acronym for 'To Be Confirmed' and that this is included within Attachment A and the Event Severity Rating graph in an instance when statistical data is under investigation and has not been confirmed. All data within the graph was confirmed and therefore there is no current TBC data.
- The safety and Health Management System Framework is comprised of a three tier approach, with the tiers one and two documentation now finalised. Tier 1 being the overview of the City's Policy and Framework, Tier 2 being the City's Safety and Health Systems, Standards and Procedures (Attachment B) and Tier 3 will be the Safety and Health Framework Procedures and Operating Processes.

12.6 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT AND THE SAFETY AND HEALTH MANAGEMENT SYSTEM FRAMEWORK – TIER TWO DOCUMENT

DISCUSSION:

The OSH Statistical Data Report is provided to the Audit and Risk Committee at each Audit and Risk Committee Meeting. The City assesses the incident reporting data to provide information on the nature and extent of injury and/or disease, including a comprehensive set of data for the workplace, to assist in the efficient allocation of resources, to identify appropriate preventative strategies and monitor the effectiveness of these strategies and to provide a set of data for benchmarking against other Local Governments. As a result, the City can adequately identify, evaluate and manage the safety and health aspects of its workforce operations.

Summary of Statistical Data:

The statistical data report details information over a three month period, 1 August 2020 to 31 October 2020. From the represented data, it is noted a decrease in incident frequency trend from the September to October period from eight to five incidents. (Noting, the data recorded at the Quarter ending 21 December captures the incidents recorded in the month of November 2020).

During the month of October, the City's organisational structure was amended (due to the departure of Director, City Legal) with departments being re-distributed. A directorate, Office of the CEO, was created and is now represented in the statistical data base. (Noting, as reporting progresses, the now obsolete directorate data will cease to be recorded.)

A total of 17 incidents were recorded for the three month period. Ten from the City Infrastructure directorate, six from the City Engagement directorate and one from the Office of the CEO; (Noting, the teams that are domiciled to both the City Infrastructure and Engagement directorates have teams that are considered as "high risk" teams due to their operational nature). Six of the incidents were listed as Injuries but no lost time resulted, one near miss, two motor vehicle damages, three property damages and five reports only.

Safety and Health Management System Framework:

The City is currently developing a Safety and Health Management System Framework which will provide a structured approach to the City's safety and health activity, foster and protect personnel well-being, meet legislative requirements for safety and health, minimise overall risk from the City's perspective and promote continuous improvement in safety and health performance.

The framework will comprise of a three tiered approach, with the tier two documentation now finalised. Safety and Health management processes shall be implements based on the commitments in the City's policy, and the performance requirements are outlined in this document. The tier two document has a focus on the standards and procedures that comprise the framework

12.6 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT AND THE SAFETY AND HEALTH MANAGEMENT SYSTEM FRAMEWORK – TIER TWO DOCUMENT

LEGAL/POLICY IMPLICATIONS:

Regulation 17 of the Local Government (Audit) Regulations 1996 provides:

17. CEO to review certain systems and procedures
- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
- (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.
- (3) The CEO is to report to the audit committee the results of that review.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial/budget 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 Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business Performance	7.1 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice"

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.

12.6 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT AND THE SAFETY AND HEALTH MANAGEMENT SYSTEM FRAMEWORK – TIER TWO DOCUMENT

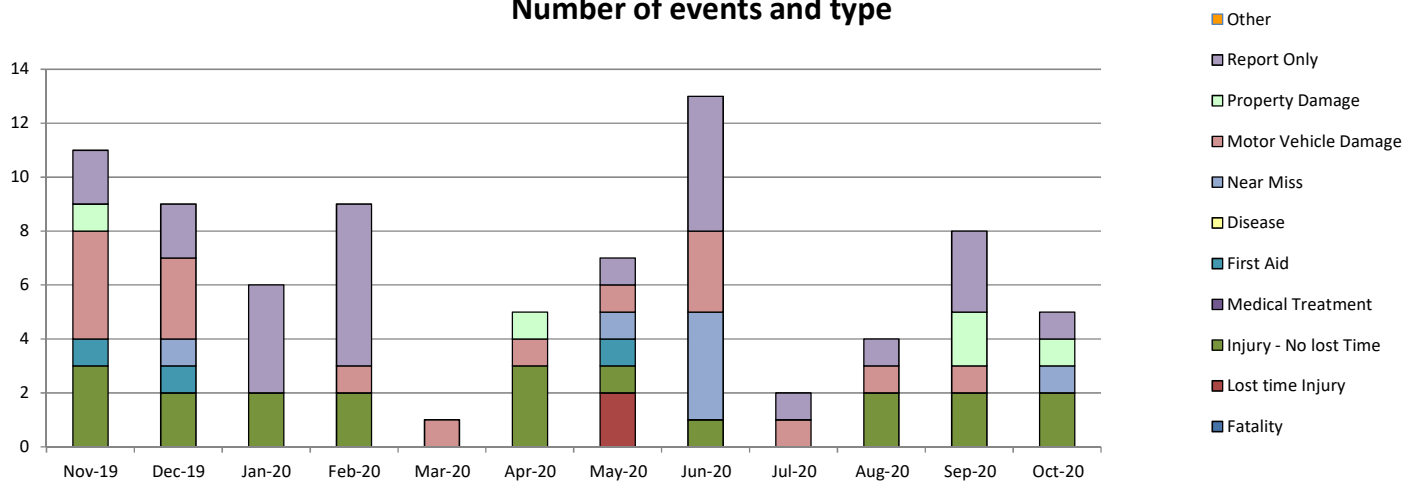
RISK IMPLICATIONS:

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

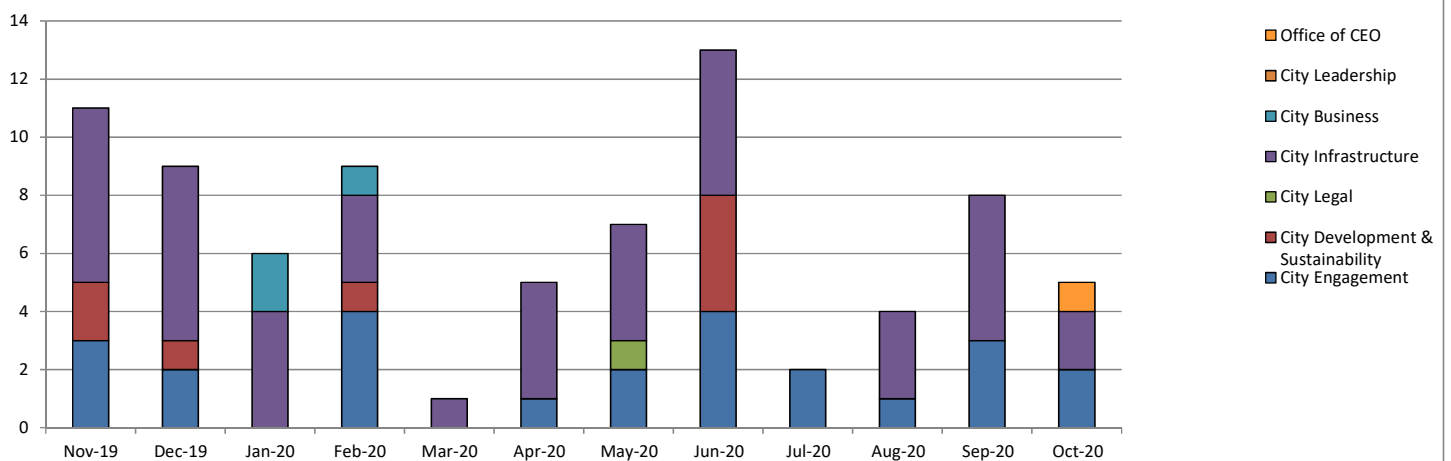
Risk Event	The Audit Committee does not receive the OSH Statistical Data Report
Risk Theme	Inadequate safety and security practices
Risk Effect/Impact	People/Health Reputation Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Risk Treatment in place	OSH Statistical Data Report will be presented to the Audit Committee at each Audit Committee Meeting to ensure compliance with the <i>Local Government (Audit) Regulations 1996</i> for the CEO to have systems and processes in place for safety and health requirements
Rating (after treatment)	Low

City of Kwinana - OSH Statistical Data Report - 31 October 2020

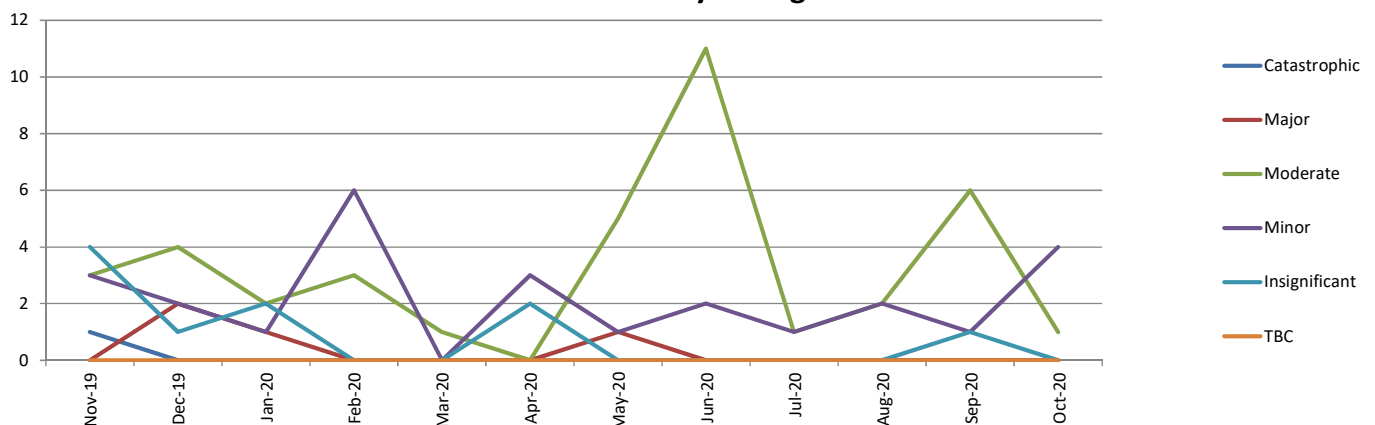
Number of events and type

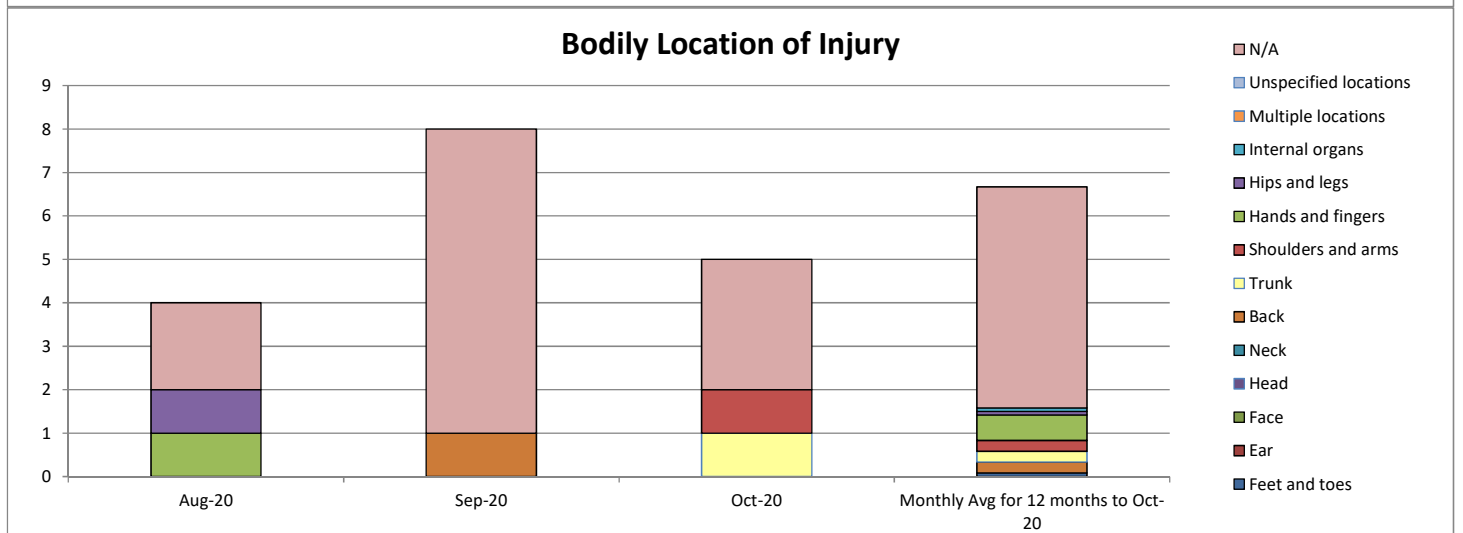
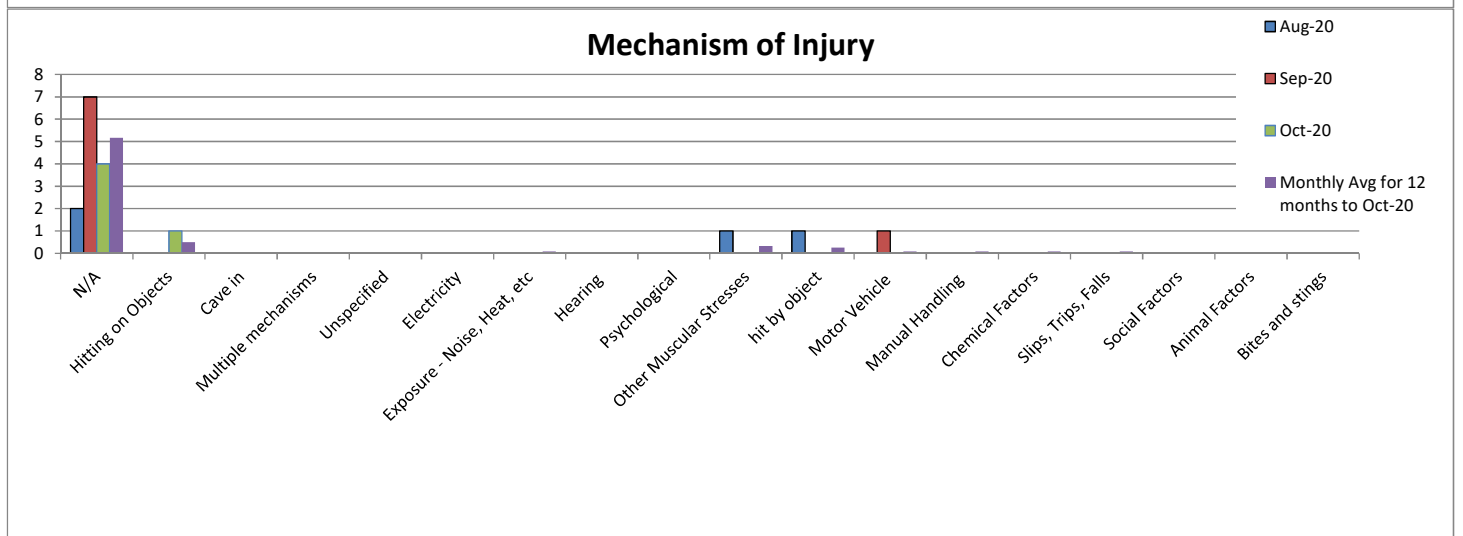
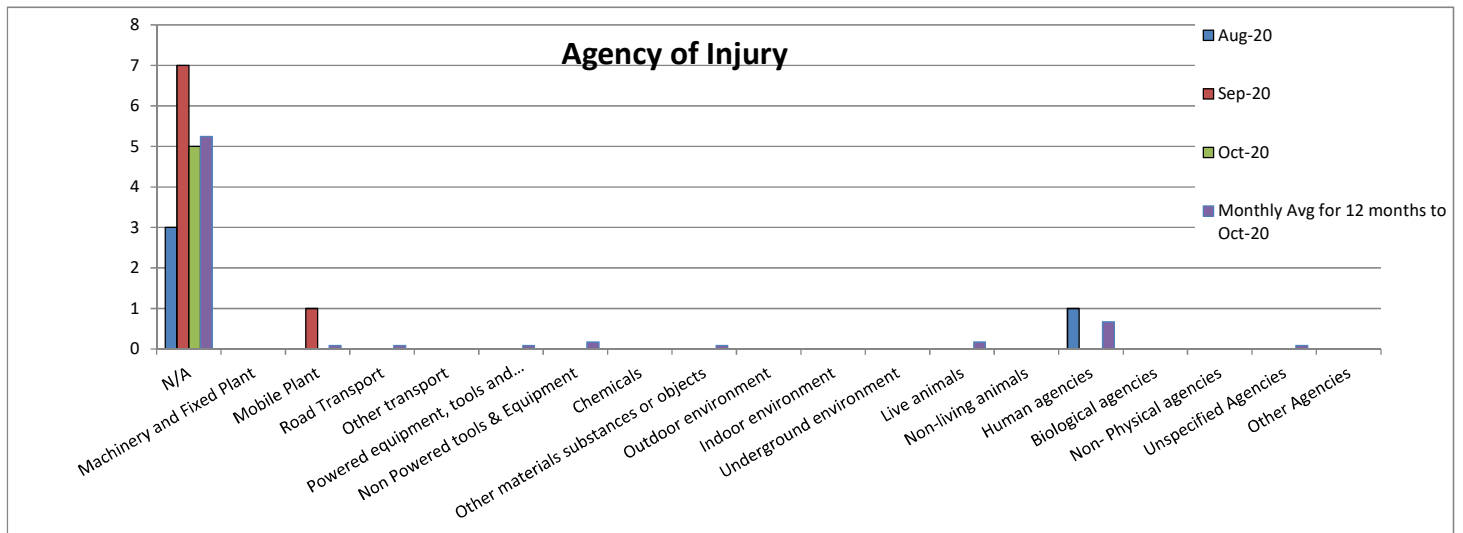


Events per Directorate

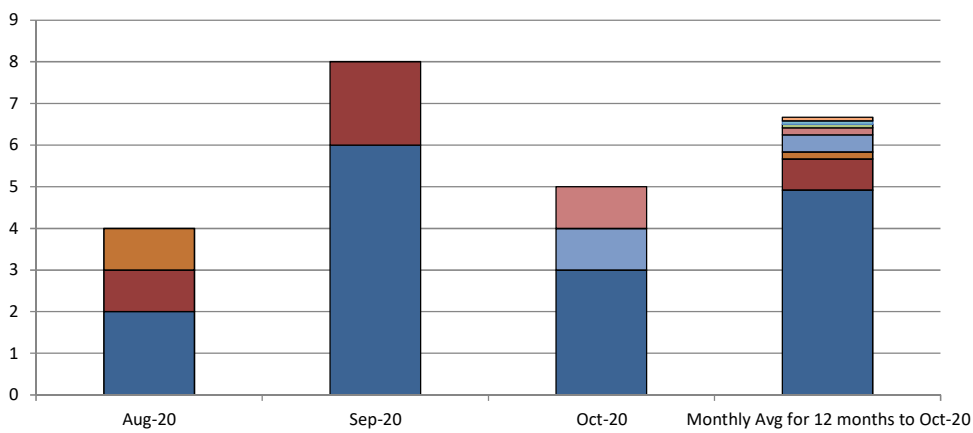


Event Severity Rating

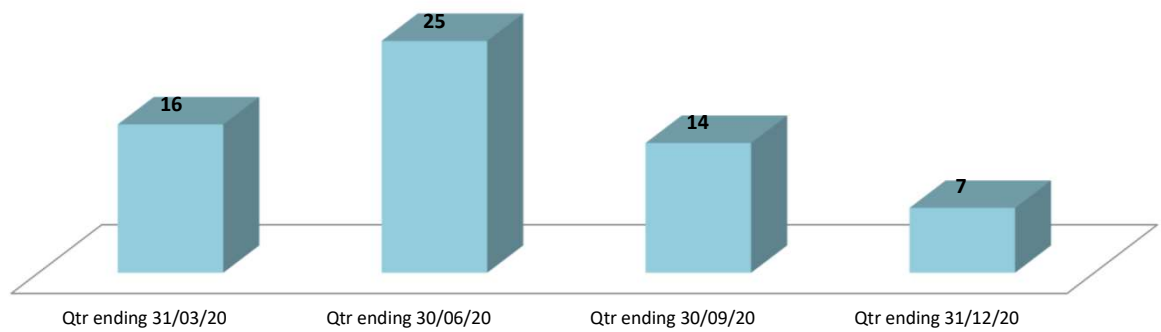




Nature of Injury

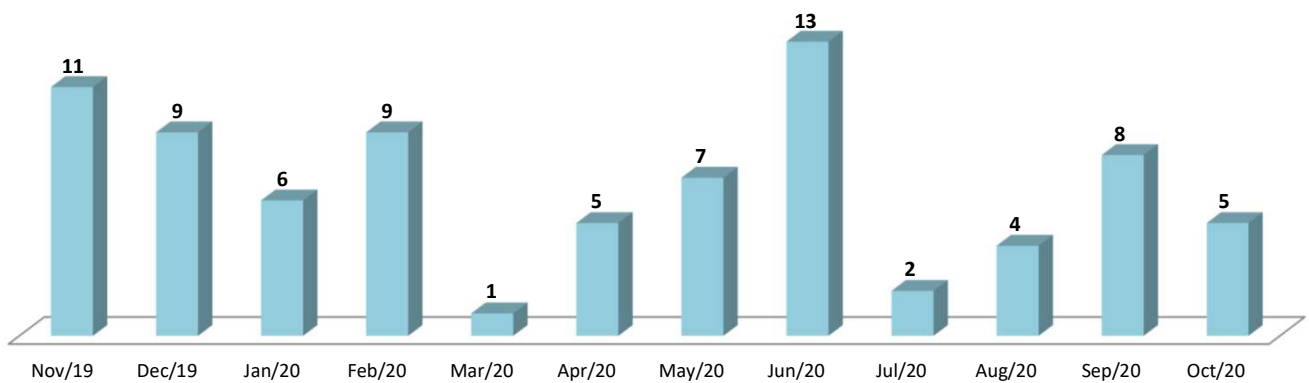


Incident Frequency Trend



*Note: Data does not include full quarter

Incident Frequency Trend





Safety and Health Management System Framework Tier 2

Standards and Procedures

[What and How]

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1. POLICY

Occupational Safety and Health (OSH) Policy			
Approved by:	Executive Team		
Department:	Human Resources (Internal Policy)		
Original Approval Date	2006	Review Approval Date	October 2017
Next Review Deadline	September 2020	Document #	D16/34075 v*
<i>Occupational Safety and Health Act 1984;</i> <i>Occupational Safety and Health Regulations 1996;</i> <i>Workers Compensation and Injury Management Act 1981;</i>			

Policy Rationale:

The City of Kwinana (the **City**) recognises that it has a responsibility for the safety and health of all persons employed or engaged by the **City** and is committed to achieving zero harm within the **City's** working environment.

Occupational Safety and Health (OSH) Policy Statement(s):

The **City** recognizes its corporate responsibility under the *WA Occupational Safety and Health Act (1984)* and associated legislation and is fully committed to ensuring, that as far as practicable, it will provide a working environment that is without risk to its employees and others in the **City's** workplaces.

The **City** is committed to meeting its moral and legal obligation to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the **City's** operations do not place the community at risk of injury, illness or property damage.

The **City**, in partnership with its employees, will endeavour to recognize the potential risks associated with hazards that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment for all persons.

The **City** will encourage and promote a culture of hazard identification, injury prevention and OSH awareness throughout the organization. In particular, the **City** will:-

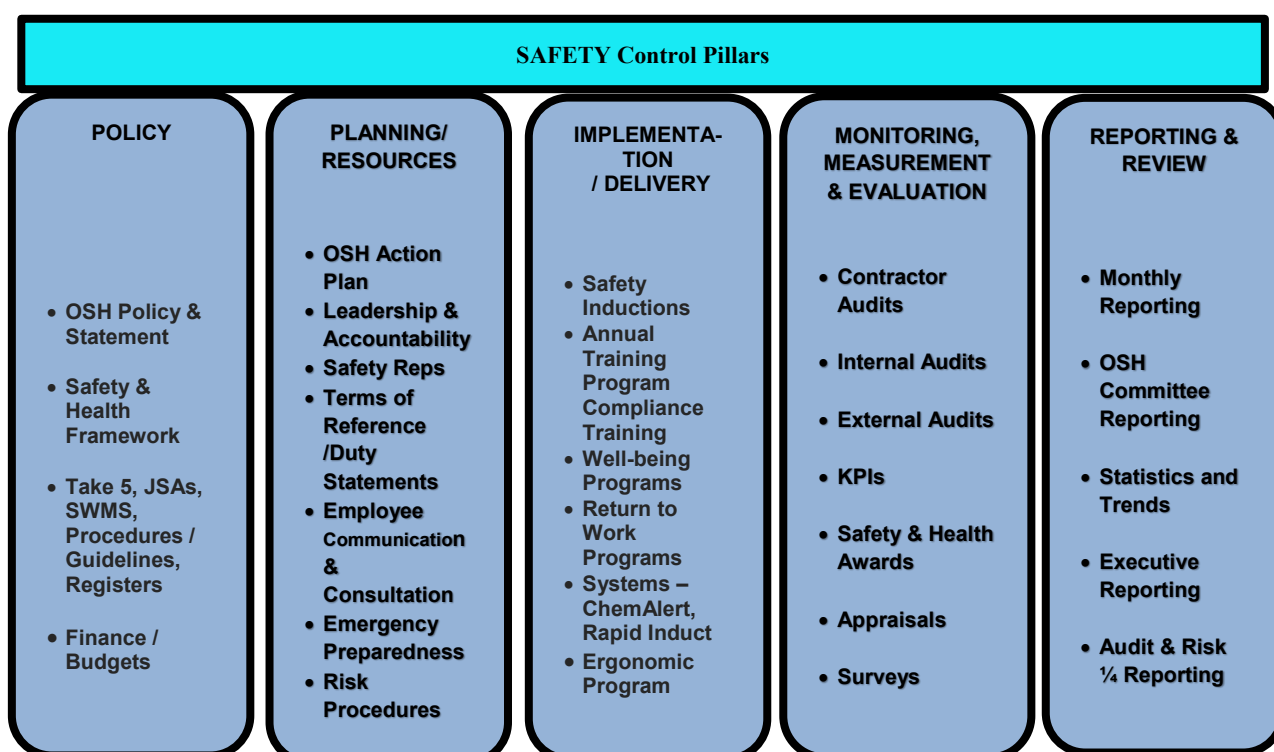
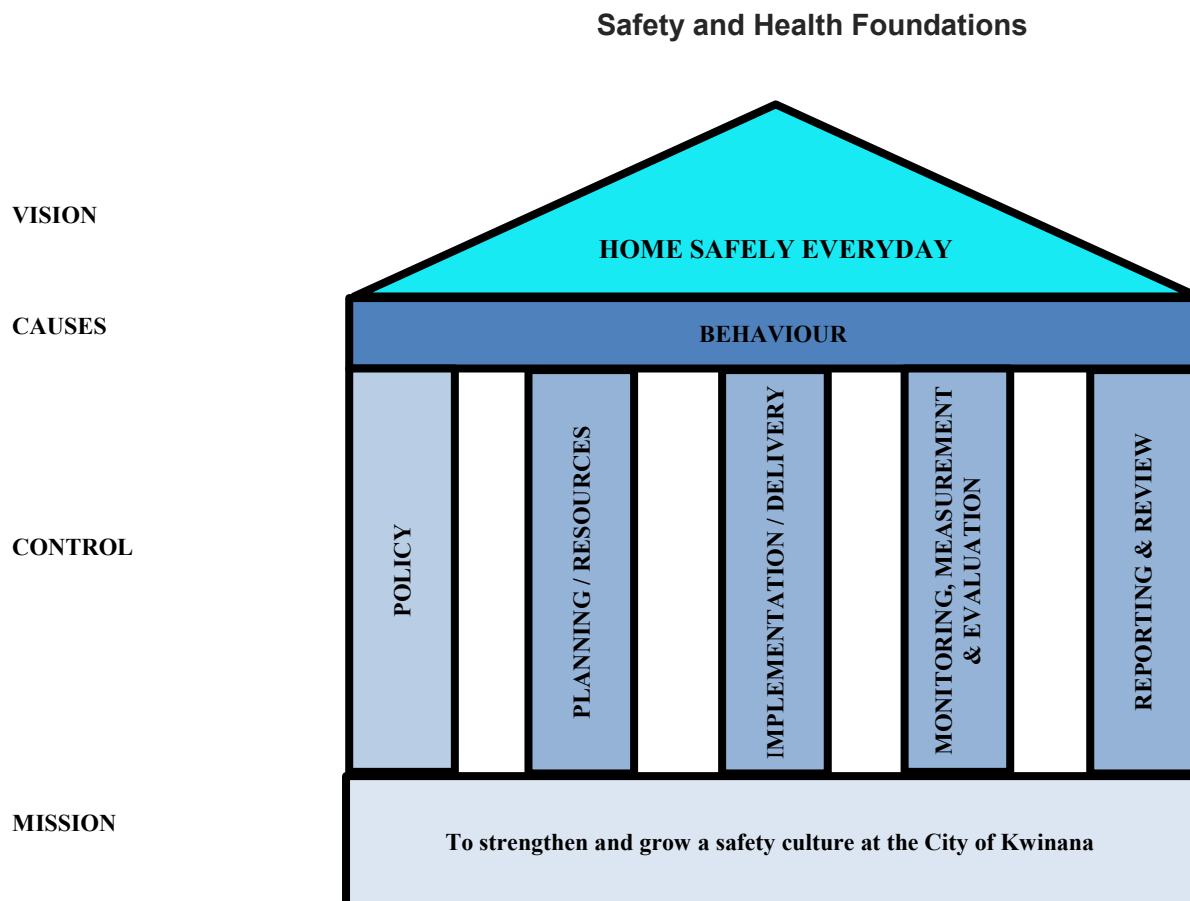
- Be responsive to the needs and diversity of the organisation through the principles of equity, equality, access and participation;
- Recognise that all persons in the workplace are valued and that there will be no compromise in ensuring their safety;
- Foster an organizational culture where all employees share their safety responsibilities;
- Consult with employees and management by means of the **City's** OSH Committee, safety and healthy representatives, risk assessments and hazard identification and prevention;
- Comply with all relevant legislation and best practice;
- Ensure risk management processes are effectively being undertaken to eliminate or control risk exposure to the **City** as well as identify, promote and continuously improve safety and health performance within the organization;
- Provide and maintain relevant policies, procedures, systems, workplace information and training, associated programs and consultative mechanisms to support safety and health in the workplace; and
- Monitor the **City's** safety and health performance.

Wayne Jack

Date

1.1 CITY OF KWINANA – SAFETY AND HEALTH PILLARS

Health and Safety Management is an integral part of business planning with Health and Safety Management goals and targets established to drive continual improvement in performance.



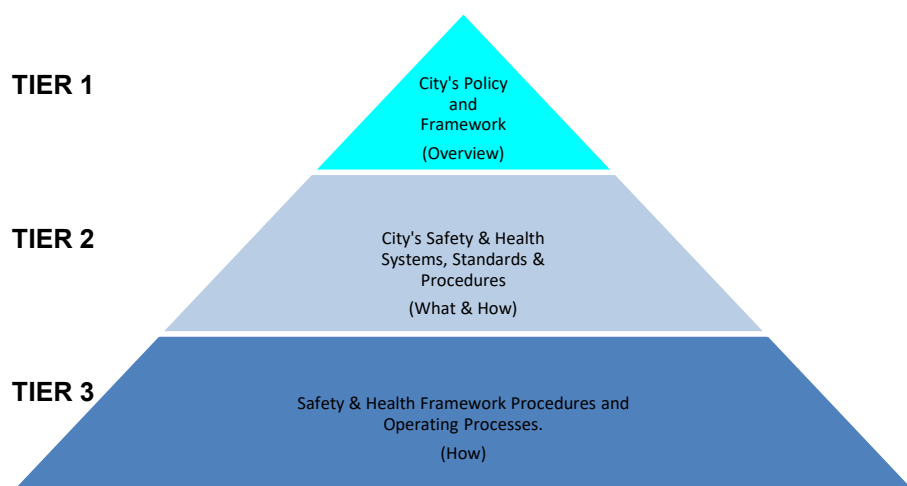
1.2 SAFETY AND HEALTH MANAGEMENT SYSTEM FRAMEWORK

INTRODUCTION

The purpose of the City of Kwinana (the **City**) Safety and Health Management System Framework is to:

1. Provide a structured approach to the **City's** safety and health activity.
2. Foster and protect personnel well-being.
3. Meet legislative requirements for safety and health.
4. Minimise overall risk from the **City's** perspective.
5. Promote continuous improvement in safety and health performance.

This document sets out policy and specifies desired outcomes. It defines responsibilities and accountabilities, provides guidance on where to obtain additional information, and is the basis against which Safety and Health programs will be audited and appraised.



Tier 1: City's Safety and Health Framework

This is mandatory to all City operations as defined in the Framework. Safety and Health management processes shall be implemented based on the commitments in the Policy, and the Performance Requirements outlined in this Framework Tier 1.

Tier 2: City's Safety and Health Systems, Standards and Procedures

These are mandatory to all City operations as defined in this Framework. Safety and Health Standards are performance based in nature and typically focus on more specific areas of risk. Procedures are typically prescriptive in nature and address specific areas e.g. incident reporting and investigation, hazard and risk management, where it is important that activities are carried out consistently across the City.

Tier 3: Safety and Health Framework Procedures and Operating Processes

Each Business Unit shall apply Tier 1, 2 & 3 Systems and Procedures. In applying the Framework Tier 3 Procedure, the Business Unit will in addition develop its own processes, procedures, JSA's, SWMS's, Work Instructions, Guidelines etc, and that will act as the basis for developing safety and health competencies of people.

RISK MATRIX

The following is the Risk Matrix used by the City. (For a comprehensive overview of the City's commitment and management of Risk across the organisation, please refer to the City's Council Policy – Risk Management D15/57852 v*).

RISK MATRIX					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	Extreme
Remote	Low	Low	Medium	Medium	High

Consequences:

Focuses on the potential consequence/s presented by the hazard in its assessed state of control. The consequences are those of credible scenarios (taking the prevailing circumstances into consideration) that can develop from the hazard. These can be thought of as the consequences that could have resulted from the release of the hazard if circumstances had been less favourable.

Likelihood:

Likelihood is estimated on the basis of historical evidence or experience that such severity has materialised within the industry the hazard is primarily associated with, or the company.

Cross-reference the Consequence and Likelihood to determine the Risk score. The colours within the matrix are aligned with the level of risk. The level of risk is utilised to determine the controls, communication and monitoring requirements of the hazard.

1.3 DEFINITIONS

Term	Definition
As low as reasonably practicable (ALARP)	In relation to the control of hazards to a state where they are seen as acceptable and cannot be reduced further without expenditure or effort that is disproportionate to the benefit gained or where the solution is impractical to implement.
Competent Person	A person who has sufficient knowledge, skills and experience appropriate techniques and procedures including interpreting results. (E.g. for health monitoring this is an Occupational Hygienist)
Contract	A formal arrangement entered into-whether in writing or not – between the City and a contractor, for the supply of services by the contractor to the City in exchange for payment.
Contract Manager	This will be contract specific and does not refer to a dedicated Contract Manager role. Some examples follow; <ul style="list-style-type: none"> • Infrastructure Manager engaging earth moving contractors • Maintenance Manager engaging contract cleaners or building maintenance contractors • Project Manager engaging construction contractors • IT Manager engaging IT hardware installation contractors
Contractor	Any person or entity that carries out work at the City workplace or facility under a contract between the City and the person, entity or the person's employer.
Critical Risk	Risks that have the potential to fatally injure, or permanently disable, our people, contractors or third parties.
Employee	Any direct employee of City of Kwinana.
ERP	Emergency Response Plan.
Event	Accident, Incident, Near Miss, Injury.
Event Owner	The Event owner is the person responsible for: <ul style="list-style-type: none"> • The workplace where the event took place, or • The Manager of the worker reporting the event if the event happened outside a City workplace. <p>The Event Owner is responsible for tracking the Event process through to completion. This includes signing off various stages of completion.</p>
Exposure	When a person or the environment comes into contact with a hazard.
Harm	Illness, injury or death.
Hazard	A hazard can be defined as anything that has the potential to cause harm (illness or injury) to a person and can include the following broad categories: <ol style="list-style-type: none"> 1. Physical (vehicles, slips, trips and falls) 2. Psychological (workplace stressors) 3. Chemical (poisons, drugs) 4. Ergonomic (manual handling, gradual process injury) 5. Biological (blood borne pathogens)

Hazard and Risk Management:	Incorporates the following: <ol style="list-style-type: none"> 1. The systematic identification of hazards 2. The assessment of the risk posed by the hazard 3. The control of all hazards to as low as reasonable practical 4. The instatement of recovery measures should controls fail 5. The monitoring and review of hazards and their associated risks on a regular basis
Hazardous Substances	Any substance that could cause harm to a person that is controlled under the National Code of Practice for the Control of Workplace Hazardous Substances (NOHS:2007(1994))
Hierarchy of Control	The mechanism by which hazards are required to be controlled. <ol style="list-style-type: none"> 1. Elimination 2. Substitution 3. Isolation 4. Engineering 5. Administration 6. PPE
Incident	An unplanned event, or chain of events, which has, or could have, caused injury or illness and/or damage (loss) to people, assets, the environment, or reputation.
Incident Report	The incident report is the official record of the Event occurring and the initial views and actions.
Initial Risk	The degree of potential harm and likelihood of it occurring presented by a hazard in an uncontrolled state.
Investigation	An investigation is a structured analysis of an Event that identifies the immediate and underlying root causes of an Event, leading to corrective actions that will prevent a recurrence.
JSA or TA or SWMS	Job Safety Analysis or Task Analysis or Safe Work Method Statement. This defines the chronological steps to be taken and includes risks and controls.
Lessons Learnt	The outcomes from an investigation must be reported to the Business through Lessons Learnt. Lessons Learnt help prevent the same Event or potential Event occurring in another part of the business, through sharing of learned experiences and controls. The Manager is responsible for issuing shared learnings.
Near Miss	An Incident which did not, but could have resulted in negative consequences in any of the areas defined in the event definition.
Notifiable Event	As defined by WorkSafe.
OSH Act	<i>Occupational Safety and Health Act 1984</i>
Other	Anyone else in the workplace or facility of the City.
PCBU	Person Conducting a Business or Undertaking. (A business entity such as a company.)
PPE	Personal Protective Equipment.
PTW	Permit to Work. (Examples are Confined Space Entry or Hot Work)
Reasonably Practicable	Something that is reasonably able to be done to control a hazard, taking into account: <ol style="list-style-type: none"> 1. How likely is it that something could go wrong? 2. What would happen if it did go wrong?

	<p>3. The information available about how to control the hazard or risk?</p> <p>4. What controls can be used?</p> <p>5. Whether the cost of control is grossly disproportionate to the risk?</p>
Regulatory Bodies Notification	Notification of Events to Regulatory bodies in accordance with legislative, licence and/or other requirements.
Residual Risk	The degree of potential harm and likelihood of it occurring presented by a hazard after the application of controls.
Risk	The possibility that harm (of a particular nature) might occur to someone if they are exposed to a hazard.
S & H Plan	A documented course of action, outlining responsibilities and objectives, within a defined period.
Shall or must	Indicates a statement is mandatory.
SHMS Framework	This Safety and Health Management System Framework document.
Should or May	Indicates a recommendation
Significant Hazard	<p>A hazard that is an actual or potential cause or source of serious harm; or;</p> <p>Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or</p> <p>Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard'.</p>
SOP	Safe Operating Procedure. This outlines how to do a job safely and with consistency. It is used for training purposes to establish competency.
SSSP	Site Specific Safety Plan. This is a suite of documents that outline the agreement for risk mitigation when undertaking work at a specific site.
SWMS or TA or JSA	Safe Work Method Statement or Task Analysis or Job Safety Analysis. This defines the chronological steps to be taken and includes risks and controls.
TA or JSA or SWMS	Task Analysis or Job Safety Analysis or Safe Work Method Statement. This defines the chronological steps to be taken and includes risks and controls.
Worker	Any person who carries out work in any capacity regardless of employment class e.g. employee or contractor.

2. PLANNING AND RESOURCES

2.1 PERSONAL PROTECTIVE EQUIPMENT

INTRODUCTION

Purpose

The purpose of the Personal Protective Equipment (PPE) Standard is to ensure that appropriate PPE is identified, provided, and is in use, so that employees of the City are protected from exposure to work place hazards and the risk of injury.

Scope

This standard applies to City employees who are issued with PPE.

PERSONAL PROTECTIVE EQUIPMENT CONTROLS (PPE)

PPE is not a substitute for more effective control methods and its use will be considered only when other means of protection against hazards are not adequate or feasible. It will be used in conjunction with other controls unless no other means of hazard control exist.

Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of our employees and that such use will lessen the likelihood of occupational injury and/or illness.

PPE General

The City's PPE requirements, include eye and face, head, foot and leg, hand and arm, body protection, protection from drowning, hearing protection and respiratory protection.

The City's Personal Protective Equipment Standard includes:

- Responsibilities
- Hazard assessment and selection of PPE
- Employee training
- Cleaning and Maintenance of PPE

RESPONSIBILITIES

Pre-Employment Requirements:

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the City. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

Team Manager/Leader:

- To have in place a documented system for the supply of PPE that is appropriate to the individual Team's need.
- Will issue Personal Protective Equipment on 'as required' basis.
- Will ensure the amount and type of equipment such as work shirts/trousers, vests, coats etc. is issued as agreed between individual Managers and their Team Members, (i.e. annually and/or fair wear and tear, as each area has different needs).
- Equipment such as foot protection, eye protection, hearing protection etc. will be replaced on a fair wear, tear and damage basis.
- To ensure that any identified hazardous area at which PPE is required to be worn is clearly identified with appropriate signage.

- To ensure that Team Members are trained in the correct usage of personal protective equipment before using such equipment.
- To ensure these Procedures are implemented within their area of responsibility.

Team Member:

- To use PPE that is issued to them as instructed by their Manager/delegate.
- To attend training sessions on the correct usage of PPE as required by their Team/Section.
- To keep PPE in a good, clean and hygienic condition and report any defects.
- To request replacement protective equipment on a timely basis.

Occupational Safety and Health (OSH) Committee:

The OSH Committee are responsible for:

- Facilitating consultation and co-operation between an employer and the employees of the employer in initiating, developing and implementing measures designed to ensure the safety and health of employees at the workplace;
- Keeping itself informed as to standards relating to safety and health generally recommended or prevailing in workplaces of a comparable nature and to review and make recommendations to the employer on, rules and procedures at the workplace relating to the safety and health of the employees;
- Recommending to the employer and employees the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the safety and health of the employees.

The above includes Personal Protective Equipment (PPE).

Guidelines for the Selection and Issue of Personal Protective Equipment (PPE):

- **Quality Standard of Personal Protective Equipment**
All PPE purchased by the City must comply with the current Australian Standard applicable to that product. When purchasing PPE the Teams/Business Units should ensure that the product being supplied meets the appropriate Standard.
- **Personal Protective Equipment - General Usage and Hygiene**
PPE shall be provided for the exclusive use of the Team Member it is issued to. For work involving chemicals, the Material Safety Data Sheet (MSDS) is to be consulted before selecting PPE, as most MSDS's usually signify PPE required.
- **Application of this Standard to New Team Members, Volunteers, Trainees and Visitors**
It may be necessary for new Team Members under probation, Volunteers, Trainees, Visitors or Contractors to supply their own PPE. It is the responsibility of the Manager/Team Leader to determine the method of ensuring that PPE is available.
- **Types of Personal Protective Equipment**
Personal Protective Equipment is available for nine common types of protection. These categories are:
 1. Head - safety helmets, caps and sun hats.
 2. Respiratory - disposable masks and self-contained breathing apparatus.

3. Hearing - ear muffs and ear plugs.
4. Skin – garment, sun creams and insect repellent
5. Hand - protective gloves
6. Foot - safety footwear
7. Clothing – trousers, overalls, wind jackets, rain coats, reflective vest etc.
8. Eye - safety spectacles/goggles, sunglasses, shields and visors.
9. Prescribed eye protection.

PROCEDURES

Hazard Assessment for PPE

As part of a hazard/risk assessment and review of all the controls, it may include the use of PPE for work tasks or work areas. The assessment of PPE should be taken into consideration whenever one of the following occurs:

- A job changes;
- New equipment is used;
- There has been an event;
- A Manager, Team Leader or employee requests it;
- A review or update of a hazard/risk assessment.

SELECTION OF PPE

Once the hazards of a workplace have been identified, the Safety Representatives in conjunction with Team Leaders will determine if the hazards can first be eliminated or reduced by methods from the hierarchy of control with PPE being the last form of control. If such methods are not adequate or feasible, then Safety Representatives in conjunction with Team will determine the suitability of the PPE presently available; and as necessary, will select new or additional equipment, which ensures a level of protection greater than the minimum required to protect our employees from the hazards/risks. Care will be taken to recognise the possibility of multiple and simultaneous exposure to a variety of hazards.

Adequate protection against the highest level of each of the hazards/risks will be recommended for purchase. All personal protective clothing and equipment will be of safe design and construction for the work to be performed and will be maintained in a sanitary and reliable condition, i.e. fit for purpose.

Affected employees whose jobs require the use of PPE will be informed of the PPE selection and will be provided PPE by the City. Careful consideration will be given to the comfort and proper fit of PPE in order to ensure that the right size is selected and that it will be used.

EMPLOYEE TRAINING

Any employee required to wear PPE will receive training in the proper use and care of PPE before being allowed to perform work requiring the use of PPE. Periodic retraining in the use and care of PPE will be provided to PPE users as needed. The training will include, but not necessarily be limited to, the following subjects:

- When PPE is necessary to be worn;
- How to properly adjust and wear PPE to personal requirements;
- The limitations of the PPE;
- The proper care, maintenance, useful life, and disposal of the PPE.

After the training, the Manager/Team Leaders will evaluate the employee's understanding of the application of the PPE.

Retraining

The need for retraining will be indicated when

- An employee's work habits or knowledge indicates a lack of the necessary understanding, motivation, and skills required to use the PPE (i.e. uses PPE improperly);
- New equipment is installed;
- Changes in the workplace make previous training out-of-date;
- Changes in the types of PPE to be used make previous training out-of-date;
- Annually as PPE requires. (E.g. at Health Monitoring time, fit testing of respirators, noise and hearing.)

CLEANING AND MAINTENANCE OF PPE

It is important that all PPE be kept clean and properly maintained. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. Employees must inspect, clean, and maintain their PPE according to the manufacturers' instructions before and after each use. Coordinators/Supervisors/Team Leaders are responsible for ensuring that users properly maintain their PPE in good condition.

Personal protective equipment must **NOT** be shared between workers; PPE will be distributed for individual use only.

If employees provide their own PPE, make sure that it is adequate for the work place hazards/risks, and that it is maintained in a clean and reliable condition and must be approved and in agreeance with the City's procedures.

Defective or damaged PPE will not be used and will be immediately discarded and replaced. (Noting: Defective equipment can be worse than no PPE at all.)

It is also important to ensure that contaminated PPE, which cannot be decontaminated, is disposed of in a manner that protects employees from exposure to hazards.

2.2 MANUAL HANDLING

INTRODUCTION

In May 2010, the Code of Practice for Manual Tasks was approved under section 57 of the *Occupational Safety and Health Act 1984* (the OSH Act). The code of practice applies to all workplaces in Western Australia covered by the OSH Act. It provides:

- **general guidance for employers and workers on the identification, assessment and control of safety and health hazards and risks associated with manual tasks in which forces exerted, loads handled, repetitive movement, awkward postures, sustained postures and equipment and tools that expose workers to vibration are of concern; and**
- **information on key legislative requirements in the OSH Act and the OSH Regulations, as they relate to hazardous manual tasks.**

Hazardous manual tasks include:

(a) manual tasks having any of the following characteristics:

- i. **forces exerted by the worker (eg lifting, lowering or carrying) or on the worker by an item, person or animal (eg restraining a dog);**
 - ii. **awkward postures (eg bending forwards, twisting or reaching);**
 - iii. **sustained postures (eg prolonged sitting or standing);**
 - iv. **repetitive movements (eg repeating an action frequently, without breaks);**
 - v. **vibration – whole-body (eg sitting in certain vehicles) and hand-arm (eg using certain powered tools);**
- (b) manual tasks involving the handling of a person or an animal; or**
- (c) manual tasks involving the handling of unstable or unbalanced loads or loads difficult to grasp or hold.**

The benefits of implementing programs to eliminate or reduce the risk arising from performing manual tasks include:

- **preventing injury, illness, pain and suffering of individuals in the workplace;**
- **improved business performance, efficiency and productivity;**
- **fewer workers' compensation claims, which may lead to lower premiums;**
- **faster and easier return to work for workers who do sustain an injury;**
- **fewer absences from work and less disruption;**
- **retention of skilled workers; and**
- **a safe workplace with a positive safety culture.**

MANUAL HANDLING MANAGEMENT

Performing manual tasks is an essential part of jobs in most workplaces. Managing the risks from performing manual tasks requires systematically identifying, assessing and control those risk factors. Where a manual handling risk has been identified a job safety analysis or safe work procedure will be associated with this task.

If a hazardous manual task cannot be eliminated, the risk factors will be reduced by addressing the source through redesign, modification, alteration and substitution in accordance with specific training to:-

- The work area and layout;
- Nature of items, equipment and tools;
- the nature of the load;
- the working environment;
- systems of work, work organisation and work practices.

Manual handling training is provided regularly to permanent employees at the City. In addition, mechanical aids are provided in each workplace and must be used in accordance with specific training. The City has developed a Manual Handling Checklist D14/91734v* to assist with correct processes. Any identified manual handling risk in the workplace should be reported as a hazard.

2.3 INCIDENT MANAGEMENT RESPONSE (CRITICAL INCIDENT)

INTRODUCTION

A critical incident is an unexpected event that causes suffering and loss, and whose impact goes beyond the bounds of normal stress. A natural disaster, a company being placed in receivership, strike, merger, sudden death of a work colleague, violence and threats are all examples of a critical incident in a workplace.

A critical incident is a significant emotional event that, due to its nature or circumstances in which it occurs, can cause unusual psychological distress in healthy, normal people.

The City has established a Business Continuity Response Plan which is designed to address the operations of the City in the event of a business disruption.

This plan is to be read in conjunction with the following legislation, City policies and procedures including:

- *Occupational Safety and Health Act 1984 (WA) & Occupational Safety and Health Regulations 1996 (WA)*
- *Emergency Management Act 2005 (WA)*
- Safety and Health Management Framework

Purpose

The purpose of this Business Continuity Response Plan is to provide direction on the recommended procedures to follow should a critical incident occur. It outlines the minimum standard for providing support services to staff and managers of the City.

Scope

The City's Executive team are committed to providing staff with safe working environments, which include protection from physical and psychological harm. The City recognises the need for a proactive approach to managing critical incidents and post-traumatic stress. In addition to the plan, it is expected that processes will be established to assist and support staff, in particular those affected by a critical incident, to set realistic expectations and develop effective coping strategies to manage the impact of critical incidents.

Goal

The goal is to return people to pre-crisis levels of wellbeing and performance as soon as possible and without long-term detrimental affect. This is achieved by providing knowledge and tools to alleviate the impact of stress associated with critical incidents.

RESPONSIBILITIES

Human Resources has the responsibility to manage any critical incident, with assistance and guidance from the CEO, Directors and Managers as well as the Employee Assistance Programme (EAP) provider and other appropriate agencies as required.

The management of this procedure is the responsibility of the Human Resources team with the help of the Managers. This procedure will be reviewed post any critical incident. The Safety and Health Management Framework must be partly or fully reviewed as part of the critical incident. Suggested amendments are to be sent to Human Resources in writing for investigation and/or discussion with relevant parties as part of the review process. The Health, Safety and Injury Management Advisor is responsible for updating the procedure.

2.3 MANAGING STAFF DURING CRISIS SITUATIONS

INTRODUCTION

Purpose

The purpose of this document is to assist managers to understand the implications for staff and business continuity during a crisis event such as a pandemic, earthquake or other unforeseeable events. The document also identifies actions required by the Human Resources Team to ensure business continuity in support of Human Resource & Safety and Health functions. The document is intended as a supplement to the City's Incident Management/Business Continuity Response Plan and Emergency Management Planning procedures.

Central to workforce planning in a crisis is working together to take all necessary precautions to ensure the safety and wellbeing of staff, while balancing the essential and core functions of the City.

The four key functions are:

Workforce crisis characteristics and impacts

- Notice
- Effect on staffing levels
- Reasons for staff absences

Legislative framework

- Any risks to employees and others must be reasonable
- Other relevant legislation

Crisis Management Guidelines

- Action plan guidelines and considerations
- Preparing for the possibility of the City closure in the event of emergency

Pay and leave entitlements for staff

- Personal (sick) leave provision
- Determination of essential and non-essential workers
- Remote working and/or social distancing
- Alternative duties / skill capability

Workforce Crisis Characteristics and Impacts

A workforce crisis is when a significant physical or environmental disaster or infectious disease of pandemic proportion impacts the City whether nationally or at a local level. The impact may be in only one area but have an impact across the business.

- **Notice**

In many instances there will be no advance notice of significant event e.g. earthquake or fire but in circumstances such as an infectious disease there may be some ability to limit the spread of a disease by giving advance notice of the situation. In all events it is

important to keep workers informed of the situation and what they might be expected to do in the event of a crisis.

- **Effect on Staffing Levels**

Natural disasters will likely have an impact on staff both in terms of their availability and the continuance of the business. Many staff may be unable to get to work or could be focused on impacts to their immediate family. In an infectious type pandemic emergency it is anticipated the effect would be mainly on staff being required to stay away from the workplace due to infection. This will however impact on staff who remain in or are able to attend the workplace. There are also likely to be recurrent “waves” or absence peaks.

- **Reasons for Staff Absences**

Staff absences can be expected for many reasons:

- Worker preoccupation with own or family survival or emergency response mitigation;
- Staff illness incapacity (suspected, actual or recovery);
- Some workers may need to stay at home to care for others;
- People may feel safer at home e.g. to keep out of crowded places and not use public transport;
- Some people may be fulfilling other voluntary roles in the community; and
- Others may need to stay at home to look after school aged children as schools are likely to be closed.

A large scale disaster could last many months and may contain peaks followed by periods of reduced absences.

Legislative Framework

- **Any Risks to Employees and Others Must be Reasonable**

Under the *Occupational Health and Safety Act 1984* the City is responsible for providing a safe workplace, and for ensuring the safety and health of those working in or visiting the City workplace. To achieve this City is expected to:

- Systematically identify hazards;
- Systematically manage those hazards;
- Manage significant hazards by eliminating, isolating, or minimising them, in that order of preference;
- Provide suitable protective clothing and equipment to staff and ensure it is worn, where a hazard cannot be eliminated;
- Provide safety information to staff;
- Provide training and supervision so that work is done safely;
- Develop procedures for dealing with emergencies that may arise in the workplace;
- Record all workplace accidents and illness and report those that cause “serious harm”;
- Monitor the health of employees in relation to the hazards of their work; and
- Provide opportunities for employees to participate in safety and health.

Staff can refuse to perform work if they have reasonable grounds to believe it is likely to cause serious harm. They can only continue to refuse to carry out that work if, after discussing the matter with the employer and Safety Health Representative, the matter is not resolved and the employee still believes on reasonable grounds that the work is likely to cause them serious harm. This sort of issue needs to be worked through between the employee and the employer.

CRISIS MANAGEMENT GUIDELINES

- **Action Plan guidelines and considerations**

The following guidelines are designed for the City. They are based on epidemic infection, but may be applicable to other crisis situations.

- The City is encouraged to maintain as full a service as possible for as long and as safely as possible during an emergency.
- During an emergency which closes a site, the City may consider alternative means of delivering business to the public and workers, such as working remotely.
- Closing sites to public can occur as part of the crisis e.g. in a pandemic, site closure is a way of preventing the pandemic spreading; Direction from other agencies such as the Department of Health.
- Although organisations might be closed to the public they will not necessarily be closed for staff. With the City's prior approval, staff may continue working at a site, working remotely, e.g. from home, or carry out additional or alternative duties for their employer or another business. City staff may also be used for alternative purposes in an emergency.
- An emergency may be prolonged with significant staff absences as a result of: illness, looking after sick dependents, recovery of their own living situation, medial or carrying out alternative duties in priority areas for the City or another business e.g. in health or welfare roles.

In emergency planning there are employment issues. The key issues are:

- Attendance in the workplace, the issues that relate to an employees refusal to do so and utilisation of remote working, usually working from home.
- Salary payments during an absence and related issues of additional paid leave over and above an employees accrued entitlement (e.g. COVID-19 pandemic leave).
- The ability to require staff to provide wider support during an emergency by undertaking additional duties that are not in the employees position description, and
- Approaches to take if there is a request for workplace closure by a regulatory agency.

Preparing for the possibility of the City's closure in the event of an emergency.

There are several scenarios which could occur in an emergency. The most likely are:

- Business as usual
- Workplace closed to staff
- Workplace becomes unsafe
- Workplace closed to staff and public
- Workplace used for an alternative purpose

This information should be detailed in any response/pandemic plan as part of the preparedness planning.

Statutory requirements relating to the employment relationship e.g. *Fair Work Act 2009*, the City's current Enterprise Agreement and the City's policies will be the source of reference for the City's closure to staff in an emergency.

In the event that the City decides, or is required to, close to staff or suspend business during an emergency, it is important that the employment conditions during the business suspension are discussed with and made clear to, employees and other workers. Those discussions may include, for example, the use of annual leave.

Contractors will be subject to the provisions of their contracts, and contract law generally.

In the event of an emergency, employees have the right to refuse to perform work if they believe it is likely to lead to serious harm. However, their belief must be on reasonable grounds, and they must have attempted to resolve the matter with their employer before they can continue to refuse. The right to refuse unsafe work does not apply unless the understood risks of the work have materially increased.

- **If a City Business Unit Stays Open**

If a business unit stays open during an emergency, employment relations legislation will continue to apply according to the circumstances.

PAY AND LEAVE ENTITLEMENTS FOR STAFF

Depending on the scenario different issues may arise as to what staff can expect in relation to whether or not they are paid or required to take leave. Statutory requirements will remain the basis of any decision.

If staff choose to stop work without talking to their manager about their concerns or ways to protect themselves, they are putting their relationship, and ultimately their employment, at risk. Obviously, managers will want to avoid making judgements or taking action about absences before they have talked to the staff member and gathered all the information.

- **Personal (Sick) Leave Provisions**

Arrangements within the City's current Enterprise Agreement and associated policies and individual contracts may vary but will include specific information pertaining to Personal Leave and taking thereof.

Staff members are required to keep in contact with their managers or nominated alternative manager advising of an absence due to taking of personal leave as soon as possible.

It is recognised that employee absences may create pressure for other employees, and if willing, the working of longer hours in order to keep essential processes going may be considered. In this event, the manager will work with the employees at work to ensure that their safety and health is maintained and the wellbeing of the employee and his/her family is being met.

- **Determination of Essential and Non-Essential Workers**

The City has essential services and functions which the Incident Management team will ensure are kept going during the crisis. Additional staff may also be determined with essential mission-critical functions which would be required to operate during an emergency, for example, City Operations staff. These functions are to be documented in the Business Continuity Response plan for that department.

- **Remote Working and/or Social Distancing**

Staff are permitted to work from an alternative workplace including home if their site office facility is uninhabitable and prior approval has been sought from the manager. (Note: the City's Flexible Working Arrangements and Working from Home policy provides detailed information).

In an infectious disease emergency, working remotely and/or practising social distancing should occur. Social distancing involves minimising contact with others and avoiding crowded places and large gatherings of people, whether in internal or external spaces. Visiting or other contact with unwell people should be avoided wherever practicable. Directions with respect to social distancing requirements will be issued by the applicable regulatory body.

- **Alternative Duties/Skill Capability**

In the event of a local emergency for the local government district, the Local Emergency Management Committee (LEMC) will take control and management of critical services. In

this scenario, the local emergency management arrangements will be enacted for the local government district.

If the workplace is used for an alternative use, then staff who are available for alternative duties may volunteer to assist with the alternative use of some facilities.

3. IMPLEMENTATION AND DELIVERY

3.1 HAZARD AND RISK MANAGEMENT

INTRODUCTION

Purpose

To provide a framework for the systematic identification, assessment, control, and monitoring of hazards and their associated risks to prevent related illness and injuries.

Scope

This Procedure shall apply to all City operations/worksites. It is to be used as a guide in the identification and subsequent management of hazards/risks and associated risks that could negatively impact on worker or other third party's Safety and Health.

HAZARD AND RISK MANAGEMENT PROCESS

The Hazard and Risk Management Process is divided into 5 specific areas of focus. For it to be effective all must be covered. These five areas are:

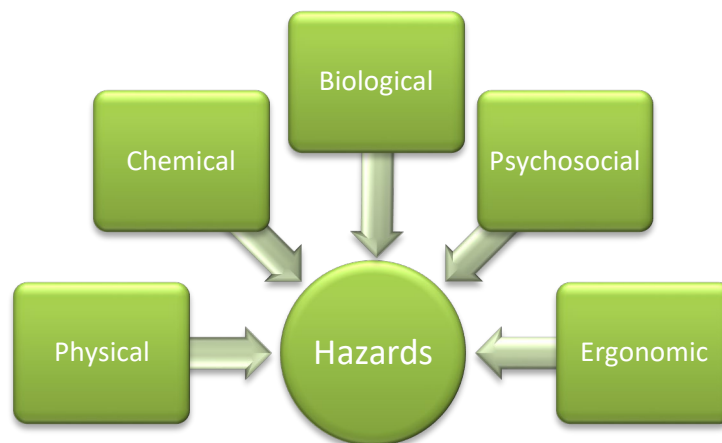
1. Identification of the Hazard
2. Assessment of the risk associated with the Hazard
3. Identification of appropriate controls for the Risk
4. Recovery processes in place in case the controls fail
5. Monitoring and review process to ensure the Risk is being controlled

The City's Safety and Health Framework requires hazard and risk management processes to:

1. Be applied to existing operations and new projects
2. Be undertaken and/or controlled by persons with relevant knowledge and experience
3. Involve all potentially affected stakeholders.

Hazard Identification	Risk Assessment	Hazard Controls	Recovery	Hazard monitoring and review
Day to day tasks	Assess hazard for risk score	Apply controls following hierarchy of controls	Establish and document recovery methods	Monitor and review all hazards not eliminated
Safe practices	Consequence x likelihood	Eliminate hazard altogether (includes substitution)	What if controls fail?	Ensure risk is as low as reasonably practicable
Incident investigation	Consequence: potential credible scenarios	Isolation (engineering controls)		Regularly monitor and review to check all controls are still appropriate and adequate to the risk
Inspections	Likelihood: based on history and looks at chance of consequence occurring	Minimisation (admin controls, PPE, training)		
Contractor Safety and Health plans	Risk score shows potential risk of hazard causing injury	Contractor - Minimisation (admin controls, PPE, training)		
Reviews, audits, technical assessments				
Safety and Health reviews for projects				

Types of Hazards



- Physical** Noise, temperature, trips, slips, falls, cuts, burns, ventilation, electricity, vibration, housekeeping, machinery, ultraviolet burns, crushing, radiation, vehicles, wires or cords, slippery floors.
- Chemical** Fumes, gas, lack of oxygen, aerosols, corrosives, alkalis, chemical burns, solvents, sprays, heavy metals, poisons, pesticides, dust, smoke, mist, cleaners, toners.
- Biological** Infection, legionnaires disease, needle-stick injuries, hepatitis, allergies, brucellosis, insects.
- Psychosocial** Stress, fatigue, risk of assault, drugs, alcohol, personality problems, effects of shift work, boredom, lack of clear reporting lines, peer cohesion, reward systems.

- **Ergonomic** Manual handling, work postures, overuse injuries, seating, workstation layout, badly designed controls and dials, interface with computer systems

There are numerous types of hazards that can impact on personnel while working for the City. The following are some examples of generic hazards within the City:

- Manual Handling
- Confined Spaces/Excavation
- Hazardous Substances
- Animals
- Machinery/Vehicle Movements
- Abusive Public
- Working alone

HAZARD AND RISK MANAGEMENT

Identification of Hazards

The City will utilise the following methods to identify hazards:

- Ongoing monitoring of day to day tasks and work areas
- Observation and inspection
- Use of one off hazard/risk identification processes
- Investigation of incidents
- Contractors submitting work activity specific safety and health plans (if engaged)
- Reviews and audits, or technical assessments of high-risk activities, areas, or processes.

When a hazard has been identified it is currently recorded in the City's CRM (Customer Response Management) system. The system also permits/enters the request to allocate tasks to the applicable team that will mitigate the risk of the hazard(s)/ get the issue addressed. (e.g. repairs to /interim control measures put in place.) Identification of a safety hazard may also be determined through the use of the Safety Interaction Form D20/41036*.

Assessment of Risk:

Once a hazard has been identified a formal assessment must take place.

Risk Score is a value which indicates the potential negative outcomes of a hazard and is primarily utilised to determine what action to take to control the hazard. The values are utilised to assist with the prioritisation of actions to control the hazard.

For every hazard an initial risk score and residual risk score will be documented.

Initial risk score (also known as the raw risk score) is the risk score associated with the hazard without any controls in place.

Residual risk score is the risk score associated with the hazard after the controls are put in place.

The City's risk matrix will assist in determining the overall risk score of the hazard by defining the potential consequences of the hazard and the likelihood of these consequences occurring (in its assessed state of control).

Managing Critical Risks:

Critical Risks are any that have a risk rating of High or Extreme. Critical risks generally require a more structured approach to the assessment of the hazard and the adequacy of the controls shall be required. Critical risks should have a root cause analysis undertaken, or other structured hazard assessment completed for them.

Develop Controls:

The purpose of hazard/risk controls is to reduce the level of residual risk to as low as reasonably practicable. Controls are to be introduced to safeguard people in the most effective and practical way. Ideally controls should endeavour to eliminate the hazard/risk but if this is not practicable then they should target the hazard source (e.g. guard on a machine), and the people that are exposed (e.g. procedure and training).

The following table describes the required control activity associated with each risk level. It should be noted that the risk score that determines the activity is the **residual risk score**.

Priority Level	Level of RESIDUAL Risk	Immediate Action
1	Extreme Risk	STOP ACTIVITY OR PROCESS IMMEDIATELY <ul style="list-style-type: none">• The Executive Leadership team in conjunction with the OSH Committee must authorise in writing that they are satisfied with the control measures before the activity can be started again.• All relevant data must be recorded as a CRM. Can also be reported via email to the H.I.S.M Advisor.• A root cause analysis is undertaken or other formal hazard assessment approach is recommended within 7 days focused on prevention of personal harm.
2	High Risk	MANAGE RISK IMMEDIATELY <ul style="list-style-type: none">• The Executive Leadership team in conjunction with the OSH Committee must authorise in writing that they are satisfied with the control measures before the activity can be started again.• All relevant data must be recorded as a CRM. Can also be reported via email to the H.I.S.M Advisor.• A root cause analysis is undertaken or other formal hazard assessment approach is recommended within 14 days focused on prevention of personal harm.
3	Medium Risk	ACTION REQUIRED BUT NOT IMMEDIATE <ul style="list-style-type: none">• Line Managers must authorise in writing that they are satisfied that the Moderate Risk hazard is adequately controlled.• All relevant data must be recorded as a CRM. Can also be reported via email to the H.I.S.M Advisor.

4	Low Risk	MANAGED VIA CONTINUOUS IMPROVEMENT PROCESS <ul style="list-style-type: none"> Hazards deemed to be low risk shall be managed by line management and workers as part of the continuous improvement process. All relevant data must be recorded as a CRM. Can also be reported via email to the H.I.S.M Advisor.
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Hierarchy of Control

It is important to maintain best practice standards in hazard and risk management.

When determining the controls to be applied to a hazard/risk the hierarchy of controls must be utilised. This is with the aim to manage the hazard to as low as reasonably practicable. The hierarchy of controls follows the premise that elimination is always the first choice as it is the best solution to get rid of the hazard/risk completely.

The hierarchy of control is as follows:

ELIMINATE the hazard altogether For example - get rid of the dangerous machine	Most Effective Control
If the hazard cannot be eliminated then:	
SUBSTITUTE the hazard for a safer alternative For example - replace the machine with a safer one	
ISOLATE the hazard from anyone who could be harmed For example – keep the machine in a closed room and operate it remotely	
Use ENGINEERING CONTROLS to reduce the risk For example – attach guards to the machine to protect users	
Use ADMINISTRATIVE CONTROLS to reduce the risk For example – train workers how to use the machine safely	
Use PERSONAL PROTECTIVE EQUIPMENT (PPE) For example – use gloves and goggles to use the machine	Least Effective Control

Administration and the use of personal protective equipment are the least effective of the hierarchy of controls. These types of controls should NOT be relied on as the primary means of hazard control unless the options higher in the hierarchy have been exhausted.

All hazard controls require management, enforcement, commitment and review.

DEVELOPMENT OF HAZARD RECOVERY MEASURES

Despite best efforts, history indicates that there is the potential for hazard controls to fail. Worst case scenarios need to be identified and planned for including recovery measures. Recovery

measures must be established for all extreme and high-risk hazards and associated activities. These may be dealt with through Emergency Management and/or Business Continuity Response/Incident Management Response procedures. Recovery measures should be referenced and/or documented in procedures including JSAs, SWMS's and work instructions etc.

HAZARD MONITORING & REVIEW

Hazard Review

Any hazard that has not been eliminated must be reviewed to ensure the implemented controls are continuously effective. The hazard review shall be undertaken by the Manager or their delegate.

Review of Hazard Management Procedures

An annual review of the content, efficacy and suitability of the Hazard Management Procedure will be carried out

The following representatives should be involved in this review:

1. Business Unit Manager
2. Related Managers/Specialists
3. Health, Injury and Safety Management Advisor
4. Employee Representatives
5. Review of implementation and performance

Hazard Management Training

All individuals exposed to hazards are required to be provided with information about the hazard and the controls that are necessary to keep themselves and others safe from harm.

Hazard management training shall be made available to those who are involved in managing hazards. This may include training in hazard management methodology, specific hazards, on the job training (focusing on specific hazards encountered during work), or a combination of all of these.

3.2 WORKING ALONE GUIDELINE

INTRODUCTION

Purpose

The purpose of this guideline is to define how the City manages the risks associated with an employee, contractor or volunteer working alone.

Definition of Working Alone

"Working Alone" is defined as work carried out in an area where a person is set apart, detached or separate so as to be alone where they cannot expect a visit from another person. Further the interaction with other staff (either verbal or sight) is not available, so that the potential risk of existing hazards is increased to the extent that extra precautions are needed. This may include working in isolated or remote areas, onsite or offsite, either during or outside normal working hours.

Examples may include:

- Working with-in a facility;

- Leaving a facility at the completion of a work period;
- Contact with members of the public (MOP) without support of another person and where the requirements of the work has the potential to cause hostilities;
- Undertaking field work in a remote location;
- Conducting any high risk constructions work;
- Operating hazardous plant or equipment;
- Exposure to dangerous or hazardous substances; and
- Working from home.

The Guidance Note – Working Alone issued by the Government of WA’s Department of Commerce, specifically requires a business to manage any risks to the safety and health of their lone workers. This has been reflected in the City’s Guideline – Working Alone. If risks cannot be eliminated, they must be minimised, as far as is reasonably practicable. Each work situation is different and the City considers the risk to lone workers on a case-by-case basis. Each business unit/department has been required to develop “Check In/Check Out” work instructions which detail the specific requirements. The relevant document references have been recorded in the Guidelines D20/30427 v*.

The City’s Emergency Planning Committee (EPC) must ensure that working alone is included in emergency risk assessments and that processes are documented, reviewed and maintained for managing duress situations. Where the work is remote, the selection of communication devices could include a selection of devices. The use of communication devices form part of the working alone processes. Communication devices include:-

- Fixed Duress Alarm System (FDAS)
- Portable Duress Alarm System (PDAS)
- Telephone and mobile phones
- Two-way radios.

Where an employee and business unit has been issued with the device, it is compulsory to use it.

RESPONSIBILITIES

There is a general duty under the *Occupational Safety and Health Act 1984* to eliminate all risks to safety and health, and if risks cannot be eliminated they must be minimised as far as is reasonably practicable.

The following table outlines responsibilities associated with this guideline.

Role	Responsibilities
Emergency Planning Committee (EPC)	<ul style="list-style-type: none"> • Ensure that duress risks are included in the facility emergency risk assessment. • Ensure duress procedures are included in the Facility Emergency Plan. • Ensure emergency exercises are scheduled at regular intervals to test the effectiveness of the duress processes (including FDAS and PDAS). • Monitor the performance of duress processes and report any issues to the Health, Safety and Injury Management Advisor.

Emergency Control Organisation (ECO)	<ul style="list-style-type: none"> • Ensure that emergency exercises are conducted in accordance with the EPC schedule. • Report any defects to Building Maintenance and other performance issues to the EPC.
Building Maintenance Coordinator	<ul style="list-style-type: none"> • Provide information to the EPC about the installation, maintenance and testing for the FDAS. • Must ensure FDAS is maintained and tested in accordance with the manufactures specifications. • Ensure any reported defect is treated as a High Priority maintenance request.
Health Safety and Injury Management Advisor	<ul style="list-style-type: none"> • Provide information to the EPC about the installation, maintenance and testing requirements for the PDAS. • Report on the performance of the PDAS, FDAS and other duress processes to the EPC, OSH Committee and Executive in accordance with the internal OSH Performance Reporting Guidelines.
Manager Human Resources	<ul style="list-style-type: none"> • Ensure arrangements are in place for Crisis Management and Mental First Aid with the City's Employee Assistance Program provider. • Ensure appropriate arrangements are in place for training of employees identified with exposures to Members of the Public.
Responsible Officers (Managers, Coordinators, Supervisors and Contract Owners)	<ul style="list-style-type: none"> • Ensure they are familiar with HR GPS Policy, OSH – Guideline - Working Alone and other relevant work instructions. • Ensure an opening and closing work instruction for those facilities within their area of responsibility are developed, reviewed and maintained. • Ensure check in and check work instructions for their area of responsibility are developed, reviewed and maintained. • Ensure employees within their area of responsibility complete area specific induction, training and follow the City's processes for managing working alone.
Employees	<ul style="list-style-type: none"> • Ensure they complete appropriate training relating to the risks of their position. • Ensure they follow safety instructions in accordance with their Duty of Care.

GENERIC SITE SAFETY CONSIDERATIONS

Site Hazard Identified	Potential Harm	Suggested Controls
Working alone	Possibility of debilitating injury or illness occurring	Have operational mobile phone on person at all times. Use of FDAS and PDAS Follow Working Alone instructions regarding checking in and out of sites.
Slips, trips and falls	Sprains Bruising Broken bones Head injuries	Wear suitable safety shoes. Take care when walking on rough, covered or uneven ground, or on wet and slippery surfaces.
The public	Confrontation, intimidation or assault by member(s) of the general public	Wear City uniform and ID at all times. Have operational mobile phone on person at all times. Use of PDAS Situational training to be completed.
Animals	Physical attack	Do not enter property or fenced areas where animals are held. If in doubt, do not enter. Follow legislation and Procedures.
Electric Fences	Electric shock	Treat all farm fences as if they were electrified. Use rubber handles to remove fence wire if necessary.
Weather	Slip, trip and fall injuries Cold and flu infection Conditions can exacerbate other hazards	Have wet and windy weather clothing and footwear available. Change out of wet clothes as soon as possible.
Rough terrain	Slip, trip and fall injuries Damage to vehicle	Wear suitable safety shoes. Take care when walking on rough, covered or uneven ground. Use suitable vehicle for terrain type. Drive to the conditions. Situational Driving training to be completed
Working around Water	Drowning	Perform site hazard assessment before working near deep or fast flowing water. Identify required controls or site modification. Wear a checked floatation jacket.

General

Only those tasks within the worker's capabilities should be completed. Where hazards are significant, assistance must be requested and the task only carried out when this assistance arrives. No work should proceed where assistance is necessary but is unavailable. Under these circumstances, until assistance arrives, action may be necessary to make the situation safe in the interim.

Preparation

It is essential that staff working alone are experienced in the work to be completed, are fully aware of all hazards associated with the work and of those hazards likely to cause incapacitation such as falls, moving machinery, deep or fast-flowing water, or electricity.

Staff who have medical conditions which may give rise to a life threatening situation when working alone should notify their manager.

Before leaving the City, staff going on a job where you will be working alone must ensure other staff are aware of the route for the day with approximate times.

Staff going into a working alone situation, must have charged and operational mobile phones turned on, relevant vehicle fuel card, contact phone numbers and relevant PPE. Staff going into a working alone situation should have an approved First Aid kit and should be trained in its use. This must be kept in the vehicle.

Remote Sites

Where it is necessary to be working in a remote location, solo work should be discouraged. Where such work is unavoidable, it is essential that workers follow the detailed specific procedures for "Checking In/ Checking Out" for their respective business unit/department. (Individual references to specific instructions can be located in document D09/30427 v* Guideline – Working Alone.)

Vehicle Breakdown

In case of breakdowns or locks outs, staff will follow their Business Units/Departments "Check In/Check Out" procedures.

3.3 CONTRACTOR MANAGEMENT

INTRODUCTION

Purpose

This document will provide the City with clear guidance in understanding and implementing the safety and health requirements relating to the selection, engagement and subsequent management of contractors, subcontractors and others in the workplace. The City has developed a Guideline – Contractor Management which provides an overarching summary of the Contract Management process D14/89249v* and Contractor Safety and Health Handbook D10/50829 v*.

Objective

The guideline provides employees at the City, who engage contractors to undertake work for or on behalf of the City, a process to follow from appointment to completion of works. The process has been developed to ensure that no one is harmed by any of its activities by complying with the *Occupational Safety and Health Act 1984* and demonstrating best practice in its processes.

The City will actively encourage all employees, contractors, subcontractors and others in the workplace to fully participate and comply with our processes. The City will achieve this by taking

all reasonably practicable steps to ensure no one is harmed as a result of the work that they have been engaged to undertake.

Legislation

The following legislation *Occupational Health and Safety Act 1984 (WA)* and relevant Regulations, Standards, Codes of Practice and Guidelines apply to the management of contractors.

In addition, all of the City's contractors are obliged to comply with the provisions of the City's Contractors Handbook D10/50829 v* (where applicable) unless otherwise directed by the City. The provisions contained in the handbook set out the minimum requirements (that may apply in total or in part) to any contract work being undertaken on any of the City premises or worksites and have been prepared for the Contractor's benefit. Contractors must indicate acceptance of the provisions of the handbook, as a precondition to beginning any work on the City's premises or worksites.

Note: *Contractor is defined as a person/s engaged by the City for the purpose of performing work or providing a service, where that person is not engaged as an employee. The engagement can be by a written contract or pursuant to an oral request. This includes contractors, sub-contractors and their employees who are doing work for the benefit of the City.*

CONTRACTOR MANAGEMENT REQUIREMENTS

At all-times, Contractors must ensure that the following minimum criteria is achieved:

- Compliance with *Occupational Safety and Health Act 1984 (WA)* and all associated regulations, generally accepted industry practices and other applicable federal and state legislation.
- that Contractors are aware of their responsibilities and obligations to comply with all of the City's safety, health and environmental policies & procedures, and all individual site requirements while working at the City's sites;
- Maintain a working environment that ensures the safety and health of all their employees and other persons at that place of work;
- Minimise disruptions to the daily running of the City's activities;
- Familiarise themselves with the site/s on which they are working;
- Familiarise themselves with, and comply with, all legal requirements, including risk assessments, licensing and certificates.

NON-COMPLIANCE BY CONTRACTORS

In the event the City (acting reasonably) determines that the contractor is not to its satisfaction meeting the requirements outlined within this handbook, depending on the severity of the non-compliance, the City may:

- Refer the matter for investigation to a responsible City officer or third party;
- Issue the contractor with a verbal or written warning, and direction to take immediate remedial action; and
- Direct the contractor to cease work until the matter has been rectified to the satisfaction of the City, and the worksite and/or procedures are considered safe.

Refusal or failure to comply with the City's remedial direction or a non-compliance of such a serious nature that it is incapable of remedy may result in one or all of the below:

- Termination of the contract due to a material breach of contract;
- Removal of the Contractor from the City Preferred Contractor List;
- Reporting to WorkSafe WA, depending on the severity of the breach.

SAFETY AND HEALTH MANAGEMENT

Before any Contractor can begin any contracted works for the City, the Contractor must: Complete the City's Occupational Safety and Health assessment process through the City's Rapid Contractor Management System (RCMS);

- Ensure (where appropriate) it's employees and it's sub-contractors and employees have completed the City's online OSH induction through Rapid;
- Complete the appropriate documentation for the scope of works in accordance with the requirements outlined in the handbook document; and
- Ensure (where appropriate) that their employees or subcontractors have completed the City's premises or worksites site inductions.

Note: During the tendering/quoting process, the contractor is required to provide details of requested, specific documentation such as ACN/ABN, Insurances, Licences and Registrations, Creditor Banking Details, OSH Prosecution and Safety Management documentation.

OSH ASSESSMENT

The OSH assessment process requires contractors to submit for assessment all appropriate certificates, licences, insurances and safety documentation the City deems applicable to the contracted works.

The contractor must assign an administrator for the contractor management system, who will be responsible for:

- Completing the OSH assessment process; and
- Administering passwords to enable its employees and sub-contractor employees to complete the online induction.

Re-submission of certificates of insurance is mandatory on an annual basis and the system will request this electronically. Not completing this may result in all works being suspended and the contractor will be unable to induct their employees and sub-contractors through the online induction process.

CONTRACTOR OSH INDUCTIONS

ONLINE INDUCTIONS

The on-line OSH induction is made available on completion of the OSH assessment process.

At the end of the induction, the contractor must print the completed induction certificate, sign and carry the certificate as evidence of completing the induction on all of the City's worksites.

A Contractor's employees or sub-contractors that are unable to provide this certificate will be removed from site until evidence can be provided.

Inductions are valid for three years.

AREA SPECIFIC INDUCTION

Where a contractor's employees or sub-contractors are working within the City's operational area, then an area specific induction must be completed to advise of local area check in and check out processes, emergency procedures and site specific hazards.

The City's Responsible Officer shall ensure that this is provided before work commences and records shall be maintained on site. This will be audited from time to time by the City's Health, Safety and Injury Management Advisor.

SECURITY

SECURITY CARDS AND ACCESS KEYS

Where applicable to the scope of works, the City's Responsible Officer and Contractor shall determine where and when security cards and access keys are required.

Contractors issued with security cards and access keys must ensure these are returned as agreed, based on the needs of the work.

Lost or stolen security cards and access keys should be reported immediately to the City's Responsible Officer, and the replacement cost shall be charged to the contractor.

EQUIPMENT, TOOLS AND MATERIALS

The City will not at any times be responsible for the security or protection of contractor's equipment, tools and/or materials unless explicitly determined within the terms of the contract and agreed that the City provide or allocate a location for these to be stored.

Where temporary storage of equipment, tools and/or materials is allocated at City Operations' Works Depot, the Manager Operations, shall be consulted prior to lay down with the contractor being responsible for ensuring that any lay down area is kept in a clean, safe condition.

PERMIT TO WORK

In circumstances where the requirements of a Contract require the Contractor to have management or control of the worksite, the Contractor must have a comprehensive Permit to Work system in place. This will be assessed as part of the Rapid assessment and contract/tender processes.

HOT WORK

Prior to commencing work which; generates heat, flame or sparks in any area other than a designated hot work area, requires a Hot Work Permit.

The contractor must submit a risk assessment for the work in conjunction with the Hot Work Permit. The risk assessment and permit must address as a minimum the following items:

- Flammable atmosphere and materials
- Explosive environments

- Fire alarm isolation and reinstatement (where required)
- Fire Watch

On approval, the contractor shall ensure they comply with the requirements set out in the permit.

At the completion of the work, the Hot Work Permit must be signed off by the City's Responsible Officer.

CONFINED SPACE ENTRY

Entry into a Confined Space or Restricted Work Space listed in the Confined Space Register requires a confined Space Entry Permit. If the work involves hot work, an additional Hot Work Permit is required.

As a minimum, contractors that are involved in working in confined spaces shall ensure compliance with the *WA Occupational Safety and Health Regulations 1996*, Australian Standard 2865 and the Confined Space Entry Permit.

Only persons trained in confined space entry can undertake work within a confined space.

At the completion of the work, the Confined Space Entry Permit must be signed off by the City's Responsible Officer.

EXCAVATION

Any excavation which exceeds a depth of 300mm, requires an Excavation Permit.

The Excavation permit must be supported by a Safe Work Method Statement with any other additional information such as "Dial Before You Dig" information, Pot Holing Method and/or service survey.

The contractor shall allow a minimum time of 10 days for approval. This allows the City to review its internal information for services not included in "Dial Before You Dig" or obtain further information.

At a minimum, the contractor should ensure all excavation works are completed in accordance with the *WA Occupational Safety and Health Regulations 1996* and Code of Practice for Excavation.

At the end of each day the contractor must ensure that the excavations are made safe either by back filling or by placing appropriate barricading and signage in place to prevent other persons from entry.

WORKING AT HEIGHT

Where a person will be required to work above two metres, then a Working at Heights Permit is required. The contractor must also provide a safe work method statement which outlines how the risk will be managed, including the training requirements for employees.

The Contractor is responsible to undertake a site review, which must be completed prior to preparation of the Working at Heights Permit.

Contractors are responsible for provide workers with harnesses and lanyards complying with AS/NZS 1891, ladders complying with AS1892 and ensure that they are in good condition and other risks have been identified i.e. contact with electrical equipment.

Where access and anchorage points are not available the contractor must ensure that other appropriate controls are in place in accordance with the WA Occupational Safety and Health Regulations 1996 and Code of Practise for Prevention of falls at workplaces, including:

- Edge protection
- Scaffolding
- Elevated Work Platforms

Scaffolding shall be constructed in accordance with AS4576. Scaffolding which exceeds a height of four metres can only be erected, altered or dismantled by a certified scaffolder.

Where an elevated work platform is to be used, the contractor must ensure the appliance is in good working order and that the person using the appliance has the appropriate level of training.

- EWP > 11 metres – High Risk Work Licence (Licence Class - WP)
- EWP < 11 metres – Verification of Competency

All areas where work at height is being conducted and there is risk to people from dropped objects, appropriate barricading with adequate signage indicating the hazards shall be installed.

ISOLATIONS

Interruptions to services must be kept to a minimum during business hours and then only at such times as agreed to by the City. An Isolation Permit is required when isolation of electricity, gas, water, data and communication source is disconnected from the service, plant or equipment prior to servicing, repair or routine maintenance.

At the completion of work, the contractor's designated responsible person shall coordinate with the City's Responsible Officer to ensure that all persons have been removed from the work area before re-instatement or testing of the equipment.

LOCKING DEVICES AND PERSONAL DANGER TAGS

The City shall make available locking devices and personal danger tags where practicable.

Only the individual whose name is on the personal danger tag may place or remove these items from the designated lock out point.

Where a Contractor's employee has left site and a locking device and/or personal danger tag has been left on, the contractor's designated responsible officer shall make reasonable effort to confirm the location of the employee, and request the person return to remove these items. Where the location of the individual is known and not practicable for the person to return, the City's Responsible Officer and contractor designated officer shall determine removal.

FIRE SYSTEM ISOLATIONS

On occasions where the fire system requires isolation, the permit shall cover only one working day except in exceptional circumstances such as working at night, or where a building is isolated from the fire detection system altogether, with the system being re-instated at 5.00pm on that day, as no building may remain isolated overnight.

EMERGENCY WORK

Where a contractor is required to undertake emergency repair work outside of normal working hours, the City Assist Team shall be the designated City's Responsible Officer for the contractor.

City Assist maintains a list of emergency contractors in consultation with Building Maintenance area.

SAFETY MANAGEMENT PLANS

Where the works involves construction work as defined by the *Occupational Safety and Health Regulations 1996 (WA)*; where five or more persons are or are likely to be, a Safety Management Plan must be prepared and approved by the City.

The Main Contractor must ensure the Safety Management Plan is submitted to the City at least 2 weeks prior to the commencement of works on site. The City will review and approve all Safety Management Plans before any work can commence.

RISK ASSESSMENTS

The contractor shall ensure that appropriate method of risk assessment is completed for the scope of works.

SAFE WORK METHOD STATEMENTS (SWMS)

The contractor shall ensure that work which is defined as high risk construction work within the *Occupational Safety and Health Regulations 1996 (WA)*, that a SWMS is prepared and provided to the City Responsible Officer for review prior to the commencement of works.

JOB SAFETY ANALYSIS (JSA)

Where the work is not high risk construction work, then the contractor must ensure that a JSA is prepared and provided to the City Responsible Officer for review prior to the commencement of works.

INCIDENT REPORTING

Incidents involving injury, damage, or loss, must report immediately to the City Responsible Officer. The contractor is responsible for providing first aid, medical and/or injury management to any parties involved in the incident.

The contractor is responsible for undertaking a comprehensive investigation of the incident, providing the City with a detailed report on the incident, corrective actions required to mitigate re-occurrence and notifying the appropriate authorities where required.

FIRST AID

The Contractor is responsible for ensuring adequate first aid supplies are available for the work, and a suitably qualified person is available on site.

HAZARDOUS SUBSTANCES

Where a contractor requires a hazardous substance be used on site, they must ensure that a current Material Safety Data Sheet (MSDS) for each hazardous substance is available at the point of use and applicable controls are listed in the task specific JSA or SWMS.

Where the volume of hazardous substance exceeds the quantities for transport of dangerous goods by road or rail, then the contractor is responsible for appropriate storage and handling in accordance with the appropriate Australian Standards.

For construction sites, any hazardous substances on site must be listed in the site hazardous substance register.

ASBESTOS MANAGEMENT

The City has an Asbestos Materials Register (AMR) and Asbestos Management Plan (AMP). The City Responsible Officer will advise the contractor of the location of any known asbestos at the worksite in relation to the works. The contractor, if not informed, must seek the information from the City Responsible Officer.

Removal of asbestos containing materials shall only be carried out by a licensed Asbestos Removalist. Asbestos removal contractors shall comply with the requirements of the Code of Practice for safe removal of asbestos and their licence arrangements.

If a contractor comes across any other material that is suspected of containing asbestos they shall cease all works and report it to the City's Responsible Officer immediately.

POLYCHLORINATED BIPHENYLS (PCBS)

Contractors must assume that PCBs are present in any building built prior to 1980, although their importation and use was banned in the mid-1970s. PCBs can be found in transformers, capacitors, electrical motors, welders and fluorescent lights. Equipment containing PCBs are usually not labelled.

PCBs are a hazard to health and to the environment. They are classified as controlled waste under the Environmental Protection (Controlled Waste) Regulations 2004 and as a dangerous good under the Australian Dangerous Goods Code.

Contractors must consult with the City Responsible Officer to ascertain the age of the building for any refurbishments or demolition work which includes electrical equipment. Contractors must handle and dispose of PCBs according to WorkSafe guidelines on PCBs. This will require the use of relevant spill kits, PPE, proper methods for storage and correct procedures for their disposal.

A waste disposal certificate must be provided where PCBs have been removed and disposed of as part of the works.

TOOLS, EQUIPMENT AND MACHINERY

Tools, equipment and machinery to be used for the contracted work are to be supplied by the Contractor.

Such tools, equipment and machinery shall be adequately designed for the task to be undertaken and maintained in good condition and inspected/licensed in accordance with appropriate statutory requirements or standards.

Where appropriate the operator shall hold an appropriate license or certificate.

MOBILE PLANT

All contractor mobile plant shall meet the requirements of the *Occupational Health and Safety Regulations 1996 (WA)*, a daily pre-start inspection must be completed and personnel operating mobile plant shall hold the appropriate qualifications or certificates of competency.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

Contractors shall ensure that the personal protective clothing and/or equipment is provided for their employees and is in accordance with legislation and comply with the relevant Australian Standard.

Contractors shall wear specific protective equipment in certain sign-posted areas. Protective clothing and equipment shall be maintained in good condition.

SKIN PROTECTION

When working outside, contractors shall comply with the City's Skin Protection Policy (D11/232 v*) which includes:

- Long sleeved shirts and pants;
- Use of a wide brimmed hats or neck covers;
- Application of sunscreen;
- Appropriate water supply, shade and rest breaks.

Contractors shall wear specific protective equipment in sign-posted areas. Protective clothing and equipment shall be maintained in good condition.

HOUSEKEEPING

The contractor is required to maintain the worksite to ensure additional hazards do not present a risk to others. The contractor shall ensure that throughout the day and at the end of the work, all waste, materials and tools are maintained in a tidy manner or removed.

TRAFFIC MANAGEMENT

Where the work is within a pedestrian trafficable area, the contractor must ensure that appropriate barricading and signage is installed to prevent access by others i.e. members of the public, employees and visitors.

Where the work is within a road reserve, the contractor must develop and implement an appropriate Traffic Management Plan.

DEMOLITION MANAGEMENT

Where the works involve the demolition of a structure, then the contractor is responsible for developing a demolition plan in accordance with the Australian Standard AS2601.

These will be reviewed and approved by the City's Responsible Officer.

NOISE AND VIBRATION MANAGEMENT

Where the works is likely to generate noise and/or vibration which will impact on the community, then the contractor is responsible for developing a construction noise and vibration management plan in accordance with Australian Standard AS 2436.

These will be reviewed and approved by a City of Kwinana Environmental and Health Services Team.

OCCUPATIONAL NOISE

Contractors shall take all practicable precautions to minimise noise resulting from the works.

Unless otherwise agreed to with the City Responsible Officer, work that is likely to exceed the normal office operating levels shall be undertaken outside standard working hours as co-ordinated by the City Responsible Officer.

Where the contractor employees are exposed to noise above the action level set out in the *Occupational Safety and Health Regulations 1996(WA)*, the contractor must ensure appropriate personal protective hearing protection is provided.

ENVIRONMENTAL MANAGEMENT

Contractors shall seek to avoid, minimise and control any impacts on the natural and built environment.

Due diligence is required from contractors. They need to, as a minimum:

- take all reasonable steps to prevent pollution and protect the environment;
- ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident;
- show that everything that could have been done to prevent an incident from occurring has been done.

3.4 CHANGE MANAGEMENT STANDARD

(OUTSIDE THE CAPITAL APPROVAL PROCESS)

INTRODUCTION

Purpose

The purpose of this standard requirement is to ensure changes that have a reasonable potential to impact health and safety are effectively risk managed to eliminate or mitigate risks and ensure health and safety regulatory, certification and council requirements are able to be maintained prior to implementation of the change.

Change Management

Change is defined as an addition, revision, deletion, modification or replacement that is not "Replacement in Kind". Examples of change include, but are not limited to the following:

- Deviation from a set work process or instruction
- Modification of a component on an item of plant or equipment
- Addition or introduction of new plant, equipment or related software
- Replacement of plant and equipment with different ratings, speeds, physical displacement, weight and operating features
- Changes to temporary or permanent works design

"Replacement in Kind" is an identical exchange or replacement of equipment or skilled persons such that there would be no change in anticipated performance or results. Change does not occur when variations to plant, equipment, processes and people are within designed or agreed boundaries or tolerances. The change management process is used to ensure:

- New or existing work areas, processes, plant, equipment, material or substances are not adversely affected by the change
- All required changes are managed through a risk management process that is relevant to the type of change.

ACTIVITIES THAT BRING ABOUT CHANGE

There are various activities that can bring about change within council and they can be both reactive and proactive as listed below:

- Risk and opportunity analysis and audit outcomes
- Issue resolution, incident investigation findings and emergency situations
- Design and engineering modifications
- Modifications to plant, equipment or substances
- People management, for example communications, consultation, records and competencies
- Changes to legislation, regulation, responsibilities, authorities and accountabilities
- Rescheduling of activities
- Unscheduled reallocation of staff or plant resources
- Adverse weather conditions

Tools To Assist Change Management

There are various processes and forms that support risk analysis, management and communication of change.

These include, but not limited to:

- Design Change,
- Project Risk Assessment,
- Safe Work Method Statements,
- Plant Hazard Assessments,
- Chemical Risk Assessments,
- Capital Approval Process.

Consultation is necessary so workers affected by the change, may express their opinions on whether the change is warranted and how things may best be arranged and carried out to effectively implement the change.

EMERGENCY CHANGES

Where changes are required to be carried out in an emergency or because of an emergency, the basic change management processes are still to be followed. In line with the urgency for an emergency change, the worker proposing the change (if competent) or a competent worker must carry out a documented risk assessment on the change to:

- Identify the potential hazards,
- Analyse the level of risk involved,
- Determine controls required to implement change under the emergency conditions.

AUTHORISING CHANGES

The levels of approval for changes to policy, management systems and processes are:

At the Policy Level:

- Chief Executive (in consultation with the Executive leadership team) where it affects the Council as a whole; or
- The Executive Leadership team where it affects the operational requirements of the City.

At Management Systems Level:

- Relevant worker nominated to authorise change to the specific management systems.

At Procedural and Task Level:

- Relevant worker nominated as responsible for the documented process can change that document, approval is by the relevant worker's supervisor.
- A manager within their relevant area of responsibility and their level of authority can authorise change to a site based process, if no documented process is in place.

Changes to Plant or Equipment:

- Manager or designate, for an item of plant or equipment can authorise change to the item only with the manufacturer's, supplier's, designer's and/or an engineer's approval, as applicable. Retraining or familiarisation may be required for plant and equipment following change.

Design or Engineering Change:

- Engineering Change needs to satisfy the requirements of relevant legislation, design authority, any applicable design specifications and shall require technical approval from the manufacturer, supplier, designer and/or an engineer approval, as applicable.

Emergency Change:

Manager or incident controller to authorise emergency change.

3.5 TRAINING AND SUPERVISION

INTRODUCTION

Scope

This Standard applies to all City operations.

General

Training and supervision is provided to ensure employees or embedded contractors are:

1. Adequately trained in how to use the elements of the Safety and Health Management Standard as it applies to them.
2. Adequately trained in safety specific topics e.g. hazardous substance handling, work at height, first aid, confined spaces, etcetera so they may carry out their role appropriately.
3. Adequately trained in the use of all-relevant equipment, materials, substances, and personal protective equipment.
4. Either competent to carry out their work or are supervised by a person who has appropriate knowledge and experience to ensure that they are doing the work safely until they are deemed competent to work unsupervised.

INDUCTION TRAINING

All new employees, embedded contractors and volunteers, will complete a safety and health induction. This induction is ideally completed within approximately the first week of employment. The Induction covers the following topics:

- Occupational Safety and Health Policy and Policy Statements (D16/34075 v* & D16/34076 v*)
- Responsibilities
- Emergency procedures
- Incident reporting
- Hazard Management (general and job specific hazards)
- Any work authority requirements including, Confined Space Permits, Permit to Work
- Personal Protective Equipment
- Employee Participation

The employee/embedded contractor/volunteer and responsible officer jointly sign the induction checklist, which is kept on the employees/embedded contractors/volunteers file as a record of the induction. Additionally, the induction for embedded contractors is entered into the Rapid Software system.

SPECIALIST SAFETY TRAINING

External training providers shall be used for training in specialist high risk areas or where training is a regulatory or pseudo regulatory requirement. Examples include:

- Certified Handler
- Working at Heights
- Working in Confined Spaces
- Safety and Health Representative
- First Aid
- Other areas that involve significantly hazardous situations

All specialist high-risk training shall be delivered to ATQF Standard level where available.

“ON THE JOB TRAINING”

When a new employee or volunteer starts or transfers to a different role in City, they will be supervised until deemed competent to work unsupervised. This is to ensure that they are safe. The process for this is as follows:

Activity	Responsibility	Process
Complete health and safety induction	Manager or Team Leader	Work through induction checklist
Introduce new employee/embedded contractor/volunteer to team	Manager or Team Leader	This is done to ensure everyone knows they will be learning and not yet competent in the role
Manager or Team Leader to assign suitable buddy to new employee/volunteer D09/11909 v*	Manager or Team Leader	Suitable buddies must: <ul style="list-style-type: none"> ▪ Have suitable experience in the role that they are buddy for ▪ Have good communication and people skills
Buddy to supervise new employee /volunteer through basic operational on-job training	Buddy (overseen by Manager or Team Leader)	This process includes reading operating procedures and ensuring practical application is followed through
Team Leader, assessor and new employee meet to discuss competence in role	Manager or Team Leader	This discussion includes: <ul style="list-style-type: none"> ▪ Progress to date ▪ Challenges they have had ▪ Areas they need more assistance in
Employee assessed – is the employee competent?	Manager or Team Leader	Yes: put employee onto regular duties No: Options available: <ul style="list-style-type: none"> ▪ Continue training with buddy ▪ Reassess buddy for suitability
New employee is put into regular duties	Manager or Team Leader	

Training Records and Refresher Training

All training records will be entered into HR Skills and Course register and any refresher requirements will be managed by HR through the system.

3.6 HEALTH AND WELLBEING

INTRODUCTION

Purpose

The City is committed to building and maintaining a workplace environment and culture that supports healthy lifestyle choices, increasing worker knowledge and awareness of health and wellbeing issues and healthy lifestyle behaviours. The City will facilitate workers active participation in a range of initiatives that support health and wellbeing.

Objectives

The City will:

- Promote flexible working arrangements where possible, to encourage healthy behaviours e.g. flexible lunch break for more time to exercise. (HR Policy – Work Flexibility - D09/30391 v*)
- Encourage staff to be more physically active by making provisions in the workplace for activity opportunities, including reducing sitting time where relevant and practical e.g. standing desks.
- Promote a smoke free workplace environment and support staff to quit smoking. (HR – Policy – Smoke Free Workplace – D20/44934 v*)
- Promote staff social and emotional wellbeing through workplace practices, guidelines and procedures.
- Provision of an Employee Assistance Program (EAP) a free, confidential counselling service to assist staff experiencing personal or work related issues.
- Access to the Recquatic Centre to provide staff with support to improve physical fitness. (HR – Policy – Recquatic Gym Membership for Staff)
- Annual Skin Cancer checks.
- Annual flu shots.
- Increase staff knowledge and awareness around key health topics, including the risks of alcohol consumption. (HR – Drug and Alcohol Package including Health Rehabilitation Contract)
- Creating and supporting a workplace health and wellbeing yearly plan.
- Consulting with staff to ensure workplace health and wellbeing meets the needs of the workforce.
- Supporting employee participation in health and wellbeing activities, including allowing activities that may be held on work premises during and/or outside of work hours where applicable e.g. Spring-Tivity
- Supporting employees to adopt and maintain healthy behaviours and decrease unhealthy behaviours.
- Increase worker knowledge and awareness of health and wellbeing issues.
- To facilitate staff active participation in a range of initiatives that support health and wellbeing.
- Encourage staff to provide input into health and wellbeing initiatives.

RESPONSIBILITY

Staff are encouraged to:

- Understand these guidelines and seek clarification from the Human Resources department, their supervisor or OSH Committee, where applicable.
- Consider the guidelines while completing work-related duties and at any time while representing the City
- Support fellow staff in their awareness of these guidelines.
- Support and contribute to City's aims of providing a safe, healthy and supportive environment for all staff.

Managers / Team Leaders have a responsibility to:

- Ensure that all staff are made aware of these guidelines.
- Actively support and contribute to the implementation of these guidelines, including its goals and objectives.
- Communicate Health and Wellbeing activities to members on their team who do not have access to emails, the intranet and/or computers.

Communication

The City will ensure that:

- These guidelines are easily accessible by all employees of the City.
- Staff are informed when a particular activity aligns with these guidelines.
- Staff are empowered to actively contribute and provide feedback to these guidelines.
- Staff are notified of all changes to these guidelines.

Monitoring and Review

The City will review these guidelines twelve months after implementation and annually thereafter. Effectiveness of these guidelines will be assessed through:

- Feedback from staff and the Occupational Safety and Health Committee.
- Review of the guidelines will determine if objectives have been met and to identify barriers and enablers to ongoing guideline implementation.

3.7 EXPOSURE AND HEALTH MONITORING

INTRODUCTION

Purpose

To provide a framework for the identification of Exposure and Health Monitoring, assessment, control, and monitoring of health related risks to prevent illness to all workers.

Scope

This standard shall apply to all City operations. It is to be used as a guide in the identification and management of exposure and health related monitoring that could negatively affect a worker or other third party.

EXPOSURE AND HEALTH MONITORING

Health monitoring, or health surveillance, in the workplace refers to the health monitoring of employees where there is a risk to health from exposure to certain hazardous substances and

environmental exposure such as noise. The legislation requires PCBU's to identify, quantify and manage hazards in the workplace. Health surveillance in WA must be supervised by an Appointed Medical Practitioner, such as Work Health Professionals' Occupational Physicians or a suitably competent person. An employer has the responsibility of providing health surveillance at no cost to their employees, and to appoint a medical practitioner to supervise health monitoring for their employees. The PCBU must ensure that health surveillance is carried out in accordance with the *Occupational Safety and Health (OSH) Regulations 1996*. (Regulation 5.1. defines "health surveillance" and regulation 5.23 requires an employer, main contractor or self-employed person to provide health surveillance to a worker in relation to hazard substances.)

Monitoring does not replace the need for control measures to reduce exposure. Exposure monitoring is done by having workers wear personal monitoring equipment as they do their job. It can also be done periodically or without having workers wear monitoring equipment under some circumstances (e.g. to test the effectiveness of controls such as noise levels).

Examples of exposure monitoring include:

- Monitoring the level of noise a worker is exposed to;
- Monitoring the air a worker breathes to check how much of a substance they are being exposed to;
- Testing workers' blood or urine for the presence of a harmful substance or the by-products (metabolites) of a substance (called biological exposure monitoring).

HEALTH MONITORING

A pre-employment health assessment will be completed for all new permanent Employees who work at the City. The purpose of the pre-employment health assessment is to assess prospective Employee's medical capacity to safely complete work tasks, and records benchmarking for on-going health surveillance. The assessment is part of the recruitment process prior to offer and commencement of employment.

The City operates a three tiered pre-employment health assessment process.

1. High Risk - Occupations working on high-risk operational sites will undergo a medical examination via the City's approved medical provider. This may, at the discretion of the City, include a physical capacity assessment. (Employees domiciled at the City Operations Centre will be required to undergo audiometric testing).
2. Low Risk - For lower risk permanent Employees e.g. office based staff, a basic pre-employment health assessment will be undertaken by the City's approved medical provider
3. Staff Employed on a casual basis will complete a series of questions regarding the Employee's health status.

Note: Employees in tiers 1 and 2 will also undertake a pre-employment drug and alcohol test via the City's approved medical provider.

To ensure that the City maintains a current understanding of health assessment requirements, it will review the pre-employment health assessment requirements (based on exposure to hazards) as part of the Safety and Health Framework review.

Responsibilities – Recruitment staff

- Ensuring any recruitment activity for permanent roles (both new and existing) that the medical provider engaged is provided with the necessary documentation to undertake the pre-employment medical assessment (noting the above listed categories).
- Where available, provide the medical provider with a job dictionary of a specific role from the library of dictionaries prepared by degree qualified experts.
- For staff domiciled at the City Operations Centre and who have undertaken an audiometric test on commencement with the City, that a copy of the test results is also issued to the employee.

Responsibilities – Health, Safety and Injury Management Advisor

- When advised of any sub-optimal results relating to an exposure assessment :
 - Conduct an investigation, seeking specialist advice where relevant
 - Reviewing the effectiveness and suitability of existing hazard controls. Review findings with senior management, management and employees.

Responsibilities - Manager/Coordinator/Team Leader:

- Ensuring that employees are released from work in order to participate in the health monitoring program or assessment.

POST CRITICAL EVENT HEALTH TESTING INCLUDING SUB-OPTIMAL TEST RESULTS

This process will be used when one of the existing reporting systems is inadequate to meet the needs of the organisation or event. It will ensure the appropriate management after any critical event, gradual process or incident involving exposure to an actual or potential health risk, for example an adverse chemical exposure.

Post Critical Event Health Testing Procedure

Refer:	The exposed employee for medical/rehabilitation assessment.
Conduct:	An investigation, seek specialist advice as appropriate.
Review:	The hazards and any risk associated with the incident, e.g. hazard register, controls, health and environmental monitoring.
Review:	Any sub-optimal results relating to the medical assessment. Give consideration to the medical and vocational needs of the injured employee and identify actions arising. Establish a plan for rehabilitation if relevant.
Update:	The hazard register and/or relevant documentation or processes.
Feedback:	Findings to the Manager Human Resources, management and nominated employees as appropriate.

3.8 THREATENING, ABUSIVE, AND INTIMIDATING BEHAVIOUR

INTRODUCTION

Purpose and Statement

The City has **zero tolerance** for threatening, abusive or intimidating behaviour in circumstances related to work, including commuting to and from work. The City recognises such behaviour to staff by members of the public (MOP), may cause real challenges to the safety, wellbeing or health of staff or others, and that verbal and other forms of non-physical behaviour have the potential to escalate to physical violence. The City will ensure measures are in place to:

- Report the occurrence of such behaviour (via the Incident reporting process);
- Report (to applicable party/agency) and if required, investigate incidents of such behaviour;
- Provide appropriate training and procedural guidance to equip staff with the knowledge and skills to avoid, de-escalate, and to cope with such incidents.

Scope

This procedure applies to all employees of the City.

Definitions

Threatening, abusive and intimidating behaviour includes the following activities that are likely or intended to cause alarm, harassment, intimidation, or distress:

- Threatening or abusive words, language, or disorderly behaviour
- Digital communication including texts, emails, social media posts, voicemail messages
- Displaying any writing, signs or other visible representation likely to cause offence
- Physical conduct that threaten or attempt to cause physical harm.

These activities could result in:-

- An injury or disease of a person;
- Damage to equipment or infrastructure;
- Loss of service, capacity to operate or material item; and
- Behaviour which is perceived as unacceptable.

PROCEDURES

1. It is recognised that all City staff working areas that involve direct contact with the public face potential exposure of the risk of abusive, threatening and intimidating behaviour. Each area of the City will maintain in place procedural guidance for staff on the prevention and de-escalation of such behavioural incidents.
2. Incidents of abusive, threatening or intimidating behaviour will be reported through the City's normal mechanisms for reporting health and safety related incidents.
3. The risks associated with abusive, threatening or intimidating behaviour will be regularly assessed and the measures in place for mitigating such risks reviewed.
4. Appropriate quality training will be provided for staff, including (but not limited to), customer services skills, communications skills and Dealing with Difficult Customers and Challenging Members of the Public.

5. Appropriate support will be available for staff through the Employee Assistance Programme (EAP), Human Resources Team and Health, Safety and Injury Management Advisor.

3.9 SKIN PROTECTION

INTRODUCTION

Purpose

The City the goal of **zero harm** for its employees (regardless of employment status and will encompass contractors and volunteers) ; this includes minimizing the risk of potential harm associated with exposing skin to the elements, such as harmful effects of Ultra Violet Radiation (UVR) and the transmission of diseases from insect bites.

The City has developed a policy that aims to provide ongoing organisational support to the well being of staff working outdoors to protect them from these harmful effects. (OSH – Policy – Skin Protection D11/232 v*).

THE CITY'S COMMITMENT

- The City will reduce staff exposure to these harmful effects by requiring the use of sun protection measures, such as; the Five Minute Rule, dress requirements, sun-screen and transmission of disease by insect through use of repellents.
- The City recognises that supervision of outdoor workers and monitoring of the use of sun protection measures and insect repellent is required to ensure compliance.
- The City will ensure injury reporting procedures are followed when an incident of sunburn or excessive exposure to UVR occurs in the workplace.
- The City recognises that a combination of sun protection measures, which includes; providing shade where possible, if practicable change work hours, provide protective clothing and equipment like long/long clothing and sunscreen.

RESPONSIBILITIES

Management responsibilities

- Managers and Team Leaders are accountable under the *Occupational Safety and Health Act 1984* for implementing this procedure in their area of responsibility and must ensure that staff under their control are compliant and educated in the hazards of working in an outdoor environment.

Workers responsibilities

- Must take reasonable care for their own safety and health ensuring that their work does not adversely affect the safety and health of other persons.
- The *Occupational Safety and Health Act 1984* requires employers to provide appropriate personal protective clothing and equipment (PPE) when the use of such is identified to control risks.
- PPE includes: Long sleeved shirts, long pants. A wide-brimmed hat (or equivalent) must shade the face, head, ears and neck, and hard hats will require a neck flap attachment. Sunscreen will be supplied by the City.
- Co-operate with all safety measures introduced, to minimise the risks associated with exposure to solar UVR and insect bites.

3.10 FITNESS FOR WORK

INTRODUCTION

Purpose

The City recognises that it has a responsibility to fulfill obligations under Work Health and Safety Legislation to ensure the health, safety and welfare of employees, contractors (including labour hire and temporary employees), volunteers, work experience personnel, and other workers in the workplace. The OSH policy has been developed to outline the responsibilities of the City and all employees in meeting this “Duty of Care” (D09/30417 v*).

Please note: this policy should be read in conjunction with the City’s Occupational Safety and Health (OSH) policy (D16/34075v*) and the Drug and Alcohol policy (D16/74900 v*).

Scope

The term “Fit for Work” means that an individual is in a state of mental, physical and emotional health to competently complete the inherent tasks of their position, and in a manner which does not negatively affect or threaten the safety of themselves or others.

An individual’s fitness for work can be affected in a variety of ways including, but not limited to: illness, injury, fatigue, stress, alcohol, drugs and emotional or behavioural issues. These factors may lead to an increased likelihood of workplace incidents or injuries.

The City adopts the approach that early intervention in such issues can assist people to deal with the situations which may otherwise place at risk their own, or others’ health and safety.

PRINCIPLES

The guiding principles are incorporated into the normal management functions of the business and include the following:

- An employee must be in a fit state to undertake the inherent tasks of their role;
- An employer has a “duty of care” to ensure, as far as practicable, that all individuals are fit for work.

These principles will be managed through:

- The appropriate planning of work tasks;
- Defined responsibilities for Managers and employees;
- Education and training;
- Assessment of fitness for work;
- Management of assessment results;
- Management of employees who are unfit for work; and
- Disciplinary processes.

In addition to these principles, the City will endeavour to ascertain the cause and take preventative action for every accident (whether caused injury or not) that occurs and make changes to this policy, if need be, to prevent any reoccurrences.

DUTIES

Safety and Health Duties

The safety and health duties in relation to managing the risk of fatigue is that everyone in the workplace has safety and health duties to prevent and manage the risk of fatigue.

Management

Have a general duty to:

- Managers/Supervisors under work health and safety legislation have a responsibility for the health, safety and welfare of all individuals under their control.
- Managers/Supervisors are responsible for monitoring the fitness of employees reporting for work to ensure they are fit for work at the beginning of, and throughout the work day.
- If the Manager/Supervisor is of the opinion that an employee is at risk of injuring themselves or others then the Manager's/Supervisor's actions may include, but are not limited to:
 - Immediate and appropriate action to prevent injury to the employee or others;
 - Consult with employee regarding their behaviour, and seek feedback as to possible cause;
 - Maintain confidentiality of situation;
 - Providing information in relation to the Employee Assistance Program (EAP);
 - Standing the employee down on personal leave until medical advice/clearance is available;
 - Consult with Human Resources; and
 - Arranging for a work fitness assessment.

Note: For matters that relate to fit for work in relation to being under the influence of Drugs and Alcohol, refer to the **City's** Drug and Alcohol policy.

- Provide and maintain a working environment that is without risk to safety and health
- Provide and maintain facilities for the safety and health of staff at work
- Ensure that machinery and equipment is safe for staff
- Ensure adequate training to complete tasks
- Engage so far as reasonably practicable, with staff with respect to health and safety matters.

Staff

Have a general duty to:

- Staff have a “duty of care” to take reasonable care as to not expose themselves or others to risks. It is the employee’s responsibility to ensure they commence at the beginning of each day, work throughout the day and finish the work day in a fit state.
- If an employee believes they have become “unfit” during any part of the workday they are required to report the situation immediately to their Manager/Supervisor.
- Employees who believe another employee is attending work not “fit for work” or witness a co-worker who is not “fit for work” are required to report the situation to their Manager/Supervisor.
- All employees are required to:
 - Maintain their individual fitness to allow them to meet the requirements of their position;
 - Attend work in a state which enables them to meet the requirements of their position;
 - Advise their Manager/Supervisor prior to commencing work, or as soon as they become aware of any issues that would affect or influence their ability to work in a safe manner, and
 - Report any situation to their Manager/Supervisor where they believe a co-worker may not be fit.
- Comply with reasonable instructions from the City’s management
- Cooperate with any safety and health policy
- Ensure they are adequately trained to completed the tasks and to identify risks associated with their work, this includes identifying the signs and symptoms of fatigue
- Attend any training on fatigue in the workplace to understand what the risks are and how to mitigate any such risks.

4. REPORTING & REVIEW

4.1 INCIDENT REPORTING AND INVESTIGATION

INTRODUCTION

Purpose

An incident is an event with actual or potential for injury, disease, damage or loss. The purpose of this procedure is to define the process to ensure that all Incidents which have the potential or may have resulted in harm to City employees, contractors, volunteers or visitors are reported and investigated so that the appropriate level of preventative and corrective actions can be implemented.

An incident must be reported if:

- Any incident involving injury/disease, damage to plant, equipment or building, environmental damage or spill;
- Any near miss where an injury, damage or environmental damage or spill could have occurred;
- Includes employees, contractors, visitors, volunteers, work experience personnel or members of the public.

The incident must be reported, as soon as possible, to the person responsible for the management of the works (director, supervisor, manager, contract owner or if applicable, and appropriate regulatory agency (e.g. Western Power)) AND directly to the City's Health, Safety and Injury Management Advisor.

Scope

This procedure applies to all City employees.

RESPONSIBILITIES

Managers

Business Unit Managers are:

- a) Responsible for the implementation and maintenance of this procedure for their Business Units.
- b) The investigation of the incident is the responsibility of the manager. (Noting, the manager may assign applicable employees to undertake the necessary investigation.)

Managers, Coordinators/Supervisors and Team Leaders

Managers, Coordinators/Supervisors and Team Leaders have a responsibility to:

- a) Ensuring this procedure is followed in their areas.
- b) Assigning investigators for simple investigations.
- c) Managing breaches of this procedure.
- d) Lead by example in terms of reporting and managing Incidents within their sphere of control.
- e) Seek advice on Incident management (as required.) by contacting the Health, Safety and Injury Management Advisor.

- f) Ensure all external parties working within a City Workplace comply with this procedure.
- g) Maintain Incident management records as required.
- h) Investigate Incidents as defined in this procedure.

Employees

Employees have a responsibility to:

- a) Lead by example in terms of reporting and managing Incidents within their areas of work.
- b) Act according to the processes outlined in this document.
- c) Notify any absent hazard control, or failed hazard control (observation).
- d) Report safe behaviour, or unsafe behaviour (observation).

Health, Safety and Injury Management Advisor

- a) Review and comment on investigations.
- b) Reporting and work flowing Incident documentation to the Directors, Managers, Coordinators/Supervisors and Team Leaders.
- c) Advise Managers, Coordinators/Supervisors and Team Leaders whether the Incident should be a full investigation or a simple investigation.
- d) Notification of notifiable events to WorkSafe Australia.

Safety Health Representatives

On notification from the employer, to participate in an investigation of an incident in accordance with the incident reporting and investigation procedure.

Note: The Incident Reporting Form is D10/711 v* and the procedure including process map can be located in the Promapp library – “Report an Incident”.

Incident Management comprises the following elements:

Process Description	Notes
Assess Incident	The first action when presented with an Incident is to assess the situation to ensure it is safe and then determine the immediate actions to occur.
Manage Site where Incident occurred	Determine the level of risk. Preserve the site.
Notify Supervisor and HSIMA	All Incidents must be reported to their Manager/Team Leader immediately, or no later than 24 hours after the incident AND the HSIMA.
Notify Incident Management Team (if applicable)	The Incident Management Team need to be notified if the consequences are likely to occur that are listed on the risk matrix as being shaded in red.
Complete Incident Report	Complete form D10/711 v*.
Notify Appropriate Government Agency (if reportable)	Is there a serious injury, illness or dangerous as per the <i>Occupational Safety and Health Act 1984</i> ? Did the incident involve an electric shock? If so, report to Appropriate Agency.
Investigate Incident	Incident investigation parties will be determined by the severity of the incident.
Record details of incident and investigation	Record all applicable details/information. Follow-up on identified actions. Follow-up on outstanding actions. Report on completed actions to relevant parties.

MANAGING THE INCIDENT

Immediate Actions (Health and Safety or Asset Damage Incident)

Immediate actions may be necessary where an Incident has the potential to cause or may have resulted in harm, and may include, but not limited to the following:

- Evaluate the scene and remove people from any immediate danger, if safe to do so.
- Provide First Aid or obtain Medical Assistance to any injured person/s.
- Make the area safe e.g. isolate equipment, evacuate the building.
- Secure the Incident site (as per legislative requirements if required). Do not disturb the Incident site unless for safety reasons - cordon off the area if possible.

- e) Where possible, obtain names and contact details of any witnesses within the area.
- f) Notify management relevant to the area of occurrence, and Health, Safety and Injury Management Advisor.

Reporting Incident

What to Report - The following Incident types must be reported to management

- Incident – e.g. injury, illness, body discomfort, vehicle, spill
- Near Miss Incident
- Observation – e.g. safe practice, unsafe condition, unsafe practice, suggestion.

Reports are entered into CM9 by the Health, Safety and Injury Management Advisor.

Incident Recording

The incident reporting form (D10/711 v*) contains all the additional information required. The incident report is to be initiated within 24 hours of the incident and forward to the Manager/Coordinator/Supervisor/Team Leader and to the Health, Safety and Injury Management Advisor who will update the Incident register (contained in CM9) and work flow the necessary follow-up.

External Notifications

Any incident that results in serious injury, illness or is dangerous as per the *Occupational Safety and Health Act 1984 (WA)* is a notifiable incident to be reported to **WorkSafe Australia**. If the incident involves electricity, then Western Power must be notified.

Investigate Incident

The level of investigation required for an incident is determined by the potential severity of the Incident.

The City records the causes, outcomes and lessons learnt from an investigation on a specific template (Investigations Completed). The findings from these investigations are discussed at the Occupational Safety and Health Committee and at the Executive Leadership team meetings. (The City is currently assessing and formalising the process for investigating incidents to determine the “root-cause” of the incident. (Noting, further information will be updated in this document once determined)).

Investigations should be of adequate quality to identify root causes of the Incident and provide practical corrective actions to prevent future recurrence of a similar Incident.

Close Incident

The Incident Owner is responsible for closing an Incident.

Prior to closure, the Incident Owner must check that all relevant fields in the Incidents Investigated table are completed, the corrective actions are entered, and a close out comment is recorded.

Monitor Recommendations

Managers shall ensure that the people responsible for corrective actions have the necessary time and resource to complete the action by the agreed date.

5. DOCUMENT CONTROL

DOCUMENT CONTROL – SAFETY AND HEALTH MANAGEMENT SYSTEM FRAMEWORK TIER 2

This page is to be used to track updates.

Changes will be made as necessary as per the process set out in the Safety and Health Management Framework Tier 2.

Document Title: Safety and Health Management Framework Tier 2

DOCUMENT CHANGE DETAILS

Date	Recent Amendments	Authority to Amend
October 2020	Document Creation	Executive Team

DOCUMENT CONTROL

The master copy of this document (for the purposes of document control) is held in CM9.

All printed copies of this Health and Safety Management System Framework Tier 2 and any related forms are uncontrolled.

Uncontrolled if printed.

6. RELATED DOCUMENTS

Details of documents discussed in this framework.

Relevant Legislation

- *Occupational Safety and Health Act 1984 (WA)*;
- *Occupational Safety and Health Regulations 1996*

Other Relevant Legislation

There is a variety of related legislation that also needs to be factored into the City's response to a crisis situation;

- *Dangerous Goods Safety Act 2004* provides for the list of approved codes of practice
- *Emergency Management Act 2005 (WA)*
- *Fair Work Act 2009 Cth.*
- *Environmental Protection (Controlled Waste) Regulations 2004*
- ISO 31000: 2009: Risk Management – Principles and Guidelines
- AS 2436:2010: Guide to Noise and Vibration Control on construction, demolition and maintenance sites
- AS 2601: 2001: The demolition of structures - summary
- AS 2865: Confined Spaces
- AS/NZS 4360: 2004: Risk Management
- AS/NZS 1891 Series: Industrial fall-arrest system and devices – Harnesses and ancillary equipment
- AS/NZS 4576:1995: Guidelines for Scaffolding
- AS/NZS 4804: 2001. Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques
- AS/NZS 4801: 2001. Occupational health and safety management systems – Specification with guidance for use
- National Code of Practice for the Control of Workplace Hazardous Substances (NOHS:2007(1994))
- National Code of Practice for the Safe Removal of Asbestos 2nd Edition (NOHS:2002(2005))
- Code of Practice – Excavation (WA)
- Codes of Practice – First Aid Facilities and Services; Workplace Amenities and Facilities; Personal Protective Clothing and Equipment: 2002 (WA)
- Code of Practice – Prevention of falls from height at workplaces (WA)

INFORMATION

Safety and Health information is available on:

WorkSafe WA (<https://www.safeworkaustralia.gov.au>)

Information regarding legislation is available on the website (www.slp.wa.gov.au).

12.7 Reappointment Independent Audit and Risk Committee Member

This report and its attachments are confidential in accordance with Section 5.23(2)(b) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (b) the personal affairs of any person; and**

12.8 Appointment of Auditor – Regulation 17 – Systems and Procedures Review 2020/2021

This report and its attachments are confidential in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**

12.9 Risk Report – OneCouncil Project

This report and its attachments are confidential in accordance with Section 5.23(2)(c) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**

13 Enbloc reports

Nil

14 Reports - Community

14.1 Memorandum of Understanding – Lions Club of Kwinana

DECLARATION OF INTEREST:

SUMMARY:

The Lions Club of Kwinana have approached the City with a view to working together with the City and the community to enhance the amenity of Rhodes Park in Calista. A Memorandum of Understanding (MOU)(Attachment A) has been developed to facilitate a collaborative working relationship, and to detail respective roles and responsibilities, time frame and other conditions of the agreement. This report seeks Council endorsement of the MOU.

OFFICER RECOMMENDATION:

That Council endorse the Memorandum of Understanding between the Lions Club of Kwinana and the City of Kwinana (Attachment A) and authorise the Chief Executive Officer of the City of Kwinana to sign the Memorandum of Understanding.

DISCUSSION:

The Kwinana Lions Club approached the City of Kwinana in June 2020 with a proposal to work collaboratively with the community and the City.

The Club seeks to contribute to the local community through financial assistance and volunteer efforts to improve the amenity of Rhodes Park in Calista, with the aim being to work with the community and the City to develop a proposal for consideration by the City involving the installation of further parks infrastructure such as playground equipment, picnic shelters, barbeque facilities, seating, tree plantings and/or other community based projects at the Park.

An MOU has been developed to that end, outlining the intent for the City and the Club to work collaboratively together and with the community to develop plans for the Park. The MOU outlines the intent of the agreement, the roles and responsibilities of each of the Parties, insurance requirements, and the term of the agreement - being 5 years from the date of signing.

The MOU is broad and allows for a range of collaborative projects to be developed, all to the benefit of the local community.

LEGAL/POLICY IMPLICATIONS:

The MOU is not binding, it is a statement of intent and does not impose any legal liability or obligations on either the City or the Lions Club.

14.1 MEMORANDUM OF UNDERSTANDING – LIONS CLUB OF KWINANA**FINANCIAL/BUDGET IMPLICATIONS:**

The cost of the sign acknowledging the contribution of the Lions Club is approximately \$500 and would be covered from the Recreation Development operational budget.

ASSET MANAGEMENT IMPLICATIONS:

It is conceivable that there will be asset management implications, however, until projects are scoped it is not possible to identify what the implications may be.

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

Plan	Outcome	Objective
Strategic Community Plan	Well-kept green spaces	4.2 The community has easy access to well equipped, quality parks and public open spaces
Corporate Business Plan	A community who help each other	1.6 Increase the prevalence of volunteering in Kwinana

COMMUNITY ENGAGEMENT:

No community engagement has taken place at this stage, however, engagement will occur with the local community as the partnership progresses.

PUBLIC HEALTH IMPLICATIONS:

The proposal has the potential to help improve the following determinants of health:

- Built Environment - Neighbourhood Amenity;
- Health Behaviours - Exercise; Participation.

RISK IMPLICATIONS:

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

Risk Event	Relationship between the Parties is not managed
Risk Theme	Inadequate engagement practices Ineffective management of facilities/venues/events
Risk Effect/Impact	Reputation Property

14.1 MEMORANDUM OF UNDERSTANDING – LIONS CLUB OF KWINANA

Risk Assessment Context	Project
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Appoint a project officer to liaise with the Club
Rating (after treatment)	Low

**Rhodes Crescent Lions Park
Memorandum of Understanding**

Parties

The parties to this Memorandum of Understanding (**MOU**) are the City of Kwinana (**City**) and Lions Club of Kwinana (**Lions**).

Purpose

This document is intended to establish an agreement between the parties in relation to Rhodes Park (**Park**) located between Gilmore Avenue and Rhodes Crescent in Calista, as depicted on the plan annexed hereto as **Annexure 1**.

Agreement

The parties agree as follows:

Work in a collaborative Manner

Lions seeks to contribute to the local community by way of financial assistance and volunteer efforts to the improvement and maintenance of the Park, in consultation and collaboration with the community and the City.

The City seeks to work collaboratively with Lions in relation to the improvement and maintenance of the Park and shall encourage Lions to participate in providing financial assistance and volunteer efforts to supplement City resources.

As far as practicable the parties shall consult with each other and the community and shall work together to give effect to the City's *Parks for People Upgrade Strategy* in relation to the Park, including though the development of a proposal for consideration by the City involving the installation of further playground equipment, picnic shelters, barbeque facilities, tree plantings and/or other community based projects.

No alternations without consent

Lions agree that they shall not alter, damage or interfere with any part of the Park including any landscaping, vegetation, drains, structures, paths or other property of the City without first consulting with the City and obtaining their written approval (which may be with or without conditions).

Public acknowledgement

Upon execution of this MOU by the parties, the City shall install such signage as it considers appropriate for the purpose of acknowledging Lions intended contribution to the future improvement and maintenance of the Park.

Insurance

Lions agrees to:

- (a) to take out and maintain public liability insurance indemnifying the City against any claim for damages that may arise in or out of any improvement and/or maintenance of the Park undertaken by them (including their employees, agents, contractors or volunteers) (**Insurance Policy**);
- (b) that the Insurance Policy must be in the sum of not less than twenty million dollars (\$20,000,000) or such greater amount as the City may from time to time reasonably require for any one event in respect of injury or loss both to persons and to property;
- (c) to provide the City with certificates of currency for the Insurance Policy within 7 days of being requested to do so; and
- (d) that the City will not be liable for any payments (including any excess on claims) in respect of the Insurance Policy.

Term

This MOU shall commence on the date of signing by the parties and shall continue for a period of 5 years, following which the parties shall make all reasonable endeavours to enter into a new MOU on the same or similar conditions.

Termination

Either party may terminate this MOU by written notice given at least 30 days prior to the effective date of termination to the other party.

Dispute resolution

If a dispute arises out of or in relation to this MOU, the parties shall first attempt to resolve such dispute through friendly consultation. Failing that, the parties may appoint a mutually agreed independent arbitrator.

Not binding

This MOU acts as a statement of the parties current intention. This MOU is not intended to be and neither is it legally or contractually binding, nor does it impose any legal liability or obligations on any of the parties or their representatives.

SIGNED for and on behalf of the **CITY OF KWINANA**:

.....
Chief Executive Officer (Signature)

.....
Chief Executive Officer (Print Name)

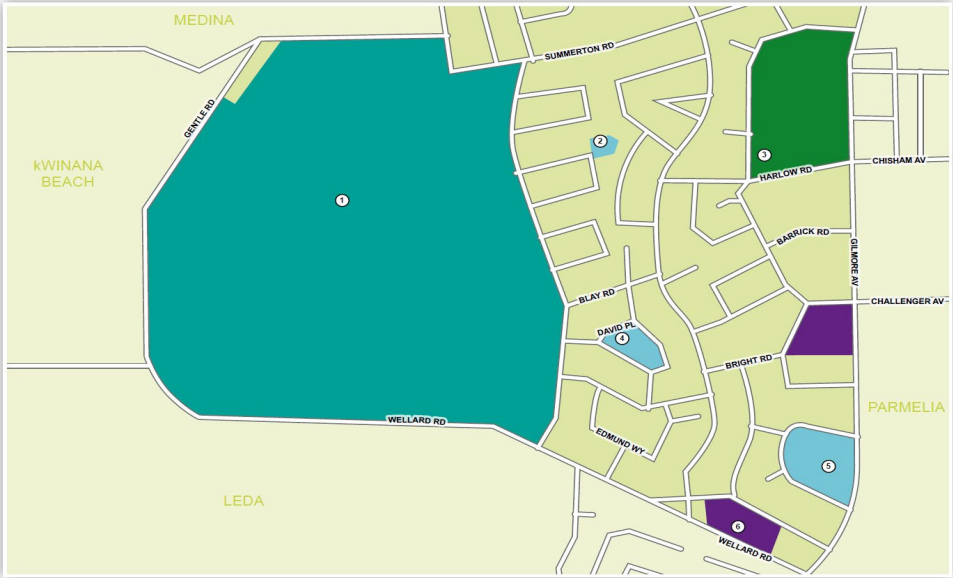
SIGNED for and on behalf of the **LIONS CLUB OF KWINANA**:

.....
Authorised Signatory (Signature)

.....
Authorised signatory (Print Name)

Annexure 1

City of Kwinana parks and reserves
within the suburb of Calista



- ① Kwinana Golf Course
- ② Gawler Park
- ③ Calista Oval
- ④ Harrison Park
- ⑤ Rhodes Park
- ⑥ Wellard Road POS

15 Reports – Economic

Nil

16 Reports – Natural Environment

16.1 Bulk waste collection service model

DECLARATION OF INTEREST:

SUMMARY:

In accordance with the City's Corporate Business Plan Action 4.3.1, a comprehensive review of the City's bulk waste collection service has been undertaken. The objectives of the review were determined in consultation with Elected Members in late 2019, as follows:

- Improve streetscapes and avoidance of dumping;
- Reduce waste generation;
- Increase material recovery;
- Improve service for residents;
- Reduce operating costs; and
- Increase efficiencies.

Key findings of the review included the following:

- Three main service models are available for bulk waste management, namely tip or transfer station passes, scheduled verge and on-demand collections. The models are frequently used in combination, but are inconsistently applied across the industry.
- Half of Perth and Peel Local Governments (LGs) provide tip/transfer passes, more than three quarters provide a verge collection service and less than a quarter provide any form of on-demand collection;
- The City's current two hard waste collections per annum is consistent with other LGs;
- The City's current four green waste collections per annum is higher than any other Perth or Peel LG. Few provide three collections, whilst most provide two or less;
- The City's bulk waste collection presentation rate (the percentage of rateable properties that utilise the service each collection round) is 56% for hard waste and less than 14% for green waste.
- Verge collection models are cheaper than on-demand and tip/transfer pass models, which are notably more expensive than the City's current service;
- All collection models have similar material recovery rates, with the exception of tip passes, which have a lower recovery rate.

Key findings of community consultation included the following:

- A total of 1,132 survey responses were obtained, providing current satisfaction, service priorities and future preferences of the community;
- There is a very high general satisfaction rating of 81% with the current service;
- Only 3% of survey respondents were "highly un-satisfied" with the current service;
- Convenience was the highest priority service outcome to the community;
- Cost, increased recycling and reduced waste were all of similar medium priority;
- Streetscape appearance was the lowest priority for the community;
- Of the six potential service models outlined in the survey there was a very strong preference for continued verge collections (with an openness to reduced green waste collections).
- On-demand model options were ranked behind all verge collection options and tip passes were notably least preferred.

16.1 BULK WASTE COLLECTION SERVICE MODEL

Following analysis of all findings, it is recommended that the City initially proceed with a continued, yet slightly reduced, verge collection service comprising of two hard waste and three green waste collections per annum. The rationale for this recommendation includes the following:

- High community demand for verge collection systems;
- Over-servicing and low presentation rate of the current four green waste collections per annum, with a reduction to three collections being consistent with the maximum provided by any other Perth or Peel LG;
- Low cost compared to alternate models;
- High material recovery rate; and
- Capability to improve upon several aspects of the current service that will result in further future improvements to environmental and resident outcomes.

It is intended to continue to improve waste collection data and undertake further targeted consultation to identify future opportunities to further improve the service. Potential future improvements may include the introduction of specific on-demand services (such as for mattresses, whitegoods and/or furniture for example). Such changes have the potential to improve convenience and efficiency for residents, as well as improve the speed and efficiency of verge collections, and reduce illegal dumping incidences.

Fundamental to the City's ability to continue to improve the service is the introduction of improved flexibility in the City's next bulk waste collection tender contract. The formal request for information component of the service review found that many contractors can deliver a range of collection services. As such, the City should no longer specify only a single collection method for the duration of the contract, but instead, include a range of options that the City may wish to engage in the future. Such inclusions, combined with improved data and targeted community consultation, will enable ongoing cost-benefit analysis of service options. Where any such cost-benefit is identified, and appropriately approved, flexibility within the contract will enable rapid transition of service and, thus, bring benefits far more quickly than otherwise possible.

OFFICER RECOMMENDATION:

That Council:

1. **Endorse the initial implementation of a bulk waste collection service model comprising of two (2) hard waste and three (3) green waste verge collections per annum.**
2. **Note that a range of service delivery options is intended to be included in the tendering of the City's next bulk waste collection Contract to enable flexibility in future service delivery within the term of the Contract.**
3. **Note that improved data capture and targeted community consultation will be undertaken to identify cost-benefit opportunities in the ongoing delivery of the City's bulk waste collection service.**
4. **Note that any future proposal to change the bulk waste collection service model will be appropriately brought before Council.**
5. **Note that the community will be advised of the outcomes of the bulk waste collection service review.**

16.1 BULK WASTE COLLECTION SERVICE MODEL

DISCUSSION:

A comprehensive review process was undertaken by City Officers to explore all available options in determining the recommended future delivery model that would best meet the objectives of the review and the City's strategic waste objectives. In brief, the review process included the following key aspects:

- Formal Request For Information (RFI) to the open market to identify all current waste collection opportunities and indicative recovery and price rates;
- Benchmarking of the type and quantity of collection services provided by 32 Perth and Peel Local Governments (LGs);
- Cost modelling of service options for typical City of Kwinana waste tonnages;
- Material recovery modelling for typical City of Kwinana waste tonnages;
- Stakeholder consultation on future service delivery options and costs; and
- Analysis of all results and development of recommendations for future delivery.

Key findings of the RFI and benchmarking exercises included the following:

- Three main collection service models are available, namely tip or transfer station passes, scheduled verge and on-demand collections (of varying types).
- Contractors can provide a range of collection service options from scheduled verge, on-demand verge, bulk bin and specific item collections.
- Tip/transfer passes, when provided by benchmarked LGs, were combined with another model, whereby verge and on-demand models can operate independently, although all systems are frequently used in combination;
- 53% of benchmarked LGs provided tip or transfer station access passes;
- Nearly 80% of benchmarked LGs provided a verge collection service, with marginal difference between LGs that do and do not provide tip/transfer passes;
- Less than 23% of benchmarked LGs provided any form of on-demand collection, with marginal difference between LGs that do and do not provide tip/transfer passes;
- 50% of benchmarked LGs provided a third kerbside organics bin to aid green waste collection and recovery;
- The City of Kwinana's two hard waste collections per annum are consistent with the benchmarked LGs;
- The City of Kwinana's current four green waste verge collections per annum is higher than any other benchmarked LG. Three LGs provided three collections, with all other LGs providing two or less, regardless of tip/transfer pass provision;
- With two collections per annum, the City's hard waste verge collection presentation rate (the percentage of rateable properties that utilise the service each collection round) is 56%; and
- With the current four collections per annum, the City's green waste verge collection presentation rate is less than 14%, which indicates an inefficient collection program at present.

Key findings of the cost and material recovery modelling included the following:

- Verge collection models were cost neutral or slightly cheaper than current delivery, with on-demand and tip/transfer pass models notably more expensive; and
- All models have similar material recovery outcomes, with the exception of tip pass systems, which have a lower recovery rate.

16.1 BULK WASTE COLLECTION SERVICE MODEL

Key findings of the consultation process included the following:

- A representative sample of the community submitted a total of 1,132 survey responses that provided quantitative data for statistical analysis;
- There is a very high level of satisfaction with the current verge collection service, with a total of 81% of respondents rating their satisfaction as either “somewhat satisfied” or “highly satisfied”;
- There is very low dissatisfaction with the current service, with only 3% of respondents rating their satisfaction as “highly un-satisfied”;
- Convenience is the highest priority service outcome to the majority of respondents, with 60% rating this as their highest or second highest priority;
- Cost, increased recycling and reduced waste are all similar medium priority service outcomes to the respondents, with 38-45% rating these as their first or second highest priority;
- Streetscape appearance is the lowest service outcome priority to the respondents, with only 18% rating this as their highest or second highest priority;
- Of the six different potential future service models outlined in the survey (with the key pros, cons and indicative costs identified) there was a strong preference for continued scheduled verge collections;
- The three verge collection model options all ranked highest in preference, with 36%, 37% and 54% of respondents ranking these as their first or second preference respectively;
- The two on-demand model options were ranked as first or second preference for 26% and 29% of respondents respectively; and
- The tip pass model option was clearly least preferred, with only 17% of respondents ranking this as their first or second preference.

With consideration of all review findings with respect to the review objectives and the City’s strategic waste management objectives, a modified verge collection system is considered the optimal service option for the immediate future of the City’s bulk waste collection. The recommended modification to the City’s current verge collection system is the reduction of green waste collections from four to three per annum, with hard waste collections to remain unchanged at two. It is also recommended that a range of specific on-demand options (such as for mattresses, whitegoods and/or furniture) be explored for potential integration with the new verge collection service, should these be cost-benefit supported in the future, following appropriate data capture and consultation. The introduction of a range of collection options in the tendering of the City’s next collection contract will be necessary to facilitate this intent.

The recommendation to proceed with a slightly reduced verge collection service with potential future specific on-demand service integration is based on several key factors. The survey that was undertaken demonstrated that community demand for a continued verge collection service was substantially higher than any other option, with the highest demand being for the continuation of the existing service. The two alternate verge systems posed in the survey, with reduced green waste collections were the next most preferred models, showing that the community is prepared to reduce green waste collections. The current green waste presentation rate of less than 14% clearly demonstrates that very few residents are using the full service at present, and would therefore be largely unaffected by a slight reduction.

16.1 BULK WASTE COLLECTION SERVICE MODEL

The survey also found that convenience was the highest service outcome priority to the community, with streetscape appearance being the lowest. The current four green waste collections per annum are highly convenient for residents, however very few are using all four and the system has negative implications on aesthetics. Of particular note is the fact that no other benchmarked LGs provide four collections, with very few providing three and the vast majority providing two or less. The recommendation to initially reduce to three collections is based on this being consistent with the maximum provided by others and the high level of importance to the community of service convenience, combined with the fact that the City does not currently operate a tip or transfer station for convenient self-disposal. It should be noted that with improved data capture, targeted consultation and community education, there is opportunity to potentially reduce to two green waste collections per annum in the future.

The material recovery performance and low cost of verge collection systems are also contributing factors in the recommendation for a modified verge service. With regard to material recovery, there is opportunity to improve this even further going forward with improvements to community education on waste separation, adjustments to the collection contract specification and also the imminent introduction of energy from waste recovery of residual materials.

The review identified a number of opportunities to improve the future delivery of verge collections compared to the City's current system. In addition to the potential integration of specific on-demand services with the verge service, there are a range of improvements that can be made to the function of the service that can improve environmental and resident outcomes. These largely concern changes that can be made to community education, the collection contract and operational management to improve the efficiency and speed of collections and aid the compliance of early placements and dumping. This will ultimately reduce the amount of time that material is on the City's verges, improve material separation and recovery, reduce non-compliant material placements and improve streetscape appearance.

Fundamentally, the intent of the recommendations outlined in this Report is to provide an improved collection service that is consistent with industry practice and in keeping with the clear priorities and preferences of the community. The recommendations also seek to identify further opportunities to improve the service into the future.

LEGAL/POLICY IMPLICATIONS:

Waste Avoidance and Resource Recovery Act 2007

FINANCIAL/BUDGET IMPLICATIONS:

There are no direct financial implications as a result of this report. The intent to reduce the annual quantity of green waste verge collections from four (4) to three (3), is anticipated to improve operational efficiencies that may result in reduced costs. This is, however, subject to the outcome of a tender process, and will be outlined in a future Council Report for the award of the contract.

16.1 BULK WASTE COLLECTION SERVICE MODEL**ASSET MANAGEMENT IMPLICATIONS:**

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

ENVIRONMENTAL IMPLICATIONS:

The recommended service delivery model has the equal highest material recovery rate of the options investigated and, therefore, has the best environmental outcome.

STRATEGIC/SOCIAL IMPLICATIONS:

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

Plan	Outcome	Objective
Strategic Community Plan	A well serviced City	4.3 Ensure the Kwinana community is well serviced by government and nongovernment services
Corporate Business Plan	Optimise City Services	6.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse

COMMUNITY ENGAGEMENT:

Community engagement was undertaken through the consultative process of the service review. Community priorities and preferences regarding the bulk waste collection service was primarily obtained with a survey. The survey was publicised through the City's standard communication channels and City Officers also attended the Kwinana Marketplace to directly engage with residents. A total of 1,132 survey responses were obtained from a representative sample of the community, and all responses were statistically analysed to directly inform the service review and recommendations outlined in this Report.

Following Council endorsement of the future service delivery model, the outcomes of the service review and the specific details of the future service will be communicated to the community. The community will continue to be consulted on the bulk waste collection service into the future in order to monitor satisfaction levels and to identify opportunities to further improve the service.

PUBLIC HEALTH IMPLICATIONS:

The recommendations of this report have the potential to improve determinants of health factors in the community regarding environmental quality and neighbourhood amenity.

16.1 BULK WASTE COLLECTION SERVICE MODEL

RISK IMPLICATIONS:

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

Risk Event	No change to existing bulk waste collection system following service review
Risk Theme	Inadequate engagement practices Inadequate supplier/contract management Inadequate environmental management
Risk Effect/Impact	Environment Reputation
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Implement an improved bulk waste service as recommended following consideration of all key findings of the service review, and continue to seek future improvements by way of improved data capture and ongoing community engagement to inform beneficial adjustments into the future.
Rating (after treatment)	Moderate

17 Reports – Built Infrastructure

17.1 Request to Minister for Lands to dedicate a Lot 1421 on Deposited Plan 156437 as road

DECLARATION OF INTEREST:

SUMMARY:

In 2014 Council endorsed the Local Structure Plan (LSP) for the development of Lot 670 Bertram Road, otherwise known as The Wedge Estate. As part of the LSP, Council authorised the Chief Executive Officer to execute an Agreement for the relocation of the Bertram Road Drainage Basin further south to a location adjacent to a proposed Public Open Space. Council Resolution dated 12 August 2020, enclosed at **Attachment A**

The conversion of Lot 1421 into a road reserve forms the basis of this report. In order to convert the Lot to gazetted road, it is necessary for the Council to pass a resolution requesting the Minister for Lands (**the Minister**) to dedicate the Lot as road.

In addition, section 56(4) of the *Land Administration Act* 1997 (**Act**) provides that the Minister on granting a request to dedicate land as road requires the local government to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

OFFICER RECOMMENDATION:

That Council:

1. **Request the Minister to dedicate that portion of land shown in Attachment B as road;**
2. **Indemnify the Minister against any claim for compensation in an amount equal to the amount of costs reasonably incurred by the Minister in considering and granting the request.**

DISCUSSION:

The City entered into a formal agreement with the owner of Lot 670, the land adjacent to the drainage reserve, in which the City will acquire a portion of Lot 670 in order to enlarge the drainage basin in return for the City taking steps to convert the current drainage basin (Lot 1241) into a road reserve.

The conversion of reserve into a road reserve is through a request to the Minister to dedicate the land as a road. The land must have been reserved or acquired for use by the public as a road and is under the care, control and management of the City.

17.1 REQUEST TO MINISTER FOR LANDS TO DEDICATE A LOT 1421 ON DEPOSITED PLAN 156437 AS ROAD

Section 56 of the Act sets out the requirements that are to be met when making a request to the Minister. This includes an obligation on the City to indemnify the Minister against any claim for compensation in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

As part of the dedication process, a check of utility services was undertaken by the City Infrastructure team and, as a result, identified a Water Corporation Pipeline running underground within Lot 1421. Approval was obtained from Water Corporation in 2013 to install this pipeline to discharge water directly into the Peel Main Drain. Approval for the installation of this pipe was on the basis that it would be a temporary measure, to be removed once the capacity issue was addressed, in this case through drainage basin relocation works.

LEGAL/POLICY IMPLICATIONS:

The legal implications associated with the requirements of the drainage relocation are contained in the attached legal agreement (**Attachment C**).

Land Administration Act 1997

Section 56 of the Act provides the procedure required to be followed by the City to dedicate the reserve as a road.

FINANCIAL/BUDGET IMPLICATIONS:

There will also be minor costs associated with advertising (which is done by the Department of Planning, Lands and Heritage) as well as surveyor costs. City officers envisage these costs to be under \$5,000.

In the unlikely event that the City is liable to indemnify the Minister against any claim for compensation, it is estimated that such costs and expenses of the Minister are unlikely to exceed \$5,000.

ASSET MANAGEMENT IMPLICATIONS:

Relocating the drainage basin to the south western corner of Lot 670, and integrating it with The Wedge Estate development POS, will be operationally more efficient.

ENVIRONMENTAL IMPLICATIONS:

The new drainage design meets all required standards.

17.1 REQUEST TO MINISTER FOR LANDS TO DEDICATE A LOT 1421 ON DEPOSITED PLAN 156437 AS ROAD

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcomes and objectives detailed in the Strategic Community Plan.

Plan	Outcome	Objective
Strategic Community Plan	A well maintained City	4.5 Actively improve the appearance of public areas and street scapes throughout the City
Strategic Community Plan	A water-wise City	3.5 Encourage and exercise best practice water management

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	Drainage basin is not relocated – the City will be in breach of its obligations as per the attached agreement
Risk Theme	Inadequate environmental management Legal breach
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic
Consequence	Major
Likelihood	Almost Certain
Rating (before treatment)	High
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Endorse the Road Dedication Application
Rating (after treatment)	Low

17.1 LEGAL AGREEMENT – RELOCATION OF BERTRAM DRAINAGE BASIN**PUBLIC HEALTH IMPLICATIONS**

There are no direct public health implications related to this report.

RISK IMPLICATIONS:

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

Risk Event	Drainage basin is not relocated
Risk Theme	Inadequate environmental management
Risk Effect/Impact	Environment
Risk Assessment Context	Project
Consequence	Major
Likelihood	Almost certain
Rating (before treatment)	High
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Endorse legal agreement to relocate drainage basin
Rating (after treatment)	Low

COUNCIL DECISION**220****MOVED CR P FEASEY****SECONDED CR S WOOD**

That Council authorise the Chief Executive Officer to execute the legal agreement document for the relocation of Bertram Rd Drainage Basin, as detailed at Attachment B.

**CARRIED
8/0**

ATTACHMENT B



Lot to be dedicated as road reserve (Lot 1241)



Lot 670



POS

Public Open Space to which Drainage Basin will be relocated

Agreement in respect of the relocation of drainage infrastructure

City of Kwinana

Wellard Management Pty Ltd



McLEODS

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway

CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: mcleods@mcleods.com.au

Ref: TF:KWIN 44114

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Details

Parties

City of Kwinana

of PO Box 21, Kwinana, Western Australia
(City)

Wellard Management Pty Ltd (ACN 625 645 221) atf Wellard Management Trust

of 234 Railway Parade, West Leederville Western Australia
(Developer)

Background

- A DCP1 prescribes the cost contributions payable by each landowner within DCA1 and the items of Infrastructure to be funded by DCP1.
- B The City has care, control and management of Lot 1421. Located on Lot 1421 is the Existing Drainage Basin.
- C The Developer is the registered proprietor of Lot 670 and Lot 1338 (being the **Development Site**).
- D Lot 670 is located adjacent to Lot 1421.
- E The Developer has obtained the Approval to subdivide the Development Site. The Developer proposes to give effect to the Approval in stages.
- F Condition 2 of the Approval provides as follows:

“Arrangements being made with the City of Kwinana to the satisfaction of the Western Australian Planning Commission, for the landowner / applicant to contribute towards the costs of providing community and/or common infrastructure as established through amendment 132 and 145 (when gazetted) to the City of Kwinana Town Planning Scheme No. 2”

(Condition 2)

- G The Existing Drainage Basin is undersize, and the City had sought to acquire a portion of Lot 670 to extend the Existing Drainage Basin.
- H Lot 1421 and Lot 670 are both located within DCA1, and the extension of the Existing Drainage Basin is identified as an item of Infrastructure to be funded by DCP1.
- I Rather than extending the Existing Drainage Basin, and for the purposes of giving effect to and satisfying Condition 2 in respect of the extension of the Existing Drainage Basin, the parties have agreed as follows:

- (i) the Developer will vest a portion of Lot 670 (being more particularly the New Reserve Land) in the Crown free of cost for drainage purposes;
- (ii) the City will take all necessary action to convert Lot 1421 to road reserve;
- (iii) DCP1 will purchase the Excess Land from the Developer and the Developer will be entitled to the Land Credit; and
- (iv) the Relocation Works will be completed by the City and the costs will be shared between the City, the Developer and DCP1,

on the terms and conditions of this Deed.

Agreed terms

1. Definitions

Unless otherwise required by the context or subject matter the following words have these meanings in this Deed:

Access Land means that part of Lot 670 identified with the letters (33a) easement (drainage) on Deposited Plan 419068 annexed hereto as **Annexure 1**;

Approval means the WAPC's conditional approval for the subdivision of the Development Site reference number 157027;

Business Day means a day other than a Saturday, Sunday or public holiday in Perth, Western Australia;

City's Costs is defined in **clause 4.1(1)(c)**;

City's Works means the Relocation Works the City is wholly responsible for paying for as more particularly set out in **clause 4.1(1)(c)**;

Concept Plan means the concept plan for the Relocation Works annexed hereto as **Annexure 3**;

Condition 2 is defined in Background Paragraph F;

DCP1 means the Development Contribution Plan for DCA1;

DCA1 means development contribution area 1 (Bertram, Wellard West and part of Orelia and Parmelia) as more particularly identified in LPS2;

DCP1 Costs is defined in **clause 4.1(1)(b)**;

DCP1 Works means the Relocation Works DCP1 is wholly responsible for paying for, as more particularly set out in **clause 4.1(1)(b)**;

Deed means this deed as supplemented, amended or varied from time to time;

Design Works means the design and testing portion of the Relocation Works;

Developer's Cost is defined in **clause 4.1(1)(a)**;

Developer's Works means the Relocation Works the Developer is wholly responsible for paying for as more particularly set out in **clause 4.1(1)(a)**

Development Site means Lot 1338 and Lot 670;

Excess Land means the difference in area between the New Reserve Land and Lot 1421. As at the date of this Deed, the difference in area between the New Reserve Land and Lot 1421 is 1,600 m². The exact area of the Excess Land will be determined once the Deposited Plan vesting the New Reserve Land in the Crown has been prepared and lodged at Landgate;

Existing Drainage Basin means the drainage basin located on Lot 1421;

Final Stage Land means that part of Lot 670 identified as proposed Lot 9002 on Deposited Plan 419068 annexed hereto as **Annexure 1**;

GST has the meaning given to that term in the GST Act and, for the avoidance of doubt, includes any notional GST payable under the GST Act (including under Division 177 of the GST Act).

GST Act means the *A New Tax System (Goods and Services Tax) Act 1999 (Cth)*.

Infrastructure is defined in LPS 2;

Land Credit is defined in **clause 2.4**;

Lot 1338 means Lot 1338 on Deposited Plan 184473 being the whole of the land comprised in Certificate of Title Volume 1636 Folio 857;

Lot 1421 means Reserve 50672, Lot 1421 on Deposited Plan 156437 being the whole of the land comprised in Crown Land Title LR3000 Folio 657;

Lot 670 means Lot 670 on Deposited Plan 66358 being the whole of the land comprised in Certificate of Title Volume 2802 Folio 877;

LPS 2 means the City of Kwinana's Local Planning Scheme No. 2;

New Reserve Land means the location of the new drainage basin land, located on a portion of Lot 670, as more particularly identified as "Reserve for Recreation and Drainage" and being proposed Lot 8001 on Deposited Plan 419068 annexed hereto as **Annexure 1** and comprising 2,191m². ;

Pipework Extension has the meaning given to that term in **clause 4.1(1)(c)(iii)**;

Preliminaries means the Relocation Works costs which are not directly referable to the City Works, the DCP1 Works or the Developer Works, and include (without limitation) the following:

- (a) consultant and professional fees;
- (b) approvals from the Water Corporation and the Department of Water and Environmental Regulation;
- (c) design and drafting;
- (d) survey;
- (e) project management;
- (f) testing;
- (g) mobilisation/demobilisation;
- (h) as constructed survey;
- (i) insurances;
- (j) construction Industry Training Fund Levy (0.2% of Contract Sum);
- (k) liaison and coordination of service bodies for service installation;
- (l) building licences for walls and structures;

- (m) occupation health and safety;
- (n) safety management plan; and
- (o) land valuation;

Preliminary Costings means the preliminary costings for the Relocation Works, annexed hereto as **Annexure 4**;

Relocation Costs means the actual costs of carrying out the Relocation Works, an indicative amount of which is set out in the Preliminary Costings;

Relocation Works means any works (including design, survey, construction and project management) necessary to:

- (a) remove the existing drainage infrastructure from Lot 1421 (including without limitation removal of the headwall);
- (b) environmentally remediate Lot 1421;
- (c) construct new drainage infrastructure at the New Reserve Land, including the Pipework Extension; and
- (d) fill the Existing Drainage Basin and compact in layers to subgrade level for future road purposes,

and as also more particularly described in **clause 4.1**;

Urban Water Management Plan means the document entitled 'Lot 670 & 1388 Bertram Road, Wellard Urban Water Management Plan' revision March 2019, prepared by hyd2o Hydrology as amended or supplemented from time to time;

WAPC means the Western Australian Planning Commission.

2. Ceding of New Reserve Land & Existing Drainage Basin Conversion

2.1 Ceding of New Reserve Land

- (1) In consideration of the City complying with **clause 2.2**, the Developer covenants and agrees with the City that it will at its cost and expense, and to the reasonable satisfaction of the City cede, pursuant to section 152 of the *Planning and Development Act 2005*, the New Reserve Land for drainage purposes.
- (2) The parties acknowledge and agree that:
 - (a) the Developer has obtained the Approval;
 - (b) the Developer may amalgamate the titles to Lot 670 and Lot 1338 to create the Development Site and may further subdivide the Development Site as part of its staged delivery of the subdivision prior to the creation and ceding of the New Reserve Land;
 - (c) the City must promptly do all things necessary to facilitate the amalgamation and or further subdivision of the titles comprising the Development Site, including, if required, and subject to the Developer not being in default of its obligations under this Deed, withdrawing, at the Developer's cost, any caveat lodged pursuant to this Deed

(provided that the City may re-lodge a caveat over part of the Development Site comprising the New Reserve Land following amalgamation and / or subdivision).

- (3) In order to effect the ceding of the New Reserve Land, the Developer acknowledges and agrees that it must do all things reasonably necessary to cede the New Reserve Land, which will include without limitation the following:
- (a) compliance at its expense with, and clearance of, all WAPC conditions of the Approval relevant to the New Reserve Land;
 - (b) lodgement with Landgate of a deposited plan for the subdivision (or stage in the subdivision) depicting the New Reserve Land as a reserve for drainage purposes; and
 - (c) preparation and lodgement at Landgate of an Application for New Title and all other documents (if any) reasonably necessary to excise the New Reserve Land from Lot 670 (or if amalgamated with Lot 1338, then from the Development Site on any part thereof) and to vest the New Reserve Land in the Crown for drainage purposes.

2.2 Conversion of Existing Drainage Basin to Road Reserve

Subject to and conditional upon the Developer complying with **clause 2.1**, the City covenants and agrees with the Developer that the City will, at its cost (except to the extent the Developer is liable for those costs in accordance with clause 4.1(1)(a)) use its best endeavours and undertake all necessary action for Lot 1421 to be converted into a road reserve (**Reserve Conversion**).

2.3 Timing

- (1) Subject to paragraph (2) below, the City and the Developer acknowledge and agree that compliance with **clause 2.1** and **clause 2.2** is intended to occur as soon as possible after execution of this Deed, and in any event within 18 months of the date of this Deed.
- (2) Notwithstanding paragraph (1) above, the Developer acknowledges and agrees that the Reserve Conversion is conditional upon the ceding of the New Reserve Land and the City will not be required to complete the Reserve Conversion until such time as the New Reserve Land has been ceded.

2.4 Developer's entitlement to credit for Excess Land

The parties acknowledge and agree that upon ceding of the New Reserve Land, the Developer will be entitled to a credit for the Excess Land calculated at the time of ceding in accordance with the provisions of the Council adopted cost apportionment schedule for DCP1 (**Land Credit**). For information purposes only, if the Excess Land was ceded at the time of execution of this Deed, the Developer would be entitled to a credit of \$86,400 (\$1,600m² based on \$540,000 per hectare).

2.5 City may acquire New Reserve Land in the event of default

- (1) In the event that the Developer defaults in ceding the New Reserve Land within the time specified in **clause 2.3**, the City may upon written notice acquire the New Reserve Land from the Developer, pursuant to the provisions of section 168 of the *Land Administration Act* 1997 and/or the provisions of LPS 2, and the Developer must sign any document, and take all such reasonable action, for the New Drainage Land to be acquired and excised from Lot 670 (or the relevant balance lot created on subdivision of the Development Site).
- (2) If the City acquires the New Reserve Land pursuant to **clause 2.5(1)**, the New Reserve Land will be acquired free of cost from the Developer and no compensation is payable. However, the Developer will be entitled to a credit for the Excess Reserve Land in accordance with the provisions of **clause 2.4**.

- (3) In the event the City exercises its rights pursuant to this clause, the Developer acknowledges and agrees that it has by execution of this Deed, consented to the Minister for Lands taking the New Reserve Land pursuant to the provisions of section 168 of the *Land Administration Act 1997*.

3. Relocation Works

3.1 City to undertake Relocation Works

- (1) The parties acknowledge and agree that the City will manage and supervise the Relocation Works (including the Design Works) in accordance with its normal procurement processes.
- (2) The parties acknowledge that in respect of the Relocation Works, the City anticipates that the Design Works will be completed in the 2020/2021 financial year, and the construction portion of the works will be completed in the 2021.

3.2 Developer to provide assistance

The Developer must support, assist and do everything reasonably necessary or which the City reasonably asks it to do to help the City:

- (a) obtain all necessary approvals and consents for the Relocation Works; and
- (b) complete the Relocations Works,

as quickly and cost effectively as possible.

3.3 Designs

- (1) The parties acknowledge and agree that the detailed designs for the Relocation Works will be based on the existing Concept Plan prepared by Calibre Consulting Engineers and the sump levels will be based on those set out in the Urban Water Management Plan.
- (2) The City agrees to provide the Developer with copies of the final designs for the Relocation Works promptly once these have been prepared, and any other information reasonably required by the Developer in respect of the Relocation Works upon request.

3.4 Access Rights

From the date of this Deed, the Developer must provide to the City and its contractors unfettered access (on a non-exclusive basis) at all reasonable times (subject to the City providing the Developer with prior written notice) to:

- (a) the New Reserve Land for the purpose of the Relocation Works (which includes the Design Works and similar such preliminary works) and maintenance of the New Reserve Land following completion of the Relocation Works; and
- (b) the Access Land for the purpose of installation and maintenance of drainage pipe and accessing the New Reserve Land.

3.5 City may acquire Access Land or Easement

- (1) The parties acknowledge and agree that it is intended that the Access Land will be vested in the Crown as a road reserve as part of the Developer's subdivision of the Development Site.
- (2) If the City requires its rights to the Access Land to be formalised prior to the Developer vesting of the Access Land, the City may upon written notice to the Developer:

- (a) acquire the Access Land from the Developer for the purpose of a road reserve, pursuant to the provisions of section 168 of the *Land Administration Act 1997* and/or the provisions of LPS 2, and the Developer must sign any document, and take all such reasonable action, for the Access Land to be vested as a road reserve; or
 - (b) require the Developer to grant it an easement for access purposes pursuant to section 195 of the *Land Administration Act 1997* on terms reasonably acceptable to the City (acting reasonably) (**Access Easement**), unless an easement for access purposes has previously been granted under section 167 of the *Planning and Development Act 2005*. The Developer must sign any document, and take all such reasonable action, for the Access Easement to be granted and registered on the certificate of title to the part of the Development Site comprising the Access Land from time to time).
- (3) If the City acquires the Access Land pursuant to **clause 2.5(1)** or is granted the Access Easement, the acquisition or the grant will be free of cost and no compensation is payable to the Developer for such acquisition or grant.
 - (4) In the event the City exercises its rights pursuant to this clause, the Developer acknowledges and agrees that it has by execution of this Deed, consented to the Minister for Lands taking the New Reserve Land pursuant to the provisions of section 168 of the *Land Administration Act 1997*.

4. Cost of the Relocation Works

4.1 Cost arrangements

- (1) The parties covenant and agree that:
 - (a) the Developer is responsible for costs associated with:
 - (i) filling of the existing sump and compacting in layers to subgrade level of Lot 1421 for future road purposes, which will include without limitation clearing, grubbing and disposal off-site, proof rolling of fill areas, import and compact fill sand and trimming, shaping and compacting and finishing to subgrade level,
 - (ii) any other costs arising due to environmental contamination affecting the New Reserve Land and/or Access Land that affect the scope of the Relocation Works (if required) except to the extent that those costs are DCA1 Costs or City Costs pursuant to **clauses 4.1(1)(b)(ii)(M)** and **4.1(1)(c)(iv)** respectively.
- (Developer Costs)**
- (b) the DCA1 is responsible for costs associated:
 - (i) in removing the existing drainage infrastructure from Lot 1421, which will include without limitation the removal and disposal of the headwall, PVC pipe connection and chainmesh fencing and gate;
 - (ii) with the new drainage infrastructure on the New Reserve Land, excluding the drainage pipe extension between the existing sump to the new sump, which will include without limitation:
 - (A) demolition, removal of trees, stripping and removing all associated materials from the New Reserve Land site. For the avoidance of doubt, if the new drainage sump is constructed prior to the adjoining public open space site the Developer agrees that the City may stockpile materials on the adjoining public open space site in areas approved by the Developer acting reasonably having regard to the Developer's proposed staged delivery of

the public open space and provided that the City reinstates the public open space site to the condition that existed prior to the stockpiling of materials

- (B) all New Reserve Land earthworks, including removing any excess materials from the New Reserve Land;
- (C) importing and compacting clay liner;
- (D) importing and compacting fill sand for extra required in existing basin;
- (E) final trimming and shaping;
- (F) supplying and installing 1,800 chainmesh fence with barb wire and gate;
- (G) supplying and installing 150 PVC Subsoil Drain, flushing point and 150 PVC SWP;
- (H) supplying and installing 150 junction pits, grated pits and outlet pits
- (I) supplying and planting shrubs and sedges;
- (J) constructing spillway with type B outlet to Peel Main Drain;
- (K) constructing rock pitching and permeable Rock Inlet Dissipator;
- (L) supplying and placing filter sand, pea gravel and NUA;
- (M) any required geotechnical and acid sulphate soil investigations management and remediation comprising excavation and removal of rock and other unsuitable natural material and remediation of acid sulphate soils of the New Reserve Land; and
- (N) landscaping of the New Reserve Land.

(DCP1 Costs);

- (c) the City is responsible for the costs associated with:
 - (i) the title conversion costs associated with converting Lot 1421 to a road reserve;
 - (ii) the environmental remediation of Lot 1421; and
 - (iii) the drainage pipe extension between the existing sump on Lot 1421 to the new sump on the New Reserve Land, which will include without limitation the supply and installation of 525 diameter concrete pipe between existing and new sumps, and connection of new 525 diameter pipe to the existing junction pit and all associated excavation, earthworks and reinstatement (**Pipework Extension**),
 - (iv) any required geotechnical, dewatering and acid sulphate soil investigations, management and remediation comprising excavation and removal of rock and other unsuitable natural material and remediation of acid sulphate soils on Lot 1421;

(City Costs);

- (d) Preliminaries will be proportionally split between the City, the DCA1 and the Developer based on each entity's proportionate responsibility of the final cost of the Relocation Works. For illustration purposes only, if the total cost of the Relocation

Works is \$500,000, the cost of the Preliminaries is \$80,000 and the cost of the City's Works is \$50,000, the City's proportionate responsibility for the Preliminaries will be \$8,000 (namely 10% of \$80,000).

- (2) The parties acknowledge that the Preliminary Costings have been annexed for information purposes only, and each entity's final share of the Relocation Costs may be more or less than the amounts shown in the Preliminary Costings.
- (3) To the extent that any aspect of the Preliminary Costings for which the Developer is liable is likely to be exceeded, the City must consult with the Developer, including providing details of the reasons for the additional costs and must obtain the Developer's written approval prior to incurring costs in excess of the Preliminary Costings (which approval is not to be unreasonably withheld).

4.2 Crediting of Land Credit

- (1) The parties acknowledge that, upon ceding of the New Reserve Land, the Land Credit will be credited to the Developer's DCP1 account.
- (2) The parties agree that any credit in the Developer's DCP1 account will be used by the Developer to off-set any future or current cost contributions payable by the Developer in DCA1.
- (3) Any balance owed to the Developer on completion of the Developer's subdivision of the Development Site will be paid when there is sufficient funds available within the relevant DCA1 reserve account.

4.3 Payment of Developer's share

- (1) The Developer will be liable for the Developer's Costs and the Developer's share of the Preliminaries and such costs will be payable to the City within 28 days of receipt of a tax invoice from the City for such costs. The City agrees to issue tax invoices to the Developer:
 - (a) upon completion of the Design Works; and
 - (b) upon completion of the remainder of the Relocation Works.

5. Security for Performance

5.1 Charge & Caveat

The Developer charges its interest in the New Reserve Land, the Access Land and the Final Stage Land in favour of the City with the performance of its obligations undertaken hereunder and with the payment of all or any monies payable or which may become payable by the Developer to the City, and for the purpose of securing the same, authorises the City to lodge an absolute caveat at Landgate against the certificate of titles to the New Reserve Land, the Access Land, the Final Stage Land or any part thereof in order to protect the rights and interests of the City under this Deed.

5.2 Disposal Restrictions

- (1) The Developer must not transfer, mortgage, lease, charge, assign or otherwise dispose of or encumber the New Reserve Land, the Access Land or the Final Stage Land or any part or interest therein to any person without the prior written consent of the City, which consent shall not be withheld or delayed if:
 - (a) the Developer is not in default of any of their obligations pursuant to this Deed; and

- (b) the person to whom any such right or interest in the New Reserve Land and/or Access Land and/or Final Stage Land is to be granted has first executed a Deed of Covenant (or in the case of a mortgagee an undertaking satisfactory to the City in terms of the undertaking annexed hereto as **Annexure 2**) to be prepared by the City's solicitors at the cost of the Developer whereby that person covenants to observe and perform such of the covenants conditions and stipulations herein contained (including this covenant) as the City shall require, as if that person had been a party to this Deed.
- (2) Notwithstanding paragraph (1), the parties acknowledge and agree that the City's prior written consent is not required to the pre-sale by the Developer of any residential lot to be created from the subdivision of the Development Site.

5.3 Withdrawal of Caveat

Provided that the Developer is not in default of any of its obligations pursuant to this Deed, the City covenants and agrees with the Developer that the City will at the written request of the Developer and at the Developer's cost provide it with a duly executed withdrawal of any caveat lodged pursuant to the terms of this Deed within a reasonable period of time:

- (a) to enable the registration of a transfer, mortgage, lease, charge or other dealing of New Reserve Land and/or the Access Land and/or Final Stage Land provided that:
 - (i) the provisions of **clause 5.2** have been satisfied; and
 - (ii) the City is entitled to re-lodge the caveat following the registration of such mortgage, transfer, charge or other encumbrance; and
- (b) to the extent the caveat is lodged against the New Reserve Land and the Access Land, upon vesting of the New Reserve Land and the Access Land (or alternatively the grant of an easement); and
- (c) to the extent the caveat is lodged against the Final Stage Land, upon the payment of the tax invoices referred to in clause 4.3(1) unless otherwise agreed between the parties.

6. Disputes

6.1 Disputes

- (1) If a dispute arises between the parties (**Dispute**):
 - (a) they must:
 - (i) in good faith, try to resolve the Dispute in the way set out in this clause; and
 - (ii) not start legal proceedings until they have exhausted the dispute resolution process in this clause.
 - (b) any party may, by giving a Dispute Notice, to the other party require them to meet (**Dispute Meeting**) to try to resolve the Dispute.
- (2) A Dispute Notice must include full particulars of the Dispute and the reasons for it.

6.2 Parties must negotiate

During the period of 20 Business Days after delivery of the Dispute Notice, or any longer period agreed in writing by the parties (**Initial Period**), each of the parties must use its reasonable endeavours and act in good faith to resolve the Dispute by discussion and negotiation.

6.3 Appointment of Expert

- (1) If the Dispute is not resolved at the Dispute Meeting, the parties must, at that Dispute Meeting, try to agree on the appointment of an expert (**Expert**) to resolve the Dispute.
- (2) The Expert must be, if the Dispute is:
 - (a) primarily an accounting matter, an independent practising accountant of not less than 10 years standing;
 - (b) primarily a legal matter, a practising lawyer of not less than 10 years standing;
 - (c) primarily a valuation matter, a valuer with not less than 10 years' experience in valuation of similar assets; or
 - (d) any other matter:
 - (i) an independent person, agreed on between the parties; and
 - (ii) failing agreement nominated by the:
 - (A) President for the time being of the Branch of the Institute of Chartered Accountants of Western Australia in the case of any matter contemplated by **clause 6.3(2)(a)**;
 - (B) President for the time being of the Law Society of Western Australia in the case of any matter contemplated by **clause 6.3(2)(b)**;
 - (C) President for the time being of the Division of the Australian Property Institute of Western Australia in the case of any matter contemplated by **clause 6.3(2)(c)**; and
 - (iii) if the parties cannot agree whether the question in issue falls under **clause 6.3(2)(a)**, **6.3(2)(b)** or **6.3(2)(c)**, the Expert must be nominated by the President for the time being of the Law Society of Western Australia.
- (3) An Expert appointed under this clause must act as an expert and not as an arbitrator.

6.4 Expert's procedure

In relation to the resolution of a Dispute by an Expert appointed under this clause:

- (a) the Expert must determine the procedure for resolving the Dispute, having regard to the nature of the Dispute;
- (b) a party may make written submissions to the Expert in relation to the Dispute; and
- (c) the parties must use their best efforts to make available to the Expert all information that is relevant to the Dispute and which the Expert reasonably requires in order to resolve the Dispute.

6.5 Costs of Dispute resolution

- (1) Costs associated with the provision of services by the Expert under this clause will be borne equally by the parties.
- (2) Each party must pay its own costs and disbursements in relation to the resolution of the Dispute.

6.6 Obligation to continue performance

The parties must continue performing their obligations under this document while the Dispute is being resolved.

6.7 No court proceedings or arbitration

Unless a party has first complied with this clause the party must not commence court proceedings or arbitration relating to a Dispute arising out of this document except where that party seeks urgent interlocutory relief.

6.8 Legal Proceedings

Nothing in **clause 6.7** prejudices the right of a party to bring legal proceedings to seek urgent injunctive or declaratory relief in respect of any Dispute.

6.9 Dispute provisions of LPS 2 prevails

The parties agree that in the event the dispute provisions set out in this clause, are inconsistent with the dispute provisions set out in the LPS 2 for a Dispute the dispute provisions set out in LPS 2 will prevail and the Disputed Matter will be determined in accordance with the LPS 2 provisions.

7. GST

7.1 Interpretation

In this clause 7.1, a word or expression defined in the GST Act which is not otherwise defined in this Deed has the meaning given to it in that Act.

7.2 GST generally

The parties acknowledge that GST is not applicable on cash or in-kind contributions paid by the Developer to the City.

7.3 GST gross up

Except to the extent that clause 7.2 applies, any other consideration provided under this Deed is exclusive of GST unless it is specifically expressed to be GST inclusive. If a party (**Supplier**) makes a taxable supply to another party (**Recipient**) under or in connection with this Deed, the Recipient must pay the Supplier an additional amount equal to the GST payable on the supply (unless the consideration for the taxable supply was specified to include GST). The additional amount must be paid by the Recipient by the later of:

- (a) the date when any consideration for the taxable supply is first paid or provided; and
- (b) the date when the Supplier issues a tax invoice to the Recipient.

7.4 Adjustment events

If an adjustment event varies the amount of GST payable by a Supplier under this deed, the Supplier must adjust the amount payable by the Recipient to take account of the adjustment event. Any resulting payment must be paid by the Supplier to the Recipient, or the Recipient to the Supplier (as appropriate) within 10 business days of the Supplier becoming aware of the adjustment event. Any payment under this clause is to be treated as an increase or decrease of the additional amount payable under clause 7.3.

7.5 Reimbursements

Subject to an express provision in this Deed to the contrary, any payment, reimbursement or indemnity required to be made to a party (the **Payee**) under this Deed which is calculated by reference to an amount paid or payable by the Payee to a third party (**Outgoing**) will be calculated by reference to that Outgoing inclusive of GST, less the amount of any input tax credit which the Payee (or the representative member of a GST group of which the Payee is a member) is entitled to claim on that Outgoing.

7.6 Separate supply

If part of a supply is a separate supply under GST law, that part is a separate supply for the purpose of this clause.

7.7 Clause survives termination

This clause 7 will survive the termination of this Deed by any party.

8. General Provisions

8.1 Outstanding amounts

The City and the Developer covenant and agree that if any amount payable by:

- (a) the Developer to the City; or
- (b) the City to the Developer,

pursuant to the terms of the document is unpaid for 28 days after becoming due, such amount will be a liquidated debt recoverable by the party owed the amount in a court of competent jurisdiction.

8.2 Supplemental to LPS 2

The parties agree that this Deed is supplemental to the provisions of LPS 2 (or any replacement local planning scheme in force) and further agree that notwithstanding any term of this Deed the parties' rights and powers pursuant to LPS 2 are preserved.

8.3 No fetter

Notwithstanding any other provision of this Deed, the Developer acknowledges that the City is a local government established by the *Local Government Act 1995*, and in that capacity, the City will be obliged to comply with statutory obligations imposed by law and the City will not be taken to be in default under this Deed by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Deed fetter the City in performing its statutory obligations or exercising any discretion under any law.

8.4 Costs

The Developer shall pay the costs of and incidental to:

- (a) the preparation, execution and stamping of this Deed and all duties hereon; and
- (b) the preparation and lodgement of the caveat referred to in this Deed and any withdrawal or withdrawals thereof and all fees thereon respectively.

8.5 Notices

Any communication under or in connection with this Deed:

- (a) must be in writing;
- (b) must be addressed in the manner specified in **Item 1** of the Schedule;
- (c) must be signed by the party making the communication or on its behalf by the solicitor for, or by any attorney, director, secretary, or authorised agent or officer of, any party;
- (d) must be delivered or posted by prepaid post to the address, or sent by email to the email address of the addressee, in accordance with **clause 8.5(b)** of this Deed;
- (e) will be deemed to be given or made:
 - (i) if by personal delivery, when delivered;
 - (ii) if by leaving the Notice at an address specified in **clause 8.5(b)** of this Deed, when left at that address unless the time of leaving the Notice is not on a Business Day or after 5pm on a Business Day, in which case it will be deemed to be given or made on the next following Business Day;
 - (iii) if by post, on the second Business Day following the date of posting of the Notice to an address specified in **clause 8.5(b)** of this Deed; and
 - (iv) if by email, when sent to a in the address specified in **Item 1** of this Deed unless the time of sending is not on a Business Day or after 5 pm on a Business Day, in which case it will be deemed to be given or made on the next following Business Day.

8.6 Variation

A variation to this Deed must be in writing and signed by the parties.

8.7 Further assurances

Each party must execute and deliver all such documents, instruments and writings and must do and must procure to be done all such acts and things as may be necessary or desirable to implement and give full effect to the provisions and purposes of this Deed.

8.8 Severance

If any part of this Deed is, or becomes, void or unenforceable that part is or will be, severed from this Deed to the intent that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

8.9 Waiver

The parties mutually covenant and agree that:

- (a) no right under this Deed is waived or deemed to be waived except by notice in writing signed by the party waiving the right;
- (b) a waiver by one party under **clause 8.9(a)** of this Deed does not prejudice its rights in respect of any subsequent breach of this Deed by the other party; and
- (c) a party does not waive its rights under this Deed because it grants an extension or forbearance to the other party.

8.10 Applicable law

This Deed shall be governed by the laws of the State of Western Australia, and where applicable the Commonwealth of Australia.

8.11 Interpretation

In this Deed, unless the context otherwise requires:

- (a) headings, underlines and numbering do not affect the interpretation or construction of this Deed;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate;
- (e) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Deed;
- (f) a reference to any statute, regulation, proclamation, ordinance or local law includes all statutes, regulations, proclamations, ordinances or local law varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and local laws issued under that statute;
- (g) no rule of construction shall apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this Deed or any part of it;
- (h) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;
- (i) reference to the parties includes their personal representatives, successors and lawful assigns;
- (j) where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several; and
- (k) the Schedule and Annexures (if any) form part of this deed.

Schedule

Item 1 Notices

Developer

Address - 234 Railway Parade, West Leederville, WA, 6007

Attention - John Wroth

Email - john.wroth@mgroup.com.au

City:

Address - City of Kwinana
PO Box 21
KWINANA WA 6966

Attention - Chief Executive Officer

Email - admin@kwinana.wa.gov.au

Signing page

EXECUTED by the parties as a Deed

20 AUGUST

2020

EXECUTED BY WELLARD MANAGEMENT)
PTY LTD ACN 625 645 221 atf Wellard)
Development Trust pursuant to section 127 of the)
Corporations Act

Name of Director

JOHN VERNON MILTON WROTH

Name of Director/Secretary

(Delete whichever designation is incorrect)

THE COMMON SEAL of the CITY OF)
KWINANA was hereunto affixed in the)
presence of:)

CHIEF EXECUTIVE OFFICER

MAYOR



Signature of Director

LLOYD CLARK

Signature of Director/Secretary

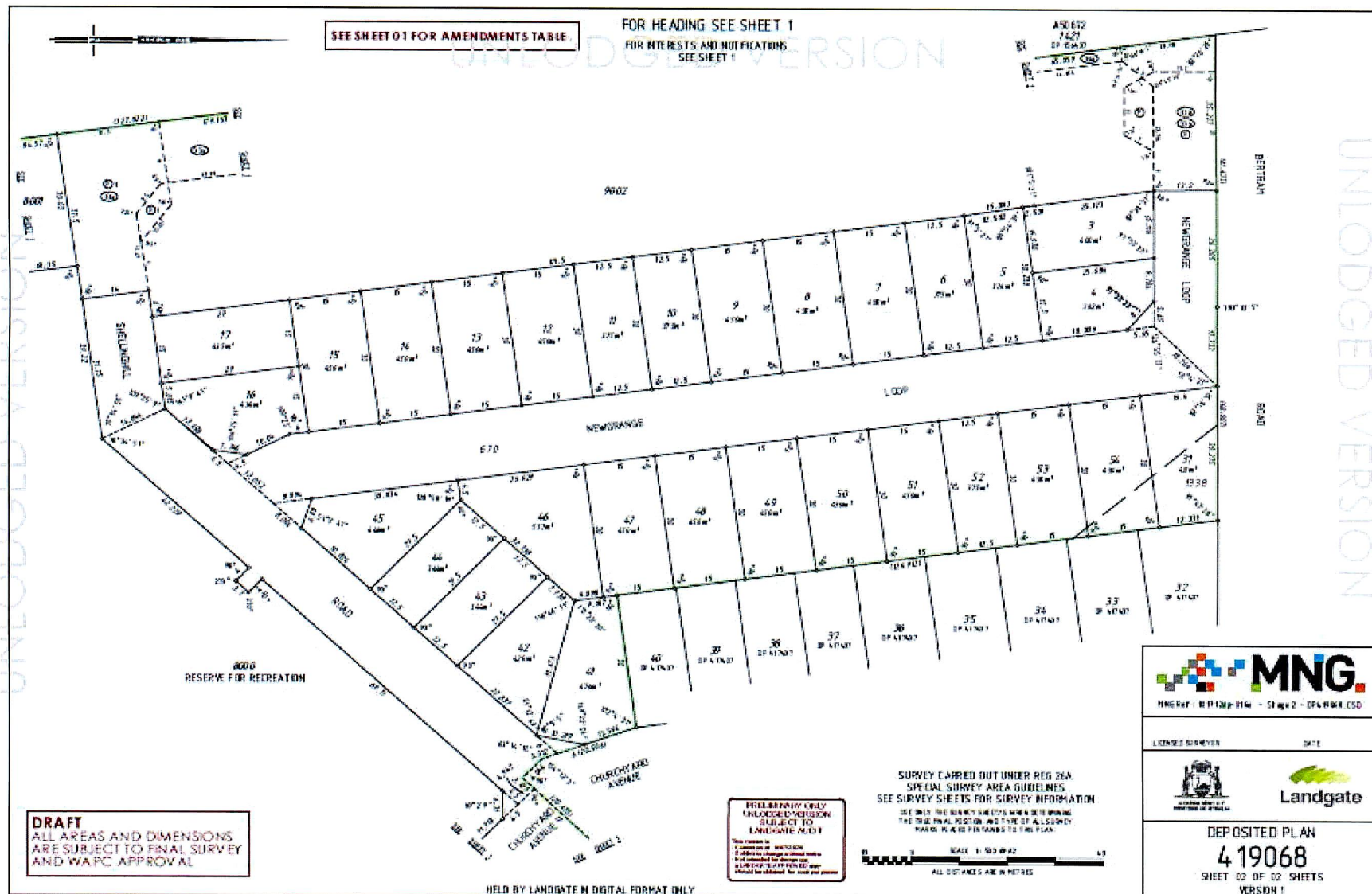


WAYNE JACK.

(PRINT FULL NAME)

CARON ADAMS

(PRINT FULL NAME)



UNLODGED VERSION

UNLODGED VERSION

UNLODGED VERSION

UNLODGED VERSION
HELD BY LANDGATE IN DIGITAL FORMAT ONLY

HELD BY LANDGATE IN DIGITAL FORMAT ONLY

**ITELIM NAVY ONLY
UNLOADED VERSION
SUBJECT TO
LANGGATE AUDIT**



DEPOSITED PLAN
419068
SURVEY SHEET

Annexure 2 - Letter of Undertaking

[on Mortgagee's letterhead]

[date]

Chief Executive Officer
City of Kwinana
P.O. Box 21
KWINANA

Dear Madam

Letter to Undertaking

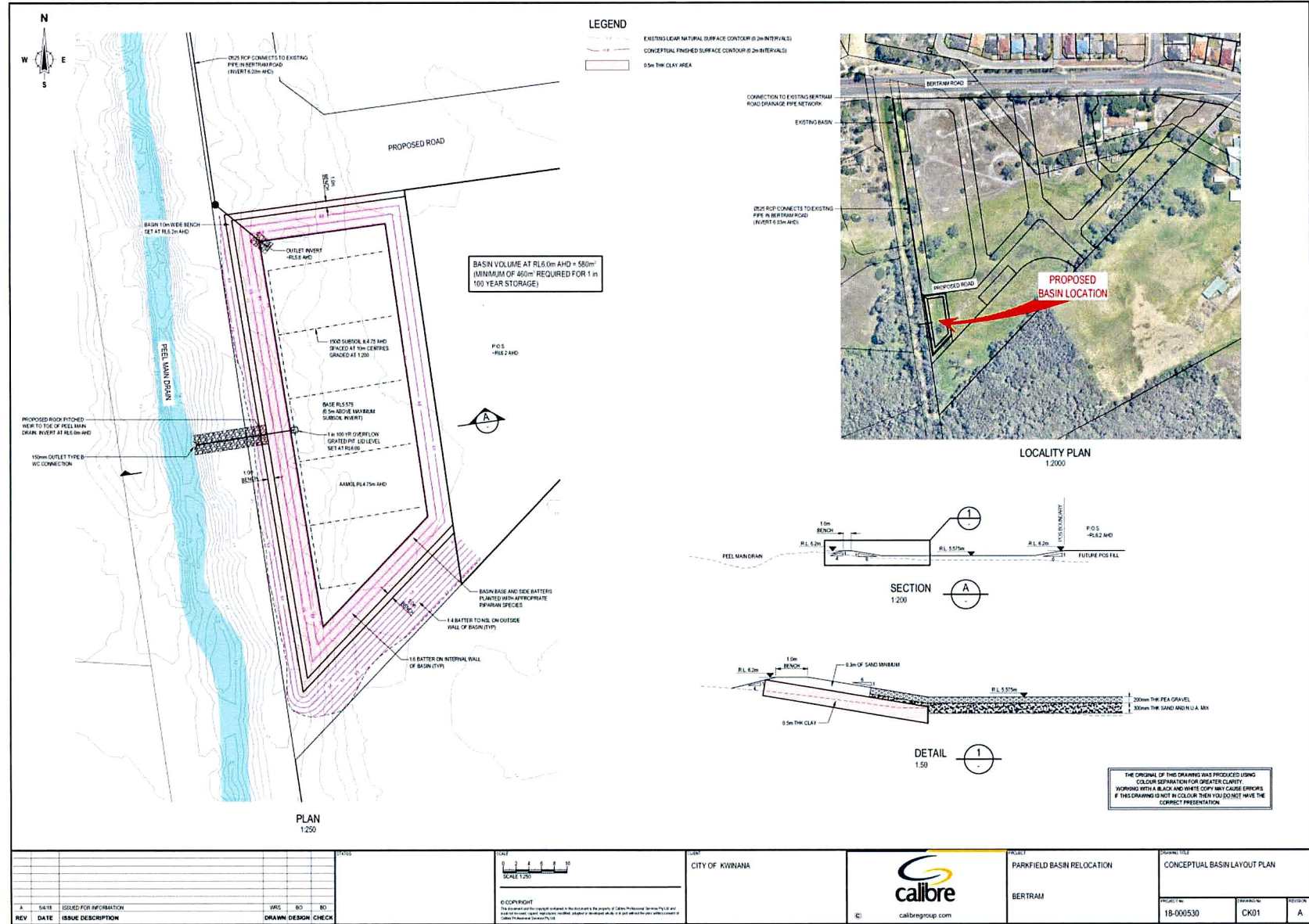
[**Mortgagee**] has perused a copy of the Deed between Wellard Management Pty Ltd and the City of Kwinana (**Deed**) and hereby undertakes that in the event that this institution is ever in a position to exercise its rights pursuant to its Mortgage to deal with [insert relevant land details] or any part thereof (**Land**) whether by way of entering into possession or in receipt of rent or profits thereof, the appointment of a receiver of the income thereof, the foreclosure of the Mortgage, the ejection of the Mortgagor, the carrying on of any business on the Land, or the managing or controlling of the Land, this institution shall, as soon as practicable thereafter, furnish to the City of Kwinana an agreement or covenant promising to perform and observe the covenants, conditions and stipulations contained in the Deed, as if it were the owner named in the Deed.

Further, the [**Mortgagee**] will not sell the Land or any part thereof in exercise of its power of sale without first obtaining the execution of an agreement or covenant between any proposed purchaser and the City of Kwinana whereby the proposed purchaser covenants to perform and observe the covenants contained in the Deed where the performance on the part of Wellard Management Pty Ltd remains to be or continues to be performed or observed.



Similarly, this institution will not assign the Mortgage or any rights thereunder without first procuring the execution by the proposed assignee of a similar undertaking to the one given in this letter.

Dated the _____ day of _____ 201____
(Executed by person who has Power of Attorney to execute on behalf of the Mortgagee, if an institution.)

Annexure 3 – Concept Plan



Annexure 4 – Preliminary Costings

								
City of Kwinana DCP								
Section B - Open Drains Rate 2020 Cost Review								
Rate Comparison - \$/m for DCA1 Bertram Road Drainage Basin								
Code		Description	Qty	Unit	Unit Rate \$2020	Total Cost \$2020		
1	PRELIMINARIES							
2	Establishment							
3		Mobilisation / Demobilisation	1	item	\$3,018.90	\$3,019		
4		Project Board (Provisional)	1	item	\$3,018.90	\$3,019		
5		Insurances	1	item	\$2,826.49	\$2,826		
6	Authorities and Fees							
7		Construction Industry Training Fund Levy (0.2% of Contract Sum)	1	item	\$745.84	\$746		
8		Liason and Coordination of Service Bodies for Service Installation	1	item	\$1,811.34	\$1,811		
9		Building License for Walls and Structures	1	item	\$1,509.45	\$1,509		
10	Testing							
11		Scheduled Testing	1	item	\$2,012.60	\$2,013		
12	Survey/Supervision/Project management							
13		As Constructed Details	1	item	\$2,515.75	\$2,516		
14		Survey	1	item	\$10,000.00	\$10,000		
15		Project Management (Design stage)	1	item	\$10,000.00	\$10,000		
16		Project Management/Construction Supervision	1	item	\$30,000.00	\$30,000		
17		Detailed design	1	item	\$30,000.00	\$30,000		
18	Construction Water							
19		Construction water from nearby hydrant/standpipe	1	item	\$1,509.45	\$1,509		
20	OH&S							
21		Occupational Health and Safety Management	1	item	\$1,006.30	\$1,006		
22		Safety Management Plan	1	item	\$805.04	\$805		
23	Other							
24		Final Cleanup	1	item	\$2,012.60	\$2,013		
25		Other Items Necessary for Completion of the Works	1	item	\$2,012.60	\$2,013		
26		Subtotal Preliminaries				\$104,805		
27	SITEWORKS							
28	Clearing							
29		Clearing, Grubbing and Dispose Off Site	1	item	\$5,031.50	\$5,032		
30	Demolition					\$0		
31		Remove and dispose existing Pipe to Peel Main Drain	1	item	\$1,006.30	\$1,006		
32	Topsoil							
33		Strip and Stockpile Topsoil and respread in adjoining POS	2200	m2	\$1.90	\$4,180		
34	Earthworks							
35		Proof rolling of fill areas	2200	m2	\$1.01	\$2,214		
36		Import and Compact Fill sand	1200	m3	\$25.16	\$30,189		
37		Import and compact clay liner	300	m3	\$35.22	\$10,566		
38		Import and Compact Fill sand for extra required in existing basin	900	m3	\$25.16	\$22,642		
39		Final Trim and Shaping	2200	m2	\$1.39	\$3,058		
40		Subtotal Preliminaries				\$78,887		
41								
42	FENCING AND BUNDS							
43	Removal and disposal of existing fences							
44		Remove and Dispose Existing Chainmesh on exiting basin	255	m	\$15.00	\$3,825		
45	Supply and install complete fences							
46		1800 chainmesh fence with barb wire	210	m	\$55.00	\$11,550		
47		Double Gate in Chainmesh Fence	1	No.	\$1,160.00	\$1,160		
48		Subtotal Fencing				\$16,535		
49								
50	STORMWATER DRAINAGE							
51	Pipework/Excavate/Supply/Lay/Backfill							
52		150 PVC SWP	30	m	\$150.00	\$4,500		
53		525 Dia Class 2	260	m	\$350.00	\$91,000		
54	Subsoil drainage							
55		150 PVC Subsoil Drain	135	m	\$140.00	\$18,900		
56		Subsoil Flushing Point On Line	2	No.	\$1,200.00	\$2,400		



Turner & Townsend

City of Kwinana DCP

Section B - Open Drains Rate 2020 Cost Review

Rate Comparison - \$/m for DCA1 Bertram Road Drainage Basin

Code	Description	Qty	Unit	Unit Rate \$2020	Total Cost \$2020
57	Drainage pits				
58	Junction Pits - Standard installed on existing line	1	No.	\$3,018.90	\$3,019
59	Grated Pits outlet pits	1	No.	\$3,018.90	\$3,019
60	Revegetation				
61	Supply of shrubs	2200	Item	\$2.00	\$4,400
62	Planting of shrubs	2200	Item	\$2.00	\$4,400
63	Supply of sedges	8800	Item	\$2.08	\$18,304
64	Planting of sedges	8800	Item	\$2.08	\$18,304
65	Outlets				
66	Spillway complete	1	No.	\$8,050.40	\$8,050
67	Type B outlet to Peel Main Drain	1	No.	\$3,119.53	\$3,120
68	Rock Pitching	40	m2	\$120.00	\$4,800
69	Permeable Rock Inlet Dissipator	1	Item	\$10,063.00	\$10,063
70	Sand filter				\$0
71	Placing 200 mm Pea Gravel bedding for Sand Filter Floor	1300	m2	\$18.11	\$23,547
72	Supplying and placing filter sand	390	m3	\$95.60	\$37,283
73	mix supplied NUA with filter sand	1300	m2	\$30.19	\$39,246
74	NUA cartage costs from Capel	1	Item	\$3,220.16	\$3,220
75	Subtotal Stormwater drainage				\$297,575
76					
77					
78	Contingency		%	15.00	\$74,670
	Total cost for construction of DCA1 Bertram Road Drainage Basin				\$572,472

17.2 Development Application – Use Not Listed - Unauthorised Short-Term Accommodation: Lot 734 (13) Windell Street Parmelia

DECLARATION OF INTEREST:

SUMMARY:

A development application has been received for unauthorised short term accommodation (refer Attachments B, C, D) in an existing Single house on Lot 734 (No. 13) Windell Street Parmelia (the subject site – refer Attachment A). The City of Kwinana (the City) has received complaints regarding the unauthorised use and informed the owner of the property that they should either obtain approval for the use or cease operating.

The purpose of this application is to seek permission for short-term guest, who attend the site for days or weeks, to stay at the property concurrently with long-term tenants. A fraction of guests move in for extended periods, for multiple weeks or months, and this activity is already permitted to occur in a single house.

The application is assessed as a 'Use Not Listed' as it does not fall into any of the use classes specified in the zoning table of Local Planning Scheme No. 2 (Scheme). City Officers do not have delegation for these uses and the application is therefore required to be referred to Council for its determination. The proposed short term accommodation does not employ any staff and the owner/occupant is intending to remain as a permanent resident on site to manage the use with a maximum of six occupants, in total, at any time. The applicant has advised that all resident and guest parking is to be contained within the lot.

It is considered that short-term accommodation is acceptable within the Residential Zone, as it will have low volume of patrons consistent with the definition of 'single house' and amenity for surrounding lots will be maintained. The use may also provide the added benefit to the City by providing temporary accommodation for tourists or visitors wishing to visit the area.

The City consulted with owners and occupiers of surrounding lots within a 50m radius of the subject site and received one submission in objection to the application citing car parking occurring outside the lot and the number of patrons. In addition to this, a review of the City's records indicates three complaints had been received by the City prior to the lodgement of the application. The applicant was provided a summary of submissions and responded to provide additional information and explanation to demonstrate how these issues are to be addressed in the event that Council grants approval.

The development application is recommended for approval subject to conditions relating to the management of the premises.

OFFICER RECOMMENDATION:

That Council resolve to approve the unauthorised change of use to 'Short Term Accommodation' on Lot 734 (13) Windell Street Parmelia as shown on plans in Attachments B and C, under Local Planning Scheme No. 2, subject to the following conditions and advice notes:

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

CONDITIONS:

- (1) The premises being kept in a neat/tidy condition at all times by the owner/occupier to the satisfaction of the City of Kwinana.**
- (2) A maximum of six residents and/or patrons (in total) are to be accommodated on the lot in total at any one time, inclusive of all long-term occupants and short-term patrons to the satisfaction of the City of Kwinana.**
- (3) Check-in and Check-out of patrons is to be limited to occur only between the following hours:**
 - **9:00 AM to 6:00 PM, Monday – Saturday; and,**
 - **11:00 AM to 6:00 PM Sunday.**
- (4) Vehicle parking for long-term residents and short-term patrons is only permitted to occur within the lot (including parking on the driveway and within the garage).**
- (5) A Management Plan being prepared and implemented to the satisfaction of the City of Kwinana, with regard to the following matters:**
 - (i) A code of conduct being prepared detailing the expected behaviour and obligations of guests. The code of conduct is to be displayed in a prominent position within the premises;**
 - (ii) Management of complaints, in the form of a Complaints Management Procedure (which must include the provision of the short-term accommodation owners/managing agents contact telephone number to adjoining neighbours);**
 - (iii) Details regarding guest check-in and check-out procedures;**
 - (iv) Management of car parking; and,**
 - (v) Compliance with the *Environmental Protection (Noise) Regulations 1992*,**
- (6) No other signage to be erected other than signs exempted from Council Planning Approval pursuant to Clause 6.17.3 of the Local Planning Scheme No 2 to the satisfaction of the City of Kwinana.**
- (7) This approval relates only to the unauthorised existing short term accommodation use. It does not relate to any other development on this lot.**
- (8) Any actions for the purpose of resolving the above conditions shall be completed within 90 days from the date of this approval.**

ADVICE NOTES

- (1) Should the applicant be aggrieved by the decision or any condition imposed, then a right of review should be lodged with the State Administrative Tribunal within 28 days of the date of this decision.**
- (2) The application involves a Change of Classification from Class 1a building to a Class 1b building and as such requires the submission of an Occupancy Permit Application to permit the Change of Classification to be assessed. As the use has already commenced, a registered private building surveyor contractor will be required to prepare and submit the application to obtain an Occupancy Permit. The premises will be required to be upgraded to comply with the requirements of a Class 1b building including the following:**
 - (i) A lighting system must be installed to assist evacuation of occupants in the event of a fire, and this system is to be activated by the smoke alarm and consist of a light incorporated within the smoke alarm or the lighting located in the corridor or hallway or area served by the smoke alarm.**
 - (ii) The building will need to provide access and features for people with a disability. Accessible toilet and shower facilities, access within the dwelling and access to the building IAW BCA Volume One.**

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

- (3) The applicant should ensure the proposed development complies with all other relevant legislation, including but not limited to, the *Environmental Protection Act 1986* and Regulations, *Health Act 1911* and Regulations, and the National Construction Code.**
- (4) The applicant is advised to comply with the City's Urban Environment and Nuisance Local Law 2003, particularly not to permit any exterior lights to be erected or used to shine directly onto an adjoining lot.**

DISCUSSION:**Land Status**

Metropolitan Region Scheme:	Urban
City of Kwinana Town Planning Scheme No. 2:	Residential R20

Background

A review of the City's records reveals that the City received complaints about light spill and patron car parking causing issues for surrounding lots. The City's compliance officers investigated the alleged unauthorised land use. An internet search of online advertising indicated that the site was listed for short term accommodation purposes and the date of various reviews left by patrons indicated that the site had been operating in this manner for some time. The City's compliance officers liaised with the applicant and the current application was submitted with the intention of formalising the ongoing unauthorised land use.

The Proposal

An application for development approval has been received for an unauthorised change of use to short term accommodation at Lot 734 (No. 13) Windell Street Parmelia (the site). The site of 449m² is currently developed with a Single house.

The applicant seeks approval to continue to use the three bedrooms in the existing four bedroom residence for short-term accommodation. The owner of the property currently lives on site and manages the use through Air B n' B. The short term accommodation does not employ any staff and is proposed to be limited to a maximum of five guests (in addition to the operator residing on site) at any time. The applicant is proposing a limit of five guests to avoid it being classed as a 'Lodging House', which requires a licence and further environmental health and building requirements. The limitation on the number of guests permitted to occupy the dwelling will also ensure that there is adequate car parking available on the site. The parking areas consist of the two spaces in the existing double garage with an additional two spaces being provided on the existing driveway.

Planning assessment**Use not specified**

The application is to request approval for a "use not specified" under clause 4.7 of the Scheme, as it does not fit the relevant definitions in the Scheme. These include;

- "Residential Building" does not relate to a combination of long term tenants and short-term patrons in a house together concurrently.

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

- “Bed and Breakfast” includes provision of food (breakfast), which is not intended in this particular case. It is possible that other “Air B ‘n B” premises could be assessed as the Bed and Breakfast land use class.
- “Hotel” relates to a premises granted a hotel licence under the *Liquor Act*.

Although the use has already commenced without approval, it can be considered in accordance with Regulation 65 – ‘Subsequent approval of development’ of the *Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 - Deemed provisions for local planning schemes* (the P & D Regulations)

In the absence of specific scheme or policy provisions to guide assessment of the application, the application is considered against Regulation 67 – ‘Matters to be considered by local government’ of the P & D Regulations. Where further elaboration is required, the matter is detailed further in the report.

Matters to be considered	Comment
(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;	<p>The Scheme does not restrict or designate any particular area for this type of activity to occur. There are no provisions for this type of activity, it has not specifically been permitted or prohibited.</p> <p>The site is located within Policy Area 18 – Kwinana Townsite in the Scheme, whereby “...<i>low density single family residential development has been established in accordance with an overall structure plan</i>”.</p> <p>The application for short-term accommodation is not considered to conflict with the objectives of the Scheme Policy Area 18.</p>
(h) any structure plan, activity centre plan or local development plan that relates to the development;	<p>The site is not located in a current structure plan area.</p> <p>The site is located within Cassia Rise Local Development Plan (LDP) area. However, the LDP provisions relate to the establishment and construction of houses and lots. The ongoing use of the site is not regulated by the LDP.</p> <p>The proposal is considered consistent with the objectives of the LDP.</p>

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

<p>(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</p>	<p>The proposed use of the site for short-term accommodation concurrently with permanent residents is considered compatible with the Residential Zone. The activity is not considered to interfere with quiet enjoyment of the surrounding lots, and the residential character of the area is not anticipated to be substantially affected by the proposed activity.</p> <p>Further assessment on the character and amenity impacts of the site are included in the report below.</p>
<p>(n) the amenity of the locality including the following —</p> <ul style="list-style-type: none"> (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development; 	<p>As above.</p>
<p>(r) the suitability of the land for the development taking into account the possible risk to human health or safety;</p>	<p>Building and Health officer referral responses indicate the existing building must be upgraded to ensure safety and suitability. E.g. smoke alarms to be installed for a class 2b building and ensure light emissions are consistent with the relevant Australian Standards.</p> <p>These matters are addressed by Health and Building legislation, as part of further application(s) for a building permit or occupancy permit.</p>
<p>(s) the adequacy of —</p> <ul style="list-style-type: none"> (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles; 	<p>Access is intended to occur via the existing driveway at the site. The existing garage is to be used for domestic parking for the landowner and resident of the lot.</p>
<p>(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;</p>	<p>The combined total quantity of persons on site is not intended to exceed six at any one time. As three bedrooms are available for accommodation it is difficult to pre-empt the number of separate vehicles which may attend the site. Visitors are expected to arrive and depart via a combination of various private vehicles, hire cars, taxis and the like. The anticipated number of separate visitors' vehicles which would require parking on site is similarly limited by the capacity of the house.</p>

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

	<p>It is recommended that parking be limited to four separate spaces in the garage and driveway. The traffic for the site is not anticipated to exceed that of a Single house, which can be shared by six occupants under the R-Codes. It is considered that the existing road network has sufficient capacity for the proposed short term accommodation activity to occur without any traffic issues.</p> <p>Complaints prior to the submission of the application and objections to the application during the public consultation period were raised with the City citing issues caused by guest parking.</p> <p>A management plan is recommended to be required a condition of development approval and guests are to be instructed where to park, in writing, by telephone and/or in person. The applicant further advised that, in future, guests who fail to follow these instructions are intended to be evicted.</p>
<p>(u) the availability and adequacy for the development of the following —</p> <ul style="list-style-type: none"> (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability; 	<p>Under the R-Codes two car parking bays are required for the house, provided in the garage, as the site is not located in an area served by high frequency bus routes and it is located 1.2km from the Wellard train station.</p> <p>Public utility services are considered suitable for the existing single house. Short term accommodation activities are not anticipated to require any upgrades to services.</p> <p>Waste collection is not anticipated to exceed normal residential quantities due to the total number of guests and residents on the lot.</p> <p>Pedestrian and cycle access is considered adequate. The existing single house can be considered to host end-of-trip facilities in the form of regular domestic bathroom access.</p> <p>No particular provisions have been identified for access by older people or people with disability. The development is single storey and does not present any particular obstacles for people with special access needs.</p>

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

(w) the history of the site where the development is to be located;	<p>A review of the City's records indicates that prior to submission of the application, the City received complaints regarding guest parking and nuisance light spill from security lights.</p> <p>The site has been made available for short term accommodation without having obtained relevant approvals since June 2016.</p> <p>The current application for short term accommodation is intended to formalise the alleged unauthorised activity.</p>
(x) any submissions received on the application;	<p>Issues raised in submissions are detailed further in the neighbour consultation section below.</p>
(zb) any other planning consideration the local government considers appropriate.	<p>Short stay accommodation services are a relatively widespread phenomenon, particularly with the convenience of online booking services. Council's decision on this application will influence the City's expectations towards similar future proposals for short-term accommodation to occur on residential lots.</p>

Amenity

In assessing amenity in an established residential setting, considerations include the likely impact that a land use might create from a noise, disruption, and visual amenity / light emissions perspective.

For example, as raised in a submission, noise may result from guests dragging luggage on the driveway and pavement when guests arrive or depart late at night. The intended check-in / check-out times (9am - 6pm Monday to Saturday, and 11am - 6pm Sunday) are considered to reduce the impact of arrival and departure to times that reduce impact. As check-in and check-out will occur during reasonable hours, this will reduce the potential impact of noise from loading / unloading luggage from vehicles.

Disruption resulting from patrons accidentally attending nearby properties was identified during advertising. It is considered that this issue is unlikely to re-occur as GPS now accurately identifies the site and the applicant provides additional instructions to guests regarding check-in procedures. Additionally, it is recommended that a condition be applied to the approval requiring the lodgement of management plan for the use.

A review of the City's records indicate that prior to submission of the application, the City received complaints about light emissions from a spotlight overlooking the driveway which was shining bright light on the road reserve and nearby lots. The applicant has cooperated with the City Officers to bring security lighting into compliance, and a review of the City's records indicates no further complaints have been received. It is therefore recommended that an advice note be placed on the approval as it is not a planning matter to be conditioned.

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

Car parking

A review of the City's records indicate that the City received complaints about guest car parking occurring outside the lot, on the verge abutting surrounding lots or on nearby driveways to other lots. During the consultation period, the City received objections relating to issues caused by guest parking occurring outside the lot.

The applicant advised City Officers that one to two (guest) cars are typically parked on the lot. Further to the issues identified in the consultation process, the applicant advised that guest and resident car parking will be contained within the lot as residents will use the parking spaces within the garage and guests parking on the driveway. It is anticipated that the four bedroom layout of the house would encourage a maximum of four separate groups in the house at any one time (inclusive of permanent tenants), and this is considered to be adequately served by the four available parking spaces. The City's Engineering Team reviewed the application and confirmed that four cars can be parked on site, using the garage and driveway. In the event that the application is approved, it is recommended that car parking be restricted to occur only within the lot as a condition of approval.

Theft of items from vehicles, and vandalism of vehicles parked outside the lot, were identified as issues in the submission received during the advertising period. The applicant advised that a security light and CCTV were installed to improve security of the premises and prevent future incidents. It is considered that the issue of theft and vandalism exists separate from the short stay accommodation use and these do not relate to the merits of the application.

It is considered that adequate parking area is available within the lot for parking for a single house (up to six unrelated people) and that parking for the short-term accommodation use can be accommodated.

Neighbour consultation

The application was referred to surrounding owners and occupiers within a 50m radius from the site. One submission raising various objections to the application was received during the 14 day consultation period. The applicant was provided a summary of the issues identified in the submission, and the applicant provided a response to address these concerns:

Issues Raised	Assessment Comment
Guests have previously parked on the street or nearby empty lots, rather than within the site.	<p>The applicant advises that parking previously occurred in the road reserve in front of the house, when the garage and driveway were full.</p> <p>City Officers are satisfied that this issue will be resolved if car parking is restricted to occur only within the lot, in the driveway and in the garage, as a condition of approval.</p>
Guests' cars have previously blocked traffic and manoeuvring for residents on the street, which has resulted in accidents.	<p>City Officers consider this issue would be resolved if parking is restricted to occur only within the lot, as above.</p> <p>Any potential future breaches of the parking requirements can be addressed by City Assist officers on a case-by-case basis.</p>

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

Guests have previously been reluctant to move their cars when parking is causing an issue.	As above.
Guests' cars have previously been broken into (e.g. theft / vandalism).	City Officers confirm this is not a planning consideration. The applicant advises that additional security measures have been implemented on site including security lighting and CCTV surveillance of the driveway parking area.
Guests have previously attempted to enter surrounding lots, in an effort to locate / enter the subject site.	This is not a direct planning issue for assessment, but it has been considered incidentally as a part of the "amenity" considerations, detailed above.
Guests have previously had unusual check-in hours, late at night, causing disruption to surrounding residents.	This is assessed as a part of the "amenity" impact of the use, detailed above.
The proposed quantity of guests is considered excessive.	The combined total quantity of residents and guests is not proposed to exceed six at any one time. City Officers consider the quantity of people using the site is consistent with the definition of a single house. A condition of approval is recommended to restrict the premises to six occupants in total.

CONCLUSION

It is considered that short-term accommodation is acceptable within the Residential Zone, as it will have low volume of patrons consistent with the definition of 'single house' and, through appropriate management controls in place, amenity for surrounding lots will be maintained. The use may also provide the added benefit to the City by providing temporary accommodation for tourists or visitors wishing to visit the area.

The application is recommended for conditional approval.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the applicant / landowner is Gary Burton.

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

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Building Code of Australia

Health Act 1911

Schemes

Metropolitan Region Scheme

City of Kwinana Local Planning Scheme No. 2

The application is for an unauthorised use which has already commenced, therefore statutory provisions relating to “time to commence development” are not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

There are no implications related to any vegetation.

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:

The application was referred to surrounding owners and occupiers within a 50m radius from the site. One submission was received during the 14 consultation period, detailed above.

PUBLIC HEALTH IMPLICATIONS:

The short-term accommodation activity will need to meet the relevant environmental health requirements for noise and light emissions.

17.2 DEVELOPMENT APPLICATION – USE NOT LISTED - UNAUTHORISED SHORT-TERM ACCOMMODATION: LOT 734 (13) WINDELL STREET PARMELIA

RISK IMPLICATIONS:

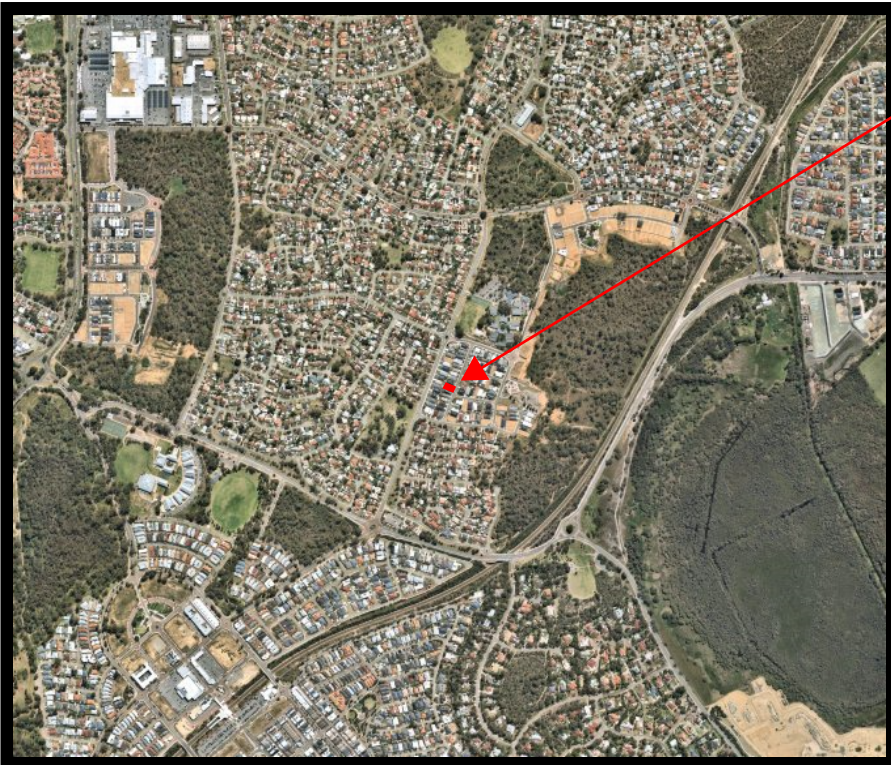
The risk implications in relation to this proposal are as follows:

Risk Event	Appeal of Council's decision on the proposed Use not Specified.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/ information.
Risk Effect/Impact	Reputation Compliance Environment
Risk Assessment Context	Strategic
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 LPS2 and other relevant planning legislation. • Liaising with the applicant throughout the application process.
Rating (after treatment)	Low

Attachment A - Context Map



Subject Site



SUPERVISOR NOTE

ALL STRUCTURAL BEAMS TO BE IN ACCORDANCE WITH BCA REQUIREMENTS

CONCRETOR NOTE

CONDUIT TO BE PLACED IN FOOTING TO THE LEFT OF THE METER BOX TO THE CENTRELINE OF THE CAVITY

CONDUIT TO BE INSTALLED IN SLAB TO ALLOW FOR PLUMBING & ELEC REQUIREMENTS TO ISLAND BENCH

STEP DOWN TO WET AREAS NOT REQUIRED UNLESS INDICATED OTHERWISE, REFER TO SITE PLAN

BRICK LAYER NOTE

6mm RODS AND 3c OF LONGREACH INDICATED 'X-X'

SETOUT ATTACHED PIERS TO ALLOW FOR TERMIMESH INSTALLATION

METAL DECK ROOF TO BE ANCHORED DOWN WITH 30 x 1.0mm PGI STRAPS. STRAPS LOCATED WITHIN 100mm OF CORNERS AND @ 1200mm MAXIMUM CENTRES. LUGS TO LINTELS @ 1200mm CENTRES OVER OPENINGS. STRAPS TO EXTEND DOWN 12c MINIMUM. 32 x 0.8mm FULL HEIGHT STRAPS TO EACH SIDE OF OPENINGS >2400mm

PAINTED CEMENT RENDER TO FRONT ELEVATION ONLY. EXTENT SHOWN DASHED ON PLAN

ATTACHED BRICK PIERS TO HAVE 32 x 0.8mm PGI STRAPS FROM FOOTINGS TO TOP OF PIERS, UNLESS NOTED OTHERWISE

FIXING CARPENTER NOTE

450mm WIDE SHELF & RAIL 1800mm HIGH TO BEDS 1, 2, 3 & 4 CL OF RAIL TO BE 250mm OFF WALL

TOWEL RAIL TO BE FIXED 900mm ABOVE FFL

4 x 450mm WIDE SHELVES TO PANTRY. REFER TO INTERNALS PLAN

4 x 450mm WIDE SHELVES TO LINEN AS PER PANTRY SPACING. REFER TO INTERNALS PLAN

CEILING FIXER NOTE

28c CL TO ENTIRE RESIDENCE (U.N.O)

BOTH CORNICES TO RUN THRU 100mm SOFFIT BETWEEN AS SHOWN ON PLAN

ROOF CARPENTER NOTE

MANHOLE TO BE TRIMMED OUT TO 560mm x 660mm

ALL EXTERNAL FIXING NAILS MUST BE GALVANIZED AS PER AUSTRALIAN STANDARDS. BARGE BOARD NAILING TO BE COUNTERSUNK

BOX OUT 450 x 450 TO ALLOW FOR RANGEHOOD FLUME WHERE APPLICABLE ONLY

PLUMBER NOTE

CENTRE LINE OF BATH / ENSUITE VANITY WASTE TO BE MAXIMUM 150mm FROM WALL

ROOF PLUMBER NOTE

DOWNPipes MUST BE FIXED WITHIN 1.2L/M OF A VALLEY AS PER THE BCA

INSULATION NOTE

BRADFORD R4.1 BATTS TO HOUSE AREA ONLY

BRADFORD R2.0 BATTS TO REVERSE BRICK VENEER WALLS

CLIENT NOTE

ALL DIMENSIONS TAKE PREFERENCE TO SCALE

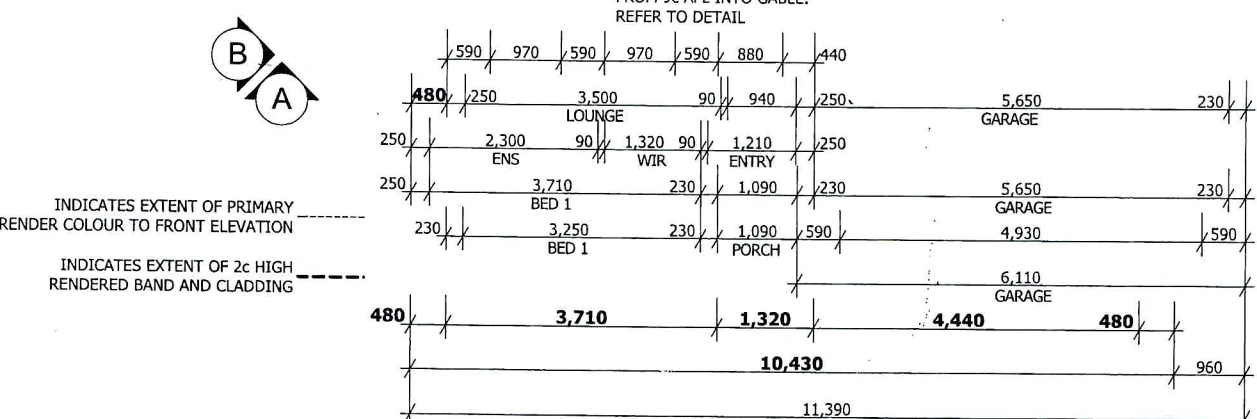
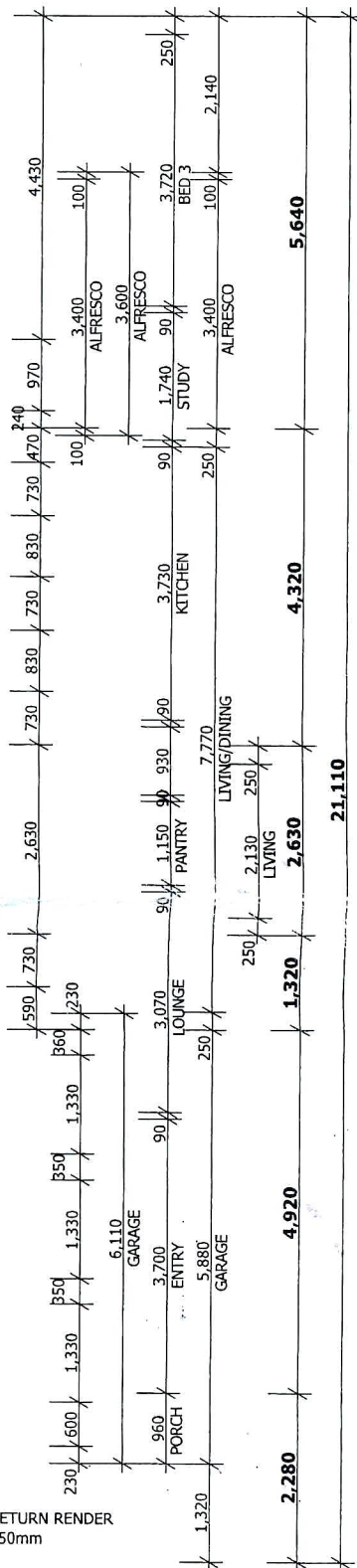
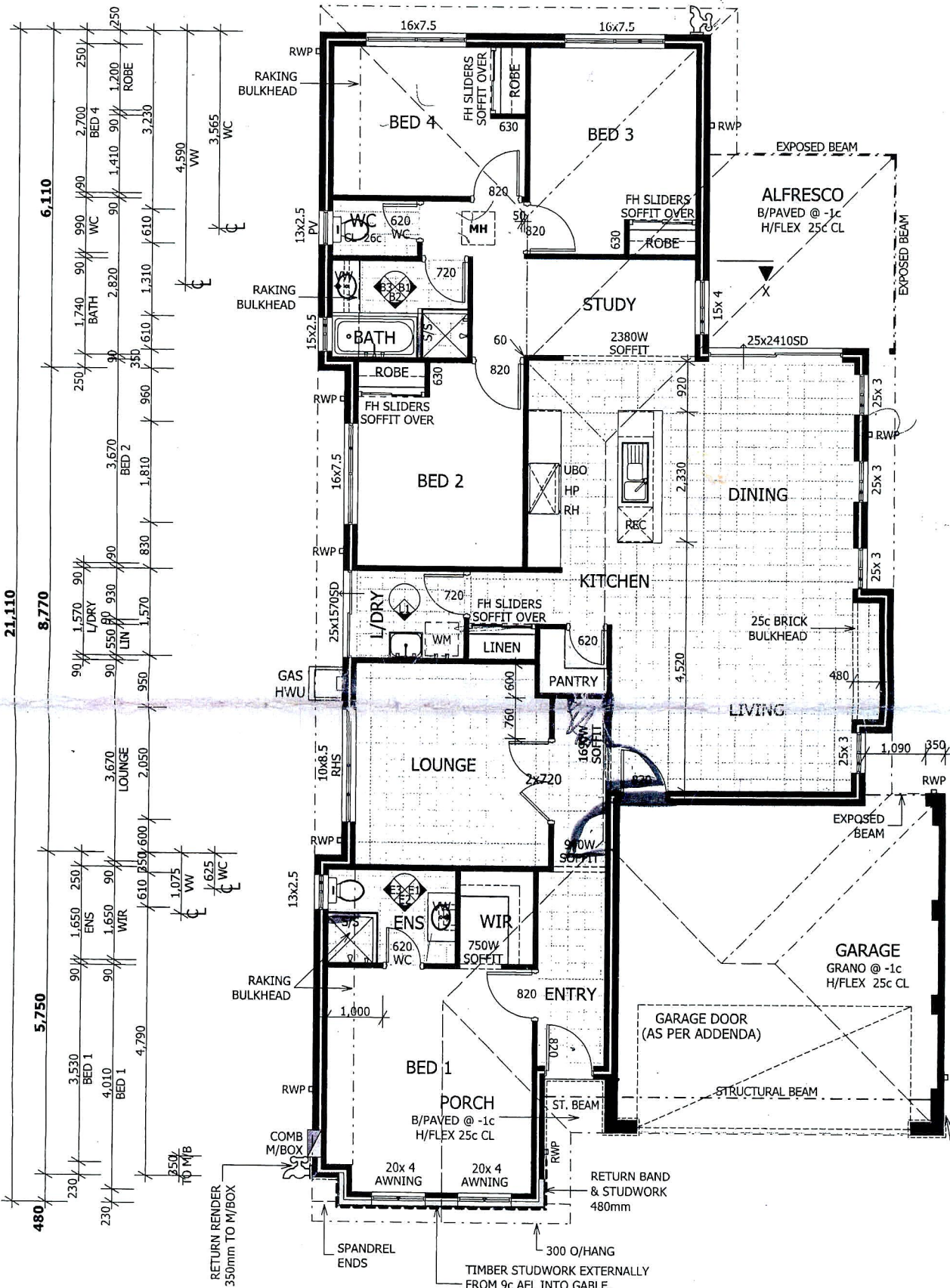
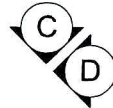
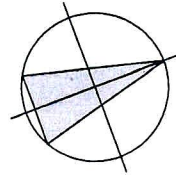
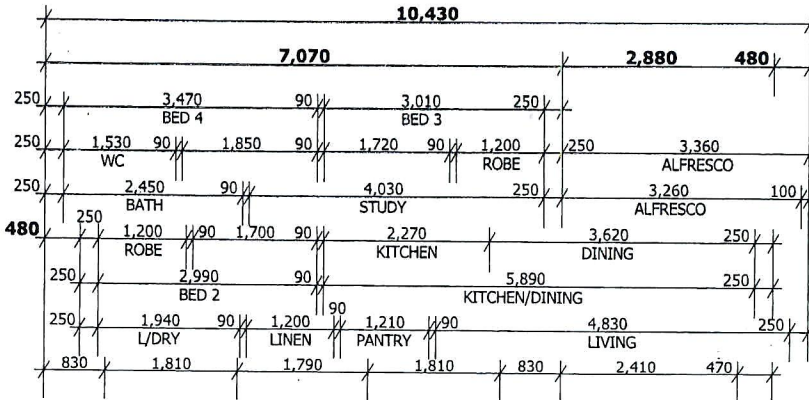
DIMENSIONS SHOWN ON PLAN ARE BRICK SIZES. PLEASE ALLOW AN EXTRA 10mm TO EACH WALL FOR PLASTER. THIS ALLOWANCE SHOULD BE CONSIDERED WHEN CALCULATING CLEARANCES FOR FUTURE FITTINGS

No & PLACING OF RWP IS APPROX AND GOVERNED BY ROOF STRUCTURE AND AT PLUMBERS DISCRETION

THE HOMEBUYERS CENTRE RESERVE THE RIGHT TO VARY ANY DIMENSIONS & MATERIALS FROM THOSE ON DISPLAY PLEASE CHECK SPECIFICATIONS & ADDENDA CAREFULLY

CAVITY WALL INSULATION NOT REQUIRED

ROOFING TIMBERS TO BE TREATED TO HAZARD LEVEL H2



INDICATES EXTENT OF PRIMARY RENDER COLOUR TO FRONT ELEVATION
INDICATES EXTENT OF 2c HIGH RENDERED BAND AND CLADDING

AREA CALC		
HOUSE	155.65	(64.040m)
GARAGE	35.13	
ALFRESCO	11.76	
PORCH	1.05	
TOTAL	203.59 m ²	

THE QUEST



Homebuyers Centre

CLIENT:

Mr.G.Burton

ADDRESS:

Lot 734 Windell Street

KWINANA

FINAL CONTRACT DRAWINGS - NO FURTHER STRUCTURAL CHANGES TO BE MADE

SIGNATURES

CLIENT: _____

CLIENT: _____

BUILDER: _____

AMENDMENTS:

PWC DRAWINGS

PRELIM PLANS + VO#1

DATE:

10/08/15

25/08/15

INT:

TP

RP

AMENDMENTS:

DATE:

INT:

FLOOR PLAN

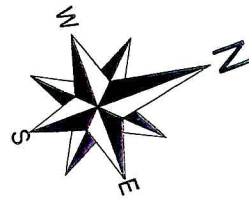
SHEET NO: 1 of 5

WIND CLASS: N1

JOB NO: 24366

Attachment C - Site Plan

LOT 734



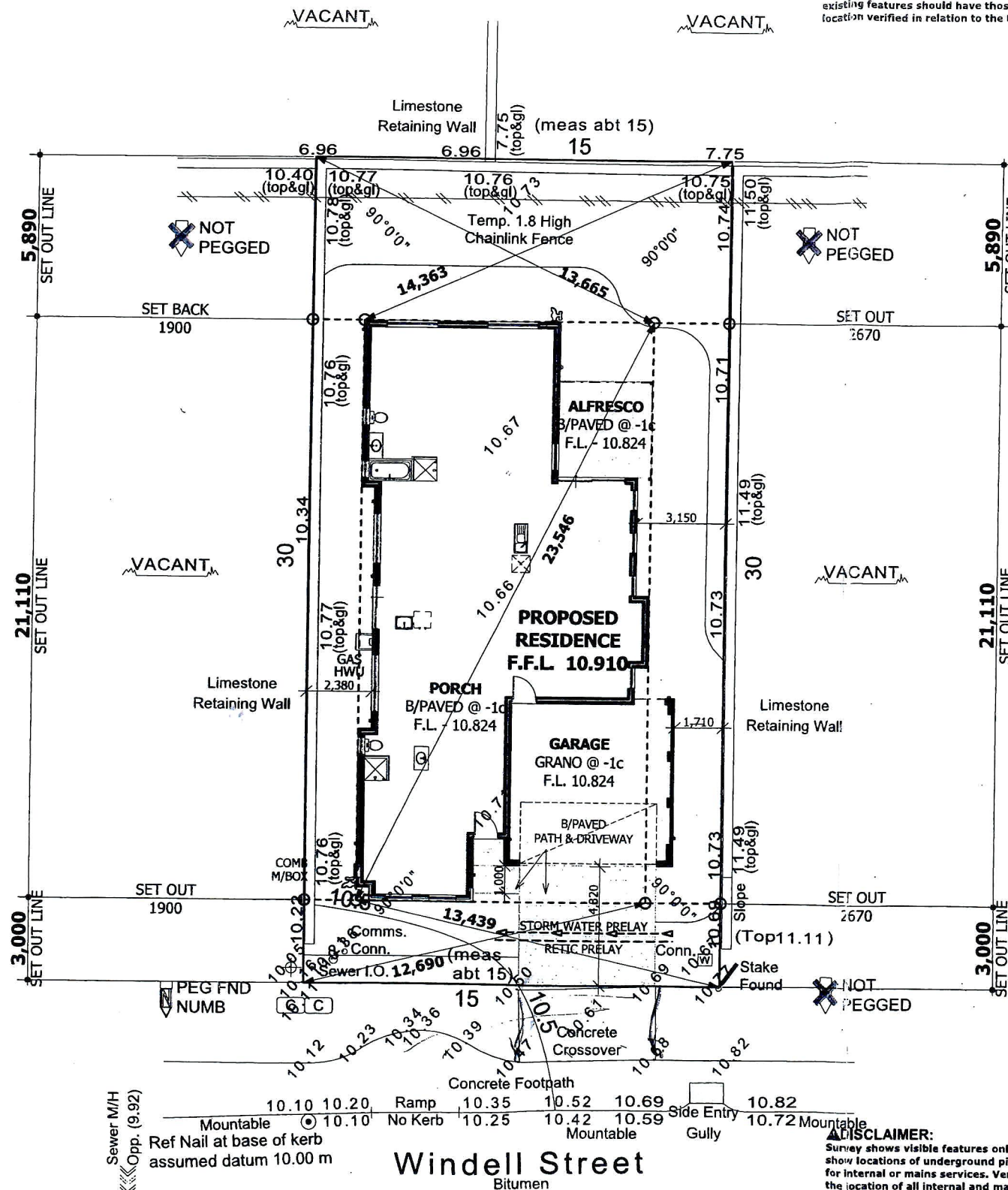
Latitude: 32°15'19"9S Longitude 115°49'30"4E

NOTE: FINAL PEGGING TO BE COMPLETED BY DEVELOPER

NOTE: RESTRICTIVE COVENANT. REFER TO SEC 136D T.L.A. SEE DOCUMENT M 999769

DISCLAIMER:
Lot boundaries drawn on survey are based on landgate plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

DISCLAIMER:
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.



SOIL DESCRIPTION
Sand
Light Grass Cover

LOT MISCLOSE
0.000 m

Scale 1:200
0 2 4 6 8
Scale 1:200 Date: 24 Jun 15

Homebuyers Centre
First choice in first homes

WARNING:
PLAN/DIAGRAM NOT YET APPROVED BY TITLES OFFICE. VERIFY LOT DIMENSIONS & ANGLES WITH TITLE.

CLIENT: **burton** CONTRACT / JOB NO: **24366**
MAP REF: **552-22/62**

SITE SURVEY: **LOT 734** COASTAL NO
(Scaled from StreetSmart Directory Only - Confirm on Site)

Suburb: **Parmelia**
Loc.Auth: **TOWN OF KWINANA**

D.Plan: **405723** Volume: **1** Folio: **1**
(not approved see note) Location: **Check Title**

Elec. ☒ U/Ground Water ☒ Yes Sewer ☒ Yes(to be adv.)

Gas ☒ Alinta Gas Map Indicates Gas In Area ☒ Yes
Check Your Lot call 131358 Commis

Road ☒ Bitumen Kerb ☒ Mountable / Nil Drainage ☒ Good

SUPERVISOR NOTE

ALL TRADES NOTE
ENSURE ALL BUILDING MATERIALS & RUBBISH ARE KEPT AWAY FROM SEWER INSPECTION OPENING AT ALL TIMES

1800mm HIGH FENCE (SCREEN) TO SIDE AND REAR BOUNDARIES. REFER TO CONTRACT ALLOWANCES

TITLE NOT CHECKED**TERMIMESH****PLANS AMENDED**

25/08/15 PRELIM PLANS + VO#1 RP

FINAL CONTRACT DRAWINGS NO FURTHER STRUCTURAL CHANGES TO BE MADE

SIGNATURES

CLIENT: _____

CLIENT: _____

BUILDER: _____

SHEET 6 of 6**EARTHWORKS NOTE**

REFER TO STRUCTURE REPORT FOR SITEWORKS INFORMATION

CONCRETOR NOTE

CONDUIT TO BE PLACED IN FOOTING TO THE LEFT OF THE METER BOX TO CENTRELINE OF THE CAVITY

SLAB & FOOTING DESIGN AS PER ENGINEER'S DETAIL 'D10'

BRICKPAVING NOTE

BRICKPAVING AS PER ADDENDA

2x 90mm PVC PIPE TO BE PLACED IN THE CENTER OF THE DRIVEWAY BETWEEN THE GARAGE / BOUNDARY (NOT VERGE) APPROX 300mm DEEP

CLIENT NOTE

F.F.L SHOWN ON PLAN MAY VARY TO WITHIN 100mm EITHER WAY

SERVICES NOTE

SEWER JUNCTION NOT AVAILABLE AT PRELIMINARY DRAWINGS STAGE

WATER PRELAY LOCATED AT FRONT RIGHT OF BLOCK

GAS NOT AVAILABLE AT PRELIMINARY DRAWING STAGE

STORMWATER NOTE

STORMWATER DISPOSAL TO SOAKWELLS BY BUILDER (EXCLUDING DRIVEWAY)

SUPERVISOR NOTE

EXISTING RETAINING WALLS NOT ALIGNED TO BOUNDARIES

COTTAGE & ENGINEERING SURVEYS
Licensed Surveyors

87-89 Guthrie Street, Osborne Park, Western Australia
Telephone: (08) 9446 7361 Facsimile: (08) 9445 2998

Email: perth@cottage.com.au Website: www.cottage.com.au
J/No: 373333 Drawn: F. Croasdale

EARTHWORKS / SET-OUT DIMENSIONS MAY VARY ON SITE AT BUILDERS DISCRETION. SEWER / DRAINAGE MAY VARY FROM SCHEMATIC PRESENTATION / CHECK MINIMUM CLEARANCES. RETAINING WALLS / NOT INCLUDED IN CONTRACT - REMAINS OWNERS RESPONSIBILITY. THIS SURVEY DOES NOT GUARANTEE THE LOCATION OF BOUNDARY PEGS OR FENCES. CHECK TITLE FOR EASEMENTS / COVENANTS.

Attachment D - Management Statement

Land at 13 windell street parmelia

To be used as place of residence and BnB (usually AIRBNB)

Hours of operation: 9am to 6pm, Monday to Saturday, 11am to 6pm Sunday

From 1-5 guests will be in the rooms

Guests have different schedules and objectives. Some have cars or bikes, some rely on public transport.

Guests receive instructions about the check-in process – where to park, what time to arrive, where to enter the premises, codes for lockboxes etc.

Sometimes I am there to assist them to enter, sometimes they must let themselves in, using the instructions provided.

Guests must abide by House Rules regarding noise and behaviour

Gary Burton

Own Private Room (1R) QS Bed A beautiful New House

★ 4.57 (28) · Parmelia, Western Australia, Australia

Share Save



Private room in house hosted by [redacted]

2 guests · 1 bedroom · 1 bed · 1.5 shared baths

Enhanced Clean

This host committed to Airbnb's 5-step enhanced cleaning process. [Learn more](#)

Self check-in

Check yourself in with the lockbox.

Great communication

90% of recent guests rated [redacted] 5-star in communication.

Cancellation policy

Add your trip dates to get the cancellation details for this stay.

House rules

This place isn't suitable for children (2-12 yrs) and the host doesn't allow pets or parties. [Get details](#)

\$27.29 / night

★ 4.57 (28)

CHECK-IN Add date	CHECKOUT Add date
GUESTS 1 guest	

Check availability

Report this listing

My place is close to public transport and family-friendly activities. Close to a large shopping precinct. My place is good for couples, solo adventurers, and business travellers. Also please check out the listing "Private room for 4 Bunk bed and King Single" which can accomodate up to four people and "Private Room queen size bed". Please read and adhere to the house manual, if you don't read it it will cause problems... [read more](#)

Contact host

Sleeping arrangements

Bedroom 1

1 queen bed

Amenities

- Free parking on premises

Kitchen

Hangers

Iron

Air conditioning
- Wi-Fi

Dryer

Laptop-friendly workspace

Hair dryer

Carbon monoxide alarm

Show all 35 amenities

Select check-in date

Add your travel dates for exact pricing

<

November 2020

December 2020

>

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
----	----	----	----	----	----	----	----	----	----	----	----	----	----


Attachment E - Air BnB Advertisement Pg2


[Clear dates](#)


★ 4.57 (28 reviews)


Cleanliness  4.9
Communication  4.7
Check-in  4.6


Accuracy  4.9
Location  4.7
Value  4.9


**Dylan**
October 2020
Great place to stay, clean and tidy

**Krystle**
September 2020
Gary's house was sparkling clean, easy check in, would recommend.

**Ehsan**
August 2020
Gary's place has all the basic facilities, and it was clean. The room is fairly independent. Would love to stay again, when I visit again.

**Lex**
July 2020
Gary keeps a very tidy houses and is a friendly host the rooms are easy to access down the side gate you can come and go as you please from your room and I rate him 5 stars across...
[read more](#)

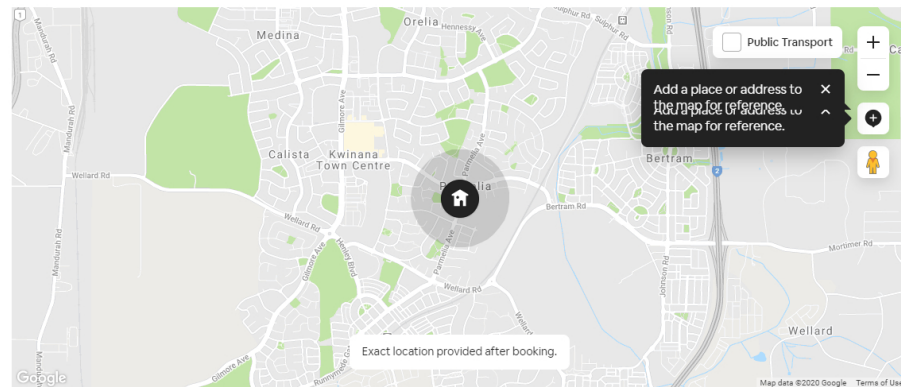
**India**
July 2020
Good value.




**Lurline**
June 2020
Great communication, fantastic hospitality, very clean and comfortable room, great value. I can highly recommend Gary's house. Last minute booking and I could check in immediately. Very comfortable bed. Great facilities.

[Show all 28 reviews](#)

Location


Parmelia, Western Australia, Australia



**Hosted by** 
Joined in June 2016
★ 305 Reviews  Identity verified





Language: English
Response rate: 100%
Response time: within an hour

[Contact host](#)




 To protect your payment, never transfer money or communicate outside of the Airbnb website or app.

Things to know

House rules

-  Check-in: Flexible
-  Checkout: 4:00 pm
-  Self check-in with key safe
-  Not suitable for children (2-12 years)
- ...

Health & safety

-  Committed to Airbnb's enhanced cleaning process. [Learn more](#)
-  Airbnb's social-distancing and other COVID-19-related guidelines apply
-  Carbon monoxide alarm not reported

Cancellation policy

Add your trip dates to get the cancellation details for this stay.

[Add dates](#) >

Attachment E - Air BnB Advertisement Pg3

Show all >

Show all >

.

Explore other options in and around Parmelia

Things to do nearby

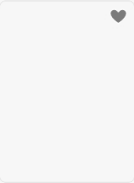
1 / 3 < >



★ 5.0 (1)
STREET ART, BEERS
AND BIKES
Art walk
From \$70 / person



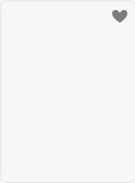
★ 4.80 (15)
Bushwalk with Bob
Guided hike
From \$154 / person



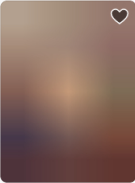
★ 5.0 (11)
Walking tour the local
way
Culture walk
From \$30 / person



★ 4.99 (121)
Luxury Sail to World's
Deadliest Island
Boat ride
From \$129 / person



Half Day River Detox
Boat ride
From \$110 / person



Your private yoga class
in Fremantle
Yoga class
From \$258 / person

18 Reports – Civic Leadership

18.1 Proposed Disposition by way of Lease of Suites 9, 10, 11, 16 and 17 within 'Kwinana Technology Business Centre', 11 Stidworthy Way, Kwinana Town Centre – Kwinana Industries Council

DECLARATION OF INTEREST:

SUMMARY:

The previous lease for Suites within the Kwinana Technology Business Centre between the City of Kwinana (City) and Kwinana Industries Council (KIC) expired on 31 August 2020. The term of the lease agreement was for one (1) year, which commenced on 1 September 2018 and expired on 31 August 2019, after which KIC advised of its intention to exercise its further term option, taking the lease to 31 August 2020. KIC have approached the City and requested a new lease.

This report seeks Council approval to give local public notice of the proposed disposition by way of lease of Suites 9, 10, 11, 16 and 17 within the 'Kwinana Technology Business Centre' to prospective lessee, Kwinana Industries Council, as the prospective lessee.

OFFICER RECOMMENDATION:

That Council:

1. **Give local public notice of the proposed disposition of suites 9, 10, 11, 16 and 17 within the 'Kwinana Technology Business Centre' to Kwinana Industries Council, in accordance with Section 3.58(3)(a) and (4) of the *Local Government Act 1995*.**
2. **Advertise the proposed rent to be \$25,000 per annum, as detailed in the valuation dated 31 August 2020 at Attachment B.**

DISCUSSION:

The City of Kwinana (the City) is the owner of 11 Stidworthy Court, Kwinana Town Centre more particularly described as Lot 8 on Deposited Plan 34151 being the whole of the land in Certificate of Title Volume 2615 Folio 989 (the Premises).

KIC is an incorporated business association with membership drawn from the Kwinana Industrial Area. KIC was established in 1991 with its primary goals being to:

- promote a positive image of Kwinana industries;
- work towards the long-term viability of Kwinana industry;
- coordinate a range of intra-industry activities including water quality, air quality monitoring and emergency management;
- highlight the contribution Kwinana industry makes to community; and
- liaise effectively with local communities, Government and Government agencies.

18.1 PROPOSED DISPOSITION BY WAY OF LEASE OF SUITES 9, 10, 11, 16 AND 17 WITHIN 'KWINANA TECHNOLOGY BUSINESS CENTRE', 11 STIDWORTHY WAY, KWINANA TOWN CENTRE – KWINANA INDUSTRIES COUNCIL

The suites, which are the subject of the proposed lease agreement with KIC, were previously subject to a lease agreement between the City of Kwinana and Business Foundations Incorporated. That lease was approved by Council at the Ordinary Council Meeting on 10 August 2016. Business Foundations Incorporated subleased suites to KIC. As at 1 November 2017, Business Foundations Incorporated notified KIC that it would not renew its head lease with the City of Kwinana. Accordingly, the head lease expired on 30 November 2017.

The City then entered into an exclusive Lease with KIC for the suites pursuant to the lease dated 26 November 2018 (**2018 Lease**). The 2018 Lease for the KIC was originally established on the basis of a 1 year initial term plus 1 year option to extend, with the first 1 year period expiring on 31 August 2019. The KIC provided the City notice, in writing, of its intention to exercise their option to extend the lease period for the full term of the option, taking the final expiry to 31 August 2020. The proposed rent has been determined by an independent valuation dated 31 August 2020 (as per confidential Attachment B). KIC have paid the required fees per the City's schedule of fees and charges.

A lease agreement is considered to be a disposition, and as such, a local government can only dispose of property if it gives local public notice of the proposed disposition, in accordance with Section 3.58(3)(a) of the *Local Government Act 1995*.

This report seeks Council approval to give local public notice of the proposed disposition by way of lease of suites 9, 10, 11, 16 and 17 within the 'Kwinana Technology Business Centre' to Kwinana Industries Council as prospective lessee, as detailed in Attachment A.

LEGAL / POLICY IMPLICATIONS:

Local Government Act 1995

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

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

18.1 PROPOSED DISPOSITION BY WAY OF LEASE OF SUITES 9, 10, 11, 16 AND 17 WITHIN 'KWINANA TECHNOLOGY BUSINESS CENTRE', 11 STIDWORTHY WAY, KWINANA TOWN CENTRE – KWINANA INDUSTRIES COUNCIL

- (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

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	That Council does not support giving local public notice of the proposed disposition of the Suites 9, 10, 11, 16 and 17 within 'Kwinana Technology Business Centre' situated at Lot 8 (11) Stidworthy Way, Kwinana Town Centre, in accordance with section 3.58(3)(a) and (4) of the <i>Local Government Act 1995</i> . Should Council resolve not to give local public notice, as per Section 3.58 of the <i>Local Government Act 1995</i> , the disposition cannot proceed.
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Financial

18.1 PROPOSED DISPOSITION BY WAY OF LEASE OF SUITES 9, 10, 11, 16 AND 17 WITHIN 'KWINANA TECHNOLOGY BUSINESS CENTRE', 11 STIDWORTHY WAY, KWINANA TOWN CENTRE – KWINANA INDUSTRIES COUNCIL

Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Avoid
Response to risk treatment required/in place	This report is in relation to giving local public notice of the proposed disposition of Suites 9, 10, 11, 16 and 17 within 'Kwinana Technology Business Centre'.
Rating (after treatment)	Low



NOTICE OF DISPOSAL OF PROPERTY BY WAY OF LEASE

'Suites 9, 10, 11, 16 and 17 within 'Kwinana Technology Business Centre', 11 Stidworthy Way, Kwinana Town Centre'

In accordance with Section 3.58 of the Local Government Act 1995, the City of Kwinana hereby advertises its intention to dispose of the following property by way of lease;

Address: 11 Stidworthy Way, Kwinana Town Centre

Plan or Diagram: 34151

Lessee: Kwinana Industries Council

Market Rent Valuation: \$25,000.00p.a (exclusive of GST)

Proposed Rent: \$25,000.00p.a

Valuer: McGees Property
Level 2, 26 Clive Street
West Perth WA 6005

Date of Valuation: 31 August 2020

For further information contact the Property Management Officer on (08) 9439 0278.

Submissions are required to be made in **writing** to PO Box 21, Kwinana, WA 6966, addressed to the **Chief Executive Officer** and to be received no later than 5pm, XXXX 2020.

Wayne Jack
CHIEF EXECUTIVE OFFICER

18.2 Budget Variations

DECLARATION OF INTEREST:

SUMMARY:

To amend the 2020/2021 budget to reflect various adjustments to the General Ledger with nil effect to the budgeted surplus position as detailed below.

OFFICER RECOMMENDATION:

That Council approves the required budget variations to the Current Budget for 2020/2021 as follows.

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expense – Plant and Equipment – Replacement of hoist	Nil	(18,541)	(18,541)
	Capital Expense – Plant and Equipment – Sale proceeds hoist	Nil	1,500	1,500
	Operating Expense – Infrastructure Maintenance – Maintenance roads	(569,028)	17,041	(551,987)

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expense – Plant and Equipment – Replacement of hoist	Nil	(18,541)	(18,541)
	Capital Expense – Plant and Equipment – Sale proceeds hoist	Nil	1,500	1,500
	Operating Expense – Infrastructure Maintenance – Maintenance roads	(569,028)	17,041	(551,987)

City Operations require a replacement of their hoist. This is due to the age of the existing hoist and an issue with one of the lock out support stanchion, which is a potential safety issue. After the trade in on the City's existing hoist it is proposed that the remaining funds will be sourced from savings from the City Operations Infrastructure Maintenance Operating Budget identified as part of the commencement of the mid year budget review.

18.2 BUDGET VARIATIONS

LEGAL/POLICY IMPLICATIONS:

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

(b) is authorised in advance by resolution*

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

*requires an absolute majority of Council.

FINANCIAL/BUDGET IMPLICATIONS:

The financial implications are detailed in this report.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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.

18.2 BUDGET VARIATIONS

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
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

18.3 Accounts for payment for the month ended 30 November 2020

DECLARATION OF INTEREST:

SUMMARY:

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 30 November 2020, as required by the *Local Government (Financial Management) Regulations 1996*.

OFFICER RECOMMENDATION:

That Council:

1. **Accepts the list of accounts, totalling \$7,074,864.39, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 November 2020, as contained within Attachment A.**
2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 30 November 2020, as contained within Attachment B.**

DISCUSSION:

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

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

Payment Type	Amount (\$)
Automatic Payment Deductions	\$ 33,460.23
Cheque Payments #201033 to #201035	\$ 870.45
EFT Payments #4111 to #4123	\$ 5,753,938.48
Payroll Payments 01/11/20 and 15/11/20 and Interim Payroll Payment 09/11/20	\$ 1,286,595.23
Total Attachment A	\$ 7,074,864.39

Contained within Attachment B is a detailed transaction listing of credit card expenditure paid for the period ended 30 November 2020. This amount is included within the total payments, listed above.

18.3 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 30 NOVEMBER 2020**LEGAL/POLICY IMPLICATIONS:**

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

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*
and
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

18.3 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 30 NOVEMBER 2020

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

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

RISK IMPLICATIONS:

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

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

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Automatic Deductions			
Go Go On-Hold Pty Ltd	00044279	On hold phone message system November 2020	198.00
Ampol Australia Petroleum Pty Ltd	0200555496	Fleet fuel 011020 to 311020	7,390.78
Commonwealth Bank	031120A	Credit card Executive Assistant to 031120	136.50
Commonwealth Bank	031120B	Credit card Coordinator Environmental Health to 031120	79.25
Commonwealth Bank	031120C	Credit card Director City Development to 031120	15.14
Commonwealth Bank	031120D	Credit card Director City Infrastructure to 031120	752.92
Commonwealth Bank	031120E	Credit card A/Manager Customer & Communications to 031120	3,282.13
Commonwealth Bank	031120F	Credit card Director City Engagement	437.22
Commonwealth Bank	031120G	Credit card Manager Human Resources to 031120	2,325.97
BP Australia Pty Ltd	11318710	Fleet fuel 011020 to 311020	14,933.66
iinet Technologies Pty Ltd	123096273	Monthly internet charges November 2020	589.93
Windcave Pty Ltd	1597948	Monthly service fee October 20	55.00
Fines Enforcement Registry	26677343	Lodgement fee for unpaid infringements	308.00
Fines Enforcement Registry	26722809	Lodgement fee for unpaid infringements	308.00
Fines Enforcement Registry	26736916	Lodgement fee for unpaid infringements	385.00
Wright Express Australia Pty Ltd	60	Fleet fuel 300920 to 271020	858.69
iinet Technologies Pty Ltd	703970488	Monthly internet charges Bertram Community Centre	89.99
Toyota Fleet Management	834129	Fleet management November 2020	1,194.07
TPG Internet Pty Ltd	I247930643	Kwinana South Station internet connection	59.99
TPG Internet Pty Ltd	I248400268	Mandogalup Station internet connection	59.99
Total Automatic Deductions			-33,460.23
Cheques			
City Of Kwinana - Pay Cash	231020 - FDC	Petty cash recoup to 231020 Bright Futures	156.95
	131120 Library	Petty cash recoup to 131120 Library	78.00
City Of Kwinana - Pay Cash	161120 - FDC	Petty cash recoup to 161120 Bright Futures	442.25
City Of Kwinana - Pay Cash	231120 Village	Petty cash recoup to 231120 Retirement Village	193.25
Total Cheques			-870.45
EFT			
EFT TRANSFER: - 04/11/2020			62,363.76
Bright Futures Family Day Care - Pa	261020 to 011120	FDC Payroll 261020 to 011120	42,066.54
Bright Futures In Home Care - Payro	261020 to 011120	IHC Payroll 261020 to 011120	20,297.22
EFT TRANSFER: - 05/11/2020			337,517.76

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Nilfisk Pty Ltd	PSVI019315	Replacement water blades and cable	505.62
Paint Industries	62319	Eco green graffiti remover 5lt	907.50
Alison Bannister Career Coaching	CWMJ17	Career workshop for mature aged job seeking	495.00
Heidi Louise Edge	30October20	Reimbursement of working with children check	87.00
Outback Handyman	2825	Callistemon U69 replace broken front door	539.00
	2826	Banksia V25 replace bi fold door handles	530.20
	2824	Banksia V1 and 62 re grout showers	616.00
Sonic Health Plus	2184298	Pre-employment medical assessment 161020	198.00
	2181451	Pre-employment medical assessment 261020	386.10
William Buck Audit (WA) Pty Ltd	3787	Professional services	4,525.00
Deepti Sukumar Pillai	1728685	Refund bond on Ken Jackman Hall	1,000.00
Travis Hayto Photography	00001890	Out of scope videography for Moorditj Kulungar	412.50
JBS & G Australia Pty Ltd	83670	Bushfire Management Review Anketell	550.00
Red Sand Supplies Pty Ltd	00013088	Concrete tipping Ocean St	1,247.40
WA Carmax Pty Ltd	R111301160	2020 Isuzu auto crew cab ute	20,002.10
Red Oxygen Pty Ltd	C100206490-50277	Licence and message charges 270920 to 261020	45.32
Mackie Plumbing and Gas Pty Ltd	195844	Callistemon U44 repair laundry taps	205.55
	195857	Repair blocked toilet at Wells Park	123.08
	195858	Callistemon U1 repairs to toilet	140.01
	195848	Callistemon U48 and U51 clear blocked drains	169.76
	195853	Callistemon U31 repair washing machine taps	170.95
	195849	Banksia V12 replace kitchen tap	267.47
	195845	Banksia V19 repair leaking cistern	567.41
	195856	Repairs to drink fountain at McWhirter Oval	118.36
	195854	RPZD back flow testing Darius Wells	180.40
	195852	Removed grease from overflow Fiona Harris Pavilion	470.46
	195851	Repairs to blocked toilets at Darius Wells	180.77
	195842	Backflow testing at John Wellard Community Centre	198.83
	195840	Attendance to quote replacement of taps Recquatic	73.70
As Clean As A Whistle	00000417	Banksia Clubhouse and Office cleaning Oct 20	819.50
Sine Group Pty Ltd	4461	Floor stand with cable for ipad	565.40
Kits for Cars	14950	2 x Hardwire dashcams	330.00
Australian HVAC Services Pty Ltd	58052	Eliminated vibration from AC at HR	555.18
	58035	Repairs to AC system at Darius Wells	2,450.86
Sports Surfaces	INV-1074	Orelia Oval resurfacing and repair works to nets	19,508.50
Hao Hong Cheng	271020	Refund of Basketball Clinic Recquatic	71.00
Ajo John	A/N24460	Crossover subsidy rebate	123.60
Jenny Elizabeth Mawdsley	6.8	Rates Refund	454.28
Natasha O'Dwyer	1763041	Refund bond on The Patio	100.00
Hira Fatima	1753371	Refund bond on The Patio	100.00
Vanessa Cunningham	1737704	Refund bond on The Patio	100.00
Garrick Nathan Dunkley	1720605	Refund bond on The Patio	100.00
Abbey Leslie	1703331	Refund bond on The Patio	100.00
Neha Ved	1735591	Refund bond on The Patio	100.00
Sports Turf Technology	INV-3009	Catch cup test analysis report	412.50
Telstra	0335568200Oct20	Banksia Park to 091020	45.24
Toll Transport Pty Ltd	1096481	Transport services food water sampling analysis	21.90
Total Eden Pty Ltd	410990014	Reticulation stock	38.41

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
City of Vincent	44125	Long service leave liability	838.61
Udia (WA)	INV-0546	Registration to UDIA Industry 111120	198.00
Waste Stream Management Pty Ltd	00427243	Tipping fees 151020	825.00
Water Corporation of Western Austra	9000345691Oct20	74U Waste Stream	190.99
Rubek Automatic Doors	00026362	Repair door fault at Dome Cafe Darius Wells	473.00
Zipform Pty Ltd	199580	Cat & Dog registration renewals 2020	2,819.71
Kyocera Document Solutions Australi	90092771	Copy costs Oct IT	115.50
	90092772	Copy costs Oct City Leadership Team	162.09
	90092773	Copy costs Oct The Zone Multimedia Room	131.49
	90092774	Copy costs Oct Community Care Team	32.13
	90092775	Copy costs Oct Library staff	112.34
	90092776	Copy costs Oct Admin planning	378.28
	90092777	Copy costs Oct Admin Governance	210.98
	90092778	Copy costs Oct The Zone staff	32.89
	90092779	Copy costs Oct Admin Finance	132.10
	90092780	Copy costs Oct Family Day Care	144.36
	90092781	Copy costs Oct Depot Admin	71.98
	90092782	Copy costs Oct Admin CSO	68.96
	90092783	Copy costs Oct Recquatic	210.17
	90092784	Copy costs Oct Library public	66.66
	90092785	Copy costs Oct Depot	61.28
	90092786	Copy costs Oct Records	408.20
	90092787	Copy costs Oct John Wellard Centre	20.14
	90092788	Copy costs Oct William Bertram Centre	37.31
	90092789	Copy costs Oct Darius Wells	20.74
	90092790	Copy costs Oct William Bertram Staff	18.82
	90092791	Copy costs Oct Darius Volunteer Centre	13.70
	90092792	Copy costs Oct Banksia Park	80.63
	90092793	Copy costs Oct Mechanics	18.47
	90092794	Copy costs Oct Admin CSO	14.52
	90092795	Copy costs Oct Creche	41.23
Officeworks BusinessDirect	13244258	Stationery items for City Assist	65.75
Arteil	00076588	Stationery equipment for Admin Bldg	351.21
Beaver Tree Services Aust Pty Ltd	75185	Root barrier installation Summerton Rd	9,119.57
Calista Primary School	001	Donation for graduation award	50.00
Synergy	350395380Oct20	14U Callistemon U2 vacant unit	67.07
	277773560Oct20	3766U Banksia Park outside lighting and bore	1,193.62
	884861450Oct20	4903U Callistemon Court outside lighting and bore	1,476.21
	130957780Oct20	438U Retirement Village office	189.28
	223615720Oct20	819U Banksia Park Clubhouse	347.63
	331026880Oct20	255U Daybreak Park bore	185.74
	450583710Oct20	1177U Bertram Oval	365.83
	516172020Oct20	420U Pump 1 near Thomas Rd	263.00
	526240500Oct20	593U Thomas/Bingfield pump 2	264.87
	543072120Oct20	627U Pump 2 near Thomas Rd	287.29
	566366000Oct20	2U Fire pump Millar Rd	113.10
	819683070Oct20	1069U Harley Way car park lighting	417.56
	861503150Oct20	1734U Medina Oval	462.86
	187992920Oct20	691U Bertram Rd bore	310.89
	168917550Oct20	2674U Wells Park toilets	582.55
	219451200Oct20	200U Bore pump POS	169.94
	845563650Oct20	15U BBQ Apex Park	116.83
	652922630Oct20	661U Change rooms Model Railways	302.28
	169026580Oct20	1138U Johnson/Gemstone bore	439.21

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	169027380Oct20	0U Entry statement lighting Johnson/Gemstone	112.53
	169027190Oct20	0U Entry statement lighting Johnson Rd	63.03
	256732610Oct20	362U Hoyle Rd Park	214.60
	282690350Oct20	4968U Casuarina/Wellard station/hall/bore	1,538.67
	312758410Oct20	174U Epidote/Emerald Park	162.48
	157165580Oct20	1009U Thomas Oval Pavilion lights	402.18
	224882670Oct20	947U Little Rascals	384.38
	165493420Oct20	161U Smirks Museum	158.75
	766868640Oct20	549U Smirks Cottage	270.13
	192738060Oct20	0U Price Parkway floodlights	112.53
	191359550Oct20	889U Ridley Park	317.26
	412205870Oct20	0U Oakley Hollow	112.53
	219451580Oct20	182U Price Parkway bore pump	164.78
	023172940Oct20	375U Bertram Park POS	220.18
	382919470Oct20	98U Medina Oval Reserve	140.66
	219451010Oct20	450U Millbrook Ave bore	241.71
	925767370Oct20	310U Gilmore Avenue retic	258.31
	685078510Oct20	67U Gawler Way	131.76
	285940430Oct20	1865U Rhodes Park	549.89
	098975100Oct20	535U Sandringham Park	309.49
Prestige Catering & Event Hire	INV-1965	Council meeting catering 281020	310.80
GlobalX Information Services Pty Lt	PSI0182994	Legal name search for Oct 20	71.28
ZircoData Pty Ltd	ZDW0147157	Offsite storage pick up and retrieval to 251020	1,030.45
Bristol Cleaning Services	1020-2	Callistemon U44 window clean	100.00
	1020-3	Callistemon U2 window clean	100.00
	1020-C	Banksia Clubhouse window clean	260.00
	1020-1	Callistemon U16 window clean	100.00
ABCO Products	617046	Cleaning products for various facilities	192.75
	615255	Cleaning products for various facilities	2,614.83
Bunnings Building Supplies	2163/01663311	Items for Wellard Pavilion	118.51
	2163/01014782	Equipment for City Operations Team	157.14
Ixom Operations Pty Ltd	6305350	Chlorine gas supply for Recquatic Oct 20	1,035.89
Technology One Limited	194935	OneCouncil implementation fees	28,641.25
Wilson Security Pty Ltd	W00268139	Callistemon Court security patrols to 311020	873.90
Acurix Networks Pty Ltd	00002827	William Bertram NBN Nov 20	100.10
Outsource Business Support Solution	00001583	Temp staff week ending 301020	2,904.00
	00001580	Temp staff week ending 261020	1,452.00
AAA Blinds Port Kennedy	7636	Callistemon U10 supply vertical blind track	145.00
Civica Pty Ltd	M/LG017019	Licence support & maintenance 011220 to 311220	9,005.49
Coastline Mowers	25732#5	Utepak 100ltr smoothflo reel	1,062.60
Eclipse Soils Pty Ltd	KWIN01R044119	General tipping grass	2,711.50
Officeworks Superstores Pty Ltd	620 506600	SanDisk cruzer blade USB flash drive 16GB 5 Pack	115.92
Digitaes	SINV-17646	Subscription to online resource for Library	1,428.90
Winc Australia Pty Ltd	9034165741	Stationery for Admin building	381.59
	9034093834	Stationery for City Operations Team	62.52
Kennards Hire Rockingham - Generato	21974953	Hire of block grab for City Operations Team	130.00
ED Property Services	00001627	Callistemon U56 58 and 60 reseal shower screen	396.00
	00001626	Banksia V53 repairs to downpipe drainage	220.00
Rockingham Skylights	12503	Callistemon U32 repair broken ducting of skylight	300.00
Data #3 Limited	01959866	Adobe Creative Cloud subscription renewals to 0921	14,291.72
Big W	176037	Cleaning products for Kwinana Village	82.40

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Quell Cleen	00053072	Callistemon U31 vacate clean	290.00
Master Lock Service	00007378	Callistemon U51 and U16 replace barrel on door	205.00
Totally Workwear Rockingham	RK34361.D1	Uniforms for City Assist Team	139.35
Programmed Maintenance Services Ltd	SINV590494	BP and APU gardening and lawn mowing Oct 20	10,257.86
Flexi Staff Pty Ltd	I0002870	Temp staff week ending 231020	1,512.86
Homestead Ridge Progress Associatio	001	Community Funding Program Movie night 2021	3,184.00
HK Calibration Technologies Pty Ltd	69338	Calibration of moisture meter Health	220.00
CMS Engineering Pty Ltd	39258	Replace AC drain at John Wellard Centre	1,611.50
	39257	Repairs to chiller at Darius Wells	393.77
ALSCO Pty Ltd	CPER2079954	Linen hire for Council dinners	62.45
	CPER2078542	Linen hire for Council dinners	47.01
Karen Veronica Blair	148	Book week performance	650.00
Rebecca J Flanagan	25October20	Rhyme Time and Story Time 211020	200.00
Woolworths Group Limited	4115860	Leaving morning tea	47.31
	4115858	Leaving morning tea	59.01
	4115857	Refreshments for Multicultural Advisory Group	39.20
	3821138	Refreshments for Boola Maara Advisory Group	28.96
	76113079	Items for City Operation Team	94.52
	76123263	Items for catering and staff items	88.19
The Cruising Yacht Club of WA Inc.	00035960	Bright Futures staff event	1,000.00
Elexacom	112268	Banksia V18 install powerpoint	285.40
	112265	Callistemon U51 replace globe in bollard	57.38
	112263	Callistemon U21 replace exhaust fan	44.00
	112226	RCD testing Wells Park toilets	88.00
	112222	Darius Wells Library reception light repairs	2,417.65
	112178	Repair fault with BBQ at Calista Oval	154.00
	112176	Emergency evacuation testing Civic Admin	201.30
	112175	Emergency evacuation testing Wellard Pavilion	269.50
	112174	Emergency evacuation testing John Wellard Centre	154.00
	112173	Emergency evacuation testing Rotary club	154.00
	112163	Emergency evacuation testing Recquatic Centre	176.00
	112180	Banksia V33 replace faulty kitchen light	24.97
	112177	Callistemon U52 replaced failed RCD	101.92
	112181	Callistemon U36 replaced faulty RCD	106.70
	112230	RCD testing Thomas Oval Pavilion	88.00
	112172	Emergency and evacuation testing for Thomas Kelly	154.00
	112170	Emergency and evacuation testing for Thomas Oval	154.00
	112168	Repair damaged lights at Fiona Harris Pavilion	2,273.39
	112167	Emergency and evacuation testing Resource Centre	231.00
	112166	Emergency evacuation testing Koorliny Arts	192.50
	112165	Emergency evacuation testing Medina Girl Guides	231.00
	112164	Emergency evacuation testing Fiona Harris	231.00
	112233	RCD testing Adventure Park	400.40
	112232	RCD testing Smirk Cottage	44.00
	112228	RCD testing Sloan Cottage	44.00
	112227	RCD testing Sloan Reserve Public toilets	22.00
	112169	Callistemon U16 replace fan and GPO	340.41
	112162	Emergency lighting testing Senior Citizens Centre	220.00
	112160	Repair of power fault Thomas Kelly Pavilion	211.20
	112159	Emergency light testing Bertram Oval facility	132.00
	112158	RCD testing Velodrome BMX	77.00
	112157	RCD testing Thomas Kelly Pavilion	77.00
	112156	RCD testing Thomas Oval netball change rooms	98.38

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	112155	RCD testing Bertram Oval facility	44.00
Gregs Glass	10220-19	25 Bright Rd replace rollers on rear doors	200.00
Labourforce Impex Personnel Pty Ltd	167998	Temp staff week ending 251020	1,595.64
	168137	Temp staff week ending 011120	1,997.50
Australia Post	1009971562	Postage for period ending 300920	21,430.71
Quantum Building Services	00003421	Relocation of cage to The Zone	1,893.10
	00003524	Water leak repair at Wellard Pavilion	513.70
Exit Waste	4269	Clean grease trap at Fiona Harris Pavilion	434.50
Tanya Halliday	02October20	Purchase of birth certificate	50.00
Flying Canape	11542	Citizenship Ceremony catering 201020	850.00
Frontline Fire and Rescue Equipment	69267	Various equipment and parts for Mandogalup Brigade	431.42
Rockingham Mazda	M5536	2020 Mazda CX-9 6Auto touring FWD	47,657.16
Ngaru Pou Kapahaka Group	1717741	Refund bond on Medina Hall	700.00
Emerald Gardens and Landscaping	201020	Weed and grass spraying at KIC site	715.00
	211020	Weed and grass spraying Tronox site	715.00
	191020	Weed and grass spraying BP site	1,980.00
Kylie Howarth	141	Performance for Children's Book Week 2020	700.00
Kwinana Heritage Group	05October20	Heritage management fees 1st Qtr Jul to Sept 20	2,500.00
	05October2020	Heritage management fees 2nd Qtr Oct to Dec 20	2,500.00
Bushfire Prone Planning	BPP-19967	Bushfire management planning advice	715.00
Kearns Garden Supplies	03Sept20	Hardware for Kwinana Village	53.64
	04Sept20	Hardware for Kwinana Village	54.08
Air Liquide Australia	HG0773	Hire of medical oxygen Recquatic	91.75
Lo-Go Appointments	00422590	Temp staff week ending 241020	2,624.16
TenderLink	AU-369751	Upload of tender documents	402.60
Local Government Professionals	19,762	E-Learning program partnership	1,100.00
Charles Service Company	00033227	Additional cleaning required for Medina Hall	261.94
	00033228	Clean up of water leak John Wellard Centre	145.29
	00033233	Upholstery cleaning at Ken Jackman Hall	201.17
	00033226	Cleaning services Fiona Harris Pavilion	209.55
	00033225	Cleaning services at various locations	471.05
	00033224	Cleaning services at various locations	157.16
	00033223	Cleaning services Fiona Harris Pavilion	108.95
	00033222	Cleaning services at various locations	412.80
	00033011	Cleaning services at various locations	42,519.57
Telethon Kids Institute	291020	Staff donation Qtr 1 July to Sept 20	522.00
Parkers WA	INV-2189	Install bollard at Wellard Village	1,023.00
	INV-2188	Architectural timber insert beam bollard	4,702.50
Medina Primary School	001	Donation for graduation award	50.00
Sifting Sands	INV-1821	Mulch rotary at various playgrounds	1,934.90
	INV-1824	Sand cleaning service various parks	997.01
EFT TRANSFER: - 05/11/2020			240,034.70

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Australian Services Union	PY01-10-Aust Ser	Payroll Deduction	275.98
	PY01-10-Aust Ser	Payroll Deduction	71.70
Australian Taxation Office	PY99-08-Australi	PAYG tax withheld	29,174.00
	PY01-10-Australi	PAYG tax withheld	194,478.00
Maxxia Pty Ltd	PY01-10-Maxxia P	Payroll Deduction	1,110.48
	PY01-10-Maxxia P	Payroll Deduction	1,316.11
Health Insurance Fund of WA (HIF)	PY01-10-Health I	Payroll Deduction	1,004.55
City of Kwinana - Xmas fund	PY01-10-TOK Chri	Payroll Deduction	7,210.00
Child Support Agency	PY01-10-Child Su	Payroll Deduction	1,105.01
Easifleet	139587	Novated lease charges 011120	3,919.09
LGRCEU	PY01-10-LGREC U	Payroll Deduction	359.52
	PY01-10-LGREC U	Payroll Deduction	10.26
EFT TRANSFER: - 11/11/2020			62,748.22
Bright Futures Family Day Care - Pa	021120 to 081120	FDC Payroll 021120 to 081120	44,616.71
Bright Futures In Home Care - Payro	021120 to 081120	IHC Payroll 021120 to 081120	18,131.51
EFT TRANSFER: - 12/11/2020			256,995.15

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
SuperChoice	October2020-01	Superannuation-October2020-01	176,807.23
	October2020-03	Superannuation-October2020-03	3,262.53
	October2020-06	Superannuation-October2020-06	1,110.56
	October2020-07	Superannuation-October2020-07	3,338.63
	October2020-13	Superannuation-October2020-13	1,048.15
	October2020-14	Superannuation-October2020-14	11,563.15
	October2020-16	Superannuation-October2020-16	558.30
	October2020-17	Superannuation-October2020-17	18,810.56
	October2020-18	Superannuation-October2020-18	1,863.52
	October2020-21	Superannuation-October2020-21	1,902.06
	October2020-22	Superannuation-October2020-22	393.93
	October2020-24	Superannuation-October2020-24	689.53
	October2020-28	Superannuation-October2020-28	105.72
	October2020-29	Superannuation-October2020-29	574.03
	October2020-30	Superannuation-October2020-30	844.58
	October2020-32	Superannuation-October2020-32	1,442.98
	October2020-48	Superannuation-October2020-48	441.38
	October2020-49	Superannuation-October2020-49	1,357.53
	October2020-50	Superannuation-October2020-50	1,610.92
	October2020-54	Superannuation-October2020-54	1,812.62
	October2020-55	Superannuation-October2020-55	4,201.84
	October2020-56	Superannuation-October2020-56	1,196.30
	October2020-58	Superannuation-October2020-58	959.43
	October2020-59	Superannuation-October2020-59	1,031.46
	October2020-60	Superannuation-October2020-60	996.51
	October2020-61	Superannuation-October2020-61	522.86
	October2020-63	Superannuation-October2020-63	319.61
	October2020-64	Superannuation-October2020-64	765.26
	October2020-66	Superannuation-October2020-66	461.26
	October2020-70	Superannuation-October2020-70	588.97
	October2020-72	Superannuation-October2020-72	974.74
	October2020-73	Superannuation-October2020-73	769.98
	October2020-75	Superannuation-October2020-75	272.37
	October2020-79	Superannuation-October2020-79	1,110.56
	October2020-81	Superannuation-October2020-81	747.68
	October2020-83	Superannuation-October2020-83	1,054.02
	October2020-84	Superannuation-October2020-84	107.54
	October2020-85	Superannuation-October2020-85	816.04
	October2020-89	Superannuation-October2020-89	936.55
	October2020-90	Superannuation-October2020-90	611.68
	October2020-91	Superannuation-October2020-91	850.68
	October2020-92	Superannuation-October2020-92	1,659.74
	October2020-94	Superannuation-October2020-94	2,195.64
	October2020-95	Superannuation-October2020-95	173.93
	October2020B-01	Superannuation-October2020B-01	3,158.89
	October2020B-14	Superannuation-October2020B-14	973.70
EFT TRANSFER: - 12/11/2020			2,248,602.20

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Kleenit Pty Ltd	140838	Removal of graffiti from wall Campden Loop	605.00
Nilfisk Pty Ltd	PRI0003391	Rental of battery floor scrubber at Recquatic	660.00
Oakford Agricultural & Garden Suppl	85613	16M3 pine bark mulch to Kwinana Village	1,976.00
FE Technologies Pty Ltd	1008585	Self loan self-checkout kiosk	7,750.60
Alex Krsnik	SQ20028	Litter pickup Medina	440.00
	SQ20035	Slashing and hedging McWhirter Promenade	462.00
	SQ20030	Slash and weed control Patterson Rd	550.00
	SQ20032	Slashing verge Oatlands Vista	115.50
	SQ20033	Slashing and hedging Mortimer Rd	165.00
	SQ20034	Slashing and litter pickup McWhirter Prom	990.00
	SQ20036	Slash and weed control Gilmore Ave	533.50
	SQ20037	Slashing and litter pickup McWhirter Prom	770.00
	SQ20038	Slash sump Banksia Village and various sites	1,331.00
	SQ20039	Litter pickup City Centre	3,204.83
	SQ20040	Streetscape garden maintenance Oct 20	711.92
Wheelie Clean	7415	Rubbish bin clean for Admin Bldg	267.52
	7414	Rubbish bin clean for Darius Wells	369.38
Bay Concrete Grinding	00037576	Concrete grinding footpath Leda	4,015.00
Retech Rubber	00003214	Repair soft fall at Thomas Oval playground	357.50
	00003212	Repair soft fall at Maldon Park	401.50
Safemaster Safety Products Pty Ltd	00014282	Height safety inspections at various sites	6,488.00
Technifire 2000	24080	Replace reflective stickers on vehicle	587.76
Strategic DCP Consulting	027	DCP consulting services for DCA's	3,235.38
Port Printing Works	INV059216	50 A5 flyers for GST	36.30
	INV058534	Fire permit books	286.00
Chorus Australia Ltd	CI073796	Mowing services at Bright Futures October 20	114.35
Kleenheat	3838753	Monthly gas charges various locations October 20	7,052.85
Sonic Health Plus	2190529	Pre-employment medical assessment 051120	198.00
Pool Robotics Perth	20-00002152	Vacuum cleaner for Recquatic pools	506.00
Turf Care WA Pty Ltd	INV-1390	Supply and apply wetting agent at various ovals	28,929.96
	INV-1392	Verti mow Kelly Park	2,702.70
	INV-1394	Verti mow Thomas Park	22,591.80
	INV-1391	Supply and apply fertiliser to various locations	15,351.33
	INV-1393	Renovation works at Rhodes Park	4,400.55
Hydroquip Pumps	INV-41887	Pump testing Sandringham Park	25,329.70
Holcim (Australia) Pty Ltd	9407211076	Supply 1.60M3 N20 14mm concrete Walgreen Cres	336.16
	9407208682	Supply 1.60M3 N20 14mm concrete Hero Court	487.52
June Taylor	1707862	Refund bond on The Patio	100.00
Red Sand Supplies Pty Ltd	00013060	Concrete tipping City Operations Team	988.90
WA Carmax Pty Ltd	RI11301167	2020 Isuzu auto crew cab ute	22,924.70
Burson Automotive Pty Ltd	108600674	Vehicle parts for City Operations Team	4,579.77
	108448287	Assorted filters for City Operations Team	242.44
Mackie Plumbing and Gas Pty Ltd	I95893	Callistemon U11 repair to leaking toilet	149.33
	I95892	Banksia V5 replace shower head	164.99
	I95897	Callistemon U16 connect oven in kitchen	241.84
	I95883	Callistemon U70 install combination oven	393.44
	I95880	Repair leaking valve at Recquatic Centre	1,513.24
	I95864	Toilet repairs at Kwinana Rotary Club	1,203.21
	I95863	Repairs to urn at City Operations Team	262.88
	I95859	Investigate backflow valves at Recquatic	73.70
	I95838	Investigate pump 2 at Kwinana Dog Pound	924.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	195890	Repair leaking tap at John Wellard	414.03
	195889	Install HWU at Admin Bldg	1,408.00
	195887	Investigate water leak at Darius Wells Centre	617.48
	195839	Replace water filters at Casuarina Station	73.70
	195837	Scheduled maintenance Darius Wells Aug 20	92.84
	195836	Scheduled maintenance Medina Hall Aug 20	735.86
	195884	Callistemon U42 replace water meter	480.52
	195882	Banksia V18 install HWU	1,844.38
	195891	Callistemon U44 investigate sink drainage	183.00
	195896	Banksia V10 deliver sluice key for main water	460.90
	195834	Scheduled maintenance Depot Jul 20	1,233.71
	195835	Scheduled maintenance Pump Pits Sept 20	73.70
	195833	Scheduled maintenance Wandi Pav Sept 20	1,066.69
	195832	Scheduled maintenance Bertram Oval Sept 20	719.91
	195831	Scheduled maintenance Casuarina Hall July 20	280.02
	195830	Scheduled maintenance John Wellard Aug 20	615.27
	195829	Scheduled maintenance Admin Bldg July 20	383.35
	195828	Scheduled maintenance Darius Wells July 20	1,808.91
	195827	Scheduled maintenance Darius Wells July 20	180.40
	195826	Scheduled maintenance Mandogalup FS Sep 20	73.70
	195824	Scheduled maintenance William Bertram Aug 20	83.27
	195823	Solar HWU service Mandogalup FS	719.30
	195822	Scheduled maintenance Thomas Kelly Sep 20	73.70
	195821	Scheduled maintenance Recquatic Cntr Aug 20	416.15
	195820	Scheduled maintenance Casuarina FS Sep 20	719.30
	195819	Scheduled maintenance The Zone Sep 20	110.55
	195816	Scheduled maintenance The Zone Aug 20	86.46
	195818	Scheduled maintenance William Bertram July 20	301.26
	195815	Scheduled maintenance Parmelia House Aug 20	719.30
	195814	Scheduled maintenance Dog Pound Sep 20	73.70
	195812	Scheduled maintenance Darius Wells Aug 20	839.16
Moore Australia (WA) Pty Ltd	1494	2020 Financial Management Regulations webinar	198.00
BCE Surveying Pty Ltd	00012903	Feature survey Gilmore Ave to Chisham Ave	15,950.00
	00012902	Parmelia Feature Survey	14,740.00
Community Resources Limited T/As So	INV49981	Mattress collection and recycling	10,010.00
	INV49980	Mattress collection and recycling	17,217.20
	INV-49979	Mattress collection and recycling	5,233.80
Royal Life Saving Society	120650	Pool Lifeguard training	2,166.00
	120904	Teacher of Life Saving online course	50.00
	120920	Breathing Apparatus refresher course	275.00
Churchill Capital Consulting Pty Lt	00003198	Consultancy Services October 20	8,746.85
Jessica Lee Te Huia	1719962	Refund bond on The Patio	100.00
Manasa Keerthi Thati	1746470	Refund bond on The Patio	100.00
Emma Walker	1744364	Refund bond on The Patio	100.00
Jasmina Ducali	1729690	Refund bond on The Patio	100.00
Subin Ninan Abraham & Tracey Lee Mc	A/N24167	Crossover subsidy rebate	365.40
Avtarsingh Mohindersingh Sunehara	A/N24209	Crossover subsidy rebate	365.40
Tylah Dean Ross Hodges	A/N23610	Crossover subsidy rebate	365.40
Crystal Renee Wolarczuk	A/N24431	Crossover subsidy rebate	365.40
Satellite Security Services	IV009752	Remote downloading codes Snr Citizens Cntr	50.00
	IV009733	Replace sensor on alarm at Thomas Oval Pavilion	200.20
	IV009701	Repair alarm cables at City Operations Team	1,949.90
	IV009693	Replace battery on alarm at Bertram Community Cntr	300.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Shane McMaster Surveys	Kwin308	Street light installation survey Leath Rd	550.00
Australia Post	1009958318	Agency commission fees to 300920	715.63
	1010038049	Agency commission fees to 311020	1,231.66
Southern Metropolitan Regional Coun	15142	Annual contributions 1st and 2nd Qtrs 20	52,983.16
Premier & Cabinet Department of	163567	Advertising cost in Government Gazette 091020	108.15
Sunny Sign Company Pty Ltd	444719	No Through Rd street sign	162.25
Telstra	1170168000Oct20	Usage to 161020 corporate phone account	37,981.56
	1355246271Oct20	Mobile device whole organisation Oct 20	11,020.71
Returned Services League Of Austral	1746988	Refund bond on Medina Hall	500.00
Toll Transport Pty Ltd	1097171	Transport services food water sampling analysis	21.90
Wormald Australia Pty Ltd	8325556	Callout fee for alarm fault at Darius Wells	445.50
Water Corporation of Western Austra	9000334597Nov20	Service charges Feilman Building	328.98
	9000374062Nov20	39U Wells Park toilets	100.66
	9000295305Nov20	196U Sloan's Cottage	505.88
	9000294409Nov20	13U Leda Hall	329.96
Westbooks	317677	Books for Library	17.76
Absolute Painting Services	INV-1600	Repairs to Swim Club rooms at Recquatic	484.00
Coles Group & Myer	CGC905188	Gift cards issued as per policy	1,374.85
Palm Lakes Gardens & Landscape Serv	15888	Paving repairs to Chiswick Pde	2,200.00
	126481	Wellard Village repair paving around bollards	550.00
	1254444	Callistemon U50 and U33 adjust retic	88.00
	13558	Banksia V28 and V30 repair sprinklers	110.00
Beaver Tree Services Aust Pty Ltd	75120	City wide watering 091020	4,019.08
	75121	City wide watering 161020	4,019.08
	75203	City wide watering 231020	4,019.08
	75207	Tree pruning various sites	36,835.76
	75122	Root barrier installation Rockport Ridge	628.94
	75123	General vegetation clearance various sites	1,381.46
	75195	Tree pruning Bingfield Rd	1,617.26
	75196	Tree pruning Fennager Way	194.29
	75124	Tree pruning various sites	1,830.71
	75184	Tree pruning Corrigin Heights	1,347.72
	75197	General vegetation clearance Donaldson Rd	6,761.06
	75198	General vegetation clearance Westport Link	4,917.35
Asbestos Masters WA	3426	Asbestos removal Gentle Rd	440.00
	3418	Asbestos removal Nth Parmelia PS	440.00
	3422	Asbestos removal Hope Valley	880.00
Synergy	792417950Nov20	Street lighting	115,000.52
	882732750Oct20	0U Harrison Way	112.53
	856518550Nov20	Decorative lighting	2,652.83
	700373810Oct20	163U Rutherford Park	155.63
	185126570Oct20	21U Borthwick Park retic	114.86
Allcom Communications	30306	Install rear camera to 1GUP958	713.90
Bunnings Building Supplies	2163/01025515	Repair boxing bags	50.76
	2163/01585831	Painting equipment for Rhodes Park	71.83
	2163/01291545	Measuring tapes for City Assist	53.20
Ixom Operations Pty Ltd	6308282	Chlorine gas supply for Recquatic Oct 20	121.40
Ausco Modular Pty Ltd	7250128	Demountable hire Nov 20	1,471.80
ID Consulting Pty Ltd	00013583	Forecast ID yearly subscription fee Sep 20	52,800.00
Neverfail Springwater	966855	Bottled water for City Operations Team	31.20
Downer EDI Works Pty Ltd	6009729	Asphalt 7mm & 10MM Gran AC50B	874.98

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	6009730	Asphalt 7mm Gran AC50B	146.86
	6009731	Asphalt 7mm & 10mm Gran AC50B	468.06
Outsource Business Support Solution	00001586	Temp staff 021120 and 051120	2,468.40
Poly Pipe Traders	00108230	Retic stock items for Depot	41.29
Marketforce Pty Ltd	35641	Advertising 071020	415.42
	35628	Advertising 071020 and 211020	2,101.00
	35629	3 month subscription to realestate.com.au	1,012.00
	35639	Advertising on SEEK 191020	247.50
	35638	Advertising on SEEK 191020	247.50
	35637	Advertising on SEEK 141020	247.50
	35636	Advertising on SEEK 121020	247.50
	35635	Advertising on SEEK 121020	247.50
	35633	Advertising on SEEK 071020	247.50
	35632	Advertising 300920	247.50
	35631	Advertising 250920	247.50
AAA Blinds Port Kennedy	7641	Callistemon U23 repair broken blinds	108.00
	7640	Banksia V11 repair broken blinds	204.00
City of Rockingham	113984	Tip fees to 311020	71,732.50
Civica Pty Ltd	M/LG016885	Licence support & maintenance 010320 to 301120	2,905.45
	M/LG016887	Excel integration licence support 010920 to 301120	1,697.71
	M/LG016886	ALF performance manager licence support to 301120	4,035.96
Western Maze Pty Ltd	00001069	E-waste collection Oct 20	422.06
Coastline Mowers	25832#1	Throttle cable for City Operations Team	34.00
KLMedia Pty Ltd	1146435	Adult DVD's for Library	105.94
	1146434	Adult DVD's for Library	540.09
	1146431	Adult DVD's for Library	231.89
	1146433	DVD's for Library requests	115.06
Foreshore Rehabilitation & Fencing	INV-4789	Honeywood fencing repairs	1,287.00
Officeworks Superstores Pty Ltd	620641880	Stationery for Community Recovery Forum	85.40
Bladon WA Pty Ltd	BWA145728	Uniforms for Community Liaison Officers	651.29
Redink Homes Pty Ltd	Refund	Duplicate payment	968.06
Advanced Traffic Management (WA) Pt	00140779	Traffic management Beard St	2,489.30
	00140531	Traffic management Henley Blvd	1,105.50
	00140530	Traffic management Burlington St	3,132.25
	00140750	Traffic management Beard St	981.20
	00140752	Traffic management Beacham Cres	875.05
	00140534	Traffic management Beacham Cres	904.20
	00140538	Traffic management Mandurah Rd	1,389.30
	00140536	Traffic management Ocean Street	3,590.40
LD Total	108103	Additional maintenance at various locations Oct 20	9,154.81
	108118	Additional maintenance at various locations Oct 20	405.71
	108121	Additional maintenance at various locations Oct 20	910.35
	108119	Additional maintenance at various locations Oct 20	2,209.10
	108657	Additional maintenance at various locations Oct 20	236.93
	108120	Additional maintenance at various locations Oct 20	2,389.67
	108106	Additional maintenance at various locations Oct 20	1,232.03
	109368	Landscape maintenance various locations Oct 20	32,759.51
	109353	Landscape maintenance various locations Oct 20	8,872.47
	109351	Landscape maintenance various locations Oct 20	5,078.39
	109355	Landscape maintenance various locations Oct 20	15,981.61
	109357	Landscape maintenance various locations Oct 20	11,447.15
	109358	Landscape maintenance various locations Oct 20	2,755.48
	109360	Landscape maintenance various locations Oct 20	824.44

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	109364	Landscape maintenance various locations Oct 20	5,439.02
	109366	Landscape maintenance various locations Oct 20	1,171.42
	109370	Landscape maintenance various locations Oct 20	1,986.75
	109367	Landscape maintenance various locations Oct 20	7,621.39
	109352	Landscape maintenance various locations Oct 20	2,503.96
	109350	Landscape maintenance various locations Oct 20	1,131.09
	109354	Landscape maintenance various locations Oct 20	4,745.31
	109361	Landscape maintenance various locations Oct 20	2,813.79
	109369	Landscape maintenance various locations Oct 20	352.17
	109356	Landscape maintenance various locations Oct 20	3,601.76
	109365	Landscape maintenance various locations Oct 20	417.40
	109359	Landscape maintenance various locations Oct 20	234.65
	109363	Landscape maintenance various locations Oct 20	1,653.04
Peter Carnley Anglican Community Sc	001	Donation for awards	100.00
AC Cooling Services	6974	Banksia V62 service to AC	140.00
	7104	Banksia V11 and V53 service to AC system	242.00
ED Property Services	00001629	Banksia V29 repairs to roof tiling	88.00
Data #3 Limited	01961341	Annual Microsoft Interprice Agreement	113,323.04
T J Depiazzi & Sons	110643	Supply and deliver pinebark mulch to Depot	3,042.05
	110642	Supply and deliver pinebark mulch to Depot	3,259.85
Statewide Cleaning Supplies	SI403596	Hand wipe packs for Recquatic	787.60
Porter Consulting Engineers	00020648	Drainage relocation Bertram Rd	6,787.00
Elliotts Irrigation Pty Ltd	B19764	Iron filter servicing for Oct 20	2,200.00
Web In A Box	58145	Domain registration	270.00
Landgate	360434-10001098	Senior Valuer services	3,210.30
	67234796	Landgate title search fees Oct 20	32.25
	1054640	Landgate title search fees Oct 20	267.00
	360338-10001098	GRV chargeable schedule No G2020/21	391.33
	359951-10001098	GRV chargeable schedule No G2020/20	859.64
Quell Cleen	00053075	Banksia V53 carpet cleaning	130.00
	00052932	Banksia V11 vacate clean	320.00
Master Lock Service	00007282	Callistemon U2 and U7 repair locks on doors	255.00
	00007277	Supply and fit lock to door Ken Jackman	270.00
Name Badge World	BW14340	Employee name badges	179.53
	BW13347	Employee name badges	54.95
Tracey Jane Gooden	06November20	Reimbursement of client birth certificate and meal	63.99
	05November20	Christmas tattoo's for Light Up the Square event	59.95
Fire & Emergency Services, Dept of	01November20	ESL collections for October 2020 Option A	996,178.15
	151274	Annual ESL charge for Council owned properties	80,681.23
	151274A	Annual ESL charge for Council owned properties	250.94
Talis Consultants Pty Ltd	21699	Waste Education online survey	1,287.00
Accord Security Pty Ltd	00025194	Cash handling services for Oct 20	786.50
	00025195	Alarm security for various facilities	1,518.00
Flexi Staff Pty Ltd	I0003050	Temp staff week ending 291020	1,524.07
Rockypest Pest Management	INV-00031517	Callistemon annual termite inspection	4,950.00
	INV-00031855	Banksia V29 wasp treatment	150.00
West Coast Profilers	23696	Profiling planning Rd surfaces Cockburn Rd	6,272.81
ALSCO Pty Ltd	CPER2082403	Linen hire for Council dinners	59.63
Imagesource Digital Solutions	454156	NAIDOC exhibition X board	104.50
	454198	NAIDOC Week information flyers	104.50
Cat Haven	00181038	Animal service fee Oct 20	66.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Woolworths Group Limited	4115883	Items for The Zone	9.56
	74357105	Items for City Operations Team	132.50
	4115884	Items for Gov tea and Mooditj Kulungars	117.93
	76336643	Items for staff and Council dinners	120.67
	4115874	Items for Kwinana Recovery forum	66.25
	4115875	Gift card for youth volunteer videographer	105.95
	76484014	Items for City Operations Team	104.41
	4115862	Items for The Zone	47.92
	4115871	Items for Mooditj Kulungars	81.99
	4115873	Items for Recquatic Creche	174.75
Ellexacom	112273	Repair light fitting at Kwinana Adventure Park	230.53
	112270	Repair power point at Recquatic	194.18
	112269	Replace faulty light at Recquatic	401.83
	112267	Repair powerpoint in stadium at Recquatic	81.79
	112266	Repair lights in Darius Wells bin storage area	77.00
	112260	RCD testing Margaret Feilman Centre	88.00
	112254	Repair power points at Fiona Harris Pavilion	1,857.81
	112259	Emergency evacuation testing Kwinana Depot	154.00
	112258	Emergency evacuation testing Smirk Cottage	132.00
	112257	Emergency evacuation testing Margaret Feilman Cntr	110.00
	112255	Supply and install meter for Thomas Oval Pav	220.00
	112252	Repair carpark lights for John Wellard Centre	1,622.10
	112182	Repair street lighting on Gilmore Ave	405.67
	112161	Inspect and report cable size at Snr Citizens Cntr	192.50
	112110	Replace faulty exit sign to clubrooms Wandi Hall	285.88
	112322	Install internet cables at Admin Bldg	537.22
	112334	WI FI installation for public at Medina Cntr	2,529.29
Multispares Ltd	4091311	1 set of fan belts and aircon belt	106.37
Sprayking WA Pty Ltd	00001921	Weed control various locations Oct 20	9,223.28
	00001922	Treatment of weeds Daintree Bertram Oct 20	451.96
Labourforce Impex Personnel Pty Ltd	168287	Temp staff week ending 011120	963.28
	168382	Temp staff week ending 081120	1,595.64
Harmony Software	3-718	In Home Care Educator subscription Oct 20	270.60
	3-704	Harmony Web Educator subscription Oct 20	851.40
Forward Learning Pty Ltd (World Boo	INV0030712	E-books annual subscription	1,364.00
Quantum Building Services	00003422	Dungeon Cage installation at The Zone	2,731.09
All Lines & Signs	10991020	Line marking Honeywood Ave	1,100.00
Pillai Shivasankaran	A/N24523	Crossover subsidy rebate	365.40
EEO Specialists	1154	EEO workshop scheduled for 271020	6,050.00
	1155	EEO workshop scheduled for 281020 and 031120	9,240.00
Starbucks Flooring	INV-000746	Install carpet tiles to William Bertram Cntr	11,599.00
	INV-000745	Install carpet to offices at William Bertram Cntr	4,548.00
GreenLite Electrical Contractors Pt	00013132	Commission bore pump at Sandringham Park	559.56
K Mart	257966	Assorted equipment for dry programs	104.00
Poolwerx Spearwood	INVSPE1735	Splash pad water quality test Adventure Park Oct	2,051.70
Envirosweep	81157	Footpath sweeping various locations Oct 20	3,938.00
	81411	Reactive emergency works Oct 20	1,512.50
	81180	Carpark sweeping for Oct 20	2,832.50
	81381	Road sweeping various locations for October20	4,482.50
Lamp Replacements	IN1032236	Smartbright led for The Zone	611.60
Jane Elizabeth Harris	09November20	Items for Bright Future FD	238.80
Les Mills Australia	1100602	Les Mills licence fee Nov 2020	934.49

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Vocus Communications	P637818	Monthly internet services Nov 20	1,694.00
McLeods	116067	Legal fees matter 44065	4,703.90
	116068	Legal fees matter 44887	2,552.19
	116345	Legal fees matter 46244	417.45
Kearns Garden Supplies	25	Hand held line marker applicant	267.00
Air Liquide Australia	WZ1737	Hire of medical oxygen Recquatic	50.56
Lo-Go Appointments	00419882	Temp staff week ending 010619	1,495.77
	00419937	Temp staff week ending 080619	1,495.77
	00422629	Temp staff week ending 311020	1,476.10
	00422655	Placement fee	2,934.36
	00422626	Temp staff week ending 231020	1,674.46
	00422627	Temp staff week ending 311020	1,472.17
	00422628	Temp staff week ending 311020	2,033.03
	00422625	Temp staff week ending 311020	1,219.68
Charles Service Company	00033110	Cleaning services for various facilities to 311020	43,323.46
	00033292	Cleaning services at Admin Bldg	3,406.92
	00033125	Cleaning consumables for Sep 20	2,363.33
Accidental Health & Safety Perth	3613	Viraclean disinfectant Animal Management Facility	230.78
Bright Light Signs Pty Ltd	00015749	VMS signage hire for Fire and Emergency week	1,320.00
Espresso Essential WA	SI-00208677	Coffee machine supplies Admin	415.06
Price Consulting Group Pty Ltd	4476	Presentation of classification system	550.00
EFT TRANSFER: - 18/11/2020			62,467.02
Bright Futures Family Day Care - Pa	091120 to 151120	FDC Payroll 091120 to 151120	44,546.00
Bright Futures In Home Care - Payro	091120 to 151120	IHC Payroll 091120 to 151120	17,921.02
EFT TRANSFER: - 19/11/2020			1,482,064.94

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Nilfisk Pty Ltd	PRI0003318	Rental of battery floor scrubber Recquatic Sep 20	660.00
North Parmelia Primary School	001	Donation for graduation award	50.00
Canon Production Printing Australia	1510052	Colorwave 3500 scanner charges Oct 20	288.75
Easy Access Lifts Pty Ltd	EAL1364	6 monthly service of hydro and 25m pool hoists	853.60
The Kwinana Local	INV-0030	Pop up alfresco in Medina for place activation	138.00
Alex Krsnik	SQ20019	Slash and tidy Serenity St and Diamond Gdns	286.00
	SQ20029	Verge slashing mitigation various locations	330.00
Rheanna Michelle Edwards	1704659	Refund bond on The Patio	100.00
Netstar Australia Pty Ltd	104455	EZ subscription advanced website fee	2,885.52
PTE Group	INV-10038	Additional wheels and rims for plant 584	341.00
Port Printing Works	INV059433	Light Up the Square A5 flyers	148.50
	INV059471	Kwinana Recquatic 12 Days of Xmas DL Flyers x 500	66.00
	INV059511	Kwinana Recquatic 12 days of Xmas entry cards	216.70
	INV059469	Business cards for Recquatic	94.60
	INV059432	Light Up the Square flyers	56.10
Leaf Bean Machine Pty Ltd	00082489	Coffee order for Cafe Splash	169.50
	00082362	Rental of coffee machine at Cafe Splash for Oct 20	385.00
	00081172	Rental of coffee machine at Cafe Splash for Nov 20	385.00
	00080134	Rental of coffee machine at Cafe Splash for Sep 20	385.00
Sonic Health Plus	2189661	Pre-employment medical assessment 021120	198.00
	2191721	Pre-employment medical assessment 031120	198.00
	2191722	Pre-employment medical assessment 041120	198.00
	2192631	Pre-employment medical assessment 061120	127.60
	2152188	Pre-employment medical assessment 180920	198.00
	2197971	Pre-employment medical assessment 111120	198.00
Gavin Wade Scott	0028	Gate repair at bush reserve	150.00
	0029	Replace and re-weld wear plates on slasher tractor	300.00
	0031	Trailer service on site to various trailers	1,232.50
	0032	Fit and weld new spray unit on tractor	400.00
Turf Care WA Pty Ltd	INV-1519	Verti mow sweep and treatment at Darius Wells	4,488.00
	INV-1552	Various ground works and treatment to Admin Bldg	5,654.00
Ningi Ventures WA	1002	Career corner conversation 121120	230.00
AAA Asphalt Surfaces	00006485	Pallet of cold mix delivered to Depot	1,182.50
Holcim (Australia) Pty Ltd	9407225015	Supply 2.1M3 N25 14mm concrete Challenger Ave	387.20
	9407215327	Concrete N25 144mm for De Haer Rd Wandi	256.08
	9407188110	N25 14mm concrete delivered to Depot	576.40
Flex Fitness Equipment	116537	Dumbbell rack	169.00
Jo Art House	0002	Medina Town Centre revitalisation street planter	560.00
Ridleys Towing & Transport	47	Driver for tour of Kwinana 310820	62.50
	46	Driver for tour of Kwinana 230920	62.50
	48	Bus cleaning 310820 and 191020	40.00
Adam Davies	12November20	ROMWOD LLC subscription for Recquatic	365.60
Datacom Solutions (AU) Pty Ltd	INV1012613	Monthly website licence October 20	1,870.00
Harvey Norman Port Kennedy	1016934	3 x Lenovo Tab M10 HD android tablets	654.00
Burson Automotive Pty Ltd	108535894	Filter kit for KWN2053	123.74
	108535886	Filter kit for 1GJC832	123.74
	108535878	Filter kit for KWN2131	123.74
	108535889	Filter kit for 1GPL242	123.74
	108535872	Filter kit for 1GEO382	123.74
	108535869	Filter kit for KWN2110	123.74

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	108535864	Filter kit for KWN2133	123.74
	108535861	Filter kit for KWN2134	123.74
	108535858	Filter kit for KWN2052	123.74
	108535855	Filter kit for KWN2028	123.74
	108535880	Filter kit for 1GIL472	67.71
	108535882	Filter kit for 1GWW680	67.50
	108535853	Filter kit for KWN1954	123.74
	108535848	Filter kit for KWN2111	123.74
	108535897	Filter kit for 1GPA120	99.56
	108535844	Filter kit for KWN2051	123.74
	108535893	Filter kit for 1GJX593	99.56
	108584981	12 volt starter jump pack for fire support	153.95
Mackie Plumbing and Gas Pty Ltd	195894	Repairs to sewer at Wandi Pavilion	218.25
	195895	Repair drink fountain at Edge Skate Park	99.94
	195902	Install RPZD to Recquatic Centre	1,914.00
	195911	Scheduled maintenance Recquatic Centre Oct 20	258.50
	195825	Scheduled maintenance Thomas Oval Pav Sep 20	110.55
	195454	Callistemon U16 & U9 move oven to U16	316.76
	195912	Service male showers at Recquatic	1,039.50
Advanced Building Engineers Pty Ltd	00203995	Structural design for City Operations Team	5,500.00
Australian HVAC Services Pty Ltd	58209	Repairs to AC system John Wellard Centre	405.35
Robertson Hayles Lawyers Pty Ltd	013065	Legal fees matter 202009378	3,839.00
Behrooz Houshangpoor Eslam	002-2020	Promotion for Grow It Local 081120	150.00
Ken Rogers Coaching	2020/21-47	Mental Health First Aid course	250.00
KCR IT Solutions	2172	Business consultations Kwinana Recovery Forum	220.00
Halo Digital	INV-1731	Kwinana Community Recovery Forum 20	220.00
Online Social Butterfly	IV00004447	Business consultation honorarium	220.00
The Local Farmers Market	TLFM-1096	Kwinana Community Recovery Forum 20	200.00
Crawlin Crocodile	#00032	Digital artwork for community programs marketing	1,200.00
Smoults Larder	00000511	Lunch catering for Heritage Tour with volunteers	213.20
Kerry Lee Goodes	7.0	Rates Refund	2,351.87
One Degree Advisory Pty Ltd	2021-241	Review of Koorliny documentation 50% payment	7,607.82
Michael Pius Hayes	12November20	Supplier for Recquatic recharge room	57.00
Ashley David Harris	7.1	Rates Refund	1,115.28
Stefanie Louise Dobro	7.1	Rates Refund	1,510.23
Russell Cox	17November20	Refreshments for Kwinana Loop Trail launch	107.54
Sarah Lowndes	1706741	Refund bond on The Patio	100.00
Anna May Holten	1726222	Refund bond on The Patio	100.00
Sarah Buswell	1737517	Refund bond on The Patio	100.00
Universal Church of Christ	1737709	Refund bond on Ken Jackman Hall	800.00
Sarah Davies	1757100	Refund bond on The Patio	100.00
Fiona Anderson-McKelvie	1763041	Refund bond on The Patio	100.00
Pamela Twarog	1763257	Refund bond on Thomas Kelly Pavilion	2,000.00
Winnie Han	1765973	Refund bond on The Patio	100.00
Satellite Security Services	IV009267	Repairs on auto enter door to Chambers	137.50
Daimler Trucks Perth	6203755D	Canvas seat covers x 2	304.02
St John Ambulance Australia (WA) In	FAINV00604303	First aid training 101120	160.00
	FAINV00602454	First aid training 101120	160.00
	FAINV00602455	First aid training 101120	160.00

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Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	FAINV00602456	First aid training 101120	160.00
	FAINV00602457	First aid training 101120	160.00
	FAINV00602458	First aid training 101120	160.00
	FAINV00602459	First aid training 101120	160.00
	FAINV00602460	First aid training 101120	160.00
State Library of Western Australia	RI017945	External inter-library loans	16.50
	RI017644	External inter-library loans	33.00
Sylvia Ayton Snowden	16November20	Reimbursement of working with children check	87.00
	16November20-#2	Chocolates for end of year function	68.75
Telstra	9385375010Nov20	Internet and data to 241120	2,491.62
Toll Transport Pty Ltd	0407-T221490	Courier charges 111120	13.05
Total Eden Pty Ltd	411068320	25mm solenoid valve x 2	94.49
	411067194	Various reticulation parts for stock	2,330.12
Works Social Club	10November20	Team Building Milestone	1,629.40
Udia (WA)	INV-0597	Registration to UDIA Industry 111120	150.00
Waste Stream Management Pty Ltd	00427387	Tipping fees 261020	528.00
	00427511	Tipping fees to 131120	231.00
Water Corporation of Western Austra	900034922Nov20	Service charges 24/40 Meares Ave	155.34
	9000339427Nov20	35U Victory for Life	231.34
	9000341914Nov20	Service charges 23/40 Meares Ave	155.34
	9000341578Nov20	1469U Recquatic/Zone	7,456.97
	9000340874Nov20	898U Callistemon Court	3,894.92
	9000341201Nov20	1176U Banksia Park	4,824.47
	9000340559Nov20	259U Adventure Park/Tennis Club	668.48
	9000334589Nov20	8U Feilman Building	725.23
	9023167656Nov20	2U Hawkeswood Blvd drink fountains	5.16
Westbooks	317186	Junior Library books	23.67
	316932	Junior Library books	11.09
	316923	Adult Library books	75.45
	316926	Adult Library books	99.83
	316921	Junior Library books	260.94
	316928	Adult Library books	14.79
	316925	Adult Library books	110.21
	316927	Adult Library books	14.05
	316929	Junior Library books	28.65
	316931	Junior Library books	12.57
	316922	Junior Library books	107.76
Bank Of Ideas	INV-4164	Facilitator for Kwinana community recovery forum	3,190.00
Construction Training Fund	31October20	CTF levy for October 2020	8,677.09
Cardno (WA) Pty Ltd	ICW211394	Professional services Wellard Road project 301020	3,905.00
Absolute Painting Services	INV-1668	Banksia Park V11 touch up paint	176.00
Venues West	17939	Motorplex sponsorship for2020 to 2021	5,500.00
Big Brews Liquor	ZB1347583	Drinks for Non Government Organisation event	1,346.71
Beaver Tree Services Aust Pty Ltd	75227	Weekly crew for tree maintenance various locations	21,226.59
	75225	Tree maintenance Kwinana Adventure Park	9,389.12
	75226	Verge tree watering week ending 301020	4,019.08
Suez	39891921	Mixed waste Oct 20	194,148.69
	165326	Waste and recycling services Oct 20	161,714.64
	39927102	General waste Oct 20	1,739.89
	39900487	Greenwaste bin and tipping fees to 071020	899.06
Synergy	258360080Nov20	5417U Kwinana Adventure Park	1,218.15
	118367820Nov20	6941U New Thomas Oval Pavilion	1,530.63

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	141057240Nov20	18387U The Zone	4,846.05
	149872970Nov20	4817U Incubator	1,187.65
	422268910Nov20	6609U Depot	1,649.91
	566370150Nov20	311U Chipperton Park	144.71
	179469390Nov20	2062U Bertram Community Centre	517.36
	144372270Nov20	2441U Thomas Oval retic	439.96
	129764890Nov20	7783U Lambeth Park	1,843.58
	107029100Nov20	3382U Wellard Community Centre	792.79
	504616220Nov20	32U Rogan Park	188.19
	135567600Nov20	41359U Darius Library and Resource Centre	10,002.28
	177581220Nov20	99295U Recquatic	22,442.37
	198694990Nov20	45391U Admin/Arts/Parmelia	11,369.82
Murdoch University	9706-0900.104340	City of Kwinana scholarship 2020	4,000.00
Prestige Catering & Event Hire	INV-2048	Volunteer sundowner catering & furniture hire	3,351.00
	INV-2037	Council meeting catering 111120	385.00
	INV-2034	Catering for COVID 19 Forum 061120	3,131.50
Ambrose Rent A Car	00468525	17 days hire of Toyota hilux ute	680.00
ABCO Products	624666	Purigene 1L luxury foam soap	228.21
Bunnings Building Supplies	2163/01025632	Box of hex screws 1410 x 65mm	112.10
	2163/01685085	Door handles and PPE equipment for Administration	117.90
	2163/01584932	MDF shelving for mechanic workshop	171.30
	2163/01037789	Materials to build structure at The Zone	63.20
	2163/01684404	Toilet signs for Kwinana Tennis Club	57.51
	2163/01685542	Various tools and equipment for Irrigation Officer	178.42
Ixom Operations Pty Ltd	6311247	Chlorine gas supply for Recquatic Oct 20	1,035.89
Technology One Limited	194581	OneCouncil implementation fees	548,714.10
Sigma Chemicals	143353/01	Chemical order for Recquatic	413.60
Neverfail Springwater	991328	Bottled water for The Zone	154.00
Modern Teaching Aids Pty Ltd	44142916	Disposable gloves blue pack of 1000	211.20
Cannon Hygiene Australia Pty Ltd	96873376	Hygiene services 061120 to 051220	1,519.46
Connect CCS	00103915	After hours monitoring overcalls October20	1,768.20
Chadson Engineering	A0089957	Recalibration of palin test	394.90
WA Boiler Spares & Service	15293	Replace asbestos contaminated gasket on hydro boil	440.00
Outsource Business Support Solution	00001589	Temp staff 091120 and 121120	2,622.67
Daniels Printing Craftsmen	69448	Spirit December newsletter printing	4,510.00
	69447	2021 City of Kwinana calendar printing	13,288.00
City of Gosnells	23254	Switch Your Thinking annual registration 20-21	5,500.00
CJD Equipment Pty Ltd	2124067	Fender flare	415.88
	2124069	Retaining ring	0.54
	2130718	1 x steering wheel centre cap	63.15
	2130717	1 x steering wheel centre ring holder	47.16
	2116822	Steering wheel and screws	541.66
	2124071	Lock washer	9.98
Chefmaster Australia	00044658	Clear 240L drum liners and roadside litter bags	5,020.40
Western Maze Pty Ltd	00001072	Hard waste collection area 3	85,742.53
	00001073	Hard waste collection go backs	1,807.32
BullAnt Security Pty	10204817	Duplicate key for Calista Tennis Club	7.79
Coastline Mowers	25917#5	Hedge trimmer	636.75
Foreshore Rehabilitation & Fencing	INV-4802	Harley raking at various reserves	6,600.00
Eclipse Soils Pty Ltd	KWIN01R044135	Depositing of thatch grass debris	1,210.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Bladon WA Pty Ltd	BWAI46085	Reusable shopping bags assorted colours	1,188.00
Winc Australia Pty Ltd	9034168363	Stationery for Admin Building	61.60
	9034352750	Stationery for Admin Building	815.87
Advanced Traffic Management (WA) Pt	00140945	Traffic management for traffic counters to 051120	1,711.05
	00140946	Traffic management Postans asphalt repairs 041120	856.90
	00140947	Traffic management for accident Summerton 031120	891.00
	00140942	Traffic management various locations to 041120	2,300.10
	00140983	Traffic management Sulphur Rd 101120	1,540.00
	00140751	Traffic management Ocean Street 301020	6,713.30
LD Total	108126	20m3 pinebark mulch for Wellard Village	2,695.00
Data #3 Limited	01963488	Microsoft software 0365E3	21,587.85
T J Depiazzi & Sons	111117	Supply and deliver pinebark mulch to Depot	3,491.40
Stonehenge Ceramics	E0302	Tiling work to main swimming area at Recquatic	1,950.00
Trophy Express	13140	Trophies and medals for Friday morning netball	164.70
Public Libraries Western Australia	00131	Public Libraries WA annual membership 21	250.00
EnviroLab Services (WA) Pty Ltd	PE656940	Bore water analysis at various sites (19 bores)	1,365.10
Complete Office Supplies Pty Ltd	09644315	Stationery items for City Operations Team	77.04
	09644211	Stationery items for City Operations Team	170.16
Department of Treasury & Finance	Outgoings1920	Stidworthy Court variable outgoings adjustment	2,182.35
Big W	176009	Cultural workshops canvases x 8	64.00
	176010	Girls pamper day items	44.95
	176038	Items for Bertram reopening	95.00
Department of Planning -DAP	DAP/20/01881	DA9805 Lot 3 (101) Johnson Road Bertram	5,603.00
Let It Shine Oven Cleaning	00001620	Banksia V1 clean oven and grill	265.00
Abraham Pattiselanno	09November20	Chocolate for scholarship assessment panel packs	17.04
Centrecare	23908	EAP annual registration and management fee	1,026.66
Master Lock Service	00007337	Banksia Park V18 replace faulty letterbox lock	115.00
Talis Consultants Pty Ltd	21707	Peace Park landfill gas monitoring to 311020	642.68
Flexi Staff Pty Ltd	I0003235	Temp staff week ending 081120	1,554.44
CMS Engineering Pty Ltd	39392	Decommission/remove old wall mounted AC Recquatic	5,599.00
	39360	Repairs to cool room unit at Thomas Kelly Pavilion	4,132.70
	39359	Investigate foam coming from air con at Recquatic	551.10
ALSCO Pty Ltd	CPER2085009	Linen hire for Council dinners	67.33
mylollies.com.au	SO751	15000 x pre-packed lolly bags for the Lolly Run	8,030.00
Woolworths Group Limited	3870504	Milk for Zone	9.56
	3870505	Items for Mooditij Kulungars and Bright Futures	131.53
	4115853	Materials for feral animal control program	3.50
	4115894	Refreshments for STEM Awards	397.97
	76974644	Items for the Administration building	91.80
	3848879	Items for Wellard reopening	112.59
	4115879	Items for Bertram reopening event	33.00
	76966592	Items for the City Operations Team	113.00
	4115882	Items for Cafe Splash	201.50
	76768846	Catering for leaving morning tea	106.13
	76544847	Items for Administration Building	163.85
The Cruising Yacht Club of WA Inc.	00036074	Bright Futures function 201120	2,585.00
Elexacom	112085	Electrical compliance works at Recquatic	2,445.91
	112349	Installation of people counter at Recquatic	335.50
	112317	Replaced RCD blue at Wandii Pavilion	207.49
	112318	Replaced emergency exit 3 in Wandii Pavilion	267.40

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	112320	Repaired security light at William Bertram Centre	98.89
	112324	Investigate lighting control William Bertram	181.50
	112331	Install fixed data and power points at Admin Build	927.74
	112333	Replace pit lids at City Operations	2,104.74
	112332	Investigate light issues at Darius Wells	154.00
	112314	Install new relay switch to Fiona Harris Pavilion	549.12
	112315	Repair security lights Thomas Netball change rooms	149.72
	112316	Replace emergency exit light at Resource Centre	242.32
	112356	Callistemon U31 replace exhaust fan in kitchen	135.88
	112363	Callistemon U2 replace light fittings in bathroom	227.54
Total Green Recycling	INV8792	E waste recycling	490.70
StrataGreen	128983	Anemometer temp and relative humidity	640.63
Labourforce Impex Personnel Pty Ltd	168680	Temp staff week ending 151120	1,096.67
	168494	Temp staff week ending 081120	978.11
Wandi Anketell Holdings Pty Ltd	7.1	Rates Refund	114.12
Heatley Sales Pty Ltd	C956705	Steel Blue safety boots	158.37
	C956108	Ladies boots	160.60
Quantum Building Services	00003586	Removal of asbestos from Recquatic	412.50
HP Financial Services Pty Ltd	100001252171	Monthly payment contract 5389066248AUS2 for Jan 21	15,829.24
	100001252937	Monthly payment contract 5389066248AUS1 for Jan 21	2,216.50
Flying Canape	11545	Catering for Citizenship ceremony 171120	973.00
Blackwood & Sons Ltd	PE7155YC	2 x replacement respirator cartridges	102.19
	PE6079XZ	3 x replacement respirator cartridges	153.29
Jason Signmakers	213821	Various signs and materials for City Operations	984.35
GreenLite Electrical Contractors Pt	00013022	Reconnect bore pump at Mandogalup Fire Station	3,971.01
Total Tools Rockingham	127442	Sprayer 5L plunger pump	49.95
	126891	Spray gun airless 350	999.00
Envirosweep	81181	Road sweeping various locations for Oct 20	6,912.00
Gilmore College	11160	Donation for graduation award	50.00
Kwinana South Bush Fire Brigade	05November20	Hazard reduction burn	100.00
Purearth	INV-0909	Collection and disposal of road sweepings Oct 20	5,250.09
Lamp Replacements	IN1032411	Lighting replacements for Administration	429.11
	IN1032516	Lighting replacement for The Zone	299.75
Jane Elizabeth Harris	16November20	Reimbursement of supplies for gifts	109.00
Landscape and Maintenance Solutions	INV-1838	Mowing maintenance Rockingham/Patterson Rd Oct 20	3,961.05
	INV-1837	Broadacre mowing of sportsgrounds Oct 20	15,687.76
	INV-1836	Passive and streetscape mowing various Oct 20	8,502.21
	INV-1835	Mowing of various dryland reserves for Oct 20	9,778.69
McLeods	116334	Legal fees matter 4995	176.00
Department of Mines, Industry	October2020	Building Services Levy Oct 20	36,638.87
Kearns Garden Supplies	24October20	Hardware items for City Operations Team	283.68
	03-APU	Various hardware for Callistemon Court	152.85
	4-Banksia	Various hardware for Banksia Park	68.13
Lo-Go Appointments	00422661	Temp staff week ending 071120	319.25
	00422659	Temp staff week ending 071120	2,009.70
	00422662	Temp staff week ending 071120	1,767.52
	00422660	Temp staff week ending 071120	1,674.46
Natsales Advertising Pty Ltd	00344311	Advertising litter bin housing	1,732.50
Charles Service Company	00033296	Pressure cleaning of concrete balcony Fiona Harris	50.16

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	00033122	Cleaning water damage John Wellard	1,497.96
	00033121	Cleaning water damage John Wellard	3,660.53
People Solutions Australasia Pty Lt	00014243	Psychometric testing	165.00
Major Motors	967789	Truck parts for KWN631	166.53
	973974	Various parts for truck plant# 62	286.25
Accidental Health & Safety Perth	3676	Restock of first aid supplies at Recquatic	664.13
EFT TRANSFER: - 19/11/2020		Payment reversal creditor #12606	-248.84
EFT TRANSFER: - 19/11/2020		Payment reversal creditor #12597	-550.00
EFT TRANSFER: - 19/11/2020			207,731.79
Australian Services Union	PY01-11-Aust Ser	Payroll Deduction	275.98
	PY01-11-Aust Ser	Payroll Deduction	71.70
Australian Taxation Office	PY99-09-Australi	PAYG tax withheld	1,661.00
	PY01-11-Australi	PAYG tax withheld	200,289.00
Maxxia Pty Ltd	PY01-11-Maxxia P	Payroll Deduction	1,110.48
	PY01-11-Maxxia P	Payroll Deduction	1,269.04
	100329020201031	Employee net ITC for 011020 to 311020	463.64
Health Insurance Fund of WA (HIF)	PY01-11-Health I	Payroll Deduction	1,004.55
City of Kwinana - Xmas fund	PY01-11-TOK Chri	Payroll Deduction	60.00
Child Support Agency	PY01-11-Child Su	Payroll Deduction	1,136.63
LGRCEU	PY01-11-LGREC UI	Payroll Deduction	379.51
	PY01-11-LGREC UI	Payroll Deduction	10.26
EFT TRANSFER: - 19/11/2020			176,009.31

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	3,150.00
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	3,750.00
	Interest2020	Interest Xmas Saver 2020	1.48
	XmasSaver2020	Xmas Saver 2020	4,500.00
	Interest2020	Interest Xmas Saver 2020	1.78
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	480.00
	Interest2020	Interest Xmas Saver 2020	0.27
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.22
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	630.00
	Interest2020	Interest Xmas Saver 2020	0.84
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	5,250.00
	Interest2020	Interest Xmas Saver 2020	2.07
	XmasSaver2020	Xmas Saver 2020	480.00
	Interest2020	Interest Xmas Saver 2020	0.27
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	3,750.00
	Interest2020	Interest Xmas Saver 2020	1.48
	XmasSaver2020	Xmas Saver 2020	1,080.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	2,250.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	2,300.00
	Interest2020	Interest Xmas Saver 2020	0.16
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	7,500.00
	Interest2020	Interest Xmas Saver 2020	2.96
	XmasSaver2020	Xmas Saver 2020	4,320.00
	Interest2020	Interest Xmas Saver 2020	1.26
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	3,750.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	Interest2020	Interest Xmas Saver 2020	1.48
	XmasSaver2020	Xmas Saver 2020	4,500.00
	Interest2020	Interest Xmas Saver 2020	1.78
	XmasSaver2020	Xmas Saver 2020	4,500.00
	Interest2020	Interest Xmas Saver 2020	1.78
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	1,080.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	1,620.00
	Interest2020	Interest Xmas Saver 2020	1.54
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	3,150.00
	Interest2020	Interest Xmas Saver 2020	1.29
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	750.00
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	7,500.00
	Interest2020	Interest Xmas Saver 2020	2.95
	XmasSaver2020	Xmas Saver 2020	1,650.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	6,000.00
	Interest2020	Interest Xmas Saver 2020	2.37
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	2,250.00
	Interest2020	Interest Xmas Saver 2020	0.89
	XmasSaver2020	Xmas Saver 2020	750.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	Interest2020	Interest Xmas Saver 2020	0.30
	XmasSaver2020	Xmas Saver 2020	3,000.00
	Interest2020	Interest Xmas Saver 2020	1.19
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
	XmasSaver2020	Xmas Saver 2020	3,750.00
	Interest2020	Interest Xmas Saver 2020	1.48
	XmasSaver2020	Xmas Saver 2020	1,500.00
	Interest2020	Interest Xmas Saver 2020	0.59
EFT TRANSFER: - 24/11/2020			160,812.15
Estate of Cherry Hamilton	18November20	Tenure sum repayment for Villa 53 Banksia Park	160,812.15
EFT TRANSFER: - 25/11/2020			61,325.04
Bright Futures Family Day Care - Pa	161120 TO 221120	FDC Payroll 161120 TO 221120	44,252.16
Bright Futures In Home Care - Payro	161120 to 221120	IHC Payroll 161120 to 221120	17,072.88
EFT TRANSFER: - 26/11/2020			396,065.28

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Business Base	INV-11224	Furniture for Bob Smillie room	2,169.00
	INV-11214	Furniture for Recquatic foyer	2,297.00
Shred-X Pty Ltd	01516356	Exchange and destroy secure document bins	101.20
All Ages First Aid Training	3012020500143019	First Aid training	145.00
Strategic DCP Consulting	028	DCP consulting services for DCA's	2,162.88
Port Printing Works	INV059125	In Home Care flyer	86.90
	INV059878	Staff Business cards	42.90
Outback Handyman	2864	Banksia V19 install rail handle	121.00
Leaf Bean Machine Pty Ltd	00083170	Cafe Splash coffee order	161.50
Sonic Health Plus	2199686	Pre-employment medical assessment 121120	198.00
Turf Care WA Pty Ltd	INV-1589	Supply and apply wetting agent various locations	2,751.10
	INV-1588	Supply and apply wetting agent various locations	1,853.02
Hydroquip Pumps	INV-41960	Thomas Oval bore redevelopment	8,083.90
	INV-41959	Install bore pump at Sandringham Park	17,675.90
	INV-41961	Repair to bore pump at Thomas Oval	6,831.00
Messy Mat Perth	1763041	Refund bond on Thomas Kelly Pavilion	300.00
Lisa Janine Robertson	12 November20	Items for Admin Bldg	89.17
Sean Morris Roofing & Maintenance	INV-0513	Roof repairs at Recquatic Centre	2,420.00
	INV-0508	Install flashing and clean debris at Recquatic	2,090.00
	INV-0512	Roof repairs at Thomas Oval Tennis Club	1,320.00
Back Beach Co Pty Ltd	17394	Swim robes for Kwinana Recquatic	489.50
Rockingham Betta Electrical & Gas	32410016858	Callistemon U6 install new oven	2,137.00
	32410016410	Callistemon U62 install new oven	2,137.00
	32410016452	Banksia V11 install new oven	2,137.00
	32410016312	Callistemon U2 install new oven	2,137.00
	32410016315	Callistemon U1 install new oven	2,137.00
ADS Automation Pty Ltd	7067	Repairs to City Operations boundary fence	858.00
	6764	Installation of sliding gate for Depot	5,885.00
Burson Automotive Pty Ltd	108174793	Duct tape for City Operations Team	27.37
	109282275	Tyre changer adaptor set	3,690.50
	109287273	Filter kit for 1HBL602	124.45
	109311269	Vehicle parts for City Operations Team	769.08
Mackie Plumbing and Gas Pty Ltd	I95965	Inspect blocked drain Sloan Cottage Museum	355.70
	I96031	Banksia V28 replace plugs in bathroom	302.87
	I96028	Callistemon U2 repair gas leak in kitchen	129.60
	I95999	Callistemon U72 repair leaking cistern	158.94
	I96000	Callistemon U23 repair leaking cistern	219.89
	I96026	Banksia V10 install new toilet cistern	302.65
	I95988	Callistemon U52 repair blocked pipes	195.97
	I96029	Callistemon U15 replace taps in laundry	137.92
Kurt Thomas Edmonds	1773939	Refund bond on Alf Lyndon meeting room	200.00
Australian HVAC Services Pty Ltd	58380	Repair leaking roof William Bertram Centre	345.79
Jade Louise McCallum	20November20	Catering for Heritage Tour	32.96
Sharlini Devi Phalaya	18 November20	Cancelled swimming lessons at Recquatic	27.36
Swan Genealogy	0515	Death registry for Darius Wells	57.50
Onpoint Strategy & Donna Bates	1025	Facilitator Kwinana Community Recovery Forum 20	550.00
Leanne Smith	7.0	Rates Refund	248.84
Patricia Mclean	23November20	Refund swimming lessons Kwinana Recquatic	208.28
Kristy Spiegl	19September20	Compost bin subsidy	60.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Jamie Lee Frazer	18November20	Items for Bright Futures FDC	63.95
	17November20	Certificate frames for Bright Futures FDC	50.00
	17November20	Items for Bright Futures FDC	27.09
The Retaining Wall Co	H200520	Retaining wall materials including delivery	1,204.00
Joshua Lee	23November20	Cancellation hire of The Patio	57.00
	1701013	101220 Refund bond on The Patio	100.00
Kate Ackers	1773939	Refund bond on The Patio	100.00
Ellie Baxendale	1763041	Refund bond on The Patio	100.00
Rebecca Anne Summerfield	1746961	Refund bond on The Patio	100.00
Lubaina Najmuddin	1753621	Refund bond on The Patio	100.00
Noreen Muchabaiwa	1763502	Refund bond on The Patio	100.00
Tia Cadden	1728685	Refund bond on The Patio	100.00
Rahui Elmsly	1773939	Refund bond on The Patio	100.00
Sportsworld Of WA	138966	Goggles for Recquatic Centre	1,148.95
	138900	Goggles for Recquatic Centre	706.75
St John Ambulance Australia (WA) In	EHSINV00093337	Event health services for 201120	347.60
	FAINV00616487	First aid training 181120	160.00
Toll Transport Pty Ltd	1099111	Transport services food water sampling analysis	130.31
Total Eden Pty Ltd	410994536	Reticulation stock	1,920.23
T-Quip	96810	Repairs to 1GJU180	4,490.75
Western Australian Local Government	I3085141	Planning for Car Parking	70.00
	I3085170	Urban Forest Conference 271120	120.00
	I3085126	Planning for Car Parking	70.00
	I3085127	Planning for Car Parking	70.00
Water Corporation of Western Austra	9000313235Nov20	3U Peace Park	7.74
	9000319469Nov20	103U Chisham Oval toilets	265.84
	9013156996Nov20	284U Darius Wells Library and Resource Centre	2,236.56
	9012543409Nov20	172U Admin/Arts/Parmelia	2,417.46
	901257392Nov20	19U Incubator	330.64
	9023548352Nov20	43U Apsley Park drink fountain/watermill	110.98
	9000342570Nov20	14U Rhodes Park	224.12
	9000323724Nov20	18U Frank Konecny Centre	328.45
	9014051352Nov20	18U Bertram Community Centre	610.04
	9014249617Nov20	2U Bertram Oval Club Facility	569.14
Westbooks	9022521254Nov20	1U Pocket Park	2.58
	317672	Junior Library books	33.28
	317191	Junior Library books	77.63
	317671	Adult Library books	39.20
	317190	Adult Library books	107.98
	317670	Junior Library books	22.18
	317183	Junior Library books	64.69
	317189	Adult Library books	18.49
	317678	Adult Library books	50.00
	317676	Adult Library books	16.27
Dennis Cleve Wood	317188	Adult Library books	34.02
	317674	Adult Library books	120.53
	317187	Adult Library books	46.59
	317673	Junior Library books	87.94
	317185	Junior Library books	133.84
	ICTALLOW20/21	ICT allowance	291.67
	MEETINGFEES20/21	Meeting fees	2,639.83
	ICTALLOW20/21	ICT allowance	291.67
Sherilyn Wood	ICTALLOW20/21	ICT allowance	291.67

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
	MEETINGFEES20/21	Meeting fees	2,639.83
Sandra Elizabeth Lee	ICTALLOW20/21	ICT allowance	291.67
	MEETINGFEES20/21	Meeting fees	2,639.83
Taylor Tyres Pty Ltd	22389	Repair puncture on KWN2095	154.00
	22390	Repair tyres on KWN2558	269.50
	22415	Tyres x 4 for KWIN2054	1,095.60
	22416	Tyre fitted for KWN2133	397.10
	22424	Tyres x 2 for KWN2101	897.60
Greenacres Turf Group	00059388	Supply lawn to Depot	133.00
Absolute Painting Services	INV-1684	Banksia V27 repaint internal walls	2,178.00
Dell Australia Pty Ltd	2409939201	Replacement SSD for computer	199.00
Palm Lakes Gardens & Landscape Serv	159524	Banksia V20 repair broken sprinklers	438.00
	135243	Banksia V15 inspect solenoids	220.00
Beaver Tree Services Aust Pty Ltd	75268	Tree pruning Rockingham Rd	4,043.16
	75269	Stump grinding Sicklemore Rd	1,431.96
	75125	General vegetation clearance various sites	3,863.46
Synergy	958335710Nov20	5025U Orelia Oval	1,142.55
	963532150Nov20	1184U Town Centre Park	445.04
Palmerston Association	001	Art exhibition by Palmerston Farm donation	400.00
ABCO Products	627368	Soap sanitiser for Recquatic Centre	365.59
Bunnings Building Supplies	2163/01048615	Paint supplies for public art mural project	426.05
	2442/01209316	Items for Recquatic shower toilets	143.83
Yakka Pty Ltd	12598397	Staff uniforms	130.20
	12598794	Staff uniforms	126.65
Bolinda Publishing Pty Ltd	208019	Adult books for Library	741.15
Peter Edward Feasey	DEPMAYFEE20/21	Deputy Mayoral allowance	1,869.83
	ICTALLOW20/21	ICT allowance	291.67
	MEETINGFEES20/21	Meeting fees	2,639.83
Carol Elizabeth Adams	ICTALLOW20/21	ICT allowance	291.67
	MAYALLOW20/21	Mayoral allowance	7,479.42
	MEETING20/21	Meeting fees	3,959.67
Outsource Business Support Solution	00001594	Temp staff 141120 to 191120	4,782.52
PFD Food Services Pty Ltd	KV968253	Recquatic Cafe Splash items	745.15
Marketforce Pty Ltd	35634	Advertising 211020	459.47
Arbor Logic	00004511	Tree risk assessment at Adventure Playground	1,391.50
City of Rockingham	114135	Tip fees to 121120	33,169.22
Western Maze Pty Ltd	00001096	E-waste collection Nov20	214.23
St Vincent's School	001	Donation Yr6 graduation award St Vincents PS	50.00
Envirocare Systems Pty Ltd	49920	Waterless urinal service Recquatic	283.80
KLMedia Pty Ltd	1146432	Junior DVD's for Library	170.26
Winc Australia Pty Ltd	9034410077	Stationery for Admin Building	62.65
Advanced Traffic Management (WA) Pt	00141173	Traffic management Beacham Crescent	904.20
	00140941	Traffic management Ocean St	3,927.00
Local Government Planners Associati	5965	Chairman's Policy Extravaganza	85.00
ED Property Services	00001644	Banksia V11 replace kitchen doors	1,947.00
	00001645	Banksia V25 replace kitchen cupboard doors	1,760.00
Rockingham Skylights	12535	Callistemon U36 place ducting and diffuser	330.00
Statewide Cleaning Supplies	SI406822	Antibacterial wipes for Recquatic	787.60

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Complete Office Supplies Pty Ltd	09619943	Stationery for Recquatic Centre	838.66
	09686402	Items for City Operations Team	242.57
Landgate	360522-10001098	GRV chargeable schedule No G2020/22	765.19
	67417888	GRV chargeable schedule No G2020/21	32.25
Big W	176043	Christmas event supplies	70.95
	176052	Food for animal services	92.95
Donna Leeanne Howatson	19 November 20	Reimbursement of WWCC renewal	87.00
Wendy Gaye Cooper	ICTALLOW20/21	ICT allowance	291.67
	MEETINGFEES20/21	Meeting fees	2,639.83
Abraham Pattiselanno	23November20	Reimbursement for catering	7.00
Enzed Fremantle	61939	Steam cleaner hose replacement for Depot	485.43
Master Lock Service	00007392	Callistemon U17 repairs to hinge on gate	115.00
Totally Workwear Rockingham	RK34361.D2	Uniforms for City Assist Team	506.32
Name Badge World	BW14685	Employee name badges	64.58
In Safe Hands Educators In Safety P	10147	Child Protection training courses	1,188.00
Accord Security Pty Ltd	00025240	Security for Chisham Square movie night 201120	451.00
Flexi Staff Pty Ltd	I0003438	Temp staff week ending 151120	1,945.93
Forpark Australia Pty Ltd	46790	Replace swing at Djilba Playground	1,767.70
ALSCO Pty Ltd	CPER2086043	Linen hire for OCM Council dinners	159.27
	CPER2077348	Linen hire for OCM Council dinners	91.10
Woolworths Group Limited	76495159	Items for Recquatic Cafe Splash	417.43
	4115897	Items for Cafe Splash Recquatic	67.40
	3870503	Items for Cafe Splash Recquatic	97.62
	4115891	Items for Cafe Splash Recquatic	56.04
	77428858	Items for City Operations Team	124.71
	75905563	Cleaning items for various sites	73.50
	3870516	Leaving morning tea	105.00
	3870518	Leaving morning tea	46.49
	3870527	Items for The Zone	22.86
	4115895	Items for The Zone	55.61
	3870514	Items for The Zone	29.36
	3848889	Items for Cafe Splash Recquatic	83.30
Elxacom	112361	Repair pool lights at Recquatic Cntr	1,744.29
	112444	Repair lighting on The Strand	431.38
	112442	Callistemon U31 replace exhaust fan	298.44
	112445	Callistemon office replace light in office	294.11
	112449	Banksia V11 replace lights in various rooms	649.30
	112409	Repair power at Wheatfield Cottage	88.00
	112373	Install power point City Operations Team washdown	1,056.25
Total Green Recycling	INV8834	E waste recycling	242.22
Isentia Pty Limited	MN0807648	Media Monitoring Nov 20	467.50
Green Skills Inc / Ecojobs	P2221	Provision of manual weed control services	5,153.50
Gregs Glass	10350-19	Banksia V11 reglaze shower screen	270.00
Labourforce Impex Personnel Pty Ltd	167474	Temp staff week ending 011020	978.11
	168817	Temp staff week ending 221120	1,081.84
Advance Scanning Services	20165444	Scanning tech gear for Mason Rd	1,441.00
	20165406	Scanning tech gear for Ocean St	2,035.00
Quantum Building Services	00003600	Kwinana Tennis Club upgrade	127,254.13
Lia Lloyd	1744027	Refund bond on Thomas Kelly Pavilion	2,000.00
Morgan James Scarfe	INV-276	Create Kwinana Fringe Festival Phase 1	4,675.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
Blackwood & Sons Ltd	KW0883YG	Items for City Operations Team	175.80
Flex Industries Pty Ltd	1008797	Replace exhaust temperature sensor	1,382.40
	1010348	Install 12V plug to KWN2095	525.91
	1010347	Repair wiring and circuit breaker to KWN2007	302.50
	1010346	Install circuit breaker to KWN2101	331.71
Jason Signmakers	212746	Magnetic vehicle sign for bush control	150.44
	214170	Street sign for Child Care Centre	97.68
Frontline Fire and Rescue Equipment	69516	Portable weather meter for Depot	466.49
Kwinana Veterinary Hospital Pty Ltd	111865	Animal Services	50.00
	111918	Animal Services	51.75
	110208	Animal Services	25.00
	110117	Animal Services	25.00
	109752	Animal Services	50.00
	109306	Animal Services	32.50
	110284	Animal Services	50.00
Strata Specialists	INV005559	Quarterly levies to 311220 U23 40-46 Meares Ave	2,633.00
	INV005560	Quarterly levies to 311220 U24 40-46 Meares	2,194.00
GreenLite Electrical Contractors Pt	00013191	Inspect loss of power to Kenby Close bore	346.50
	00013182	Repair fault on pump at Thomas Oval	509.39
K Mart	258774	Items for Recquatic Cafe Splash	98.50
	257982	Items for Recquatic Cafe Splash	36.00
	257461	Items for Recquatic Cafe Splash	42.00
	257479	Items for Recquatic Cafe Splash	84.00
Mervyn Thomas Kearney	ICTALLOW20/21	ICT allowance	291.67
	MEETINGFEES20/21	Meeting fees	2,639.83
Total Tools Rockingham	128297	Wheelbarrow for concrete at Depot	189.00
Kwinana Scout Group	23November20	Cancellation hire of The Patio	39.00
	1623692	291120 Refund bond on The Patio	100.00
Kwinana South Bush Fire Brigade	18November20	Hazard reduction Casuarina x 2	500.00
Compac Marketing Australia	57717	Wellard Park Homestead Ridge signage	1,699.50
Sienna Properties Pty Ltd	7.3	Rates Refund	570.12
Fridgair Industries Pty Ltd	36584	Repair fridge at Thomas Kelly Pavilion	247.50
McLeods	116182	Legal fees matter 45302	743.32
	116348	Legal fees matter 45415	848.07
	116183	Legal fees matter 45303	697.89
	116181	Legal fees matter 44400	620.56
Lo-Go Appointments	00422517	Temp staff week ending 101020	1,749.95
	00422698	Temp staff week ending 141120	1,175.94
	00422696	Temp staff week ending 141120	1,657.63
	00422697	Temp staff week ending 141120	2,212.67
	00422694	Temp staff week ending 141120	1,247.40
	00422695	Temp staff week ending 141120	1,674.46
	00422731	Temp staff week ending 211120	1,240.15
	00422732	Temp staff week ending 211120	1,767.52
	00422733	Temp staff week ending 211120	3,332.55
Charles Service Company	00033313	Carpet drying services for John Wellard Pavilion	770.00
Matthew James Rowse	ICTALLOW20/21	ICT allowance	291.67
	MEETINGFEES20/21	Meeting fees	2,639.83
Rosie O Entertainment Pty Ltd	00008904	Entertainment for Light Up the Square	200.00
Freedom Fairies	INV-1465	Light Up the Square Christmas event	588.50
The Owners of Nicheliving Kwinana 3	1765645	Refund bond on Frank Baker meeting room	200.00

Payment Listing

Payments made between 01/11/2020 and 30/11/2020

Payee	Invoice	Description	Amount
LWP Wellard Pty Ltd	7.3	Rates Refund	1,295.10
Total EFT			-5,753,938.48
Payroll			
Payroll			628,119.47
Payroll - Interim			4,762.99
Payroll			653,712.77
Total Payroll			-1,286,595.23
Grand Total			-7,074,864.39

Credit Card Transactions

1/11/2020 to 30/11/2020

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
Credit card Coordinator Environmental Health to 031120				\$79.25	
4968735	Invoice	031120B	03/11/2020	\$22.73	Kmart food safety promotion supplies
4968735	Invoice	031120B	03/11/2020	\$49.32	Kmart food safety promotion supplies
4968735	GST	031120B	03/11/2020	\$7.20	GST
Credit card Director City Development to 031120				\$15.14	
4968740	Invoice	031120C	03/11/2020	\$13.76	Parking for DOPLH meeting
4968740	GST	031120C	03/11/2020	\$1.38	GST
Credit card Manager Human Resources to 031120				\$2,325.97	
4969188	Invoice	031120G	03/11/2020	\$36.36	Clinipath screening
4969188	Invoice	031120G	03/11/2020	\$74.73	Flowers for staff member
4969188	Invoice	031120G	03/11/2020	\$76.27	Flowers for staff member
4969188	Invoice	031120G	03/11/2020	\$222.73	Sexual & Gender Identity & Mental Health training
4969188	Invoice	031120G	03/11/2020	\$227.27	Business Writers Conference registration
4969188	Invoice	031120G	03/11/2020	\$732.14	LinkedIn advertising
4969188	Invoice	031120G	03/11/2020	\$745.02	LinkedIn advertising
4969188	GST	031120G	03/11/2020	\$211.45	GST
Credit card Executive Assistant to 031120				\$136.50	
4969970	Invoice	031120A	03/11/2020	\$124.09	Team building milestone
4969970	GST	031120A	03/11/2020	\$12.41	GST
Credit card Director City Infrastructure to 031120				\$752.92	
4969974	Invoice	031120D	03/11/2020	\$231.82	Woolworths annual online delivery fee
4969974	Invoice	031120D	03/11/2020	\$452.65	Western Power power pole design fee Pace Road Medina
4969974	GST	031120D	03/11/2020	\$68.45	GST
Credit card A/Manager Customer & Communications to 031120				\$3,282.13	
4975576	Invoice	031120E	03/11/2020	\$-1,200.00	Camera equipment trade in
4975576	Invoice	031120E	03/11/2020	\$0.71	International transaction fee
4975576	Invoice	031120E	03/11/2020	\$1.23	International transaction fee
4975576	Invoice	031120E	03/11/2020	\$2.98	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$3.28	Facebook advertising

Credit Card Transactions

1/11/2020 to 30/11/2020

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4975576	Invoice	031120E	03/11/2020	\$28.34	Zapier licence
4975576	Invoice	031120E	03/11/2020	\$29.77	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$31.46	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$35.50	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$49.07	Typeform subscription
4975576	Invoice	031120E	03/11/2020	\$49.68	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$63.69	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$65.58	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$69.91	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$90.67	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$131.79	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$151.21	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$155.87	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$203.57	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$228.51	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$228.61	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$325.25	Mailchimp software
4975576	Invoice	031120E	03/11/2020	\$326.75	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$491.32	Facebook advertising
4975576	Invoice	031120E	03/11/2020	\$1,651.84	Camera equipment
4975576	GST	031120E	03/11/2020	\$65.54	GST
Credit card Director City Engagement				\$437.22	
4982357	Invoice	031120F	03/11/2020	\$1.74	International transaction fee
4982357	Invoice	031120F	03/11/2020	\$69.61	Music track for Love My Neighbourhood video
4982357	Invoice	031120F	03/11/2020	\$90.88	Facebook advertising
4982357	Invoice	031120F	03/11/2020	\$249.99	Craft activity materials for Light Up The Square
4982357	GST	031120F	03/11/2020	\$25.00	GST
Grand Total:				\$7,029.13	

18.4 Review of Advocacy and Lobbying Policy and adoption of Kwinana Future Priorities document and Priorities List

DECLARATION OF INTEREST:

SUMMARY:

Part of the role of local government is to advocate for various outcomes to benefit our community. Issues such as infrastructure provision, government policy or investment decisions can be discretionary for governments and the private sector, and advocacy can allow for the City to best represent its decisions and highlight benefits to our region.

The City has an adopted advocacy and lobbying policy, which sets out the roles of elected members and staff. While the policy has served the City well, particularly noting the City's successful advocacy for the Westport Project, the policy's roles have become outdated due to changes in legislation which more appropriately outline the roles and responsibilities of City Officers and elected members.

In addition, City Officers have drafted a new advocacy plan (the Kwinana Future Priorities document), outlining high level matters for advocacy. The document has been developed as a tool that we can leave with government officials, senior public servants and the private sector to outline the City's position.

Lastly, in the development of the Kwinana Future Priorities document, City Officers noted that there was no definitive list of advocacy positions endorsed by the Council. In order to ensure that all positions are captured, it is recommended that the Council rescind all previous advocacy positions and readopt a Priorities List, so that City Officers can maintain an accurate and up to date register.

OFFICER RECOMMENDATION:

That Council:

- 1. Amend the Advocacy and Lobbying Policy as detailed in Attachment 1**
- 2. Adopt the Kwinana Future Priorities as detailed in Attachment 2, noting that there will be some minor edits upon adoption of the new Strategic Community Plan.**
- 3. Rescind all previous advocacy positions endorsed by Council**
- 4. Adopt the Priorities List as detailed in Attachment 3.**

DISCUSSION:

The City's current policy is due for review. In addition to reformatting the policy into the updated format, City Officers have amended the policy to more accurately reflect the role of the Council, CEO and Local Government Officers. Much of the role of the Councillors is more appropriately defined in the City's Code of Conduct.

18.4 REVIEW OF ADVOCACY AND LOBBYING POLICY AND ADOPTION OF KWINANA FUTURE PRIORITIES DOCUMENT AND PRIORITIES LIST

The policy now makes reference to the City's Kwinana Future Priorities document (the document), which will be updated from time to time to reflect the City's strategic position. The document notes very broad areas of advocacy, which align to the City's commitment to sustainability. Under these broad areas, City Officers will develop specific advocacy positions (such as road upgrades or positions on government policy). These specific advocacy positions will be forwarded to Councillors for a period of 5 working days for any comment, after which time the position will be adopted or put to Council for further consideration. This process should allow the City to be able to rapidly consider and form positions on advocacy matters to pursue time sensitive outcomes.

The strategy notes the following broad advocacy areas:

1. Employment Focus
 - a. Kwinana Outer Harbour
 - b. Transport
2. Social Focus
 - a. Community Development
 - b. Housing and Aged Care
 - c. Education
 - d. Community Health & Safety
3. Environment Focus
 - a. Sustainable Development
4. Governance
 - a. Reform
 - b. Business Support

The document is based on the current Strategic Community Plan vision and focus areas. Noting that these are likely to change as part of the community engagement currently underway, there will likely be minor edits necessary to reflect changes to the City's vision. City Officers intend to make minor edits to the document to reflect these changes and updates on demographic and economic data when it becomes available, however the focus of the document will remain unchanged.

In addition to this, City Officers noted in the preparation of the report that the City's current advocacy register may not be up to date. In order to rectify this, it is recommended that Council rescind all previous advocacy positions and then re-adopt them as in Attachment 3, thereby creating a definitive list. While this is an extraordinary approach, it is the only way that City Officers could identify that the City would have an entirely accurate list. While there is some risk involved, the new system to adopt a new advocacy position would ensure that any issue missed could be quickly included.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 section 2.7 states that Councils roles include determining the local government's policies.

FINANCIAL/BUDGET IMPLICATIONS:

The cost of printing the document is accounted for in the operating budget.

18.4 REVIEW OF ADVOCACY AND LOBBYING POLICY AND ADOPTION OF KWINANA FUTURE PRIORITIES DOCUMENT AND PRIORITIES LIST

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications from this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications from this report.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcome of the Corporate Business Plan 2020-25.

Plan	Objective	Action
Corporate Business Plan	4.3 Ensure the Kwinana Community is well service by government and non-government services	4.3.3 Develop and implement a Lobbying Strategy

COMMUNITY ENGAGEMENT:

Engagement with the community and stakeholders will be central to the development of priorities in the report.

PUBLIC HEALTH IMPLICATIONS:

The report advocates for a range of environmental, social and economic outcomes that are determinants of public health.

RISK IMPLICATIONS:

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

Risk Event	The City does not advocate for a certain position, project or outcome in a coordinated manner.
Risk Theme	Inadequate engagement practices
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic
Consequence	Major
Likelihood	Possible

18.4 REVIEW OF ADVOCACY AND LOBBYING POLICY AND ADOPTION OF KWINANA FUTURE PRIORITIES DOCUMENT AND PRIORITIES LIST

Rating (before treatment)	High
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Adopt updated policy and develop register of policy positions.
Rating (after treatment)	Moderate

Policy

Advocacy and Lobbying



Advocacy and Lobbying

Adopted:	13/06/2016 Resolution #268
Last reviewed:	24/04/2020
Legal Authority:	Not applicable
Directorate:	City Strategy

Policy:

<u>Council Policy</u>	
<u>Legal Authority</u>	<u>Local Government Act 1995 s.2.7(2)(b)</u>
<u>Department</u>	<u>City Leadership</u>

1. Title

Advocacy and Lobbying

2. Purpose

To establish a framework that sets out how Council will work across the municipality and the region by advocating, informing and partnering with national, state, regional and local stakeholders to meet the needs of the community.

3. Scope

This Policy identifies how Council should engage in advocacy and lobbying activities to assist in establishing partnerships, networking, pursuing and promoting opportunities for the City of Kwinana in line with the Strategic Community Plan. This Policy applies to Council and the Chief Executive Officer and outlines the reporting requirements of these activities.

4. Responsibilities

Mayer

~~The role of the Mayor includes being a key community leader and the principal spokesperson of the City of Kwinana. The Mayor is to establish partnerships, network and actively promote Council's interests where opportunities arise.~~

~~Elected Members~~

~~The role of Elected Members is to represent their community, advocate on their behalf to various stakeholders and government bodies and work towards delivering the vision of the City of Kwinana. Elected Members are a valuable link between the community and the local government, and play a key role in communicating messages to the community. The role of the Mayor and Councillors is set out in the Local Government Act 1995 and the Councillors Code of Conduct.~~

~~Chief Executive Officer and Directors~~

~~The role of the Chief Executive Officer and Directors is to ensure that advocacy priorities align with the Council's adopted Kwinana Future Priorities document and have strong business cases that, establish and facilitate partnerships with key stakeholders and work with the Elected Members to promote the opportunities within the the benefit of the projects to the City of Kwinana.~~

~~City of Kwinana City Officers~~

~~The role of City Officers is to ensure the advocacy priority areas and implementation of the strategies are well communicated with the community, stakeholders, and the media, ensuring messages are reaching the audiences needed to create change as well as listening to the community and stakeholders around key issues.~~

5. Policy Statement

5.1 ~~Priority areas~~ Kwinana Future Priorities

From time to time, Council will adopt a Kwinana Future Priorities document that, in concert with the Strategic Community Plan, identifies as number of Key Priority Areas that are recognised as being of strategic importance to the future of the City.

~~Through the development of the City's Plans, including the Strategic Community Plan and Corporate Business Plan, a number of key priorities have been identified which are recognised as having particular strategic importance for the future of the City.~~

~~Key priority areas for advocacy are:~~

- ~~• Affordable housing~~
- ~~• Integrated transport~~
- ~~• Health services~~
- ~~• Mental health services for young people~~
- ~~• Employment and economic development~~
- ~~• Provision of education and teaching facilities~~
- ~~• Managing urban consolidation~~

- ~~Climate change and environmental sustainability~~
- ~~Safety and security~~

5.2 ~~Priority Items~~

City Officers will develop a list of Priority Items that are specific advocacy initiatives. Where these Priority Items align, in the opinion of the CEO, with a Key Priority Area in the Kwinana Future Priorities document, a summary of the Advocacy Item will be sent to Councillors by circular for comment for a period of 5 working days for comment prior to adoption.

Where a Priority Item does not align with an adopted Key Priority Area or Councillors raise an issue, the item will be referred to Council for determination.

All Priority Items will be recorded in the City's Records System and indexed to D19/16394.

5.23 ~~Advocacy and Lobbying Activities~~

The City will advocate for the Key Priority Areas in a number of ways including seeking meetings with politicians and government departments as well as holding, attending and sponsoring various functions, where it can forward the City's position.

6. ~~Financial/Budget Implications~~

~~Each financial year Council will set a budget to ensure there are sufficient funds to advocate and lobby for their priorities. During a financial year, where there are insufficient funds to proceed with an advocacy action, Council can approve a budget variation, through its Council Meeting process.~~

7. ~~Asset Management Implications~~

~~There are no asset management implications associated with this Policy.~~

8. ~~Environmental Implications~~

~~There are no environmental implications associated with this Policy.~~

9. ~~Strategic Implications~~

~~The Policy assists in delivering the objectives of the Strategic Community Plan 2017–2027.~~

10. ~~Occupational Safety and Health Implications~~

~~There are no OSH implications associated with this Policy.~~

11. Risk Assessment

A risk assessment must be performed as part of the Council Policy review and the information as detailed in the Council report. Risk events and risk ratings will change and it is the responsibility of the relevant Directorate to ensure risk is reviewed regularly.

6. References

<u>Date of adoption and resolution No.</u>	<u>13/6/16 Resolution 268</u>
<u>Review dates and resolution No.</u>	
<u>Next review due date</u>	<u>1/10/2022</u>
<u>Related documents</u>	<u>Acts/Regulations</u> <u>Local Government Act 1995</u> <u>Advocacy Items Register</u> <u>D19/16394</u>

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

Kwinana Future Priorities



Introduction

The south western corridor of Perth is witnessing unprecedented growth and change, as people look to embrace the opportunities of transport infrastructure, coastal living, affordable housing and accessible employment. Kwinana is at the forefront of this growth and is Western Australia's second-fastest growing Council.

Growth on this scale brings challenges, as well as opportunities and in collaboration with government and the private sector, the City will be well placed to seek the best outcomes for our community.

As the tier of government closest to the people, local government is best placed to listen to the local community and understand the needs of its residents as we grow and transform, as well as communicate these needs to our partners in the State and Commonwealth Government.

Safer roads, a thriving City Centre, local jobs and quality community facilities are just some of the priorities we are working towards and seek to partner with all spheres of government and the private sector to deliver.

This collection of projects represent the priorities of our community and opportunities to improve the economic, environmental and social outcomes in our area. We work with our community partners to help Kwinana achieve its vision – Rich in spirit, alive with opportunities, surrounded by nature – It's all here.

Why we advocate

Council is elected to be the community's voice. As the City grows and transforms, the demand for roads, services, transport options and opportunities grows with it.

The City of Kwinana seeks to directly inform, influence and partner with key decision makers, stakeholders and allied organisations to help us realise our community's vision.

The advocacy themes reflect the needs and aspirations of our community, and Council is committed to delivering these outcomes in collaboration with the State and Commonwealth Government, not-for-profit organisations and the private-sector.

We also recognise that our community has been an engaged and effective voice, resoundingly rejecting the Local Government Amalgamation agenda and preferring to retain a local voice in their closest tier of government – we now seek to project that same community's voice to ensure that their needs, aims and desires are met.



POPULATION

Data obtained from ABS 2016 Census, ABS 2018 Estimated Resident Population and Forecast.id population forecast.



2016
40,058



2018
43,511

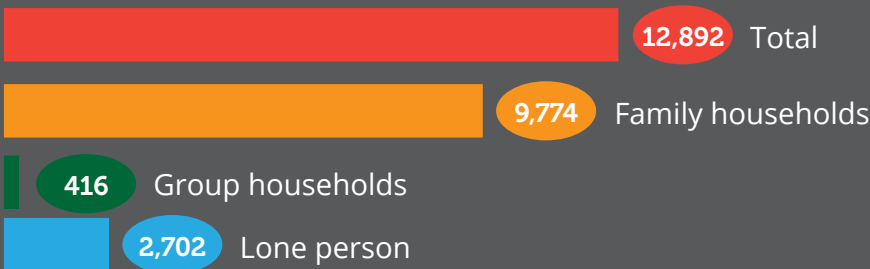


2036
85,158

FAMILY COMPOSITION

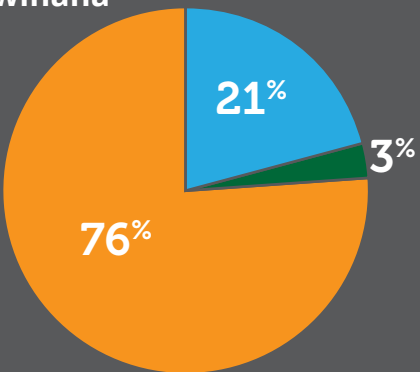
Data obtained from ABS 2016 Census.

Number of households City of Kwinana



Percentage of total households in City of Kwinana

- Family households
- Group households
- Lone person

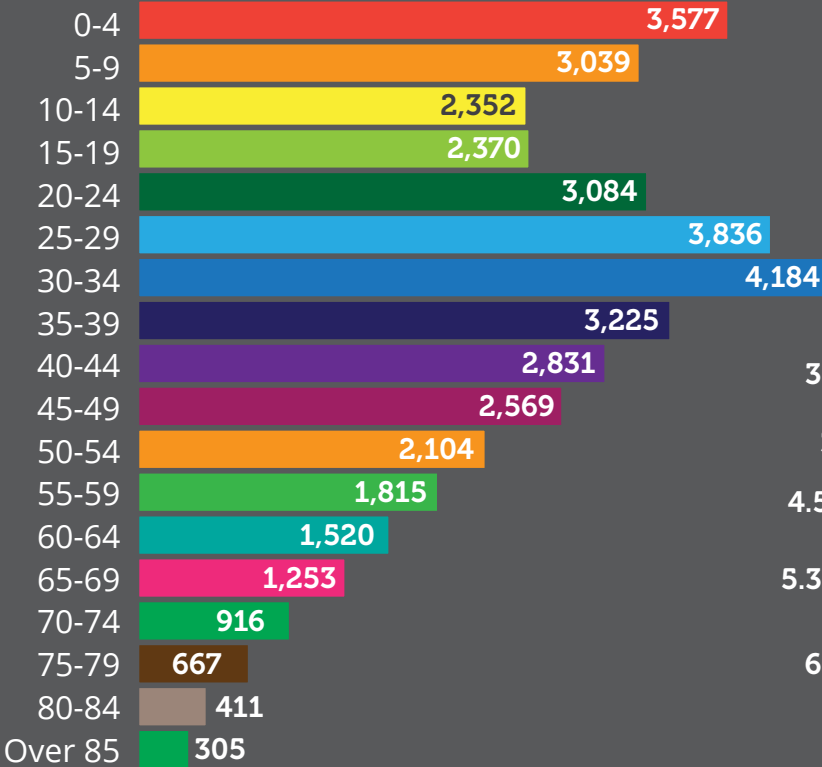


Average household size
in City of Kwinana
2.7

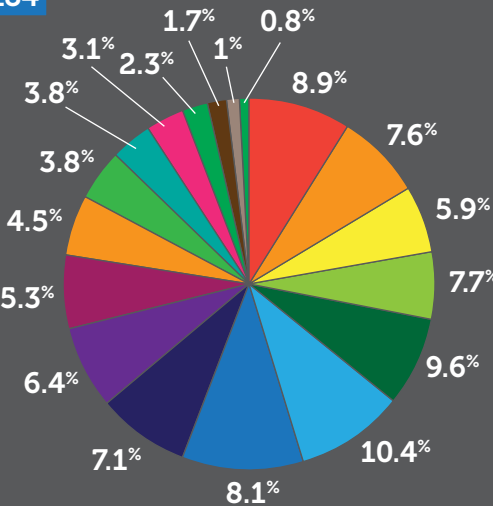
AGE

Data obtained from ABS 2016 Census.

Number of residents
in City of Kwinana



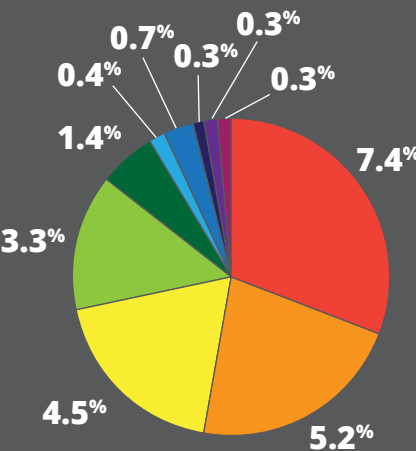
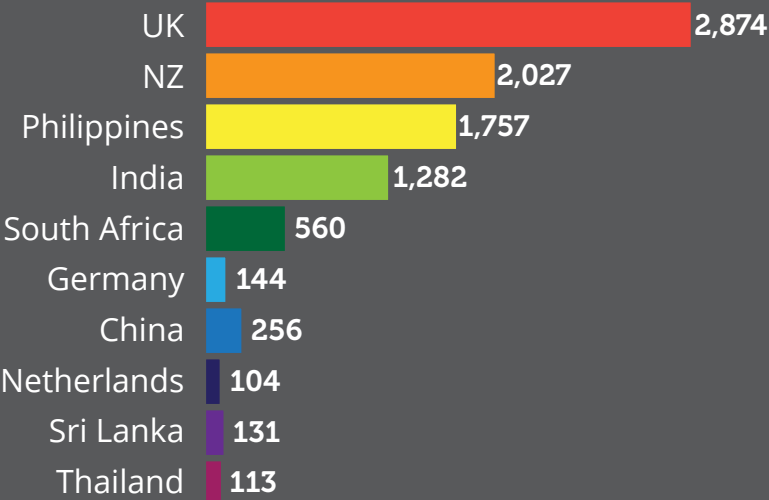
Percentage of
total residents
in City of Kwinana



COUNTRY OF BIRTH





Data obtained from
ABS 2016 Census.

Total City of Kwinana
residents born overseas = **16,377**



Note: Countries with less than 20 residents born there have not been included.

Kwinana's Vision

-  Rich in spirit
-  Alive with opportunity
-  Surrounded by nature
-  It's all here

New port

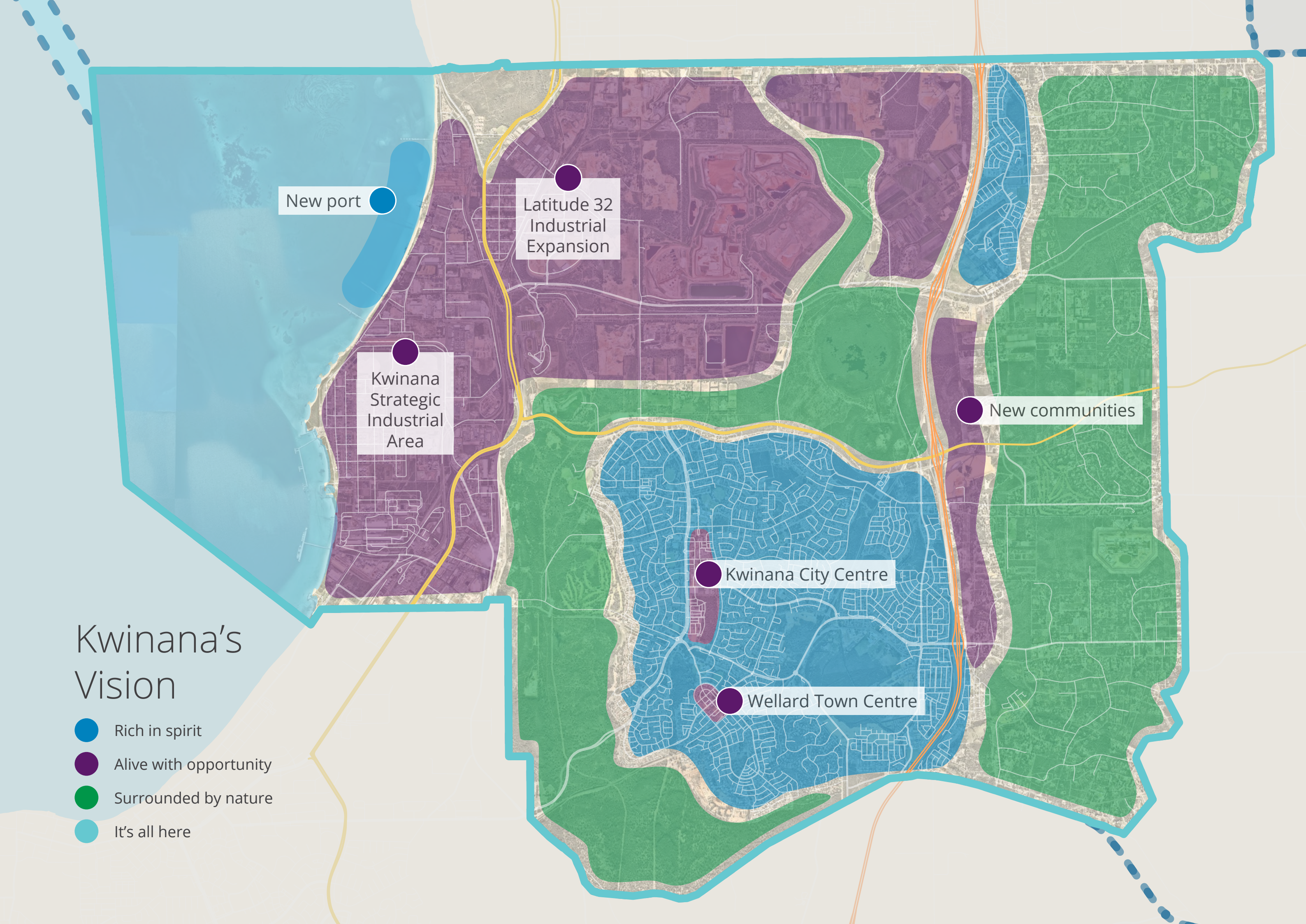
Latitude 32
Industrial
Expansion

Kwinana
Strategic
Industrial
Area

New communities

Kwinana City Centre

Wellard Town Centre



Employment Focus

○ KWINANA OUTER HARBOUR

The State Government’s commitment to a new port in Kwinana is the project with the greatest capacity to transform the lives of residents in the south-west region of Perth. The development of this critical infrastructure along with the surrounding industrial land, will create a strategic hub for employment and greater opportunities for Australia to participate in the processing of critical minerals, manufacturing specialist engineering equipment and develop technology that for export.

The clustering of port and industrial uses is proven to create synergies and reduce supply chain costs, making processing and manufacturing more economical for new and existing industries. The City is committed to working with the private-sector and State and Commonwealth Governments to make this vision a reality and will advocate for the timely construction of the port and associated infrastructure.



○ TRANSPORT

A good transport network is a critical element of any modern city and Kwinana is no different. As our industrial areas grow and our residential areas consolidated, greater emphasis will be placed on movement around the City and the interconnectedness of Kwinana with other regional destinations. A focus on improving public transport options in the region, upgrading critical road linkages, developing alternative transport options and embedding new thinking to adapt to the new technology being developed in this area will be priorities as the City grows. Paramount above all these is the City’s desire for a safe transport network that improves the lives of all users.



Social Focus

○ COMMUNITY DEVELOPMENT

While Kwinana has a range of new and exciting opportunities on the horizon, many residents in the City currently face significant disadvantage. Opportunities to support our community in the areas of social resilience, pathways to employment and greater engagement will be pursued. As our community grows, so too will our need for appropriate community spaces, sporting facilities and being able to offer a range of programs targeted to our young and diverse community.

The City has long recognised the benefits of a strong and vibrant arts sector in the region as being key to celebrating our local stories and creating new ways to engage with people in our community. We have seen great successes in partnering with community groups to facilitate positive outcomes for our residents and we will continue to engage and work with a wide range of government, private and not-for-profit groups to seek positive outcomes.

○ EDUCATION

Lifelong learning is an important aspect of a successful community and the City will advocate for a range of educational opportunities to be available to our community, from early childhood engagement, through to seniors’ education. In addition to the physical infrastructure for schools and training facilities, the City will pursue opportunities for affordable education programs and skill development in the community, particularly where this aligns with opportunities for emerging industries.



○ HOUSING AND AGED CARE

The City is committed to a range of housing opportunities being developed in the region. From affordable rentals and first-homebuyer developments, through to options for premium housing, there is a need for a wide range of choices and densities to meet the needs of our residents throughout their life.

Kwinana is recognised for a wide range of housing choice, with large rural blocks through to apartments in our highly urbanised new communities, we have something for everyone. The City is keen to find opportunities to develop and renew aged living areas, to support appropriate housing for seniors and the disabled and ensure that they have the access to well-located housing options in our community.

○ COMMUNITY HEALTH AND SAFETY

A safe and healthy community is a key part of our residents’ happiness. The City is committed to improving community safety through reducing opportunities for anti-social behaviour, engaging at-risk people and optimising the safety of the public realm. The City is committed to enhancing community wellbeing and ensuring that people feel safe in their community.

The City will look to support initiatives that improve the health of our residents through the implementation of our Public Health Plan. By recognising the impact that local service providers can have on the mental and physical health of our residents, we will look for ways to engage with all tiers of government to positively influence outcomes for our local residents.

Environment Focus

○ SUSTAINABLE DEVELOPMENT

The City is focused on becoming recognised as a leader in sustainability. From protecting our local biodiversity, through to improvements in the way that we live to reduce the physical/energy footprint. The City is developing a Local Planning Strategy based around sustainable development principles, and our industry leading work in retaining mature trees in new developments is an example of how we can work with the state government and developers to demonstrate best practice outcomes.

The City seeks to protect conservation reserves that show significant local and regional values.

The City is committed to waste minimisation and landfill diversion, actively encouraging education and facilitation of recycling opportunities. The City will continue to advocate for waste management services that are supported by well-researched and analysed evidence.

The City will continue to advocate for best opportunities to improve the efficiencies of its assets and protect the green buffer between residents and industry in order to continue to be recognised for our natural bushland assets which add to the biodiversity in our region and the enjoyment of our residents.

Governance

○ REFORM

The City is committed to best practice outcomes and reform of legislative systems to get better outcomes for our community. Recognising that Local Government has an impact on our resident's lives on a daily basis, we as a City need to work to ensure

that legislation is relevant and supportive of our community's goals. The City will look for opportunities to work with other agencies to identify how we can collaborate to create a modern and engaged governance framework that emphasises outcomes in our community.

○ BUSINESS SUPPORT

Kwinana is home to thousands of small businesses who are an important part of our local economy. The City is committed to identifying and advocating for improvements that will facilitate the growth of sustainment of our entrepreneurial community. The City also recognises the immense contribution that the industrial area makes not only the residents of Kwinana, but the region and the importance of investing in and protecting this cornerstone of the State's economy. The City will advocate to advance opportunities in this area, particularly where it aligns to the City's broader objectives to develop new opportunities for our residents.





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Attachment 3

Priorities List

Issue	Position Summary
Wells Park	Advocate for funding for construction of planned redevelopment
Construction of Anketell Road	Upgrades of Anketell Road to facilitate freight movement to the future port.
Anketell Road Reclassification	Responsibility of the full length of Anketell Road to be transferred to Main Roads.
Rowley Road	Construction of Rowley Road west of the Freeway to facilitate freight movement to the new port.
City Centre Reimbursement	Pursue reimbursement of the outstanding costs of the upgrade of the Kwinana City Centre from the State Government.
Community Centres	Pursue funding for the provision of Local Community Centres in Wellard and Wandi
Rates Exemptions	Lobby the impact of Department of Housing leasing properties to charitable organisations and requesting rating exemptions.
Protection of Employment Generating Land	Advocate for potential employment generating land to be maintained and resist urban encroachment.
Westport	Advocate for the timely development of a new container port in Kwinana.
Restricted Access Vehicle (RAV) Concessional Loading	Advocate for the City to not be penalised through asset depreciation by allowing concessional loads on City roads
Callistemon Court land tenure	Advocate for the State Government's equity in the project to reflect depreciation of the asset.
Reclassification of Roads	The following roads to be vested with MRWA: 1. Mandurah Road – from Dixon Road to Patterson Road 2. Ocean Street – from Mandurah Road to Patterson Road 3. Beach Street – from Mandurah Road to Patterson Road 4. Beard Street – from Rockingham Road to Leath Road 5. Leath Road – From Beard Street to Donaldson Road 6. Mason Road – From Patterson Road to Donaldson Road 7. Armstrong Road – from Anketell Road to Hope Valley Road 8. Cockburn Road – from Rockingham Road to Sutton Road
Waste Options	For Waste-to-Energy to be continually recognised as part of a renewable energy as per the Government's original Waste Strategy.
State Government Agency Relocation to Kwinana	For a State Government Agency to be based in Kwinana
Medina Sheds Redevelopment	For the State Government to proactively work to redevelop the Medina Sheds at Pace Road.
Thomas Road Dual Carriageway	Dual Carriageway upgrade of Thomas Road, east of the Freeway to the City Boundary

Freight Rail Duplication	Construction of second freight rail line from Cockburn Freight alignment to Kwinana Triangle
Prefund Developer Contributions	Fund for the City prefund undertaking enabling development works to stimulate economic recovery.
Deferred Maintenance Fund	For Government to fund undertaking maintenance upgrades beyond the City's normal allocation to stimulate economic recovery.
Funding Economic Recovery	Fund activities identified in the City's Local Economic Recovery Plan
Community Centre Wi-Fi	Funding to establish free internet around two additional community centres
Medina Neighbourhood Centre Upgrade	Seek funding to undertake enhancements to the Medina public realm
Banksia Sand Mine	That the City oppose the development of the Banksia Sand Mine and the protection of the site for conservation purposes.

19 Notices of motions of which previous notice has been given

20 Notices of motions for consideration at the following meeting if given during the meeting

21 Late and urgent Business

Note: In accordance with Clauses 3.13 and 3.14 of Council's Standing Orders, only items resolved by Council to be Urgent Business will be considered.

COUNCIL DECISION

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MOVED CR

SECONDED CR

That Council deal with the items of urgent business as presented in the Addendum to the Agenda.

22 Reports of Elected Members

23 Answers to questions which were taken on notice

Nil

24 Mayoral Announcements

25 Confidential items

COUNCIL DECISION

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MOVED CR

SECONDED CR

That, in accordance with Section 11.7 of the City of Kwinana *Standing Orders Local Law 2019*, Council move behind closed doors to allow discussion of the Confidential Items.

12.7 Reappointment Independent Audit and Risk Committee Member

This report and its attachments are confidential in accordance with Section 5.23(2)(b) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (b) the personal affairs of any person; and

12.8 Appointment of Auditor – Regulation 17 – Systems and Procedures Review 2020/2021

This report and its attachments are confidential in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**

12.9 Risk Report – OneCouncil Project

This report and its attachments are confidential in accordance with Section 5.23(2)(c) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and**

26 Close of meeting