

Ordinary Council Meeting

29 January 2020

Minutes



Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Agendas and Minutes are available on the City's website www.kwinana.wa.gov.au

Vision Statement

Kwinana 2030

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



Mission

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

We will do this by -

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

Values

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

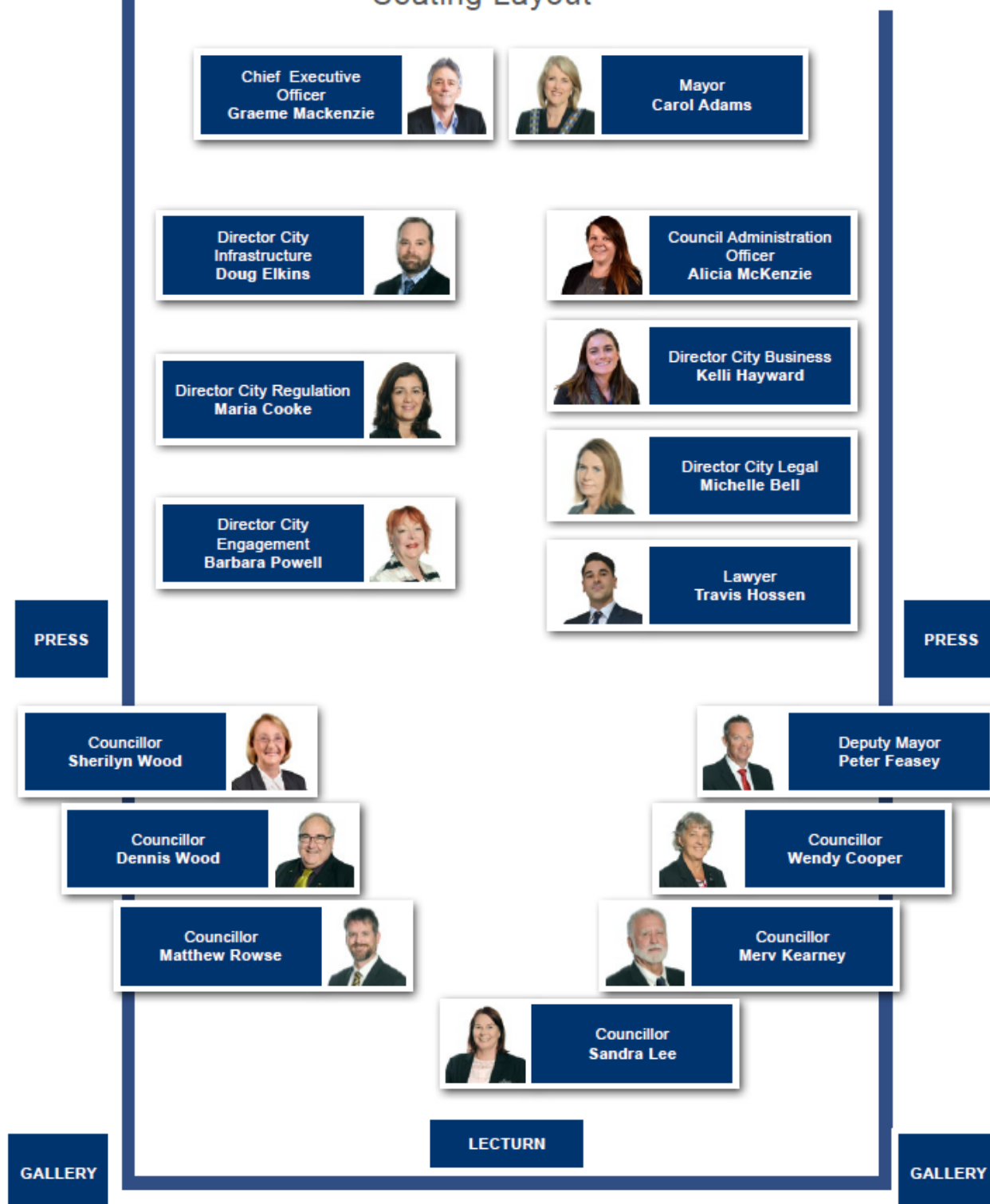
Lead from where you stand - Leadership is within us all. | Act with compassion - Show that you care. | Make it fun - Seize the opportunity to have fun. | Stand Strong, stand true - Have the courage to do what is right. | Trust and be trusted - Value the message, value the messenger. | Why not yes? -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





Council Chambers

Seating Layout



EMERGENCY GUIDE

Council Chambers

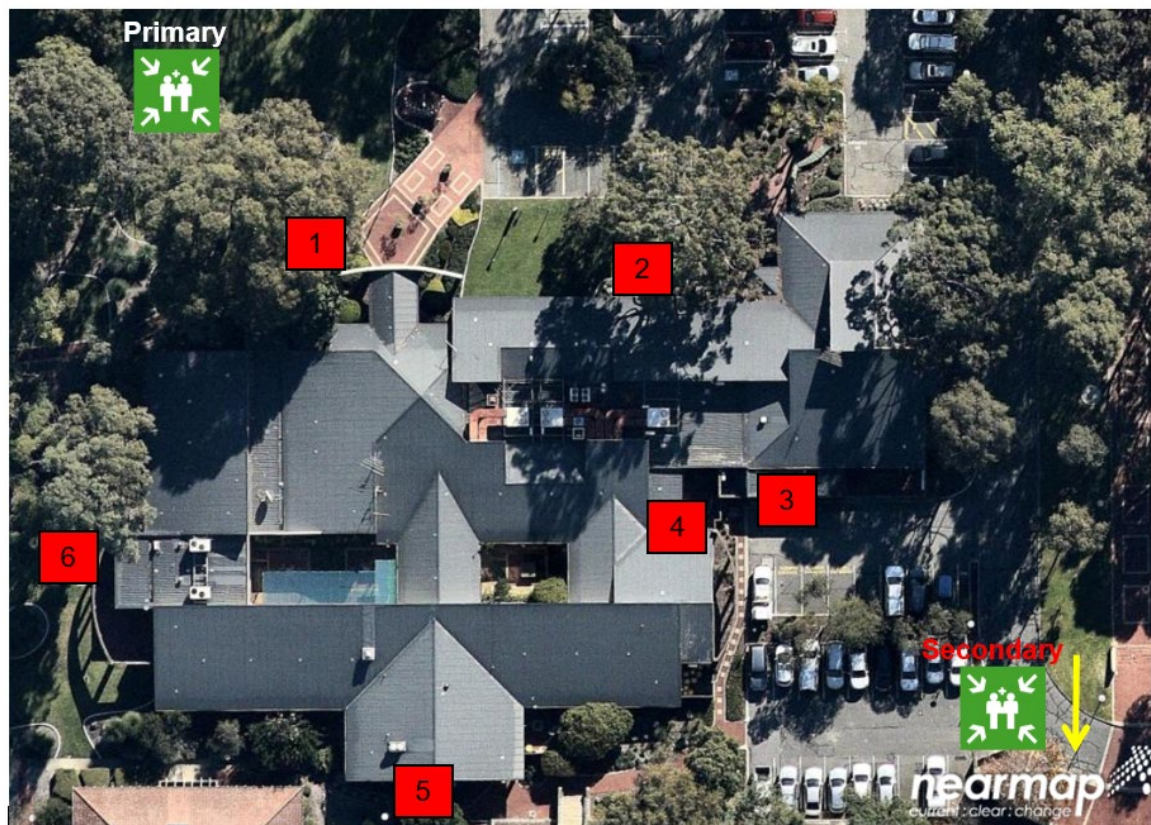


The City of Kwinana values the health and safety of its employees, contractors and visitors. Please ensure you are familiar with the emergency procedures in place at the City of Kwinana to ensure your safe evacuation.

Fire Alarm

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

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



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

Assembly Points:

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

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Present:

MAYOR CAROL ADAMS, OAM
 DEPUTY MAYOR PETER FEASEY
 CR W COOPER
 CR M KEARNEY
 CR S LEE
 CR M ROWSE
 CR D WOOD
 CR S WOOD

MR G MACKENZIE	-	Chief Executive Officer
MRS K HAYWARD	-	Director City Business
MRS B POWELL	-	Director City Engagement
MR R NAJAFZADEH	-	Acting Director City Infrastructure
MRS M COOKE	-	Director City Regulation
MRS M BELL	-	Director City Legal
MRS S WILTSHIRE	-	Manager Human Resources
MR T HOSSEN	-	Lawyer
MS A MCKENZIE	-	Council Administration Officer

MR P CASEY	-	Beilby Downing Teal
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Members of the Press	1
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1 Opening and announcement of visitors

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

2 Acknowledgement of country

Presiding Member read the Acknowledgement of county

"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

The Deputy Mayor 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

Nil

Leave(s) of Absence (previously approved):

Nil

5 Public Question Time

Nil

6 Receiving of petitions, presentations and deputations:

6.1 Petitions:

Nil

6.2 Presentations:

Nil

6.3 Deputations:

6.3.1 Ms Ella Compton, Rowe Group on behalf of the Applicant regarding item 17.3, Adoption of Local Development Plan –The Wedge, Wellard North, Wellard:

Good evening Mayor and Councillors and thank you for the opportunity to speak this evening.

My name is Ella Compton from Rowe Group, representing the Applicant for the Amended Local Development Plan Application. I am here to speak in favour of the Officer's Recommendation for approval.

Unfortunately, neither John Wroth from M/Group or Reyne Dial from our Office who both attended the Elected Members forum last year were able to attend this evening.

As summarised in the Officer's Report, Council previously considered the Stage 1 LDP on 14 August 2019. Rowe Group and M/Group subsequently presented to Council on 14 October 2019 at the Elected Members Briefing Forum to discuss the laneway lots.

From the Elected Members Briefing Forum, it was agreed that the LDP be amended to include additional provisions to address the built form of the laneway lots and the proposed landscaping in both the Bertram Road verge and the front of the laneway lots.

6.3 DEPUTATIONS

The purpose of these additional requirements specific to the laneway lots is to ensure a high-quality design interface with Bertram Road.

The provisions relating to built form require a mix of colours and materials to be provided on the front facades of all dwellings, and for a minimum of two architectural features to be provided. These provisions allow for greater variance between dwellings to ensure visual interest, articulation and streetscape appeal.

The provision relating to landscaping within the front setbacks of lots along Bertram Road requires hard and soft landscaping to be provided, with a minimum of 25% of the total setback area to be provided as soft landscaping. This provision allows sufficient area for planting and assists in the softening of facades and ensures an aesthetically pleasing streetscape outcome. Landscaping will also be provided within the Bertram Road reserve in accordance with the City's requirements to further enhance local amenity.

In summary, we fully support the Officer's Recommendation for approval of the Amended Local Development Plan and note that the agreed outcomes have been addressed to ensure a high-quality design outcome for the estate.

Happy to answer any questions.

7 Confirmation of minutes

7.1 Ordinary Meeting of Council held on 11 December 2019:

COUNCIL DECISION

056

MOVED CR S LEE

SECONDED CR M KEARNEY

That the Minutes of the Ordinary Meeting of Council held on 11 December 2019 be confirmed as a true and correct record of the meeting.

**CARRIED
8/0**

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

Deputy Mayor Peter Feasey declared an impartiality interest in item 17.1, Adoption of Local Development Plan - Stage 43 The Village at Wellard due to his supervisor being the Minister for Housing and the project is a joint venture.

Councillor Matthew Rowse declared an impartiality interest in item 17.1, Adoption of Local Development Plan - Stage 43 The Village at Wellard due to his association with Peet due to his role on the Village at Wellard Residents Association.

Councillor Merv Kearney declared an impartiality interest in item 18.3, Accounts for payment for the month ended 31 December 2019 due to a grant payment being received by the Men's Shed, of which he is a member.

9 Requests for leave of absence

Nil

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

Nil

11 Any business left over from previous meeting

Nil

12 Recommendations of committees

Nil

13 Enbloc reports:

Nil

14 Reports - Community

14.1 Donation to National Bushfire Disaster Appeal

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Extreme fire events across the nation have threatened hundreds of communities, have destroyed hundreds of thousands of acres of natural areas, and have resulted in the tragic loss of over twenty lives and massive destruction of property, livestock, natural fauna and flora, and crops.

The Australian Red Cross has established a nationwide disaster and recovery relief fund, with donated funds going to those who have lost everything, and to communities in need. This report is to seek Council approval to donate funds toward the Australian Red Cross Disaster Relief and Recovery Fund to assist with the disaster relief and recovery effort underway nationally.

OFFICER RECOMMENDATION:

That Council donate \$3,500 to the Australian Red Cross Disaster Relief and Recovery Fund

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

Extreme fire events have caused massive devastation across the nation. The tragic death toll resulting from the fires is in excess of twenty people, hundreds of communities have been evacuated, in excess of 1,500 homes have been destroyed, thousands of acres of natural bushland has been destroyed, the loss of natural wildlife is unprecedented, as is the loss of livestock and crops.

A number of relief efforts are underway, with the Australian Red Cross establishing a nationwide disaster relief and recovery fund. Donated funds will be distributed to those who have lost everything, and to communities in need.

It is recommended that the City donates \$3,500 towards the national Australian Red Cross Disaster Relief and Recovery Fund.

14.1 DONATION TO NATIONAL BUSHFIRE DISASTER APPEAL**LEGAL/POLICY IMPLICATIONS:*****“City of Kwinana Community Funding Policy******2. City of Kwinana Donations Programme******2.3 Emergency Relief Reserve Fund***

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

FINANCIAL/BUDGET IMPLICATIONS:

The City has budgeted \$7,613 for Community Donations for the 2019/2020 financial year. At 6 January 2020 \$1,275 has been expended. A donation of \$3,500 toward the bushfire disaster relief and recovery appeal would leave sufficient capacity for local needs to be met for the remainder of the financial year.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

Plan	Outcome	Objective
Corporate Business Plan	Strong community	1.5.2 Deliver the Community Funding Program

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

Residents in the bushfire affected areas of the nation are experiencing great hardship as a result of these devastating fires. The recommendation has the potential to assist with the recovery effort of those affected individuals and communities in the fire affected areas.

14.1 DONATION TO NATIONAL BUSHFIRE DISASTER APPEAL**RISK IMPLICATIONS:**

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

Risk Event	The City is not seen as assisting with the national disaster relief effort.
Risk Theme	Inadequate engagement practices
Risk Effect/Impact	Reputation
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Donate to the Australian Red Cross Disaster Relief and Recovery Fund
Rating (after treatment)	Low

COUNCIL DECISION

057

MOVED CR C ADAMS**SECONDED CR S WOOD**

That Council donate \$3,500 to the Australian Red Cross Disaster Relief and Recovery Fund.

CARRIED 5/3**FOR**

**Mayor Carol Adams
Councillor Wendy Cooper
Councillor Sandra Lee
Councillor Dennis Wood
Councillor Sherilyn Wood**

AGAINST

**Deputy Mayor Peter Feasey
Councillor Merv Kearney
Councillor Matthew Rowse**

15 Reports - Economic

15.1 Introduction of Annual Trader's Permit Application for Food Vendors to Attend Markets and Events

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

In 2019, the City of Kwinana received a significant number of trader's permit applications for mobile food vendors to attend events and markets. The City's assessment of these applications has been time-consuming and mobile food vendors are seeking an easier way for the City to allow them to trade at multiple events.

Currently, mobile food vendors are not charged a fee to trade as they are covered through an umbrella trader's permit issued to the event organiser. Trading fees associated with events organised by a charitable or community organisation are fully waived. At the peak of the events season, officers were dealing with multiple applications from the same food vendor which creates double handling and inefficiencies.

Based on a high proportion of recurrent trader's permit applications received in 2019, it is recommended that the introduction of an annual trader's permit for food vendors to attend markets and events will provide a streamlined and more effective approach for the City's administration of food vendor approvals and for the food vendors themselves.

OFFICER RECOMMENDATION:

That Council authorise the amendment of trading fees and charges in the City of Kwinana 2019/2020 Schedule of Fees and Charges, as per Attachment A Table 2 and Table 3 following provision of 21 days public notice.

NOTE - AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

Background

Mobile and temporary food vendors and other businesses attending markets, events or other public places in the City are required to obtain a permit to trade under the requirements of the City's *Activities in Thoroughfares and Public Places Trading Local Law 2011*.

The number of trader's permit applications lodged with the City increase during the events season generally between September and May each year. Just prior and during the event season, the City's Environmental Health Department are inundated with applications for trader's permits. Processing of trader's permits during the event season is a priority for the Environmental Health Department to ensure event organisers can deliver quality events that are compliant with the City's statutory requirements.

15.1 INTRODUCTION OF ANNUAL TRADER'S PERMIT APPLICATION FOR FOOD VENDORS TO ATTEND MARKETS AND EVENTS

Table 1 in Attachment A shows a summary of the number of food vendors trader's permits applications issued in 2019.

- In 2019, 115 different food vendors submitted 185 applications for permits to trade at an event or market within the City.
- 87 or 76% of the 115 food vendors applied to trade on multiple occasions at various markets or events.
- 61 or 33% of the applications were for trader's permits issued to vendors to trade on a single occasion.

Growth in the number and frequency of markets and events in the City have varied in the last two years. However, even with a static growth in the number and frequency of events there is potential for an increase in the number of trader's permit applications lodged with the City. This presents an opportunity for the City to streamline the manner in which vendors submit trader's permit applications. Streamlining trader's permit applications will provide a number of benefits to vendors and event organisers.

By creating a new class and fee structure for a trader permit that allows vendors to make a single application to appear at multiple events and dates, it will reduce the administrative burden to vendors and event organisers intending to trade in the City. In the past, the City issued trader's permits to a single event/market organiser to cover multiple numbers of trader's and times of trading under the terms of the City's Trading in Public Places Policy. This policy was repealed in 2014 without suitable guidance on how to deal with the increasing number of recurrent trading events or recognition of problems associated with the "umbrella" trader permit's procedure.

Problems with an "umbrella" trading permit procedure

There are a number of issues associated with umbrella trader permit for food vendors:

- Event organisers demanded greater flexibility. There is often a need to change food vendors at the latest moment in the lead up to an event. However, this is not easily achieved in the limited times available to officers to assess each amendment to an application.
- The same food vendors apply to attend different events. Food vendors have complained that the applications are repetitive and a time burden and have requested that the application processes be simplified and to be registered on an approved list.
- Depending on the location of the event, different officers are assessing the applications submitted by the same food vendor. Whilst City officers use the same assessment process, there may be discrepancies in the outcomes.
- Costs are not recovered on applications submitted by commercial food vendors attending markets or events organised by a charitable or community organisation as fees are fully waived.

Introduction of an annual trader's permit

It is clear that mobile food vendors are rapidly expanding and are becoming an increasingly popular feature of events and place activations. Hence, the introduction of an annual trader's permit offers an effective and efficient solution to the current problems discussed.

15.1 INTRODUCTION OF ANNUAL TRADER'S PERMIT APPLICATION FOR FOOD VENDORS TO ATTEND MARKETS AND EVENTS

There are a number of potential benefits of the annual permits, including:

- Environmental Health Officers will assess the application with supporting information such as food business registration details once a year. This saves time and will reduce impact on workload during events season.
- Registered food vendors will only need to lodge an application once to enable them to trade during any approved events and markets within the year.
- The event organiser will be able to provide a list of food vendors without submitting supporting documentation for attending each event.
- The City's events team will have access to an approved list of food vendors.

Proposed fees and comparison with other Local Governments

A benchmarking review of other Local Governments charging commercial food vendors an annual trader's permit fee to attend approved events or markets is provided as follows:

- City of Rockingham - \$50 event and \$50 market, both market and event \$100.
- City of Stirling - \$200.
- City of Fremantle - \$116.

It is proposed the City charge a \$100 trader's permit fee per annum for a registered food vendor to attend any approved market and/or event. By charging the individual trader an annual permit fee, the event organiser will no longer be issued an umbrella trader's permit to cover food vendors. Therefore, the event organiser fees for recurrent market and/or event is proposed to be reduced from \$944 to \$292 per annum. Umbrella trader's permit will only cover non-food stalls or traders. Annual trader's permit fees will continue to be waived for food businesses operated by charitable or community groups.

Table 2 shows the proposed new fees and charges and Table 3 shows the amendments to existing fees and charges (refer to Attachment A).

To understand the proposed fee changes and impact on recurrent events or markets in the City, Table 4 in Attachment A provides further clarification on the current and proposed fees paid by each market or event organiser. Event organiser fees will be reduced with no impact on charitable or community groups, although trading fees will be recovered by income generated through the annual food vendor trader's permit fees.

Managing risks and stakeholders

Any food vendors trading at approved markets or events will not be affected until the expiry of the current umbrella trader's permit. The first market trader's permit will expire on 20 March 2020.

There are a number of potential risks associated with the annual permits:

- Some food vendors may be against the fees and charges as they only attend one event a year and currently are not charged a fee to attend the events where the fee is waived or covered by the organiser.
- Food vendors may breach food standards and continue to attend other events within the year.
- Event organisers may need to make changes to their application processes.

15.1 INTRODUCTION OF ANNUAL TRADER'S PERMIT APPLICATION FOR FOOD VENDORS TO ATTEND MARKETS AND EVENTS

Some of these risks will be managed by the following measures:

- The annual permit may be revoked on grounds that the permit holder has committed a breach of the conditions of the permit, such as a breach of the *Food Act 2008* or *Activities in Thoroughfares and Public Places Trading Local Law 2011*.
- Any registered food businesses will be inspected at least once a year at an approved event. There are compliance tools available to ensure the food vendors maintain minimum standards to continue trading throughout the year.
- The event organiser remains responsible for all activities of the event to ensure that the event is held in a safe and appropriate manner. It is also the organiser's responsibility to ensure that the vendors have obtained appropriate approvals.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 states:

s2.7. Role of council

- (1) The council -
 - (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to -
 - (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies.

s6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following:
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.
- (3) Fees and charges are to be imposed when adopting the annual budget but may be:
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

* Absolute majority required.

s6.17. Setting level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors -
 - (a) the cost to the local government of providing the service or goods; and
 - (b) the importance of the service or goods to the community; and
 - (c) the price at which the service or goods could be provided by an alternative provider.

15.1 INTRODUCTION OF ANNUAL TRADER'S PERMIT APPLICATION FOR FOOD VENDORS TO ATTEND MARKETS AND EVENTS

s6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of -

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

FINANCIAL/BUDGET IMPLICATIONS:

Adopting the changes to the 2019/2020 Schedule of Fees and Charges may result in a minor increase to the annual health budget income, however this is yet to be determined and is subject to the number of food vendors that operate in different markets/events throughout the year. The proposal will improve event approval processes and reduce staff time and administration associated with the process, resulting in a fee structure that is more aligned to cost recovery.

The cost of advertising a public notice in the local paper estimated to be \$500 and this amount is to be funded from the existing Public Health Advertising budget.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcomes and objectives 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
Corporate Business Plan	Regulatory and Legal	6.8 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment

COMMUNITY ENGAGEMENT:

This proposal was discussed with the Events and Stakeholder Management Specialist from the Community Engagement Team. The changes will be communicated in writing to the event organisers and locally registered food vendors.

15.1 INTRODUCTION OF ANNUAL TRADER'S PERMIT APPLICATION FOR FOOD VENDORS TO ATTEND MARKETS AND EVENTS

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	Administration and fees for trader's permits remains unchanged
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Financial
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Amend the City's 2019/20 Schedule of Fees and Charges as per the proposed amendments.
Rating (after treatment)	Low

COUNCIL DECISION

058

MOVED CR S LEE

SECONDED CR S WOOD

That Council authorise the amendment of trading fees and charges in the City of Kwinana 2019/2020 Schedule of Fees and Charges, as per Attachment A Table 2 and Table 3 following provision of 21 days public notice.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

8/0

Attachment A

Table 1: 2019 Statistics relating to Mobile Food Vendors and Trader's Permits Applications

Type of Approval or Application	Number
Number of recurrent markets/ events within the City of Kwinana	6
Number of food trader's applications on a single occasion	61
Total number of trader's permits applications (food vendors)	185
Total number of food vendors who lodged a trader's permit application	115
Total number of commercial food vendors trading at recurrent markets/ events	87

Table 2: Proposed New Fees and Charges

New Fee	New Description	Statutory Fee indicator	GST Indicator	Proposed New Fee
Licence fee for a notified or registered food business to attend any approved markets/ events – 1 year	Includes application and one inspection per annum.	No	No	\$100 No fee payable by charitable/ community groups.
Licence fees: 1 year for approved markets/ events	Applies to the event organiser.	No	No	\$292 No fee payable by charitable/ community groups

Table 3: Amendment to Existing Fees and Charges

Existing Fee	New Fee	Existing Description	New Description	Existing Fee	Proposed New Fee
Plus licence fees: Mobile Food Vendors at Designated Trading Area	Licence fees: Mobile Food Vendors at Designated Trading Area and <u>approved markets/ events</u> – 1 year	Applies to Mobile Food Vendors (Food Trucks) – Designated Trading Area only	Applies to Mobile Food Vendors (Food Trucks) – Designated Trading Area and <u>approved markets/ event</u>	\$249 No fee payable by charitable/ community groups	\$249 No fee payable by charitable/ community groups
Plus licence fees: 1 year	Licence fees: 1 year – <u>all categories of traders including designated trading area and approved markets/ events</u>	I. All categories of Traders, Stall Holders and Service Providers are due 1 July for renewal with current public liability insurance cover certificate to be provided with application. May include designated trading area with no additional fee	I. All categories of Traders, Stall Holders and Service Providers are due 1 July for renewal with current public liability insurance cover certificate to be provided with application. May include designated trading area and <u>approved markets/ events</u>	\$944 No fee payable by charitable/ community groups	\$944 No fee payable by charitable/ community groups
Charge per stall holder/ trader trading under an Umbrella Trading Permit issued to the event organiser – 1 year	Charge per <u>non-food</u> stall holder/ trader trading under an Umbrella Trading Permit issued to the event organiser – 1 year	J. Event organisers are to provide a list of all stall holders and traders trading at the event at least two weeks prior to the event	J. Event organisers are to provide a list of all stall holders and traders trading at the event at least two weeks prior to the event	\$10	\$10

Table 4: Fee Changes and Impact on Recurrent Events/ Markets at the City of Kwinana

Market/ Event	Event Organiser	Type of Activities	Number of Food Vendors	Permit expiry	Current Fees (payable by event organiser only)	Proposed Fees (upon adoption of fee and permit renewals)
Hawkers at Honeywood Food Trucks in Wandí	Satterley	Up to 14 food vans/ stalls only	maximum of 14 food vendors at any one time (out of a list of 26 food vendors)	20 March 2020	<p>Trading fees: Application fee of \$35, annual fee of \$944, inspection fee of \$73 and per stall/ trader fee of \$140 (\$10 x 14) = \$1192</p> <p>Event approval fees: Application fee of \$292, certificate of approval fee of \$146 and inspection fee of \$146 per one hour = \$584</p> <p>Total fee: \$1776</p>	<p><u>Event organiser</u> Trading fees: Application fee of \$35, inspection fee of \$73, annual fee of \$292 = \$400</p> <p>Event approval fees: Application fee of \$292, certificate of approval fee of \$146 and inspection fee of \$146 per one hour = \$584</p> <p>Total fee: \$984</p>
The Local Farmers Market in Wandí	Satterley	Up to 30 traders including food vans/ stalls, amusement rides, non-food market stalls	20 food vendors at any one time (out of a list of 22 food vendors)	17 May 2019	<p>Trading fees: Application fee of \$35, annual fee of \$944, inspection fee of \$73, per stall/ trader fee of \$300 (\$10 x 30) = \$1352</p> <p>Event approval fees: Application fee of \$292, certificate of approval fee of \$146 and inspection fee of \$438 (\$146 x 3 hours weekend) = \$876</p> <p>Total fee: \$2228</p>	<p><u>Event organiser</u> Application fee of \$35, inspection fee of \$73, annual fee of \$292 and per non-food stall/ trader fee of \$100 (\$10 per stall) = \$500</p> <p>Event approval fees: Application fee of \$292, certificate of approval fee of \$146 and inspection fee of \$438 (\$146 x 3 hours) = \$876</p> <p>Total fee: \$1376</p>
RSL Markets in Medina	RSL	Car boot sale and market stalls	1 food vendor	30 June 2020	No fees apply as RSL is a charitable organisation.	<p><u>Event organiser</u> No fees apply.</p>
Street Food Circus in Parmelia	Satterley/ Food Hub Central	Up to 9 traders including food vans and a busker	8 food vendors at any one time (out of a list of 25 food vendors)	28 May 2020	<p>Application fee of \$35, Inspection fee \$73, 7 months trading fee \$742 and per stall/ trader fee of \$80 (\$10 x 8) = \$930</p> <p>Event approval fees: Application fee of \$292, certificate of approval fee of \$146 and inspection fee of \$146 per one hour = \$584 (waived by Director City Regulation's delegation)</p> <p>Total fee: \$930</p>	<p><u>Event organiser</u> Application fee of \$35, inspection fee of \$73, annual fee of \$292 and per non-food stall/ trader fee of \$10 = \$410</p> <p>Event approval fees: Application fee of \$292, certificate of approval fee of \$146 and inspection fee of \$146 per one hour = \$584</p> <p>Total fee: \$994</p>

Market/ Event	Event Organiser	Type of Activities	Number of Food Vendors	Permit expiry	Current Fees (payable by event organiser only)	Proposed Fees (upon adoption of fee and permit renewals)
Food Truckin for a Cause in Bertram	Building a cure for cancer (Cancer Council WA)	12 food vans/ stalls and amusement rides	12 food vendors on first event date (out of a list of 26 food vendors)	23 November 2019, 22 February 2020, 18 April 2020 and 19 September 2020	No fees apply as Cancer Council WA is a charitable organisation.	<u>Event organiser</u> No fees apply as Cancer Council WA is a charitable organisation.
Food Truckin for a Cause in Wellard	Building a cure for cancer (Cancer Council WA)	Food vans/ stalls and amusement rides	yet to be confirmed	Applied for 25 February 2020, 25 April 2020, 27 June 2020, 29 August 2020 and 31 October 2020	No fees apply as Cancer Council WA is a charitable organisation.	<u>Event organiser</u> No fees apply as Cancer Council WA is a charitable organisation.
Total fees paid by event organiser					\$4,934	\$3,354
Total fees paid by food vendor attending recurrent events/ markets					\$0	87 x \$100 = \$8,700
Total income by trader's permits					\$4,934	\$12,054

Market/ Event	Event Organiser	Type of Activities	Number of Food Vendors	Permit expiry	Current Fees (payable by event organiser only)	Proposed Fees (upon adoption of fee and permit renewals)
Any other one day event	Commercial business	Food vans/ stalls, amusement rides, non- food market stalls	Unknown	Any one day event	Trading fees: Application fee of \$35, one day trading fee of \$30 and inspection fee of \$73 = \$138 Event approval fees: Application fee of \$292, certificate of approval fee of \$146 and inspection fee of \$146 per one hour (minimum three hours on weekends) = \$584	<u>Event organiser</u> Trading fees: Application fee of \$35, one day trading fee of \$30, inspection fee of \$73 = \$138 Event approval fees: Application fee of \$292, certificate of approval fee of \$146 and inspection fee of \$146 per one hour (minimum three hours on weekends) = \$584 <u>Food vendors*</u> Application fee \$35, one day trading fee \$30 and inspection fee \$73 = \$138 or annual permit fee of \$100 (includes application or inspection)
Any other one day event	Charitable or community group and	Food vans/ stalls, amusement rides, non- food market stalls	Unknown	Any one day event	No fees apply.	<u>Event organiser</u> No fees apply: <u>Food vendors*</u> Application fee \$35, one day trading fee \$30 and inspection fee \$73 = \$138 or annual permit fee of \$100 (includes application or inspection)

*Please note that the same food vendors can be present at different markets so the fee is not indicative of the total income.

16 Reports - Natural Environment

Nil

17 Reports - Built Infrastructure

17.1 Adoption of Local Development Plan - Stage 43 The Village at Wellard

DECLARATION OF INTEREST:

Deputy Mayor Peter Feasey declared an impartiality interest due to his supervisor being the Minister for Housing and the project is a joint venture.

Councillor Matthew Rowse declared an impartiality interest due to his association with Peet due to his role on the Village at Wellard Residents Association.

SUMMARY:

A draft Local Development Plan (LDP) for Stage 43 of the Village at Wellard has been received for consideration under the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) (refer to Attachments A, B and C). The draft LDP sets out design requirements for the development of the lots on the plan. These requirements apply in addition to normal Local Planning Scheme No. 2 (LPS2) and State Planning Policy No. 7.3: Residential Design Codes of Western Australia Volume 1 (R-Codes) requirements and permit certain variations in order to achieve a desired outcome.

Subdivision approval was granted for Stage 43 by the Western Australian Planning Commission (WAPC) 29 November 2016 with a condition requiring the preparation of an LDP for the subject lots.

The draft LDP is considered against the design principles of State Planning Policy 7.0 Design of the Built Environment (SPP 7.0), in addition to the City's local planning policies. There are three key policies that the LDP must address - Local Planning Policy No. 1 - Landscape Feature and Tree Retention Policy (LPP1), Local Planning Policy No. 2 - Streetscapes (LPP2) and Local Planning Policy No. 8 - Designing Out Crime (LPP8). City Officers have reviewed the proposed LDP against the objectives of these policies and consider that the draft LDP contains the required provisions.

It is recommended that Council approves the draft LDP in accordance with Clause 52(1) (a) of *Schedule 2 - Deemed Provisions for Local Planning Schemes* of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

OFFICER RECOMMENDATION:

1. That Council approves the Local Development Plan for Stage 43 The Village at Wellard (as per Attachments B and C), pursuant to Clause 52(1)(b) of Schedule 2 - Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*, subject to the following modifications being made:
 - a) The LDP plan (Attachment B) shall be modified to include a symbol on Lots 1960, 1964, 1965 and 1973 to reference the acoustic requirements specified in section 9 of the LDP.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN - STAGE 43 THE VILLAGE AT WELLARD

DISCUSSION:

Land Status

Metropolitan Region Scheme: Urban
Local Planning Scheme No. 2: Residential R25 and R40

Planning Comment

A LDP is a statutory plan which sets out specific and detailed design requirements, either in addition to or in variance to those stipulated under LPS2 and R-Codes to be imposed on subsequent development of land. These requirements will often cover aspects including dwelling placement and design, solar orientation, private open space, setbacks, garage placement and design, fencing and store areas. Requirements vary depending on the type of land and design outcome trying to be achieved. Most importantly is the LDP's ability to vary LPS2 and R-Code provisions where such variations are needed in achieving the most optimal design outcome for the local context.

Subdivision approval for the subject site was granted by the WAPC in 2016. The draft LDP (Attachments B and C) has been specifically required as a condition of the WAPC's subdivision approval. Part 6 of the Regulations outlines the process for the consideration of LDPs. The City has assessed the draft LDP against the relevant provisions of the Regulations accordingly. The draft LDP sets out design requirements for the development of the lots indicated within the LDP boundaries within the Stage 43 Wellard Village area. These requirements apply in addition to LPS2 and R-Codes requirements and will permit certain variations in order to achieve an optimal form of development.

SPP 7 Design of the Built Environment

In 2019, the WAPC released a suite of documents that detail the importance of quality design in the built environment. While the R-Codes for single houses have not been amended, there is now a state planning policy (SPP 7) that provides higher level principles for the assessment of planning applications, including LDP's.

SPP7 provides the broad framework for design of the built environment by incorporating 10 overarching design principles that have been considered in the assessment of the draft LDP. These design principles have been appropriately grouped and outlined below:

- Design Principles - 1 (Context and Character); 2 (Landscape Quality); 5 (Sustainability): these three objectives are adequately addressed through the implementation of the City's LPP1 and LPP2. The provision for street trees within the draft LDP area and provisions regarding built form outcomes and dwelling design ensure the above objectives of SPP7 are satisfied.
- Design Principles - 4 (Functionality and build quality); 10 (Aesthetics): The draft LDP satisfies these three design principles through a number of provisions such as prescribing minimum private outdoor living areas, and ensuring development is functional. The design principles of SPP7 regarding amenity and aesthetics are adequately implemented through the City's LPP2, as seen through the provisions requiring architectural features on the front façade of dwellings.
- Design Principles - 3 (Built form and scale) and 6 (Amenity); are addressed through the design elements of the LDP that promote consistency and visual interest in streetscape outcomes.
- Design Principles - 7 (Legibility); 8 (Safety) and 9 (Community): The draft LDP addresses the design principles of safety and legibility through the application of LPP8 as outlined further below.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN - STAGE 43 THE VILLAGE AT WELLARD

SPP 7.3 - Residential Design Codes Volume 1

The draft LDP proposes variations to a number of deemed to comply requirements of the R Codes. These include variations to:

- Street, Lot Boundary and Garage Setbacks
- Open Space
- Garage Width
- Street Walls/Fences
- Street Surveillance
- External Fixtures, Utilities and Facilities

The draft LDP proposes variations to the setback requirements of the R Codes. The draft LDP provisions intend to encourage dwellings to be constructed further forward on the lot and permit boundary walls of a greater extent than the R Codes deemed to comply requirements. These variations are intended to concentrate development towards the front of the lot, allowing more space at the rear of the lot for a more usable outdoor living space. The draft LDP also includes variations to the minimum open space requirements of the R Codes. The draft LDP permits a variation for lots coded R25 from 50% minimum open space (as specified in the R Codes) to 40% and for lots coded R40, a variation from 45% minimum open space (as specified in the R Codes) to 30%. The provisions of the draft LDP also intend to reduce the dominance of garages on the streetscape. The draft LDP prohibits garages from being located forward of the dwelling and on narrow lots, only permits single width garages.

Variations to the deemed to comply provisions of the R Codes are proposed in the draft LDP to improve the potential for surveillance to surrounding streets. The draft LDP requires major openings be provided to secondary streets, which the deemed to comply provisions of the R Codes does not require. The draft LDP also requires lower street fences, in accordance with the requirements of LPP2, than the fencing heights permitted in the R Codes. The draft LDP also requires store rooms to be constructed for all lots with a frontage of 7.5 metres or less. This provision ensures residents of smaller lots have storage space, reducing the reliance on the garage to be used for storage and the potential for associated parking problems.

Local Planning Policy No. 1 - Landscape Feature and Tree Retention Policy

LPP1 focuses on the retention of significant trees and landscape features and the location of services. The policy states that prior to subdivision works being undertaken, the proponent is required to submit a Landscape Feature and Tree Retention Plan (LFTRP) to the City for approval.

At subdivision stage, the proponent submitted a LFTRP to the City which identified areas where trees are to be retained within the remaining stages of the Wellard Village estate. The City's Environment Department has endorsed this plan, confirming areas where vegetation is to be retained. Due to the significant level differences within Stage 43 and the earthworks required for the subdivision, limited vegetation was able to be retained within this stage. One tree has been identified on the draft LDP to be retained within the Brierfield Street road reserve.

To ensure the locations of new street trees are available to prospective purchasers and builders, all proposed street tree plantings are shown on the LDP.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN - STAGE 43 THE VILLAGE AT WELLARD

Local Planning Policy No. 2 - Streetscapes

Engineering drawings comply with LPP2 in terms of road infrastructure, location of footpaths and sufficient road reserve widths to accommodate street trees. The draft LDP has been reviewed by the City's Engineering Department in conjunction with the submitted engineering drawings and is supported. The draft LDP contains the required model provisions regarding fencing, dwelling facade treatment and garages outlined in sections 4.5, 4.6.2.1 and 4.6.2.2 of LPP2.

Local Planning Policy No. 8 - Designing Out Crime

LPP 8 sets out design guidelines to be implemented during the design and assessment of LDPs. Designing out crime considerations for LDPs should take into account building orientation and surveillance. All lots contained in Stage 43 have direct road frontage. The draft LDP provisions require that all dwellings address the primary and secondary street frontages through the provision of major openings to provide surveillance. In addition, all front fences within the primary street setback are required to be visually permeable above 0.9m to a maximum height of 1.2m above the natural ground level. For secondary street boundaries, fencing is required to be visually permeable above 1.2m behind the primary street setback, for a minimum length of 3m behind the truncation. All future dwellings on these lots are required under the draft LDP to have major openings addressing both the primary and secondary streets to provide passive surveillance.

Bushfire Management

A Bushfire Management Plan has been prepared as part of the Local Structure Plan and subdivision for this stage of the Wellard Village development. Nine lots (Lots 1958 - 1962 and 1991 - 1994) within this stage of development are subject to bushfire construction requirements and as such, have been identified on the draft LDP. The draft LDP includes a provision requiring a further Bushfire Attack Level (BAL) assessment be prepared prior to the construction of dwellings on these lots in accordance with State Planning Policy 3.7 - Planning in Bushfire Prone Areas (SPP3.7) and the Australian Standard AS3959 - Construction of Buildings in Bushfire Prone Areas.

Quiet House Design

The draft LDP specifies quiet house design provision for lots with a frontage of 7.5m or less. The purpose of the quiet house design provisions is to mitigate noise transfer between dwellings on narrow lots where boundary walls can be constructed abutting each other. An acoustic consultant, Lloyd George was previously engaged by Peet Ltd to prepare construction standards to address the issue of noise transmission for narrow lots within Wellard Village. Officers have assessed the recommendations of the Lloyd George report and consider these provisions will satisfy the City's concerns regarding noise. Four lots (Lots 1960, 1964 - 1965, 1973) are subject to these requirements. The draft LDP includes additional acoustic requirements for these lots, which are consistent with those previous LDP provisions for quiet house design requirements. The officer recommendation includes a required modification to the draft LDP to identify the lots subject to acoustic requirements on the LDP.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN - STAGE 43 THE VILLAGE AT WELLARD

Conclusion

The draft LDP has been assessed by City Officers and is considered to be consistent with relevant planning provisions. In order to ensure consistency, the draft LDP has also been considered alongside previously adopted LDPs for previous stages of Wellard Village. The draft LDP will be a single point of reference that provides clarity and certainty to builders, property owners and City Officers. City Officers recommend the draft LDP be adopted as per the officer recommendation.

LEGAL/POLICY IMPLICATIONS:

For the purposes of Councillors considering a declaration of interest, the land owner is Peet Limited and Department of Housing Joint Venture and the applicant is Creative Design and Planning.

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

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

State Planning Policies

State Planning Policy No. 7.0 - Design of the Built Environment

State Planning Policy No. 7.3 - Residential Design Codes of Western Australia Volume 1

State Planning Policy No. 3.7 - Planning in Bushfire Prone Areas

Schemes

Metropolitan Region Scheme

City of Kwinana Local Planning Scheme No. 2

Local Planning Policies

Local Planning Policy No. 1 - Landscape Feature and Tree Retention

Local Planning Policy No. 2 - Streetscapes

Local Planning Policy No. 8 - Designing Out Crime

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

The LDP encourages the use of passive solar urban design, by including a provision encouraging dwellings to be orientated to take advantage of a northern aspect. The LDP also identifies additional street trees which will be required for all lots.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN - STAGE 43 THE VILLAGE AT WELLARD**STRATEGIC/SOCIAL IMPLICATIONS:**

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

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

COMMUNITY ENGAGEMENT:

The draft LDP has been prepared by the developer and the lots have not yet been created and are all in the ownership of the developer. The draft LDP was not advertised as it is not considered to adversely affect any owners or occupiers within the area covered by the plan or an adjoining area. The application is considered to be of low impact and would only affect the current landowners.

PUBLIC HEALTH IMPLICATIONS

The recommendations of this report have the potential to help improve on the following determinants of health and factors -

- Built Environment - Built Environment Quality and Neighbourhood Amenity; and
- Socio-economics - Community Safety.

RISK IMPLICATIONS:

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

Risk Event	Appeal of Council's decision on the draft LDP.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/ information.
Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN - STAGE 43 THE VILLAGE AT WELLARD

Response to risk treatment required/in place	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, R-Codes, Bushfire Guidelines and relevant Policies. Liaising with the applicant throughout the application process.
Rating (after treatment)	Low

COUNCIL DECISION**059****MOVED CR M KEARNEY****SECONDED CR M ROWSE**

1. That Council approves the Local Development Plan for Stage 43 The Village at Wellard (as per Attachments B and C), pursuant to Clause 52(1)(b) of Schedule 2 - Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the following modifications being made:
 - a) The LDP plan (Attachment B) shall be modified to include a symbol on Lots 1960, 1964, 1965 and 1973 to reference the acoustic requirements specified in section 9 of the LDP.

CARRIED
8/0



Subject Site



LEGEND

- Local Development Plan Boundary
- R25 Coding
- R40 Coding
- DX Duplex
- Primary Dwelling Orientation
- Secondary Dwelling Orientation
- Recommended Garage Location
- Footpaths
- Retaining Wall
- BAL Affected Lots
- Retained Trees
- Approximate street tree location. Refer to approved Landscaping Plan available from the City for detail. Street trees are not to be removed or relocated by landowners.

ENDORSEMENT OF REGISTERED TOWN PLANNER

This Local Development Plan has been adopted by Council and signed by the Principal Planner.

SIGNATURE: _____ DATE: _____

The requirement to consult with adjoining or other land owners to vary the Residential Design Codes in accordance with the Local Development Plan is not required except where variations to the provisions of the Local Development Plan are sought.

Planning Approval is not required, but a Building Permit is required, for the construction of a dwelling on any lot within the area covered by the Local Development Plan (including lots with a land area less than 260m²) except where variations to the provisions of the Local Development Plan are sought.

LOCAL DEVELOPMENT PLAN

Stage 43, The Village at Wellard Page 1 of 2

A PEET Limited and Department of Housing Joint Venture Project

NORTH

Scale: 1:1000 @ A3

0 10 20 30m

PLAN: PACWE-4-033C
DATE: 25/10/2019
PROJECTION: PCG 94
DATUM: AHD

REVISION: C
DRAWN: JP
PLANNER: CH
CHECK: CH



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LDP PROVISIONS – VILLAGE AT WELLARD STAGE 43

The provisions addressed below and on the reverse plan relate to Stage 43 within The Village at Wellard Estate, Wellard.

The requirements of the Residential Design Codes (R-Codes) apply unless otherwise provided for below.

The following standards represent variations to the R-Codes and constitute ‘Deemed-to-Comply’ requirements pursuant to the Codes.

1. R-CODE VARIATIONS

a) Minimum Open Space*:	
i. R25:	40%
ii. R40:	30%

2. SETBACK PROVISIONS

	Minimum	Maximum
a) Dwelling:		
i. Primary Street:		
- R25:	3.0m	5.0m
- R40:	2.0m	4.0m
b) Garage Setbacks:		
i. Primary Street:	4.5m	-
ii. Secondary Street:	Nil	-
Boundary Walls: (Parapets)	For all R40 lots and lots with a frontage of 11m or less, lot boundary walls are permitted to both side boundaries for a maximum length prescribed by the front and rear setback requirements (with the exception of side street boundaries).	

NOTES – MINIMUM OPEN SPACE

- *NB:
- For R25 lots, minimum open space may be reduced to 40%, subject to the provision of a 30m² Outdoor Living Area.
 - For R40 lots, minimum open space may be reduced to 30%, subject to the provision of a 20m² Outdoor Living Area.
 - In both instances a minimum dimension of 4m is required with two thirds of this area uncovered and located behind the street setback area.

3. BUILDING FORM, ORIENTATION & DWELLING FAÇADE

- a) The design of dwellings shall include an articulated front elevation in the direction of the ‘*Primary Dwelling Orientation*’ arrow shown on the Local Development Plan. The front elevation shall consist of at least one major opening to a habitable room overlooking the ‘*Primary Dwelling Orientation*’.
- b) The design of dwellings on applicable lots shall include a side elevation, which has at least one major opening facing the direction of the ‘*Secondary Dwelling Orientation*’ arrow shown on the Local Development Plan.
- The part of the dwelling which includes the required major opening shall be well articulated and its view not obstructed by visually impermeable fencing.
- c) All dwellings to provide an appropriate, high quality design interface with the surrounding streetscape, through the use of at least three of the following architectural design features:
- i. Articulation in dwelling facade (i.e. varied wall setbacks);

- ii. A minimum of two building materials, colours and/or finishes (E.g. render, brick, cladding);
 - iii. Major habitable room openings incorporating large windows to provide surveillance;
 - iv. Roof forms that incorporate gables;
 - v. A balcony, portico, or verandah; or
 - vi. A built-in planter box.
- d) Where possible, dwellings are to be designed to take advantage of northern solar orientation.
- e) A 4m² store room shall be provided for all single dwellings on lots with a frontage of 7.5m or less in accordance with the requirements of Clause 5.4.4 C4.5 of the *2019 R-Codes - Residential Design Codes Volume 1*.

4. VEHICULAR ACCESS & GARAGES/CARPORTS

- a) All garages are to have doors to enclose them.
- b) Recommended garage locations apply to all lots identified on the Local Development Plan; this is referencing the side of the lot to which the garage location is recommended. Recommended garage locations do not prescribe boundary walls.
- c) Garages are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling provided they do not exceed the dwelling setback line.
- d) Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
- e) Where garages exceed 50% of the primary lot frontage, they shall comply with the following:
- i. A clear indication of the dwelling entrance.
 - ii. The dwelling entrance shall be the dominant feature of the facade, and shall include a portico or veranda, forward of the dwelling alignment with a minimum depth of 1.5 metres.
 - iii. Garages are to be set back at least 0.5 metres behind the dwelling alignment.
- f) For any single storey dwelling on a lot with a frontage less than 10 metres in width and where vehicle access is gained solely from the primary street, only a single width garage/carport (including tandem) is permitted.
- g) Double garages are permitted on lots less than 10m wide where dwellings are two storeys and where major openings to habitable rooms are provided on the primary street frontage.
- h) For all lots where a footpath adjoins the boundary, the garage must be setback a minimum 4.5m, where it adjoins the primary street setback.

5. UNIFORM ESTATE BOUNDARY FENCING

- a) Any Estate provided fencing/retaining on private lots shall not be modified without written approval from the City and shall be maintained as visually permeable by landowners where applicable.

6. FENCING

- a) Front fences within the primary street setback shall be visually permeable above 0.9m to a maximum height of 1.2m above natural ground level.
- b) For secondary street boundaries, fencing shall be visually permeable above 1.2m behind the primary street setback, for a minimum length of 3m behind the truncation with a habitable room addressing the street.

7. BUSHFIRE MANAGEMENT

- a) The land subject to this LDP is within a bushfire prone area, as designated by the Department of Fire and Emergency Services. Those lots identified on this LDP as being subject to a Bushfire Management Plan require a Bushfire Attack Level Assessment prior to construction, in accordance with Australian Standard 3959.

8. STREET TREES

- a) In accordance with the City’s Streetscape Policy, a minimum of one street tree per lot is required (or as agreed with the city). Street trees will be provided by the developer within the road verge, and maintained for a minimum of two years until established (or as agreed with the City). Street trees are to be generally located as shown on the Local Development Plan, subject to detailed landscape design and crossover locations. Refer to approved landscape plans (available from the City) for detail. Street trees are not to be relocated or removed by landowners.

9. ACOUSTICS

- a) The following noise requirements will be met for Lots 1960; 1964-65 and 1973:

BUILDING ELEMENTS	REQUIREMENTS
a) Walls:	<ul style="list-style-type: none">All walls are to be of double brick cavity construction, minimum 90mm thick brick / 50mm cavity / 90mm thick brick.<ul style="list-style-type: none">Each brick must be laid with all joints filled solid with mortar;Any alternatives are to satisfy R_w 50 airborne acoustic rating.For the wall on the zero lot boundary:<ul style="list-style-type: none">Cavity is to be kept clean so that the bricklayer is to work neatly and minimise mortar droppings and the like. Any mortar that drops onto the anti-vibration ties is to be cleaned off immediately;The inside leaf of brickwork is to be finished with 13mm thick cement render (i.e. not direct stick plasterboard);After completing construction of the wall and assuming the neighbouring lot is vacant, the wall is to be flush so that any mortar does not protrude the line of the brickwork.
b) Windows:	<ul style="list-style-type: none">Windows to be minimum 4mm thick glass in high quality residential grade frame achieving minimum R_w + C_{tr} 23 acoustic rating.
c) Roof/ Ceiling:	<ul style="list-style-type: none">Ceilings to be minimum 10mm thick plasterboard with R 2.0 insulation laid above, between the ceiling joists.Alternative roof/ceiling construction to achieve minimum R_w 42.Eaves are to be enclosed with minimum 4mm thick fibre cement sheeting.
d) Mechanical:	<ul style="list-style-type: none">Any fans, air-conditioning or the like must be selected on the basis of quiet operation;Air-conditioning units are to be:<ul style="list-style-type: none">Roof mounted on appropriate anti-vibration mounts and shall be located as central as practicable on the lot to maximise distance and line of site to adjoining dwellings; orUnit to be no more than 1.5m above ground level and located so that there is a dividing fence between dwellings (e.g. within alcove or rear courtyard).

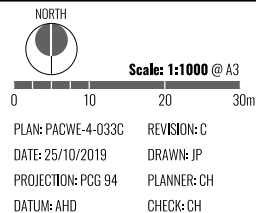
10. NOTIFICATION TO PROSPECTIVE PURCHASERS

- a) The Developer is required to give prospective purchasers a complete copy of all the requirements of this Local Development Plan prior to Offer and Acceptance being made.

LOCAL DEVELOPMENT PLAN

Stage 43, The Village at Wellard Page 2 of 2

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17.2 WALGA Third Party Appeal Rights in Planning - Amendment to Preferred Model

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

This report discusses third party appeal rights in the Western Australian town planning system which has been considered on several occasions over the last few decades. Unlike most of the other jurisdictions in Australia, Western Australia is unique in that no Third Party Appeal Rights exist under the *Planning and Development Act 2005*.

The Western Australian Local Government Association (WALGA) has a policy position on Third Party Appeals to Planning Decisions which is stated as their Preferred Model. The operative part of the existing Preferred Model sets out that a Local Government, Responsible Authority or public agency should be available to lodge a third party appeal against the decision of a Development Assessment Panel (DAP), where the decision has gone against the position of the Council, the Responsible Authority Report (RAR) or the advice of the public authority.

At the WALGA Annual General Meeting (AGM), a motion to amend the existing Preferred Model was put and carried by AGM attendees. The motion to amend the Preferred Model would have the effect of opening up the ability for third party appeals to be lodged by any third party, rather than just by a Local Government, and appeals could be lodged against a decision by the Western Australian Planning Commission (WAPC) and the State Administrative Tribunal (SAT) in addition to a decision by a DAP.

WALGA is consulting member Councils on the amendment motion prior to it considering the motion at its State Council meeting in March 2020.

Considering the existing Preferred Model, the proposed amendments to that model, Council's and the WALGA South West Zone's previous stance on third party appeals, it is recommended that Council should not support the motion to amend the existing Preferred Model and Council should further reiterate the WALGA South West Zone position that the whole concept of third party appeals be referred back to WALGA officers for further investigation.

OFFICER RECOMMENDATION:

That Council:

1. Responds to the Western Australian Local Government Association (WALGA) and states that it does not support the motion to amend the Preferred Model; and
2. Reiterates the WALGA South West Zone position which is to refer the investigation of third party appeals back to WALGA officers in order to:
 - provide an evidence case to support the need for change; and
 - explore the expected benefits and an analysis of the implications of change (in terms of cost, resource and timeframes) by utilising the experience of other States where third party appeals exist and applying that to the system proposed.
3. Endorse the submission to WALGA at Attachment A in response to the Preferred Model.

17.2 WALGA THIRD PARTY APPEAL RIGHTS IN PLANNING - AMENDMENT TO PREFERRED MODEL

PROPOSAL:

Proposed changes to WALGA Preferred Model for Third Party Appeals to Planning Decisions

At the 2019 WALGA AGM, an item was discussed by members which proposed an amendment to the May 2019 WALGA Preferred Model for Third Party Appeals to planning decisions. WALGA has contacted members to seek Council positions on this motion. The deadline for submitting these positions to WALGA is 28 February 2020.

The existing WALGA Preferred Model for Third Party Appeals to planning decisions is contained as Attachment A. The operative part of the existing Preferred Model states:

Appellants in a Third Party Appeal

- *Should not be open to any interested party but be limited to those parties which previously made a submission.*
- *Should be available for a Responsible Authority where DAP has gone against the RAR; or*
- *Should be available for a Local Government where DAP has gone against the position of Council itself; or*
- *Should be available to a public authority where DAP has made a decision contrary to their advice.*

The motion to amend, carried by AGM attendees, is contained as Attachment B and states:

1. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal.*
2. *That there be an amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.*

The motion to amend the Preferred Model would have the effect of opening up the ability for third party appeals to be lodged by any third party, rather than just by a Local Government, and that appeals could be lodged against a decision by the WAPC and the SAT rather than just a decision by a DAP.

BACKGROUND:

Third Party Appeals in Western Australia

Unlike most of the other jurisdictions in Australia, Western Australia is unique in that no Third Party Appeal Rights exist under the *Planning and Development Act 2005*, although in the past some Local Government planning schemes allowed them. The last Local Government to allow Third Party Appeals was the City of Albany. However, the City of Albany introduced a new local planning scheme in 2014, which removed Third Party Appeal Rights. There is no longer any Third Party Appeal Rights for planning in Western Australia.

17.2 WALGA THIRD PARTY APPEAL RIGHTS IN PLANNING - AMENDMENT TO PREFERRED MODEL

The introduction of Third Party Appeal Rights has been considered on several occasions over the last few decades. Third Party Appeal Rights were considered in 2001 during debate on the new planning appeal system and again the following year during the State Government's consolidation and development of the new Planning and Development Legislation.

October 2007 Private Members Bill - Third Party Appeals

In October 2007, Dr Janet Woollard, MLA Member for Alfred Cove, sought Councils feedback in relation to a Private Members Bill and Explanatory Memorandum, which proposed Third Party Appeals modelled on Victoria's *Planning and Development Act 1987*. The justification for the introduction of the Bill was primarily based on Western Australia being the only State without third party appeals but it did not acknowledge that significant differences exist between the Victorian and Western Australian planning systems.

In November 2007, a memorandum was circulated to Councillors explaining and seeking feedback on the Private Members Bill. While there was no item presented to a Council Meeting, the City's response, dated 14 March 2008, states:

Council has considered the draft Bill and draft Explanatory Memorandum and advises that it does not hold any strong views on the matter.

February 2008 WALGA position

In response to the Private Members Bill presented by Dr Janet Woollard, WALGA, at its February 2008 meeting of State Council, formed a position against the introduction of Third Party Appeal Rights.

The main arguments against the proposal were:

- The current strategic and statutory planning processes, and consideration of applications by Councils, already takes into account the views of affected parties and the community generally;
- Third party appeals could be lodged because of vexatious or commercial interests, not because of genuine planning matters;
- Such appeals would cause significant delays and additional costs for development, as even lodgement of an appeal would put a development on hold; and
- Additional planning appeals would place a further burden on already stretched Local Government resources. Local Governments would incur additional costs for new administrative steps in processing development applications, preparing for and responding to appeals lodged with SAT and legal representation. This is particularly the case since the establishment of the SAT which has seen planning appeals become more legalistic, costly and resource intensive for Local Governments.

17.2 WALGA THIRD PARTY APPEAL RIGHTS IN PLANNING - AMENDMENT TO PREFERRED MODEL

December 2016 WALGA Third Party Appeal Rights in Planning

In December 2016, WALGA State Council requested a review of the position in relation to Third Party Appeal Rights for planning decisions. The decision making environment had changed since WALGA made its policy position in 2008, and therefore a review was considered warranted. As a result, WALGA undertook research on third party appeals around Australia and further consulted with members regarding Third Party Appeal Rights in Planning.

A discussion paper was prepared and feedback sought from the Local Government planning community and Elected Members. A report outlining the submissions received on the discussion paper was presented for noting to the September 2017 WALGA State Council Meeting with the State Council requesting:

1. *Further consultation with members be undertaken on the various concerns and suggestions which were raised in response to the discussion paper; and*
2. *A review of the various forms of third party appeal rights which were proposed by members to develop a Preferred Model.*

Further consultation with member Councils was held, with WALGA requesting that members consider the Preferred Model for Third Party Appeal Rights in Planning in Western Australia as:

Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.

Member councils were then requested to advise their support or otherwise of this model of Third Party Appeal Rights by Council Resolution. The feedback to WALGA indicated 23 Local Governments (53%) support the introduction of Third Party Appeal Rights into the WA planning system for Development Assessment Panels.

The City of Kwinana is not on record as commenting on this request.

May 2018 WALGA Preferred Model

At the May 2018 WALGA State Council meeting, the State Council resolved to amend the policy position to support the introduction of Third Party Appeal Rights for decisions made by DAPs. State Council also resolved to further consult with members to provide more clarity on the exact details of the criteria that need to be established, before any system is implemented by the State Government.

This Preferred Model was prepared at a workshop with members in November 2018, and was circulated for further comment. The final Preferred Model was then presented to the WALGA Zones and State Council for endorsement as detailed in Attachment B.

May 2019 South Metro Zone Council Meeting

At the May 2019 WALGA South Metro Zone (of which the City of Kwinana is a part) Council Meeting, the Preferred Model for Third Party Appeal Rights for Decisions Made by a DAP was discussed.

The minutes from that meeting show that it was acknowledged that this is a complex and controversial subject that WALGA is trying to navigate, but the resultant Preferred Model does not present as either a complete or convincing argument for change.

17.2 WALGA THIRD PARTY APPEAL RIGHTS IN PLANNING - AMENDMENT TO PREFERRED MODEL

With a view to providing for the greatest opportunity for success, it was recommended that the item be deferred for reconsideration by WALGA officers so to provide an evidence base to support the need for change and an analysis of the implications in terms of cost, resources and timeframes by utilising the experience of the States where third party appeals exist and applying that to the system proposed.

It was considered that the Preferred Model does not provide a compelling case to the State government, or the representative groups of the development industry likely to lobby against it, sufficient to warrant a change to legislation.

As a result, the South Metro Zone Council resolved:

That the Position Statement be referred back to WALGA officers to provide an evidence case to support the need for change, the expected benefits, and an analysis of the implications of change in terms of cost, resource and timeframes by utilising the experience of other States where third party appeals exist and applying that to the system proposed.

May 2019 WALGA State Council Preferred Model

At its May 2019 meeting, WALGA's State Council considered several alternative WALGA Zone resolutions. Several Zones proposed alternative Preferred Models for decisions made by a Development Assessment Panel (DAP), some Zones indicated a preferred type of Third Party Appeal model and one Zone indicated its opposition to any Third Party Appeals model being introduced. Ultimately, WALGA's State Council resolved that WALGA:

1. *Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and*
2. *Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.*

Council position on Planning Reform Green Paper

There is no recorded Council position on the topic of Third Party Appeals to planning decisions, particularly in relation to the above WALGA Preferred Model. However, Council at its meeting held 25 July 2018, endorsed its response to the Planning Reform Green Paper.

Council's response stated that third party appeals for development applications should be considered in two circumstances. The first being, in relation to the SAT allowing parties with a sufficient interest in a matter to make a submission or be heard during SAT mediation or DAP matters and secondly, in the case of the Department of Planning, Lands and Heritage (DPLH) developing a Community Engagement Charter Council determined that it should consider a third party appeals for development applications.

Western Australian Planning Commission position

Following consideration of the submissions made on the Planning Reform Green Paper, the DPLH, in August 2019, released the Action Plan for Planning Reform.

17.2 WALGA THIRD PARTY APPEAL RIGHTS IN PLANNING - AMENDMENT TO PREFERRED MODEL

The Action Plan identifies three goals for reform of the planning system and 19 reform initiatives to achieve the goals. None of the goals or reform initiatives involve the introduction of any third party appeals process being introduced into the planning system.

DISCUSSION:

The existing WALGA Preferred Model for third party appeals specifies that only a Local Government, Responsible Authority or public agency should be available to lodge a third party appeal against the decision of a DAP, where the decision has gone against the position of the Council, the RAR or the advice of the public authority.

The proposed amendment to that Preferred Model would open up the ability for any third party to appeal a decision and that would also open up the appeal to not only a DAP decision, but also any decision of the WAPC or SAT.

Council has previously expressed some support for third party appeals in its consideration of the Planning Reform Green Paper, but only in limited circumstances and only as a concept that should be further considered as part of an open and transparent planning system.

The WALGA South West Metro Zone Council has considered the WALGA Preferred Model and its position is that the current Preferred Model is not sufficiently justified and that the concept of third party appeals should be put back to WALGA officers for further investigation and validation.

Assessment of the motion to amend the Preferred Model

In evaluating the implications of the motion to amend the Preferred Model, it is considered that there are a number of issues in the motion that render its application uncertain and in some aspects unviable given the current legislative framework. These issues are:

1. the terminology of a 'third party' needs exploring;
2. the types of decisions made by the WAPC that would be open to appeal;
3. the legal framework within which an appeal of the SAT could operate; and
4. the lack of consideration in opening up a third party appeal system on local government decisions.

With regard to the terminology used, it is not clear what defines a 'third party'. In one part of the motion it is simply referred to as 'third parties' but in the second part of the motion the terminology 'closely associated third parties' is used. In either case, the terms are not defined and further clarification around what or who constitutes a third party needs to be determined and agreed.

There are varying ideas around what constitutes a third party, for the purpose of lodging an appeal to a planning decision, some of which include:

- Anyone being capable of lodging an appeal regardless of association or not to an application;
- Anyone within a certain proximity to the location of a development application;
- Anyone who has made a submission during the consultation period; or
- Anyone who has made a submission during the consultation period but does not have an economic interest.

17.2 WALGA THIRD PARTY APPEAL RIGHTS IN PLANNING - AMENDMENT TO PREFERRED MODEL

This needs to be investigated and determined before any agreement to those terms being used in this motion should be passed.

The second issue relates to the varying types of decisions made by the WAPC and which of those are available for appeal by a third party. The motion to amend the Preferred Model does not specify what decisions of the WAPC should be open to appeal. The existing Preferred Model is specific in that it applies only to determinations on Development Applications by the DAP, but there is no consideration in the motion regarding the type of decisions made by the WAPC which could include subdivision applications, structure plans, activity centre plans and other planning functions that fall within the WAPC's jurisdiction. The motion needs to be more specific in relation to the types of applications or decisions that are capable of being reviewed.

The third issue relates to the legal framework and the ability to appeal a decision made by the SAT. The current legislative framework under which the SAT operates, being the *State Administrative Tribunal Act 2004*, sets out that the SAT itself is the body that reviews administrative decisions made by other authorities.

The wider state legislative framework also sets out that a decision of SAT can only be appealed to the High Court and that appeal can only be made on legal grounds, not on a question of planning merit. To introduce third party appeals, of a SAT decision, would be outside the current legislative framework and it is considered that being able to appeal a decision of the appeal body itself is not appropriate. As such, the motion to amend the Preferred Model should not be supported.

The final issue regarding the motion to amend the Preferred Model relates to the omission of any third party being able to appeal a decision of the Local Government. The motion to amend the Preferred Model only focusses on DAP, WAPC and SAT decisions but does not include decisions made by Local Governments. It is considered that should any third party appeals process be implemented, it should also include decisions made by a Local Government.

In considering all the above, it is deemed that the motion to amend the WALGA Preferred Model for third party appeals contains deficiencies that require significant examination and exploration as well as flaws in its application. The wording used is ambiguous and the types of decisions able to be appealed both require further definition. There is a fundamental issue with SAT decisions being subject to third party appeals and there is no consideration of how such a system might apply to Local Government decisions.

As such, it is recommended that Council does not support the motion to amend the Preferred Model and instead reinstates the position of Council expressed in its response to the Green Paper, articulated by the South West Zone WALGA Council, which is to refer the investigation of third party appeals back to WALGA officers in order to:

- a) provide an evidence case to support the need for change; and
- b) explore the expected benefits and an analysis of the implications of change (in terms of cost, resource and timeframes) by utilising the experience of other States where third party appeals exist and applying that to the system proposed.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the proponent is WALGA.

17.2 WALGA THIRD PARTY APPEAL RIGHTS IN PLANNING - AMENDMENT TO PREFERRED MODEL

Relevant legislation applicable to this item:

Planning and Development Act 2005

State Administrative Act 2004

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	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	Third party appeals system is implemented which may not align with the City's position.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Service Delivery Reputation

17.2 WALGA THIRD PARTY APPEAL RIGHTS IN PLANNING - AMENDMENT TO PREFERRED MODEL

Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk Prepare Contingent Plans - in event risk occurs
Response to risk treatment required/in place	Provide response to WALGA to any investigation into third party appeals. Prepare policy, process and procedure response should third party appeals process be implemented.
Rating (after treatment)	Low

COUNCIL DECISION**060****MOVED CR P FEASEY****SECONDED CR S WOOD****That Council:**

- 1. Responds to the Western Australian Local Government Association (WALGA) and states that it does not support the motion to amend the Preferred Model; and**
- 2. Reiterates the WALGA South West Zone position which is to refer the investigation of third party appeals back to WALGA officers in order to:**
 - provide an evidence case to support the need for change; and**
 - explore the expected benefits and an analysis of the implications of change (in terms of cost, resource and timeframes) by utilising the experience of other States where third party appeals exist and applying that to the system proposed.**
- 3. Endorse the submission to WALGA at Attachment A in response to the Preferred Model.**

CARRIED
8/0

30 January 2020

Our Ref.: D20/2386

WALGA
PO Box 1544
WEST PERTH WA 6872

Dear Sir / Madam,

**THIRD PARTY APPEAL RIGHTS IN PLANNING - PROPOSED CHANGES TO
PREFERRED MODEL (2019)**

I refer to your request for member Council positions on the proposed changes to the preferred model raised at the 2019 WALGA Annual General Meeting.

Please be advised that the City of Kwinana Council resolved at its Ordinary Meeting of Council, held 29 January 2020, that:

- 1. It does not support the motion to amend the Preferred Model; and**
- 2. Reiterates the WALGA South West Zone position which is to refer the investigation of third party appeals back to WALGA officers in order to:**
 - provide an evidence case to support the need for change; and**
 - explore the expected benefits and an analysis of the implications of change (in terms of cost, resource and timeframes) by utilising the experience of other States where third party appeals exist and applying that to the system proposed.**

In evaluating the implications of the motion to amend the Preferred Model, Council considered that there are a number of issues in the motion that render its application uncertain and in some aspects unviable given the current legislative framework. These issues are:

1. the terminology of a 'third party' needs exploring;
2. the types of decisions made by the WAPC that would be open to appeal;

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3. the legal framework within which an appeal of the SAT could operate; and
4. the lack of consideration in opening up a third party appeal system on local government decisions.

With regard to the terminology used, it is not clear what defines a 'third party'. In one part of the motion it is simply referred to as 'third parties' but in the second part of the motion the terminology 'closely associated third parties' is used. In either case, the terms are not defined and further clarification around what or who constitutes a third party needs to be determined and agreed.

There are varying ideas around what constitutes a third party for the purpose of lodging an appeal to a planning decision, some of which include:

- Anyone being capable of lodging an appeal regardless of association or not to an application;
- Anyone within a certain proximity to the location of a development application;
- Anyone who has made a submission during the consultation period; or
- Anyone who has made a submission during the consultation period but does not have an economic interest.

This needs to be investigated and determined before any agreement to those terms being used in this motion should be passed.

The second issue relates to the varying types of decisions made by the WAPC and which of those are available for appeal by a third party. The motion to amend the Preferred Model does not specify what decisions of the WAPC should be open to appeal. The existing Preferred Model is specific in that it applies only to determinations on Development Applications by the DAP, but there is no consideration in the motion regarding the type of decisions made by the WAPC which could include subdivision applications, structure plans, activity centre plans and other planning functions that fall within the WAPC's jurisdiction. The motion needs to be more specific in relation to the types of applications or decisions that are capable of being reviewed.

The third issue relates to the legal framework and the ability to appeal a decision made by the SAT. The current legislative framework under which the SAT operates, being the State

Administrative Tribunal Act 2004, sets out that the SAT itself is the body that reviews administrative decisions made by other authorities.

The wider state legislative framework also sets out that a decision of SAT can only be appealed to the High Court and that appeal can only be made on legal grounds, not on a question of planning merit. To introduce third party appeals, of a SAT decision, would be outside the current legislative framework and it is considered that being able to appeal a decision of the appeal body itself is not appropriate.

The final issue regarding the motion to amend the Preferred Model relates to the omission of any third party being able to appeal a decision of the Local Government. The motion to amend the Preferred Model only focusses on DAP, WAPC and SAT decisions but does not include decisions made by Local Governments. It is considered that should any third party appeals process be implemented, it should also include decisions made by a Local Government.

In considering all the above, it is deemed that the motion to amend the WALGA Preferred Model for third party appeals contains deficiencies that require significant examination and exploration as well as flaws in its application. The wording used is ambiguous and the types of decisions able to be appealed both require further definition. There is a fundamental issue with SAT decisions being subject to third party appeals and there is no consideration of how such a system might apply to Local Government decisions.

Should you have any queries regarding the above, please do not hesitate to contact Aron Holbrook on 9439 0441 or on aron.holbrook@kwinana.wa.gov.au

Yours sincerely

Maria Cooke
Director City Regulation

Preferred Model



Third Party Appeal Rights for decisions made by Development Assessment Panels

Benefits of Third Party Appeal Right for decisions made by Development Assessment Panels

- The model provides a good test for the introduction of Third Party Appeal Rights, which could possibly be expanded later if it proves to be beneficial.
- Local Government would be able to appeal a DAP decision and defend the merits of their policies and defend the enforceability of their conditions.
- Other interested parties and community members would be able to appeal a DAP decision.
- Addresses community concerns that decisions are being made by those 'removed' from the local community, leading to improved community confidence in the system.
- More transparent process in both decision making and condition setting, resulting in more accountable DAP members.
- Would allow for an appeal to be made on the conditions of approval or refusal
 - i) that may have been removed from a RAR; or
 - ii) added to the decision, particularly where no liaison has occurred with the authority responsible for clearing or enforcing the condition; or
 - iii) applied inappropriately i.e. the condition would change the intent or design of the development and therefore a new application should have been lodged.
- Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden the system.
- Provides the opportunity for additional information to be included in the appeal process, particularly if information was not received before the DAP meeting.
- Provides the ability to challenge any new information being presented at the DAP meeting without the responsible authority being able to undertake any assessment of the new information (unassessed revised plans are currently being lodged and approved at meetings).
- Able to appeal the 'Deferral' process being over utilised, i.e. DAPs are tending to defer applications multiple times rather than making a decision to approve or refuse the proposal.
- Can give the Local Government more confidence that the developer will provide a fully complete application and discuss the application with the Local Government first, rather than relying on the DAP to condition the proposal requiring additional critical information.

Appellants in a Third Party Appeal

Should not be open to any interested party but be limited to those parties which previously made a submission.

- Should be available for a Responsible Authority where DAP has gone against the RAR; or
- Should be available for a Local Government where DAP has gone against the position of Council itself; or
- Should be available to a public authority (e.g. Main Roads WA, Department of Transport) where DAP has made a decision contrary to their advice.

If any appellant makes a submission

- SAT would need to ensure that appeals are made on valid planning grounds and are not made for commercial or vexatious reasons.
- A Preliminary Hearing could be used to see if the appeal has reasonable planning merit, which would assist in providing clarity for an appellant on what constitutes a valid planning consideration and what would be an invalid planning consideration. The Preliminary Hearing could consider the appellant's justification for submitting the appeal, in particular, whether the grounds of appeal are supported by documentary evidence or other material (a similar process for justifying the lodgement of an appeal already exists through Section 76 of the *Planning and Development Act 2005*).

What can be appealed?

- DAP applications that are compulsory over \$10 million for JDAPs and \$20 million for City of Perth DAP; or
- DAP applications in the optional threshold \$2m – 10m for JDAPs and in the City of Perth \$2 million - \$20 million; or
- DAP applications seeking amendments to approvals (Form 2 applications proposing a change to the development application, but should not include applications for an extension of time).

Timeframe to lodge an appeal

- As per the existing timeframe, an appeal on a decision made by a Development Assessment Panel should be lodged within 28 days of the decision being made public, ie publishing of the DAP minutes.
- Local Governments would need to determine within their own organisation what process to follow in order to decide whether or not to lodge an appeal against a DAP decision. In many cases this may require a Special Council meeting to determine this.

For procedural fairness reasons all parties should be involved.

- The third party - Local Government or
- The third party - another interested party
- The respondent (DAP)
- The applicant

If the appellant is another interested party, then the Local Government should be invited as an observer.

Costs

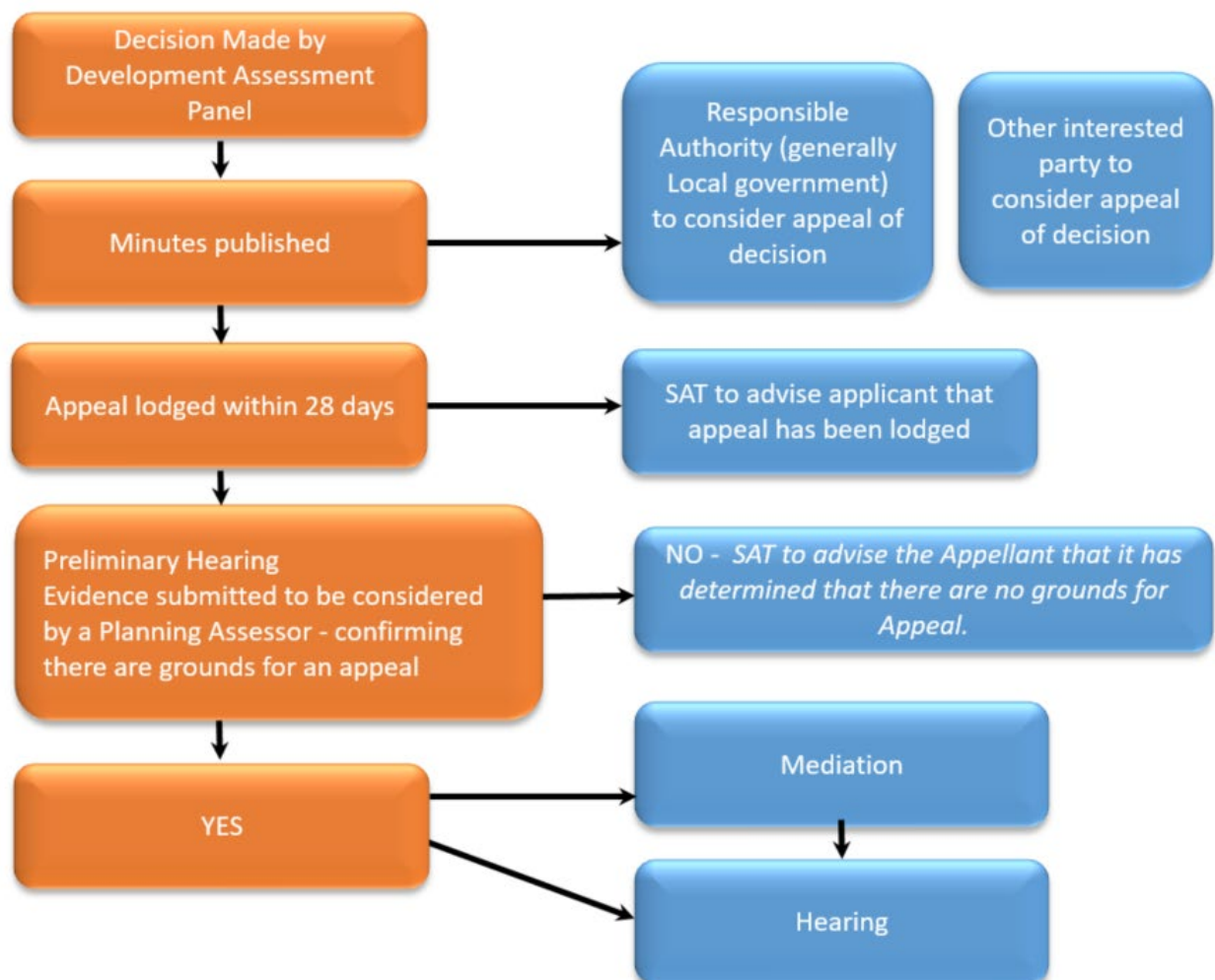
- Any appellant would need to cover their costs of initiating the appeal, attending SAT directions, mediation and hearings, and costs could also include obtaining expert advice.
- A third party appellant should be counselled as part of the Preliminary Hearing in relation to the potential for costs being awarded against them in the case of an unsuccessful appeal.

Appeals Process



Flowchart

Third Party Appeals Rights for decisions made by Development Assessment Panels





Minutes

WALGA Annual General Meeting

Wednesday, 7 August 2019

Perth Convention and Exhibition Centre Perth

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Minutes

WALGA

Annual General Meeting

**held at the
Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth
Riverside Theatre (Level 2)**

**Wednesday 7 August 2019
at 1.30 pm**

1 Annual General Meeting – Order of Proceedings

1.1 Record of Apologies

- Cr Kelly Holzknecht, Shire of Broomehill Tambellup
- Mr John Giorgi, Town of Cambridge
- Cr /Anthony Farrell, Shire of Chapman Valley
- Cr Peter Osborne, Shire of Chittering
- Cr Tracey Rathbone, Shire of Coolgardie
- Mayor Philip Angers, Town of Cottesloe
- Cr Lorraine Young, Town of Cottesloe
- Shire of Denmark
- Cr Alison Harris, Shire of Cunderdin
- Cr Doug Thompson, City of Fremantle
- Cr Bryn Jones, City of Fremantle
- President Malcolm Edwards, Shire of Halls Creek
- Cr Brooke O'Donnell, City of Kalamunda
- Cr Suzie Williams, City of Kalgoorlie Boulder
- Shire of Menzies
- Cr Justin Bagley, Shire of Mingenew
- Shire of Ngaanyatjaraku
- Cr Michael Ryan, Shire of Northam
- Commissioner Eric Lumsden, City of Perth
- Cr Ian Goldfinch, Shire of Ravensthorpe
- Cr Vicki McQuie, Shire of Sandstone
- Cr David Lagan, City of Stirling
- President Melanie Brown, Shire of Trayning
- Cr Ian Turton, Shire of Wandering
- Cr Stephen Gamble, Shire of Wyalkatchem

1.2 Adoption of Standing Orders

RESOLUTION:

Moved **Cr Jan Court, Shire of Gingin**
Seconded **Cr Julie Brown, City of Gosnells**

That the AGM Association Standing Orders be adopted.

1.3 Confirmation of Minutes

Minutes of the 2018 WALGA Annual General Meeting.

RESOLUTION:

Moved Cr Jenna Ledgerwood, Town of Mosman Park
Seconded Cr Frank Johnson, Shire of Gingin

That the Minutes of the 2018 Annual General Meeting be confirmed as a true and correct record of proceedings.

2.0 Adoption of Annual Report

RESOLUTION:

Moved Cr Frank Johnson, Shire of Gingin
Seconded Cr Jan Court, Shire of Gingin

That:

- 1. The 2019 Annual Report be received; and,**
- 2. The 2018/19 Financial Statements be received.**

3.0 Consideration of Executive and Member Motions

As per motions listed.

4.0 Closure

There being no further business the Chair declared the meeting closed at 6:05pm.

3. Consideration of Executive and Member Motions

3.1 Coastal Erosion

MOTION

Moved Cr Jan Court, Shire of Gingin
Seconded Cr Tim Barling, City of Melville

That WALGA advocate to the Federal and State Governments with respect to the importance of responding to the increasing challenges faced by Coastal Councils, and develop policy initiatives to include:

- 1. Introduction of a national funding formula to provide the resources necessary to manage and maintain the coast effectively on behalf of all Australians, including the funds needed to increase the adaptive capacity of Councils to address climate impacts.**
- 2. Allocation of State Funding Grants to properly investigate the causes of coastal erosion and to provide options to address the negative impacts and assist in funding the required works to stabilise the coastal areas and communities against coastal hazards where appropriate**
- 3. Development of an intergovernmental agreement on the Coastal Zone that will provide a co-ordinated national approach to coastal governance through and in cooperation with Australian state, territory and local governments and clearly define the roles and responsibilities of each tier of government in relation to coastal zone management.**
- 4. Creation of a National Coastal Policy, the basis of which is formed by the intergovernmental agreement on the Coastal Zone, that outlines the principles, objectives and actions to be taken to address the challenges of integrated coastal zone management for Australia.**
- 5. An increase in funding for Australian climate science research programs conducted by CSIRO and other research bodies, including the restoration of funding for the National Climate Change Adaption Research Facility or establishment of a similar body, and continuing support for *CoastAdapt*. This is essential to ensure that appropriate guidance in responding to coastal hazards is accessible by Australia's coastal Councils so that coastal communities and assets are adequately prepared to address the adverse effects of climate change impacts.**

IN BRIEF

- WALGA advocate for more resources to be provided to Coastal Councils to manage coastal hazards.
- Intergovernmental Agreement to develop a coordinated national approach to Coastal

CARRIED

MEMBER COMMENT

Many Western Australian Local Governments attended the Australian Coastal Councils Conference in NSW earlier this year. From this conference it was clear that other State Governments are working more closely with Local Governments to provide guidance, advice and funding to help manage coastal hazards, including storm erosion, shoreline recession and coastal inundation.

This conference also clearly outlined the fact that there is no coordinated Federal, State and Local Government Policy outlining clear responsibilities, which essentially leaves Councils in a very uncertain situation with respect to how to deal with the coastal issues that they face.

The estimated cost of coastal hazards is unprecedented and yet there is no clear direction at the Commonwealth level as to responsibilities or action plans. In nearly all instances it is being advised/proposed that retreat is the preferred method of dealing with coastal hazards, yet the financial cost of this option eclipses the cost of performing minor works to alleviate the issue for the short to medium term.

Without entering into a debate about sea-levels rising, we all acknowledge that the climate is changing and all coastal Councils in WA are being affected in some way or another that is directly impacting their residents and ratepayers. It should be noted that this matter will not only affect coastal Councils but other Council that will be affected by the ingress of water such as those located on coastal estuaries.

As such, it is requested that WALGA, whilst continuing to work in this space, has a strong focus on the recommendation above which will provide coastal Councils with the necessary support, tools, advice, resources and financial backing to work through these issues in a coordinated manner.

WALGA SECRETARIAT COMMENT

In 2013 the Western Australian Planning Commission (WAPC) adopted a significantly revised *State Planning Policy 2.6: State Coastal Planning Policy*. This policy was revised largely in response to a growing scientific consensus that increasing sea levels and storm intensities will cause more frequent coastal inundation, storm erosion and shoreline recession in coastal areas. A recent report published by the [Climate Council](#) emphasises these challenges.

In particular, the revised state coastal policy introduced new policy measures which require Local Governments to:

- a) Show due regard to coastal hazards when assessing new development proposals, or making or amending a new planning scheme
- b) Prepare strategies (Coastal Hazard Risk Management and Adaptation Plans) to preserve public interests in coastal areas, and
- c) Inform landholders of coastal hazard risks.

WALGA has been working with its members for a number of years to help Local Governments meet these responsibilities. Key activities include:

- Preparation of *Local Government and Coastal Land Use Planning: Discussion Paper* (2014)
- Preparation of *Disclosing Hazard Information: The Legal Issues* (2017)
- Establishment of the Local Government Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) forum, which meets every three months to discuss common issues with member officers and progress key actions
- Submissions to the Department of Planning Lands and Heritage on the Draft Planned and Managed Retreat Guidelines (2017) and CHRMAP Guidelines (2019), and
- Preparation of *Local Government Coastal Hazard Planning Issues Paper* (in draft).

It is the secretariat's view that the requested advocacy activities, outlined in this motion, generally align with and are complementary to, the direction being pursued by members through the Local Government CHRMAP forum to seek additional resources and pursue collaborative approaches with other levels of government to manage coastal hazard risk.

The motion also aligns with:

1. Recommendations made by a [Commonwealth Government parliamentary inquiry](#) in 2009
2. Advocacy being pursued by the [Australian Coastal Councils Alliance](#)
3. WALGA's climate change advocacy, outlined in WALGA's [Policy Statement on Climate Change](#), adopted by WALGA State Council in 2018, and
4. The State Government's intent to formulate a new [climate change policy](#)

3.2 Department of Housing Leasing Residential Property to Charitable Organisations

MOTION

Moved Mayor Carol Adams, City of Kwinana
Seconded Cr Julie Mathison, City of Subiaco

WALGA advocate to the Minister for Housing to:

1. Cease the policy of the Department of Housing leasing their housing assets to charitable/not for profit organisations who are then eligible for charitable Local Government rate exemptions; or
2. Provide Local Governments with a rate equivalent payment annually as compensation for the loss of rates income; or
3. Include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.

IN BRIEF

- Department of Housing policy and practice to lease housing assets, to not for profit organisations is eroding Local Governments' rate base.

AMENDMENT

Moved Cr Giorgia Johnson, City of Bayswater
Seconded President Tony Dean, Shire of Nannup

That points 1 and 3 be deleted from the original motion.

LOST

AMENDMENT

Moved Cr Cliff Collinson, Town of East Fremantle
Seconded Mayor Brett Pollock, Town of Mosman Park

That points 1 and 2 be deleted from the original motion.

THE AMENDMENT WAS PUT AND CARRIED

THE MOTION AS AMENDED NOW READS:

That WALGA advocate to the Minister for Housing to include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.

CARRIED

MEMBER COMMENT

The Department of Housing contribute to Local Government rates and do not receive the charitable rate exemption outlined in the *Local Government Act 1995*. It should be noted however that land that is held by the Crown and used for public purposes, is not rateable in accordance with section 6.26(2)(a)(i) of the *Local Government Act 1995*.

The Department of Housing own a large residential housing portfolio in Kwinana and have been paying local government rates for the tenants to access services (such as Library, crèche services, Zone Youth Space, roads and footpaths, parks and reserves) and programs (through the Community Centres, Zone, Library, free events). The standard of services and programs that the City offer is in line with community expectations. A reduction in rate revenue, which is predominantly the revenue source that funds these services, will increase the cost burden onto the remaining ratepayers to pay for these services and programs or result in a reduced standard of service to the community.

Prior to May 2019, the Department of Housing had 13 properties that were exempt from rates due to the Department of Housing leasing these properties to charitable/not for profit organisations, which is estimated to cost the City around \$20,000 annually in lost rate revenue. At the 8 May 2019 Ordinary Council Meeting, Council approved rate exemptions for another 31 Department of Housing properties as a result of these being leased to charitable/not for profit organisations, which is estimated to result in approximately an additional \$85,000 annually in lost rate revenue.

City Officers have undertaken a preliminary review of the types of properties that the Department of Housing own and has estimated that there are 338 residential properties that could be leased to charitable/not for profit organisations. If the Department of Housing entered into an agreement with a charitable organisation to manage these 338 properties and they applied for a rate exemption, the estimated annual loss of rate revenue is \$585,000.

Overall, the potential annual loss of rates revenue from the Department of Housing continuing with this business practice could be up to \$690,000. If the City maintained the same level of service, programs and capital schedule, the shortfall from the annual loss of rates revenue would equate to a 1.85% rate increase for the remaining ratepayers. A loss of this amount would be a major risk under the City's risk assessment framework.

The properties that have been granted charitable rate exemptions are still using the services and accessing programs that are being delivered, however they are not contributing towards this through rates. Each charitable rate exemption reduces the base for rates income and therefore increases the burden on other ratepayers to fund the services provided to the community by a local government. It is recommended that WALGA advocate to the Minister for Housing the negative financial impact that this current Department of Housing policy is having on Local Governments; that exempting these residential properties from rates is increasing the burden on other ratepayers; and that users of local government services should contribute towards the cost of these, including the State Government.

The City does not receive information from the Department of Housing in regards to the plans for leasing their properties until such time that a lease is entered into. The trend over recent years is that the Department of Housing owned properties are leased to charitable and/or not-for-profit organisations without any rate equivalent payment being made for the local government's loss of rates revenue.

Every Western Australian Local Government is required to apply the provisions of the *Local Government Act 1995* regarding exempt properties, including those for charitable rates exemptions and are potentially facing the same issues with the Department of Housing as the City of Kwinana.

WALGA SECRETARIAT COMMENT

The issue of rate exemptions has been a high priority for the sector in the current Local Government Act Review.

This item from the City of Kwinana is consistent with the current advocacy positions of the Association.

The sectors current policy positions are as follows:

Rating Exemptions – Section 6.26

Position Statement: Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act.

Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)

Position Statement: Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997; and either:

- amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or
- establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.

Rating Exemptions – Rate Equivalency Payments

Position Statement: Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.

Rating Restrictions – State Agreement Acts

Position Statement: Resource projects covered by State Agreement Acts should be liable for Local Government rates.

3.3 Motorist Taxation Revenue and Spending in WA

MOTION

Moved Hon. President Cr Paul Omodei, Shire of Manjimup
Seconded Cr Lynn Daubney, Shire of Manjimup

To support the independent position of the RAC, that WALGA call on the State and Federal Government to:

1. Provide a fairer distribution of funding from revenue collected from Western Australian motorists (consistently a minimum of 50%) to remediate Western Australia's \$845m road maintenance backlog and tackle the increasing costs of congestion and road trauma, to deliver productivity and liveability outcomes; and
2. Hold an inquiry into road user pricing as part of a broader reform of motorist taxation that would remove revenue raising fees and charges, and / or hypothecate money collected for the provision of transport infrastructure and services.

IN BRIEF

- Fair distribution of funding from motorists to road maintenance, congestion and road safety is sought.
- An inquiry into road user pricing should be established.

AMENDMENT

Moved Cr Rod Bradley, Town of Cambridge
Seconded Cr Tony Pratico, Shire of Bridgetown Greenbushes

That an additional point 3 be added that reads:

3. WALGA request RACWA to initiate a joint action in the High Court of Australia, based on SECTION 99 of the Australian Constitution, to claim an adjustment to the payment of Fuel Levies to Western Australia and for the Commonwealth to make a full and proper distribution of monies to enable Western Australia to properly build and maintain the road network needed in our vast State.

LOST

AMENDMENT

Moved Cr Sandra Lee, City of Kwinana
Seconded Mayor Carol Adams, City of Kwinana

That the figure of \$845m be removed from point 1.

THE AMENDMENT WAS PUT AND CARRIED

THE MOTION AS AMENDED NOW READS:

To support the independent position of the RAC, that WALGA call on the State and Federal Government to:

- 1. Provide a fairer distribution of funding from revenue collected from Western Australian motorists (consistently a minimum of 50%) to remediate Western Australia's road maintenance backlog and tackle the increasing costs of congestion and road trauma, to deliver productivity and liveability outcomes; and**
- 2. Hold an inquiry into road user pricing as part of a broader reform of motorist taxation that would remove revenue raising fees and charges, and / or hypothecate money collected for the provision of transport infrastructure and services.**

CARRIED

BACKGROUND

A 2018 report by Acil Allen Consulting called "Motorist Taxation Revenue and Spending in WA" commissioned by the RAC reveals that over the past twelve years Western Australia has only received back on average 34 cents in every dollar of motoring taxation collected by successive Federal Governments.

Motoring taxation is collected by the Federal Government through:

- GST;
- Luxury Car Tax;
- Excise on petrol and diesel; and
- Passenger motor vehicles customs duty.

In 2016 the Western Australian Auditor General identified that Western Australia was facing an \$845M road infrastructure maintenance backlog and it is widely recognised that the condition of many metropolitan, regional and rural roads are not up to an appropriate standard. Partly supporting this position is that the Western Australian road fatality rate that is 33% higher than the national average, and that Infrastructure Australia is projecting that by 2031 Western Australia will have seven of the top ten most congested roads in Australia.

It is concerning that in 2021/22 the projection is that Western Australia motorists are expected to pay \$3.3b in motoring taxes however in the same year only \$562m is forecast to be returned to fund road and transport projects, a return of 17 cents in the dollar which is the lowest level since 2007/08.

WALGA SECRETARIAT COMMENT

The \$845m road maintenance backlog identified by the Western Australian Auditor General in 2016 relates only to Main Roads WA controlled roads. Additionally there is consistently a shortfall in the amount that Local Governments are able to invest in road maintenance and renewal compared that required to maintain the asset in current condition.

Twenty percent of revenue collected by the State Government from Motor Vehicle Licencing is currently provided to Local Governments through the State Road Funds to Local Government Agreement. The balance of this revenue is hypothecated to Main Roads WA. Under earlier agreements between State and Local Governments up to 27% of motor vehicle licence fee revenue has been provided to Local Governments for the road network. This difference equates to \$67 million per year. Increased Federal funding for road infrastructure would not only result in higher levels of service from State roads but also create a more favourable environment for achieving higher levels of funding for Local Government roads.

Numerous inquiries into road user pricing and broad reform of motorist taxation have been completed including:

- Productivity Commission 2007 Road and Rail Freight Infrastructure Pricing
- Henry, K *et al* 2009 Australia's Future Tax System
- COAG Road Reform Plan 2013
- Heavy Vehicle Charging and Investment Reform 2014
- Harper, I. *et al* 2015 Competition Policy Review
- Infrastructure Australia 2016, Australian Infrastructure Plan

WALGA has actively contributed to these inquiries including formal submissions endorsed by State Council (for example 65.3/2011 and 249.4/2013).

Each of these inquiries conclude that the current way of funding road infrastructure is unsustainable and inefficient. Increasingly fuel efficient vehicles, and ultimately electric or hydrogen powered vehicles are undermining the revenue base from fuel excise. However, the Federal Government firmly asserts that there is no link or hypothecation of fuel excise revenue to road funding.

The Australian Government is continuing to investigate heavy vehicle road pricing reform through the Transport and Infrastructure Council, which comprises Transport, Infrastructure and Planning Ministers from all jurisdictions, Federal Ministers and the Australian Local Government Association. The current focus is on developing nationally consistent service level standards for roads to provide an evidence base for investment decisions. Studies are also underway looking at independent price regulation and establishing a forward-looking cost base.

If roads are to become a priced utility (like power or water networks) an important consideration would be sustainable funding for low traffic volume roads, all of which are the responsibility of Local Governments. There remains an important role for all levels of government to support the provision of basic road services to ensure social mobility, economic welfare, road safety and public security. Any reforms to road investment and charging arrangements must be mindful of how best to integrate roads as an economic service with roads as a community service obligation.

3.4 Biosecurity Groups (RBGs)

MOTION

Moved Cr Tony Pratico, Shire Bridgetown Greenbushes
Seconded Cr Alan Wilson, Shire of Bridgetown Greenbushes

That WALGA revokes its current policy position of not supporting the establishment and operations of Recognised Biosecurity Groups (RBGs) and that the decision on whether to support RBGs is to rest with individual Local Governments.

CARRIED

MEMBER COMMENT

A component of WALGA's current policy position on 'biosecurity' is that:

Local Government are not supportive of Recognised Biosecurity Groups (RBGs).

With the establishment of the Biosecurity and Agriculture Management Regulations in 2013 the State Government communicated a new policy setting, being a community coordinated approach to managing biosecurity. In Western Australia Recognised Biosecurity Groups (RBGs) were introduced as the key mechanism to deliver a community coordinated approach, and to manage widespread and established pests in WA.

The Shire of Bridgetown-Greenbushes recognises that when RBGs were initially being established in Western Australia the sector's preference was that the State Government maintains responsibility for the management of pests including providing assistance to land managers and establishment of a biosecurity network. However with the significant establishment of RBGs since 2013 the Shire of Bridgetown-Greenbushes believes it is timely for WALGA to review its current policy position.

Currently there are 16 RBGs established in Western Australia with more being considered for establishment. The 16 current RBGs have a footprint across 61 local governments in Western Australia. As the RBGs are established it is therefore appropriate and at times necessary for the affected local governments to work with the RBG to ensure that the services provided by the RBG are coordinated and compatible with services, works, etc. that are provided by the local government. This working environment and partnership can be compromised by the existence of a sector-wide policy provision that states that Local Government isn't supportive of the existence of the RBG.

With 16 RBGs established and more likely to come it is unlikely that legislation is going to be amended to discontinue this approach to biosecurity management.

The Shire of Bridgetown-Greenbushes proposes that WALGA amend its current policy position by removing the specific part that states that the sector is not supportive of RBGs. Instead the decision on whether to support a RBG should rest with individual Local Governments.

The Blackwood Biosecurity Group (BBG) operates within the boundaries of the Shire of Bridgetown-Greenbushes. The Shire has chosen to recognise and respect the work being done by the BBG noting that the establishment of the BBG wasn't a Shire initiative.

IN BRIEF

- Current WALGA policy position is that local government isn't supportive of Recognised Biosecurity Groups (RBGs).
- Since development of this policy position 16 RBGs have been established in Western Australia, covering land within 61 separate local governments.
- Individual local governments can be discouraged from trying to work with the RBG in its area due to the current sector policy provision.
- It is timely to review the current policy position.

The choice on whether to support the activities of the BBG was a decision that solely rested with the Shire of Bridgetown-Greenbushes. However this decision appears to have left the Shire open to criticism within the sector. In recent times, at various meetings where the subject of RBGs has been on the agenda, including those with WALGA representatives in attendance, there was a view expressed by some that by supporting the BBG the Shire of Bridgetown-Greenbushes is acting in contradiction of a sector policy provision, is therefore weakening the sector's position and could be seen to be encouraging the extension of RBGs or the establishment of more RBGs in Western Australia.

The Shire of Bridgetown-Greenbushes respects the rights of individual Local Governments to oppose the establishment of, or continuation of a RBG within their areas.

The WALGA policy position on biosecurity groups was determined before the growth in the number of RBGs in Western Australia and therefore it is timely to review that position. All other components of the WALGA policy position on 'biosecurity' can be retained.

SECRETARIAT COMMENT

Correspondence received in May 2019 from the Minister for Agriculture has indicated that the review of the *Biosecurity and Agriculture Management Act (2007)* will occur in the second quarter of 2020.

It is envisaged that the current Policy Position will be reviewed in response to any proposed changes to the Act. The policy review will include the provision of a discussion paper on any potential changes to the Act, and a series of workshops for members across the State in order for members, the WALGA zones, and ultimately State Council, to make their respective determinations.

That said, the change proposed by the Shire of Bridgetown-Greenbushes asserts the primacy of each member to make its own decisions, in accordance with its community's desires and expectations.

3.5 WALGA Members Support for Waste to Energy

MOTION

Moved Cr Peter Robinson, Shire of Dardanup
Seconded Cr Bennett, Shire of Dardanup

That WALGA seek firm commitments from the State Government about how the waste avoidance, resource recovery and diversion from landfill targets will be achieved, including local options for reprocessing, recycling and waste to energy.

In particular these commitments should clearly indicate how the State Government will cease the proliferation of landfills in the non-metropolitan areas which are predominantly taking metropolitan waste or waste generated elsewhere in the state including mining and construction camps. These commitments should encourage alternative options and outline what incentives the Government will put in place to reduce, and eventually eliminate, our reliance on landfill.

IN BRIEF

- Seeking support for the Waste Strategy: Western Australia's Waste Avoidance and Resource Recovery Strategy 2030 from WALGA Members.
- To seek firm commitments from the State Government as to how it will be achieved, including alternative options and incentives to reduce and eventually eliminate reliance on landfill.

CARRIED

ATTACHMENTS

Attachment 1 – Waste Avoidance and Resource Recovery Strategy 2030

http://www.wasteauthority.wa.gov.au/media/files/documents/Waste_Avoidance_and_Resource_Recovery_Strategy_2030.pdf

Attachment 2 – Waste Avoidance and Resource Recovery Strategy Action Plan 2030

http://www.wasteauthority.wa.gov.au/media/files/documents/Waste_Avoidance_and_Resource_Recovery_Strategy_2030_Action_Plan.pdf

Attachment 3 – Waste to Energy Position Statement

https://www.wasteauthority.wa.gov.au/media/files/documents/W2E_Position_Statement.pdf

Attachment 4 – WALGA Waste to Energy Discussion Paper for Local Government

<https://www.dropbox.com/s/7ihc97m8p056nk1/Attachment%20-%20W2E%20Discussion%20Paper%20FINAL.pdf?dl=0>

MEMBER COMMENT

- Currently the Strategy sets Targets for these outcomes but does not include a firm plan of how the State Government is going to actually implement and achieve these Targets. The Waste Avoidance and Resource Recovery Strategy Action Plan 2030 ([Attachment 2](#)) also does not provide clarity or concrete actions or incentives to address these targets.
- Building on and updating the first Western Australian Waste Strategy: Creating the Right Environment published in 2012, earlier this year (2019) the State Government released the West Australia's Waste Strategy (Waste Avoidance and Resource Recovery Strategy 2030). Previous State Government Targets have included goals of towards zero waste to landfill by 2020. This may no longer be achievable, however there has been positive trends in waste figures as included in Table 1 on page 9 of the Waste Strategy:

Table 1: Changes in waste generation and landfill in Western Australia, 2010–11 and 2014–15 (Hyder, 2013 & ASK Waste Management, 2017)

	2010–11	2014–15	Percentage change
Generation – total	6.53 million tonnes	6.23 million tonnes	↓5%
Generation – per capita	2,764 kilograms	2,437 kilograms	↓12%
Waste to landfill	4.49 million tonnes	3.61 million tonnes	↓20%
Resource recovery	2.04 million tonnes	2.62 million tonnes	↑28%

- Increases in FOGO and other recycling efforts have improved resource recovery significantly up 28%, whilst per capita generation is down 12%. The knock on effect is that there was a fifth (20%) less waste going to landfill in 2014/15 than in 2010/11. However, there have been questions raised regarding the accuracy of this data and the Department of Water and Environmental Regulation are going to require mandatory reporting by Local Government and industry to address this issue. Even given questions about the data, there is still more than 3.6 million tonnes of waste going to landfill every year.
- To reduce this the Waste Strategy 2030 sets out the following targets:

VISION	<i>Western Australia will become a sustainable, low-waste, circular economy in which human health and the environment are protected from the impacts of waste.</i>		
OBJECTIVES	Avoid <i>Western Australians generate less waste.</i>	Recover <i>Western Australians recover more value and resources from waste.</i>	Protect <i>Western Australians protect the environment by managing waste responsibly.</i>
TARGETS	<ul style="list-style-type: none"> 2025 – 10% reduction in waste generation per capita 2030 – 20% reduction in waste generation per capita 	<ul style="list-style-type: none"> 2025 – Increase material recovery to 70% 2030 – Increase material recovery to 75% From 2020 – Recover energy only from residual waste 	<ul style="list-style-type: none"> 2030 – No more than 15% of waste generated in Perth and Peel regions is landfilled. 2030 – All waste is managed and/or disposed to better practice facilities

Source: Waste Avoidance and Resource Recovery Strategy 2030 page 6

- If these targets are achieved it would result in the following:
 - Total waste generated in 2030 reduced by 20% from 2014/15 figures to 4.98 million tonnes per annum.
 - Only 15% of total waste generated is landfilled (acknowledging that the target is only set for Perth and Peel), the total waste to landfill across the state will be 0.75 million tonnes.
 - Resource recovery is increased to 75%, resulting in 3.74 million tonnes being recovered.
 - That leaves 0.5 million tonnes potentially available for Waste to Energy – which the Strategy notes should only be generated from ‘residual waste’. The alternative is that waste to landfill will increase to 1.25million tonnes per annum.
- Whilst the targets are clear, the plan about how this will be implemented is yet to be developed and Local Government and industry will need long term certainty to invest to achieve these targets. The Shire of Dardanup is therefore asking WALGA members to support WALGA to advocate to the State Government for more specific and firm commitments to divert waste from landfill through local options for reprocessing, recycling and waste to energy.
- In this regard, the Waste Authority recognises the benefits in siting waste infrastructure close to the

source of waste generation. Benefits include reduced transport impacts from the movement of waste, such as greenhouse impacts, traffic congestion and community amenity (Waste Authority's Waste to Energy Position Statement, 2013 - [Attachment 3](#)). It is therefore important that **local options** for reprocessing, recycling and waste to energy are considered an essential component in achieving the Waste Strategy's targets. Not taking action and continuing with the status quo will mean waste is transported hundreds or even thousands of kilometres to be disposed of in the regions, rather than being dealt with at source. By considering smaller scale local options it would provide opportunities for reduction at source and also assist communities in the regions to reduce their waste to landfill.

- Considering the above, without Waste to Energy (WtE) and significant improvements in resource recovery, there would still be 25% or 1.25million tonnes state-wide of waste being sent to landfill. According to a 2013 discussion paper ([Attachment 4](#)) prepared for WALGA by the Municipal Waste Advisory Council (MWAC), a standing committee of the Association with delegated authority to represent the Association in all matters relating to solid waste management, WtE could reduce the weight of waste by 70-80% and the volume of waste by 90%.
- The Waste Authority considers best practice WtE processes to be a preferable option to landfill for the management of residual waste but not at the expense of reasonable efforts to avoid, reuse, reprocess or recycle waste. WtE has the potential to divert substantial volumes of waste from landfill (and thereby support the delivery of Waste Strategy targets) and produce a beneficial product (Waste Authority's Waste to Energy position Statement, 2013).
- To address this it is important that options for reduction in the amount of waste going to landfill also consider smaller waste to energy plants that could be located within regional areas to reduce reliance on landfill. Initial investigations indicate that current available technologies could provide opportunities for smaller plants to be established that would use about 500kg of Municipal Solid Waste per hour or about 4,400 tonnes per annum. Such facilities could be located across regional areas and reduce waste to landfill but also provide for energy generation.
- It is recommended that the alternative options outlined in this item be incorporated into the Waste Strategy's Action Plan 2030 with specific incentives put in place by the Government to ensure we reduce, and eventually eliminate, our reliance on landfill.

SECRETARIAT COMMENT

The Shire of Dardanup should be commended for their initiative and identification of key issues such as the need to control the development of new landfills, to support the Strategy Targets, and to develop local solutions to divert material from landfill for material and energy recovery.

3.6 Membership of Development Assessment Panels

MOTION

Moved Cr Lynn Fisher, Shire of Mundaring
Seconded Cr John Daw, Shire of Mundaring

That WALGA advocate increasing Local Government membership in Development Assessment Panels.

CARRIED

MEMBER COMMENT

At its meeting of 3 March 2018, the Shire of Mundaring Council resolved to:

“Advise WALGA that it recommends WALGA investigate increasing local government membership in Development Assessment Panels, rather than advocate for the introduction of Third Party Appeal Rights.”

The Shire will be reconsidering its position in relation to Third Party Appeal Rights at its meeting on the 11 June 2019; its position on seeking WALGA investigate increasing local members on DAP however remains unchanged.

The Department for Planning’s website states:

As a key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Development Assessment Panels (DAPs) comprise three technical experts in planning (one of whom chairs the meeting) and two elected members from the local government in which the DAP applies. This is not a balance and there could be various membership options that WALGA could explore, with some likely to be more palatable to the State than others.

For example, an equal number of local elected members and planning professionals on a DAP would demonstrate respect for the expertise of local members in applying planning regulations to a proposed development. It would demonstrate that local elected members have views of equal importance to those of the other Panel members.

Equal numbers of members could result in a tied vote with the Chairperson having a deciding vote. That would not diminish the importance of a balanced number of local representatives and planning experts participating in the decision making process.

DAPs are public meetings. Community members attend to take the opportunity to briefly address the Panel and to listen to the reasons why the decision is made.

Appointing additional elected member/s to DAPs means community members would have local experts and three planning experts explain how the proposed development would impact on a local area and what conditions, if any, are justifiably imposed. This would be educative for the community, strengthen transparency and increase public respect for the DAP process.

IN BRIEF

- DAP includes 3 experts and 2 elected members, which is considered by DoPLH as a balanced decision-making framework;
- There is a need to strengthen transparency and increase public respect for the DAP process;
- It is proposed that WALGA advocate for increasing local government membership on DAP.

SECRETARIAT COMMENT

The Minister for Planning initiated several amendments to Development Assessment Panels (DAPs) to improve their efficiency and operation. The majority of the changes were “*primarily administrative to ensure the system remains flexible and responsive, while more clearly communicating DAP decisions to the public*” ([Changes-to-the-DAP-system-announced.aspx](#)), and did not include changes to DAP membership.

A previous 2016 AGM resolution was for WALGA to advocate for consideration of a series of reforms, in the event that DAPs remain in place, to ensure greater accountability, transparency and procedural fairness for ratepayers through the Panel's assessment and decision making processes. One of the reforms specifically sought a change that would require equal membership on the DAP between Local Government and Appointed Specialist members with an independent chair approved by both State and Local Governments.

At the same 2016 AGM, WALGA was also requested to advocate for an independent review of the decision making within the WA planning system, looking at the roles and responsibilities of State and Local Government and other decision making agencies, Development Assessment Panels and the State Administrative Tribunal appeal process

In December 2016, two reports were presented to WALGA's State Council, one on the review of the entire planning system (Resolution 108.6/2016), followed by one on the possible improvements to the DAPs system (Resolution 109.6/2016). The report on the review of Decision Making within the WA Planning System also resolved to undertake research on third party appeals around Australia and further consult with members regarding its current policy position. The Association prepared a discussion paper which provided background on the development of WALGA's position and a review of the arguments both for and against third party appeals which was then circulated to the Local Government sector for comment and feedback during 2017.

At the May 2018 WALGA State Council meeting, it was resolved to amend the policy position to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels (DAPs) (Resolution 37.2/2018). The following resolutions were made: -

1. Note the results of the additional consultation with members on the possible introduction of Third Party Appeal Rights into the Planning System;
2. Based on the feedback received, amend its current policy position to support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels;
3. Provide the State Government with the outcomes of this consultation and advocate for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels as part of the upcoming Independent Planning Reform process; and
4. Further consult with members to provide more clarity on the exact details of the criteria that would need to be established, before any system of Third Party Appeals for decisions made by Development Assessment Panels is implemented by the State Government.

At its May 2019 meeting (Resolution 44.4/2019), WALGA's State Council considered a 'Preferred Model' and resolved that WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and
2. Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.

The Shire of Mundaring proposal to have equal representation may achieve an actual balance between technical advice and local knowledge, as espoused as the objective of the DAP framework. This would

be a beneficial improvement to the DAP system, particularly in the event that the State is unwilling to pursue any introduction of Third Party Appeal Rights to DAP decisions. The Minister for Planning has advised that Third Party Appeal rights would not be considered by the Government as it would add unnecessary complexity and red tape to the planning framework, contrary to the intent of the current planning reform process.

3.7 Review of the *Mining Act 1978*

MOTION

Moved President Laurene Bonza, Shire of Dundas
Seconded Cr Les Price, Shire of Cue

That:

1. WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the outdated *Mining Act 1978* and that the revision address FIFO and DIDO, and its impact on local communities; and
2. The Mining application process includes a mandatory MOU with the Local Government which would be overseen by the Auditor General to ensure fairness to the Community by having the mining company contribute to local infrastructures as a Legacy project.

IN BRIEF

- FIFO and DIDO to be limited in a reviewed Mining Act, similar to the Stronger Resource Communities Act in Qld
https://www.legislation.qld.gov.au/view/whole/pdf/info_rce/current/act-2017-028
- That an MOU with Councils is addressed as a compulsory part of the mining application process
- That the MOU forms part of the Audit process of the relevant Local Government

AMENDMENT

Moved Cr Sandra Lee, City of Kwinana
Seconded Mayor Carol Adams, City of Kwinana

That point 1 be amended to read:

WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the *Mining Act 1978* with a view to maximising the benefits to local communities and its impact on local communities; and

THE AMENDMENT WAS PUT AND CARRIED

THE MOTION AS AMENDED NOW READS:

That:

1. WALGA requests that the Hon. Bill Johnston, Minister for Mines and Petroleum, undertakes a review of the *Mining Act 1978* with a view to maximising the benefits to local communities and its impact on local communities; and
2. The Mining application process includes a mandatory MOU with the Local Government which would be overseen by the Auditor General to ensure fairness to the Community by having the mining company contribute to local infrastructures as a Legacy project.

CARRIED

MEMBER COMMENT

As a Local Government we have felt and seen the impact of mine closures and factors out of our control and how this can devastate a small community. This has significant flow on effects from lack of volunteers to support fighting bush fires in our 95,000 square kilometres of currently unmanaged, UCL land, lack of volunteers to support St Johns Ambulance services, to reducing the capacity of our school

through a steady decline in numbers. Businesses have closed, as have Government Departments as the population declines.

We are not advocating a total elimination of FIFO and DIDO as this would be an unrealistic approach.

We seek the Minister's support as a matter of urgency to make our small communities sustainable.

SECRETARIAT COMMENT

The Association provided an interim submission to the Education and Health Standing Committee Inquiry into mental health impacts of FIFO work in October 2014. This inquiry was in response to the suicides of nine FIFO lives in the Pilbara region of WA.

The submission reinforced support for the implementation of the key recommendations of the 2013 House of Representatives Standing Committee Senate Inquiry report, *Cancer of the bush or salvation for our cities*. That Inquiry recommended research to be undertaken by the Commonwealth Government to determine the socio economic impact of FIFO work practices, accurate measurement of the impact of FIFO on existing on infrastructure and services, and strategies to address current inequities in infrastructure and sustainability of regional medical services health service delivery.

3.8 Financial Assistance Grant

MOTION

Moved Cr Laurene Bonza, Shire of Dundas
Seconded Cr Tony Pratico, Shire of Bridgetown
Greenbushes

That WALGA requests the Hon. Minister of Local Government and Communities David Templeman to assist all Local Governments to Lobby the Federal Government to retain the Financial Assistance Grant at one percent of the of Commonwealth Taxation Revenue.

CARRIED

MEMBER COMMENT

The Shire of Dundas feels the current funding arrangements for Local Government are no longer fit for purpose.

The roles and responsibilities of Local Government has grown significantly. The main funding available from the Australian Government (the Financial Assistance Grants) has consistently declined from a level equal to 1% of Commonwealth Taxation Revenue (CTR) in 1996 to just 0.55% of CTR today.

The Australian Government collects approximately 82% of Australia's tax revenue and is responsible for just one tenth of Australia's public infrastructure assets.

Local councils raise 3.6% of taxes and are responsible for 33% of public infrastructure, including 75% of Australia's roads

3.6% of the tax take is not adequate funding to unlock the potential of our communities. The decline in the Financial Assistance Grants funding has left local councils worse off struggling to meet increasing demand on local infrastructure and services and impacting their ability to build and maintain essential infrastructure to the higher standard required today.

The result is increased pressure on rates and council budgets, making it harder to maintain community services and infrastructure.

There is a current infrastructure backlog of \$30+ billion dollars. The requirement to upgrade and renew infrastructure built during the 'baby boom' and rapid growth periods in the 60s and 70s is becoming a major problem. New infrastructure is also required to meet the needs of the growing population and to meet productivity and safety requirements.

There are also increasing community expectations related to the type and standards of services available to local communities. This is placing pressure on local governments particularly when they are required to provide services previously provided by the other spheres of government. This is particularly the case in thin markets such as rural and regional areas where, if federal or state governments withdraw services, local government must step in or no one will, as we have seen in recent years.

IN BRIEF

- Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of council services and infrastructure;
- Expresses its concern about the decline in the value of Financial Assistance Grants funding at the national level from an amount equal to around 1% of Commonwealth Taxation Revenue in 1996 to a current figure of around 0.55%; and
- Calls on all political parties contesting the 2019 Federal Election and their local candidates to support the Australian Local Government Association's call to restore the national value of Financial Assistance Grants funding to an amount equal to at least 1 % of Commonwealth Taxation revenue and therefore to provide a Fairer Share of Federal funding for our local communities.

SECRETARIAT COMMENT

WALGA supports the need for a review of the Financial Assistance Grants (FAGs) system, from the perspective of growing the overall size of the pool.

WALGA has consistently supported advocacy, through ALGA and other channels, for increases in funding from the Commonwealth Government to Local Government through Financial Assistance Grants. WALGA continues to work with ALGA to advocate to increase FAGS funding to 1% of taxation revenue.

ALGA's number one priority in their Federal Election advocacy strategy was to restore Financial Assistance Grant funding to one percent of Commonwealth taxation revenue. This remains an ongoing area of advocacy for ALGA.

3.9 Third Party Appeal Rights

MOTION

Moved Cr Giorgia Johnson, City of Bayswater
Seconded Cr Julie Mathison, City of Subiaco

IN BRIEF

- Further amendments proposed to the Preferred Model for Third Party Appeals Process

1. That there be an amendment to the Third Party Appeals Process Preferred Model, being that third parties in addition to Local Governments are able to make an appeal.
2. That there be an amendment to the Third Party Appeals Process Preferred Model, being that closely associated third parties in addition to Local Governments are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

CARRIED

MEMBER COMMENT

The Council has taken a particularly strong stand on this important issue and it is requested that this matter be given further consideration.

SECRETARIAT COMMENT

At its May 2019 meeting, WALGA's State Council considered a 'Preferred Model' and resolved that WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels, and
2. Endorses the 'Preferred Model' as presented in the May 2019 Agenda, as the Third Party Appeals process for decisions made by Development Assessment Panels and in future give consideration to broadening Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.

(Resolution 44.4/2019)

The above resolution was sent to the Minister for Transport: Planning with a copy of the proposed model (as attached).

The May 2019 Agenda item sought to finalise a 'Preferred Model' for appeals on Development Assessment Panel decisions. WALGA's State Council considered several alternative WALGA Zone resolutions, as several Zones proposed alternative 'Preferred Models' for decisions made by DAPs, preferred types of Third Party Appeals and one Zone indicated its opposition to any Third Party Appeals model being introduced, as follows: -

SOUTH METROPOLITAN ZONE

That the Position Statement be referred back to WALGA officers to provide an evidence case to support the need for change, the expected benefits, and an analysis of the implications of change in terms of cost, resource and timeframes by utilising the experience of other States where third party appeals exist and applying that to the system proposed.

GREAT SOUTHERN COUNTRY ZONE

That the Zone opposes Third Party Appeals in relation to Item 5.2 in the May 2019 WALGA State Council Agenda.

EAST METROPOLITAN ZONE

That there be an amendment to the Preferred Model, being that third parties are able to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels.

CENTRAL METROPOLITAN ZONE

That WALGA:

1. Continues to advocate for the State Government to introduce Third Party Appeal Rights for decisions made by Development Assessment Panels; and
2. Endorses the original December 2018 'Preferred Model' as the third party appeals process for decisions made by the Development Assessment Panels with the following amendments:
 - a. DOT POINT 1 "which could possibly be expanded later if it proves to be beneficial" to be removed
 - b. DOT POINT 4 to be replaced with "Other affected parties would be able to appeal a DAP decision"

Based on the formal resolutions received and members discussions at Zone meetings, there were a range of options available for State Council to consider at its meeting in May: -

1. Not adopt a Preferred Model until more information on cost and resource implications is provided;
2. Adopt the Preferred Model as presented in the May 2019 Agenda;
3. Adopt the Preferred Model as presented in the May 2019 Agenda, with the amendments suggested by the East Metropolitan Zone, ie ability to appeal decisions made by the Western Australian Planning Commission and the State Administrative Tribunal, in addition to Development Assessment Panels;
4. Adopt the Preferred Model as circulated to members in December 2018;
5. Adopt the Preferred Model as circulated to members in December 2018, with the amendments suggested by the Central Metropolitan Zone;
6. Adopt the Preferred Model with different amendments (any amendments discussed by State Council);
7. Not adopt any Preferred Model but still advocate for Third Party Appeal Rights for DAPs decisions
8. Adopt a different Third Party Appeal model (ie wider than just for DAPs);
9. Consult the sector again on what model of Third Party Appeal rights is considered acceptable given the wide range of views;
10. Return to the pre-May 2018 position, where any Third Party Appeal rights are not supported

The preferred approach by State Council was to adopt the Preferred Model as presented in the May 2019 Agenda, as it would provide the starting point for discussion with the State Government about the introduction of Third Party Appeals for Development Assessment Panel decisions.

WALGA provided this position to the Minister for Transport; Planning and the Minister's response was as follows:

I note WALGA's State Council endorsed Preferred Model on this matter, however I maintain concerns regarding the unnecessary complexity and red tape third party appeal rights would add to the

planning system, which is contrary to the objectives of the Government's commitment to planning reform.

The Department of Planning, Lands and Heritage received 254 submissions in response to the Green Paper, including many which confirmed the issues and views identified in the Green Paper regarding the current DAP system.

An Action Plan for planning reform which contains a program of initiatives to address the concerns identified by the Green Paper and submissions is currently being finalised by the Department for consideration by Government.

I will make announcements regarding the content of the Action Plan and reform initiatives in the near future.

Preferred Model

Third Party Appeal Rights for decisions made by Development Assessment Panels

Benefits of Third Party Appeal Right for decisions made by Development Assessment Panels

- Only Local Governments will be able to challenge and seek review of DAP decisions that are made contrary to the recommendations of the Responsible Authority Report (RAR) or Council position.
- In future, possible consideration to a broadening of Third Party Appeal Rights to other parties relating to Development Assessment Panel decisions.
- Local Government would be able to appeal a DAP decision and defend the merits of their policies and defend the enforceability of their conditions.
- More transparent process in both decision making and condition setting, resulting in more accountable DAP members.

- Would allow for an appeal to be made on the conditions of approval or refusal
 - i) that may have been removed from a RAR; or
 - ii) added to the decision, particularly where no liaison has occurred with the Local Government for clearing or enforcing the condition; or
 - iii) applied inappropriately i.e. the condition would change the intent or design of the development and therefore a new application should have been lodged.
-
- Limits appeal rights to larger, more complex applications and would filter out 'smaller' impact applications which could potentially overburden the system.
- Provides the opportunity for additional information to be included in the appeal process, particularly if information was not received before the DAP meeting.
- Provides the ability to challenge any new information being presented at the DAP meeting without the Local Government being able to undertake any assessment of the new information (unassessed revised plans are currently being lodged and approved at meetings).
- Able to appeal the 'Deferral' process being over utilised, i.e. DAPs are tending to defer applications multiple times rather than making a decision to approve or refuse the proposal.
- Can give the Local Government more confidence that the developer will provide a fully complete application and discuss the application with the Local Government first, rather than relying on the DAP to condition the proposal requiring additional critical information.

Appellants in a Third Party Appeal

Should be for

- A Local Government where DAP has gone against the position of Council itself; or
- A Local Government where DAP has gone against the Responsible Authority Report (RAR)

Local Government makes a submission

- SAT would need to ensure that appeals are made on valid planning grounds and are not made for commercial or vexatious reasons.
- The existing Directions Hearing process could be used to see if the appeal has reasonable planning merit, which would assist in providing clarity on what constitutes a valid planning consideration and what would be an invalid planning consideration. The Directions Hearing could consider the appellant's justification for submitting the appeal, in particular, whether the grounds of appeal are supported by documentary evidence or other material (a similar process for justifying the lodgement of an appeal already exists through Section 76 of the *Planning and Development Act 2005*).
-
- *** Will need to discuss with SAT the definition of 'valid planning grounds' to determine whether the submission has reasonable grounds for appeal***

What can be appealed?

- DAP applications that are compulsory over \$10 million for JDAPs and \$20 million for City of Perth DAP; or
- DAP applications in the optional threshold \$2m – 10m for JDAPs and in the City of Perth \$2 million - \$20 million; or
- DAP applications seeking amendments to approvals *i.e.* Form 2 applications proposing a change to the development application, and including applications for an extension of time

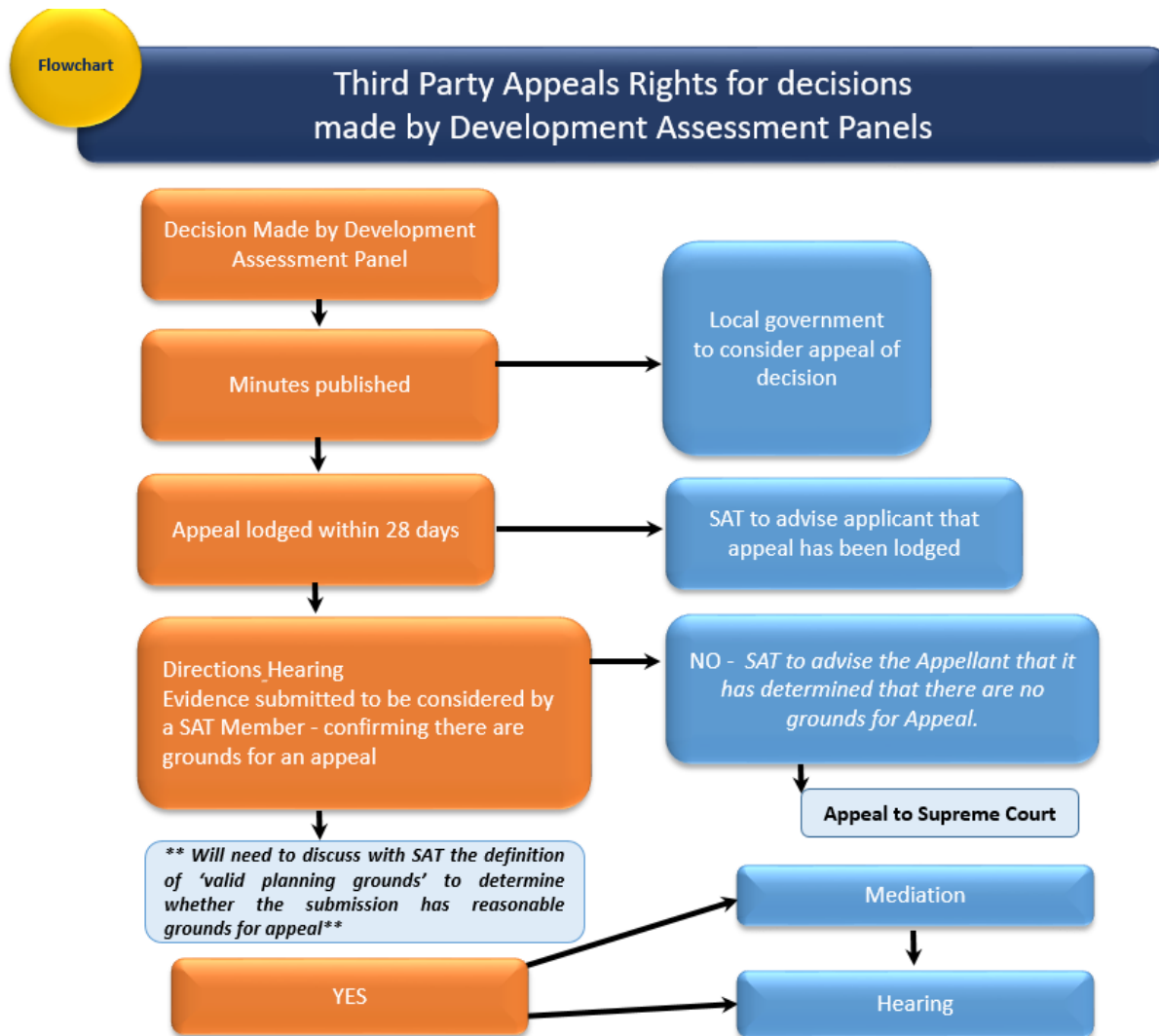
Timeframe to lodge an appeal

- As per the existing timeframe, an appeal on a decision made by a Development Assessment Panel should be lodged within 28 days of the decision being made public, ie publishing of the DAP minutes.
- Local Governments would need to determine within their own organisation what process to follow in order to decide whether or not to lodge an appeal against a DAP decision. In many cases this may require a Special Council meeting to determine this.

Costs

- Any Local Government would need to cover their costs of initiating the appeal, attending SAT directions, mediation and hearings, and costs could also include obtaining expert advice.

Appeals Process



17.3 Adoption of Amended Local Development Plan - The Wedge, Wellard North, Wellard

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

An amended Local Development Plan (LDP) for The Wedge development in Wellard has been received for consideration under the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) (refer to Attachments A and B).

An LDP for the entire Wedge development was considered by Council at its Ordinary Council Meeting held on 12 June 2019 (Attachment E). Council resolved to defer the item pending further discussion regarding concerns about the location and built form of a number of narrow, rear loaded laneway lots fronting onto Bertram Road (Lots 77 - 91) and traffic movement and parking associated with these laneway lots.

At an Elected Members' Forum held on 1 July 2019, these concerns were clarified further with City Officers. Councillors raised concerns with regard to the visual amenity and streetscape impacts resulting from the location and proposed built form of the laneway lots along Bertram Road. Parking and traffic movement off Bertram Road and around the laneway lots in the north western part of the LDP were also highlighted as concerns.

Following the forum, a series of meetings between City Officers and the proponent were held to consider options such as changes to land uses and development of the laneway lots as mandatory two storey dwellings.

In the interim, in order to facilitate development, the proponent submitted an LDP for a small portion of The Wedge development area (Stage 1) that was approved by Council on 14 August 2019 (refer to Attachment C). This stage was able to be progressed as it did not affect other parts of the LDP and the concerns that were raised.

In September 2019, the proponent advised City Officers that such options (i.e. two storey dwellings) were not considered viable in the locality. The proponent advised however that a high level of landscaping and built form would be pursued for the laneway lots and interface with Bertram Road and across the development. On the 14 October 2019, the proponent presented to Council at an Elected Members Forum reiterating these points and reassuring Councillors that a high standard of landscaping and built form would be provided (see Attachments F and G).

The proponent requested that the LDP be reconsidered by Council. City Officers requested that the proponent submit an amended LDP for the entire Wedge development area. As a result, the proponent has submitted the subject LDP for approval (Attachment B).

In deliberations with the proponent, City Officers had hoped that an alternative approach to the design of the north western portion of the subdivision and LDP may have been accommodated, or, that the proponent would commit to two storey townhouse development on laneway lots.

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

This was not the case however, and it should be noted that the LDP design reflects the adopted Local Structure Plan and subdivision design and there is no state or local planning policy requirement for two storey development of the laneway lots. Further, the City's Engineering Department is satisfied with the proposed parking and traffic movements at the locality.

City Officers have also considered the amended LDP against State Planning Policy 7.0 - Design of the Built Environment (SPP7), State Planning Policy 7.3 - Residential Design Codes (R-Codes) and four key local planning policies:

- Local Planning Policy No.1 - Landscape Feature and Tree Retention (LPP1);
- Local Planning Policy No.2 - Streetscapes (LPP2);
- Local Planning Policy No.7 - Uniform Fencing (LPP7);
- Local Planning Policy No.8 - Designing Out Crime (LPP8).

The amended LDP is considered to meet the requirements set out in the above policies. Further to Council's consideration of the LDP in June 2019 (as seen in Attachment E), this LDP has been amended to further include additional provisions specifically targeted at the laneway lots, focusing on built form materials, architectural features and landscaping to provide a higher quality design interface with Bertram Road (Refer to elements 15 - 18 and 24 in Attachment B). This is a positive outcome which will assist in achieving a quality interface. As such, and in accordance with the Regulations, the amended LDP (as seen in Attachment B) is recommended for approval.

OFFICER RECOMMENDATION:

That Council:

1. Approve the amended Local Development Plan for The Wedge, Wellard North, Wellard as detailed in Attachment B, pursuant to Clause 52(1)(a) of Schedule 2 - Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.
2. Note that the amended Local Development Plan for The Wedge, Wellard North, Wellard as detailed in Attachment B, supersedes the existing approved Local Development Plan for Stage 1, The Wedge, Wellard North, Wellard as detailed in Attachment C.

DISCUSSION:**Land Status**

Local Planning Scheme No.2: Development
Local Structure Plan: Residential R40
Metropolitan Region Scheme: Urban

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

Background

The Local Structure Plan (LSP) for The Wedge was approved by the Western Australian Planning Commission (WAPC) in August 2017 (refer to Attachment D) and the associated subdivision design was then approved by the WAPC on the 9 November 2018. A condition of the subdivision approval is a requirement for the preparation of an LDP which is a statutory plan with provisions that are either in addition to or in variance to those stipulated under relevant planning policy to be imposed on subsequent development of land.

An amended LDP for The Wedge development in Wellard has been received for the consideration of Council under the Regulations (refer to Attachment B). The amended LDP is located on Lot 9000 Bertram Road (refer to the Location Plan: Attachment A).

At its Ordinary Council Meeting on 12 June 2019, Council considered a draft LDP for the entire Wedge development area on Lot 9000 Bertram Road. At this meeting, Council resolved to defer the item pending further discussions, particularly in relation to the location and anticipated built form of development fronting onto Bertram Road (the laneway lots: Lots 77 - 91).

An Elected Members' Forum was held on 1 July 2019 where City Officers sought additional clarification about the concerns of Council. These were:

- The presence of a number of narrow laneway lots fronting Bertram Road (Lots 77 - 91 on the LDP) raised concerns regarding impacts on visual amenity and streetscape along the roadway; and,
- Concern around parking congestion and the ease and safety of traffic movement off Bertram Road and within the laneway and other roads in the north western part of the LDP and around the laneway lots.

Following the forum, City Officers liaised with the applicant to express Council's concerns and seek alternative design or built form outcomes.

The proponent understood Council's concerns and agreed to consider options for the laneway lots and design. A series of meetings between City Officers and the proponent were held over subsequent weeks as the proponent considered options such as changes in land use (some commercial use or child care / medical centre uses) and the development of the laneway lots as two storey dwellings.

In the meantime, in order to facilitate at least the first stage of the development, the proponent submitted an LDP for a small portion of The Wedge development area (specifically for Lots 32 - 40, 70 - 76 and 55). This stage was able to be progressed as it did not materially affect the areas of concern within the LDP and allowed development to progress. That LDP was approved by Council on 14 August 2019 (refer to Attachment C). The Stage 1 lots have been created and certificates of title issued for the 17 lots.

On 14 October 2019, the proponents made a presentation to Councillors at an Elected Members Forum reassuring Councillors that a high level of landscaping and built form would be provided, particularly for the laneway lots. The concept images presented at the Elected Members Forum by the proponent are shown in Attachments F and G.

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

The proponent requested that the amended LDP be reconsidered by Council. For the purposes of ensuring proper and orderly planning, City Officers requested that the proponent submit an amended LDP for the entire Wedge development area. As a result, the proponent has submitted the subject LDP (refer to Attachment B) for approval.

Planning Assessment

All lots within the amended LDP are zoned R40, corresponding with the approved LSP and reflect the approved subdivision design. The provisions relating to the titled lots for Stage 1 within the amended LDP (Lots 32 - 40, 70 - 76 and 55) are identical to that in the existing LDP and no changes are proposed that will impact on any approved development.

Part 6 of the Regulations outlines the process for considering LDPs. The City has assessed the amended LDP in accordance with the relevant provisions of the Regulations with consideration given to the City of Kwinana Local Planning Scheme No. 2 (LPS2), State and Local Planning Policy requirements as outlined below.

State Planning Policy No. 7 - Design of the Built Environment

SPP7 provides the broad framework for design of the built environment by incorporating 10 overarching design principles that have been considered in the assessment of the amended LDP. These design principles have been appropriately grouped and outlined below:

- Design Principles - 1 (Context and Character); 2 (Landscape Quality); 5 (Sustainability): these three objectives are adequately addressed through the implementation of the City's LPP1 and LPP2. The provision for street trees within the amended LDP area and provisions regarding built form outcomes and dwelling design ensure the above objectives of SPP7 are satisfied.
- Design Principles - 4 (Functionality and build quality); 6 (Amenity); 10 (Aesthetics): The amended LDP satisfies these three design principles through a number of provisions such as prescribing minimum private outdoor living areas, ensuring development is functional. The design principles of SPP7 regarding amenity and aesthetics are adequately implemented through the City's LPP2, as seen through the provisions requiring architectural features on the front façade of dwellings. Furthermore, additional requirements such as the provision for landscaping within the front setback area of lots fronting onto Bertram Road (refer to element 24 of the amended LDP) ensure the design principles regarding aesthetics and amenity are addressed.
- Design Principles - 7 (Legibility); 8 (Safety): The amended LDP addresses the design principles of safety and legibility through the application of LPP8 as outlined further below.
- Design Principles - 3 (Built form and scale); 9 (Community): The amended LDP addresses these design principles through the orientation of buildings and prescribing minimum wall heights for the lots fronting onto Bertram Road (refer to additional discussion below and element 18 of the amended LDP). A provision in the amended LDP requiring diversity in dwelling design, specifically for laneway lots is also consistent with design principle 9 of SPP7.

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

State Planning Policy 7.3 - Residential Design Codes

The amended LDP proposes variations to a number of deemed to comply requirements of the R-Codes. These include variations to:

- Street, Lot Boundary and Garage Setbacks
- Open Space
- Garage Width

In relation to street setbacks, the amended LDP provisions intend to encourage dwellings to be constructed further forward on the lot. The amended LDP also varies side boundary setback provisions as prescribed in the R-Codes by permitting longer nil setback walls and allowing lots with a frontage less than 11m to have a second, nil side setback (refer to Element 9 of the amended LDP). The amended LDP also permits a reduction to open space requirements where a sufficient outdoor living area is provided. Collectively, these setback and open space variations ensure better use of the site and provide for more usable outdoor living spaces to the rear of the property which aligns with the relevant design principles of the R-Codes.

Furthermore, the maximum street setbacks as seen in the current LDP for Stage 1 of The Wedge development (refer to the Setbacks table in the approved LDP) have been removed in the amended LDP. It is considered the removal of maximum setbacks for dwellings will provide diversity in streetscapes. It is considered other provisions, such as the requirement for outdoor living areas to the rear of the property, and the size of the lots will ensure dwellings are not setback disproportionately from the front boundary. Furthermore, the amended LDP is consistent with the R-Codes which also does not stipulate maximum front setbacks.

The amended LDP also varies the R-Code requirement for garages to be a maximum width of 50% of the lot frontage. The amended LDP permits garages to be a maximum width of 60% of the lot frontage. However, where a garage width is proposed between 50% and 60%, the amended LDP prohibits garages from being located forward of the dwelling and requires additional design features on the front façade (applicable to single storey developments). The amended LDP intends to reduce the dominance of garages on the streetscape, complying with the relevant design principle of the R-Codes.

Local Planning Policy No.1 - Landscape Feature and Tree Retention

The primary objective of LPP1 is to retain significant trees and landscape features within development areas. This policy requires all trees that are marked for retention be indicated on an LDP. Majority of the amended LDP area has historically been cleared for rural pursuits. However, the amended LDP area includes public open space to the south which consists of significant, large trees on the periphery that are marked for retention. Furthermore, although technically located outside the LDP area, the amended LDP also shows trees for retention within the Bertram Road verge area. The City's Environmental team liaised with the applicant during the LSP and subdivision process to protect these trees. No other trees are proposed to be retained within the amended LDP area due to the level of fill proposed for drainage and development purposes.

Local Planning Policy No.2 - Streetscapes

LPP2 aims to enhance streetscapes across the City through provisions relating to road infrastructure and landscaping. LPP2 also outlines a number of model provisions for LDP's in relation to built form outcomes including: dwelling façades, fencing and garage setbacks.

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

Street Trees:

LPP2 requires street trees to be provided at a minimum rate of one for every lot frontage as per the following Clause:

Number of street trees in residential streetscapes:

- *Standard Lot - minimum one tree per lot.*
- *Corner lot - minimum of one tree on the primary street and two trees on the secondary street.*

The location and number of street trees as shown in the amended LDP is consistent with the above provisions of LPP2.

Dwelling Façade Treatment:

In relation to dwelling façade treatment, LPP2 requires the following model provision be incorporated into LDPs:

Dwelling facade treatment:

All dwellings to provide an appropriate, high quality design interface with the surrounding streetscape, through the use of at least three of the following architectural design features:

- *Articulation in dwelling facade (i.e. varied wall setbacks);*
- *A minimum of two building materials, colours and/or finishes (e.g. render, brick, cladding);*
- *Major habitable room openings incorporating large windows to provide surveillance;*
- *Roof forms that incorporate gables;*
- *A balcony, portico, or verandah; or*
- *A built in planter box.*

The amended LDP incorporates the above model provision, albeit using different terminology (refer to elements 14, 15 and 16 of the amended LDP). The amended LDP alters the model provision by dividing it based on lot typology being standard R40 lots (element 14 of the amended LDP) and R40 laneway lots (element 15 and 16 of the amended LDP). The intent is to ensure a good design outcome particularly for the smaller laneway lots fronting onto Bertram Road (Lots 77-91). Element 14 of the amended LDP is identical to element 13 in the existing approved LDP and applies to all standard R40 lots within the amended LDP area. Element 15 of the amended LDP requires all buildings fronting onto Bertram Road to be designed with two different materials on the front façade. This mandatory provision will contribute in providing visual interest and articulation that contributes to the character of the streetscape and provides better amenity for pedestrians and vehicles. Element 16 of the amended LDP requires dwellings to be designed with additional, high quality architectural features. The features listed in element 16 are more specific than that listed in element 14 of the amended LDP and seek to provide that all laneway lots provide a high quality design interface and ultimately, attractive streetscapes. Element 15 and 16 of the amended LDP are discussed in further detail later in this report.

These changes and additions to the amended LDP have been a direct response to Council's concerns regarding the built form outcome of the laneway lots.

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

Fencing:

In relation to fencing, the LPP2 states the following:

- *Front fences within the primary street setback being visually permeable above 0.9m to a maximum height of 1.2m above natural ground level.*
- *For secondary street boundaries, fencing shall be visually permeable above 1200mm behind the primary street setback, for a minimum length of 3m behind the truncation with a habitable room addressing the street.*

The above provisions are incorporated into the amended LDP and can be seen in elements 21 and 22. This fencing design will allow future dwellings to incorporate habitable rooms that address both the primary and secondary streets, providing passive surveillance as required under LPP2 and the R-Codes. Compliance with these provisions will also work to ensure open and more attractive streetscapes.

Garages:

LPP2 also requires that where footpaths abut the property boundary, garages are to be setback a minimum of 4.5m from that boundary. The intent of garage setbacks is to ensure vehicles parked in the driveway do not obstruct footpaths protecting the area for pedestrians. Footpaths in the amended LDP area are boundary aligned in accordance with LPP2. The amended LDP includes a provision to ensure garage setbacks comply with the requirements of LPP2. The amended LDP also allows a reduced setback in some instances for garages on lots that do not abut a footpath, consistent with LPP2.

Room Ceiling Height:

LPP2 requires LDPs incorporate an additional design provision for lots where access is gained solely from a rear laneway. In this regard, LPP2 states the following:

The front elevation of a single storey dwelling will have greater presence when the ceiling height of rooms is greater than the standard 2.4m. For lots where vehicle access is gained solely from a rear laneway or right-of-way, the ceiling height for rooms located on the front elevation shall be minimum 32 vertical brick courses (2.7m).

This provision is applicable to the laneway lots within the amended LDP and can be seen in element 18. This design provision will further ensure future six metre wide, single storey dwellings interact with and provide for a more attractive streetscape.

Dwelling Diversity:

The following provision is outlined in LPP2 to promote dwelling diversity:

Where more than 2 dwellings are adjacent and constructed by the same purchaser, diversity in the front facade is encouraged; in colour, material and architectural features. Substantial repetition of the same facade treatment is to be avoided.

The above provision can be seen in element 17 of the amended LDP. This provision will ensure diversity in the design of dwellings on the smaller lots that front onto Bertram Road. This provision will provide visual interest and enhance the streetscape.

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

Local Planning Policy No.7 - Uniform Fencing

LPP7 requires that uniform fencing be provided for lots abutting higher order roads. Bertram Road is classified as a higher order road and as such, lots that abut this road are required to have uniform fencing constructed in accordance with LPP7. The amended LDP identifies uniform fencing for Lots 32, 55, 56, 77 - 91 and 101. The amended LDP states that uniform fencing is to be installed by the developer and is required to comply with the requirements of LPP7.

Local Planning Policy No. 8 - Designing Out Crime

In working to reduce the likelihood of crime occurring, LPP8 sets out design guidelines for consideration when assessing LDPs. The major design elements that are applicable when considering LDPs under this policy are in relation to building orientation and surveillance. In this respect, the amended LDP requires dwellings to incorporate architectural features including the provision of a substantial entrance feature and/or full height glazing that overlooks the street. These provisions complement the R-Codes which require clearly articulated entrances and at least one major opening to face the street. The amended LDP also permits relatively low fencing in the front setback area and requires at least one major opening to face the secondary street, ensuring adequate surveillance. These provisions address the objectives of LPP8 and ultimately work to reduce the likelihood of crime occurring.

R40 Laneway Lots

As previously outlined, further discussions regarding the development of the laneway lots (Lots 77 - 91) were held with City Officers and the proponent.

As a result of discussions, a number of additional provisions have been incorporated into the amended LDP to provide a better design outcome for future development on Lots 77 - 91 (refer to element 15 - 18 and 24 of the amended LDP). Elements 15 and 16 of the amended LDP aim to help deliver dwelling facades that front onto Bertram Road which provide visual interest and enhance the streetscape through the provision of architectural design features and a range of materials. The architectural design features required for Lots 77 - 91 (as listed in element 16 of the amended LDP) are more specific and detailed than what is required under the model provisions of LPP2 (and as seen in element 14 of the amended LDP). Furthermore, the requirements regarding room ceiling heights and dwelling diversity (as previously outlined in this report and seen in elements 17 and 18 of the amended LDP) will assist in providing a good interface with Bertram Road and work to enhance the streetscape.

The amended LDP also incorporates an additional provision regarding landscaping within the front setback area for all lots fronting onto Bertram Road (refer to element 24 of the amended LDP). It is considered this provision will assist in enhancing amenity and to soften the impact of development as viewed from Bertram Road. The amended LDP also shows proposed landscaping to be installed by the developer within the verge area, directly abutting these laneway lots to further enhance the streetscape.

Considering Bertram Road is a higher order road with four lanes of traffic, it is deemed necessary to incorporate the abovementioned additional provisions for development fronting onto Bertram Road. It is also noted that a number of these provisions are supplementary to what is required within relevant local planning policy and City Officers are confident these additional requirements will ensure a good design outcome and an attractive streetscape, particularly for the lots fronting onto Bertram Road.

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

Noise Management

The amended LDP incorporates requirements for all dwellings with a lot width of less than 7.5m to comply with quiet house design requirements as stipulated in State Planning Policy 5.4 - Road and Rail Noise (SPP 5.4). These requirements ensure noise impacts between dwellings on smaller lots are minimised. Furthermore, under SPP 5.4, Bertram Road is not classified as a road that requires further investigation and acoustic reporting. Therefore, no additional requirements regarding impacts of noise from traffic along Bertram Road on future development is required for lots within the amended LDP area.

Traffic Movement and Parking

The City's Engineering Department has considered traffic movement off Bertram Road into The Wedge Estate as part of the local structure plan and subdivision approvals. The Department is satisfied that movement off and into Bertram Road meets the relevant standards. Furthermore, the internal movement of traffic and associated parking has been considered (including parking near the laneway lots) and the road design is sufficient to accommodate traffic and parking needs.

Conclusion

In deliberations with the proponent, City Officers sought an alternative approach to the design of the north western portion of the subdivision or that the proponent might commit to two storey townhouse development on the laneway lots. However, this was not the case and it is noted the LDP design reflects both the adopted Local Structure Plan and subdivision. Additionally, there is no State or Local Planning Policy requirement for mandatory two storey development. The City's Engineering Department is also satisfied with the traffic and parking at the locality.

As discussed above, the amended LDP includes additional provisions specifically targeting the laneway lots. These provisions focus on construction materials, architectural features and landscaping that aim to assist in providing a higher quality design interface along Bertram Road. This is a positive outcome and will contribute to the interface and visual amenity of the laneway lots.

The amended LDP is considered to be consistent with relevant State and Local Planning Policies and can be supported. It will be a single point of reference that provides clarity and certainty to builders, property owners and City Officers.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the landowners are Wellard Management Pty Ltd and the applicant is Rowe Group.

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

Legislation

Planning and Development (Local Planning Schemes) Regulations 2015

Schemes

Metropolitan Region Scheme; and
City of Kwinana Local Planning Scheme No.2

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARDLocal Planning Policies

Local Planning Policy No. 1 - Landscape Feature and Tree Retention;
 Local Planning Policy No. 2 - Streetscapes;
 Local Planning Policy No. 7 - Uniform Fencing; and
 Local Planning Policy No. 8 - Designing Out Crime

State Government Policies

State Planning Policy No. 5.4 (Road and Rail Noise);
 State Planning Policy No. 7.0 (Design of the Built Environment); and
 State Planning Policy No. 7.3 (Residential Design Codes of Western Australia)

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial or budget implications as a result of this application.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

The amended LDP encourages the use of passive solar urban design. The amended LDP also identifies trees to be retained and street trees to be planted in the verge area at a minimum rate of one per lot frontage.

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

The amended LDP has been prepared by the developer and majority of the lots have not yet been created. The amended LDP is not considered to adversely impact on the lots that have been created within The Wedge development area. Therefore, advertising of the amended LDP was deemed not necessary.

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD**PUBLIC HEALTH IMPLICATIONS**

The proposal has the potential to help improve neighbourhood amenity through the design of streetscapes, built form, the retention of existing trees and the provision of street trees.

RISK IMPLICATIONS:

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

Risk Event	Appeal of Council's decision on the amended LDP.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/ information.
Risk Effect/Impact	Reputation Compliance
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, R-Codes, Bushfire Guidelines, Oakebella Estate Local Structure Plan and relevant City policies. • Liaising with the applicant throughout the application process.
Rating (after treatment)	Low

17.3 ADOPTION OF AMENDED LOCAL DEVELOPMENT PLAN - THE WEDGE, WELLARD NORTH, WELLARD

COUNCIL DECISION

061

MOVED CR M KEARNEY

SECONDED CR S LEE

That Council:

- 1. Approve the amended Local Development Plan for The Wedge, Wellard North, Wellard as detailed in Attachment B, pursuant to Clause 52(1)(a) of Schedule 2 - Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.**
- 2. Note that the amended Local Development Plan for The Wedge, Wellard North, Wellard as detailed in Attachment B, supersedes the existing approved Local Development Plan for Stage 1, The Wedge, Wellard North, Wellard as detailed in Attachment C.**

**CARRIED
8/0**

Attachment A: Location Plan



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PROVISIONS

This Local Development Plan (LDP) applies to all lots within The Wedge Estate, Wellard North.

Unless otherwise defined on this LDP, all development shall be in accordance with the *City of Kwinana Local Planning Scheme No. 2*, the *Residential Design Codes of WA*, and The Wedge Estate, Wellard North Local Structure Plan.

Unless otherwise varied on this LDP, the relevant density code provisions of the Residential Design Codes (R-Codes) apply to all lots subject to this LDP. The Residential Design Codes do not apply where varied below.

Compliance with the provisions of this LDP negates the need for planning approval for lots of 260m² or less.

Minimum Open Space and Outdoor Living

1. Site cover may be increased to 65% subject to the provision of 20m² of outdoor living area (OLA) with a minimum dimension of 4 metres and located behind the street setback area. A minimum 16m² of OLA is required to be uncovered.

*NOTE: Site Coverage includes the floor area of all buildings, with the exception of any alfresco areas which are open on at least two(2) sides.

Garages / Vehicle Access

2. Garages are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling provided they do not exceed the dwelling setback line.
3. Garages may be forward of the dwelling alignment to a maximum of 1m for two storey dwellings where the following requirements are met:
- a. The garage alignment complies with the primary setback;
 - b. A balcony with a minimum depth of 1.5m is provided to the front facade of the dwelling; and
 - c. A veranda or portico feature is provided to the front facade of the dwelling which extends in front of the garage.
4. Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
5. Where garages exceed 50% of the primary lot frontage, they shall comply with the following:
- a. A clear indication of the dwelling entrance.
 - b. The dwelling entrance shall be the dominant feature of the facade and shall include a projecting portico or veranda with a minimum depth of 1.5 metres.
 - c. Garages are to be set back at least 0.5 metres behind the dwelling alignment, with the exception of two storey dwellings.
6. For all lots where a footpath adjoins the boundary, the garage must be setback a minimum of 4.5m from that boundary.
7. No direct vehicle access shall be permitted from Bertram Road.
8. All garages are to have doors to enclose them.

Setbacks

Dwelling Setbacks	Minimum (m)
Primary Street	3.0m
Secondary Street	1.0m
Laneway	0.5m

9. For all lots, a nil side setback is permissible to one side boundary behind the primary street setback line to a minimum of 4 metres from the rear boundary. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling. The City of Kwinana may vary the location of the nil setback line where appropriate to achieve specific design outcomes. Lots with frontages less than 11m wide are permitted to have a nil setback to both side boundaries simultaneously.
10. Nil setbacks are not permitted to the secondary street boundary.
11. Garages are permitted to have a nil side setback to one boundary. The garage nil side setback is not required to be on the same nil side setback boundary as the dwelling.
12. For corner lots, where the major dwelling entry (front door) is oriented toward the secondary street, secondary street setbacks still apply. Primary street setbacks apply to the other street, as designated on this LDP.
13. A porch, balcony, verandah or the equivalent may project not more than 1m into the Primary Street setback area, provided that the total of such projections does not exceed 50% of the frontage at any level.



LEGEND

- LOTS SUBJECT TO THIS LDP
- EXISTING LOT NUMBERS
- PROPOSED LOT NUMBERS
- R40
- R40 LANEWAY LOTS
- PUBLIC OPEN SPACE
- 0.5m SETBACK LINE
- 1.0m SETBACK LINE
- 2.0m SETBACK LINE
- 3.0m SETBACK LINE
- NO VEHICULAR ACCESS
- UNIFORM FENCING LOCATION
- DWELLING ORIENTATION
- DESIGNATED GARAGE LOCATIONS
- INDICATIVE FOOTPATH LOCATIONS
- LOT SUBJECT TO BUSHFIRE MANAGEMENT PLAN
- EXISTING TREE LOCATION (TO BE RETAINED AS PER STREET TREE MASTERPLAN)
- APPROXIMATE PROPOSED STREET TREE LOCATION (REFER STREET TREE MASTERPLAN AVAILABLE FROM THE CITY OF KWINANA)
- LANDSCAPING TO BERTRAM ROAD TO BE PROVIDED BY THE DEVELOPER

Dwelling Façade Treatment

R40 Lots

14. All dwellings to provide an appropriate, high quality design interface with the surrounding streetscape, through the use of at least three of the following architectural design features:
- a. Articulation in dwelling façade (i.e. varied wall setbacks);
 - b. A minimum of two building materials, colours and/or finishes (e.g. render, brick, cladding);
 - c. Major habitable room openings incorporating large windows to provide surveillance;
 - d. Roof forms that incorporate gables;
 - e. A balcony, portico, or verandah; or
 - f. A built-in planter box.

R40 Laneway Lots

15. Buildings facades which are visible from the public realm are to contain a minimum of two (2) different finished materials such as face brick, painted render and / or painted weatherboard.
16. All dwellings to provide appropriate, high quality design interface with the surrounding streetscape, through use of at least two of the following architectural design features:
- a. Roof features such as gable ends (open or finished), flat roofs (where concealed by parapet walls), skillion roofs or dormer windows.
 - b. Wall features such as decorative parapet walls, feature walls (including rendered foam and cladding), and exposed brickwork.
 - c. Protruding feature elements around major openings;
 - d. Window awnings or window lintels;
 - e. Verandah or Portico features; and
 - f. Decorative treatment / moulding to parapet walls, lintels or window sills.
17. Where more than two dwellings are adjacent and constructed by the same purchaser/builder, diversity in the front façade between the dwellings is required; in colour, material, texture and Architectural features.
18. For lots where vehicle access is gained solely from the laneway or right-of-way, the ceiling height for rooms located on the front elevation shall be a minimum of 32 vertical brick courses (2.7m).

Design Elements

19. Where sheds and outbuildings do not match the construction materials and colours of the dwelling they are to be screened from public view.
20. For lots with an area of 260m² or less, storage areas with a minimum internal area of 4m² and with a minimum dimension of 1.5 metres are to be provided at the time of construction of the dwelling. Storage areas shall be constructed under the main roof of the residence or garage, and shall be accessible from either the exterior or within the garage.

Front Fences

21. Front fences visually permeable above 0.9m, to a maximum height of 1.2m above natural ground level.
22. For secondary street boundaries, fencing shall be visually permeable above 1.2m behind the primary street setback for a minimum length of 3m behind the truncation, with a habitable room addressing the street.

Uniform Fencing

23. Any Estate / Uniform fencing provided on private lots shall not be modified without the written approval from the City of Kwinana, and shall be maintained as visually permeable by landowners where applicable.

Landscaping

24. For all R40 Laneway Lots, the front setback area to Bertram Road is to comprise a mix of hard and soft landscaping, with a minimum of 25% of the total setback area to be provided as soft landscaping.

Street Trees

25. In accordance with the *City of Kwinana Local Planning Policy No. 2 - Streetscapes*, a minimum of one street tree per lot, and three street trees for corner lots are required. Street trees will be provided by the developer within the road verge, and maintained for a minimum of two years until established. Street trees are to be generally located as shown on this LDP, subject to a detailed Landscape design. Refer to approved landscape plans (available from the City) for detail. Street trees are not to be relocated or removed by landowners.

Fire Management

26. The land subject to this LDP is within a bushfire prone area, as designated by the Department of Fire and Emergency Services. Those lots identified on this LDP as being subject to a Bushfire Management Plan require a Bushfire Attack Level Assessment and certification prior to construction, in accordance with Australian Standard 3959.

Noise Management

27. All dwellings on lots with a frontage of 7.5m or less shall be constructed with the following minimum quiet house design requirements:
- a. Walls shall be double leaf cavity brickwork, such as two leaves of 90mm thick bricks with 50mm air gap. Any alternatives shall achieve a minimum Rw50 acoustic rating.
 - b. Windows shall be minimum 4mm laminated glazing in high quality residential grade frame to achieve a minimum Rw+Ctr23 acoustic rating.
 - c. Roof/ Ceiling - to be minimum 10mm thick plasterboard with R2.0 insulation between ceiling joists. Combined with roof, acoustic performance to be a minimum of Rw42.
 - d. Eaves are to be enclosed using a minimum 4mm thick compressed cement sheeting or equivalent.
 - e. Air conditioning units, or the like, must be selected on the basis of quiet operation and units shall be roof mounted on appropriate anti-vibration mounts, or be no more than 1.5m above ground level.
 - f. Any alternative construction methods shall be supported by a report undertaken by a suitable qualified acoustic consultant.

This Local Development Plan has been approved by Council under the provisions of the City of Kwinana Local Planning Scheme No.2 and the Lots 670 and 1338 Bertram Road Wellard Local Structure Plan.

Coordinator, Statutory Planning: _____

Date: _____

Attachment C: Existing Approved LDP

PROVISIONS

This Local Development Plan (LDP) applies to all lots within Lots 670 and 1338 Bertram Road, Wellard which forms 'The Wedge' Estate.

Unless otherwise defined on this LDP, all development shall be in accordance with the *City of Kwinana Local Planning Scheme No. 2*, the *Residential Design Codes of WA*, and the Lots 670 and 1338 Bertram Road, Wellard Local Structure Plan. Unless otherwise varied on this LDP, the relevant density code provisions of the Residential Design Codes (R-Codes) apply to all lots subject to this LDP. The Residential Design Codes do not apply where varied below. Compliance with the provisions of this LDP negates the need for planning approval for lots of 260m² or less.

Minimum Open Space and Outdoor Living

- Site cover may be increased to 65% subject to the provision of 20m² of outdoor living area (OLA) with a minimum dimension of 4 metres and located behind the street setback area. A minimum 16m² of OLA is required to be uncovered.

*NOTE: Site Coverage includes the floor area of all buildings.

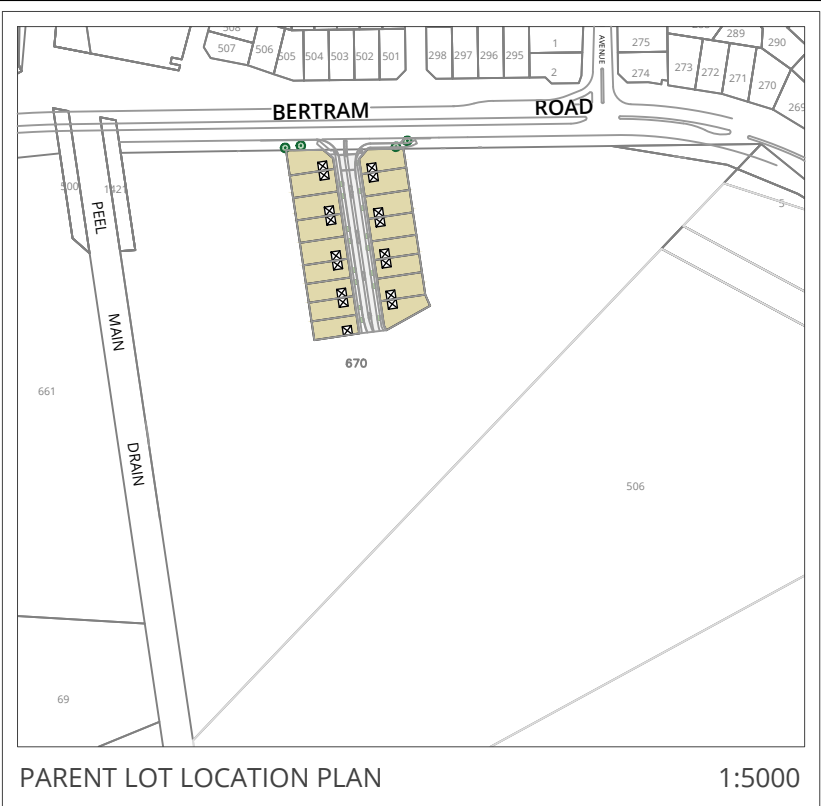
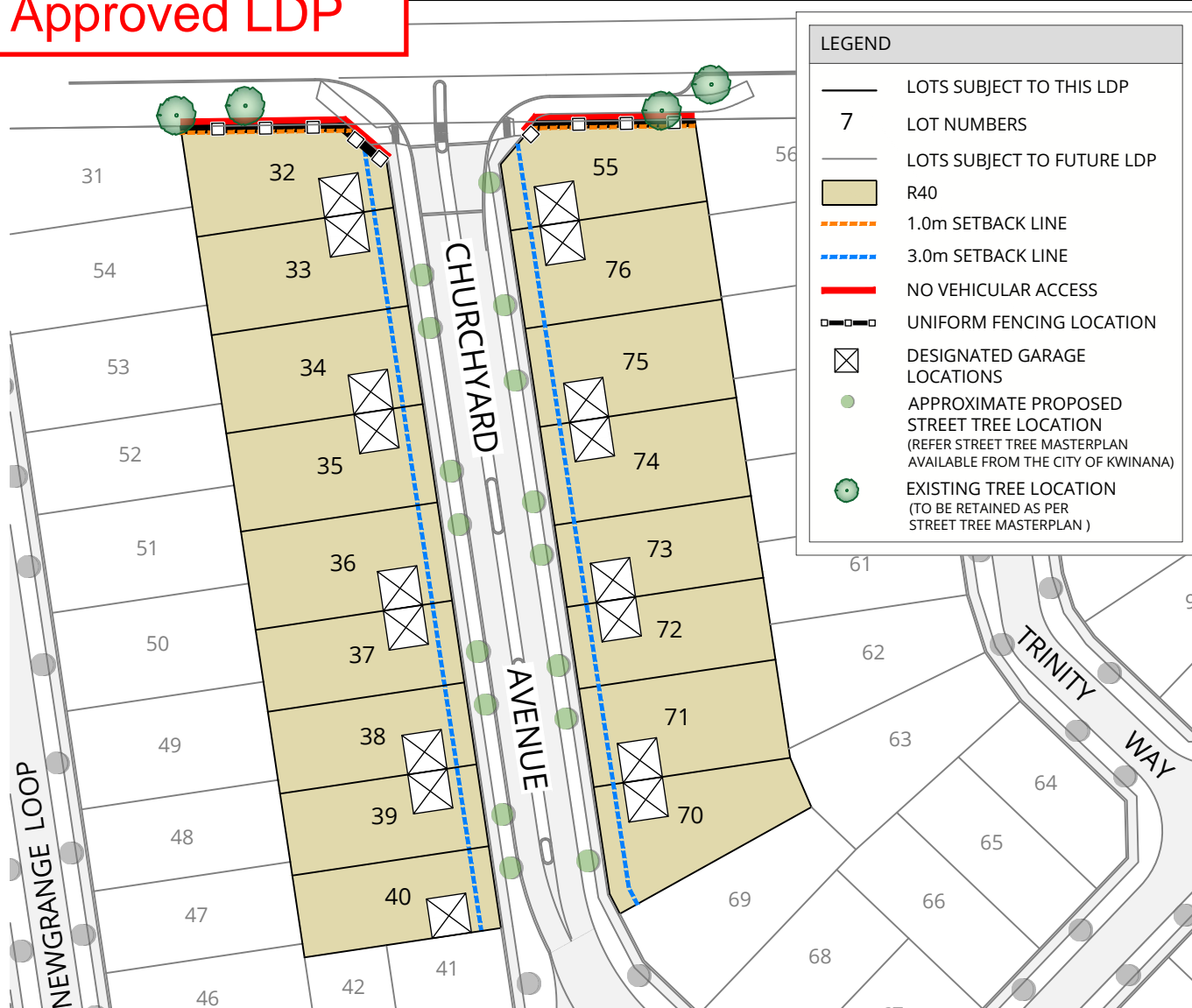
Garages / Vehicle Access

- Garages are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling provided they do not exceed the dwelling setback line.
- All garages shall be enclosed with a door.
- Garages may be forward of the dwelling alignment to a maximum of 1m for two storey dwellings where the following requirements are met:
 - The garage alignment complies with the primary setback;
 - A balcony with a minimum depth of 1.5m is provided to the front facade of the dwelling; and
 - A veranda or portico feature is provided to the front facade of the dwelling which extends in front of the garage.
- No direct vehicle access shall be permitted from Bertram Road.

Setbacks

Dwelling Setbacks	Minimum (m)	Maximum (m)
Primary Street	3.0m	5.0m
Secondary Street	1.0m	-

- For all lots where a footpath adjoins the boundary, the garage must be setback a minimum of 4.5m from that boundary.
- For all lots, a nil side setback is permissible to one side boundary behind the primary street setback line to a minimum of 4 metres from the rear boundary, or where this boundary is to a secondary street. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling. The City of Kwinana may vary the location of the nil setback line where appropriate to achieve specific design outcomes. Lots with frontages less than 11m wide are permitted to have a nil setback to both side boundaries simultaneously.
- Garages are permitted to have a nil side setback to one boundary. The garage nil side setback is not required to be on the same nil side setback boundary as the dwelling.
- Where a nil side setback is permissible but not proposed, side setbacks shall conform to the requirements of the R-Codes.
- For corner lots, where the major dwelling entry (front door) is oriented toward the secondary street, secondary street setbacks still apply. Primary street setbacks apply to the other street, as designated on this LDP.
- Setbacks may be varied at the discretion of the City of Kwinana, for corner lots or where otherwise the configuration of the lots limits compliance with setback requirements.
- A porch, balcony, verandah or the equivalent may project not more than 1m into the Primary Street setback area, provided that the total of such projections does not exceed 50% of the frontage at any level.



This Local Development Plan has been approved by Council under the provisions of the City of Kwinana Local Planning Scheme No.2 and the Lots 670 and 1338 Bertram Road Wellard Local Structure Plan.

Coordinator,
Statutory Planning:

Date:

Dwelling Façade Treatment

- All dwellings to provide an appropriate, high quality design interface with the surrounding streetscape, through the use of at least three of the following architectural design features:
 - Articulation in dwelling façade (i.e. varied wall setbacks);
 - A minimum of two building materials, colours and/or finishes (e.g. render, brick, cladding);
 - Major habitable room openings incorporating large windows to provide surveillance;
 - Roof forms that incorporate gables;
 - A balcony, portico, or verandah; or
 - A built-in planter box.

Streetscape

- For any single storey dwelling on a lot with a frontage less than 10 metres in width and where vehicle access is gained solely from the primary street, only a single garage/ carport (including tandem) is permitted.
- Double garages are permitted on lots less than 10m wide where dwellings are two storeys.

- Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
- Where garages exceed 50% of the primary lot frontage, they shall comply with the following:
 - A clear indication of the dwelling entrance.
 - The dwelling entrance shall be the dominant feature of the facade and shall include a projecting portico or veranda with a minimum depth of 1.5 metres.
 - Garages are to be set back at least 0.5 metres behind the dwelling alignment, with the exception of two storey dwellings.

Design Elements

- Where sheds and outbuildings do not match the construction materials and colours of the dwelling they are to be screened from public view.

Front Fences

- Front fences visually permeable above 0.9m, to a maximum height of 1.2m above natural ground level.
For secondary street boundaries, fencing shall be visually permeable above 1.2m behind the primary street setback, for a minimum length of 3m behind the truncation, with a habitable room addressing the street.

Uniform Fencing

- Any Estate / Uniform fencing provided on private lots shall not be modified without the written approval from the City of Kwinana, and shall be maintained as visually permeable by landowners where applicable.

Street Trees

- In accordance with the *City of Kwinana Local Planning Policy No. 2 - Streetscapes*, a minimum of one street tree per lot, and three street trees for corner lots are required. Street trees will be provided by the developer within the road verge, and maintained for a minimum of two years until established. Street trees are to be generally located as shown on this LDP, subject to a detailed Landscape design. Refer to approved landscape plans (available from the City) for detail. Street trees are not to be relocated or removed by landowners

Attachment D: Approved Local Structure Plan

Planning Design Delivery



- LEGEND
- LOCAL SCHEME RESERVES
- Parks Recreation & Drainage
- ZONES
- Residential - R40
- OTHER
- Structure Plan Boundary
 - Existing Cadastre
 - Existing Lot Numbers
 - Indicative Layout
 - Left-in/Left-out Access Only
 - Left-out Access Only
 - Major Access Street
 - Access Street - Local Road
 - Wetland Ruffer
 - City of Kwinana - Drainage Basin

0 50 100 Metres

REVISIONS		
Rev	Date	Drawn
E	2016.02.03	W. Clements
F	2017.06.08	W. Clements
G	2017.06.19	W. Clements
II	2017.06.20	W. Clements



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Date Drawn: 2015.11.17
Job Ref: 4904
Scale: 1:2000 @ A3
Client: Byblos Holdings & Springzone Nominees
Designer: R. Dial
Drawn: W. Clements
Projection: MGA50 GDA94
Plan ID: 4904-LSP-03-H
Cadastre supplied by Watercorp

Local Structure Plan

Lots 670 and 1338 Bertram Road
Wellard
Plan 1

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William Clements
19 June 2017

Attachment E - Previously Submitted LDP

PROVISIONS

This Local Development Plan (LDP) applies to all lots within Lots 670 and 1338 Bertram Road, Wellard which forms 'The Wedge' Estate.

Unless otherwise defined on this LDP, all development shall be in accordance with the *City of Kwinana Local Planning Scheme No. 2*, the *Residential Design Codes of WA*, and the Lots 670 and 1338 Bertram Road, Wellard Local Structure Plan.

Unless otherwise varied on this LDP, the relevant density code provisions of the Residential Design Codes (R-Codes) apply to all lots subject to this LDP. The Residential Design Codes do not apply where varied below.

Compliance with the provisions of this LDP negates the need for planning approval for lots of 260m² or less.

Minimum Open Space and Outdoor Living

- Site cover may be increased to 65% subject to the provision of 20m² of outdoor living area (OLA) with a minimum dimension of 4 metres and located behind the street setback area. A minimum 16m² of OLA is required to be uncovered.

*NOTE: Site Coverage includes the floor area of all buildings.

Garages / Vehicle Access

- Garages are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling provided they do not exceed the dwelling setback line.
- All garages shall be enclosed with a door.
- Garages may be forward of the dwelling alignment to a maximum of 1m for two storey dwellings where the following requirements are met:
 - The garage alignment complies with the primary setback;
 - A balcony with a minimum depth of 1.5m is provided to the front facade of the dwelling; and
 - A veranda or portico feature is provided to the front facade of the dwelling which extends in front of the garage.
- No direct vehicle access shall be permitted from Bertram Road.

Setbacks

Dwelling Setbacks	Minimum (m)	Maximum (m)
Primary Street	3.0m	5.0m
Secondary Street	1.0m	-
Laneway	0.5m	0.5m

- For all lots where a footpath adjoins the boundary, the garage must be setback a minimum of 4.5m from that boundary.
- For all lots, a nil side setback is permissible to one side boundary behind the primary street setback line to a minimum of 4 metres from the rear boundary, or where this boundary is to a secondary street. Where possible, nil setbacks should be positioned on the boundary that maximises solar access to the dwelling. The City of Kwinana may vary the location of the nil setback line where appropriate to achieve specific design outcomes. Lots with frontages less than 11m wide are permitted to have a nil setback to both side boundaries simultaneously.
- Garages are permitted to have a nil side setback to one boundary. The garage nil side setback is not required to be on the same nil side setback boundary as the dwelling.
- Where a nil side setback is permissible but not proposed, side setbacks shall conform to the requirements of the R-Codes.
- For corner lots, where the major dwelling entry (front door) is oriented toward the secondary street, secondary street setbacks still apply. Primary street setbacks apply to the other street, as designated on this LDP.
- Setbacks may be varied at the discretion of the City of Kwinana, for corner lots or where otherwise the configuration of the lots limits compliance with setback requirements.

Dwelling Façade Treatment

- All dwellings to provide an appropriate, high quality design interface with the surrounding streetscape, through the use of at least three of the following architectural design features:
 - Articulation in dwelling façade (i.e. varied wall setbacks);
 - A minimum of two building materials, colours and/or finishes (e.g. render, brick, cladding);
 - Major habitable room openings incorporating large windows to provide surveillance;
 - Roof forms that incorporate gables;
 - A balcony, portico, or verandah; or
 - A built-in planter box.
- For lots where vehicle access is gained solely from the laneway or right-of-way, the ceiling height for rooms located on the front elevation shall be a minimum of 32 vertical brick courses (2.7m).



This Local Development Plan has been approved by Council under the provisions of the City of Kwinana Local Planning Scheme No.2 and the Lots 670 and 1338 Bertram Road Wellard Local Structure Plan.

Coordinator,
Statutory Planning:

Date: _____

Streetscape

- For any single storey dwelling on a lot with a frontage less than 10 metres in width and where vehicle access is gained solely from the primary street, only a single garage/ carport (including tandem) is permitted.
- Double garages are permitted on lots less than 10m wide where dwellings are two storeys.
- Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.
- Where garages exceed 50% of the primary lot frontage, they shall comply with the following:
 - A clear indication of the dwelling entrance.
 - The dwelling entrance shall be the dominant feature of the facade and shall include a projecting portico or veranda with a minimum depth of 1.5 metres.
 - Garages are to be set back at least 0.5 metres behind the dwelling alignment, with the exception of two storey dwellings.

Design Elements

- Where sheds and outbuildings do not match the construction materials and colours of the dwelling they are to be screened from public view.

- For lots with an area of 260m² or less, storage areas with a minimum internal area of 4m² and with a minimum dimension of 1.5 metres are to be provided at the time of construction of the dwelling. Storage areas shall be constructed under the main roof of the residence or garage, and shall be accessible from either the exterior or within the garage.

Front Fences

- Front fences visually permeable above 0.9m, to a maximum height of 1.2m above natural ground level.
For secondary street boundaries, fencing shall be visually permeable above 1.2m behind the primary street setback, for a minimum length of 3m behind the truncation, with a habitable room addressing the street.

Uniform Fencing

- Any Estate / Uniform fencing provided on private lots shall not be modified without the written approval from the City of Kwinana, and shall be maintained as visually permeable by landowners where applicable.

Street Trees

- In accordance with the *City of Kwinana Local Planning Policy No. 2 - Streetscapes*, a minimum of one street tree per lot, and three street trees for corner lots are required. Street trees will be provided by the developer within the road verge, and maintained for a minimum of two years until established. Street trees are to be generally located as shown on this LDP, subject to a detailed Landscape design. Refer to approved landscape plans (available from the City) for detail. Street trees are not to be relocated or removed by landowners.

Fire Management

- The land subject to this LDP is within a bushfire prone area, as designated by the Department of Fire and Emergency Services. Those lots identified on this LDP as being subject to a Bushfire Management Plan require a Bushfire Attack Level Assessment and certification prior to construction, in accordance with Australian Standard 3959.

Noise Management

- All dwellings on lots with a frontage of 7.5m or less shall be constructed with the following minimum quiet house design requirements:
 - Walls shall be double leaf cavity brickwork, such as two leaves of 90mm thick bricks with 50mm air gap. Any alternatives shall achieve a minimum Rw50 acoustic rating.
 - Windows shall be minimum 4mm laminated glazing in high quality residential grade frame to achieve a minimum Rw+Ctr23 acoustic rating.
 - Roof/ Ceiling - to be minimum 10mm thick plasterboard with R2.0 insulation between ceiling joists. Combined with roof, acoustic performance to be a minimum of Rw42.
 - Eaves are to be enclosed using a minimum 4mm thick compressed cement sheeting or equivalent.
 - Air conditioning units, or the like, must be selected on the basis of quiet operation and units shall be roof mounted on appropriate anti-vibration mounts, or be no more than 1.5m above ground level.
 - Any alternative construction methods shall be supported by a report undertaken by a suitable qualified acoustic consultant.

LOCAL DEVELOPMENT PLAN

LOTS 670 AND 1338 BERTRAM ROAD
WELLARD

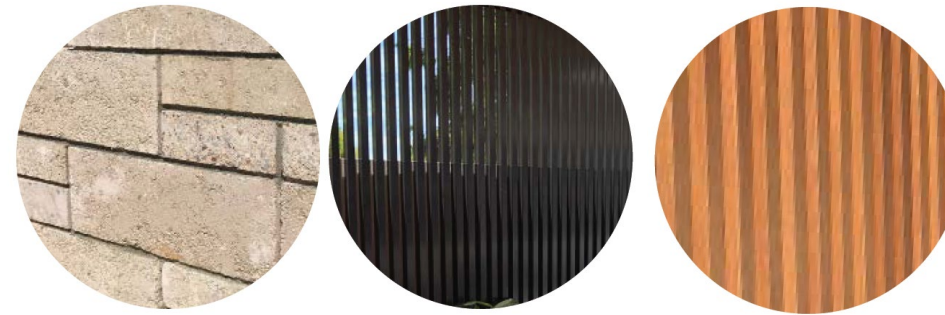


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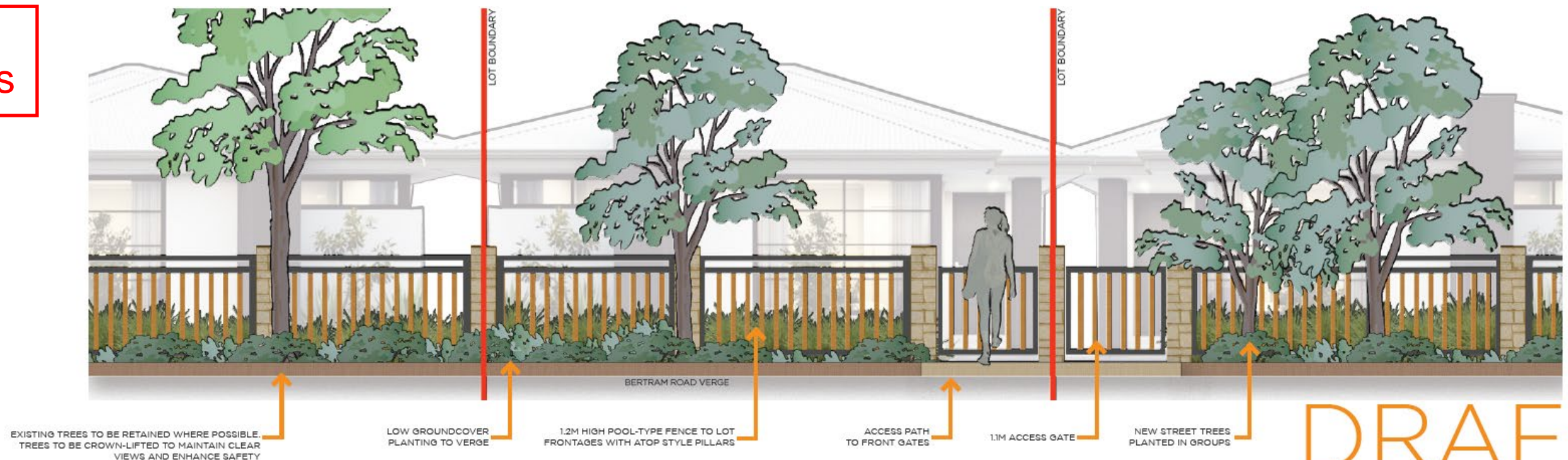


FEATURE WALL AND UNIFORM FRONT FENCING

- Existing trees to be retained
- +
- Landscaping
- +
- Uniform Fencing



Attachment F -
Concept Images



DRAFT

FAÇADE UPGRADE PACKAGES – DEVELOPER INCENTIVE

Attachment G -
Concept Images



18 Reports - Civic Leadership

18.1 Adoption of South West Group Governance Charter 2020/21 - 2024/25

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The South West Group (SWG) is a voluntary regional organisation of Councils (VROC) of which the City of Kwinana is a member. Other member local governments are the Cities of Fremantle, Melville, Cockburn and Rockingham, and the Town of East Fremantle. Its Board members are the Mayors and Chief Executive Officers of each member local government.

The SWG was established in 1983 and has operated continuously ever since with the purpose of promoting the interests and sustainable development of the southwest region of metropolitan Perth.

The current SWG Governance Charter, which includes the Memorandum of Understanding that details the methodology for financial contribution to the SWG from each member local government, expires on 30 June 2020. At the SWG Board meeting held in December 2019, the Board adopted a revised Charter for the next five years to 30 June 2025. The Charter sets out the terms and conditions of the agreement for regional cooperation between the members. Council is requested to support the new Charter.

OFFICER RECOMMENDATION:

That Council authorise the Mayor and CEO to sign the South West Group Corporate Governance Charter as detailed in Attachment A, which commits the City to the regional cooperation agreement until June 2025.

DISCUSSION:

The SWG operates under an agreement as it is not an incorporated body, nor is it a regional local government like the South Metropolitan Regional Council (SMRC). The operating agreement is contained in the Governance Charter, which is renewed and updated regularly to ensure it maintains relevancy. The current Charter expires on 30 June 2020 and the Board of the SWG adopted a revised Charter at its Board meeting in December 2019. The revised Charter covers the following five financial years to 30 June 2025.

The revised Charter is very similar to the current Charter, but does contain some changes. Those changes are highlighted in Attachment B with the more important changes summarised below.

- The formal inclusion of the Economic Development Forum in the list of committees. The EDF has been operating for a few years. Its formal inclusion in the Charter displays a commitment to progressing economic development objectives for the region;

18.1 ADOPTION OF SOUTH WEST GROUP GOVERNANCE CHARTER 2020/21 - 2024/25

- Removing a requirement for the SWG to use the host council's Auditor. This is primarily a cost decision;
- Changing the process for a member local government to withdraw from the SWG. The new arrangements proposed are similar to that of the SMRC and require a minimum of twelve months' notice;
- Updating the financial arrangements, specifically the amount of the annual contribution required of each local government. Note that the methodology has not changed;
- Changing the methodology for the calculation of equity that is required to be included in each member local governments' annual financial statements; and
- Updating the period of commitment to the SWG to June 2025.

The annual financial contribution to the activities of the SWG is determined by a formula that seeks a fixed contribution of \$25,000, and a further contribution based on population and operating income. This funding methodology ensures that the SWG receives sufficient funding to maintain its operations effectively with an annual increase in its revenue. Additional funding is sought from member local governments from time to time for specific projects that the council has the opportunity to opt in or out of.

It is a requirement that each member council authorise the Mayor and CEO to sign the Agreement and therefore this item seeks that authority.

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 section 1.3 states "In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity."

The Local Government Act is an Act based on general competency, meaning that a local government can undertake any lawful practice in those best endeavours unless specifically prohibited from doing so under this or any other legislation.

As mentioned above the SWG is not an incorporated body, nor is it a Regional Local Government established under *Part 3, Division 4 of the Local Government Act*. The SWG is a voluntary group formed by agreement between the six member local governments. The Corporate Governance Charter is the document that sets out the terms and conditions of the voluntary agreement.

FINANCIAL/BUDGET IMPLICATIONS:

Council budgets annually for its contribution to the SWG. In 2019/20, the base amount paid was \$49,232. In addition, a further \$15,591 was paid for specific economic development projects agreed to by Council.

The base amount for future years will only vary slightly (increase) based on population and total operating revenue increases in the City's budget. These amounts have been included in the City's 20 Year Long Term Financial Plan.

18.1 ADOPTION OF SOUTH WEST GROUP GOVERNANCE CHARTER 2020/21 - 2024/25**ASSET MANAGEMENT IMPLICATIONS:**

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Membership of the SWG supports the City's Community Strategic Plan outcomes through a coordinated approach to planning and development of facilities and infrastructure throughout the region, particularly infrastructure that is not necessarily a local government responsibility. The SWG is an effective lobbying platform with the other levels of government and peak industry bodies that helps progress big picture issues within the region.

COMMUNITY ENGAGEMENT:

There are no community engagement implications or requirements 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	Council does not remain a member of the South West Group
Risk Theme	1. Inadequate project outcomes for the City 2. Inadequate economic, environmental and infrastructure planning and management outcomes for the City
Risk Effect/Impact	Financial Environment Reputation
Risk Assessment Context	Strategic and Project

18.1 ADOPTION OF SOUTH WEST GROUP GOVERNANCE CHARTER 2020/21 - 2024/25

Consequence	Major to Moderate depending on circumstances
Likelihood	Almost certain
Rating (before treatment)	High
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Council agrees to continue its membership of the SWG
Rating (after treatment)	Low

COUNCIL DECISION**062****MOVED CR S LEE****SECONDED CR P FEASEY**

That Council authorise the Mayor and CEO to sign the South West Group Corporate Governance Charter as detailed in Attachment A, which commits the City to the regional cooperation agreement until June 2025.

**CARRIED
8/0**



THE ECONOMIC GATEWAY TO THE WEST

A cooperative venture of the municipalities
of Cockburn, East Fremantle, Fremantle,
Kwinana, Melville and Rockingham

CORPORATE GOVERNANCE CHARTER

SOUTH WEST GROUP

December 2019

Version 6

Restrictions

This document may be released to any party on the authority of the Director.

Acknowledgement

This Charter uses material from the Corporate Governance Charters of Silver Chain,
Care Options and the City of Cockburn.

Version History

No	Date	Date Approved	Resolution	Effective Date
1	February 2010		Modified by CEO Forum and the Board	
2	June 2010	14 June 2010	Approved by the Board	14 June 2010
3	February 2011	14 February 2011	Approved by the Board	14 February 2011
4	May 2015		Modified by the Board	
5	August 2015	3 August 2015	Approved by the Board	3 August 2015
6	November 2019	2 December 2019	Approved by the Board	2 December 2019

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1 INTRODUCTION

The South West Group is a voluntary regional organisation of councils (VROC) comprised of the Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham and the Town of East Fremantle as the member local government authorities.

It was established in 1983 to respond to high unemployment and slow regional growth by establishing a grouping of local government councils to work in partnership with the other spheres of government to promote the sustainable development of the South West Corridor.

The South West Group seeks to work with these six local governments and through cooperation with industry, community and the other spheres of government to capture a wide range of opportunities to enhance economic growth promote a resilient economy and contribute toward a diversity of quality lifestyles.

The South West Group will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that facilitate both long term integrated planning and coordinated infrastructure development to improve the quality of life for residents of the South West Metropolitan Region.

Governance has become an increasingly important concept and impacts on all sectors of the community including industry and government. The practice of good governance requires that there is a clear understanding of roles and responsibilities, systems to provide for internal and external accountability and that decisions are taken in the interests of stakeholders.

The South West Group Board has adopted this Corporate Governance Charter to set out its governance principles and policies as they relate to the respective roles, responsibilities and authorities of the Board and of management as to the direction, performance and control of the South West Group and its affiliated bodies.

2 GOVERNANCE ROLES

2.1 Role of the Board

The Board is responsible for and has the authority to determine the policy, practices, management and operations of the South West Group and shall work towards a secure and long term future of the organisation by:

- 1 In conjunction with management:
 - 1.1. Determining the South West Group Vision, providing directions in the context of the South West Metropolitan Region's strategic needs and ensuring the plans encompass the Vision
 - 1.2. Setting the short and long term goals for the South West Group
 - 1.3. Determining the framework governing the operations of the South West Group from which the Memorandum of Understanding, all operational policies and actions are developed
 - 1.4. Identifying areas of risk to the sustainability of the South West Group and ensuring arrangements are in place to adequately manage those risks
- 2 Approving the Annual Work Plan, operating plans, annual and long term budgets.
- 3 Monitoring the financial operations of the South West Group.
- 4 Approving items of capital expenditure in accordance with approval limits.
- 5 Ensuring organisational compliance with laws, regulations and statutory requirements including environmental and occupational health and safety requirements.
- 6 In conjunction with the CEO Forum, appointing the Director and responding to issues reported to the Board regarding the Director's performance as required.
- 7 Deciding what matters are to be delegated to specific Board members or management and what controls are to be put in place to monitor the operation of delegated powers. This includes the delegation of authority to the Director.
- 8 Undertaking succession planning for the Director.
- 9 In conjunction with the CEO Forum, endorsing the key terms and conditions of senior management appointments.
- 10 Approving significant internal and external communications policies.
- 11 Ensuring a sound and transparent link with key stakeholders, both internal and external.
- 12 Promoting and considering opportunities for cooperative service delivery and positive working relationships amongst member local governments.
- 13 Establishing and detailing the powers and functions of all Board Committees.

2.2 Board Structure

It is essential that the Board structure provides for strong regional cooperation and equitable involvement by all member local governments.

The South West Group will be managed by a Board consisting of the Mayor and the CEO of each member local government authority.

Board members are ex officio and their appointments are for the same term for which they hold office. If a Board member for whatever reason is not exercising the authority of Mayor or CEO in their respective local government authority, they are also excluded from participating as a Board member of the South West Group.

To further assist Board members in their deliberations and to facilitate regional development, the Board establishes Committees and Sub-committees which report directly to the Board.

The Committees and Sub-committees of the South West Group currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 Corporate Services Directors Forum
- 4 South West Environmental Reference Forum
- 5 Economic Development Forum

The Board approves the ongoing operation and role statements for South West Group Committees and Sub-committees on an annual basis.

The South West Group is also affiliated with, and provides administrative support to, the South West Corridor Development and Employment Foundation Incorporated (SWCDEF) – by the Director performing the role of SWCDEF Secretary.

2.3 Role of Individual Board Members

Each Board member is accountable for the successful operation of the South West Group including:

- 1 Contributing as an individual Board member to ensure that the Board effectively carries out its role as set out in Clause 2.1.
- 2 Complying with the agreed provisions of the Memorandum of Understanding.
- 3 Complying with the Board members' Code of Conduct at all times.
- 4 Being forthright in Board meetings, requesting information, raising any relevant issue, fully canvassing all aspects of any issue confronting the South West Group and voting on any resolution in the best interests of the region.
- 5 Understanding the business risks facing the South West Group and the mechanisms in place to manage such risks.
- 6 Providing advice to the Director when appropriate.
- 7 Disclosing to the Chair any potential conflicts of interest.
- 8 Disclosing in writing to the Board any related party transactions.
- 9 Acting in a manner to and with staff that creates respect and a sense of leadership and team approach.

2.4 Board Members' Code of Conduct

The South West Group Board has adopted and has agreed to be bound by the Code of Conduct (refer to Appendix A).

2.4.1 Code of Conduct Principles

A Board member:

- 1 Must act honestly, in good faith and in the best interests of the South West Group and the region as a whole.
- 2 Has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- 3 Must use the powers of office for a proper purpose, in the best interests of the South West Group and the region as a whole.
- 4 Must recognise that his or her primary responsibility is to the South West Group but should, where appropriate, have regard for the interests of all stakeholders of the organisation.
- 5 Must not make improper use of information acquired as a Board member.
- 6 Must not take improper advantage of the position of Board member.
- 7 Must not allow personal interests, or the interests of any associated person, to conflict with the interests of the South West Group.
- 8 Has an obligation to be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.
- 9 Should not engage in conduct likely to bring discredit to the South West Group.
- 10 Has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of the adopted Code of Conduct.
- 11 Shall attend as many meetings as practicable and provide for a fully briefed delegate acceptable to the Chair when absent from scheduled meetings.

2.4.2 Confidential Information

Confidential information received by a Board member in the course of the exercise of Board duties remains the property the South West Group and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the South West Group, or the person from whom that information is provided, or is required by law.

2.5 Role of the Chair

The Chair will:

- 1 In conjunction with the Chair of the CEO Forum, provide guidance to the Director.
- 2 Ensure that the Board acts efficiently and effectively and provides leadership to the South West Group.
- 3 Ensure that the Board has the right balance of participation and discussion.
- 4 Chair Board Meetings and operate in the manner identified in the MOU.
- 5 In consultation with the Director and the CEO Forum, establish the agenda for Board meetings.
- 6 Establish a clear understanding with the Director on their respective roles when communicating with the media, outside sources and the general community.
- 7 Represent the policy positions agreed by the South West Group.
- 8 Lead South West Group Mayoral Delegations and tours.
- 9 Resolve disputation involving Board members or the Director relating to the operation and resourcing of the Board.

The position of Chair will be filled by annual rotation by South West Group Mayors according to the following rolling schedule:

Cockburn 2020
Town of East Fremantle 2021
Fremantle 2022
Kwinana 2023
Melville 2024
Rockingham 2025

The Deputy Chair will be the Mayor who will next Chair the South West Group.

2.6 Role of the Director

The Director will be appointed by the CEO Forum, in conjunction with the Board, and will be responsible for the on-going management of the South West Group in accordance with the strategies, policies and programs approved by the Board to achieve agreed goals.

The Director's responsibilities will include:

- 1 Developing, with the Board:
 - 1.1 A consensus for the South West Groups' Mission, Vision, Values and strategic direction
 - 1.2 Plans that encompass the Mission, Vision and Values
 - 1.3 Short and long term goals for the South West Group
 - 1.4 The framework governing the operations of the South West Group and
 - 1.5 Information resources and promotional material
- 2 Establishing programs and initiatives to implement the South West Groups' Mission, Vision and Values.

- 3 Ensuring sound operational and financial performance in accordance with the strategic plans and budgets.
- 4 Establishing an appropriate framework for risk management.
- 5 Providing strong leadership to, and effective management of, the South West Group in order to:
 - 5.1. Encourage co-operation and teamwork and
 - 5.2. Build and maintain staff morale and a sense of allegiance to the South West Group
- 6 Recommending to the CEO Forum the key terms and conditions of appointment of contractors and consultants.
- 7 Signing agreements and contracts with third parties in accordance with Board approval.
- 8 Keeping the Board informed, at an appropriate level, of all activities of the South West Group and its affiliated bodies through a written report to the Board meeting and at other times when appropriate or necessary.
- 9 Maintaining a sound working relationship and dialogue with all relevant government departments, statutory authorities, associations, health and medical providers and other groups and bodies having relevance to the South West Group.
- 10 Maintaining a high profile for the South West Group in the general community by maintaining good public relations with all media.
- 11 The level of supervision, delegations and Extent of Authority for the Director is as follows:
 - 11.1 The Director will receive supervision from the Chair of the CEO Forum and the CEO of the host local government
 - 11.2 Delegations include \$100,000 where the project or activity has been explicitly approved by the South West Group Board or \$10,000 where the project or activity is clearly consistent with the Strategic Plan, Board Policy or Annual Work Plan
 - 11.3 Sponsorship approval is limited to \$2,000
 - 11.4 Travel approval is limited to \$2,000
 - 11.5 Engagement of contractors and consultants limited to \$10,000 per annum for each instance and subject to the above project limitations in aggregate

2.7 Administrative Arrangements

1. The South West Group administrative arrangements and office support for the Director will be provided by a “Host Council”, being one of the member Councils. The administrative arrangements include Executive Assistant support functions, office accommodation, communication equipment and computer support.
2. The City of Melville currently is the Host Council, however this function may be provided by another member Council depending upon availability of office accommodation and other matters.
3. Given that the South West Group is not a legal entity, the Host Council is delegated by the Board as the “Employer” of the Director South West Group and administers the Director’s Contract of Employment.
4. An outline of provisional costs associated with the Host Council arrangement are provided in Appendix B, noting these are subject to negotiation with the Board, Director and Host Council and therefore may change through mutual agreement.

3 BOARD PROCESSES

3.1 Board Meetings

3.1.1 Meeting Frequency and Attendees

Unless otherwise determined, the Board will meet on a bi-monthly or quarterly basis.

Three Board members or the Chair can convene a Board meeting.

Seven Board members constitute a quorum.

Attendees will comprise Board members, the Chair of the South West Corridor Development and Employment Foundation Incorporated, the Director and the Executive Officer. Only Board members have voting rights.

The meeting dates and times for Board, committee and sub-committee meetings are approved annually by the Board through the adoption of a Meeting Planner.

3.1.2 Board Meeting Agenda

The Director, in consultation with the Chair and the CEO Forum, will prepare the agenda for each meeting.

Items on the agenda will generally include the items listed below:

- 1 Confirmation of the minutes of previous meeting
- 2 Business arising from the minutes
- 3 Committee minutes
- 4 Budget Report
- 5 Director's Report on priorities identified in the work plan
- 6 Items for Decision
- 7 General Business

3.1.3 Board Papers

The Director is responsible for the circulation of Board papers to Board members at least three working days on the last day of the working week prior to the meeting. Papers should clearly indicate whether a resolution of the Board is required and should include the recommended resolution.

As a minimum, the Board papers must contain:

- 1 The minutes of the previous meeting
- 2 Agenda items with recommendations, and for information.
- 3 Finance Report
- 4 Director's Report

3.1.4 Board Minutes

The minutes must contain a brief review of the discussion at the meeting and record the resolutions adopted by the Board.

Board members who dissent can ask to have their decision noted in the minutes.

The Director will maintain a complete set of papers for each Board meeting at the South West Group principal office. Draft (unapproved) minutes will be circulated by email within ten working days of the Board meeting and formally considered at the next Board meeting.

3.1.5 Board Decision and Compliance Timetable

Prior to the commencement of each calendar year, the Director will provide Board members with a Decision and Compliance Timetable outlining key decision dates for the forthcoming year.

Key decision dates for compliance issues include:

- 1 Approval of Membership and Role Statements for South West Group Committees and Sub-committees
- 2 Financial contributions from member Councils
- 3 Annual budget for South West Group
- 4 Review of State and Federal Budgets and Priorities
- 5 Adoption of Decision and Compliance Timetable
- 6 Commission of Annual Financial Audit
- 7 Approval to publish Annual Report
- 8 Agreement on State and Federal Budget priorities
- 9 Adoption of Annual Meeting Planner
- 10 Adoption of Director's Annual Work Plan

3.1.6 Memorandum of Understanding

The Board members will enter into a Memorandum of Understanding that establishes resources and funding requirements to support the South West Group, Chair and Deputy Chair rotations, contributed funds or 'member equity' reporting and the terms of the agreement.

The Memorandum of Understanding will be based on a five-year commitment to ensure the strategic focus and regional activities of the South West Group can be undertaken with a level of certainty and timeframes consistent with the Director's Contract of Employment.

The Memorandum of Understanding is provided in Appendix C.

3.1.7 Board Proceedings and Dispute Resolution

Decisions of the Board will be made by resolution with Robert's Rules used as a guide to procedure (refer to Appendix D).

It is recognised that from time to time it may not be possible for the Board to reach a consensus position on a potentially conflicting issue that may disadvantage one or more of its member local government authorities. The Chair will in the first instance seek to resolve a potentially conflicting issue or dispute involving Members of the Board or the Director.

The Board may reach a conclusion that it is not in the best interests of the South West Group to pursue further dialogue or establish a position on a particular matter or issue.

This approach accepts that the differing views expressed by member Councils, or established through member Council resolutions, should be respected and that the solidarity and unity of members is a core value and paramount for the ongoing and effective operation of the South West Group. In accordance with this philosophy, decisions on such contentious issues will be dealt with through consensus, rather than by voting to achieve a majority position, to protect the membership of the South West Group.

In the limited cases where it is not possible for the South West Group to adopt a regional perspective and position on a particular issue or proposal, the Board will maintain a neutral position on the issue or matter and defer any stakeholder interest on the issue or matter to the respective member Council.

Any disputes involving the Director South West Group will be dealt with in accordance with the Director's Contract of Employment.

3.1.8 Audit and Review

The Board will ensure that the South West Group and the South West Corridor Development and Employment Foundation are the subject of independent review by a qualified auditor each year.

The South West Corridor Development and Employment Foundation is an independent association whose accounts are managed externally and therefore appoints its auditor according to the rules of association contained in its Constitution.

3.1.9 Withdrawal from the agreement

A member council may at any time give notice of its intention to withdraw from the South West Group. The member council intending to withdraw from the South West Group must notify the Chair in writing no later than one year before its intended withdrawal.

The withdrawal of the member council shall take effect from the end of the financial year following the date that it provides written notice of its intention to withdraw. For example, a member council could provide written notice of its intention to withdraw in June 2022 – the withdrawal would take effect at the end of the financial year following, on 1 July 2023.

3.2 Committees

3.2.1 CEO Forum

The CEO Forum comprises the CEO's of all member local government authorities.

The role of the CEO Forum is to:

1. Provide advice on finances of the South West Group
2. Oversee the employment and activities of the Director South West Group
3. Provide a forum to progress and resolve complex or controversial regional issues
4. Provide advice on areas of member local government activity to be assessed for potential shared service assessment
5. Consider future agenda items for the South West Group Board
6. Consider future project activity, policies and procedures for the South West Group
7. Undertake the annual performance review of the Director South West Group and report on the review outcome to the Board.

The CEO Forum is to be chaired on annual rotation from its members in a manner aligned to the rotation of the South West Group Chair.

The CEO Forum's Role Statement is reviewed and adopted annually by the South West Group Board.

3.2.2 Committees and Sub Committees

The Board may establish Committees and Sub-committees to assist it carry out its role.

The Committees and Sub-committees of the South West Group currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 Corporate Services Directors Forum
- 4 South West Environmental Reference Forum
- 5 Economic Development Forum

The Membership and Role Statements for the Committees and Sub-committees are reviewed and adopted annually by the South West Group Board. Other Forums and/or Committees may be established to support delivery of the Strategic Plan and work plan, with the approval of the Board.

3.3 Key Board Functions

3.3.1 Delegation of Authority

The Board empowers the Director to manage the affairs of the South West Group within a wide range of authorities that are defined in his role as Director but within specified constraints as determined from time to time.

3.3.2 Monitoring

To assist the Board in carrying out its role, the Board will monitor the performance of the South West Group by reference to:

- 1 Key performance indicators as defined in the Director's work plan.
- 2 Key compliance reports including audited statements

3.3.3 Strategy Formulation

The Board's role in the strategic planning process is one of input, review and approval on an annual basis.

3.3.4 Advice

A key aspect of each Board member's duties is to feedback for the Director and his or her ideas.

Board members should provide frank and honest advice to the Director.

Where appropriate, Board members should recommend possible alternative advisors with skills to assist the Board in dealing with specific issues.

3.3.5 Contacts

Board members are expected, where possible and appropriate, to further the South West Group's interests with outside contacts and networks.

3.3.6 Director Evaluation and Annual Performance Review

The Chair of the CEO Forum and Host CEO will evaluate and discuss with the Director his or her performance on an annual basis as part of an Annual Performance Review process, usually on the anniversary of Director's appointment, and report to the Board accordingly. This will include consultation with the CEO Forum.

4 BOARD MEMBER PROTOCOLS

4.1 Obtaining Information

Generally, Board members should only seek information on an issue involving South West Group directly from a staff member, contractor or consultant with the knowledge of the Director, Chair of the CEO Forum or Board Chair.

4.2 Access to Information

The Director must hold a set of Board papers for Board members to access for a period of seven years. Board members are entitled to access these papers on request.

Former Board members are entitled to access Board papers dated up to and including the date they ceased to be a Board member for a period of seven years after such date.

4.3 Insurance Arrangements

The South West Group does not maintain Director's and Officer's Insurance for each Board member as the activities as members of the South West Group are consistent with their roles as Mayor or CEO and therefore covered by member Council insurance policies.

The Host Council, as the delegated employer of the Director South West Group, is to include the Director under its Director's and Officer's Insurance during the period he or she is employed and for 7 years after the date on which he or she ceased to be a Director..

4.4 Board Evaluation

On an annual basis the Board will discuss and evaluate its performance and undertake a review of the South West Group every five years.

4.5 Board Member Development

Board members are encouraged and expected, to undergo continued professional and self-development.

4.6 Board Member Induction

Induction of new Board members into their role on the South West Group Board will entail:

- 1 The Chair discussing the responsibilities, conduct and contribution expectations of Board members with the new Board members.
- 2 Advising new Board members of this Corporate Governance Charter, the Memorandum of Understanding and relevant strategic documents.
- 3 Providing guidelines on Board processes.
- 4 Providing background information on and contact information for key people in the South West Group including an outline of their roles and capabilities.

- 5 The Director providing an industry background briefing and give the new Board members a package consisting of:
 - 5.1. Key performance indicators
 - 5.2. Last year's Annual Report
 - 5.3. Current strategic directions
 - 5.4. Relevant brochures and advertising material
 - 5.5. Corporate Governance Charter
 - 5.6. Memorandum of Understanding

APPENDIX A – CODE OF CONDUCT

South West Group CODE OF CONDUCT

OBJECTIVES

The Board is the body responsible for administration of the South West Group as a voluntary regional organisation of Councils. It is in the best interests of the constituent local governments, the local community, as well as the public in general that a Code of Conduct applies to the operation of the South West Group and is approved by the Board.

The public and constituent local governments are entitled to expect that:

- the business of the South West Group and its affiliated bodies will be conducted with efficiency, impartially and with integrity;
- Members and employees will obey the spirit and letter of the law and, in particular, the provisions of all relevant statutes, ordinances, regulations and instruments;
- duty to the public will always be given absolute priority over the private interests of Members and employees.

The Code does not override or affect the legislation applicable to local government. It provides a guide and a basis of expectations for South West Group Board Members, committee members, members of affiliated bodies, the Director and employees and encourages a commitment to ethical and professional behaviour.

DEFINITIONS

In this Agreement:

Act means the *Local Government Act 1995*.

Affiliated body means entities supported by the South West Group or who operate in conjunction with the South West Group such as the South West Corridor Development Foundation Inc.

CEO means Chief Executive Officer of the Host Local Government.

Chair of the Chief Executive Officer Forum means the Executive appointed by the Members of the South West Group Board to that position.

Council means any Council (as defined in the Act) of the Local Government comprising the South West Group.

Director means the Director of the South West Group.

Confidential Information means any and all confidential information, data, reports, operations, know-how, accounts, dealings, records, materials, plans, statistics, finances or other documents and things (other than a document or thing which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of the South West Group or any undertaking from time to time carried out by the South West Group and Local Governments.

Host Local Government means: the local government housing the Director and staff of the South West Group. At the time of signing this contract, the Host Local Government is the City of Melville.

Intellectual Property means any and all intellectual property belonging to the Local Government including:

- (a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trade marks, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a); and
- (c) the Director's Intellectual Property.

Local Government means any of the Local Governments (as defined in the s1.4 of the Act) comprising the South West Group.

Member means any member of a South West Group Board, committee, working group or affiliated body.

Policies means all guidelines, policies, practices and procedures of the South West Group and Local Governments as varied from time to time.

South West Group means the City of Cockburn, Town of East Fremantle, City of Fremantle, City of Kwinana, City of Melville and City of Rockingham as a voluntary regional organisation of Councils operating through the Host Local Government, presently the City of Melville.

South West Group Board means the Mayors and Chief Executive Officers of member local governments of the South West Group or persons formally appointed to act in those positions.

POLICY STATEMENT

CONFLICT AND DISCLOSURE OF INTEREST

1. Conflict of Interest

- a) Members, the Director and employees will ensure that there is no actual (or perceived) conflict or incompatibility between their personal interests and the impartial fulfillment of their public or professional duties.
- b) The Director and employees will not engage in private work without the consent of the Chair of the Chief Executive Officer Forum.
- c) The Director and employees will lodge written notice with the Chair of the Chief Executive Officer Forum describing an intention to undertake a dealing in land within the district or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d) The Director and employees who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and should disqualify themselves from dealing with those persons.
- e) The Director and employees will refrain from partisan political activities that could cast doubt on the neutrality and impartiality of employees acting in their professional capacity.

2. Disclosure of Interest

- a) Members, the Director and employees will adopt the principles of disclosure of financial interest and impartiality interest as contained within the Act and the Local Government (Administration) Regulations.
- b) Whenever disclosure is required by legislation, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing to the Chair of the meeting prior to the meeting. In cases of urgency disclosure of an interest should be made orally at the start of the meeting and confirmed in writing.

PERSONAL BENEFIT

3. Use of Confidential Information

- a) Members, the Director and employees will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways in which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.
- b) Information of a confidential nature will not be communicated until it is no longer regarded as confidential.
- c) Members requesting information of a legal or sensitive nature shall make written application setting out reasons for requesting the document to the Director, accompanied by a Declaration of Interest that may be relevant or appropriate.
- d) The Freedom of Information rules shall apply at all times.
- e) Legal opinions can be read, but copies will not be provided.
- f) Members accessing South West Group records shall do so in the presence of the Director or his nominee, and in accordance with such procedures as deemed appropriate by the South West Group Board.
- g) In accordance with obligations of fidelity to the organisation the Director will inform the relevant Chair of the committee of any request from any Member wishing to access information which, in the opinion of the Director, the Member has a conflict or financial interest in accordance with the relevant legislation.
- h) Members be aware of the Director's legal obligation to report matters (to the relevant government agency) involving improper use of, or access to, information as "serious improper conduct".

4. Intellectual Property

The title to intellectual property in all duties relating to contracts of employment will be assigned to the South West Group or Local Governments upon its creation unless otherwise agreed by separate contract.

5. Improper Use of Undue Influence

Members, the Director and employees will not take advantage of their position to improperly influence other Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

6. Gifts and Bribery

a) Members, the Director and employees will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit other than gifts of a token kind or moderate acts of hospitality for themselves or for any other person or body, relating to their status with the Local Government, or their performance of any duty or work which touches or concerns the Local Government. However, gifts of a token kind or moderate acts of hospitality for themselves or for other persons or bodies may be accepted in appropriate circumstances.

b) (i) "token" includes such items as, or similar to, an inexpensive diary, calendar, notepad or pen. It does not include a gift of a commercial value greater than \$300.

(ii) "appropriate circumstances" shall not include hospitality or token gifts which specifically relate to any tender, quotation or application for approval.

c) Employees, other than the Director, shall not accept moderate acts of hospitality without prior approval of the Director.

d) Any memberships or honorary memberships which have a monetary value shall be declared in the Annual Return of the individual local government.

e) If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure will be made in a prompt and full manner to the Director or Chair of the Chief Executive Officer Forum in writing which is to be placed in the appropriate register. This does not include any presentations received on behalf of the South West Group.

f) It remains the responsibility of the individual to determine "token" gifts, moderate acts of hospitality and tender/quotation or approval request status. Token does not include a gift of a commercial value greater than \$100.

g) Members and the Director are to advise a disclosure of interest stating both the nature and extent of a non-financial matter that could possibly be subject to a claim of having had the impartiality of their judgement affected.

CONDUCT OF MEMBERS AND EMPLOYEES

7. Personal Behaviour

a) Members, the Director and employees will:

i) act, and be seen to act, properly and in accordance with the requirements of the law and terms of this Code;

ii) perform their duties impartially and in the best interests of the South West Group and Local Governments, uninfluenced by fear or favour;

iii) act in good faith (ie: honestly, for the proper purpose, and without exceeding their powers) in the interests of the South West Group and Local Governments and the community;

iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their

official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and

v) always act in accordance with their obligation of fidelity to the South West Group and Local Governments.

8. Honesty and Integrity

Members, the Director and employees will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) bring to the notice of the South West Group Chair or the relevant Committee Chair any dishonesty on the part of any other Member and, in the case of an employee, to the Director.
- c) be frank and honest in their official dealing with each other.

9. Performance of Duties

While on duty, employees will give their whole time and attention to South West Group business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the South West Group and Local Governments.

10. Compliance with Lawful Orders

- a) Employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Director.
- b) Employees will give effect to the lawful policies of the South West Group and Local Governments, whether or not they agree with or approve of them.

11. Administrative and Management Practices

Members, the Director and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Any Member, who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director, the Chair of the Chief Executive Officer Forum or the South West Group Board Chair.

Any employee who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director.

If the Director, the Chair of the Chief Executive Officer Forum or the South West Group Board Chair is unable to reach a satisfactory conclusion, then the matter is to be submitted to the South West Group Board for determination. Any member of the South West Group Board who is a party to a grievance process shall be ineligible to sit on the Board whilst it is acting as a grievance panel. The proceedings of the South West Group Board sitting as a grievance panel shall be confidential.

The South West Group Board may also convene a separate grievance panel which shall be comprised according to resolution of the South West Group Board. However, any member of the grievance panel found to be in breach of the Code of Conduct shall be ineligible to sit on the grievance panel for a period determined by the South West Group Board.

Should the grievance panel be unable to reach a satisfactory conclusion, then the matter may be submitted to the South West Group Board for determination.

Should a Member have any grievance in relation to an Officer (other than the Director), then the Director shall be advised of the matter in a timely manner. The Director shall deal with all grievance issues involving staff members.

The Local Government Act provisions relating to financial and conflicts of interest shall apply.

Nothing in this procedure shall prevent a Member/Officer from reporting matters as required under the Corruption and Crime Commission Act 2003.

DEALING WITH SOUTH WEST GROUP PROPERTY

12. Use of the South West Group Facilities, Funds, Employees and Equipment

Members, the Director and employees will:

- a) be scrupulously honest in their use of the South West Group or Local Governments' resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body. Resources are defined, for the purpose of this clause, as being funds, facilities, employees and equipment;
- b) use the South West Group or Local Government resources entrusted to them effectively and economically in the course of their duties;
- c) not use the South West Group or Governments' resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Director).

13. Travelling and Sustenance Expenses

Members and employees will only claim or accept travelling and sustenance expenses arising out of travel related to matters which have a direct bearing on the services, policies or business of the South West Group and Local Governments in accordance with Policy and the provisions of the Act.

14. Access to Information

Members, the Director and employees will ensure that Members are given access to all information necessary for them to properly perform their functions and responsibilities.

CORPORATE OBLIGATIONS

15. Communication with Community

a) Members, the Director and employees will ensure that effective communication is promoted to the community, in order to achieve proper accountability and responsibility.

b) Members, the Director and employees will respect the decision making process of the South West Group and ensure their effective implementation.

16. Communication and Public Relations

a) All aspects of communication by employees (including verbal, written or personal), involving the South West Group and Local Governments activities should reflect the status and objectives of the South West Group and Local Governments. Communications should be accurate, polite and professional.

b) The South West Group Board Chair or the Director will only make statements to the press on behalf of the South West Group.

This shall not prejudice an individual Member's right to express a personal opinion on issues of public interest.

17. Standard of Dress

Members, the Director and employees are expected to comply with neat and responsible dress standards at all times. The right to raise the issue of dress with individual employees is reserved.

18. Health, Well Being and Safety

Members, the Director and employees shall ensure that the premises used by the South West Group are adequate to ensure the health, safety and well being of their employees and members of the public.

19. Professional Advice

Members, the Director and other employees shall ensure that no restrictions are placed on the ability of employees to give professional advice to South West Group committees.

20. Entrepreneurial Activities

Members, the Director and employees should ensure that the South West Group impartially and properly assesses its own proposals for entrepreneurial activities, consistent with the scope and standard of the normal assessment of private subdivision, development and/or building applications.

APPENDIX B – ADMINISTRATIVE ARRANGEMENTS

ACTIVITY	ARRANGEMENT	FINANCIAL IMPLICATIONS	COMMENT
Staffing	Staff employed by the Host Council (currently the City of Melville)	Fully recouped	CEO Forum set Director Conditions and monitor performance
Accommodation	Provided by Host Council	\$5,000 nominal annual charge	
Computing	Provided by Host Council	\$4,000 annual charge	
Financial Services	Provided by Host Council	\$16,000 annual charge	
Lane line	Provided by Host Council	\$1,000 annual charge	
Mobile Telephone	Provided by Host Council	Fully recouped	
Meeting room hire	Provided by Host Council	Fully recouped	
Travel	Approved by Host Council CEO	Paid by South West Group	In consultation with the CEOs Forum Chair for interstate travel
Fuel Card	Provided by Host Council if required	Part of vehicle recoup	
Photocopying	Provided by Host Council	Fully recouped	
Credit Card	Provided by Host Council	Fully recouped	Westpac Visa limit \$10,000

Director is employed under a fixed-term contract.

Project or Administrative Officer is employed under normal arrangements by the City of Melville and is funded 0.5 full time equivalent (FTE) by the South West Group.

Financial support services for the South West Group are provided by the City of Melville through the Manager Financial Services.

Audit costs are directly paid by South West Group.

Project audits less than \$2,000 arranged by Director.

APPENDIX C – MEMORANDUM OF UNDERSTANDING

SOUTH WEST GROUP MEMORANDUM OF UNDERSTANDING

2020/21 – 2024/25

SIGNED 2 DECEMBER 2019

1. Introduction

The South West Group operates to represent the combined regional interests of its member Councils and their constituents in promoting growth and development of the South West Metropolitan Region of Perth. In particular member Councils accept that key infrastructure is best planned and promoted on a regional basis.

2. South West Group Board

The strategic direction and management of the South West Group will be subject to guidance and direction of a Board comprising the Mayors and Chief Executive Officers of member Councils.

In making any determination primary consideration will be given to the impact on the overall region rather than individual Council interests, subject to clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

3. Vision and Mission

Local Governments in South West Metropolitan Region of Perth, through cooperation with industry, community and the other spheres of government seek to capture a wide range of opportunities to enhance economic growth and support a diversity of quality lifestyles for the benefit of the member Councils and their communities.

The partnership approach adopted by the South West Group will extend to maximising cooperation with each other and consideration of shared services and resources. Members of the South West Group commit to discuss major information technology acquisitions and initiatives to allow for common approaches to be adopted where feasible.

The South West Group will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that affect the growth and sustainable development of South West Metropolitan Region of Perth.

4. Resources

The member Councils agree to support the operations of the South West Group for the five years from 1 July 2020 to 30 June 2025.

Member Councils will be levied according to the annual budget adopted by the Board. In accordance with a 2017 Board decision, the following formula is applied to determine annual membership fees:

- a) \$25,000 minimum fee, and
 - b) 22.95 cents per head of population, and
 - c) 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements), and
- Funding for work plan projects.

As an example, the table below shows the calculations for membership contributions for 2019/20 including total project funding of \$120,000.

MEMBER COUNCIL	(a + b + c) BASE CONTRIBUTION TOTAL	Equivalent member contribution % split	Economic development projects as per work plan (see below for breakdown)	BASE MEMBERSHIP TOTAL 2019/2020
City of Cockburn	\$ 84,406	22.28%	\$26,730	\$ 111,136
Town of East Fremantle	\$ 29,197	7.71%	\$9,246	\$ 38,443
City of Fremantle	\$ 49,922	13.17%	\$15,810	\$ 65,732
City of Kwinana	\$ 49,232	12.99%	\$15,591	\$ 64,823
City of Melville	\$ 75,747	19.99%	\$23,988	\$ 99,735
City of Rockingham	\$ 90,421	23.86%	\$28,635	\$ 119,055
TOTAL - Base member contribution	\$ 378,924	100.0%	\$ 120,000	\$ 498,924

5. Contributed funds

At the end of each financial year, a calculation will be made of the equity that notionally accrues to each member Council. The calculation will be based on the previous year's 'equivalent member % split'. The equity identified will be retained by the South West Group.

6. Chair of the South West Group Board

The Chair of the South West Group Board will be by annual rotation (calendar year) with the term commencing on 1 January each year. Similar arrangements will operate for the CEO Forum Chair. For the duration of this MOU, the arrangements will be as set out below:

Year	Chair South West Group	Deputy Chair South West Group	Chair CEO Forum	Deputy Chair CEO Forum
2020	Mayor City of Cockburn	Mayor Town of East Fremantle	CEO City of Cockburn	CEO Town of East Fremantle
2021	Mayor Town of East Fremantle	Mayor City of Fremantle	CEO Town of East Fremantle	CEO City of Fremantle
2022	Mayor City of Fremantle	Mayor City of Kwinana	CEO City of Fremantle	CEO City of Kwinana
2023	Mayor City of Kwinana	Mayor City of Melville	CEO City of Kwinana	CEO City of Melville
2024	Mayor City of Melville	Mayor City of Rockingham	CEO City of Melville	CEO City of Rockingham
2025	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn

7. Communications

Contact with the media on South West Group issues is the responsibility of the Chair and can be delegated to the Director or to an alternative arrangement as agreed by the Board.

8. Agreement

The undersigned member Councils of the South West Group agree to:

- a) Financially support the South West Group for the period 1 July 2020 to 30 June 2025.
- b) Actively participate in the South West Group Board, related committees, delegations and events.
- c) Consider issues and projects according to their regional impacts.
- d) Work cooperatively with other member Councils in promoting the growth and development of the South West Metropolitan Region and in the delivery of local government services.
- e) Where reasonable, allocate resources to support the activities of the South West Group.

CITY OF COCKBURN

2 DECEMBER 2019

Mayor

CEO

TOWN OF EAST FREMANTLE

Mayor

CEO

CITY OF FREMANTLE

Mayor

CEO

CITY OF KWINANA

Mayor

CEO

CITY OF MELVILLE

Mayor

CEO

CITY OF ROCKINGHAM

Mayor

CEO

APPENDIX D – ROBERT'S RULES

Introduction to Robert's Rules of Order

The Rules of Order is a set of rules for conduct at South West Group Board meetings that allows for constructive debate and to make clear decisions.

The South West Group Board meeting procedure usually follows a fixed order of business. Below is a typical example:

1. Welcome
2. Attendance and apologies.
3. Minutes of last meeting.
4. Minutes of Sub Committees
5. Business Arising from Previous Meetings.
6. Director's Report.
7. Items to note or for discussion.
8. Items for Decision.
9. General Business.
10. Adjournment and next meeting.

The method used by Board members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Board members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

The Director, Executive Officer and the SWCDeF Chair may only participate in discussion at the South West Group Board Meeting and may not move motions or vote.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Address the Chair and wait until the Chair recognises you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion it is lost.
6. The Chair States Your Motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the Board for consideration and action.
 - b. The Board then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the Board by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
8. Putting the Motion to the Board
 - a. The Chair asks, "Are you ready to vote on the motion?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous motion may be adopted.

Voting on a Motion:

There are five methods used to vote by the South West Group Board, they are:

1. **By Voice** -- The Chair asks those in favour to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By General Consent** -- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
3. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands.
4. **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.
5. **Flying Motion** -- The decision to use a Flying Motion is to be supported by at least two Members which allows a matter to be considered by email vote. A clear majority of responding members and a minimum of seven respondents is required for the matter to be approved.

Members may request that the matter not be put to the vote in accordance with clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.



THE ECONOMIC GATEWAY TO THE WEST

A cooperative venture of the municipalities
of Cockburn, East Fremantle, Fremantle,
Kwinana, Melville and Rockingham

CORPORATE GOVERNANCE CHARTER

SOUTH WEST GROUP

December 2019

Version 6

Restrictions

This document may be released to any party on the authority of the Director.

Acknowledgement

This Charter uses material from the Corporate Governance Charters of Silver Chain,
Care Options and the City of Cockburn.

Version History

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1 INTRODUCTION

The South West Group is a voluntary regional organisation of councils (VROC) comprised of the Cities of Cockburn, Fremantle, Kwinana, Melville and Rockingham and the Town of East Fremantle as the member local government authorities.

It was established in 1983 to respond to high unemployment and slow regional growth by establishing a grouping of local government councils to work in partnership with the other spheres of government to promote the sustainable development of the South West Corridor.

The South West Group seeks to work with these six local governments and through cooperation with industry, community and the other spheres of government to capture a wide range of opportunities to enhance economic growth promote a resilient economy and contribute toward a diversity of quality lifestyles.

The South West Group will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that facilitate both long term integrated planning and coordinated infrastructure development to improve the quality of life for residents of the South West Metropolitan Region.

Governance has become an increasingly important concept and impacts on all sectors of the community including industry and government. The practice of good governance requires that there is a clear understanding of roles and responsibilities, systems to provide for internal and external accountability and that decisions are taken in the interests of stakeholders.

The South West Group Board has adopted this Corporate Governance Charter to set out its governance principles and policies as they relate to the respective roles, responsibilities and authorities of the Board and of management as to the direction, performance and control of the South West Group and its affiliated bodies.

2 GOVERNANCE ROLES

2.1 Role of the Board

The Board is responsible for and has the authority to determine the policy, practices, management and operations of the South West Group and shall work towards a secure and long term future of the organisation by:

- 1 In conjunction with management:
 - 1.1. Determining the South West Group Vision, providing directions in the context of the South West Metropolitan Region's strategic needs and ensuring the plans encompass the Vision
 - 1.2. Setting the short and long term goals for the South West Group
 - 1.3. Determining the framework governing the operations of the South West Group from which the Memorandum of Understanding, all operational policies and actions are developed
 - 1.4. Identifying areas of risk to the sustainability of the South West Group and ensuring arrangements are in place to adequately manage those risks
- 2 Approving the Annual Work Plan, operating plans, annual and long term budgets.
- 3 Monitoring the financial operations of the South West Group.
- 4 Approving items of capital expenditure in accordance with approval limits.
- 5 Ensuring organisational compliance with laws, regulations and statutory requirements including environmental and occupational health and safety requirements.
- 6 In conjunction with the CEO Forum, appointing the Director and responding to issues reported to the Board regarding the Director's performance as required.
- 7 Deciding what matters are to be delegated to specific Board members or management and what controls are to be put in place to monitor the operation of delegated powers. This includes the delegation of authority to the Director.
- 8 Undertaking succession planning for the Director.
- 9 In conjunction with the CEO Forum, endorsing the key terms and conditions of senior management appointments.
- 10 Approving significant internal and external communications policies.
- 11 Ensuring a sound and transparent link with key stakeholders, both internal and external.
- 12 Promoting and considering opportunities for cooperative service delivery and positive working relationships amongst member local governments.
- 13 Establishing and detailing the powers and functions of all Board Committees.

2.2 Board Structure

It is essential that the Board structure provides for strong regional cooperation and equitable involvement by all member local governments.

The South West Group will be managed by a Board consisting of the Mayor and the CEO of each member local government authority.

Board members are ex officio and their appointments are for the same term for which they hold office. If a Board member for whatever reason is not exercising the authority of Mayor or CEO in their respective local government authority, they are also excluded from participating as a Board member of the South West Group.

To further assist Board members in their deliberations and to facilitate regional development, the Board establishes Committees and Sub-committees which report directly to the Board.

The Committees and Sub-committees of the South West Group currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 Corporate Services Directors Forum
- 4 South West Environmental Reference Forum
- 5 Economic Development Forum

The Board approves the ongoing operation and role statements for South West Group Committees and Sub-committees on an annual basis.

The South West Group is also affiliated with, and provides administrative support to, the South West Corridor Development and Employment Foundation Incorporated (SWCDEF) – by the Director performing the role of SWCDEF Secretary.

2.3 Role of Individual Board Members

Each Board member is accountable for the successful operation of the South West Group including:

- 1 Contributing as an individual Board member to ensure that the Board effectively carries out its role as set out in Clause 2.1.
- 2 Complying with the agreed provisions of the Memorandum of Understanding.
- 3 Complying with the Board members' Code of Conduct at all times.
- 4 Being forthright in Board meetings, requesting information, raising any relevant issue, fully canvassing all aspects of any issue confronting the South West Group and voting on any resolution in the best interests of the region.
- 5 Understanding the business risks facing the South West Group and the mechanisms in place to manage such risks.
- 6 Providing advice to the Director when appropriate.
- 7 Disclosing to the Chair any potential conflicts of interest.
- 8 Disclosing in writing to the Board any related party transactions.
- 9 Acting in a manner to and with staff that creates respect and a sense of leadership and team approach.

2.4 Board Members' Code of Conduct

The South West Group Board has adopted and has agreed to be bound by the Code of Conduct (refer to Appendix A).

2.4.1 Code of Conduct Principles

A Board member:

- 1 Must act honestly, in good faith and in the best interests of the South West Group and the region as a whole.
- 2 Has a duty to use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
- 3 Must use the powers of office for a proper purpose, in the best interests of the South West Group and the region as a whole.
- 4 Must recognise that his or her primary responsibility is to the South West Group but should, where appropriate, have regard for the interests of all stakeholders of the organisation.
- 5 Must not make improper use of information acquired as a Board member.
- 6 Must not take improper advantage of the position of Board member.
- 7 Must not allow personal interests, or the interests of any associated person, to conflict with the interests of the South West Group.
- 8 Has an obligation to be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board.
- 9 Should not engage in conduct likely to bring discredit to the South West Group.
- 10 Has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of the adopted Code of Conduct.
- 11 Shall attend as many meetings as practicable and provide for a fully briefed delegate acceptable to the Chair when absent from scheduled meetings.

2.4.2 Confidential Information

Confidential information received by a Board member in the course of the exercise of Board duties remains the property the South West Group and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the South West Group, or the person from whom that information is provided, or is required by law.

2.5 Role of the Chair

The Chair will:

- 1 In conjunction with the Chair of the CEO Forum, provide guidance to the Director.
- 2 Ensure that the Board acts efficiently and effectively and provides leadership to the South West Group.
- 3 Ensure that the Board has the right balance of participation and discussion.
- 4 Chair Board Meetings and operate in the manner identified in the MOU.
- 5 In consultation with the Director and the CEO Forum, establish the agenda for Board meetings.
- 6 Establish a clear understanding with the Director on their respective roles when communicating with the media, outside sources and the general community.
- 7 Represent the policy positions agreed by the South West Group.
- 8 Lead South West Group Mayoral Delegations and tours.
- 9 Resolve disputation involving Board members or the Director relating to the operation and resourcing of the Board.

The position of Chair will be filled by annual rotation by South West Group Mayors according to the following rolling schedule:

Cockburn 2020
Town of East Fremantle 2021
Fremantle 2022
Kwinana 2023
Melville 2024
Rockingham 2025

The Deputy Chair will be the Mayor who will next Chair the South West Group.

2.6 Role of the Director

The Director will be appointed by the CEO Forum, in conjunction with the Board, and will be responsible for the on-going management of the South West Group in accordance with the strategies, policies and programs approved by the Board to achieve agreed goals.

The Director's responsibilities will include:

- 1 Developing, with the Board:
 - 1.1 A consensus for the South West Groups' Mission, Vision, Values and strategic direction
 - 1.2 Plans that encompass the Mission, Vision and Values
 - 1.3 Short and long term goals for the South West Group
 - 1.4 The framework governing the operations of the South West Group and
 - 1.5 Information resources and promotional material
- 2 Establishing programs and initiatives to implement the South West Groups' Mission, Vision and Values.

- 3 Ensuring sound operational and financial performance in accordance with the strategic plans and budgets.
- 4 Establishing an appropriate framework for risk management.
- 5 Providing strong leadership to, and effective management of, the South West Group in order to:
 - 5.1. Encourage co-operation and teamwork and
 - 5.2. Build and maintain staff morale and a sense of allegiance to the South West Group
- 6 Recommending to the CEO Forum the key terms and conditions of appointment of contractors and consultants.
- 7 Signing agreements and contracts with third parties in accordance with Board approval.
- 8 Keeping the Board informed, at an appropriate level, of all activities of the South West Group and its affiliated bodies through a written report to the Board meeting and at other times when appropriate or necessary.
- 9 Maintaining a sound working relationship and dialogue with all relevant government departments, statutory authorities, associations, health and medical providers and other groups and bodies having relevance to the South West Group.
- 10 Maintaining a high profile for the South West Group in the general community by maintaining good public relations with all media.
- 11 The level of supervision, delegations and Extent of Authority for the Director is as follows:
 - 11.1 The Director will receive supervision from the Chair of the CEO Forum and the CEO of the host local government
 - 11.2 Delegations include \$100,000 where the project or activity has been explicitly approved by the South West Group Board or \$10,000 where the project or activity is clearly consistent with the Strategic Plan, Board Policy or Annual Work Plan
 - 11.3 Sponsorship approval is limited to \$2,000
 - 11.4 Travel approval is limited to \$2,000
 - 11.5 Engagement of contractors and consultants limited to \$10,000 per annum for each instance and subject to the above project limitations in aggregate

2.7 Administrative Arrangements

1. The South West Group administrative arrangements and office support for the Director will be provided by a "Host Council", being one of the member Councils. The administrative arrangements include Executive Assistant support functions, office accommodation, communication equipment and computer support.
2. The City of Melville currently is the Host Council, however this function may be provided by another member Council depending upon availability of office accommodation and other matters.
3. Given that the South West Group is not a legal entity, the Host Council is delegated by the Board as the "Employer" of the Director South West Group and administers the Director's Contract of Employment.
4. An outline of provisional costs associated with the Host Council arrangement are provided in Appendix B, noting these are subject to negotiation with the Board, Director and Host Council and therefore may change through mutual agreement.

3 BOARD PROCESSES

3.1 Board Meetings

3.1.1 Meeting Frequency and Attendees

Unless otherwise determined, the Board will meet on a bi-monthly or quarterly basis.

Three Board members or the Chair can convene a Board meeting.

Seven Board members constitute a quorum.

Attendees will comprise Board members, the Chair of the South West Corridor Development and Employment Foundation Incorporated, the Director and the Executive Officer. Only Board members have voting rights.

The meeting dates and times for Board, committee and sub-committee meetings are approved annually by the Board through the adoption of a Meeting Planner.

3.1.2 Board Meeting Agenda

The Director, in consultation with the Chair and the CEO Forum, will prepare the agenda for each meeting.

Items on the agenda will generally include the items listed below:

- 1 Confirmation of the minutes of previous meeting
- 2 Business arising from the minutes
- 3 Committee minutes
- 4 Budget Report
- 5 Director's Report on priorities identified in the work plan
- 6 Items for Decision
- 7 General Business

3.1.3 Board Papers

The Director is responsible for the circulation of Board papers to Board members at least three working days on the last day of the working week prior to the meeting. Papers should clearly indicate whether a resolution of the Board is required and should include the recommended resolution.

As a minimum, the Board papers must contain:

- 1 The minutes of the previous meeting
- 2 Agenda items with recommendations, and for information.
- 3 Finance Report
- 4 Director's Report

3.1.4 Board Minutes

The minutes must contain a brief review of the discussion at the meeting and record the resolutions adopted by the Board.

Board members who dissent can ask to have their decision noted in the minutes.

The Director will maintain a complete set of papers for each Board meeting at the South West Group principal office. Draft (unapproved) minutes will be circulated by email within ten working days of the Board meeting and formally considered at the next Board meeting.

3.1.5 Board Decision and Compliance Timetable

Prior to the commencement of each calendar year, the Director will provide Board members with a Decision and Compliance Timetable outlining key decision dates for the forthcoming year.

Key decision dates for compliance issues include:

- 1 Approval of Membership and Role Statements for South West Group Committees and Sub-committees
- 2 Financial contributions from member Councils
- 3 Annual budget for South West Group
- 4 Review of State and Federal Budgets and Priorities
- 5 Adoption of Decision and Compliance Timetable
- 6 Commission of Annual Financial Audit
- 7 Approval to publish Annual Report
- 8 Agreement on State and Federal Budget priorities
- 9 Adoption of Annual Meeting Planner
- 10 Adoption of Director's Annual Work Plan

3.1.6 Memorandum of Understanding

The Board members will enter into a Memorandum of Understanding that establishes resources and funding requirements to support the South West Group, Chair and Deputy Chair rotations, contributed funds or 'member equity' reporting and the terms of the agreement.

The Memorandum of Understanding will be based on a five-year commitment to ensure the strategic focus and regional activities of the South West Group can be undertaken with a level of certainty and timeframes consistent with the Director's Contract of Employment.

The Memorandum of Understanding is provided in Appendix C.

3.1.7 Board Proceedings and Dispute Resolution

Decisions of the Board will be made by resolution with Robert's Rules used as a guide to procedure (refer to Appendix D).

It is recognised that from time to time it may not be possible for the Board to reach a consensus position on a potentially conflicting issue that may disadvantage one or more of its member local government authorities. The Chair will in the first instance seek to resolve a potentially conflicting issue or dispute involving Members of the Board or the Director.

The Board may reach a conclusion that it is not in the best interests of the South West Group to pursue further dialogue or establish a position on a particular matter or issue.

This approach accepts that the differing views expressed by member Councils, or established through member Council resolutions, should be respected and that the solidarity and unity of members is a core value and paramount for the ongoing and effective operation of the South West Group. In accordance with this philosophy, decisions on such contentious issues will be dealt with through consensus, rather than by voting to achieve a majority position, to protect the membership of the South West Group.

In the limited cases where it is not possible for the South West Group to adopt a regional perspective and position on a particular issue or proposal, the Board will maintain a neutral position on the issue or matter and defer any stakeholder interest on the issue or matter to the respective member Council.

Any disputes involving the Director South West Group will be dealt with in accordance with the Director's Contract of Employment.

3.1.8 Audit and Review

The Board will ensure that the South West Group and the South West Corridor Development and Employment Foundation are the subject of independent review by a qualified auditor each year.

~~The South West Group's financial accounts are managed by the Host Council and therefore it is a requirement that the South West Group use the same auditor as the Host Council to avoid any potential conflicts of interest or difficulties in accessing account information.~~

The South West Corridor Development and Employment Foundation is an independent association whose accounts are managed externally and therefore appoints its auditor according to the rules of association contained in its Constitution.

3.1.9 Withdrawal from the agreement

A member council may at any time give notice of its intention to withdraw from the South West Group. The member council intending to withdraw from the South West Group must notify the Chair in writing no later than one year before its intended withdrawal.

The withdrawal of the member council shall take effect from the end of the financial year following the date that it provides written notice of its intention to withdraw. For example, a member council could provide written notice of its intention to withdraw in June 2022 – the withdrawal would take effect at the end of the financial year following, on 1 July 2023.

3.2 Committees

3.2.1 CEO Forum

The CEO Forum comprises the CEO's of all member local government authorities.

The role of the CEO Forum is to:

1. Provide advice on finances of the South West Group ~~and SWCDEF~~
2. Oversee the employment and activities of the Director South West Group
3. Provide a forum to progress and resolve complex or controversial regional issues
4. Provide advice on areas of member local government activity to be assessed for potential shared service assessment
5. Consider future agenda items for the South West Group Board
6. Consider future project activity, policies and procedures for the South West Group
7. Undertake the annual performance review of the Director South West Group and report on the review outcome to the Board.

The CEO Forum is to be chaired on annual rotation from its members in a manner aligned to the rotation of the South West Group Chair.

The CEO Forum's Role Statement is reviewed and adopted annually by the South West Group Board.

3.2.2 Committees and Sub Committees

The Board may establish Committees and Sub-committees to assist it carry out its role.

The Committees and Sub-committees of the South West Group currently in operation include:

- 1 CEO Forum
- 2 Planning and Technical Directors Forum
- 3 Corporate Services Directors Forum
- 4 South West Environmental Reference Forum
- 5 Economic Development Forum

The Membership and Role Statements for the Committees and Sub-committees are reviewed and adopted annually by the South West Group Board. Other Forums and/or Committees may be established to support delivery of the Strategic Plan and work plan, with the approval of the Board.

3.3 Key Board Functions

3.3.1 Delegation of Authority

The Board empowers the Director to manage the affairs of the South West Group within a wide range of authorities that are defined in his role as Director but within specified constraints as determined from time to time.

3.3.2 Monitoring

To assist the Board in carrying out its role, the Board will monitor the performance of the South West Group by reference to:

- 1 Key performance indicators as defined in the Director's work plan.
- 2 Key compliance reports including audited statements

3.3.3 Strategy Formulation

The Board's role in the strategic planning process is one of input, review and approval on an annual basis.

3.3.4 Advice

A key aspect of each Board member's duties is to feedback for the Director and his or her ideas.

Board members should provide frank and honest advice to the Director.

Where appropriate, Board members should recommend possible alternative advisors with skills to assist the Board in dealing with specific issues.

3.3.5 Contacts

Board members are expected, where possible and appropriate, to further the South West Group's interests with outside contacts and networks.

3.3.6 Director Evaluation and Annual Performance Review

The Chair of the CEO Forum and Host CEO will evaluate and discuss with the Director his or her performance on an annual basis as part of an Annual Performance Review process, usually on the anniversary of Director's appointment, and report to the Board accordingly. This will include consultation with the CEO Forum.

4 BOARD MEMBER PROTOCOLS

4.1 Obtaining Information

Generally, Board members should only seek information on an issue involving South West Group directly from a staff member, contractor or consultant with the knowledge of the Director, Chair of the CEO Forum or Board Chair.

4.2 Access to Information

The Director must hold a set of Board papers for Board members to access for a period of seven years. Board members are entitled to access these papers on request.

Former Board members are entitled to access Board papers dated up to and including the date they ceased to be a Board member for a period of seven years after such date.

4.3 Insurance Arrangements

The South West Group does not maintain Director's and Officer's Insurance for each Board member as the activities as members of the South West Group are consistent with their roles as Mayor or CEO and therefore covered by member Council insurance policies.

The Host Council, as the delegated employer of the Director South West Group, is to include the Director under its Director's and Officer's Insurance during the period he or she is employed and for 7 years after the date on which he or she ceased to be a Director..

4.4 Board Evaluation

On an annual basis the Board will discuss and evaluate its performance and undertake a review of the South West Group every five years.

4.5 Board Member Development

Board members are encouraged and expected, to undergo continued professional and self-development.

4.6 Board Member Induction

Induction of new Board members into their role on the South West Group Board will entail:

- 1 The Chair discussing the responsibilities, conduct and contribution expectations of Board members with the new Board members.
- 2 Advising new Board members of this Corporate Governance Charter, the Memorandum of Understanding and relevant strategic documents.
- 3 Providing guidelines on Board processes.
- 4 Providing background information on and contact information for key people in the South West Group including an outline of their roles and capabilities.

- 5 The Director providing an industry background briefing and give the new Board members a package consisting of:
 - 5.1. Key performance indicators
 - 5.2. Last year's Annual Report
 - 5.3. Current strategic directions
 - 5.4. Relevant brochures and advertising material
 - 5.5. Corporate Governance Charter
 - 5.6. Memorandum of Understanding

APPENDIX A – CODE OF CONDUCT

South West Group CODE OF CONDUCT

OBJECTIVES

The Board is the body responsible for administration of the South West Group as a voluntary regional organisation of Councils. It is in the best interests of the constituent local governments, the local community, as well as the public in general that a Code of Conduct applies to the operation of the South West Group and is approved by the Board.

The public and constituent local governments are entitled to expect that:

- the business of the South West Group and its affiliated bodies will be conducted with efficiency, impartially and with integrity;
- Members and employees will obey the spirit and letter of the law and, in particular, the provisions of all relevant statutes, ordinances, regulations and instruments;
- duty to the public will always be given absolute priority over the private interests of Members and employees.

The Code does not override or affect the legislation applicable to local government. It provides a guide and a basis of expectations for South West Group Board Members, committee members, members of affiliated bodies, the Director and employees and encourages a commitment to ethical and professional behaviour.

DEFINITIONS

In this Agreement:

Act means the *Local Government Act 1995*.

Affiliated body means entities supported by the South West Group or who operate in conjunction with the South West Group such as the South West Corridor Development Foundation Inc.

CEO means Chief Executive Officer of the Host Local Government.

Chair of the Chief Executive Officer Forum means the Executive appointed by the Members of the South West Group Board to that position.

Council means any Council (as defined in the Act) of the Local Government comprising the South West Group.

Director means the Director of the South West Group.

Confidential Information means any and all confidential information, data, reports, operations, know-how, accounts, dealings, records, materials, plans, statistics, finances or other documents and things (other than a document or thing which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of the South West Group or any undertaking from time to time carried out by the South West Group and Local Governments.

Host Local Government means: the local government housing the Director and staff of the South West Group. At the time of signing this contract, the Host Local Government is the City of Melville.

Intellectual Property means any and all intellectual property belonging to the Local Government including:

- (a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trade marks, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a); and
- (c) the Director's Intellectual Property.

Local Government means any of the Local Governments (as defined in the s1.4 of the Act) comprising the South West Group.

Member means any member of a South West Group Board, committee, working group or affiliated body.

Policies means all guidelines, policies, practices and procedures of the South West Group and Local Governments as varied from time to time.

South West Group means the City of Cockburn, Town of East Fremantle, City of Fremantle, City of Kwinana, City of Melville and City of Rockingham as a voluntary regional organisation of Councils operating through the Host Local Government, presently the City of Melville.

South West Group Board means the Mayors and Chief Executive Officers of member local governments of the South West Group or persons formally appointed to act in those positions.

POLICY STATEMENT

CONFLICT AND DISCLOSURE OF INTEREST

1. Conflict of Interest

- a) Members, the Director and employees will ensure that there is no actual (or perceived) conflict or incompatibility between their personal interests and the impartial fulfillment of their public or professional duties.
- b) The Director and employees will not engage in private work without the consent of the Chair of the Chief Executive Officer Forum.
- c) The Director and employees will lodge written notice with the Chair of the Chief Executive Officer Forum describing an intention to undertake a dealing in land within the district or which may otherwise be in conflict with the Local Government's functions (other than purchasing the principal place of residence).
- d) The Director and employees who exercise recruitment or other discretionary functions will make disclosure before dealing with relatives or close friends and should disqualify themselves from dealing with those persons.
- e) The Director and employees will refrain from partisan political activities that could cast doubt on the neutrality and impartiality of employees acting in their professional capacity.

2. Disclosure of Interest

- a) Members, the Director and employees will adopt the principles of disclosure of financial interest and impartiality interest as contained within the Act and the Local Government (Administration) Regulations.
- b) Whenever disclosure is required by legislation, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing to the Chair of the meeting prior to the meeting. In cases of urgency disclosure of an interest should be made orally at the start of the meeting and confirmed in writing.

PERSONAL BENEFIT

3. Use of Confidential Information

- a) Members, the Director and employees will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways in which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.
- b) Information of a confidential nature will not be communicated until it is no longer regarded as confidential.
- c) Members requesting information of a legal or sensitive nature shall make written application setting out reasons for requesting the document to the Director, accompanied by a Declaration of Interest that may be relevant or appropriate.
- d) The Freedom of Information rules shall apply at all times.
- e) Legal opinions can be read, but copies will not be provided.
- f) Members accessing South West Group records shall do so in the presence of the Director or his nominee, and in accordance with such procedures as deemed appropriate by the South West Group Board.
- g) In accordance with obligations of fidelity to the organisation the Director will inform the relevant Chair of the committee of any request from any Member wishing to access information which, in the opinion of the Director, the Member has a conflict or financial interest in accordance with the relevant legislation.
- h) Members be aware of the Director's legal obligation to report matters (to the relevant government agency) involving improper use of, or access to, information as "serious improper conduct".

4. Intellectual Property

The title to intellectual property in all duties relating to contracts of employment will be assigned to the South West Group or Local Governments upon its creation unless otherwise agreed by separate contract.

5. Improper Use of Undue Influence

Members, the Director and employees will not take advantage of their position to improperly influence other Members or employees in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

6. Gifts and Bribery

a) Members, the Director and employees will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit other than gifts of a token kind or moderate acts of hospitality for themselves or for any other person or body, relating to their status with the Local Government, or their performance of any duty or work which touches or concerns the Local Government. However, gifts of a token kind or moderate acts of hospitality for themselves or for other persons or bodies may be accepted in appropriate circumstances.

b) (i) "token" includes such items as, or similar to, an inexpensive diary, calendar, notepad or pen. It does not include a gift of a commercial value greater than \$100 .. \$300.

(ii) "appropriate circumstances" shall not include hospitality or token gifts which specifically relate to any tender, quotation or application for approval.

c) Employees, other than the Director, shall not accept moderate acts of hospitality without prior approval of the Director.

d) Any memberships or honorary memberships which have a monetary value shall be declared in the Annual Return of the individual local government.

e) If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure will be made in a prompt and full manner to the Director or Chair of the Chief Executive Officer Forum in writing which is to be placed in the appropriate register. This does not include any presentations received on behalf of the South West Group.

f) It remains the responsibility of the individual to determine "token" gifts, moderate acts of hospitality and tender/quotation or approval request status. Token does not include a gift of a commercial value greater than \$100.

g) Members and the Director are to advise a disclosure of interest stating both the nature and extent of a non-financial matter that could possibly be subject to a claim of having had the impartiality of their judgement affected.

CONDUCT OF MEMBERS AND EMPLOYEES

7. Personal Behaviour

a) Members, the Director and employees will:

i) act, and be seen to act, properly and in accordance with the requirements of the law and terms of this Code;

ii) perform their duties impartially and in the best interests of the South West Group and Local Governments, uninfluenced by fear or favour;

iii) act in good faith (ie: honestly, for the proper purpose, and without exceeding their powers) in the interests of the South West Group and Local Governments and the community;

iv) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their

official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and

v) always act in accordance with their obligation of fidelity to the South West Group and Local Governments.

8. Honesty and Integrity

Members, the Director and employees will:

- a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- b) bring to the notice of the South West Group Chair or the relevant Committee Chair any dishonesty on the part of any other Member and, in the case of an employee, to the Director.
- c) be frank and honest in their official dealing with each other.

9. Performance of Duties

While on duty, employees will give their whole time and attention to South West Group business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the South West Group and Local Governments.

10. Compliance with Lawful Orders

- a) Employees will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Director.
- b) Employees will give effect to the lawful policies of the South West Group and Local Governments, whether or not they agree with or approve of them.

11. Administrative and Management Practices

Members, the Director and employees will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Any Member, who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director, the Chair of the Chief Executive Officer Forum or the South West Group Board Chair.

Any employee who wishes to raise a grievance in relation to the Code of Conduct shall first raise the matter with the Director.

If the Director, the Chair of the Chief Executive Officer Forum or the South West Group Board Chair is unable to reach a satisfactory conclusion, then the matter is to be submitted to the South West Group Board for determination. Any member of the South West Group Board who is a party to a grievance process shall be ineligible to sit on the Board whilst it is acting as a grievance panel. The proceedings of the South West Group Board sitting as a grievance panel shall be confidential.

The South West Group Board may also convene a separate grievance panel which shall be comprised according to resolution of the South West Group Board. However, any member of the grievance panel found to be in breach of the Code of Conduct shall be ineligible to sit on the grievance panel for a period determined by the South West Group Board.

Should the grievance panel be unable to reach a satisfactory conclusion, then the matter may be submitted to the South West Group Board for determination.

Should a Member have any grievance in relation to an Officer (other than the Director), then the Director shall be advised of the matter in a timely manner. The Director shall deal with all grievance issues involving staff members.

The Local Government Act provisions relating to financial and conflicts of interest shall apply.

Nothing in this procedure shall prevent a Member/Officer from reporting matters as required under the Corruption and Crime Commission Act 2003.

DEALING WITH SOUTH WEST GROUP PROPERTY

12. Use of the South West Group Facilities, Funds, Employees and Equipment

Members, the Director and employees will:

- a) be scrupulously honest in their use of the South West Group or Local Governments' resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body. Resources are defined, for the purpose of this clause, as being funds, facilities, employees and equipment;
- b) use the South West Group or Local Government resources entrusted to them effectively and economically in the course of their duties;
- c) not use the South West Group or Governments' resources (including the services of employees) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Director).

13. Travelling and Sustenance Expenses

Members and employees will only claim or accept travelling and sustenance expenses arising out of travel related to matters which have a direct bearing on the services, policies or business of the South West Group and Local Governments in accordance with Policy and the provisions of the Act.

14. Access to Information

Members, the Director and employees will ensure that Members are given access to all information necessary for them to properly perform their functions and responsibilities.

CORPORATE OBLIGATIONS

15. Communication with Community

a) Members, the Director and employees will ensure that effective communication is promoted to the community, in order to achieve proper accountability and responsibility.

b) Members, the Director and employees will respect the decision making process of the South West Group and ensure their effective implementation.

16. Communication and Public Relations

a) All aspects of communication by employees (including verbal, written or personal), involving the South West Group and Local Governments activities should reflect the status and objectives of the South West Group and Local Governments. Communications should be accurate, polite and professional.

b) The South West Group Board Chair or the Director will only make statements to the press on behalf of the South West Group.

This shall not prejudice an individual Member's right to express a personal opinion on issues of public interest.

17. Standard of Dress

Members, the Director and employees are expected to comply with neat and responsible dress standards at all times. The right to raise the issue of dress with individual employees is reserved.

18. Health, Well Being and Safety

Members, the Director and employees shall ensure that the premises used by the South West Group are adequate to ensure the health, safety and well being of their employees and members of the public.

19. Professional Advice

Members, the Director and other employees shall ensure that no restrictions are placed on the ability of employees to give professional advice to South West Group committees.

20. Entrepreneurial Activities

Members, the Director and employees should ensure that the South West Group impartially and properly assesses its own proposals for entrepreneurial activities, consistent with the scope and standard of the normal assessment of private subdivision, development and/or building applications.

APPENDIX B – ADMINISTRATIVE ARRANGEMENTS

ACTIVITY	ARRANGEMENT	FINANCIAL IMPLICATIONS	COMMENT
Staffing	Staff employed by the Host Council (currently the City of Melville)	Fully recouped	CEO Forum set Director Conditions and monitor performance
Accommodation	Provided by Host Council	\$5,000 nominal annual charge	
Computing	Provided by Host Council	\$4,000 annual charge	
Web Site Hosting	Provided by Host Council	\$2,500 annual charge	Outsourced website hosting under consideration
Financial Services	Provided by Host Council	\$16,000 annual charge	
Land line telephone	Provided by Host Council	\$1,000 annual charge	
Mobile Telephone	Provided by Host Council	Fully recouped	
Meeting room hire	Provided by Host Council	Fully recouped	
Travel	Approved by Host Council CEO	Paid by South West Group	In consultation with the CEOs Forum Chair for interstate travel
Fuel Card	Provided by Host Council if required	Part of vehicle recoup	
Photocopying	Provided by Host Council	Fully recouped	
Credit Card	Provided by Host Council	Fully recouped	Westpac Visa limit \$10,000

Director is employed under a fixed-term contract.

Project or Administrative Officer is employed under normal arrangements by the City of Melville and is funded 0.5 full time equivalent (FTE) by the South West Group.

Financial support services for the South West Group are provided by the City of Melville through the Manager Financial Services.

Audit costs are directly paid by South West Group.

Project audits less than \$2,000 arranged by Director.

APPENDIX C – MEMORANDUM OF UNDERSTANDING

SOUTH WEST GROUP MEMORANDUM OF UNDERSTANDING

2020/21 – 2024/25

SIGNED 2 DECEMBER 2019

1. Introduction

The South West Group operates to represent the combined regional interests of its member Councils and their constituents in promoting growth and development of the South West Metropolitan Region of Perth. In particular member Councils accept that key infrastructure is best planned and promoted on a regional basis.

2. South West Group Board

The strategic direction and management of the South West Group will be subject to guidance and direction of a Board comprising the Mayors and Chief Executive Officers of member Councils.

In making any determination primary consideration will be given to the impact on the overall region rather than individual Council interests, subject to clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

3. Vision and Mission

Local Governments in South West Metropolitan Region of Perth, through cooperation with industry, community and the other spheres of government seek to capture a wide range of opportunities to enhance economic growth and support a diversity of quality lifestyles for the benefit of the member Councils and their communities.

The partnership approach adopted by the South West Group will extend to maximising cooperation with each other and consideration of shared services and resources. Members of the South West Group commit to discuss major information technology acquisitions and initiatives to allow for common approaches to be adopted where feasible.

The South West Group will be persuasive, forward looking and influential in representing, supporting and promoting Local Government interests that affect the growth and sustainable development of South West Metropolitan Region of Perth.

4. Resources

The member Councils agree to support the operations of the South West Group for the five years from 1 July 2020 to 30 June 2025.

Member Councils will be levied according to the annual budget adopted by the Board. In accordance with a 2017 Board decision, the following formula is applied to determine annual membership fees:

- a) \$25,000 minimum fee, and
- b) 22.95 cents per head of population, and
- c) 22.95 cents per \$1,000 of operating revenue (from the most recent audited financial year statements), and
Funding for work plan projects.

As an example, the table below shows the calculations for membership contributions for 2019/20 including total project funding of \$120,000.

MEMBER COUNCIL	(a + b + c) BASE CONTRIBUTION TOTAL	Equivalent member contribution % split	Economic development projects as per work plan (see below for breakdown)	BASE MEMBERSHIP TOTAL 2019/2020
City of Cockburn	\$ 84,406	22.28%	\$26,730	\$ 111,136
Town of East Fremantle	\$ 29,197	7.71%	\$9,246	\$ 38,443
City of Fremantle	\$ 49,922	13.17%	\$15,810	\$ 65,732
City of Kwinana	\$ 49,232	12.99%	\$15,591	\$ 64,823
City of Melville	\$ 75,747	19.99%	\$23,988	\$ 99,735
City of Rockingham	\$ 90,421	23.86%	\$28,635	\$ 119,055
TOTAL - Base member contribution	\$ 378,924	100.0%	\$ 120,000	\$ 498,924

5. Contributed funds

At the end of each financial year, a calculation will be made of the equity that notionally accrues to each member Council. The calculation will be based on the previous year's 'equivalent member % split' take into account historic contributions to budgeted activities and discretionary projects. The equity identified will be retained by the South West Group.

6. Chair of the South West Group Board

The Chair of the South West Group Board will be by annual rotation (calendar year) with the term commencing on 1 January each year. Similar arrangements will operate for the CEO Forum Chair. For the duration of this MOU, the arrangements will be as set out below:

Year	Chair South West Group	Deputy Chair South West Group	Chair CEO Forum	Deputy Chair CEO Forum
2020	Mayor City of Cockburn	Mayor Town of East Fremantle	CEO City of Cockburn	CEO Town of East Fremantle
2021	Mayor Town of East Fremantle	Mayor City of Fremantle	CEO Town of East Fremantle	CEO City of Fremantle
2022	Mayor City of Fremantle	Mayor City of Kwinana	CEO City of Fremantle	CEO City of Kwinana
2023	Mayor City of Kwinana	Mayor City of Melville	CEO City of Kwinana	CEO City of Melville
2024	Mayor City of Melville	Mayor City of Rockingham	CEO City of Melville	CEO City of Rockingham
2025	Mayor City of Rockingham	Mayor City of Cockburn	CEO City of Rockingham	CEO City of Cockburn

7. Communications

Contact with the media on South West Group issues is the responsibility of the Chair and can be delegated to the Director or to an alternative arrangement as agreed by the Board.

8. Agreement

The undersigned member Councils of the South West Group agree to:

- a) Financially support the South West Group for the period 1 July 2020 to 30 June 2025.
- b) Actively participate in the South West Group Board, related committees, delegations and events.
- c) Consider issues and projects according to their regional impacts.
- d) Work cooperatively with other member Councils in promoting the growth and development of the South West Metropolitan Region and in the delivery of local government services.
- e) Where reasonable, allocate resources to support the activities of the South West Group.

CITY OF COCKBURN

2 DECEMBER 2019

Mayor

CEO

TOWN OF EAST FREMANTLE

Mayor

CEO

CITY OF FREMANTLE

Mayor

CEO

CITY OF KWINANA

Mayor

CEO

CITY OF MELVILLE

Mayor

CEO

CITY OF ROCKINGHAM

Mayor

CEO

APPENDIX D – ROBERT'S RULES

Introduction to Robert's Rules of Order

The Rules of Order is a set of rules for conduct at South West Group Board meetings that allows for constructive debate and to make clear decisions.

The South West Group Board meeting procedure usually follows a fixed order of business. Below is a typical example:

1. Welcome
2. Attendance and apologies.
3. Minutes of last meeting.
4. Minutes of Sub Committees
5. Business Arising from Previous Meetings.
6. Director's Report.
7. Items to note or for discussion.
8. Items for Decision.
9. General Business.
10. Adjournment and next meeting.

The method used by Board members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual Board members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

The Director, Executive Officer and the SWCDeF Chair may only participate in discussion at the South West Group Board Meeting and may not move motions or vote.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Address the Chair and wait until the Chair recognises you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion it is lost.
6. The Chair States Your Motion
 - a. The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the Board for consideration and action.
 - b. The Board then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the Board by the Chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favour of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.
8. Putting the Motion to the Board
 - a. The Chair asks, "Are you ready to vote on the motion?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous motion may be adopted.

Voting on a Motion:

There are five methods used to vote by the South West Group Board, they are:

1. **By Voice** -- The Chair asks those in favour to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By General Consent** -- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
3. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands.
4. **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.
5. **Flying Motion** -- The decision to use a Flying Motion is to be supported by at least two Members which allows a matter to be considered by email vote. A clear majority of responding members and a minimum of seven respondents is required for the matter to be approved.

Members may request that the matter not be put to the vote in accordance with clause 3.1.7 of the Corporate Governance Charter regarding Board Proceedings and Dispute Resolution.

18.2 Monthly Financial Report November 2019

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the period ended 30 November 2019 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 30 November 2019, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 30 November 2019, contained within Attachment A.

DISCUSSION:

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

The period of review is November 2019. The municipal surplus for this period is \$31,053,020 compared to a budget position of \$28,405,714. This is considered a satisfactory result for the City as it is maintaining a healthy budget surplus position.

Income for the November 2019 period year to date is \$54,929,166. This is made up of \$52,400,646 in operating revenues and \$2,528,520 in non-operating grants, contributions and subsidies received. The budget estimated \$55,348,377 would be received for the same period. The variance to budget is (\$419,211). Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

Expenditure for the November 2019 period year to date is \$27,185,266. This is made up of \$21,926,588 in operating expenditure and \$5,258,678 in capital expenditure. The budget estimated \$34,178,097 would be spent for the same period. The variance to budget is \$6,992,831. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

LEGAL/POLICY IMPLICATIONS:

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

18.2 MONTHLY FINANCIAL REPORT NOVEMBER 2019

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

FINANCIAL/BUDGET IMPLICATIONS:

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment A.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications associated with this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications associated with this report.

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

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

RISK IMPLICATIONS:

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

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

18.2 MONTHLY FINANCIAL REPORT NOVEMBER 2019

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

COUNCIL DECISION

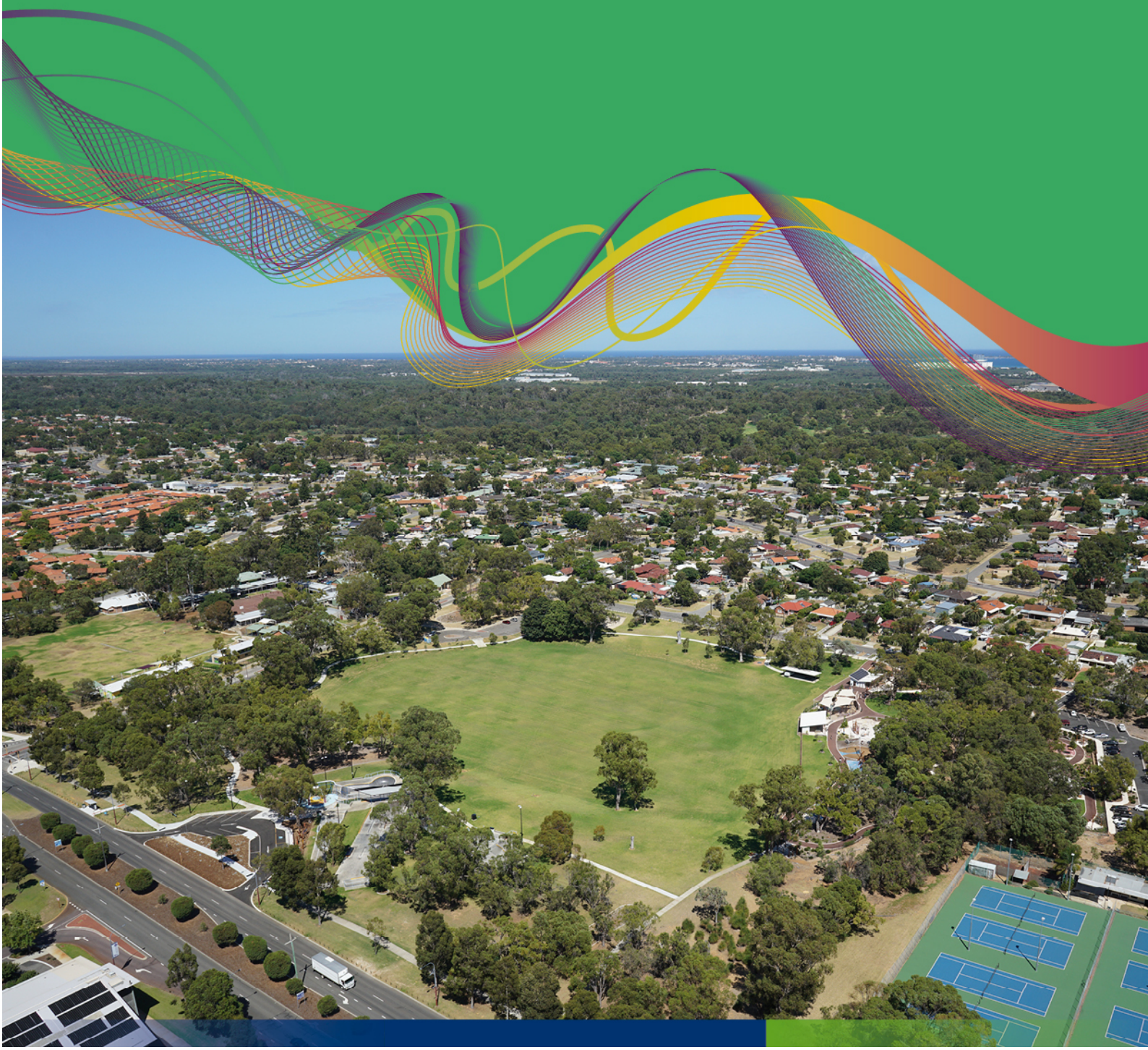
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MOVED CR D WOOD**SECONDED CR M ROWSE****That Council:**

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 30 November 2019, contained within Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 30 November 2019, contained within Attachment A.**

CARRIED
8/0

Monthly Financial Report



CITY OF KWINANA

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

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

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CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 November 2019

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
Opening Funding Surplus(Deficit)	2	1,504,912	1,504,912	1,504,912	2,478,347	973,435	65%
Revenue from operating activities							
Governance		37,438	153,357	34,208	219,183	184,975	541%
General Purpose Funding - Rates	8	39,802,378	39,802,378	39,802,378	39,465,951	(336,427)	(1%)
General Purpose Funding - Other		3,932,577	3,932,577	1,941,173	1,512,876	(428,297)	(22%)
Law, Order and Public Safety		357,487	347,116	149,115	216,234	67,119	45%
Health		166,229	166,229	136,217	120,548	(15,669)	(12%)
Education and Welfare		8,408,713	8,408,713	3,456,973	2,803,144	(653,829)	(19%)
Community Amenities		6,081,141	6,081,141	5,718,842	5,506,926	(211,916)	(4%)
Recreation and Culture		2,983,042	2,933,042	1,240,743	1,327,439	86,696	7%
Transport		324,478	324,478	189,478	210,725	21,247	11%
Economic Services		1,261,187	1,261,187	560,576	554,808	(5,768)	(1%)
Other Property and Services		490,540	490,540	356,863	462,810	105,947	30%
		63,845,209	63,900,757	53,586,566	52,400,646	(1,185,920)	(2%)
Expenditure from operating activities							
Governance		(4,795,486)	(4,793,499)	(1,947,671)	(1,568,938)	378,733	19%
General Purpose Funding		(1,099,586)	(1,099,586)	(384,500)	(382,694)	1,806	0%
Law, Order and Public Safety		(3,318,431)	(3,340,110)	(1,383,451)	(1,188,069)	195,382	14%
Health		(949,882)	(949,882)	(403,398)	(341,287)	62,111	15%
Education and Welfare		(12,735,451)	(12,614,138)	(5,253,829)	(3,902,216)	1,351,613	26%
Community Amenities		(10,423,143)	(10,423,143)	(4,415,788)	(3,312,084)	1,103,704	25%
Recreation and Culture		(22,904,017)	(22,914,017)	(8,959,206)	(6,542,705)	2,416,501	27%
Transport		(15,076,180)	(15,076,180)	(6,233,641)	(2,533,380)	3,700,261	59%
Economic Services		(1,742,856)	(1,742,856)	(637,192)	(521,692)	115,500	18%
Other Property and Services		(4,293,260)	(4,293,260)	(1,850,406)	(1,633,523)	216,883	12%
		(77,338,291)	(77,246,670)	(31,469,082)	(21,926,588)	9,542,494	30%
Operating activities excluded from budget							
Add back Depreciation		14,269,092	14,269,092	5,945,455	0	(5,945,455)	(100%)
Adjust (Profit)/Loss on Asset Disposal	7	59,063	59,063	30,205	7,407	(22,798)	(75%)
Movement in deferred pensioner rates		0	0	0	4,571	4,571	
Amount attributable to operating activities		835,073	982,242	28,093,144	30,486,035	2,392,891	9%
Investing Activities							
Non-operating Grants, Subsidies and Contributions	12	10,936,569	11,328,821	1,761,811	2,528,520	766,709	(44%)
Proceeds from Disposal of Assets	7	334,500	352,100	279,500	231,447	(48,053)	17%
Refund of Developer Contributions		0	0	0	(2,654,846)	(2,654,846)	
Land and Buildings	11	(5,309,694)	(5,574,694)	(504,153)	(321,622)	182,531	36%
Plant, Furniture and Equipment	11	(2,788,666)	(2,900,166)	(1,290,618)	(1,013,035)	277,583	22%
Infrastructure Assets - Roads	11	(6,882,940)	(4,445,562)	(271,744)	(929,607)	(657,863)	(242%)
Infrastructure Assets - Parks and Reserves	11	(1,832,291)	(2,017,876)	(317,678)	(45,815)	271,863	86%
Infrastructure Assets - Footpaths	11	(215,000)	(215,000)	(19,545)	(174,578)	(155,033)	(793%)
Infrastructure Assets - Drainage	11	(2,990,583)	(5,737,961)	(253,750)	(66,809)	186,941	74%
Infrastructure Assets - Street Lighting	11	(251,000)	(251,000)	(28,000)	(11,928)	16,072	57%
Infrastructure Assets - Bus Shelters	11	(19,800)	(19,800)	(19,800)	(15,397)	4,403	22%
Infrastructure Assets - Car Parks	11	(41,000)	(41,000)	(3,727)	(25,042)	(21,315)	(572%)
Infrastructure Assets - Other Structures	11	(10,000)	(10,000)	0	0	0	0%
Amount attributable to investing activities		(9,069,905)	(9,532,138)	(667,704)	(2,498,712)	(1,831,008)	274%
Financing Activities							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	0	0	0%
Self-Supporting Loan Principal		16,709	16,709	6,960	8,286	1,326	19%
Transfer from Reserves	6	21,765,512	22,214,095	6,825,259	7,638,335	813,076	12%
Repayment of Debentures	9	(1,451,093)	(1,451,093)	(24,362)	(24,362)	0	0%
Transfer to Reserves	6	(15,869,208)	(15,925,128)	(7,332,495)	(7,034,909)	297,586	4%
Amount attributable to financing activities		6,729,920	7,122,583	(524,638)	587,350	1,111,988	(212%)
Closing Funding Surplus(Deficit)	2	0	77,599	28,405,714	31,053,020	2,647,306	9%

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

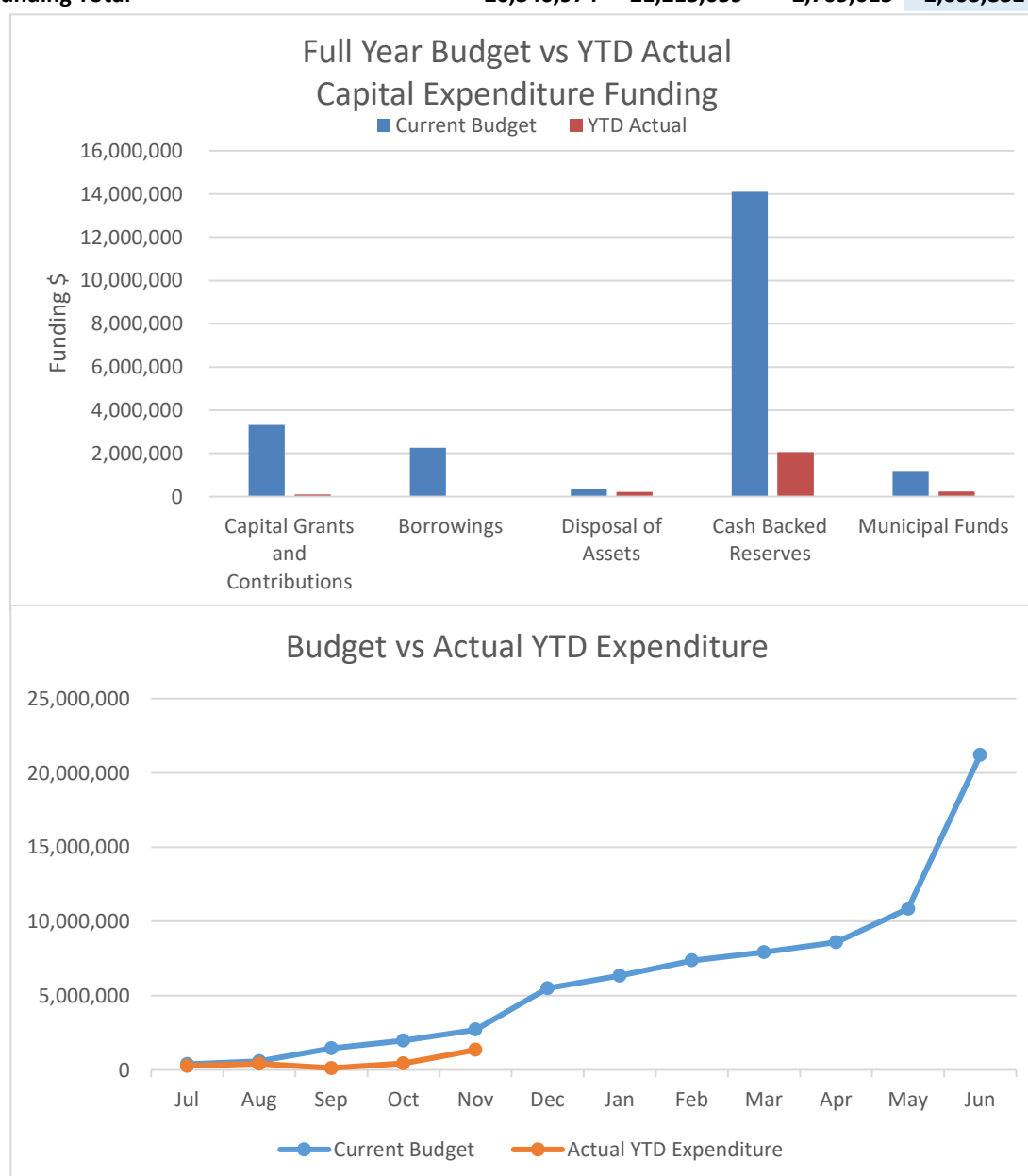
CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 November 2019

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	2	1,504,912	1,504,912	1,504,912	2,478,347	973,435	65%
Revenue from operating activities							
Rates	8	39,802,378	39,802,378	39,802,378	39,465,951	(336,427)	(1%)
Operating Grants, Subsidies and Contributions	12	8,971,318	8,910,947	3,807,218	2,852,359	(954,859)	(25%)
Fees and Charges		12,254,403	12,254,403	8,418,759	8,404,755	(14,004)	(0%)
Interest Earnings		2,088,408	2,088,408	1,042,250	846,962	(195,288)	(19%)
Other Revenue		685,839	801,758	485,098	807,610	322,512	66%
Profit on Disposal of Assets	7	42,863	42,863	30,863	23,009	(7,854)	(25%)
		63,845,209	63,900,757	53,586,566	52,400,646	(1,185,920)	(2%)
Expenditure from operating activities							
Employee Costs		(29,800,091)	(29,602,257)	(11,421,982)	(10,942,341)	479,641	4%
Materials and Contracts		(29,036,680)	(29,142,893)	(12,401,143)	(9,370,234)	3,030,909	24%
Utility Charges		(2,377,800)	(2,377,800)	(961,990)	(995,604)	(33,614)	(3%)
Depreciation on Non-Current Assets		(14,269,092)	(14,269,092)	(5,945,455)	0	5,945,455	100%
Interest Expenses		(1,054,610)	(1,054,610)	(50,736)	(14,168)	36,568	72%
Insurance Expenses		(575,863)	(575,863)	(575,863)	(557,712)	18,151	3%
Other Expenditure		(122,229)	(122,229)	(50,845)	(16,113)	34,732	68%
Loss on Disposal of Assets	7	(101,926)	(101,926)	(61,068)	(30,416)	30,652	50%
		(77,338,291)	(77,246,670)	(31,469,082)	(21,926,588)	9,542,494	30%
Operating activities excluded from budget							
Add back Depreciation		14,269,092	14,269,092	5,945,455	0	(5,945,455)	(100%)
Adjust (Profit)/Loss on Asset Disposal	7	59,063	59,063	30,205	7,407	(22,798)	(75%)
Movement in deferred pensioner rates		0	0	0	4,571	4,571	
Amount attributable to operating activities		835,073	982,242	28,093,144	30,486,035	2,392,891	9%
Investing activities							
Grants, Subsidies and Contributions	12	10,936,569	11,328,821	1,761,811	2,528,520	766,709	(44%)
Proceeds from Disposal of Assets	7	334,500	352,100	279,500	231,447	(48,053)	17%
Refund of Developer Contributions		0	0	0	(2,654,846)	(2,654,846)	
Land and Buildings	11	(5,309,694)	(5,574,694)	(504,153)	(321,622)	182,531	36%
Plant, Furniture and Equipment	11	(2,788,666)	(2,900,166)	(1,290,618)	(1,013,035)	277,583	22%
Infrastructure Assets - Roads	11	(6,882,940)	(4,445,562)	(271,744)	(929,607)	(657,863)	(242%)
Infrastructure Assets - Parks and Reserves	11	(1,832,291)	(2,017,876)	(317,678)	(45,815)	271,863	86%
Infrastructure Assets - Footpaths	11	(215,000)	(215,000)	(19,545)	(174,578)	(155,033)	(793%)
Infrastructure Assets - Drainage	11	(2,990,583)	(5,737,961)	(253,750)	(66,809)	186,941	74%
Infrastructure Assets - Street Lighting	11	(251,000)	(251,000)	(28,000)	(11,928)	16,072	57%
Infrastructure Assets - Bus Shelters	11	(19,800)	(19,800)	(19,800)	(15,397)	4,403	22%
Infrastructure Assets - Car Parks	11	(41,000)	(41,000)	(3,727)	(25,042)	(21,315)	(572%)
Infrastructure Assets - Other Structures	11	(10,000)	(10,000)	0	0	0	0%
Amount attributable to investing activities		(9,069,905)	(9,532,138)	(667,704)	(2,498,712)	(1,831,008)	274%
Financing Activities							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	0	0	
Self-Supporting Loan Principal		16,709	16,709	6,960	8,286	1,326	19%
Transfer from Reserves	6	21,765,512	22,214,095	6,825,259	7,638,335	813,076	12%
Repayment of Debentures	9	(1,451,093)	(1,451,093)	(24,362)	(24,362)	0	(0%)
Transfer to Reserves	6	(15,869,208)	(15,925,128)	(7,332,495)	(7,034,909)	297,586	4%
Amount attributable to financing activities		6,729,920	7,122,583	(524,638)	587,350	1,111,988	(212%)
Closing Funding Surplus (Deficit)	2	0	77,599	28,405,714	31,053,020	2,647,306	9%

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

CITY OF KWINANA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2019

Capital Acquisitions	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual Total (b)	Variance (a) - (b)
		\$	\$	\$	\$	\$
Land and Buildings	11	5,309,694	5,574,694	504,153	321,622	182,531
Plant, Furniture and Equipment	11	2,788,666	2,900,166	1,290,618	1,013,035	277,583
Infrastructure Assets - Roads	11	4,135,562	4,445,562	271,744	929,607	(657,863)
Infrastructure Assets - Parks and Reserves	11	1,832,291	2,017,876	317,678	45,815	271,863
Infrastructure Assets - Footpaths	11	215,000	215,000	19,545	174,578	(155,033)
Infrastructure Assets - Drainage	11	5,737,961	5,737,961	253,750	66,809	186,941
Infrastructure Assets - Street Lighting	11	251,000	251,000	28,000	11,928	16,072
Infrastructure Assets - Bus Shelters	11	19,800	19,800	19,800	15,397	4,403
Infrastructure Assets - Car Parks	11	41,000	41,000	3,727	25,042	(21,315)
Infrastructure Assets - Other Structures	11	10,000	10,000	0	0	0
Capital Expenditure Totals		20,340,974	21,213,059	2,709,015	2,603,832	105,183
Capital acquisitions funded by:						
Capital Grants and Contributions		1,423,989	3,313,807	516,551	105,705	410,846
Borrowings		2,268,000	2,268,000	0	0	0
Disposal of Assets		334,500	334,500	46,500	211,067	(164,567)
Cash Backed Reserves		8,684,361	14,100,522	0	2,050,243	(2,050,243)
Municipal Funds		7,630,124	1,196,230	2,145,964	236,818	1,909,146
Capital Funding Total		20,340,974	21,213,059	2,709,015	2,603,832	105,183



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

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

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

The material variance adopted by Council for the 2019/20 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
Rates	(336,427)	(1%)		No Material Variance	
Operating Grants, Subsidies and Contributions	(954,859)	(25%)	M	Permanent	<p>\$557k Childcare subsidies received were less than that expected at the end of October. These subsidies are directly offset by payments to care providers so that there is no overall impact on surplus. Levies associated with this income have not been significantly affected.</p> <p>An initial payment of the Financial Assistance Grants was received in June 2019 of \$946k, thereby reducing the remaining quarterly payments to \$189k. Two quarters have now been received. Year to date variance \$324k.</p> <p>Various grant funding for projects will not be received and removed as part of Budget Review;</p> <p>\$50k SMCC - Perth Region NRM Kleenheat Project.</p> <p>\$20k Youth Incentive Sponsorship - Lyrik.</p> <p>\$10k Sponsorship - Big Concert.</p>
Fees and Charges	(14,004)	(0%)		No Material Variance	
Interest Earnings	(195,288)	(19%)	M	Permanent	<p>Interest earned is lower than expected in the following areas;</p> <p>\$145k Municipal Bank account interest.</p> <p>\$85k DCA Reserves investment interest.</p>
Other Revenue	322,512	66%	M	Permanent/Timing	<p>\$114k credit from LGIS (insurance provider).</p> <p>\$66k Project management fees for capital works.</p> <p>\$38k insurance proceeds for a written off vehicle that will not be replaced.</p> <p>\$28k received for the sale of Small Scale Technology Certificates.</p> <p>\$24k reimbursement of legal expenses charged on outstanding rates.</p> <p>\$22k reimbursement paid parental leave.</p> <p>\$16k reimbursement from developer handover of street trees.</p> <p>\$14k recoup of private works.</p> <p>\$12k reimbursement of long service leave.</p>
Profit on Disposal of Assets	(7,854)	(25%)		No Material Variance	
Operating Expense					
Employee Costs	479,641	4%		Permanent	<p>Salary savings due to vacancies in budgeted positions;</p> <p>\$221k City Regulation.</p> <p>\$178k City Engagement.</p> <p>\$115k City Infrastructure.</p>
Materials and Contracts	3,030,909	24%	M	Timing	<p>Costs have been budgeted to be spent over 12 months. Each month, a number of invoices are not received until after period end processing has finished, resulting in the expenditure reported in these statements not reflecting the actual cost in the month the expense was incurred. Major variances include;</p> <p>\$596k Childcare payments offset by decrease in subsidies received.</p> <p>\$592k City Regulation - Waste management.</p> <p>\$580k City Operations - Parks and reserves maintenance.</p> <p>\$552k Corporate Business System fees - will be deferred until 20/21.</p> <p>\$236k Natural Environment.</p> <p>\$123k City Operations - Infrastructure Maintenance.</p>

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

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

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

The material variance adopted by Council for the 2019/20 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Expense					
Utility Charges	(33,614)	(3%)		No Material Variance	
Depreciation on Non-Current Assets	5,945,455	100%	M	Timing	Timing variance as depreciation has been calculated in December after the audit of the Annual Financial Report was finalised.
Operating Expense					
Interest Expenses	36,568	72%		No Material Variance	
Insurance Expenses	18,151	3%		No Material Variance	
Other Expenditure	34,732	68%		No Material Variance	
Loss on Disposal of Assets	30,652	50%		No Material Variance	
Capital Revenues					
Grants, Subsidies and Contributions	766,709	(44%)	M	Timing	\$432k Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions. \$234k Grant funding for roads projects was invoiced earlier than anticipated. \$100k Grant funding for CCTV for Medina was invoiced once agreement was finalised.
Proceeds from Disposal of Assets	(48,053)	17%		No Material Variance	
Refund of Developer Contributions	(2,654,846)	0%	M	Permanent	Developer Contribution reimbursements have been made following the latest update of the Cost Apportionment Schedules.
Capital Expenses					
Land and Buildings	182,531	36%	M	Timing	Projects are progressing - see Note 11 for detail.
Plant, Furniture & Equipment	277,583	22%	M	Timing	\$148k Corporate Business System Renewal - Implementation has been delayed to 2020/2021. \$120k Purchase of one truck will not occur, budget will be removed at Budget Review.
Infrastructure - Roads	(657,863)	(242%)	M	Timing	Various road projects construction has commenced in November which was earlier than anticipated - see Note 11 for detail.
Infrastructure Assets - Parks and Reserves	271,863	86%	M	Timing	Parks and reserves renewal projects have not yet commenced.
Infrastructure Assets - Footpaths	(155,033)	(793%)	M	Timing	Projects have been completed, awaiting outstanding invoices for Perham Crescent.
Infrastructure Assets - Drainage	186,941	74%	M	Timing	Spinner Lane drainage project estimated to commence March 2020.
Infrastructure Assets - Street Lighting	16,072	57%		No Material Variance	
Infrastructure Assets - Bus Shelters	4,403	22%		No Material Variance	
Infrastructure Assets - Car Parks	0	0%		No Material Variance	

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

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

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

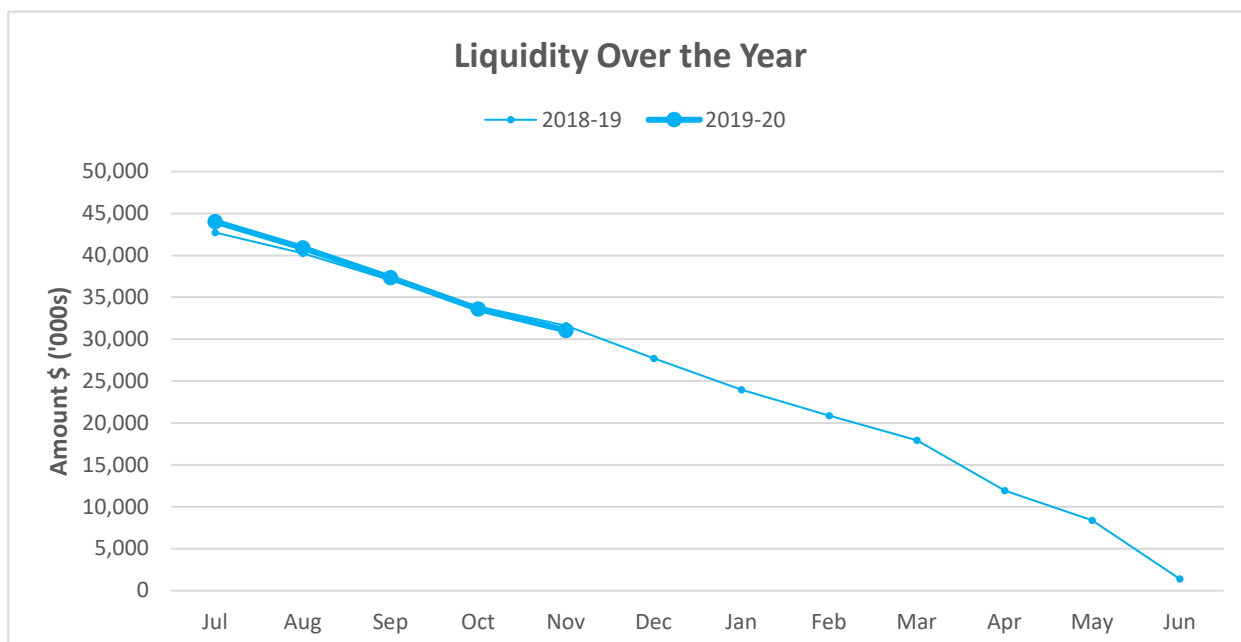
The material variance adopted by Council for the 2019/20 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Financing					
Proceeds from New Debentures	0	0%		No Material Variance	
Proceeds from Advances	0	0%		No Material Variance	
Self-Supporting Loan Principal	1,326	19%		No Material Variance	
Transfer from Reserves	813,076	12%	M	Timing	Reserve transfers for November are based on actuals. Budget spread to be amended as part of Budget Review.
Advances to Community Groups	0	0%		No Material Variance	
Repayment of Debentures	0	0%		No Material Variance	
Transfer to Reserves	297,586	4%		No Material Variance	

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

Note 2: Net Current Funding Position

		Last Years Closing	This Time Last Year	Current
	Note	30 Jun 2019	30 Nov 2018	30 Nov 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,506,176	15,220,311	15,421,151
Cash Restricted - Reserves	6	55,730,366	52,509,104	55,126,941
Receivables - Rates	5(a)	3,865,053	18,233,280	16,964,186
Receivables - Sundry Debtors	5(b)	363,079	1,576,340	567,161
Other Current Assets		312,998	1,148,245	1,172,187
Accrued Income / Prepayments		656,144	0	0
Inventories		32,920	30,141	26,434
		62,466,736	88,717,421	89,278,059
Less: Current Liabilities		(4,258,023)	(4,595,387)	(3,098,098)
Less: Cash Reserves	6	(55,730,366)	(52,509,104)	(55,126,941)
Net Current Funding Position - Surplus/(Deficit)		2,478,347	31,612,929	31,053,020



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

Note 3(a): Cash and Investments

	Total Amount	Interest Rate	Calculated Interest Earnings	Institution	S&P Rating	Deposit Date	Maturity Date	Term Days
	\$	%	\$					
CBA Municipal Bank Account	3,907,675	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	255,943	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,570	N/A	N/A	PC	N/A	N/A	N/A	N/A
Sub-total Cash Deposits	4,168,188							
(b) Term Deposits - Investments								
CBA - TDXXXXXXX.117	2,000,000	1.48%	7,299	CBA	AA	Oct 2019	Jan 2020	90
CBA - TDXXXXXXX.117	4,000,000	1.69%	38,893	CBA	AA	Aug 2019	Mar 2020	210
CBA - TDXXXXXXX.117	2,000,000	1.62%	24,145	CBA	AA	Aug 2019	May 2020	272
CBA - TDXXXXXXX.118	2,000,000	1.50%	7,644	CBA	AA	Nov 2019	Feb 2020	93
NAB - TDXX-XXX-X636	2,000,000	1.70%	11,178	NAB	AA	Aug 2019	Dec 2019	120
NAB - TDXX-XXX-X690	2,000,000	1.70%	16,953	NAB	AA	Aug 2019	Feb 2020	182
Sub-total - Term Deposits - Investments	14,000,000		106,112					
Reserve Funds Investments (Cash Backed Reserves)								
Aged Persons Units Reserve - TDXX-XXX-X236	807,623	1.65%	6,645	NAB	AA	Aug 2019	Feb 2020	182
Asset Management Reserve - TDXX-XXX-X945	5,554,266	1.50%	28,760	BEN	A	Nov 2019	Apr 2020	126
Plant and Equipment Replacement Reserve - TDXX-XXX-X062	1,033,358	1.68%	4,328	NAB	AA	Sep 2019	Dec 2019	91
Banksia Park DMF Reserve - TDXX-XXX-X790	190,418	1.65%	1,575	NAB	AA	Sep 2019	Mar 2020	183
City Infrastructure Reserve - TDXXX856	1,573,237	1.50%	7,823	BEN	AA	Nov 2019	Mar 2020	121
Community Services & Emergency Relief Reserve - TDXX-XXX-X230	88,836	1.65%	735	NAB	AA	Sep 2019	Mar 2020	183
CLAG Reserve - TDXX-XXX-X424	275,223	1.65%	2,277	NAB	AA	Sep 2019	Mar 2020	183
Workers Compensation Reserve - TDXX-XXX-X789	141,443	1.70%	1,199	NAB	AA	Sep 2019	Mar 2020	182
Settlement Agreement Reserve - TDXX-XXX-X678	164,874	1.70%	1,398	NAB	AA	Sep 2019	Mar 2020	182
Golf Course Cottage Reserve - TDXX-XXX-X350	28,887	1.70%	245	NAB	AA	Sep 2019	Mar 2020	182
Family Day Care Reserve - TDXXX028	1,489,179	1.65%	12,319	BWA	AA	Aug 2019	Feb 2020	183
Employee Leave Reserve - TDXX-XXX-X157	1,914,567	1.54%	10,017	NAB	AA	Nov 2019	Mar 2020	124
Refuse Reserve - TDXX-XXX-X101	5,615,943	1.55%	23,372	NAB	AA	Nov 2019	Mar 2020	98
Renewable Energy Efficiency Reserve - TDXXX024	62,008	1.65%	513	BWA	AA	Aug 2019	Feb 2020	183
Information Technology Reserve - TDXXX678	2,081,600	1.50%	10,608	BEN	A	Nov 2019	Mar 2020	124
Sub-total - Term Deposits - (Cash Backed Reserves)	21,021,461		111,813					
Reserve Funds Investments (Developer Contributions)								
DCA - 1 Hard Infrastructure - Bertram - TDXXX370	228,688	1.60%	1,835	BEN	A	Aug 2019	Feb 2020	183
DCA - 2 Hard Infrastructure - Wellard - TDXXX375	2,435,413	1.60%	19,537	BEN	A	Aug 2019	Feb 2020	183
DCA - 4 Hard Infrastructure - Anketell TDXXX026	533,009	1.65%	4,409	BWA	AA	Aug 2019	Feb 2020	183
DCA 5 - Hard Infrastructure - Wandl - TDXX-XXX-X075	1,076,038	1.67%	8,960	NAB	AA	Aug 2019	Feb 2020	182
DCA - 8 Soft Infrastructure - Mandogalup - TDXXX027	471,270	1.65%	3,899	BWA	AA	Aug 2019	Feb 2020	183
DCA - 9 Soft Infrastructure - Wandl/Anketell - TDXX-XXX-X348	11,762,971	1.67%	97,952	NAB	AA	Aug 2019	Feb 2020	182
DCA - 10 Soft Infrastructure - Casuarina/Anketell - TDXX-XXX-X941	225,488	1.75%	1,978	NAB	AA	Aug 2019	Feb 2020	183
DCA - 11 Soft Infrastructure - Wellard East - TDXXX365	6,079,450	1.60%	48,769	BEN	A	Aug 2019	Feb 2020	183
DCA - 12 Soft Infrastructure - Wellard West - TDXXX135	7,741,470	1.60%	61,762	BEN	A	Aug 2019	Feb 2020	182
DCA - 13 Soft Infrastructure - Bertram - TDXX-XXX-X013	283,533	1.75%	2,488	NAB	AA	Aug 2019	Feb 2020	183
DCA - 14 Soft Infrastructure - Wellard/Leda - TDXX-XXX-X706	614,490	1.75%	5,392	NAB	AA	Aug 2019	Feb 2020	183
DCA - 15 Soft Infrastructure - Townsite - TDXX-XXX-X398	162,566	1.75%	1,426	NAB	AA	Aug 2019	Feb 2020	183
Sub-total - Reserve Funds Investments (Developer Contributions)	31,614,386		258,406					
Total	70,804,035		476,331					
Less Trust Bank	(255,943)							
Total Municipal Controlled Funds	70,548,092		476,331					

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

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

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	18,566,621	6%	100%	✓
AA	52,232,844	94%	100%	✓
A	-	0%	60%	✓
BBB	-	0%	20%	✓
Unrated	-	0%	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	25,694,123	6%	45%	✓
BWA (AA)	2,555,466	29%	45%	✓
CBA (AA)	14,163,618	24%	45%	✓
NAB (AA)	28,386,258	41%	45%	✓

Comments - Investment Policy Compliance

The City's investments are invested in line with Council Policy - Investments. The above tables exclude the total of petty cash (\$4,570) held by the City.
Interest received on the City's investments year to date is \$297,022.

5.5.1 Portfolio Credit Framework

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

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

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

5.5.2 Counterparty Credit Framework

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

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

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

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

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
		\$	\$
26/06/2019 Annual Budget Adoption			
0			
<u>Items not requiring Council Approval as per OCM 26/06/2019 Council Decision 480</u>			
Transfer of budget in business unit to cover additional costs of advertising full local laws.			
400053.1106.60	Operating Expense - Governance (City Legal) - Advertising & Promotions	(10,000)	
400053.1830.60	Operating Expense - Governance (City Legal) - Land Administration	10,000	
		0	0
Correction of salary and superannuation to correct business units.			
400087.1031.50	Operating Expense - Events & Stakeholder Management - Salaries	(476,682)	
400087.1035.50	Operating Expense - Events & Stakeholder Management - Superannuation	(57,200)	
400092.1031.50	Operating Expense - Community Engagement & Place - Salaries	476,682	
400092.1035.50	Operating Expense - Community Engagement & Place - Superannuation	57,200	
		0	0
Transfer of salary savings in Infrastructure Management due to vacant position to obtain pavement design work consultancy.			
400461.1125.60	Operating Expense - Infrastructure Management Overheads - Consultancy	(60,000)	
400460.1031.50	Operating Expense - Infrastructure Management Overheads - Salaries	60,000	
		0	0
Transfer of salary savings in Building Control due to vacant positions to obtain a swimming pool inspector and a compliance officer contractor.			
400456.1210.61	Operating Expense - Building Control/Approvals - Salaries Contract	(39,116)	
400454.1031.50	Operating Expense - Building Control/Approvals - Salaries	39,116	
400456.1210.61	Operating Expense - Building Control/Approvals - Salaries Contract	(40,418)	
400454.1031.50	Operating Expense - Building Control/Approvals - Salaries Contract	40,418	
		0	0
<u>Items approved by Council falling outside Council Decision 480</u>			
24/07/2019 Purchase of new vehicle to replace vehicle that was written off in previous financial year. Insurance reimbursement was received in 2018/2019 and transferred to reserve for purchase in 2019/2020.			
600012.1000.60	Capital Expense - Plant and Equipment - Law Order & Public Safety	(56,500)	
700006.1006.06	Reserve Transfer - Law Order & Public Safety - Plant and Equipment Replacement Reserve	56,500	
		0	0
14/08/2019 Transfer of sale proceeds to reserve for fleet vehicle that will not be replaced.			
800044.1006.07	Reserve Transfer - Computing Infrastructure - Plant and Equipment Replacement Reserve	(12,600)	
500024.1488.05	Capital Revenue - Computing Infrastructure - Asset Sale - Sale of Vehicle	12,600	
		0	0
11/09/2019 Transfer from Asset Management Reserve to fix leaking roof at Margaret Feilman building.			
600020.1002.60	Capital Expense - Economic Services Facility - Building Construction	(145,000)	
700032.1898.06	Reserve Transfer - Economic Services Facility - Asset Management Reserve	145,000	
		0	0
11/09/2019 Transfer of insurance claim proceeds from written off vehicle to Plant and Equipment Replacement Reserve.			
800019.1006.07	Reserve Transfer - Executive Management - Plant and Equipment Replacement Reserve	(38,320)	
300159.1000.23	Capital Revenue - Executive Management - Plant and Equipment - Insurance Reimbursement	38,320	
		0	0

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

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
25/09/2019 Transfer from Asset Management Reserve to repair Medina Hall floor.			
600019.1002.60	Capital Expense - Recreation & Culture Facility - Building Construction	(60,000)	
700013.1012.06	Reserve Transfer - Recreation & Culture Facility - Asset Management Reserve	60,000	
		0	0
9/10/2019 Reallocation of Roads to Recovery funding from Pace Road to Budden Way. Pace Road works to be postponed until 2020/2021 financial year to coincide with drainage upgrade works.			
600007.1561.60	Capital Expense - Transport Development - Roads to Recovery	(275,000)	
300137.1003.16	Grants - Roads to Recovery - Budden Way	275,000	
600007.1561.60	Capital Expense - Transport Development - Roads to Recovery	275,000	
300137.1003.16	Grants - Roads to Recovery - Pace Road	(275,000)	
		0	0
13/11/2019 Contribution to be received from the Department of Education for Johnson Road/McWhirter Promenade landscaping works.			
600009.1568.60	Capital Expense - Infrastructure - Parks & Ovals - Transport Grounds	(185,585)	
300213.1003.16	Contribution - Department of Education - Infrastructure - Parks & Ovals - Transport Grounds	185,585	
		0	0
13/11/2019 The City was unable to secure budgeted sponsorship for the 2019 Community Concert. The shortfall will be made up of identified savings due to vacant positions at the Zone.			
300158.1600.15	Grant - Events and Stakeholder Management - Concert	(50,000)	
400097.1031.50	Operating Expense - Youth Centre - Salaries	50,000	
		0	0
13/11/2019 Transfer to Plant and Equipment Replacement Reserve of sale proceeds of truck that was originally budgeted to be sold in 2018/2019.			
800105.1006.07	Reserve Transfer - Depot Operating Overheads - Plant and Equipment Replacement Reserve	(5,000)	
500004.1487.05	Capital Revenue - Depot Operating Overheads - Asset Sale - Sale of Vehicle	5,000	
		0	0
27/11/2019 LGIS distribution surplus is to be receipted as a reimbursement and will be surplus funds to be allocated at mid year budget review.			
300009.1364.22	Operating Revenue - Governance - Other Reimbursements	77,599	
		77,599	77,599
27/11/2019 Main Roads have approved Black Spot funding for the Gilmore Avenue pedestrian crossing project. The remainder is to be funded from the Asset Management Reserve.			
600007.1561.60	Capital Expense - Infrastructure - Roads - Transport Development	(310,000)	
300137.1003.16	Grant - Infrastructure - Revenue - Transport Development - Black Spot	206,667	
700022.1898.06	Reserve Transfer - Transport Development - Asset Management Reserve	103,333	
		0	77,599
27/11/2019 Transfer of operating budget for the City's website redevelopment project to capital for asset capitalisation purposes.			
600002.1001.60	Capital Expense - Computing Infrastructure - Furniture and Equipment	(65,000)	
400761.2020.64	Operating Expense - Computing Infrastructure - Corporate Applications	35,000	
400013.1123.60	Operating Expense - Marketing & Communications - Community Public Relations	30,000	
		0	77,599

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

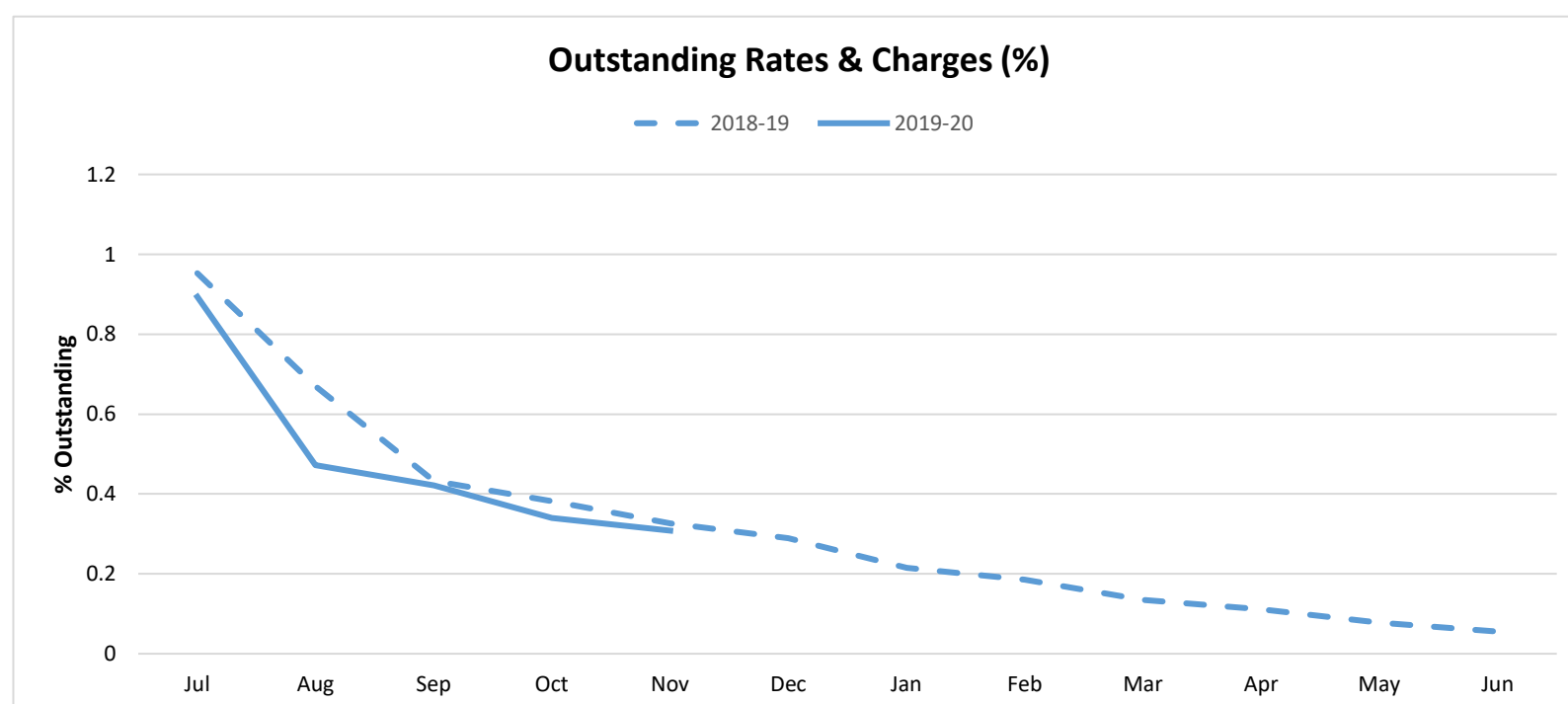
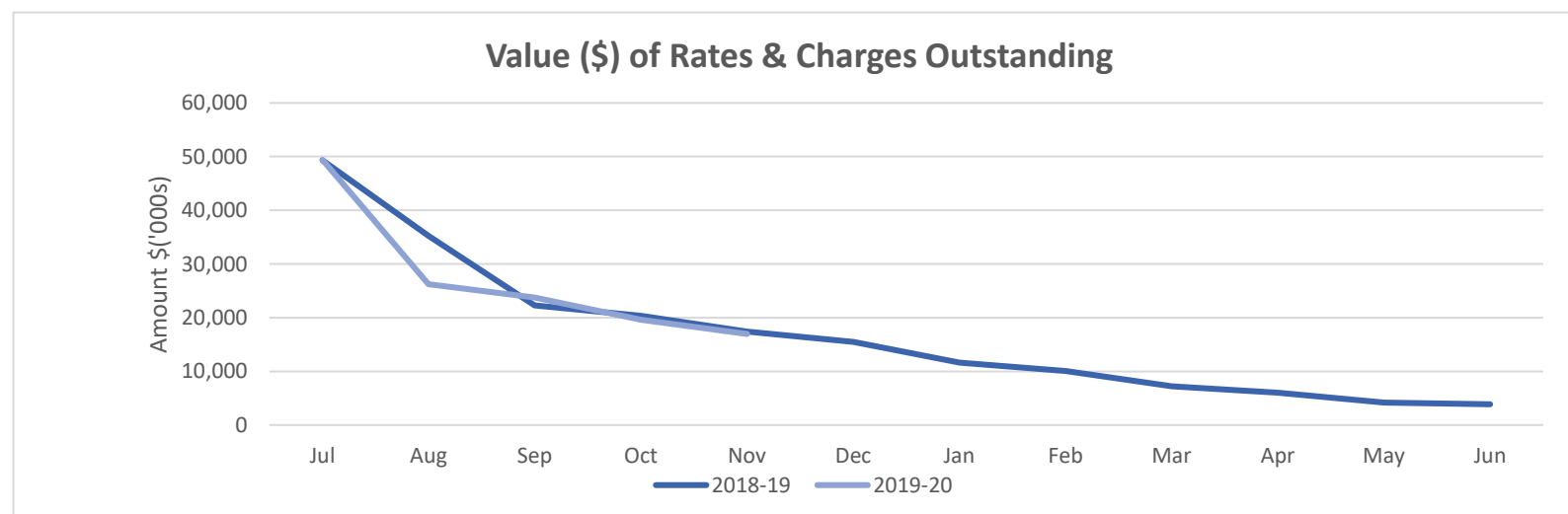
Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
27/11/2019 Savings from City Legal salary vacancies and return of lease vehicle to be used towards quantity survey report for the viability of building a new bush fire station.			
600016.1002.60	Capital Expense - Building Construction - Law Order & Public Safety Facility	(20,000)	
400512.1031.50	Operating Expense - Governance - Salaries	8,300	
400628.1099.65	Operating Expense - Fire & Emergency Management - Lease Vehicles	11,700	
		0	77,599
27/11/2019 Scoreboards that were purchased for the Recquatic stadium were portable and under capitalisation threshold. Savings to be used to purchase additional Recquatic operating items for stadium.			
400269.1140.60	Operating Expense - Recquatic Dry Programs - Equipment Repairs	(3,700)	
400270.1249.60	Operating Expense - Recquatic Dry Programs - Netball - General Expenses	(2,100)	
400270.1252.60	Operating Expense - Recquatic Dry Programs - Soccer - General Expenses	(2,100)	
400269.1144.60	Operating Expense - Recquatic Dry Programs - Expendable Equipment	(2,100)	
600004.1000.60	Capital Expense - Plant and Equipment - Recquatic Admin	10,000	
		0	77,599
Amended Budget Surplus / (Deficit)			77,599

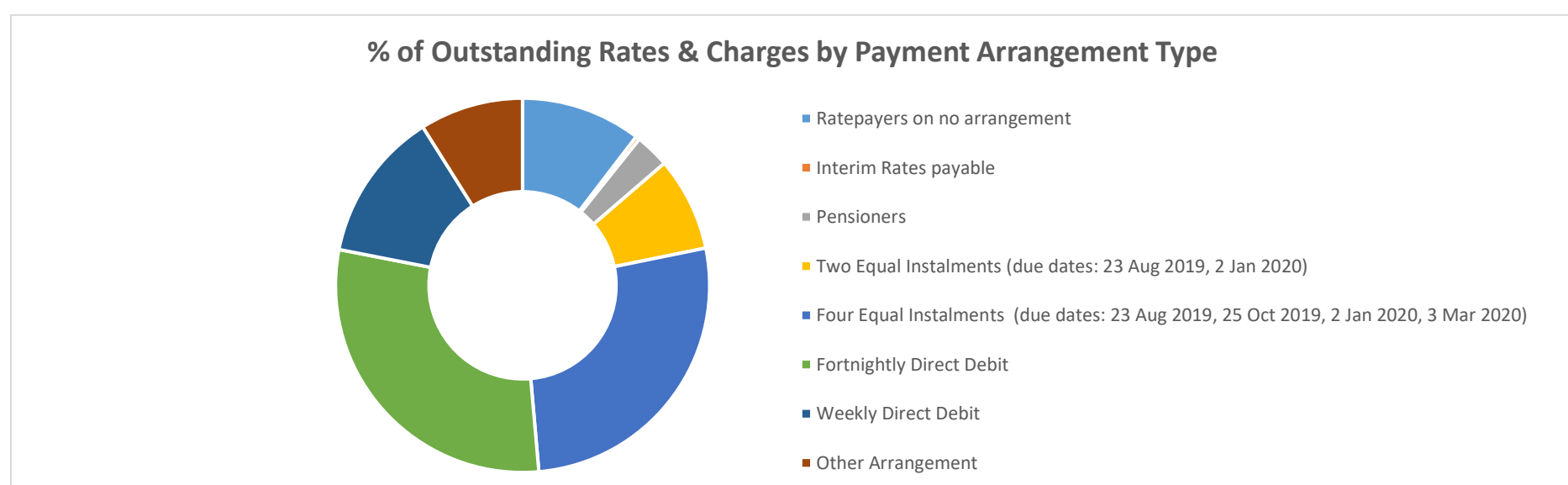
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 5(a): Receivables - Rates & Charges

Receivables - Rates & Charges Receivable	30 June 2019	30 Nov 2018	30 Nov 2019
	\$		\$
Opening Arrears Previous Years	4,275,903	4,275,903	4,576,831
Levied this year	49,841,706	49,207,242	51,459,147
Rates & Charges to be collected	54,117,609	53,483,145	56,035,978
<u>Less</u> Collections to date	(48,635,958)	(34,583,864)	(37,882,611)
<u>Less</u> Excess Rates received	(904,842)	(799,399)	(481,997)
<u>Less</u> Pensioner Deferred Rates	(711,755)	(666,001)	(707,184)
Net Rates & Charges Collectable	3,865,054	17,433,881	16,964,186
% Outstanding	7.14%	32.60%	30.27%



Outstanding Rates & Charges by Payment Arrangement Type	Assessments	Balance Outstanding	
		\$	%
Ratepayers on no arrangement	1271	1,764,040	10.40%
Interim Rates payable	34	57,533	0.34%
Pensioners	298	501,336	2.96%
Two Equal Instalments (due dates: 23 Aug 2019, 2 Jan 2020)	1148	1,375,801	8.11%
Four Equal Instalments (due dates: 23 Aug 2019, 25 Oct 2019, 2 Jan 2020, 3 Mar 2020)	3701	4,546,977	26.80%
Fortnightly Direct Debit	3813	4,998,344	29.46%
Weekly Direct Debit	1437	2,201,930	12.98%
Other Arrangement	269	1,518,225	8.95%
	11,971	16,964,186	100.00%



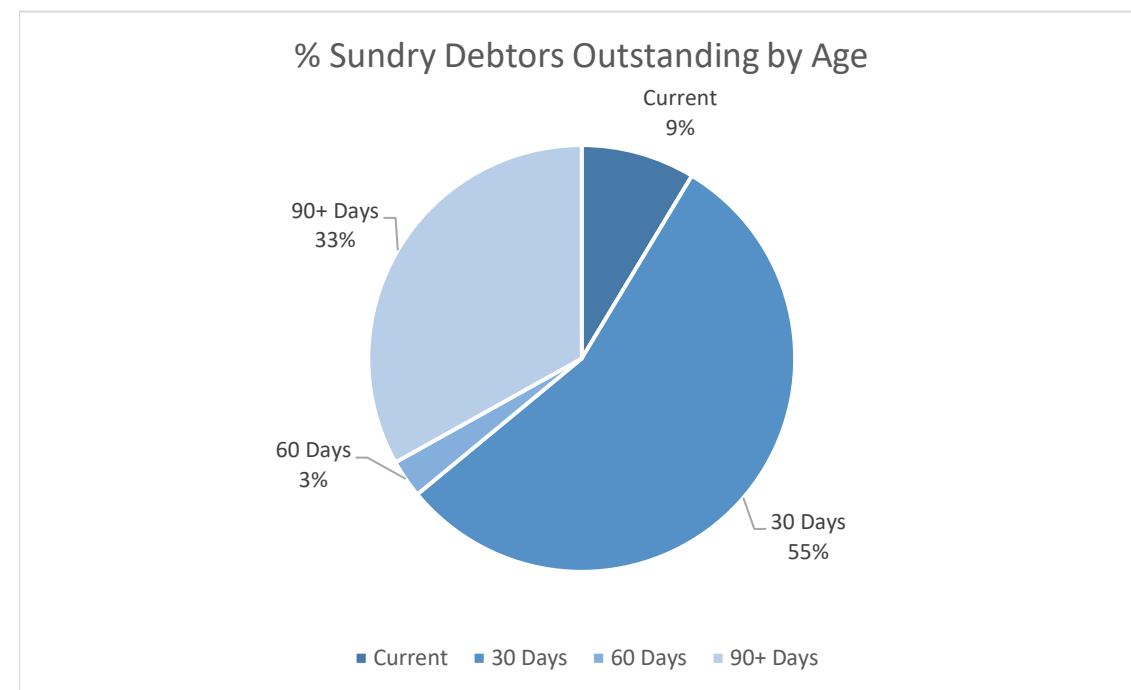
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 November 2019

Note 5(b): Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	33,613	215,514	11,264	128,825	389,216
Infringements Register					177,945
Total Receivables General Outstanding					567,161

Amounts shown above include GST (where applicable)



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

Debtor #	Description	Status	\$
Debts with Fines Enforcement Registry (FER)			
1825.07	Prosecution Local Law Fencing	Registered with FER. Payments are being received.	1,618
2442.07	Prosecution Dog Act 1976	Unregistered with FER. City Assist investigating.	5,732
3321.07	Prosecution and Infringement Dog Act 1976	Registered with FER. Regular fortnightly payments.	1,535
3909.07	Prosecution Local Government Act 1995	Registered with FER.	3,652
3936.07	Prosecution Building Act 2011 and Planning and Development Act 2005	Registered with FER. Regular fortnightly payments.	4,352
3953.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER. Regular fortnightly payments.	1,114
4131.07	Prosecution Dog Act 1976 Dangerous Dog	Registered with FER. Debtor is making payments to FER. City yet to receive payments due to quantum of fines outstanding.	4,654
4233.07	Prosecution Local Law Fencing	Registered with FER.	2,500
4274.07	Prosecution Dog Act 1976	Registered with FER.	8,197
4275.07	Prosecution Local Law Urban Environment Nuisance -	Registered with FER.	14,350
4387.07	Prosecution Dog Act	Registered with FER.	10,200
4465.07	Prosecution Dog Act 1976	Registered with FER.	7,495
4467.07	Prosecution Planning & Development Act	Registered with FER.	20,780
Other Sundry Debtors			
897.04	Deed of Settlement	Review of Deed of Settlement Council meeting 27 June 2019.	25,000
1552.11	Banksia Park Unit 61	Maintenance invoices to be cleared upon sale of property.	1,416
2258.14	Health Licences	Multiple health licences for assorted business within the complex. Paid in full in December 2019.	8,425
3884.03	Local Government Act 1995 abandoned vehicle	Payment arrangement in place as approved by Director.	1,115
4476.03	Reimbursement costs abandoned vehicle	Following Debtor collection policy guidelines for recovery.	1,030
Total Debtors 90+ days > \$1,000			123,165

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

Note 6: Cash Backed Reserves

	Adopted Budget				Current Budget				Actual					Variance
	Opening Balance	Transfers In (incl Interest)	Transfers Out	Closing Balance	Opening Balance	Transfers In (incl Interest)	Transfers Out	Current Budget Closing Balance	Opening Balance	Transfers In	Interest Earned	Transfers Out	YTD Closing Balance	Actual vs Current Budget
Reserve	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Municipal Reserves														
Aged Persons Units Reserve	721,244	176,770	(190,000)	708,014	721,244	176,770	(190,000)	708,014	807,623	0	3,268	0	810,891	102,877
Asset Management Reserve	637,921	5,028,582	(1,952,609)	3,713,894	637,921	5,028,582	(2,260,942)	3,405,561	762,988	4,729,426	56,550	0	5,548,964	2,143,403
Banksia Park Reserve	120,249	21,268	(90,000)	51,517	120,249	21,268	(90,000)	51,517	190,418	0	546	0	190,964	139,447
City Assist Initiative Reserve	15,083	194	(15,000)	277	15,083	194	(15,000)	277	0	0	0	0	0	(277)
City Infrastructure Reserve	0	1,547,468	(930,511)	616,957	0	1,547,468	(930,511)	616,957	0	1,566,924	6,313	0	1,573,237	956,280
Community Services & Emergency Relief Reserve	88,063	1,134	0	89,197	88,063	1,134	0	89,197	88,836	0	408	0	89,244	47
Contiguous Local Authorities Group Reserve	278,100	13,862	(29,000)	262,962	278,100	13,862	(29,000)	262,962	275,223	0	1,319	0	276,542	13,580
Employee Leave Reserve	3,729,783	0	(2,119,426)	1,610,357	3,729,783	0	(2,119,426)	1,610,357	4,033,993	0	5,214	(2,119,426)	1,919,781	309,424
Family Day Care Reserve	1,400,660	18,036	(246,171)	1,172,525	1,400,660	18,036	(246,171)	1,152,525	1,489,179	0	0	0	1,489,179	336,654
Future Community Infrastructure Reserve	1,032,565	0	(1,032,565)	0	1,032,565	0	(1,032,565)	0	1,067,201	0	0	(1,067,201)	0	0
Golf Course Cottage Reserve	28,635	369	0	29,004	28,635	369	0	29,004	28,887	0	137	0	29,024	20
Information Technology Reserve	2,145,970	27,633	(974,433)	1,199,170	2,145,970	27,633	(974,433)	1,199,170	2,068,659	0	12,941	0	2,081,600	882,430
Infrastructure Reserve	345,032	198	(345,230)	0	345,032	198	(345,230)	0	348,076	0	1,648	(349,724)	0	0
Plant and Equipment Replacement Reserve	588,784	514,020	(812,600)	290,204	588,784	569,940	(869,100)	289,624	579,628	500,000	2,786	(710,014)	372,400	82,776
Refuse Reserve	8,928,629	0	(3,242,000)	5,686,629	8,928,629	0	(3,242,000)	5,686,629	8,844,888	0	22,794	(3,200,000)	5,667,682	(18,947)
Renewable Energy Efficiency Reserve	60,058	773	(25,000)	35,831	60,058	773	(45,000)	15,831	53,983	0	0	0	53,983	38,152
Restricted Grants & Contributions Reserve	1,573,326	0	(1,530,326)	43,000	1,573,326	0	(1,574,076)	(750)	3,170,082	0	0	(191,971)	2,978,111	2,978,861
Settlement Agreement Reserve	163,440	2,105	0	165,545	163,440	2,105	0	165,545	164,874	0	780	0	165,654	109
Workers Compensation Reserve	138,404	1,782	0	140,186	138,404	1,782	0	140,186	141,443	0	670	0	142,113	1,927
Youth Engagement Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Total Municipal Reserves	21,995,946	7,354,194	(13,534,871)	15,815,269	21,995,946	7,410,114	(13,983,454)	15,422,606	24,115,981	6,796,350	115,372	(7,638,335)	23,389,368	7,966,762
Developer Contribution Reserves														
DCA 1 - Hard Infrastructure - Bertram	2,131,883	32,766	(695,753)	1,468,896	2,131,883	32,766	(695,753)	1,468,896	228,688	0	6,888	0	235,576	(1,233,320)
DCA 2 - Hard Infrastructure - Wellard	2,574,546	3,940,205	(2,279,000)	4,235,751	2,574,546	3,940,205	(2,279,000)	4,235,751	2,435,413	0	9,107	0	2,444,520	(1,791,231)
DCA 3 - Hard Infrastructure - Casuarina	0	2,747,378	(2,747,378)	0	0	2,747,378	(2,747,378)	0	0	0	0	0	0	0
DCA 4 - Hard Infrastructure - Anketell	633,006	9,729	0	642,735	633,006	9,729	0	642,735	533,009	0	4,745	0	537,753	(104,982)
DCA 5 - Hard Infrastructure - Wandii	1,232,061	1,030,936	(1,453,795)	809,202	1,232,061	1,030,936	(1,453,795)	809,202	1,073,049	0	0	0	1,073,049	263,847
DCA 7 - Hard Infrastructure - Wellard West	23,918	368	0	24,286	23,918	368	0	24,286	2,989	0	60	0	3,049	(21,238)
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	471,270	0	0	0	471,270	471,270
DCA 9 - Soft Infrastructure - Wandii/Anketell	11,770,673	180,905	(1,004,445)	10,947,133	11,770,673	180,905	(1,004,445)	10,947,133	11,762,971	0	48,205	0	11,811,176	864,043
DCA 10 - Soft Infrastructure - Casuarina/Anketell	233,191	3,584	(4,545)	232,230	233,191	3,584	(4,545)	232,230	225,488	0	692	0	226,180	(6,050)
DCA 11 - Soft Infrastructure - Wellard East	5,642,461	86,721	(4,545)	5,724,637	5,642,461	86,721	(4,545)	5,724,637	6,079,450	0	21,531	0	6,100,981	376,344
DCA 12 - Soft Infrastructure - Wellard West	7,206,957	110,766	(4,545)	7,313,178	7,206,957	110,766	(4,545)	7,313,178	7,741,470	0	28,742	0	7,770,213	457,035
DCA 13 - Soft Infrastructure - Bertram	291,237	4,476	(4,545)	291,168	291,237	4,476	(4,545)	291,168	283,533	0	865	0	284,398	(6,770)
DCA 14 - Soft Infrastructure - Wellard/Leda	622,193	9,563	(16,045)	615,711	622,193	9,563	(16,045)	615,711	614,490	0	1,847	0	616,338	627
DCA 15 - Soft Infrastructure - City Site	170,270	357,617	(16,045)	511,842	170,270	357,617	(16,045)	511,842	162,566	0	506	0	163,072	(348,771)
Sub-Total Developer Contribution Reserves	32,532,396	8,515,014	(8,230,641)	32,816,769	32,532,396	8,515,014	(8,230,641)	32,816,769	31,614,386	0	123,188	0	31,737,573	(1,079,196)
Total Reserves	54,528,342	15,869,208	(21,765,512)	48,632,038	54,528,342	15,925,128	(22,214,095)	48,239,375	55,730,367	6,796,350	238,559	(7,638,335)	55,126,941	6,887,566

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

Note 7: Disposal of Assets

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Motor Vehicles								
5603	Plant Replacement - P429 KWN1956					19,777	13,500		(6,277)
5830	Plant Replacement - P456 KWN1986					24,291	15,500		(8,791)
5837	Plant Replacement - P454 1EWO610					24,291	17,500		(6,791)
5873	Plant Replacement - P452 KWN2023	22,000	19,145		(2,855)	21,554	16,500		(5,054)
6069	Plant Replacement - P482 1GDA257	10,284	11,496	1,212		9,550	10,000	450	
5903	Plant Replacement - P450 KWN2063					15,997	22,500	6,503	
5882	Plant Replacement - P451 KWN2025	19,732	20,509	777		12,058	16,000	3,942	
5905	Plant Replacement - P480 KWN2027					12,610	16,000	3,390	
5059	Plant Replacement - P409 KWN1896	20,000	16,418		(3,582)	18,750	12,500		(6,250)
6145	Plant Replacement - P520 KWN2049	21,265	25,509	4,244		19,545	19,500		(45)
5978	Plant Replacement - P491 1GCH843	13,358	13,964	605		11,784	14,000	2,216	
6068	Plant Replacement - P486 KWN2067					14,329	17,500	3,171	
6018	Plant Replacement - P496 1GDR926	18,440	25,282	6,842		15,848	21,500	5,652	
5869	Plant Replacement - P453 KWN1989	24,500	21,873		(2,627)	23,666	18,000		(5,666)
5931	Plant Replacement - P449 KWN2061					10,961	16,500	5,539	
5870	Plant Replacement - P458 KWN1991	27,000	21,191		(5,809)	26,443	17,500		(8,943)
5053	Plant Replacement - P408 KWN1899	22,000	19,827		(2,173)	20,000	10,500		(9,500)
5629	Plant Replacement - P431 KWN1982					26,610	14,000		(12,610)
5628	Plant Replacement - P434 KWN1981					26,610	13,500		(13,110)
5876	Plant Replacement - P457 KWN1981					12,600	12,600		
	Plant & Equipment								
3842	Plant Replacement - P333 KWN1835 Signage Truck					28,250	15,000		(13,250)
2452	Plant Disposal Only - P51 KWN650 Massey Ferguson 362 Tractor					0	10,000	10,000	
2850	Plant Replacement - P208 3 PTL Hyd Drive Road Broom Hyd Angle					0	1,000	1,000	
3724	Plant Replacement - P325 1TLL524 Flat Top Trailer	2,763	5,285	2,522		2,390	2,000		(390)
3130	Plant Replacement - P235 1TJO798 Mowing Dovetail Trailer	1,000	5,285	4,285		1,000	2,000	1,000	
3723	Plant Replacement - P323 1TLN489 Mowing Trailer Industrial Crew	2,763	5,285	2,522		2,284	2,000		(284)
6153	Plant Replacement - P530 1GJU179 Toro Ground Master Ride On Mower					2,482	0		(2,482)
6154	Plant Replacement - P532 1GJU178 Toro Ground Master Mower					2,482	0		(2,482)
3722	Plant Replacement - P324 KWN1833 Hino 300 Series 816 Crew Cab	33,750	20,379		(13,371)	5,000	5,000		
		238,854	231,447	23,009	(30,416)	411,162	352,100	42,863	(101,926)
				Net Profit/(Loss)	(7,407)				(59,063)

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

Note 8: Rating Information	YTD Actual							Budget					
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$		\$	\$	\$	\$	\$
Differential General Rate													
Gross Rental Value (GRV)													
Improved Residential	0.08199	13,977	242,166,184	19,718,902	135,292	19,190	19,873,385	13,885	240,503,744	19,718,902	500,000	0	20,218,903
Improved Special Residential	0.07518	824	19,652,811	1,477,596	(98)	(1,514)	1,475,984	824	19,654,111	1,477,596	0	0	1,477,596
Improved Commercial and Industrial	0.09269	514	108,412,009	10,017,187	32,557	30,101	10,079,845	512	108,071,932	10,017,187	0	0	10,017,187
Vacant Residential	0.17249	376	7,493,060	1,324,927	(32,256)	(4,089)	1,288,582	387	7,681,180	1,324,927	0	0	1,324,927
Vacant Non Residential	0.12193	38	2,573,000	353,095	(39,369)	(33,270)	280,457	43	2,895,880	353,095	0	0	353,095
Unimproved Value (UV)													
General Industrial	0.01803	3	121,200,000	2,185,236	0	0	2,185,236	3	121,200,000	2,185,236	0	0	2,185,236
Mining & Industrial	0.00868	25	39,960,000	346,853	0	0	346,853	25	39,960,000	346,853	0	0	346,853
Rural	0.00518	169	240,449,000	1,260,537	(10,246)	10,913	1,261,203	144	243,347,000	1,260,537	0	0	1,260,537
Sub-Totals		15,926	781,906,064	36,684,333	85,881	21,331	36,791,545	15,823	783,313,847	36,684,333	500,000	0	37,184,334
Minimum Payment	Minimum												
Gross Rental Value (GRV)	\$												
Improved Residential	\$1,062	1,432	16,962,648	1,520,784	0	0	1,520,784	1,432	16,962,648	1,520,784	0	0	1,520,784
Improved Special Residential	\$1,062	4	54,600	4,248	0	0	4,248	4	54,600	4,248	0	0	4,248
Improved Commercial and Industrial	\$1,382	61	588,183	84,302	0	0	84,302	61	588,183	84,302	0	0	84,302
Vacant Residential	\$1,062	860	4,433,643	917,568	(3,708)	2,330	916,190	864	4,463,193	917,568	0	0	917,568
Vacant Non Residential	\$1,062	3	4,770	3,186	0	0	3,186	3	4,770	3,186	0	0	3,186
Unimproved Value (UV)													
Mining & Industrial	\$1,382	1	156,000	22,112	0	0	22,112	16	187,173	22,112	0	0	22,112
Rural	\$1,062	103	14,514,600	65,844	43,542	14,197	123,583	62	8,872,600	65,844	0	0	65,844
Sub-Totals		2,464	36,714,444	2,618,044	39,834	16,528	2,674,406	2,442	31,133,167	2,618,044	0	0	2,618,044
		18,390	818,620,508	39,302,377	125,715	37,859	39,465,951	18,265	814,447,014	39,302,377	500,000	0	39,802,378
Concession							0						0
Amount from General Rates							39,465,951						39,802,378
Ex-Gratia Rates							0						0
Specified Area Rates							0						0
Totals							39,465,951						39,802,378

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

Note 9: Information on Borrowings

(a) Debenture Repayments

Particulars	Finalisation of Loan	01 Jul 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
			\$		\$	\$	\$	\$	\$	\$
Governance										
Loan 99 - Administration Office Renovations	2024/25	671,799	0	0	0	95,471	671,799	576,328	(688)	45,130
Loan 107 - Administration / Chambers Building Refurbishment	TBA	0	0	2,268,000	0	0	0	2,268,000	0	0
Education & Welfare										
Loan 96 - Youth Specific Space	2022/23	122,474	0	0	0	27,312	122,474	95,162	(328)	9,555
Loan 100 - Youth Specific Space	2027/28	1,398,797	0	0	0	128,303	1,398,797	1,270,494	(1,071)	73,138
Recreation and Culture										
Loan 94 - Wellard Sports Pavilion	2021/22	158,337	0	0	24,362	49,501	133,975	108,836	3,459	10,406
Loan 95 - Orelia Oval Pavilion	2022/23	293,938	0	0	0	65,549	293,938	228,389	(786)	22,933
Loan 97 - Orelia Oval Pavilion Extension	2024/25	1,486,493	0	0	0	211,250	1,486,493	1,275,243	(1,523)	99,859
Loan 102 - Library & Resource Centre	2028/29	7,421,567	0	0	0	601,391	7,421,567	6,820,176	(5,524)	379,164
Loan 104 - Recquatic Refurbishment	2029/30	3,350,000	0	0	0	0	3,350,000	3,350,000	(1,853)	159,190
Loan 105 - Bertram Community Centre	2029/30	1,296,840	0	0	0	27,568	1,296,840	1,269,272	10,079	50,846
Loan 106 - Destination Park - Calista	2030/31	1,420,421	0	0	0	99,153	1,420,421	1,321,268	(853)	53,613
Transport										
Loan 98 - Streetscape Beautification	2024/25	906,930	0	0	0	128,886	906,930	778,044	(929)	60,927
Loan 101 - City Centre Redevelopment	2021/22*	2,500,000	0	0	0	0	2,500,000	2,500,000	14,766	79,298
Self Supporting Loans										
Recreation and Culture										
Loan 103B - Golf Club Refurbishment	2031/32	266,682	0	0	0	16,709	266,682	249,973	(581)	10,551
		21,294,278	0	2,268,000	24,362	1,451,093	21,269,916	22,111,185	14,168	1,054,610
**Share of SMRC Loan		258,120								
		21,552,398								

*City Centre Redevelopment loan expected to be refinanced upon maturity in 2021/22, as the City awaits reimbursement from the State Government.

** Non-current portion of borrowings includes \$258,120, which represents the City's share of the Southern Metropolitan Regional Council (SMRC) Administration Building loan with the WATC. Due to the balance being immaterial, it has been initially recognised as at 30 June 2019.

(b) New Debentures

No new debentures were raised during the reporting period.

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



































Note 10: Trust Fund

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

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 30 Nov 2019
	\$	\$	\$	\$
APU Security Bonds	15,591	1,770	(423)	16,938
DCA Contingency Bonds	223,133		(223,133)	0
Contiguous Local Authorities Group (CLAG)	3,594			3,594
Public Open Space Cash In Lieu	204,239	31,172		235,411
	446,556	32,942	(223,556)	255,943

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

Note 11: Capital Acquisitions

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
	\$	\$		\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>						
Buildings						
 Administration Building & Civic Centre Refurbishment	11,349	2,268,000	2,268,000	0	(11,349)	Contract awarded for architectural services.
 Arts & Cultural Centre Upgrade - Stage 2 of 3 Works Studio 1 & 2, MA studio and training room, maintenance work, upgrade little theatre	35,362	92,700	92,700	62,700	27,338	Shade sails have been installed.
 Budden Way carpet replacement	2,568	8,800	8,800	8,800	6,232	Completed, awaiting outstanding invoices.
 Budden Way ceiling replacement	27,996	25,000	25,000	25,000	(2,996)	Project complete.
 Building Contingency	38,956	102,000	102,000	40,260	1,304	Reactive building works.
 Building Upgrade CCTV - Administration Building	0	15,000	15,000	15,000	15,000	Project was completed in 2018/2019.
 Building Upgrades - Medina Centre - CCTV and lighting improvements	5,932	100,000	100,000	0	(5,932)	
 DCA 9 - Local Sports Ground Clubroom - Honeywood Primary School Oval Pavilion 1% City 99% DCA Funded	0	1,010,000	1,010,000	0	0	Tenders are being evaluated.
 DCA 9 - Local Sports Ground Clubroom (Clubroom construction cost)	5,540	88,411	88,411	88,411	82,871	Architectural services tender has closed.
 District C Sporting Ground (Medina Oval Extension/Upgrade) - Changeroom Development	11,600	326,166	326,166	9,500	(2,100)	Tender has been requested.
 District C Sporting Ground (Medina Oval Extension/Upgrade) - Masterplan	0	100,000	100,000	100,000	100,000	
 Installation of water / energy monitoring equipment	0	9,000	9,000	0	0	Works due to be completed by December 2019.
 Kwinana Tennis Club Ablutions	536	15,000	15,000	0	(536)	Contract has been awarded. Design is in progress.
 Kwinana South VBFB Station Extensions - Meeting / Training Room, kitchen, office, store and ablutions	35,650	356,000	376,000	0	(35,650)	Tender package review in progress. Budget Variation OCM 27 November 2019 for quantity survey.
 Kwinana South VBFB Station Upgrade	0	30,000	30,000	0	0	Tender package review in progress.
 Mandogalup VBFB Station Extensions - Ablutions	30,599	275,000	275,000	0	(30,599)	Tender package review in progress.
 Mandogalup VBFB Station Upgrade	0	25,000	25,000	7,062	7,062	Tender package review in progress.
 Recquatic Centre - Stadium Re-roof	7,695	242,462	242,462	0	(7,695)	Installation due to occur by February 2020.
 Recquatic Front Counter - Automated Gates	0	90,000	90,000	0	0	
 Recquatic Pool Hall Window Tinting	9,400	14,935	14,935	0	(9,400)	
 Sloan Heritage Cottage - internal paint	210	7,210	7,210	7,210	7,000	
 Sloan Reserve ablutions - Renovation of existing toilet block to cater for DDA compliance	14,922	52,530	52,530	1,530	(13,392)	Completed, awaiting outstanding invoices.
 Smirks Heritage Artefacts Shed	25,190	20,000	20,000	0	(25,190)	Project completed.
 Wandi Resource Centre - Installation of a UV water filter for potable water supply	180	6,180	6,180	6,180	6,000	
 Wellard Pavilion Solar Panels	0	15,000	15,000	0	0	Request for quote is being done. Installation due to occur by February 2020.
 William Bertram Auto Door Conversion	0	10,300	10,300	0	0	
 Works Depot - new PA system	0	5,000	5,000	0	0	
 Kwinana Recquatic - Strip and Seal Stadium Flooring	6,528	0	0	0	(6,528)	2018/2019 project carried forward. Budget is to be amended in Budget Review.
 Margaret Feilman Building - Roof Replacement	0	0	145,000	72,500	72,500	Budget Variation OCM 11 September 2019.
 Medina Hall - Floor Replacement	51,407	0	60,000	60,000	8,593	Budget Variation OCM 25 September 2019. Project completed.
 Bright Futures Family Day Care kitchen replacement	0	0	20,000	0	0	Budget Variation OCM 11 December 2019.
 Fiona Harris Pavilion Solar Panels	0	0	20,000	0	0	Budget Variation OCM 11 December 2019.
 Buildings Total	321,622	5,309,694	5,574,694	504,153	182,531	



































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

Note 11: Capital Acquisitions

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Plant, Furniture and Equipment						
Furniture and Equipment						
Design and Replacement of Mayoral Chains	0	8,000	8,000	8,000	8,000	
Library - self returns shelves	0	20,000	20,000	3,333	3,333	
Removal of Library Circulation Desk	0	55,000	55,000	6,000	6,000	
Library - Self Check Touchscreen Computer & Workstation	0	7,000	7,000	7,000	7,000	
Computing Equipment						
City Website Redevelopment	42,670	193,000	258,000	81,250	38,580	Budget Variation OCM 27 November 2019.
Computing Equipment - Various purchases as per ICT / City Requirements	5,628	23,000	23,000	10,000	4,372	
Corporate Business System Renewal - Implementation	40,215	1,298,566	1,298,566	188,935	148,720	Project has been delayed and will recommence 2020/2021.
Plant and Equipment						
Recquatic - Hydro pool cleaner replacement, upgrade to pool solar system heating	0	25,000	25,000	10,000	10,000	
Recquatic - Pool plant renewals	0	11,600	11,600	11,600	11,600	
Recquatic - Scoreboard installation and replacement	2,051	10,000	0	0	(2,051)	Budget Variation OCM 27 November 2019. Under asset capitalisation threshold and moved to operating budget.
Sound Level Meter for Environmental Health Team	0	12,000	12,000	0	0	
Plant Disposal Only - P51 KWN650 Massey Ferguson 362 Tractor	0	0	0	0	0	
Plant Replacement - P208 3 PTL Hyd Drive Road Broom Hyd Angle (New Plant 554)	0	17,000	17,000	0	0	Purchase expected to be completed by December 2019.
Plant Replacement - P235 1TJO798 Mowing Dovetail Trailer (New Plant 562)	17,230	18,000	18,000	0	(17,230)	Purchase completed.
Plant Replacement - P323 1TLN489 Mowing Trailer Industrial Crew (New Plant 583)	17,230	18,000	18,000	0	(17,230)	Purchase completed.
Plant Replacement - P325 1TLL524 Flat Top Trailer (New Plant 584)	17,230	18,000	18,000	0	(17,230)	Purchase completed.
Plant Replacement - P333 KWN1835 Signage Truck (New Plant 585)	0	120,000	120,000	120,000	120,000	Cancelled.
Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333 (New Plant 559)	136,020	120,000	120,000	120,000	(16,020)	Purchase completed.
Motor Vehicles						
Plant Replacement - P408 KWN1899	34,984	38,500	38,500	0	(34,984)	Purchase completed.
Plant Replacement - P409 KWN1896	47,576	54,000	54,000	54,000	6,424	Purchase completed.
Plant Replacement - P429 KWN1956	42,913	45,000	45,000	45,000	2,087	Purchase completed.
Plant Replacement - P431 KWN1982	48,373	54,000	54,000	0	(48,373)	Purchase completed.
Plant Replacement - P434 KWN1981	48,284	54,000	54,000	0	(48,284)	Purchase completed.
Plant Replacement - P449 KWN2061	55,814	56,500	56,500	56,500	686	Purchase completed.
Plant Replacement - P450 KWN2063	55,784	56,500	56,500	56,500	716	Purchase completed.
Plant Replacement - P451 KWN2025	37,751	38,500	38,500	38,500	749	Purchase completed.
Plant Replacement - P452 KWN2023	36,993	38,500	38,500	38,500	1,507	Purchase completed.
Plant Replacement - P453 KWN1989	36,993	38,500	38,500	38,500	1,507	Purchase completed.
Plant Replacement - P454 1EWO610	39,121	41,500	41,500	41,500	2,379	Purchase completed.
Plant Replacement - P456 KWN1986	33,374	35,500	35,500	35,500	2,126	Purchase completed.
Plant Replacement - P458 KWN1991	34,329	36,500	36,500	36,500	2,172	Purchase completed.
Plant Replacement - P480 KWN2027	42,913	45,000	45,000	45,000	2,087	Purchase completed.
Plant Replacement - P482 1GDA257	25,077	25,500	25,500	25,500	423	Purchase completed.
Plant Replacement - P486 KWN2067	0	42,000	42,000	42,000	42,000	Purchase on hold pending new employment contract.
Plant Replacement - P491 1GCH843	25,341	25,500	25,500	25,500	159	Purchase completed.
Plant Replacement - P496 1GDR926	0	54,000	54,000	54,000	54,000	Vehicle will not be replaced, sale of existing vehicle only. Budget is to be amended at Budget Review.
Plant Replacement - P520 KWN2049	34,628	35,000	35,000	35,000	372	Purchase completed.
Plant Replacement - P525 1GJN991	54,514	0	56,500	56,500	1,986	Budget Variation OCM 24 July 2019. Insurance claim vehicle reimbursement. Purchase completed.
Plant, Furniture and Equipment Total	1,013,035	2,788,666	2,900,166	1,290,618	277,583	

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

Note 11: Capital Acquisitions

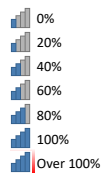
Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Park and Reserves						
 Bertram Street Tree Planting Program	10,000	110,000	110,000	10,000	0	Design completed.
 KIA Street Tree Planting Program	0	76,000	76,000	0	0	Design completed.
 Kwinana Loop Trail	0	80,000	80,000	0	0	
 Parks for People Strategy - Upgrade of Harrison Park, Calista	7,364	81,000	81,000	8,364	1,000	Design in progress based on community feedback.
 Parks for People Strategy - Upgrade of Morritt Park, Parmelia	7,364	81,000	81,000	8,364	1,000	Community feedback meeting was held in November 2019.
 POS / Parks & Reserves Renewals - Bores	0	94,000	94,000	62,666	62,666	
 POS / Parks & Reserves Renewals - Fencing, Gates & Bollards	0	73,200	73,200	48,800	48,800	
 POS / Parks & Reserves Renewals - Infield Irrigation	0	222,200	222,200	148,134	148,134	
 Ridley Green Disconnect Power and reconnect at Hewison Reserve for BBQ	8,837	14,000	14,000	14,000	5,163	
 Sporting Infrastructure - Wandi Playing Fields (Honeywood)	0	89,100	89,100	0	0	
 Streetscape Upgrade - Orelia Avenue	11,358	124,933	124,933	11,358	0	Design completed.
 Thomas Oval Lighting	633	495,000	495,000	0	(633)	Tenders are being evaluated.
 POS / Parks & Reserves Renewals - Wells Park Sports Shelter	258	8,858	8,858	5,992	5,734	
 DCA 5 - Wandi Public Open Space	0	283,000	283,000	0	0	
 McWhirter Promenade and Johnson Road landscaping	0	0	185,585	0	0	Budget Variation OCM 13 November 2019. Costing in process. Installation due by June 2020.
 Parks and Reserves Total	45,815	1,832,291	2,017,876	317,678	271,863	
Roads						
Urban Road Grant Construction						
 Anketell Road - MRRG - resurface Abercrombie to McLaughlan	333,029	410,300	410,300	37,300	(295,729)	Construction has commenced. Line marking is outstanding.
 Gilmore Avenue SB(1) - MRRG - SB carriageway 380m north Runnymede Gate to 30m north Runnymede Gate	67,851	258,940	258,940	23,540	(44,311)	Construction has commenced. Line marking is outstanding.
 Gilmore Avenue SB(2) - MRRG - SB carriageway Runnymede Gate to 380m north of Runnymede Gate	63,190	201,850	201,850	18,350	(44,840)	Construction has commenced. Line marking is outstanding.
 Gilmore Avenue SB(3) - MRRG - SB carriageway Sulphur Road to Chisham Ave	20,857	206,140	206,140	18,740	(2,117)	Construction estimated to commence January 2020.
 Gilmore Avenue SB(4) - MRRG - SB carriageway south of Thomas Road to south of Pengilly Road	297,324	285,780	285,780	25,980	(271,344)	Construction has commenced. Line marking is outstanding.
 Wellard Road Duplication Project MRRG / DCA Funded	12,722	880,125	880,125	0	(12,722)	Consultation is due December. Design is due to commence after consultation.
Black Spot Grant Construction						
 Gilmore Avenue Pedestrian Crossing	0	0	310,000	0	0	Budget Variation OCM 27 November 2019.
Roads to Recovery Grant Construction						
 Gilmore Service Road D - R2R - road resurfacing, kerbing and footpath renewal - Leasham Way to Brownell Crescent	30,016	330,177	330,177	30,016	0	Construction estimated to commence February 2020.
 Pace Road - R2R - road resurfacing, kerbing, geometric improvements and drainage	0	275,000	0	0	0	Budget Variation OCM 9 October 2019. Project to be moved to 2020/2021 and budget to be moved to Budden Way.
 Budden Way (Medina Avenue to Atkinson Road) - R2R - Resurfacing works, formalising and increasing roadside car parking bays and installing a new shared path and drainage infrastructure.	25,000	0	275,000	25,000	0	Budget Variation OCM 9 October 2019. Transfer from Pace Road Roads to Recovery project. Construction estimated to commence January 2020.
DCA Funded Construction						
 Roads - DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	68,048	40,000	40,000	40,000	(28,048)	
 Roads - DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)	0	437,250	437,250	0	0	
 DCA 5 Lyon Road - Developer to complete	0	729,000	729,000	0	0	
Municipal Road Construction						
 Traffic Management - Abingdon Crescent pedestrian crossing	5,570	15,000	15,000	15,000	9,431	Project completed but minor landscaping works and invoices outstanding.
 Traffic Management - Breccia Parade speed calming	1,091	12,000	12,000	12,000	10,909	Design in progress, due December 2019.
 Traffic Management - Bronzite Lane	2,091	23,000	23,000	23,000	20,909	Design in progress. Project delayed. Construction due January 2020.
 Traffic Management - Moombaki Avenue between Mangart Road and Price Parkway	2,818	31,000	31,000	2,818	0	Design in progress. Project delayed. Construction due January 2020.
 Roads Total	929,607	4,135,562	4,445,562	271,744	(657,863)	

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

Note 11: Capital Acquisitions

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Street Lighting						
Street Lighting - New - Leath Road	11,475	223,000	223,000	0	(11,475)	Electrical consultant to review the design based on service location. Quotes to be received from Western Power. Reactive street lighting.
Street Lighting - Upgrade - Reactive work street light requests during the year	453	28,000	28,000	28,000	27,547	
Street Lighting Total	11,928	251,000	251,000	28,000	16,072	
Bus Shelter Construction						
Bus Shelters	15,397	19,800	19,800	19,800	4,403	Construction completion due December 2019.
Bus Shelter Construction Total	15,397	19,800	19,800	19,800	4,403	
Footpath Construction						
Footpath - New - Clark Way - install new 1.5m concrete footpath and kerbing, 10 percent slab replacement	104,744	105,000	105,000	9,545	(95,199)	Project completed.
Footpath - New - Perham Crescent - install new 2m concrete path and adjust service lids as required	69,834	110,000	110,000	10,000	(59,834)	
Footpath Construction Total	174,578	215,000	215,000	19,545	(155,033)	
Drainage Construction						
Drainage - New - Spinner Lane eliminate run off from verge into properties	18,182	200,000	200,000	200,000	181,818	Estimated commencement date March 2020. Request for quote closes January 2020.
Drainage - Upgrade - Drainage Nets x 3	48,627	53,750	53,750	53,750	5,123	
DCA 1 Stormwater Management (nutrient stripping basin)	0	457,833	457,833	0	0	Legal agreement in progress.
Drainage - DCA 2 Peel Sub N Drain - Lot 64 Woolcoot Road & Lot 379 Millar, 27 & 201 Mortimer Road	0	1,945,000	1,945,000	0	0	
Drainage - DCA 2 - Peel Sub N Drain - Lot 64 Woolcoot Rd & Lot 379 Millar, 27 & 201 Mortimer Roads	0	334,000	334,000	0	0	
DCA 3 Peel Sub P Drain (Developer Aigle Royal)	0	1,430,453	1,430,453	0	0	
DCA 3 Peel Sub P1 drain (Developer Aigle Royal)	0	1,316,925	1,316,925	0	0	
Drainage Construction Total	66,809	5,737,961	5,737,961	253,750	186,941	
Car Park Construction						
Carpark - Peace Park (Parmelia Ave) disabled car parking bays	25,042	41,000	41,000	3,727	(21,315)	Project completed.
Car Park Construction Total	25,042	41,000	41,000	3,727	(21,315)	
Other Infrastructure						
Illuminated Street Sign	0	10,000	10,000	0	0	
Other Infrastructure Total	0	10,000	10,000	0	0	
Capital Expenditure Total	2,603,832	20,340,974	21,213,059	2,709,015	105,183	

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



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

Note 12: Schedule of Grants, Subsidies & Contributions

Description	Current Annual Budget	YTD Actual	Comments
Operating Grants, Subsidies & Contributions			
Community Amenities			
PTA Bus Shelter Subsidy	7,000	-	Expected June 2020
SMCC - KIC Coastcare in the KIA	10,000	10,000	
SMCC - BP Coastcare	10,000	-	Expected June 2020
SMCC - Perth Region NRM Kleenheat Project	50,000	-	Not receiving, \$50k will be removed at Budget Review.
SMCC - Tronox Adopt a Beach	5,000	5,000	
SMCC - Suez/ProAlliance Adopt a Beach	5,000	5,000	
Alcoa - Challenger Beach Rehabilitation	20,000	-	Expected June 2020
Education and Welfare			
Banksia Park Operating Cost Contribution	346,320	144,300	Monthly rental income to be fully received by June.
Bright Futures - Mainstream Childcare Subsidy	4,200,000	1,493,749	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Subsidy Other	45,675	13,863	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Inclusion Subsidy Scheme	5,075	-	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Childcare Subsidy	1,522,500	303,501	Government contributions, fully offset by payments to Care Providers.
Bright Futures - In Home Care Operational Subsidy	-	40,452	Community Child Care Fund - Sustainability Support two year agreement.
Subsidy Other	10,150	-	Government contributions, fully offset by payments to Care Providers.
NGALA My Time Program	10,658	5,280	Payments received quarterly.
Operational Subsidy - Aboriginal Resource Worker	30,958	16,783	
Youth Social Justice Program	175,149	86,639	Payments received quarterly.
Youth Incentive Sponsorship - Lyrik	30,000	-	Not receiving Coogee Chemicals grant, \$20k will be removed at Budget Review. Alcoa grant \$10k expected January 2020.
Skate Park Activation Grant	5,000	-	
Good Spirit Learning Program Grant	20,000	-	
Youth Wellbeing Benchmark Survey Grant	5,000	-	
General Purpose Funding			
Local Government General Purpose Grant	737,676	210,769	Payments received quarterly.
Local Government General Purpose Grant - Roads	669,912	168,903	Payments received quarterly.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	172,550	-	
Health			
Mosquito Management Contributions (CLAG)	10,150	4,284	
Department of Health - Larvicide	2,000	-	
Law Order & Public Safety			
Department Fire and Emergency Services - ESL	153,279	53,949	
Recreation & Culture			
Arts - Harmony & Reconciliation	5,000	-	
Sponsorship - Big Concert	30,000	20,500	Budget variation OCM 13 November 2019, reduction in budget. Will be reduced by an additional \$10k in Budget Review.
Childrens Festival	35,000	-	
Youth Festival	50,000	-	
Music in the Schools/Community	5,000	-	
Metro Every Club Funding	15,000	-	
Library Contributions & Donations	5,000	847	
Shared Use Agreements	101,320	58,494	
Recquatic Holiday Program DEDU payments	79,597	20,568	
Volunteer Centre - Thank a Volunteer Event	1,500	-	
Transport			
Main Roads Annual Direct Grant	189,478	189,478	
Main Roads Street Light Subsidy	5,000	-	
Main Roads Maintenance Contribution	130,000	-	
Total Operating Grants, Subsidies & Contributions	8,910,947	2,852,359	

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

Note 12: Schedule of Grants, Subsidies & Contributions

Description	Current Annual Budget	YTD Actual	Comments
Non-Operating Grants, Subsidies & Contributions			
Community Amenities			
DCA 1 - Hard Infrastructure - Bertram	-	541,590	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 2 - Hard Infrastructure - Wellard	3,900,636	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 3 - Hard Infrastructure - Casuarina	2,747,378	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 4 - Hard Infrastructure - Anketell	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 5 - Hard Infrastructure - Wandi	1,012,000	150,000	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 6 - Hard Infrastructure - Mandogalup	-	396,542	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 7 - Hard Infrastructure - Mandogalup (west)	-	11,925	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 8 - Soft Infrastructure - Mandogalup	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 9 - Soft Infrastructure - Wandi / Anketell	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 10 - Soft Infrastructure - Casuarina/Anketell	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 11 - Soft Infrastructure - Wellard East	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 12 - Soft Infrastructure - Wellard West	-	505,464	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 14 - Soft Infrastructure - Wellard / Leda	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 15 - Soft Infrastructure - Townsite	355,000	72,287	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
Economic Services			
Medina CCTV Grant	100,000	100,000	
Law Order & Public Safety			
Department Fire and Emergency Services - Kwinana South extensions	356,000	-	
Department Fire and Emergency Services - Mandogalup extensions	275,000	-	
Recreation & Culture			
Medina Oval Extension/Upgrade - Changeroom Development	66,666	-	
Department of Education - Wandi Playing Fields	25,500	-	
Lotterywest - Kwinana Loop Trail	37,670	-	
Department of Infrastructure - Thomas Oval Lighting	150,000	-	
	-	-	
Transport			
	-	-	
Roads to Recovery - Gilmore Service Road	222,903	-	
Roads to Recovery - Pace Road	275,000	-	
State Road Grant - Anketell Road	248,667	99,467	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (1)	156,933	62,773	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (2)	122,333	48,933	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (3)	124,933	49,973	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (4)	173,200	69,280	Initial 40% of grant claimed.
State Road Grant - Wellard Road duplication	586,750	234,700	Initial 40% of grant claimed.
Black Spot - Gilmore Avenue Pedestrian Crossing	206,667	-	Budget variation OCM 27 November 2019.
Department of Education - McWhirter Promenade and Johnson Road landscaping	185,585	185,585	Budget variation OCM 13 November 2019.
Total Non-Operating Grants, Subsidies & Contributions	11,328,821	2,528,520	

18.3 Accounts for payment for the month ended 31 December 2019

DECLARATION OF INTEREST:

Councillor Merv Kearney declared an impartiality interest due to a grant payment being received by the Men's Shed, of which he is a member.

SUMMARY:

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

OFFICER RECOMMENDATION:

That Council:

1. Accepts the list of accounts, totalling \$7,904,173.74, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 December 2019, as contained within Attachment A.
2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 December 2019, as contained within Attachment B.

DISCUSSION:

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

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

Payment Type	Amount (\$)
Automatic Payment Deductions	\$ 53,984.08
Cheque Payments #200991 to #200993	\$ 481.10
EFT Payments #3971 to #3983	\$ 5,932,104.58
Payroll Payments 01/12/2019, 15/12/2019, 29/12/19 and Interim Payroll Payment 01/12/2019	\$ 1,917,603.98
Total Attachment A	\$ 7,904,173.74

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

18.3 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 DECEMBER 2019**LEGAL/POLICY IMPLICATIONS:**

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

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

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared -*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing*
 - (a) *for each account which requires council authorisation in that month -*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*
and
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be -*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

18.3 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 DECEMBER 2019**STRATEGIC/SOCIAL IMPLICATIONS:**

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

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

RISK IMPLICATIONS:

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

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

18.3 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 DECEMBER 2019

COUNCIL DECISION

064

MOVED CR W COOPER

SECONDED CR S LEE

That Council:

1. **Accepts the list of accounts, totalling \$7,904,173.74, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 December 2019, as contained within Attachment A.**
2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 December 2019, as contained within Attachment B.**

**CARRIED
8/0**

Cheque Listing
Payments made between
01/12/2019 to 31/12/2019



Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
Automatic Deductions								
37805	03/12/2019	Go Go On-Hold Pty Ltd	198.00	INV	03/12/2019	00037805	On hold phone message system December 2019	198.00
1806520	23/12/2019	Caltex Australia Petroleum Pty Ltd	8,264.43	INV	23/12/2019	0301806520	Fleet Fuel 011119 to 301119	8,264.43
51219	06/12/2019	Commonwealth Bank	162.68	INV	06/12/2019	051219A	Credit card Functions Officer to 051219	162.68
51219	06/12/2019	Commonwealth Bank	28.69	INV	06/12/2019	051219B	Credit card Director City Legal to 051219	28.69
51219	06/12/2019	Commonwealth Bank	400.00	INV	06/12/2019	051219C	Credit card Executive Assistant to 051219	400.00
51219	06/12/2019	Commonwealth Bank	7.50	INV	06/12/2019	051219D	Credit card Director City Regulation to 051219	7.50
51219	06/12/2019	Commonwealth Bank	4,591.81	INV	06/12/2019	051219E	Credit card Manager Corp Communications to 051219	4,591.81
51219	06/12/2019	Commonwealth Bank	598.91	INV	06/12/2019	051219F	Credit card Director City Infrastructure to 051219	598.91
51219	06/12/2019	Commonwealth Bank	5,013.31	INV	06/12/2019	051219G	Credit Card Director City Business 051219	5,013.31
51219	06/12/2019	Commonwealth Bank	3,817.05	INV	06/12/2019	051219H	Credit card Director City Engagement to 051219	3,817.05
51219	06/12/2019	Commonwealth Bank	5,476.73	INV	06/12/2019	051219I	Credit card Manager Human Resources to 051219	5,476.73
10865839	23/12/2019	BP Australia Pty Ltd	22,018.67	INV	23/12/2019	10865839	Fleet Fuel 011119 to 301119	22,018.67
11595546	20/12/2019	iinet Technologies Pty Ltd	589.93	INV	20/12/2019	115955468	Monthly internet charges various locations	589.93
2019219	02/12/2019	Seenspire NV	420.00	INV	02/12/2019	2019219	Annual Seenspire social media integration licence	420.00
25099973	09/12/2019	Fines Enforcement Registry	1,050.00	INV	09/12/2019	25099973	Lodgement fee for registering unpaid infringements	1,050.00
25152837	20/12/2019	Fines Enforcement Registry	70.00	INV	20/12/2019	25152837	Lodgement fee for registering unpaid infringements	70.00
49	23/12/2019	Wright Express Australia Pty Ltd	1,176.39	INV	23/12/2019	49	Fleet Fuel 011119 to 301119	1,176.39
0	04/12/2019	TPG Internet Pty Ltd	49.99	INV	04/12/2019	I220786792	Kwinana South Station internet connection	49.99
0	04/12/2019	TPG Internet Pty Ltd	49.99	INV	04/12/2019	I220788010	Mandogalup Station internet connection	49.99
Total Automatic Deductions			-53,984.08					
Cheques								
200991	04/12/2019	City Of Kwinana - Pay Cash	67.75	INV	03/12/2019	281119 - Library	Petty cash reimbursement to 281119 Library	67.75

2/01/2020

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Cheque Listing

Payments made between
01/12/2019 to 31/12/2019



Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
200992	12/12/2019	City Of Kwinana - Pay Cash	24.25	INV	10/12/2019	06/2/2019-Lib	Petty cash recoup to 061219 Library	24.25
200993	18/12/2019	City Of Kwinana - Pay Cash	389.10	INV	17/12/2019	12/12/19-FDC	Petty cash recoup to 121219 Bright Futures	389.10
Total Cheques			-481.10					
EFT								
3970	24/12/2019	EFT TRANSFER: - 28/11/2019	-100.00				Payment reversal creditor 11801	-100.00
3971	04/12/2019	EFT TRANSFER: - 04/12/2019	107,229.92					
3971.565-01		Bright Futures Family Day Care - Payroll	107,229.92	INV	04/12/2019	181119 to 011219	FDC Payroll 181119 to 011219	107,229.92
3972	04/12/2019	EFT TRANSFER: - 04/12/2019	24,564.45					
3972.568-01		Bright Futures In Home Care - Payroll	24,564.45	INV	04/12/2019	181119 to 011219	IHC Payroll 181119 to 011219	24,564.45
3973	05/12/2019	EFT TRANSFER: - 05/12/2019	1,291,786.71					
3973.10078-01		Web Track	1,430.00	INV	04/12/2019	INV3926	Installation of GPS unit KWN2134	165.00
				INV	04/12/2019	INV-3928	Refit tracking unit KWN2133	253.00
				INV	04/12/2019	INV-3927	Refit tracking units x 4	1,012.00
3973.10311-01		Go Doors Pty Ltd	187.00	INV	03/12/2019	84343	Service roller door City Operations	187.00
3973.10334-01		United Sikh Volunteers	1,000.00	RFD	04/12/2019	1580344	Refund bond hall hire 221119	1,000.00
3973.10373-01		Green Willows Industrial Cleaning a	200.00	INV	04/12/2019	37-28/11/19	Banksia Park clubhouse and office cleaning	200.00
3973.10650-01		Rachel Marie Murray	175.00	INV	04/12/2019	26thNovember19	Financial assistance Figure Skating Competition	175.00
3973.10731-01		DRG Digital	2,946.90	INV	03/12/2019	INV-3505	Bluebeam Revu subscription renewal	2,946.90
3973.11204-01		ATC Work Smart	93.50	INV	28/11/2019	GT15681	School based traineeship fortnight ending 161119	93.50
3973.11243-01		GPC Asia Pacific Pty Ltd	1,643.54	INV	03/12/2019	1380009703	Parts	352.08
				INV	03/12/2019	1380009629	Parts	174.63
				INV	03/12/2019	1380009901	Fuel treatment 20L	522.50
				INV	03/12/2019	1380005577	Assorted cables	201.06
				INV	03/12/2019	1380009875	Parts	393.27
3973.11256-01		Hoffman Architecture	330.00	INV	03/12/2019	00002804	Additional architectural fees Fire Stations	330.00
3973.11281-01		Rodney William De San Miguel	129.44	INV	04/12/2019	27thNovember2019	Food for fire fighters	129.44
3973.11300-01		Strategic DCP Consulting	11,565.58	INV	28/11/2019	009	Consulting services DCA	6,071.08

Cheque Listing

Payments made between
01/12/2019 to 31/12/2019



<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
				INV	04/12/2019	010	Consulting services DCA	5,494.50
3973.1130-01		Port Printing Works	425.70	INV	03/12/2019	INV046663	12 Days of Christmas flyers	199.10
				INV	04/12/2019	INV047143	Business cards	226.60
3973.1142-01		Sonic Health Plus	325.60	INV	03/12/2019	1938433	Pre employment medical 221119	325.60
3973.11470-01		Gavin Wade Scott	160.00	INV	04/12/2019	0009	Repairs to gate at Adventure Park	160.00
3973.11478-01		Turf Care WA Pty Ltd	2,200.00	INV	04/12/2019	100501	Various lawn work at Adventure Playground	2,200.00
3973.11481-01		Star 8 Australia	438.90	INV	03/12/2019	INV-0753	32 watt Atlas solar street light	438.90
3973.11552-01		Lisa Black	494.00	INV	03/12/2019	18thSeptember19	Macrame wall hanging workshop 171119	494.00
3973.11707-01		Auto Control Systems Pty Ltd	2,258.14	INV	03/12/2019	25461	Service splash pad at Adventure Park	378.13
				INV	03/12/2019	25462	Service and test software Adventure Park	1,880.01
3973.11811-01		Factory Pools Perth	46.23	INV	03/12/2019	15thNovember2019	Refund CTF levy fees BP2019/696	46.23
3973.11812-01		Sharon Thomas	100.00	RFD	04/12/2019	1462847	Refund bond patio hire 301119	100.00
3973.11813-01		Susan Konstaniz	100.00	RFD	04/12/2019	1477593	Refund bond hall hire 090519	100.00
3973.11814-01		Nanette Banaag Bartican	100.00	RFD	04/12/2019	1515735	Refund bond patio hire 301119	100.00
3973.11815-01		Metabolic Dietary Disorders Associa	100.00	RFD	04/12/2019	1515735	Refund bond patio hire 011219	100.00
3973.11816-01		Alcoa Social Club Kwinana	200.00	RFD	04/12/2019	1527358	Refund bond hall hire 290819	200.00
3973.11817-01		Claire Boyle	100.00	RFD	04/12/2019	1553345	Refund bond hall hire 111019	100.00
3973.11818-01		Kentaro Nishida	100.00	RFD	04/12/2019	1563499	Refund bond patio hire 241119	100.00
3973.11819-01		Amy Louise Dixon	1,000.00	RFD	04/12/2019	1572050	Refund bond hall hire 071119	1,000.00
3973.11820-01		Riet D'Hauwe	100.00	RFD	04/12/2019	1542197	Refund bond patio hire 011219	100.00
3973.11821-01		Jade Madden	100.00	RFD	04/12/2019	1506644	Refund bond patio hire 231119	100.00
3973.11822-01		Golden Gateway Developments Pty Ltd	102,545.00	RFD	04/12/2019	1551002	Refund bond for kerb replacement 071019	4,867.50
				RFD	04/12/2019	1551000	Refund bond for uniform fencing 071019	82,250.00
				RFD	04/12/2019	1551001	Refund bond for footpath installation	15,427.50
3973.11823-01		Cecilia Cantillano Parao	365.40	INV	04/12/2019	A/N21262	Crossover subsidy rebate	365.40
3973.11824-01		Joseph Collantes Dadios	548.10	INV	04/12/2019	A/N22180	Crossover subsidy rebate	548.10
3973.11825-01		Sudharshan Varadarajan	365.40	INV	04/12/2019	A/N23807	Crossover subsidy rebate	365.40
3973.11826-01		Vinod Kumar Verma	548.10	INV	04/12/2019	A/N23805	Crossover subsidy rebate	548.10

Cheque Listing

Payments made between
01/12/2019 to 31/12/2019



<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
3973.11827-01		Petar Tucakovic	365.40	INV	04/12/2019	A/N24013	Crossover subsidy rebate	365.40
3973.11829-01		Courtney Helen Gibney	45.00	INV	04/12/2019	28thNovember2019	Reimbursement of flora taking licence	45.00
3973.11830-01		Luke Serra-Sanfelin	51.66	INV	04/12/2019	29thNovember19	Dog sterilisation refund	51.66
3973.11831-01		Bay Pools & Spas	56.64	INV	04/12/2019	28thOctober2019	Refund CTF levy fees BP2019/661	56.64
3973.11832-01		Shari Ann Peters	175.00	INV	04/12/2019	26thNovember2019	Financial assistance Dance Competition	175.00
3973.11833-01		Johannes Jacobus Wilhelmus Peeters	175.00	INV	04/12/2019	26thNovember2019	Financial assistance Ballroom Dancing Competition	175.00
3973.11835-01		Ngala Community Services	2,750.00	INV	04/12/2019	2ndOctober2019	Community Event Funding 2019/2020	2,750.00
3973.11836-01		Twiza Simbule Mpunga	2,000.00	RFD	04/12/2019	1586350	Refund bond hall hire 281119	2,000.00
3973.1249-01		Royal Life Saving Society	6,864.00	INV	28/11/2019	106812	Home pool barrier inspections	6,864.00
3973.1266-01		Salmat Targeted Media Pty Ltd	2,679.29	INV	03/12/2019	1000686230	Distribution of annual concert postcards	2,679.29
3973.1272-01		Sanity Music Stores Pty Limited	645.08	INV	03/12/2019	5862	DVDs for Library	645.08
3973.1423-01		Telstra	180.16	INV	03/12/2019	1197198700Nov19	Mandogalup Fire Station charges to 091219	180.16
3973.1474-01		Toll Transport Pty Ltd	21.90	INV	03/12/2019	1056973	Courier charges 131119	21.90
3973.1485-01		T-Quip	6,539.75	INV	28/11/2019	87925#7	Assorted parts	6,467.10
				INV	04/12/2019	88309#5	Control throttle	72.65
3973.150-01		Australian Library & Information As	418.00	INV	03/12/2019	00006219	Employment advertising	418.00
3973.1516-01		Trisley's Hydraulic Services Pty Lt	4,009.50	INV	04/12/2019	80203370	Recquatic servicing/annual pump inspections	1,980.00
				INV	04/12/2019	80203368	Hydro backwash discharge pump replacement	2,029.50
3973.1530-01		Wormald Australia Pty Ltd	253.00	INV	03/12/2019	8104642	John Wellard smoke detector repairs	253.00
3973.1572-01		Western Australian Local Government	475.00	INV	04/12/2019	13080199	Training Understanding Financial Reports & Budgets	475.00
3973.1592-01		Water Corporation of Western Austra	2,130.45	INV	03/12/2019	9021923200Nov19	4U Aurora Park drink fountain	10.07
				INV	03/12/2019	9021554601Nov19	1U Heywood Action Park water fountain	2.52
				INV	03/12/2019	9018171503Nov19	3U Rushbrooke Park drink fountain	7.55
				INV	03/12/2019	9021511329Nov19	1U Glenfinlass Parade drink fountain	2.52
				INV	03/12/2019	9018600726Nov19	20U Wellard Community Centre	1,564.91
				INV	03/12/2019	9017125687Nov19	5U Malden Park drink fountain	12.59
				INV	03/12/2019	9014096921Nov19	28U Wellard Pavilion	527.77
				INV	03/12/2019	9021127749Nov19	1U Bellingham Parade drink fountain	2.52

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3973.1595-01		Wattleup Tractors	1,098.30	INV	04/12/2019	0161092	Repair transmission to KWN2095	1,098.30
3973.1614-01		Westbooks	804.43	INV	03/12/2019	310877	Library items	22.19
				INV	03/12/2019	310875	Library items	13.31
				INV	03/12/2019	310873	Library items	142.17
				INV	03/12/2019	310874	Library items	86.89
				INV	03/12/2019	310879	Library items	33.29
				INV	04/12/2019	310959	Library items	20.71
				INV	04/12/2019	310957	Library items	261.82
				INV	04/12/2019	310956	Library items	224.05
3973.1621-01		Western Australian Treasury Corpora	12,712.78	INV	03/12/2019	Loan#103B-091219	Loan #103B due 091219 capital and interest	12,712.78
3973.1825-01		Greenacres Turf Group	163.00	INV	04/12/2019	00056884	Supply of Village Green Kikuyu to Peace Park	163.00
3973.188-01		Beaurepaires Tyres Kwinana	384.94	INV	04/12/2019	U548353891	Tyres and fittings KWN2095	384.94
3973.19-01		Absolute Painting Services	154.00	INV	04/12/2019	INV-1217	Callistemon Court U42 touch up paint	154.00
3973.194-01		Benara Nurseries	1,424.45	INV	04/12/2019	549992	Plants for City Centre areas	1,424.45
3973.2007-01		Venues West	5,000.00	INV	04/12/2019	12635	Motorplex sponsorship for 2018/2019 season	5,000.00
3973.203-01		Big Brews Liquor	1,408.74	INV	03/12/2019	ZB1347580	Stock items for admin	1,408.74
3973.2048-01		Palm Lakes Gardens & Landscape Serv	2,765.00	INV	04/12/2019	2587	Remove 2 bollards and repair paving at The Strand	440.00
				INV	04/12/2019	05243	Banksia Park reticulation repairs	62.50
				INV	04/12/2019	09513	Callistemon Court reticulation repairs	62.50
				INV	04/12/2019	09513	Callistemon Court repaving	1,815.00
				INV	04/12/2019	03331	Banksia Park 46 remove brick wall/pave front	385.00
3973.2053-01		Barbara Elizabeth Powell	139.03	INV	04/12/2019	26thNovember2019	Reimbursement of fuel for 1GPL248	139.03
3973.2097-01		Beaver Tree Services Aust Pty Ltd	27,704.27	INV	04/12/2019	70769	Tree pruning Pennine Way Wellard	436.70
				INV	04/12/2019	70764	Tree pruning Porter Gardens Leda	436.70
				INV	04/12/2019	70766	Vegetation clearance Ashley Road Hope Valley	4,335.32
				INV	04/12/2019	70765	Tree pruning Porter Gardens	436.70
				INV	04/12/2019	70767	Tree pruning Kersey Path Wellard	608.30
				INV	04/12/2019	70768	Tree pruning Pedder Way Parmelia	171.60
				INV	04/12/2019	70750	Tree pruning Mounset Road Kwinana Beach	1,143.45
				INV	04/12/2019	70751	Weekly maintenance various locations	10,395.00

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				INV	28/11/2019	70723	Vegetation clearance De Haer Road	1,892.00
				INV	28/11/2019	70726	Tree pruning Harley Way	436.70
				INV	28/11/2019	70722	Tree removal Elmslie Street	2,420.00
				INV	28/11/2019	70721	Tree pruning & removal Paignton Avenue	806.30
				INV	28/11/2019	70661	Vegetation clearance Sulphur Road	1,254.00
				INV	28/11/2019	70663	Chipping and mulching Woolcoot Road	990.00
				INV	28/11/2019	70664	Tree pruning and barrier installation Gilmore Avenue	1,206.70
				INV	28/11/2019	70665	Tree pruning Summerton Road	436.70
				INV	28/11/2019	70660	Tree pruning Helymore Road	298.10
3973.2125-01		Synergy	119,199.97	INV	04/12/2019	856518550Dec19	Street lights decorative lighting	2,679.62
				INV	04/12/2019	792417950Dec19	Street lighting	116,301.74
				INV	03/12/2019	693987550Nov19	417U Challenger Beach	218.61
3973.2219-01		The Distributors Perth	119.70	INV	04/12/2019	539297	Recquatic cafe supplies	119.70
3973.2224-01		Prestige Catering & Event Hire	5,650.50	INV	02/12/2019	INV-0567	Catering 201119	438.00
				INV	02/12/2019	INV-0565	Catering 181119	554.50
				INV	03/12/2019	INV-0620	Catering 271119	538.00
				INV	02/12/2019	INV-0570	Catering 211119	4,120.00
3973.2296-01		Perth Region NRM Inc	712.53	INV	03/12/2019	51924	Reimbursement KIC prizes for competition	712.53
3973.2339-01		ZircoData Pty Ltd	859.01	INV	03/12/2019	ZDW0100313	Offsite storage pick up and retrieval to 251119	859.01
3973.2460-01		Allcom Communications	1,756.48	INV	04/12/2019	29299	Installation of 2 way radio systems	1,756.48
3973.248-01		Bunnings Building Supplies	471.35	INV	04/12/2019	2163/01593424	Thomas Kelly Pavilion 2 x trestle tables	151.96
				INV	04/12/2019	21638/01013239	Hardware items	107.83
				INV	03/12/2019	2163/01161730	Fan for the gym & additional jugs for Aquatic	121.93
				INV	03/12/2019	271119	Admin building door seals 2163/01592685	15.53
				INV	28/11/2019	2163/01025318	Hardware items for Adventure Park	74.10
3973.2565-01		Ausco Modular Pty Ltd	1,471.80	INV	03/12/2019	7202424	Demountable hire December 2019	1,471.80
3973.2646-01		Neverfail Springwater	396.45	INV	03/12/2019	342288	Bottled water The Zone	209.25
				INV	04/12/2019	342296	Bottled water Admin	62.40
				INV	04/12/2019	342982	Bottled water Admin	31.20
				INV	04/12/2019	342983	Bottled water Admin	93.60
3973.2697-01		Smoke and Mirrors Audio Visual	176.00	INV	04/12/2019	INV-30229	Service call 101019 checked portable PA's at Recquatic	176.00

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3973.2852-01	Downer EDI Works Pty Ltd		638,929.12	INV	03/12/2019	6007826	Foam bitumen stabilising Runnymede	126,583.64
				INV	02/12/2019	5010862	.55 tonne asphalt Kwinana Beach	71.30
				INV	02/12/2019	5010861	.50 tonne asphalt Kwinana Beach	75.64
				INV	03/12/2019	6007825	Foam bitumen stabiliser Runnymede Gate	126,095.89
				INV	28/11/2019	6007845	Foamed bitumen Anketell Road	245,017.01
				INV	28/11/2019	607844	Bitumen and stabilisation Gilmore Avenue	141,085.64
3973.29-01	Acurix Networks Pty Ltd		300.30	INV	04/12/2019	00002364	NBN service William Bertram October 19	100.10
				INV	04/12/2019	00002469	NBN service William Bertram November 19	100.10
				INV	04/12/2019	00002471	NBN service William Bertram December 19	100.10
3973.2937-01	Bolinda Publishing Pty Ltd		4.90	INV	03/12/2019	176928	Library items	4.90
3973.304-01	Challenger Ford		122.35	INV	04/12/2019	49170C	Supply and install replacement fuel cap	122.35
3973.3061-01	WA Boiler Spares & Service		308.00	INV	03/12/2019	12500	Service boiler Recquatic 211119	308.00
3973.3105-01	Poly Pipe Traders		573.41	INV	04/12/2019	00100653	Reticulation materials required for Apex Park	573.41
3973.3155-01	PFD Food Services Pty Ltd		452.50	INV	04/12/2019	KR778083	Recquatic cafe stock	452.50
3973.3212-01	Marketforce Pty Ltd		1,353.00	INV	03/12/2019	30332	Advertising 181019	225.50
				INV	03/12/2019	30331	Advertising 181019	225.50
				INV	03/12/2019	30330	Advertising 181019	225.50
				INV	03/12/2019	30335	Advertising 251019	225.50
				INV	03/12/2019	30334	Advertising 231019	225.50
				INV	03/12/2019	30333	Advertising 181019	225.50
3973.3312-01	Daniels Printing Craftsmen		18,150.00	INV	03/12/2019	64096	Printing of the Spirit newsletter	6,215.00
				INV	03/12/2019	64094	Printing of calendar and plastic wrapping	11,935.00
3973.335-01	City of Rockingham		20,701.38	INV	03/12/2019	108583	Tip fees to 041119	20,701.38
3973.3452-01	Western Maze Pty Ltd		28,530.18	INV	03/12/2019	00000351	Greenwaste collection Area 1	15,597.63
				INV	04/12/2019	00000368	Greenwaste collection Area 2	12,932.55
3973.357-01	BullAnt Security Pty		60.00	INV	28/11/2019	10193780	Key cut and engrave	60.00
3973.358-01	Coastline Mowers		709.60	INV	04/12/2019	21877	Repairs to oil leak Stihl Chainsaw MS 211C	150.30
				INV	03/12/2019	21932#12	Mower chains	559.30
3973.3589-01	Envirocare Systems Pty Ltd		283.80	INV	03/12/2019	46252	Waterless urinal service Recquatic	283.80
3973.36-01	ADH Fencing		110.00	INV	03/12/2019	00005282	Supply of fence posts	110.00
3973.3607-01	Hays Specialist Recruitment Pty Ltd		1,926.22	INV	03/12/2019	8818689	Temp staff week ending 171119	963.11

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				INV	03/12/2019	8831814	Temp staff week ending 241119	963.11
3973.3608-01		Foreshore Rehabilitation & Fencing	7,975.00	INV	03/12/2019	INV-4573	Preparation of priority firebreaks across various locations	6,270.00
				INV	04/12/2019	INV-4548	Fence works for gate at Adventure Playground	1,705.00
3973.407-01		Winc Australia Pty Ltd	336.65	INV	03/12/2019	9029769864	Stationery Admin	112.11
				INV	03/12/2019	9029771242	Sunscreen Admin	198.03
				INV	03/12/2019	9029736680	Stationery Admin	26.51
3973.41-01		Advanced Traffic Management (WA) Pt	7,668.65	INV	03/12/2019	00131196	Traffic management Gilmore Avenue 081119	7,344.15
				INV	03/12/2019	00131347	Traffic management Medina Feast Event	324.50
3973.4245-01		ED Property Services	3,707.00	INV	04/12/2019	00001372	Callistemon Court garage gutter replacements	1,870.00
				INV	04/12/2019	00001374	Banksia Park U20 repair ceiling	55.00
				INV	04/12/2019	00001376	Banksia Park U7 investigate wall cracks	462.00
				INV	04/12/2019	00001371	Callistemon Court U55 Supply/install heat protector	330.00
				INV	04/12/2019	00001377	Banksia Park U43 various repairs vacant villa	990.00
3973.4790-01		Spotlight Pty Ltd	16.50	INV	04/12/2019	16.50	Purchase of items for Boredom Busters Class	16.50
3973.483-01		Landgate	356.02	INV	28/11/2019	352489-10001098	GRV chargeable schedule No G2019/22	356.02
3973.546-01		Enzed Fremantle	417.01	INV	04/12/2019	57064	Hydraulic hose repairs to Toro ride-on mower	417.01
3973.5520-01		Master Lock Service	1,125.00	INV	04/12/2019	00006478	Rekey 14 x padlocks and stamp padlocks	490.00
				INV	28/11/2019	00006441	Master key and padlocks Caretaker Building	315.00
				INV	04/12/2019	00006480	Callistemon Court 43 lock repair/replacement	135.00
				INV	04/12/2019	00006479	Banksia Park U16 repair to broken snib front door	185.00
3973.5823-01		Accord Security Pty Ltd	3,306.53	INV	03/12/2019	00024201	Security services period ending 241119	3,218.64
				INV	03/12/2019	00024151	Additional security service hours 111119	87.89
3973.583-01		Flexi Staff Pty Ltd	1,492.43	INV	04/12/2019	212725	Temp staff week ending 031119	1,492.43
3973.5932-01		Garage Sale Trail Foundation Ltd	6,243.60	INV	03/12/2019	00000876	Garage Sale Trail Membership Fee 2020	6,243.60
3973.5995-01		Zenien Pty Ltd T/as ATFT Astuta Tru	847.00	INV	28/11/2019	16981	Repair of security devices Viewing PC	847.00
3973.5996-01		CMS Engineering Pty Ltd	6,390.88	INV	03/12/2019	34630	Service cool room Senior Citizens Centre	3,636.60
				INV	03/12/2019	34628	Service air conditioner Darius Wells	1,117.60
				INV	03/12/2019	34629	Service air conditioner Margaret Feilman	1,636.68

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3973.6018-01	ALSCO Pty Ltd		165.94	INV	03/12/2019	CPER1992332	Table cloths for Community Services event	93.78
				INV	03/12/2019	CPER1992228	Linen for catering	72.16
3973.6091-01	Plants & Garden Rentals		110.00	INV	03/12/2019	00014373	Planter hire December 19	110.00
3973.6267-01	Woolworths Group Limited		1,325.17	INV	03/12/2019	3711781	Items for Mooditj Kulungars	253.65
				INV	03/12/2019	41733495	City Operations items	65.68
				INV	03/12/2019	3413257	John Wellard Community Centre morning tea supplies	49.70
				INV	03/12/2019	41710680	Admin items	96.50
				INV	03/12/2019	3711794	Zone Youth Space food for drop in	36.41
				INV	03/12/2019	3711777	Recquatic cafe supplies	116.65
				INV	03/12/2019	3739045	Recquatic cafe supplies	126.18
				INV	03/12/2019	3711790	Recquatic cafe supplies	88.34
				INV	03/12/2019	3711772	Items for Bright Futures	175.61
				INV	03/12/2019	3711775	Items for City Operations	115.54
				INV	03/12/2019	41583442	Items for Admin	110.21
				INV	03/12/2019	3711776	Items for Community Engagement meeting	58.85
				INV	03/12/2019	3711778	Items for Community Service meeting	24.53
				INV	03/12/2019	3711789	Items for The Zone	7.32
3973.6289-01	Clockwork Print		231.00	INV	03/12/2019	INV-0060862	Vacation Care roster signs	231.00
3973.6370-01	Elexacom		9,430.37	INV	03/12/2019	28021	Adventure Park investigate pumps	79.09
				INV	03/12/2019	27829	Repairs to external lights not working Admin	3,238.62
				INV	04/12/2019	27906	Repairs to street lights on Wellard Rd and Gentle Rd	2,616.89
				INV	03/12/2019	28103	Thomas Kelly Pavilion carpark lighting repairs	728.13
				INV	03/12/2019	28116	John Wellard preventative maintenance repairs	784.73
				INV	03/12/2019	28110	Hewison Park BBQ repairs	48.02
				INV	04/12/2019	28102	Callistemon Court 56 install electric oven	1,743.67
				INV	04/12/2019	28108	Banksia Park 18 repair light	191.22
3973.665-01	Gregs Glass		1,120.00	INV	04/12/2019	8266-19	Callistemon Court 42 supply/install shower screen	880.00
				INV	04/12/2019	8025-19	Recquatic supply and install mirror	240.00
3973.6749-01	Australia Post		4,945.83	INV	03/12/2019	1009040211	Postage for period ending 311019	4,945.83
3973.6872-01	Schindler Lifts Australia Pty Ltd		684.55	INV	03/12/2019	4678738541	John Wellard lift maintenance 011019 to 311219	684.55

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3973.6876-01		Flora Plant	77.00	INV	03/12/2019	20194709	Plants for Local Organisation Christmas Function	77.00
3973.694-01		Heatley Sales Pty Ltd	5,811.02	INV	02/12/2019	C903036	Uniforms Depot	370.43
				INV	03/12/2019	C905386	Uniforms Depot	854.87
				INV	03/12/2019	C905243	Uniforms Depot	866.48
				INV	03/12/2019	C905248	Uniforms Depot	869.72
				INV	03/12/2019	C904652	Uniforms Depot	176.94
				INV	03/12/2019	C904651	Uniforms Depot	173.09
				INV	03/12/2019	C905249	Uniforms Depot	782.05
				INV	03/12/2019	C905253	Uniforms Depot	858.72
				INV	03/12/2019	C905250	Uniforms Depot	858.72
3973.6945-01		Mr Potplants	1,925.00	INV	03/12/2019	00012551	Plants for event 291119	1,925.00
3973.7042-01		Quantum Building Services	10,466.26	INV	03/12/2019	00002892	Repairs to Thomas Oval Pavilion	286.00
				INV	03/12/2019	00002891	Repair leaks at Margaret Feilman	1,009.21
				INV	03/12/2019	00002893	Koorliny Community Arts Centre replace sump box	802.30
				INV	03/12/2019	00002897	Sloan 1950's House additional maintenance	1,144.00
				INV	03/12/2019	0002896	Sloan 1950's House additional maintenance	572.00
				INV	03/12/2019	00002895	Thomas Kelly Pavilion supply and set up scaffold	5,817.30
				INV	03/12/2019	00002894	Medina Hall install emergency door	835.45
3973.7252-01		Michelle Marie Bell	407.00	INV	04/12/2019	2ndDecember2019	Reimburse team building milestone event	407.00
3973.7388-01		Morris Jacobs	265.00	INV	04/12/2019	9-03/12/2019	Facilitate Tuesday Art 031219	265.00
3973.7605-01		Flying Canape	2,162.50	INV	02/12/2019	11517	Catering 191119	2,162.50
3973.7625-01		Flex Industries Pty Ltd	1,630.47	INV	04/12/2019	2062025	Service KWN2043	1,096.42
				INV	04/12/2019	2062121	Air conditioner repairs to KWN2040	534.05
3973.795-01		K Mart	463.25	INV	04/12/2019	222357	New microwave for the Recquatic staff room	99.00
				INV	03/12/2019	220575	Items for Bright Futures	364.25
3973.8227-01		Emerald Gardens and Landscaping	3,300.00	INV	03/12/2019	27/11/2019	Spray weeds and grass at BP site	1,980.00
				INV	03/12/2019	27/11/2019A	Weed and grass spraying at KIC site	660.00
				INV	03/12/2019	27/11/2019B	Maintenance Tronox site at Governor Road Reserve	660.00
3973.8302-01		Chris Kershaw Photography	1,320.00	INV	03/12/2019	L2602	Photography Civic Recognition Dinner	440.00
				INV	02/12/2019	L2600	Photography Citizenship Ceremony 201119	440.00

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				INV	03/12/2019	L2591	Photography of Christmas Tree Lights Event 221119	440.00
3973.8319-01		Poolwerx Spearwood	2,438.75	INV	03/12/2019	116455-1	Splash pad water maintenance Adventure Park	2,438.75
3973.8325-01		Envirosweep	3,042.88	INV	28/11/2019	73566	Day sweeping November 19	3,042.88
3973.835-01		Kwinana Golf Club Inc	651.53	INV	02/12/2019	187726	Economic Development catering 141119	651.53
3973.853-01		Kwinana South Bush Fire Brigade	881.82	INV	03/12/2019	27thNovember19	Hazard reduction burn x 3	881.82
3973.8610-01		John Scarfe	750.00	INV	02/12/2019	82	Hand crafted pens for Citizenship Ceremonies	750.00
3973.8704-01		Sara Goricanec	375.00	INV	04/12/2019	02/12/2019	2019 Lyrik Educational Scholarship Year 11	375.00
3973.8720-01		Kelly Dianne Kilgallon	175.00	INV	28/11/2019	20thNovember19	Donation for 5 Highs Cricket Competition	175.00
3973.8894-01		Landscape and Maintenance Solutions	32,673.25	INV	04/12/2019	INV-1364	Broadacre mowing of various sportsgrounds	10,140.12
				INV	04/12/2019	INV-1363	Passive and streetscape mowing various locations	8,813.76
				INV	04/12/2019	INV-1365	Mowing maintenance of dry land reserves	9,962.28
				INV	04/12/2019	INV-1362	Mowing maintenance Rockingham and Patterson Roads	3,757.09
3973.8899-01		Majestic Plumbing	6,060.07	INV	04/12/2019	235232	Callistemon Court U30 disconnect and reconnect oven	339.35
				INV	28/11/2019	235149	Annual backflow testing Parmelia House	220.00
				INV	28/11/2019	235150	Plumbing service Wandi Hall 031019	649.92
				INV	28/11/2019	235153	Gas line service Bright Futures	752.31
				INV	28/11/2019	235155	Install new pump Adventure Park	176.26
				INV	28/11/2019	234327	Repair sewer drain Depot	2,866.11
				INV	03/12/2019	235230	Wandi Hall repair burst water tank pipe	710.33
				INV	04/12/2019	235192	Repair plumbing issues Banksia Park U15	125.53
				INV	03/12/2019	235231	Recquatic pool hall toilet repairs	220.26
3973.8998-01		McLeods	4,247.21	INV	28/11/2019	110986	Legal fees matter No 44065	1,280.99
				INV	28/11/2019	111002	Legal fees matter No 45015	2,023.95
				INV	28/11/2019	109068	Legal fees matter No 44444	942.27
3973.903-01		Lo-Go Appointments	3,687.79	INV	04/12/2019	00420969	Temp staff week ending 021119	1,230.83
				INV	04/12/2019	00420968	Depot temp staff w/ending 021119	2,456.96
3973.9076-01		Charles Service Company	83,929.30	INV	04/12/2019	00032210	Thomas Kelly Pavilion cleaning services	433.13

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				INV	04/12/2019	00032214	Wellard Pavilion/Thomas Kelly Pavilion cleaning	340.31
				INV	03/12/2019	00032212	Additional cleaning 261019	185.63
				INV	03/12/2019	00032211	Additional cleaning 121019	123.75
				INV	03/12/2019	00032213	Additional cleaning 091119	185.63
				INV	28/11/2019	00032129	Cleaning services November 19	39,970.19
				INV	28/11/2019	00032044	Cleaning services October 19	42,690.66
3973.9133-01		People Solutions Australasia Pty Lt	1,512.50	INV	03/12/2019	00013598	Psychometric testing	715.00
				INV	03/12/2019	00013589	Psychometric testing	797.50
3973.9235-01		Alicia Rogers	100.00	RFD	04/12/2019	1580241	Refund bond patio hire 211119	100.00
3973.9325-01		Manfred Surveys	1,980.00	INV	03/12/2019	01344	Survey pick up Postans Road	1,980.00
3973.934-01		Mandogalup Volunteer Fire Brigade	330.00	INV	04/12/2019	27thNovember19	Hazard reduction burn	330.00
3973.9345-01		Accidental Health & Safety Perth	491.69	INV	04/12/2019	618215	First aid bag	152.90
				INV	04/12/2019	619242	6 monthly top up of first aid supplies Recquatic	338.79
3973.9432-01		Forms Express Pty Ltd	1,313.44	INV	03/12/2019	226009	Printing and issuing of instalment rates notices 2019/2020	1,313.44
3973.9488-01		Bright Light Signs Pty Ltd	880.00	INV	03/12/2019	00014731	VMS signage for End of Year Concert 2019	880.00
3973.9572-01		Aaron Thomas	1,200.00	INV	04/12/2019	128	Open Mic event 281119	650.00
				INV	04/12/2019	202	Evening Carols event Darius Wells	550.00
3974	05/12/2019	EFT TRANSFER: - 05/12/2019	231,335.43					
3974.153-01		Australian Taxation Office	218,027.00	INV	01/12/2019	PY01-12-Australi	PAYG Tax Withheld	218,027.00
3974.2853-01		Maxxia Pty Ltd	3,972.93	INV	01/12/2019	PY01-12-Maxxia P	Payroll Deduction	1,945.84
				INV	01/12/2019	PY01-12-Maxxia P	Payroll Deduction	2,027.09
3974.3376-01		Health Insurance Fund of WA (HIF)	1,115.50	INV	01/12/2019	PY01-12-Health I	Payroll Deduction	1,115.50
3974.3719-01		City of Kwinana - Xmas fund	8,220.00	INV	01/12/2019	PY01-12-TOK Chri	Payroll Deduction	8,220.00
3975	05/12/2019	EFT TRANSFER: - 06/12/2019	716.62					
3975.568-01		Bright Futures In Home Care - Payroll	716.62	INV	05/12/2019	181119 to 011219	IHC Payroll 181119 to 011219	716.62
3976	12/12/2019	EFT TRANSFER: - 12/12/2019	576,670.81					
3976.10067-01		Tangent Nominees Pty Ltd	650.00	INV	10/12/2019	Bp2019/764-7	Refund of CTF levy paid twice for BP2019/764-7	650.00
3976.10078-01		Web Track	506.00	INV	11/12/2019	INV-3934	Remove and refit tracking unit 1GWY489	253.00

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				INV	11/12/2019	INV-3935	Remove and refit tracking unit to KWN2131	253.00
3976.10118-01		DJ MacCormick Property Group Pty Lt	74.28	INV	11/12/2019	222584	Shared (50%) electricity cost for bore Boyne Park	74.28
3976.10216-01		Powerlyt	2,629.00	INV	09/12/2019	INV2123	Lighting design application Calista Avenue	2,629.00
3976.10227-01		Draeger Australia Pty Ltd	949.30	INV	10/12/2019	3904086945	Service of pool units Recquatic	949.30
3976.1033-01		Nilfisk Pty Ltd	1,333.20	INV	10/12/2019	PRI0002427	Rental for November 19 at Zone and Recquatic	1,333.20
3976.10347-01		LHD Visuals	1,400.00	INV	10/12/2019	18065	Videography for Summer Symphony 2019	1,400.00
3976.10360-01		New Sensation Homes Pty Ltd	100.00	RFD	10/12/2019	1585901	Refund bond patio hire 271119	100.00
3976.10373-01		Green Willows Industrial Cleaning a	200.00	INV	10/12/2019	38-08/12/19	Banksia Park clubhouse and office cleaning	200.00
3976.10506-01		Shred-X Pty Ltd	131.56	INV	10/12/2019	01359824	Exchange and destroy secure document bins	131.56
3976.10555-01		Bruce Carl Mentz	125.00	INV	10/12/2019	9thDecember2019	Reimbursement for Team Milestone event City Assist	125.00
3976.10670-01		Wheelie Clean	596.20	INV	10/12/2019	5955	Bin cleaning to 041219 Darius Wells	349.25
				INV	10/12/2019	5956	Bin cleaning to 041219 Admin	246.95
3976.10799-01		Tasman Kenneth Cooper	2,000.00	INV	11/12/2019	8.1	Rates Refund	2,000.00
3976.11243-01		GPC Asia Pacific Pty Ltd	203.65	INV	11/12/2019	1380009880	Mechanics workshop consumables	142.74
				INV	11/12/2019	1380010983	Tubing stock	60.91
3976.11284-01		PTE Group	5,692.50	INV	09/12/2019	INV-8189	Supply wheel chocks	220.00
				INV	09/12/2019	INV-8190	Custom HD plant trailer	5,472.50
3976.11296-01		Access Housing Australia Ltd	1,140.15	INV	06/12/2019	7.9	Rates Refund	113.01
				INV	06/12/2019	7.9	Rates Refund	59.19
				INV	06/12/2019	7.9	Rates Refund	113.01
				INV	06/12/2019	7.9	Rates Refund	106.71
				INV	06/12/2019	7.9	Rates Refund	85.59
				INV	06/12/2019	7.9	Rates Refund	59.19
				INV	06/12/2019	7.9	Rates Refund	151.00
				INV	06/12/2019	7.9	Rates Refund	64.48
				INV	06/12/2019	7.9	Rates Refund	59.22
				INV	06/12/2019	7.9	Rates Refund	38.07
				INV	06/12/2019	7.9	Rates Refund	38.07
				INV	06/12/2019	7.9	Rates Refund	38.07
				INV	06/12/2019	7.9	Rates Refund	38.07

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				INV	06/12/2019	7.9	Rates Refund	85.59
				INV	06/12/2019	7.9	Rates Refund	90.88
3976.11299-01		Expo Signage and Digital Pty Ltd	107.80	INV	10/12/2019	503170	City of Kwinana stickers in 4 sizes	107.80
3976.1130-01		Port Printing Works	572.00	INV	09/12/2019	INV046907	School holiday program Darius Wells	436.70
				INV	10/12/2019	INV044705	Lolly Run posters and flyers	40.70
				INV	11/12/2019	INV047232	Staff business cards	94.60
3976.11332-01		Chorus Australia Ltd	725.00	INV	09/12/2019	INV002037	Mowing of garden and verge at Bright Futures	725.00
3976.1142-01		Sonic Health Plus	198.00	INV	10/12/2019	1941654	Pre employment medical 271119	198.00
3976.11470-01		Gavin Wade Scott	637.00	INV	11/12/2019	0010	Welding repair to Razor ride on mower	337.00
				INV	10/12/2019	0012	Weld pool gate at Recquatic	300.00
3976.11557-01		Travis Hayto Photography	1,320.00	INV	10/12/2019	00001436	Summer Symphony 2019 videography	1,320.00
3976.11611-01		Searchbox	3,300.00	INV	10/12/2019	SBX-00347	Digital marketing for Summer Symphony Concert 2019	3,300.00
3976.11629-01		Scatena Clocherty Architects	15,290.00	INV	10/12/2019	1672	Architectural services for Tennis Club refurb	15,290.00
3976.11652-01		Matthew James Walsh	300.00	INV	11/12/2019	9thDecember19	2019 Lyrik Educational Scholarship Payment	300.00
3976.11660-01		Braven Group Services	15,576.00	INV	11/12/2019	INV-0557	Security plan and services for Summer Symphony Concert 2019	15,576.00
3976.11661-01		Black Label Events	2,795.00	INV	11/12/2019	INV-2045	Community Concert VIP furniture hire	2,795.00
3976.11666-01		JBS & G Australia Pty Ltd	770.00	INV	09/12/2019	76140	Bushfire management advice	770.00
3976.11709-01		i2C Design & Management	3,696.00	INV	10/12/2019	00009627	Services for Community Infrastructure Concept Plan	3,696.00
3976.11744-01		Maniax	350.00	INV	11/12/2019	MKPB-081119-2	Corporate Communications team milestone event	350.00
3976.11767-01		Slavin Architects Pty Ltd	26,279.00	INV	10/12/2019	INV-0108	Preliminary design Admin building refurbishment	23,100.00
				INV	10/12/2019	INV-0107	Mechanical consultants for Admin refurbishment	3,179.00
3976.11774-01		Matsu Photography	1,180.00	INV	10/12/2019	658	Photography at Summer Symphony 2019	1,180.00
3976.11791-01		Veris	1,369.50	INV	11/12/2019	VI028502	Survey works southern end of Peel Sub	1,369.50
3976.11806-01		Take 8 Productions	2,500.00	INV	11/12/2019	IV00000000085	Local Organisation Christmas Party band and lights	2,500.00

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3976.11807-01		William John Horn	902.40	INV	11/12/2019	8.1	Rates Refund	902.40
3976.11808-01		Andrew Michael Hughes	81.44	INV	09/12/2019	8.0	Rates Refund	81.44
3976.11828-01		NC Fitness	450.00	INV	09/12/2019	47861	Barbell landing pads with freight included	450.00
3976.11837-01		WA Safety and Training	2,165.65	INV	11/12/2019	07122019	Site Safety Officer for 2019 Summer Symphony Concert	2,165.65
3976.11839-01		The Nguyen Vu Family Trust	154.00	INV	06/12/2019	Refund	Refund difference incorrect fee raised 19/20	154.00
3976.11840-01		Trend Holdings Pty Ltd	154.00	INV	06/12/2019	Refund	Refund difference incorrect fee raised 19/20	154.00
3976.11844-01		Building Lines	61.65	INV	09/12/2019	26thNovember19	Refund building fee BP2019/180	61.65
3976.11845-01		Tina Procter	100.00	RFD	10/12/2019	1507071	Refund bond patio hire 190719	100.00
3976.11846-01		Paola Barco	1,000.00	RFD	10/12/2019	1533550	Refund bond hall hire 050919	1,000.00
3976.11847-01		Chris Manhanzva	1,000.00	RFD	10/12/2019	1553826	Refund bond hall hire 151019	1,000.00
3976.11848-01		Niche Living Real Estate	494.73	INV	11/12/2019	8.1	Rates Refund	494.73
3976.11849-01		Natasha Lee Flintoff	24.02	INV	11/12/2019	8.1	Rates Refund	24.02
3976.11850-01		Dorothea Oldham	780.44	INV	11/12/2019	8.1	Rates Refund	780.44
3976.11851-01		Hjalmar George Johansen	935.25	INV	11/12/2019	8.1	Rates Refund	935.25
3976.11852-01		Emily Felstead	800.00	INV	10/12/2019	9thDecember2019	2019 Lyrik Educational Scholarship Payment	800.00
3976.11853-01		Carly Barwise	300.00	INV	11/12/2019	10thDecember2019	2019 Lyrik Educational Scholarship Payment	300.00
3976.11854-01		Noni Danielle Comben	375.00	INV	11/12/2019	10thDecember19	2019 Lyrik Educational Scholarship Payment	375.00
3976.11855-01		Narelle Rose Anderson	175.00	INV	11/12/2019	04/12/19-Funding	Athlete funding for 2019 Australian Open	175.00
3976.1187-01		Red Sand Supplies Pty Ltd	138.60	INV	10/12/2019	00012435	Concrete tipping Perham Crescent footpath	138.60
3976.1205-01		Ridleys Towing & Transport	232.46	INV	10/12/2019	3389	Bus cleaning November 19	60.00
				INV	10/12/2019	3390	Bus service 141119	87.50
				INV	10/12/2019	3391	Bus service 261119	50.00
				INV	10/12/2019	3392	Payment for fuel due to expired BP card	34.96
3976.1227-01		Rockingham Holden	80.00	INV	10/12/2019	GMCS264094	Repairs to 1GKI502	80.00
3976.1276-01		Satellite Security Services	603.60	INV	09/12/2019	IV007062	Service duress alarm Darius Wells	210.00
				INV	09/12/2019	IV006982	Service alarm Wellard Pavilion 201119	250.01
				INV	09/12/2019	IV006975	Service duress alarm The Zone 221119	143.59
3976.134-01		Australia Post	258.76	INV	09/12/2019	1009106307	Agency commission fees for period ending 301119	258.76

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3976.1343-01		Southern Metropolitan Regional Coun	39,427.30	INV	10/12/2019	14367	Annual contributions 3rd quarter 2019/20	39,427.30
3976.1357-01		Sportsworld Of WA	1,561.45	INV	10/12/2019	138052	Goggles for Proshop	1,561.45
3976.1360-01		St John Ambulance Australia (WA) In	2,093.70	INV	09/12/2019	STKINV00016887	City Operations first aid supplies	85.30
				INV	10/12/2019	FAINV00239427	First Aid group training 141119	1,269.00
				INV	10/12/2019	FAINV00239828	First Aid group training additional student 141119	141.00
				INV	11/12/2019	EHSINV00091678	Event health services for movie night 091119	316.80
				INV	11/12/2019	EHSINV00091679	Event health services for family event 221119	281.60
3976.1367-01		Star Trophies	15.40	INV	09/12/2019	00015950	Engraving of 2 x perpetual trophies	15.40
3976.1393-01		Sunny Sign Company Pty Ltd	188.10	INV	11/12/2019	422772	Double sided street sign with logo	74.25
				INV	11/12/2019	422501	3 x Dog on lead signs and 3 x Pick it up signs	113.85
3976.1423-01		Telstra	2,491.62	INV	11/12/2019	9385375010Dec19	Internet and data to 241219	2,491.62
3976.1485-01		T-Quip	1,989.65	INV	11/12/2019	88494#5	Canopy and fitting kit for mower	1,989.65
3976.1530-01		Wormald Australia Pty Ltd	379.50	INV	10/12/2019	8109745	Repairs to fire alarm fault in Admin building	379.50
3976.1569-01		WA Hino Sales & Service	209.00	INV	11/12/2019	HTFS126205	Fault diagnosis for 1GMX033	209.00
3976.1572-01		Western Australian Local Government	2,275.00	INV	09/12/2019	I3080203	Mandatory Elected Member Training 091219	475.00
				INV	09/12/2019	I3080204	Mandatory Elected Member Training 051219 & 061219	900.00
				INV	09/12/2019	I3080205	Mandatory Elected Member Training 051219 & 061219	900.00
3976.1592-01		Water Corporation of Western Austra	32.73	INV	10/12/2019	9023251890Nov19	13U Glenworth Park drink fountain	32.73
3976.1595-01		Wattleup Tractors	404.60	INV	10/12/2019	0161236	Repairs to slasher plant	404.60
3976.1614-01		Westbooks	370.36	INV	09/12/2019	310960	Library items	25.89
				INV	09/12/2019	310958	Library items	17.01
				INV	09/12/2019	310962	Library items	133.14
				INV	09/12/2019	310870	Library items	125.55
				INV	09/12/2019	310961	Library items	68.77
3976.1621-01		Western Australian Treasury Corpora	61,249.94	INV	09/12/2019	Loan#96-181219	Loan#96 due 181219 capital and interest	18,014.69
				INV	09/12/2019	Loan#95-181219	Loan#95 due 181219 capital and interest	43,235.25
3976.1726-01		Kyocera Document Solutions Australi	3,839.63	INV	10/12/2019	2852460422	Copy cost Zone staff November 19	70.55
				INV	10/12/2019	2852460428	Copy cost Recquatic November 19	587.98
				INV	10/12/2019	2852460434	Copy cost William Bertram November 19	18.63

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				INV	10/12/2019	2852460440	Copy cost Darius Volunteer Centre November 19	15.90
				INV	10/12/2019	2852460423	Copy cost Admin Planning November 19	473.47
				INV	10/12/2019	2852460429	Copy cost Library Public November 19	63.85
				INV	10/12/2019	2852460435	Copy cost Darius downstairs November 19	11.57
				INV	10/12/2019	2852460441	Copy cost Darius Creche November 19	28.19
				INV	10/12/2019	2852460418	Copy cost City Leadership Team November 19	128.35
				INV	10/12/2019	2852460424	Copy cost Governance November 19	530.78
				INV	10/12/2019	2852460430	Copy cost CSO November 19	87.72
				INV	10/12/2019	2852460436	Copy cost Zone downstairs November19	64.95
				INV	10/12/2019	2852460442	Copy cost Depot Mechanics November 19	41.29
				INV	10/12/2019	2852460419	Copy cost Incubator November 19	155.25
				INV	10/12/2019	2852460425	Copy cost Admin Finance November 19	124.80
				INV	10/12/2019	2852460431	Copy cost Depot Demountable November 19	142.99
				INV	10/12/2019	2852460437	Copy cost Banksia Park November19	79.53
				INV	10/12/2019	2852460443	Copy cost Recquatic Front Counter November 19	12.80
				INV	10/12/2019	2852460420	Copy cost Community Centre Team November 19	44.72
				INV	10/12/2019	2852460426	Copy cost Family Day Care November 19	297.59
				INV	10/12/2019	2852460432	Copy cost Admin Records November 19	458.55
				INV	10/12/2019	2852460438	Copy cost John Wellard Centre November 19	39.26
				INV	10/12/2019	2852460421	Copy cost Library Staff November 19	200.75
				INV	10/12/2019	2852460427	Copy cost Depot Admin November 19	51.91
				INV	10/12/2019	2852460433	Copy cost John Wellard Centre November 19	93.54
				INV	10/12/2019	2852460439	Copy cost William Bertram Centre November 19	14.71
3976.1830-01		Biffa Bins	310.00	INV	10/12/2019	0859389	Skip bin Callistemon U42	310.00
3976.1856-01		Cornerstone Legal	5,260.80	INV	09/12/2019	16800	Legal fees matter No 004825	1,226.00
				INV	09/12/2019	16774	Legal fees matter No 004955	3,322.00
				INV	11/12/2019	16816	Legal fees matter No 004947	712.80
3976.188-01		Beaurepaires Tyres Kwinana	4,556.74	INV	10/12/2019	U548353996	Replacement of 2 tyres to KWN624	4,556.74
3976.194-01		Benara Nurseries	185.68	INV	09/12/2019	557168	Plants	185.68
3976.203-01		Big Brews Liquor	1,906.59	INV	09/12/2019	ZB1347581	Bar stock for Local Organisations Christmas Event	1,906.59

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3976.2048-01		Palm Lakes Gardens & Landscape Serv	1,573.00	INV	10/12/2019	013332	Reticulation maintenance Banksia Park U44	88.00
				INV	10/12/2019	01698	Install retaining wall Banksia Park U18	605.00
				INV	10/12/2019	7346	Lift and relay pavers for electrical work Medina	880.00
3976.2097-01		Beaver Tree Services Aust Pty Ltd	25,083.40	INV	11/12/2019	70867	Watering at various locations week ending 151119	4,235.02
				INV	11/12/2019	70736	Watering at various locations week ending 011119	4,235.02
				INV	11/12/2019	70813	Remove and stump grind Jarrah at Calista Oval	880.00
				INV	11/12/2019	70814	Remove street tree Hampshire Gardens, Parmelia	267.30
				INV	11/12/2019	70815	Removal and grind of Pine Tree on Gilmore Avenue	1,881.00
				INV	11/12/2019	70803	Call out to make safe at Parkfield Boulevard, Bertram	880.00
				INV	10/12/2019	70771	Watering week ending 081119	4,235.02
				INV	10/12/2019	70735	Watering week ending 251019	4,235.02
				INV	10/12/2019	70733	Watering week ending 181019	4,235.02
3976.2125-01		Synergy	2,071.62	INV	10/12/2019	107029100Dec19	4278U Wellard Community Centre	1,034.21
				INV	10/12/2019	179469390Dec19	3267U Bertram Community Centre	946.45
				INV	10/12/2019	334559580Dec19	37U Callistemon Court	90.96
3976.218-01		Bob Jane T-Mart Kwinana	1,973.00	INV	11/12/2019	143145	3 x tyres and 1 x puncture repair to Toro Mower	320.00
				INV	11/12/2019	142629	Puncture repair to KWN2067	25.00
				INV	11/12/2019	143312	3 x Tyres and tube for various plant items	425.00
				INV	11/12/2019	143782	Bridgestone tyre for KWN2055	179.00
				INV	11/12/2019	143632	Tyre for KWN2109	179.00
				INV	11/12/2019	144320	Supply and install 4 new tyres to KWN2026	845.00
3976.2224-01		Prestige Catering & Event Hire	18,425.10	INV	11/12/2019	INV-0770	Catering 091219	404.00
				INV	11/12/2019	INV-0713	Catering 021219	382.50
				INV	11/12/2019	INV-0774	Catering 111219	513.00
				INV	11/12/2019	INV-0712	Additional catering 291119	284.60
				INV	11/12/2019	INV-0621	Catering 291119	13,168.40
				INV	10/12/2019	INV-0741	Catering 041219, 051219 and 061219	3,672.60
3976.2247-01		Rankine Mosquito Management	3,267.00	INV	09/12/2019	KWI-01-05	Mosquito Monitoring Program November 19	3,267.00

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3976.2256-01		GlobalX Information Services Pty Lt	61.38	INV	11/12/2019	PSI0153772	Legal name searches November 2019	61.38
3976.2410-01		ABCO Products	957.76	INV	09/12/2019	477736	Toiletries various locations	312.24
				INV	09/12/2019	476341	Toiletries supply various locations	645.52
3976.2460-01		Allcom Communications	1,433.18	INV	11/12/2019	29316	2 way installation to KWN2131	811.14
				INV	11/12/2019	29309	Install 2 way to 1GWY489	622.04
3976.248-01		Bunnings Building Supplies	1,275.14	INV	11/12/2019	2163/01595935	William Bertram Community Centre kitchen hinge	56.56
				INV	11/12/2019	2015/01776618	Depot Ryobi combo kit	249.00
				INV	11/12/2019	2163/01636457	Depot tarpaulin	70.30
				INV	11/12/2019	2163/01636460	Grinder accessories	10.36
				INV	10/12/2019	2163/01595333	Repairs walls prior to painting at Recquatic	113.35
				INV	10/12/2019	2163/01594946	Parts to repair tree maze floor boards	483.20
				INV	09/12/2019	2163/01594301	Bolts for bin installation Environmental Health	51.09
				INV	09/12/2019	2163/01594342	Darius Wells man hole kits	182.40
				INV	09/12/2019	2163/01593421	Hardware items	58.88
3976.2507-01		Ixom Operations Pty Ltd	2,137.39	INV	10/12/2019	6164031	Supply of chlorine gas Recquatic	1,008.68
				INV	10/12/2019	6185987	Supply of chlorine gas Recquatic	1,008.68
				INV	10/12/2019	6185478	Supply of chlorine gas Recquatic	120.03
3976.2698-01		Wilson Security Pty Ltd	864.33	INV	09/12/2019	W00251327	Mobile security November 19 Callistemon Court	864.33
3976.2761-01		Horizons West Bus & Coachlines	2,800.00	INV	11/12/2019	00099352	Shuttle bus service for Summer Symphony Concert	2,800.00
3976.2846-01		Environmental Health Australia (SA)	386.20	INV	09/12/2019	SINV601888	Food safety items	386.20
3976.3061-01		WA Boiler Spares & Service	1,099.89	INV	10/12/2019	12528	Gas pressure switch & modulating motor for boiler	1,099.89
3976.3105-01		Poly Pipe Traders	47.37	INV	11/12/2019	00101337	Reticulation parts	47.37
3976.3212-01		Marketforce Pty Ltd	3,544.08	INV	10/12/2019	30876	Advertising 231119	588.27
				INV	10/12/2019	30872	Advertising 151119	109.59
				INV	10/12/2019	31938	Additional cost of production Youth Event 210619	506.00
				INV	10/12/2019	30864	Advertising 081219	1,903.00
				INV	10/12/2019	30875	Advertising 201119	437.22
3976.3338-01		AAA Blinds Port Kennedy	275.00	INV	10/12/2019	7345	Vertical blackout blinds for Recquatic staff room	275.00

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3976.3355-01		Gholam Reza Najafzadeh Abriz	949.00	INV	10/12/2019	5thDecember2019	Reimbursement of team milestone event	949.00
3976.339-01		Civica Pty Ltd	330.00	INV	09/12/2019	M/LA013467	SMS notices from Spydus 010719 to 300919	330.00
3976.358-01		Coastline Mowers	552.25	INV	11/12/2019	21920#5	Supply deck guard for Razorback 4WD	355.00
				INV	11/12/2019	21909	Mower Repairs to Stihl hedger	197.25
3976.3596-01		KLMedia Pty Ltd	920.17	INV	09/12/2019	1141866	DVDs for Library	22.62
				INV	09/12/2019	1141865	Library items	897.55
3976.3607-01		Hays Specialist Recruitment Pty Ltd	814.94	INV	09/12/2019	8852600	Temp staff week ending 011219	814.94
3976.362-01		Cockburn Party Hire	1,224.85	INV	11/12/2019	00005570	Local Organisations Christmas Party hire supplies	1,224.85
3976.3893-01		Radlink Communications	544.50	INV	11/12/2019	39235.01	Radio Hire for the 2019 Summer Symphony Community Concert	544.50
3976.3977-01		MRP Osborne Park-General Pest/Termi	321.31	INV	09/12/2019	86847	Pest control 291119 Wellard Pavilion	321.31
3976.4057-01		Kelyn Training Services	435.00	INV	10/12/2019	00028586	Traffic management and work safely training 111219	435.00
3976.407-01		Winc Australia Pty Ltd	70.62	INV	09/12/2019	9029852789	Stationery admin November 2019	70.62
3976.41-01		Advanced Traffic Management (WA) Pt	71,268.50	INV	11/12/2019	00131080	Traffic management Gilmore Avenue 291019	1,316.70
				INV	11/12/2019	00131050	Traffic management Gilmore Avenue 051119	4,410.45
				INV	11/12/2019	00131193	Traffic management Gilmore Avenue 071119	13,865.23
				INV	11/12/2019	00131241	Traffic management Gilmore Avenue 111119	2,893.55
				INV	11/12/2019	00131276	Traffic management Gilmore Avenue 121119	4,943.40
				INV	11/12/2019	00131360	Traffic management Anketell Road 171119	4,752.00
				INV	11/12/2019	00131646	Traffic management Anketell Road 181119	611.33
				INV	11/12/2019	00131046	Traffic management Anketell Road 051119	2,790.15
				INV	11/12/2019	00131202	Variable message boards	1,518.00
				INV	11/12/2019	00131240	Traffic management Anketell Road 111119	6,957.23
				INV	11/12/2019	00131275	Traffic management Anketell Road 121119	5,288.53
				INV	11/12/2019	00131287	Traffic management Anketell Road 131119	5,356.45
				INV	11/12/2019	00131344	Traffic management Gilmore Avenue 131119	297.83
				INV	11/12/2019	00131358	Traffic management Anketell Road 141119	3,033.25
				INV	11/12/2019	00131112	Traffic management for Wellard Road 071119	846.45
				INV	11/12/2019	00131345	Traffic management for traffic counters 141119	1,146.75

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				INV	11/12/2019	00131364	Traffic management for traffic counters 151119	1,146.75
				INV	11/12/2019	00131277	Traffic management for traffic counters 121119	1,016.13
				INV	11/12/2019	00131110	Traffic management Gilmore Avenue 071119	718.30
				INV	11/12/2019	00130791	Traffic management Meares Avenue 241019	1,018.88
				INV	11/12/2019	00130793	Traffic management De Haer Road 22, 24 & 251019	4,389.00
				INV	11/12/2019	00130852	Traffic management for traffic counters 291019	1,018.88
				INV	11/12/2019	00130803	Traffic management for traffic counters 281019	1,018.88
				INV	11/12/2019	00131049	Traffic management various asphalt repairs 051119	914.38
3976.4146-01		Peter Carnley Anglican Community School	100.00	INV	10/12/2019	28thNovember19	Donation to school supplies	100.00
3976.4179-01		Australian Office Leading Brands	228.31	INV	09/12/2019	96225027	Envelopes	228.31
3976.4245-01		ED Property Services	2,915.00	INV	10/12/2019	00001373	Wall repairs Callistemon Court U42	330.00
				INV	10/12/2019	00001378	Install kitchen bench Banksia Park U43	2,585.00
3976.4279-01		Data #3 Limited	8,316.00	INV	09/12/2019	01879570	Annual renewal Acrobat Pro	8,316.00
3976.4412-01		JB Hi-Fi Rockingham	1,558.00	INV	09/12/2019	102942359-100	ICT items Mavic Pro Platinum Fly More Combo	1,498.00
				INV	10/12/2019	102947470-100	Purchase of guitar leads	60.00
3976.457-01		Porter Consulting Engineers	4,950.00	INV	09/12/2019	00019594	Water and sewer design Wellard Road	4,950.00
3976.4719-01		Complete Office Supplies Pty Ltd	377.94	INV	10/12/2019	08817637	Stationery City Operations	222.71
				INV	10/12/2019	08802387	Stationery and equipment for Darius Wells	131.58
				INV	10/12/2019	08820581	Stationery for Depot	23.65
3976.4743-01		Artcom Fabrication	132.00	INV	09/12/2019	00032831	Laser engraving of 2 x trophies	132.00
3976.483-01		Landgate	78.60	INV	09/12/2019	972542	Landgate title search fees November 19	78.60
3976.4861-01		Big W	302.50	INV	09/12/2019	176645	Seniors Christmas Lunch hampers	88.50
				INV	09/12/2019	176640	Items for Christmas lolly bagging	95.00
				INV	09/12/2019	176647	Weight scales for lolly bagging	19.00
				INV	09/12/2019	176649	Additional pool noodles x 20	50.00
				INV	09/12/2019	176638	Supplies for Bright Futures	50.00
3976.4926-01		Aussie Clotheslines	323.00	INV	10/12/2019	15434-1	Install clothesline Callistemon Court U42	323.00

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3976.5035-01		Quell Cleen	210.00	INV	10/12/2019	00052194	Vacate cleaning Callistemon Court U42	210.00
3976.5079-01		Kids Just Wanna Have Fun Amusement	1,610.00	INV	11/12/2019	4570	Entertainment for end of year function 131219	1,610.00
3976.5170-01		Let It Shine Oven Cleaning	265.00	INV	09/12/2019	00001575	Oven cleaning 301119 Callistemon Court U42	265.00
3976.5258-01		Susan Michele Wiltshire	400.00	INV	09/12/2019	3rdDecember2019	Reimbursement for team building milestone event	400.00
3976.5291-01		Business Foundations	300.00	RFD	10/12/2019	1497845	Refund bond hall hire 051219	300.00
3976.5520-01		Master Lock Service	36.00	INV	11/12/2019	00006448	Cut and supply 6 x F keys	36.00
3976.5581-01		Totally Workwear Rockingham	858.45	INV	09/12/2019	RK14038.D1	Uniforms and logo embroidery	858.45
3976.5823-01		Accord Security Pty Ltd	1,436.60	INV	10/12/2019	00024253	Cash handling services November 2019	748.00
				INV	10/12/2019	00024257	Security services for event held 291119	508.20
				INV	10/12/2019	00024210	Security services Darius Wells 221119	180.40
3976.583-01		Flexi Staff Pty Ltd	1,868.30	INV	11/12/2019	212975	Temp staff week ending 101119	1,868.30
3976.5957-01		Supersealing Pty Ltd	3,916.00	INV	11/12/2019	022223	Crack sealing black asphalt at various locations	3,916.00
3976.598-01		Forpark Australia Pty Ltd	583.00	INV	10/12/2019	44767	Playground equipment and parts for Rogan Park	583.00
3976.5995-01		Zenien Pty Ltd T/as ATFT Astuta Tru	6,810.22	INV	09/12/2019	I6898	CCTV milestone integration at Fiona Harris Pavilion	5,927.03
				INV	09/12/2019	I6897	Replace 2x stolen domes at Fiona Harris Pavilion	883.19
3976.5996-01		CMS Engineering Pty Ltd	14,260.71	INV	09/12/2019	34843	Recquatic repair AC leak in fitness room	570.60
				INV	09/12/2019	34842	Administration repair damaged ducting	7,026.80
				INV	09/12/2019	34845	Darius Wells repair AC fault	3,031.60
				INV	09/12/2019	34844	Recquatic creche repair AC leak	371.80
				INV	11/12/2019	34984	Darius Wells Library AC repairs	2,118.60
				INV	11/12/2019	34985	William Bertram AC repair leaking	869.00
				INV	11/12/2019	34983	Incubator AC repairs in meeting room	272.31
3976.6018-01		ALSCO Pty Ltd	222.10	INV	10/12/2019	CPER1993899	Linen for catering	76.20
				INV	10/12/2019	CPER1989849	Linen for catering	72.16
				INV	10/12/2019	CPER1996472	Linen for catering	73.74
3976.6147-01		Designer Christmas	1,045.00	INV	10/12/2019	00000713	Hire of Christmas tree for Local Org function	1,045.00

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3976.6224-01		The Grant Finder	340.00	INV	09/12/2019	00152	Facilitate card making workshop	340.00
3976.6267-01		Woolworths Group Limited	1,523.60	INV	09/12/2019	41775000	Admin items	157.28
				INV	09/12/2019	3711757	Recquatic cafe items	51.12
				INV	09/12/2019	3711798	Assorted gift vouchers	240.00
				INV	09/12/2019	3770007	Refreshments Multicultural Advisory Group meeting	27.00
				INV	09/12/2019	3711791	Items for Bright Futures	63.60
				INV	09/12/2019	3770008	Items for Mooditj Kulungars	76.94
				INV	09/12/2019	3770011	Items for Bright Futures	242.20
				INV	09/12/2019	3770003	Items for Mooditj Kulungars	204.68
				INV	10/12/2019	3770020	Staff water and snacks for Summer	88.63
							Symphony work	
				INV	09/12/2019	3711788	Gift cards for Lyrik program	72.00
				INV	09/12/2019	3770005	Zone milk and coffee	10.19
				INV	09/12/2019	3711787	Gifts cards for YAC's Random Acts of Kindness	100.00
				INV	09/12/2019	3711800	Zone coffee	22.00
				INV	10/12/2019	3770013	Staff sundries for the Recquatic	146.97
				INV	10/12/2019	3770022	Items for Recquatic cafe	20.99
3976.6286-01		Darren Wellington	50.00	INV	11/12/2019	041219	Refund for sterilisation of dog	50.00
3976.634-01		Geodetic Supply & Repair	544.50	INV	11/12/2019	41345	Calibration of various equipment	544.50
3976.6370-01		Elxacom	16,430.29	INV	09/12/2019	28155	Depot electrical testing	316.36
				INV	09/12/2019	28148	Bertram Oval Facility electrical testing	81.29
				INV	10/12/2019	28124	Preventative maintenance at Sloan Cottage	436.33
				INV	09/12/2019	28150	The Zone emergency ground floor light repairs	294.59
				INV	09/12/2019	28147	Fiona Harris Pavilion lighting repairs	469.26
				INV	09/12/2019	28014	Casuarina Hall electrical testing	120.05
				INV	09/12/2019	28104	Administration electrical testing	316.36
				INV	09/12/2019	28105	Casuarina Station electrical testing	369.16
				INV	09/12/2019	27947	Administration electrical testing	4,789.58
				INV	09/12/2019	28107	Kwinana Trade Centre reinstate power for AC test	341.78
				INV	09/12/2019	28146	Kwinana street lighting switchboard maintenance	219.08
				INV	09/12/2019	28013	BMX Track electrical testing	48.02

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				INV	09/12/2019	28151	Mandogalup Fire Station electrical testing	457.05
				INV	09/12/2019	28112	Medina Hall electrical testing	192.08
				INV	09/12/2019	28111	Medina Oval electrical testing	48.02
				INV	09/12/2019	28149	Darius Wells electrical testing	949.08
				INV	09/12/2019	28114	Challenger Beach toilets electrical testing	96.04
				INV	09/12/2019	28117	Rotary Club electrical testing	96.04
				INV	09/12/2019	28015	Depot electrical testing	192.08
				INV	09/12/2019	28158	Parmelia House electrical testing	358.73
				INV	09/12/2019	28157	Parmelia House electrical testing	197.73
				INV	09/12/2019	28156	Recquatic electrical testing	625.66
				INV	11/12/2019	28179	Recquatic various electrical repairs	537.21
				INV	11/12/2019	28182	Trade centre units Meares Ave electrical checks	276.82
				INV	11/12/2019	28181	Depot set up generator onsite 181119	1,925.00
				INV	11/12/2019	28186	Peace Park solar lighting repairs	1,631.49
				INV	10/12/2019	28183	Install pump Recquatic 121119	456.50
				INV	10/12/2019	28180	Electrical service Callistemon Court U42	294.57
				INV	10/12/2019	28222	Replace exhaust fan Banksia Park U43	156.74
				INV	10/12/2019	28178	Replace light switch Banksia Park U61	137.59
3976.6495-01		Instrument Choice	46.20	INV	09/12/2019	17188639	Thermometer for Health	46.20
3976.6566-01		Isentia Pty Limited	1,254.00	INV	10/12/2019	MN0784012	Media monitoring fee December 19	1,254.00
3976.6567-01		Poolegrave Signs	275.00	INV	10/12/2019	00014131	Vacation Care Program signage for noticeboard	275.00
3976.664-01		StrataGreen	2,470.96	INV	09/12/2019	116292	Litter pickers and weed spray	2,470.96
3976.665-01		Gregs Glass	705.00	INV	10/12/2019	8345-19	Install shower screen Banksia Park U43	525.00
				INV	10/12/2019	8436-19	Replace patio door Callistemon Court U75	180.00
3976.6703-01		Lucor Pty Ltd	6,144.33	INV	11/12/2019	INV-003715	End of year Christmas function 131219	6,144.33
3976.6860-01		Advance Scanning Services	1,402.50	INV	10/12/2019	20164450	Scanning tech and gear for Gilmore Avenue works	1,402.50
3976.6872-01		Schindler Lifts Australia Pty Ltd	115.50	INV	09/12/2019	4678744648	John Wellard Community Centre monitoring fee	115.50
3976.69-01		Alinta Gas	80.95	INV	10/12/2019	972215970Nov19	333U Banksia Park clubhouse	80.95
3976.694-01		Heatley Sales Pty Ltd	1,390.30	INV	09/12/2019	C905242	Uniforms Depot	511.78
				INV	09/12/2019	C906276	Uniforms Depot	8.80

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				INV	09/12/2019	C906156	Uniforms Depot	869.72
3976.7315-01		Foxtel Cable Television Pty Ltd	270.00	INV	10/12/2019	346532168	Foxtel subscription December 2019	270.00
3976.7514-01		Sze Yan Leung	3.00	INV	06/12/2019	refund	Refund difference incorrect fee raised 19/20	3.00
3976.7597-01		Morgan James Scarfe	748.00	INV	10/12/2019	INV-240	Circus Workshop at Summer Symphony Concert 2019	748.00
3976.7605-01		Flying Canape	11,793.70	INV	11/12/2019	11516	Catering for Summer Symphony Concert	2,041.00
				INV	11/12/2019	11515	Catering for Summer Symphony Concert	9,050.00
				INV	11/12/2019	11521	Catering The Zone education scholarships	702.70
3976.762-01		Blackwood & Sons Ltd	713.64	INV	10/12/2019	PE0385UH	2 x Expandable Barriers 950mm x 3200mm	661.74
				INV	10/12/2019	KW9974UR	Cleaning wipes	51.90
3976.7855-01		GreenLite Electrical Contractors Pt	539.14	INV	11/12/2019	00011805	Sandringham Park repair damaged earth cable	138.60
				INV	12/12/2019	00011806	Casuarina Fire Station inspect overload fault	138.60
				INV	11/12/2019	00011804	Casuarina Fire Station fan replacement	261.94
3976.795-01		K Mart	149.50	INV	10/12/2019	224783	Items for the Recquatic gym appraisal room	103.50
				INV	09/12/2019	223496	Water toys for Bright Futures	46.00
3976.8001-01		Diversity Sustainable Development	2,915.00	INV	09/12/2019	5	SIM card hosting for outpost central loggers	2,915.00
3976.8193-01		Mark One Visual Promotions Pty Ltd	16,610.00	INV	10/12/2019	00190026	Installation of Christmas tree at Darius Wells	16,610.00
3976.8234-01		Fire And Safety Australia Pty Ltd	900.00	INV	09/12/2019	TI030906	Fire extinguisher training 271119	900.00
3976.8302-01		Chris Kershaw Photography	1,540.00	INV	10/12/2019	L2607	Photography at Local Organisations Function 291119	440.00
				INV	11/12/2019	L2568	Photography for Summer Symphony 2019	1,100.00
3976.8346-01		Skateboarding WA	2,475.00	INV	10/12/2019	INV-0694	Skateboarding activities 151019 and 271019	962.50
				INV	10/12/2019	INV-0664	Skateboarding activities 030919	550.00
				INV	10/12/2019	INV-0665	Skateboarding activities 091119 and 121119	962.50
3976.835-01		Kwinana Golf Club Inc	2,430.24	INV	11/12/2019	187727	Catering and room hire for event 281119	2,430.24
3976.8448-01		Genie Australia	356.13	INV	09/12/2019	INV0364453	Annual service of scissor lift	356.13
3976.8756-01		Ohura Consulting	1,540.00	INV	10/12/2019	INV-0020	Position Description Project stage 4 for November 19	1,540.00
3976.8899-01		Majestic Plumbing	12,377.83	INV	09/12/2019	235264	Calista Tennis Club camera inspection of plumbing	775.78
				INV	09/12/2019	235265	Rhodes Park toilets repairs to urinal flush	387.13

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				INV	09/12/2019	235288	Recquatic mens changeroom replace various plumbing	1,735.93
				INV	11/12/2019	235359	Wells Park ablutions sewerage inspection pit	807.25
				INV	11/12/2019	235356	Challenger Beach toilet repair	112.33
				INV	10/12/2019	235319	Plumbing repairs to facilities at Adventure Park	314.31
				INV	10/12/2019	235318	Repairs to zip tap in kitchen at John Wellard Centre	88.13
				INV	10/12/2019	235317	Plumbing repairs to toilet at Recquatic 151119	88.13
				INV	10/12/2019	235320	Repairs to drink fountains at Adventure Playground	396.53
				INV	10/12/2019	235390	Service hot water unit Callistemon Court U64	1,755.33
				INV	10/12/2019	235391	Service oven Banksia Park U43	339.35
				INV	10/12/2019	235229	Renewal work laundry & bathroom Callistemon Court	4,504.42
				INV	10/12/2019	235362	Service hand wash basin Banksia Park U43	203.76
				INV	10/12/2019	235358	Repair toilet Banksia Park U67	115.63
				INV	10/12/2019	235357	Repair garden tap Banksia Park U15	115.63
				INV	10/12/2019	235361	Repair toilet Callistemon Court 73	383.61
				INV	10/12/2019	235360	Repair washing machine Banksia Park U53	254.58
3976.8996-01		Fridgair Industries Pty Ltd	486.74	INV	11/12/2019	34127	Ken Jackman Hall fridge repairs	486.74
3976.8998-01		McLeods	9,810.08	INV	10/12/2019	111328	Legal fees matter No 45024	1,103.66
				INV	10/12/2019	111327	Legal fees matter No 44927	4,280.54
				INV	09/12/2019	111360	Legal fees matter No 42544	1,655.79
				INV	09/12/2019	111352	Legal fees matter No 42548	1,814.38
				INV	09/12/2019	111361	Legal fees matter No 44445	474.83
				INV	09/12/2019	111362	Legal fees matter No 44446	480.88
3976.9013-01		Department of Mines, Industry	19,271.79	INV	11/12/2019	November19	Building Services Levy November 19	19,271.79
3976.9019-01		Kearns Garden Supplies	240.11	INV	11/12/2019	54-30/11/2019	Hardware for Banksia Park November 19	123.16
				INV	11/12/2019	53-30/11/2019	Hardware for Callistemon Court November 19	116.95
3976.903-01		Lo-Go Appointments	9,884.24	INV	11/12/2019	00421009	Temp staff week ending 091119	3,173.31
				INV	11/12/2019	00421008	Temp staff week ending 091119	1,882.45
				INV	11/12/2019	00421049	Temp staff week ending 161119	1,629.05
				INV	11/12/2019	00421050	Temp staff week ending 161119	3,199.43
3976.9044-01		TenderLink	603.90	INV	09/12/2019	AU-301534	Tenderlink services November 19	603.90

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3976.9076-01		Charles Service Company	1,892.66	INV	10/12/2019	00032299	Cleaning consumables various locations November 2019	1,892.66
3976.9133-01		People Solutions Australasia Pty Lt	797.50	INV	10/12/2019	00013600	Psychometric testing	797.50
3976.9326-01		Gymcare	207.17	INV	09/12/2019	5346	Repairs to treadmill	207.17
3976.9494-01		Reece's Event Hire	8,107.67	INV	11/12/2019	100677	Marquees and furniture hire for Summer Symphony Concert	8,107.67
3976.9545-01		Cardile International Fireworks Pty	2,200.00	INV	11/12/2019	00002403	Streamer cannons and fountains for the Summer Symphony Concert	2,200.00
3976.9671-01		Darrell Monteiro	352.00	INV	10/12/2019	5thDecember2019	Reimbursement of team building milestone	352.00
3976.9764-01		Datacom Systems (AU) Pty Ltd - WA	1,903.00	INV	09/12/2019	INV0014236	Monthly Saas Fee Sphere Website November 19	1,903.00
3976.9951-01		Noddy The Waterman	260.00	INV	11/12/2019	INV-0146	Mandogalup Station water delivery	130.00
				INV	11/12/2019	INV-0147	Kwinana South Station water delivery	130.00
3977	11/12/2019	EFT TRANSFER: - 18/12/2019	256,284.11					
3977.10152-01		SuperChoice	256,284.11	INV	21/11/2019	October2019C*-30	Superannuation-October2019C*-30	1,079.34
				INV	30/11/2019	November2019-01	Superannuation-November2019-01	178,633.69
				INV	30/11/2019	November2019-03	Superannuation-November2019-03	6,904.04
				INV	30/11/2019	November2019-06	Superannuation-November2019-06	2,736.74
				INV	30/11/2019	November2019-07	Superannuation-November2019-07	3,703.42
				INV	30/11/2019	November2019-13	Superannuation-November2019-13	1,854.58
				INV	30/11/2019	November2019-14	Superannuation-November2019-14	7,213.20
				INV	30/11/2019	November2019-16	Superannuation-November2019-16	1,208.48
				INV	30/11/2019	November2019-17	Superannuation-November2019-17	19,675.40
				INV	30/11/2019	November2019-18	Superannuation-November2019-18	861.80
				INV	30/11/2019	November2019-21	Superannuation-November2019-21	968.30
				INV	30/11/2019	November2019-22	Superannuation-November2019-22	628.07
				INV	30/11/2019	November2019-24	Superannuation-November2019-24	979.85
				INV	30/11/2019	November2019-28	Superannuation-November2019-28	124.38
				INV	30/11/2019	November2019-30	Superannuation-November2019-30	1,079.34
				INV	30/11/2019	November2019-41	Superannuation-November2019-41	64.24
				INV	30/11/2019	November2019-43	Superannuation-November2019-43	259.06
				INV	30/11/2019	November2019-46	Superannuation-November2019-46	1,466.64
				INV	30/11/2019	November2019-48	Superannuation-November2019-48	1,152.99
				INV	30/11/2019	November2019-49	Superannuation-November2019-49	399.43

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				INV	30/11/2019	November2019-50	Superannuation-November2019-50	2,019.46
				INV	30/11/2019	November2019-54	Superannuation-November2019-54	1,546.70
				INV	30/11/2019	November2019-55	Superannuation-November2019-55	2,751.12
				INV	30/11/2019	November2019-56	Superannuation-November2019-56	1,083.76
				INV	30/11/2019	November2019-58	Superannuation-November2019-58	1,037.78
				INV	30/11/2019	November2019-59	Superannuation-November2019-59	2,137.84
				INV	30/11/2019	November2019-60	Superannuation-November2019-60	1,275.28
				INV	30/11/2019	November2019-63	Superannuation-November2019-63	270.38
				INV	30/11/2019	November2019-64	Superannuation-November2019-64	765.26
				INV	30/11/2019	November2019-65	Superannuation-November2019-65	632.18
				INV	30/11/2019	November2019-66	Superannuation-November2019-66	461.26
				INV	30/11/2019	November2019-70	Superannuation-November2019-70	659.18
				INV	30/11/2019	November2019-72	Superannuation-November2019-72	1,022.17
				INV	30/11/2019	November2019-73	Superannuation-November2019-73	1,473.55
				INV	30/11/2019	November2019-75	Superannuation-November2019-75	267.83
				INV	30/11/2019	November2019-79	Superannuation-November2019-79	1,153.67
				INV	30/11/2019	November2019-80	Superannuation-November2019-80	883.70
				INV	30/11/2019	November2019-81	Superannuation-November2019-81	558.30
				INV	30/11/2019	November2019-83	Superannuation-November2019-83	421.84
				INV	30/11/2019	November2019-84	Superannuation-November2019-84	185.52
				INV	30/11/2019	November2019-85	Superannuation-November2019-85	681.00
				INV	30/11/2019	November2019-86	Superannuation-November2019-86	537.17
				INV	30/11/2019	November2019-88	Superannuation-November2019-88	1,639.51
				INV	30/11/2019	November2019-89	Superannuation-November2019-89	682.90
				INV	30/11/2019	November2019-90	Superannuation-November2019-90	490.72
				INV	30/11/2019	November2019-91	Superannuation-November2019-91	461.80
				INV	30/11/2019	November2019B-0	Superannuation-November2019B-01	71.81
				INV	30/11/2019	November2019B-0	Superannuation-November2019B-03	119.43
3978	18/12/2019	EFT TRANSFER: - 18/12/2019	112,737.97					
3978.565-01		Bright Futures Family Day Care - Payroll	112,737.97	INV	18/12/2019	021219 to 151219	FDC Payroll 021219 to 151219	112,737.97
3979	18/12/2019	EFT TRANSFER: - 18/12/2019	22,148.98					
3979.568-01		Bright Futures In Home Care - Payroll	22,148.98	INV	18/12/2019	021219 to 151219	IHC Payroll 021219 to 151219	22,148.98
3980	23/12/2019	EFT TRANSFER: - 23/12/2019	2,919,975.62					
3980.10078-01		Web Track	2,293.50	INV	18/12/2019	INV-3941	Installation of tablet and iPhone to KWN2132	2,293.50

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3980.10168-01		Cherryl Rubio Pantorillo	18.00	INV	17/12/2019	10/12/2019-Swim	Refund for swimming lessons not attended	18.00
3980.10201-01		Assumpta Nyungura	3.00	INV	13/12/2019	Refund	Refund difference incorrect health fees 19/20	3.00
3980.10373-01		Green Willows Industrial Cleaning a	200.00	INV	18/12/2019	39-15/12/219	Banksia Park clubhouse and Office cleaning	200.00
3980.10408-01		ASV Sales and Service	7,889.89	INV	19/12/2019	235501	NORM angle and tilt dozer blade 1800mm	7,889.89
3980.10417-01		Kattler's Deli	154.00	INV	13/12/2019	Refund	Refund difference incorrect health fees 19/20	154.00
3980.10419-01		Zeroz Pty Ltd	492.69	INV	17/12/2019	87451	Maintenance of Bome Coffee Machine at the Zone	492.69
3980.10457-01		Abuzar Gharibyar	222.50	INV	19/12/2019	10DEC2019	Photography for Lyrik Educational Scholarships	222.50
3980.1046-01		OCE Australia Ltd	275.00	INV	17/12/2019	1487933	Monthly charges for ColorWave scanner November19	275.00
3980.10491-01		Rosemary Taylor	476.50	RFD	19/12/2019	1300629	Refund bond Unit 15/220 Gilmore Avenue	476.50
3980.1059-01		Vodafone Messaging	176.00	INV	18/12/2019	11248812	Pager network access fee December 19	176.00
3980.10607-01		Kaye Sandra Walker	250.00	INV	19/12/2019	17thDecember19	Senior Security Subsidy 2019/20	250.00
3980.10649-01		Alex Krsnik	32,354.25	INV	19/12/2019	SQ190045	Rural road verge litter collection	9,120.39
				INV	19/12/2019	SQ190046	Streetscapes and road verges litter collection	7,092.52
				INV	18/12/2019	SQ190040A	Slashing Wellard Road sumps	1,738.00
				INV	18/12/2019	SQ190035A	Various jobs at various locations	847.00
				INV	18/12/2019	SQ190036	Garden clean up Bertram Road island	2,519.00
				INV	18/12/2019	SQ190037	Slashing at Isaac Way and Gilmore Avenue	550.00
				INV	18/12/2019	SQ190038	Litter pick up Rockingham Road	341.00
				INV	18/12/2019	SQ190044	Maintenance of various roundabouts	3,469.77
				INV	18/12/2019	SQ190043	Landscape maintenance Hope Valley Road	1,051.05
				INV	18/12/2019	SQ190041	City Centre litter collection November 19	3,154.36
				INV	18/12/2019	SQ190042	Maintenance of public access ways	1,668.16
				INV	18/12/2019	SQ190039	Clean up of Sanctuary Drive Bertram	803.00
3980.10653-01		Stacey Janine Hobbins	720.00	INV	17/12/2019	16thDecember2019	Reimbursement of CPA Membership 2020	720.00
3980.10772-01		Paul Gravett	868.00	INV	19/12/2019	17thDecember2019	Reimbursement team building Community Engagement	868.00
3980.10802-01		Safemaster Safety Products Pty Ltd	6,488.00	INV	16/12/2019	00011726	Height safety inspections various locations	6,488.00
3980.10804-01		Carey Baptist College	100.00	RFD	19/12/2019	1422974	Refund bond patio hire 111219	100.00
3980.10968-01		Nene Cortez Pease	250.00	INV	19/12/2019	17thDecember19	Senior Security Subsidy 2019/20	250.00

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3980.11204-01		ATC Work Smart	93.50	INV	19/12/2019	GT15793	School based traineeship fortnight ending 301119	93.50
3980.11243-01		GPC Asia Pacific Pty Ltd	74.27	INV	18/12/2019	4330155884	Parts	74.27
3980.11244-01		Netstar Australia Pty Ltd	2,885.52	INV	17/12/2019	83037	Subscription Advanced Website fee	2,885.52
3980.11282-01		Seniors Housing Online Pty Ltd	1,155.00	INV	18/12/2019	INV-3621	Banksia Park 6 month renewal of online advertising	1,155.00
3980.11300-01		Strategic DCP Consulting	4,070.00	INV	18/12/2019	011	Consulting services DCA	4,070.00
3980.11301-01		Rentokil Initial Pty Ltd	990.00	INV	18/12/2019	19849072	20 Day Pigeon Trapping Program	990.00
3980.11307-01		Insight Physiotherapy	110.00	INV	19/12/2019	Refund	Refund overpayment Invoice 58097	110.00
3980.11372-01		Australian Institute of Business Pt	272.00	INV	17/12/2019	66212575641	MBA course fees	272.00
3980.11420-01		Kleenheat	5,236.80	INV	17/12/2019	3052395	Monthly gas charges various locations December 19	5,236.80
3980.1142-01		Sonic Health Plus	782.10	INV	17/12/2019	1943975	Pre Employment Medical 281119	198.00
				INV	17/12/2019	1945608	Pre Employment Medical 021219	198.00
				INV	17/12/2019	1943974	Pre Employment Medical 281119	386.10
3980.11432-01		Event Health Management Pty Ltd	907.50	INV	17/12/2019	INV-0946	First Aid services Community Concert 080819	907.50
3980.11433-01		Kwinana Men's Shed Inc	3,219.00	INV	19/12/2019	17thDecember2019	Community Funding Program 2019/20	3,219.00
3980.11478-01		Turf Care WA Pty Ltd	26,212.12	INV	19/12/2019	100621	Wells Park turf renovation works	10,560.00
				INV	18/12/2019	100549	Supply and apply Pro-Turf various ovals and parks	12,132.12
				INV	18/12/2019	100571	Mowing and sweep of Darius Wells lawns	3,520.00
3980.11594-01		Beilby Downing Teal	8,800.00	INV	18/12/2019	INV-1359	Recruitment for Chief Executive Officer	8,800.00
3980.11628-01		Hydroquip Pumps	36,043.70	INV	18/12/2019	INV-41016	Flow test at Gilmore pump 2 for Apex Park	330.00
				INV	18/12/2019	INV-41017	Bore repairs at Casuarina Fire Station	3,428.70
				INV	18/12/2019	INV-41014	Inspection and service of bore at Bertram Primary	7,324.90
				INV	18/12/2019	INV-41027	Medina Oval outer install & remove temporary pump	858.00
				INV	18/12/2019	INV-41028	Medina Oval outer pump removal	1,199.00
				INV	18/12/2019	INV-41029	Medina Oval outer bore redevelopment	4,180.00
				INV	19/12/2019	INV-41015	Bore repairs at Rhodes Park	10,676.60
				INV	19/12/2019	INV-41030	Install Grundfos pump Medina Oval	8,046.50

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3980.1166-01		RAC Motoring Pty Ltd t/a RAC Busine	8,920.20	INV	18/12/2019	315263	Renewal of RAC roadside assistance	8,920.20
3980.11667-01		Lobel Events	21,627.10	INV	18/12/2019	INV-5252	Supply of electrical services for Summer Symphony Concert	21,627.10
3980.11732-01		Charles Johnson	2,000.00	INV	16/12/2019	P190011	Facilitation of Local Planning Strategy workshop	2,000.00
3980.11768-01		David Edwin Phillip Smartt	250.00	INV	19/12/2019	17thDecember19	Senior Security Subsidy 2019/20	250.00
3980.11773-01		Harry's Asphalt	4,199.25	INV	17/12/2019	INV-00426	Replacement concrete kerb Mandurah Road	4,199.25
3980.11775-01		Events Care	750.00	INV	18/12/2019	15/12/2019	Shuttle bus 2019 Summer Symphony Concert	750.00
3980.1178-01		Holcim (Australia) Pty Ltd	1,924.12	INV	18/12/2019	9406666191	14mm Concrete delivered to The Strand, Wellard	280.28
				INV	18/12/2019	9406674431	14mm Concrete delivered to Hampshire Gardens	940.72
				INV	18/12/2019	9406650388	14mm Concrete delivered to Walgreen Crescent	381.70
				INV	18/12/2019	9406662956	14mm Concrete delivered to Runnymede Gate	321.42
3980.11785-01		Zhu Wang	300.00	INV	17/12/2019	13thDecember2019	2019 Lyrik Educational Scholarship Payment	300.00
3980.11788-01		Cyclus Australia	1,699.51	INV	18/12/2019	INV-0928	Site crew 2019 Summer Symphony Concert	1,307.63
				INV	18/12/2019	INV-0923	Site crew 2019 Summer Symphony Concert	391.88
3980.11790-01		This Is Creative	160.00	INV	19/12/2019	1007265	National Construction Code Seminar	160.00
3980.11842-01		L M & S K O'Hara	750.00	INV	18/12/2019	16thDecember2019	Performance Youth Festival 210320	750.00
3980.11843-01		Austraffic WA	9,801.00	INV	18/12/2019	1197	Undertake traffic counts	9,801.00
3980.11856-01		Bertram Spices Authentic Indian Gro	154.00	INV	13/12/2019	Refund	Refund differential incorrect health fees 19/20	154.00
3980.11857-01		Jimmy Stidworthy	400.00	INV	17/12/2019	12thDecember2019	2019 Lyrik Educational Scholarship payment	400.00
3980.11858-01		Cassandra Palermo	250.00	INV	17/12/2019	2ndDecember2019	2019 Round 24 Incentive Lyrik Awards	250.00
3980.11859-01		Woolworths Petrol Limited	3.00	INV	18/12/2019	Refund	Refund difference incorrect fee raised 19/20	3.00
3980.11860-01		Ronald Frieling	50.00	INV	17/12/2019	Recycle Refund	Refund 360L recycle bin upgrade fee	50.00
3980.11862-01		Casuarina Golf Pty Ltd T/As Marri P	154.00	INV	18/12/2019	Refund	Refund difference incorrect fee raised health 19/20	154.00
3980.11863-01		Lauren Jane Ferguson	100.00	RFD	18/12/2019	1505055	Refund bond patio hire 141219	100.00
3980.11864-01		Michael McCarthy	100.00	RFD	18/12/2019	1505125	Refund bond patio hire 010719	100.00

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3980.11865-01		Krystal Darken	100.00	RFD	18/12/2019	1505870	Refund bond patio hire 090719	100.00
3980.11866-01		Angela Penberthy	100.00	RFD	18/12/2019	1542197	Refund bond patio hire 151219	100.00
3980.11867-01		Christian Home School Support Group	100.00	RFD	19/12/2019	1580344	Refund bond patio hire 221119	100.00
3980.11868-01		Tiarna Jean Hewitt	100.00	RFD	19/12/2019	1580451	Refund bond patio hire 151219	100.00
3980.11869-01		Ma Josie Dela Cruz Maneja	1,000.00	RFD	19/12/2019	1580527	Refund bond hall hire 141119	1,000.00
3980.11870-01		APM Communities	200.00	RFD	19/12/2019	1588448	Refund bond hall hire 121219	200.00
3980.11871-01		Wellard Catholic Family Prayer Group	2,000.00	RFD	19/12/2019	1580627	Refund bond hall hire 251119	2,000.00
3980.11872-01		FinanceCorp	200.00	RFD	18/12/2019	1513706	Refund bond hall hire 121219	200.00
3980.11873-01		Rochelle Mary Anne Kronenberg	1,000.00	RFD	18/12/2019	1580241	Refund bond hall hire 211119	1,000.00
3980.11874-01		Kristin Steyger	100.00	RFD	19/12/2019	1544410	Refund bond patio hire 250919	100.00
3980.11875-01		Michelle Pereyra	400.00	INV	19/12/2019	16thDecember2019	2019 Lyrik Educational Scholarship Payment	400.00
3980.11876-01		Bepp Pty Ltd	18,044.03	RFD	19/12/2019	682546	Refund construction bond	18,044.03
3980.11877-01		Kathleen Broderick	243.28	INV	19/12/2019	17thDecember19	Reimbursement items for Coastal Poster Competition	243.28
3980.11878-01		John Edward Hole	250.00	INV	19/12/2019	17thDecember2019	Senior Security Subsidy Scheme 2019/20	250.00
3980.11879-01		Wilma Devlin Stone	250.00	INV	19/12/2019	17thDecember2019	Senior Security Subsidy Scheme 2019/20	250.00
3980.11880-01		Lisa Janine Robertson	76.00	INV	19/12/2019	12December2019	Envelopes for VIP invites to 2019 Symphony	76.00
3980.1249-01		Royal Life Saving Society	1,672.00	INV	18/12/2019	117789	Home pool barrier inspections November 2019	1,672.00
3980.1276-01		Satellite Security Services	689.81	INV	18/12/2019	IV007123	City Operations Depot program new alarm code	50.00
				INV	18/12/2019	IV007147	Darius Wells repair low alarm batteries	339.01
				INV	18/12/2019	IV007148	Thomas Kelly Pavilion replace magnetic door reed	180.80
				INV	18/12/2019	IV007146	Incubator reset smoke detector	120.00
3980.1290-01		Shane McMaster Surveys	2,970.00	INV	17/12/2019	Kwin300	Road reserve survey pick-up Derbal Street Medina	2,970.00
3980.1360-01		St John Ambulance Australia (WA) In	472.20	INV	18/12/2019	STKINV00017057	First aid personal monitoring kits x 15	472.20
3980.1393-01		Sunny Sign Company Pty Ltd	345.79	INV	18/12/2019	423408	Sign Kwinana Spectacles	74.25
				INV	18/12/2019	423574	New street sign	74.25
				INV	18/12/2019	423949	New street sign	74.25

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				INV	18/12/2019	423642	Parking restriction signs renewal for Feilman Drive	17.44
				INV	18/12/2019	423635	Stop/slow signs	105.60
3980.1423-01		Telstra	9,494.14	INV	17/12/2019	1355246271Nov19	Mobile/devices charges November 2019	9,494.14
3980.1463-01		Thomson Reuters (Professional)	1,760.00	INV	17/12/2019	6131063694	Consultation fees	330.00
				INV	17/12/2019	6130952285	Professional fees	1,430.00
3980.1474-01		Toll Transport Pty Ltd	68.24	INV	17/12/2019	0389-T221490	Courier charges 291119	13.05
				INV	19/12/2019	1058871	Courier charges 051219	42.14
				INV	19/12/2019	0388-T221490	Courier fees 191119	13.05
3980.1485-01		T-Quip	1,630.85	INV	19/12/2019	88596#5	Electric clutch for 1GJU180	1,630.85
3980.1520-01		Truck & Car Panel & Paint	598.77	INV	18/12/2019	00004433	Panel and paint repairs to bonnet of KWN2094	598.77
3980.1566-01		WA Electoral Commission	95,534.91	INV	17/12/2019	3158	2019 Local Government Election costs	95,534.91
3980.1572-01		Western Australian Local Government	1,156.00	INV	19/12/2019	I3080231	Preparing Agendas and Minutes 220120	578.00
				INV	19/12/2019	I3080232	Local Government Act 1995 The Essentials 050220	578.00
3980.1589-01		Waste Stream Management Pty Ltd	330.00	INV	18/12/2019	00424752	Tipping fees for November 2019	330.00
3980.1592-01		Water Corporation of Western Austra	41.42	INV	17/12/2019	9018197324Dec19	15U Honeywood drink fountain	37.77
				INV	17/12/2019	9021976142Dec19	2U Darling Park drink fountain	3.65
3980.1614-01		Westbooks	594.67	INV	17/12/2019	311186	Library items	22.19
				INV	17/12/2019	311183	Library items	51.56
				INV	17/12/2019	311189	Library items	32.35
				INV	17/12/2019	311185	Library items	70.45
				INV	17/12/2019	311187	Library items	57.68
				INV	17/12/2019	311181	Library items	97.97
				INV	17/12/2019	311182	Library items	33.27
				INV	17/12/2019	311190	Library items	207.99
				INV	17/12/2019	311188	Library items	21.21
3980.1621-01		Western Australian Treasury Corpora	1,021,970.28	INV	17/12/2019	Loan#105-271219	Loan #105 due 271219 interest	10,536.83
				INV	17/12/2019	Loan#104-271219	Loan #104 due 271219 interest	67,837.50
				INV	17/12/2019	Loan#106-241219	Loan #106 due 241219 capital and interest	71,491.02
				INV	17/12/2019	Loan#99-271219	Loan #99 due 271219 capital and interest	67,994.91
				INV	17/12/2019	Loan#97-271219	Loan#97 due 271219 capital and interest	150,453.08

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				INV	17/12/2019	Loan#98-271219	Loan #98 due 271219 capital and interest	91,793.12
				INV	17/12/2019	Loan#100-271219	Loan #100 due 271219 capital and interest	96,073.27
				INV	17/12/2019	Loan#102-271219	Loan #102 due 271219 capital and interest	465,790.55
3980.1649-01		Dennis Cleve Wood	2,931.50	INV	20/12/2019	ICTALLOW19/20	ICT allowance	291.67
				INV	20/12/2019	MEETINGFEES19/	Meeting fees	2,639.83
3980.1670-01		Zurich	500.00	INV	17/12/2019	CL:6012789	Excess payment claim KWN2134 CL6012789	500.00
3980.1688-01		Sherilyn Wood	2,931.50	INV	20/12/2019	ICTALLOW19/20	ICT allowance	291.67
				INV	20/12/2019	MEETINGFEES19/2	Meeting fees	2,639.83
3980.1689-01		Sandra Elizabeth Lee	2,931.50	INV	20/12/2019	ICTALLOW19/20	ICT allowance	291.67
				INV	20/12/2019	MEETINGFEES19/	Meeting fees	2,639.83
3980.1762-01		Officeworks BusinessDirect	348.80	INV	18/12/2019	45188003	William Bertram office supplies October 2019	197.38
				INV	19/12/2019	45792822	Admin stationery	151.42
3980.1825-01		Greenacres Turf Group	507.00	INV	18/12/2019	00057073	Supply Village Green Kikuyu to Abingdon Crescent	507.00
3980.188-01		Beaurepaires Tyres Kwinana	796.76	INV	18/12/2019	U548354050	Truck front tyres for KWN631	796.76
3980.19-01		Absolute Painting Services	2,398.00	INV	18/12/2019	INV-1233	Painting services Banskia Park U43	2,398.00
3980.1948-01		Maia Financial Pty Ltd	101,109.42	INV	19/12/2019	C27534	Quarterly leasing 010120 to 310320	101,109.42
3980.2096-01		Orelia Primary School	30.00	INV	17/12/2019	880	Hire of blender bike for Wellard's Amazing Race	30.00
3980.2097-01		Beaver Tree Services Aust Pty Ltd	58,085.51	INV	17/12/2019	71109	Vegetation clearance and stump grind Perham Crescent	4,501.39
				INV	18/12/2019	70892	Vegetation clearance Wellard Road	18,325.40
				INV	18/12/2019	70884	Watering/fertilising trees Admin Building	566.50
				INV	18/12/2019	70732	Tree watering week ending 111019	1,501.92
				INV	18/12/2019	70943	Termite treatment Lambeth Circle	440.00
				INV	18/12/2019	70942	Beehive treatment Medina Avenue	434.50
				INV	18/12/2019	70952	Mulching and chipping various locations	1,980.00
				INV	18/12/2019	70977	Tree pruning Porter Gardens	436.70
				INV	18/12/2019	71004	Vegetation clearance Forest Grove	3,784.00
				INV	18/12/2019	71005	Tree pruning Meares Avenue	1,486.10
				INV	18/12/2019	71006	Vegetation clearance Rowley Road	6,088.50
				INV	18/12/2019	70916	Chipping & mulching Clement Road	550.00
				INV	18/12/2019	70895	Vegetation clearance Wellard Road	1,892.00

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				INV	18/12/2019	70917	Vegetation clearance The Village Green	4,609.00
				INV	18/12/2019	70891	Vegetation clearance various locations	10,395.00
				INV	18/12/2019	70914	Beehive treatment Gilmore Avenue	434.50
				INV	18/12/2019	70915	Termite treatment Wittering & Pagham Street	660.00
3980.2115-01		Asbestos Masters WA	2,640.00	INV	18/12/2019	3333	Removal of limestone blocks and asbestos dumped	2,640.00
3980.2121-01		Suez	300,778.01	INV	18/12/2019	34944894	Depot green waste bin and tipping fees for November 19	1,231.55
				INV	17/12/2019	164846	Commercial recycle November19	137,055.15
				INV	17/12/2019	34976298	General waste pick up November19	1,749.77
				INV	17/12/2019	34936114	Mixed waste November 19	160,741.54
3980.2125-01		Synergy	68,096.61	INV	17/12/2019	958335710Dec19	9870U Orelia Oval	2,329.80
				INV	17/12/2019	198511040Dec19	1374U Bruny Meander bore/BBQ/lights	492.43
				INV	17/12/2019	214467920Dec19	67U Honeywood Park/Bruny Meander BBQ/lights	130.61
				INV	17/12/2019	141057240Dec19	16U The Zone	4,707.81
				INV	17/12/2019	149872970Dec19	4656U Incubator	1,316.78
				INV	17/12/2019	294428370Dec19	387U Mornington Park	219.20
				INV	17/12/2019	177581220Dec19	93385.83U Recquatic	23,284.33
				INV	17/12/2019	135567600Dec19	39431U Darius Wells	11,252.40
				INV	17/12/2019	118367820Dec19	5241U New Thomas Oval Pavilion	1,296.89
				INV	17/12/2019	258360080Dec19	4321U Kwinana Adventure Park	888.53
				INV	17/12/2019	294827290Dec19	12U Art sculpture Darling Park	115.39
				INV	17/12/2019	259587970Dec19	1657U Honeywood irrigation	570.77
				INV	17/12/2019	830669340Dec19	7U Fire pump Wandi	105.12
				INV	17/12/2019	290833680Dec19	23U Honeywood Park bore/lights	118.44
				INV	17/12/2019	264244690Dec19	1372U Gecko Park bore	491.87
				INV	17/12/2019	422268920Dec19	5320U Depot	1,572.41
				INV	17/12/2019	938812910Dec19	6573U Wandi Reserve	1,545.41
				INV	17/12/2019	114826720Dec19	176U Industrial S/scapes Naval Base	151.90
				INV	17/12/2019	657514270Dec19	0U Wandi Oval	104.95
				INV	17/12/2019	295922660Dec19	694U Willandra Park	302.40
				INV	17/12/2019	314938770Dec19	0U Woko Park bore	110.29
				INV	17/12/2019	201813230Dec19	2302U Mandogalup Station and bore	740.42
				INV	17/12/2019	144372270Dec19	3040U Thomas Oval retic	470.04
				INV	17/12/2019	566370150Dec19	2737U Chipperton Park	1,011.80

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				INV	17/12/2019	198694990Dec19	45597.2U Admin/Arts/Parmelia House	13,479.51
				INV	17/12/2019	129764890Dec19	5703U Lambeth Park POS	1,287.11
3980.218-01		Bob Jane T-Mart Kwinana	45.00	INV	18/12/2019	144607	Puncture repair and wheel balance KWN2110	45.00
3980.2224-01		Prestige Catering & Event Hire	9,454.20	INV	17/12/2019	INV-0800	Seniors Christmas Lunch 121219	2,444.75
				INV	17/12/2019	INV-0773	Seniors Christmas Lunch 111219	2,271.50
				INV	17/12/2019	INV-0772	Seniors Christmas Lunch 101219	4,498.95
				INV	19/12/2019	INV-0828	Morning tea for the Coastal Poster Competition	239.00
3980.248-01		Bunnings Building Supplies	1,138.47	INV	18/12/2019	2163/01170761	Zone Christmas holiday activities	26.01
				INV	18/12/2019	2163/01639544	Bertram Community Centre hardware items	66.68
				INV	18/12/2019	2442/01482285	Gazebo for Depot	159.00
				INV	18/12/2019	2163/01636467	Hardware items	462.68
				INV	18/12/2019	2442/01482288	Utility storage box	74.10
				INV	18/12/2019	2163/01054391	Wellard Oval supplies for repair to long jump pit	117.98
				INV	18/12/2019	2163/01647779	Recquatic access panel	25.40
				INV	18/12/2019	2442/01481289	100x100mm 2.4m F7 H4 treated pine post	21.85
				INV	17/12/2019	2163/01172756	Hardware items for Recquaitc	42.98
				INV	17/12/2019	2163/01236732	Equipment for Environmental Team	68.24
				INV	16/12/2019	2163/01646105	Recquatic light switch covers	9.90
				INV	16/12/2019	2163/01596609	Administration building paint	63.65
3980.2494-01		Park Motor Body Builders (WA) Pty L	538.00	INV	18/12/2019	8708	Various parts for trailer 1ERM600	538.00
3980.2507-01		Ixom Operations Pty Ltd	1,008.68	INV	18/12/2019	6190070	Chlorine gas for Recquatic	1,008.68
3980.2512-01		Konnect	6.85	INV	18/12/2019	17348472	Bolts for mechanics workshop	6.85
3980.2546-01		Sigma Chemicals	297.00	INV	17/12/2019	134639/01	Soda ash 25kg x 10 for Recquatic	297.00
3980.275-01		Cannon Hygiene Australia Pty Ltd	1,560.46	INV	18/12/2019	96551537	Sanitary services various locations January 2020	1,560.46
3980.2852-01		Downer EDI Works Pty Ltd	711.28	INV	18/12/2019	9311854	Emulsion 150L for Medina	208.40
				INV	18/12/2019	5011287	Asphalt supply to Depot 281119	105.95
				INV	18/12/2019	5011286	Asphalt supply to Depot 071119	162.45
				INV	18/12/2019	5011285	Asphalt supply to Depot 051119	234.48

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3980.2903-01		Connect CCS	2,327.33	INV	19/12/2019	00099505	After hours monitoring overcalls November 2019	2,327.33
3980.2981-01		Peter Edward Feasey	4,801.33	INV	20/12/2019	DEPMAYFEE19/20	Deputy Mayoral allowance	1,869.83
				INV	20/12/2019	ICTALLOW19/20	ICT allowance	291.67
				INV	20/12/2019	MEETINGFEES19/	Meeting fees	2,639.83
3980.30-01		Carol Elizabeth Adams	11,730.76	INV	20/12/2019	ICTALLOW19/20	ICT allowance	291.67
				INV	20/12/2019	MAYALLOW19/20	Mayoral allowance	7,479.42
				INV	20/12/2019	MEETING19/20	Meeting fees	3,959.67
3980.304-01		Challenger Ford	1,440.90	INV	18/12/2019	CRCSC519627	Repairs to ABS brake and axle seal to 1DGD330	1,440.90
3980.3105-01		Poly Pipe Traders	13,090.95	INV	17/12/2019	00100891	Reticulation items	2,730.20
				INV	18/12/2019	00102052	Reticulation stock items	1,565.50
				INV	18/12/2019	00101820	Reticulation stock items	341.80
				INV	18/12/2019	00101833	Reticulation stock items	5,218.80
				INV	18/12/2019	00101832	Reticulation stock items	3,220.50
				INV	19/12/2019	00101488	PVC compression coupling 50mm	14.15
3980.3117-01		Western Power Connections Manager	3,300.00	INV	18/12/2019	CORPB0475961	Design fee MP189044	3,300.00
3980.3212-01		Marketforce Pty Ltd	5,599.00	INV	18/12/2019	30866	Advertising 041119	225.50
				INV	18/12/2019	30867	Advertising 041119	225.50
				INV	18/12/2019	30868	Advertising 041119	225.50
				INV	18/12/2019	30869	Advertising 051119	225.50
				INV	18/12/2019	30871	Advertising 221119	225.50
				INV	18/12/2019	30865	Advertising 041119	225.50
				INV	17/12/2019	30863	Advertising 061119 & 201119	3,091.00
				INV	17/12/2019	30874	Advertising 191119	352.77
				INV	17/12/2019	30873	Advertising 161119	802.23
3980.3293-01		Signaltech	165.00	INV	18/12/2019	3602	Service TV reception Banksia Park	165.00
3980.332-01		City of Gosnells	5,500.00	INV	16/12/2019	22417	Switch Your Thinking annual subscription	5,500.00
3980.339-01		Civica Pty Ltd	8,717.81	INV	17/12/2019	M/LG013839	Licence, Support & Maintenance Feb 2020	8,717.81
3980.342-01		CJD Equipment Pty Ltd	4,171.09	INV	18/12/2019	006284050	Emergency Loader repairs to KWN1902	915.38
				INV	18/12/2019	006281901	Loader repairs to KWN624	3,255.71
3980.3423-01		Andrea Harold	580.00	INV	17/12/2019	16thDecember19	Reimburse team milestone event Bright Futures	580.00

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3980.357-01		BullAnt Security Pty	32.28	INV	18/12/2019	10194329	Cutting of 1 x 3.4 key	32.28
3980.3580-01		HECS Fire	3,307.70	INV	18/12/2019	64654	Senior Citizens 1 x 4.5Kg extinguisher	73.70
				INV	18/12/2019	65227	Recquatic fire equipment	2,058.76
				INV	18/12/2019	65226	Casuarina Fire Station fire equipment	84.04
				INV	18/12/2019	65225	Casuarina Hall fire equipment	136.84
				INV	18/12/2019	65224	Darius Wells fire equipment	209.44
				INV	18/12/2019	64652	William Bertram fire equipment	275.88
				INV	18/12/2019	64617	Dog Pound fire equipment	279.62
				INV	18/12/2019	64653	Department of Housing fire equipment	96.80
				INV	18/12/2019	65446	Kwinana Adventure Park fire equipment	92.62
3980.358-01		Coastline Mowers	1,070.70	INV	18/12/2019	21665#12	Mower parts	350.40
				INV	18/12/2019	22055	Change over grooming reel to blades and sharpen	272.40
				INV	18/12/2019	22096	Repairs to reel of Mower	252.70
				INV	18/12/2019	21494#5	Small reel of Brushcutter cord 2.7mm	195.20
3980.3607-01		Hays Specialist Recruitment Pty Ltd	666.77	INV	17/12/2019	8871189	Temp staff week ending 061219	666.77
3980.3608-01		Foreshore Rehabilitation & Fencing	1,516.22	INV	18/12/2019	Inv-4571	Install colorbond fence 221119	1,516.22
3980.3632-01		Eclipse Soils Pty Ltd	1,111.00	INV	18/12/2019	KWIN01R043785	Depositing of thatch grass debris	495.00
				INV	18/12/2019	KWIN01043770	Supply 20m3 of blended topsoil for Peace Park	616.00
3980.3805-01		Officeworks Superstores Pty Ltd	345.20	INV	19/12/2019	620 720272	Supplies for the highschool hacks program	77.96
				INV	17/12/2019	45749971	Stationery Depot	267.24
3980.3914-01		Bladon WA Pty Ltd	623.70	INV	17/12/2019	BWA143038	300 x battery bags for battery drop off points	623.70
3980.3977-01		MRP Osborne Park-General Pest/Termi	153.67	INV	18/12/2019	87125	Smirks Cottage ant control	153.67
3980.4003-01		Infiniti Group	842.38	INV	17/12/2019	477745	Consumable items for Recquatic	842.38
3980.407-01		Winc Australia Pty Ltd	966.31	INV	19/12/2019	9029852780	Stationery Admin	25.19
				INV	19/12/2019	9029894605	Stationery HR	92.22
				INV	19/12/2019	9030128067	Stationery Admin	848.90
3980.4074-01		Tanks for Hire	644.60	INV	18/12/2019	00010209	Hydration trailer 2019 Summer Symphony Concert	644.60
3980.41-01		Advanced Traffic Management (WA) Pt	13,064.15	INV	18/12/2019	00131653	Emergency traffic management for Postans Road fire	7,111.50
				INV	18/12/2019	00131900	Traffic management for traffic counters various locations	2,711.50

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				INV	18/12/2019	00131647	Traffic management 221119 Bertram Road	2,053.15
				INV	18/12/2019	00131648	Traffic controllers 231119 Rockingham Road	1,188.00
3980.4103-01		Local Government Planners Associati	85.00	INV	18/12/2019	4489	Registration for legal updates 2019	85.00
3980.4106-01		Kennards Hire Rockingham - Generato	342.00	INV	17/12/2019	21092201	Hire of pedestal fans 131219	342.00
3980.4125-01		LD Total	111,541.11	INV	18/12/2019	102312	Install 20m3 Pine Bark Mulch at various locations	2,964.50
				INV	19/12/2019	102611	Landscape maintenance various locations Nov 2019	6,733.10
				INV	19/12/2019	102609	Landscape maintenance various locations Nov 2019	5,078.39
				INV	19/12/2019	102627	Landscape maintenance Whislting Grove Nov 2019	352.15
				INV	19/12/2019	102616	Landscape maintenance various locations Nov 2019	2,755.48
				INV	19/12/2019	102613	Landscape maintenance various locations Nov 2019	15,981.61
				INV	19/12/2019	102615	Landscape maintenance various locations Nov 2019	5,461.12
				INV	19/12/2019	102618	Landscape maintenance various locations Nov 2019	817.84
				INV	19/12/2019	102620	Landscape maintenance various locations Nov 2019	9,370.17
				INV	19/12/2019	102622	Landscape maintenance various locations Nov 2019	2,587.54
				INV	19/12/2019	102624	Landscape maintenance various locations Nov 2019	989.38
				INV	19/12/2019	102626	Landscape maintenance various locations Nov 2019	31,185.47
				INV	19/12/2019	102304	Landscape maintenance various locations Nov 2019	661.50
				INV	19/12/2019	102303	Additional irrigation repair work Honeywood Rise	1,627.83
				INV	19/12/2019	102301	Additional irrigation repair work various location	130.66
				INV	19/12/2019	102612	Additional irrigation repair work various location	4,745.32
				INV	19/12/2019	102608	Landscape maintenance Honeywood Nov 2019	1,131.08
				INV	19/12/2019	102610	Landscape maintenance Belgravia Nov 2019	2,050.55
							Landscape maintenance Emerald Park Nov 2019	

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				INV	19/12/2019	102614	Landscape maintenance Honeywood Rise Nov 19	1,441.10
				INV	19/12/2019	102617	Landscape maintenance Living Edge Nov 19	232.86
				INV	19/12/2019	102619	Landscape maintenance Providence Nov 19	2,813.78
				INV	19/12/2019	102621	Landscape maintenance Sunrise Estate Nov 19	688.48
				INV	19/12/2019	102623	Landscape maintenance Wellard Glen Nov 19	371.26
				INV	19/12/2019	102625	Landscape maintenance Wellard Village Dec 19	7,332.08
				INV	19/12/2019	102713	Additional irrigation repair work November 2019	155.07
				INV	19/12/2019	102302	Additional irrigation repair work various location	1,896.04
				INV	19/12/2019	102628	Landscape maintenance various locations Nov 2019	1,986.75
3980.419-01		Catherine Anne Crockett	3.00	INV	13/12/2019	refund	Refund difference incorrect health fees 19/20	3.00
3980.4245-01		ED Property Services	275.00	INV	18/12/2019	00001382	Service downpipes Banksia Park	88.00
				INV	18/12/2019	00001381	Repairs to gutters & rafter Callistemon Court U10	77.00
				INV	18/12/2019	00001380	Various repairs Callistemon Court U42	110.00
3980.4256-01		Rockingham Skylights	525.00	INV	18/12/2019	12191	Repair skylights Banksia Park U3	525.00
3980.426-01		CSBP	3.00	INV	13/12/2019	Refund	Refund difference incorrect health fees 19/20	3.00
3980.4279-01		Data #3 Limited	127,447.04	INV	17/12/2019	01879670	Annual renewal Adobe Pro DC T1 EDO licence	14,124.00
				INV	17/12/2019	01875261	Annual Microsoft Enterprise agreement	113,323.04
3980.4412-01		JB Hi-Fi Rockingham	199.00	INV	17/12/2019	302961650-100	Portable speaker for programs and outreach	199.00
3980.4477-01		Trophy Express	1,711.90	INV	17/12/2019	11802	Assorted trophies for grand finals	1,711.90
3980.4490-01		Jungle Gym	135.00	INV	19/12/2019	909	Prepayment for excursion 210120	135.00
3980.4692-01		Elliotts Irrigation Pty Ltd	3,229.60	INV	19/12/2019	B15795	Iron filter servicing for October 2019	1,614.80
				INV	19/12/2019	B15801	Iron filter servicing for November 2019	1,614.80
3980.4719-01		Complete Office Supplies Pty Ltd	796.30	INV	19/12/2019	08817619	Supplies for the Zone	293.84
				INV	17/12/2019	08828269	Stationery for Recquatic	502.46
3980.4763-01		Bengineering Transport Equipment Pt	2,942.50	INV	18/12/2019	00002552	Carry out weld repairs on 1GMX033	429.00

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				INV	18/12/2019	00002553	Install electric brake and replace tow hitch 1GMX0	2,513.50
3980.4790-01		Spotlight Pty Ltd	198.75	INV	19/12/2019	006501186404	William Bertram Term 1 Clever Craft	149.75
				INV	19/12/2019	006501139182	Supplies Items for the Zone	49.00
3980.483-01		Landgate	2,820.40	INV	17/12/2019	352669-10001098	GRV chargeable schedule No G2019/23	1,898.35
				INV	17/12/2019	353077-10001098	GRV chargeable schedule No G2019/24	848.55
				INV	17/12/2019	353121-10001098	UV chargeable schedule No U2019/9	73.50
3980.4861-01		Big W	718.70	INV	17/12/2019	176654	Cups and saucers for the Zone	39.00
				INV	17/12/2019	176661	Items for staff event 131219	236.75
				INV	19/12/2019	176655	Equipment for Recquatic	233.00
				INV	19/12/2019	176662	Purchase of hats for City Assist officers	150.00
				INV	18/12/2019	176663	Animal food for pound	59.95
3980.5033-01		Baileys Fertilisers	2,719.75	INV	18/12/2019	11297	Supply and deliver 50 x 25lt bags of Grosorb	2,719.75
3980.5071-01		JB HiFi Commercial Division	371.00	INV	17/12/2019	DE1-7285600-69-1	TV keyboard with touchpad	221.00
				INV	17/12/2019	DE1-7281968-69-1	TV keyboard with touchpad	150.00
3980.5143-01		Wendy Gaye Cooper	2,931.50	INV	20/12/2019	ICTALLOW19/20	ICT allowance	291.67
				INV	20/12/2019	MEETINGFEES19/	Meeting fees	2,639.83
3980.5147-01		Perth Audiovisual	432.98	INV	17/12/2019	00207280	Service HDMI cable William Bertram Centre	432.98
3980.5170-01		Let It Shine Oven Cleaning	265.00	INV	18/12/2019	00001577	Oven cleaning Banksia Park U43	265.00
3980.5247-01		Abraham Pattiselanno	28.00	INV	19/12/2019	16thDecember2019	Reimbursement of items for Skatepark activation	28.00
3980.5381-01		Centrecare	1,026.66	INV	18/12/2019	22093	EAP Annual registration and management fee	1,026.66
3980.5439-01		Redfish Technologies Pty Ltd	544.37	INV	17/12/2019	IV0003181	Transmitter and microphone	544.37
3980.5520-01		Master Lock Service	130.00	INV	18/12/2019	00006514	Service security doors Callistemon Court U54	130.00
3980.5546-01		4 Signs Pty Ltd	159.50	INV	18/12/2019	00010870	Graphic designs	159.50
3980.5581-01		Totally Workwear Rockingham	559.02	INV	17/12/2019	RK16220.D1	Uniforms City Assist	322.16
				INV	17/12/2019	RK52695	1 bag skwincher electrolyte	46.45
				INV	17/12/2019	RK52694	2 bags skwincher electrolyte	92.90
				INV	19/12/2019	RK51055	Uniform Environment	65.01
				INV	19/12/2019	RK51056	Uniform Environment	32.50
3980.5645-01		Name Badge World	165.40	INV	18/12/2019	BW6532	Various name badges for new staff	165.40

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3980.572-01		Fire & Emergency Services, Dept of	417,263.25	INV	18/12/2019	2ndDecember2019	ESL collections for November 2019 Option A	417,263.25
3980.5750-01		Kev's Wheelie Kleen	264.00	INV	19/12/2019	6700	Bin cleaning William Bertram November 2019	77.00
				INV	19/12/2019	6471	Bin cleaning William Bertram October 2019	88.00
				INV	19/12/2019	6512	Bin cleaning John Wellard October 2019	99.00
3980.583-01		Flexi Staff Pty Ltd	4,853.16	INV	18/12/2019	213469	Temp staff week ending 011219	1,492.43
				INV	18/12/2019	213325	Temp staff week ending 241119	1,868.30
				INV	18/12/2019	213037	Temp staff week ending 171119	1,492.43
3980.5851-01		Homestead Ridge Progress Associatio	2,788.00	INV	19/12/2019	16thDecember2019	Community Funding Program	2,788.00
3980.5890-01		All Fence U Rent Pty Ltd	4,439.88	INV	18/12/2019	00029701	Event fencing for 2019 Summer Symphony Concert	4,439.88
3980.5940-01		Willem Lodewikus De Klerk	393.27	INV	17/12/2019	10Decmber2019	Various parts and equipment for animal facility	393.27
3980.5996-01		CMS Engineering Pty Ltd	7,786.65	INV	17/12/2019	34729	Air conditioner maintenance November 19 various locations	1,601.61
				INV	17/12/2019	34730	Air conditioner maintenance November 19 various locations	1,081.85
				INV	17/12/2019	34728	Air conditioner maintenance November 19 various locations	3,155.09
				INV	16/12/2019	34982	Margaret Feilman Building raise pipework covers	1,948.10
3980.6018-01		ALSCO Pty Ltd	410.26	INV	17/12/2019	CPER1999107	Linen for catering	76.20
				INV	17/12/2019	CPER1996588	Linen for various events	334.06
3980.6115-01		Imagesource Digital Solutions	633.60	INV	17/12/2019	449826	Admin advertising panel for Australia Day event	316.80
				INV	17/12/2019	449842	Christmas wishes sign	316.80
3980.6189-01		Alexi Peacock	235.30	INV	19/12/2019	17thDecember2019	Items for lolly run	235.30
3980.6224-01		The Grant Finder	337.50	INV	19/12/2019	00155	Facilitation for Boredom Busters classes	337.50
3980.6267-01		Woolworths Group Limited	1,533.84	INV	19/12/2019	3739009	Items for Heartbeat Club William Bertram	93.44
				INV	19/12/2019	3592900	Items for Chisham Square activation	30.00
				INV	19/12/2019	3413262	Items for John Wellard Community Centre	48.00
				INV	19/12/2019	3413254	Items for Chisham Square activation	31.50
				INV	19/12/2019	3770048	Items for Zone	103.97
				INV	19/12/2019	3770040	Items for Zone	68.18
				INV	19/12/2019	3770051	Items for Zone	7.13
				INV	18/12/2019	3770026	Vouchers for Community Engagement	100.00
				INV	18/12/2019	3770030	Items for Multicultural Advisory Group meeting	24.07

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				INV	18/12/2019	3770027	Items for Seniors Christmas Lunch 2019	275.00
				INV	17/12/2019	3770012	Items for Recquatic Holiday Program	28.51
				INV	17/12/2019	3770015	Items for Bright Futures	55.00
				INV	17/12/2019	42184817	Items for Depot	126.91
				INV	17/12/2019	3413265	Items for Lyrik event	23.20
				INV	17/12/2019	3770038	Refreshments for Christmas event	518.93
3980.6368-01		ATI-Mirage Pty Ltd	3,740.00	INV	18/12/2019	00038571	Prince 2 Training Foundation and Practitioner	3,740.00
3980.6370-01		Ellexacom	8,291.59	INV	18/12/2019	28276	Incubator electrical testing	395.45
				INV	18/12/2019	28278	Thomas Rd entry statement lighting repairs	2,640.83
				INV	18/12/2019	28279	Thomas Road/Medina Avenue uplight repairs	1,923.31
				INV	18/12/2019	28277	Wellard Pavilion electrical pit repairs	547.66
				INV	18/12/2019	28275	Darius Wells Library investigate floor boxes	96.04
				INV	19/12/2019	28184	Testing of lights of Christmas Tree at Darius Wells	475.64
				INV	17/12/2019	28280	Installation of powerpoint BBQ Wellard Park	866.73
				INV	16/12/2019	28219	Administration replace lights in Engineering	111.21
				INV	16/12/2019	28224	Bertram Oval facility repair lighting	186.05
				INV	16/12/2019	28226	Adventure Park investigate issue with splash pad	480.21
				INV	16/12/2019	28218	Recquatic ladies changeroom upstairs lighting	568.46
3980.6382-01		Zip Heaters	433.97	INV	17/12/2019	3312301	Water fountain repairs and services at Recquatic	433.97
3980.6544-01		Instant Products Hire	6,577.31	INV	18/12/2019	91750	Portable toilets for 2019 Summer Symphony Concert	6,577.31
3980.6576-01		Kylie Ilana Jesus	720.00	INV	19/12/2019	11thDecember19	Facilitation services 231019 to 111219	720.00
3980.664-01		StrataGreen	795.75	INV	18/12/2019	116529	Depot garden supplies	795.75
3980.6700-01		Spraying WA Pty Ltd	3,736.22	INV	18/12/2019	00001782	Treatment of weeds in streetscape gardens November 19	3,284.26
				INV	18/12/2019	00001786	Treatment of weeds Daintree Stream	451.96
3980.6743-01		Josh Byrne & Associates	2,464.00	INV	17/12/2019	00002423	KAP concept map amendments	2,464.00
3980.682-01		Harmony Software	1,164.90	INV	17/12/2019	I3-410	Educator subscription November 2019	1,105.50
				INV	17/12/2019	I3-424	In Home Care Educator subscription 031219	59.40
3980.684-01		Hart Sport	79.90	INV	17/12/2019	10051628	Badminton shuttles Recquatic	79.90
3980.6872-01		Schindler Lifts Australia Pty Ltd	2,563.79	INV	17/12/2019	4678743269	Lift maintenance Margaret Feilman Centre	2,332.79

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				INV	17/12/2019	4678745646	Telealarm & line monitoring fee 010120 to 310320	231.00
3980.694-01		Heatley Sales Pty Ltd	2,529.10	INV	17/12/2019	C907118	Sunscreen and safety items Depot	287.83
				INV	19/12/2019	C905252	Uniforms Depot	705.82
				INV	19/12/2019	C907980	Uniforms Depot	192.39
				INV	19/12/2019	C907909	Boots Depot	143.94
				INV	19/12/2019	C907912	Boots Depot	163.90
				INV	19/12/2019	C906958	Uniforms Depot	318.40
				INV	19/12/2019	C905400	Boots Depot	716.82
3980.708-01		Kevin Robert Howard	89.95	INV	17/12/2019	11thDecember2019	Reimburse catering for staff farewell	89.95
3980.714-01		HP Financial Services Pty Ltd	18,150.00	INV	17/12/2019	100001156684	Monthly fee contract 5389066248AUS2 Feb 2020	15,933.50
				INV	17/12/2019	100001157474	Monthly fee contract 5389066248AUS1 Feb 2020	2,216.50
3980.7403-01		Jasman Enterprises Pty Ltd	346.50	INV	18/12/2019	00023861	Repairs to pressure cleaner	346.50
3980.7604-01		Tanya Halliday	108.75	INV	19/12/2019	10thDecember2019	Purchase of learners for client	108.75
3980.762-01		Blackwood & Sons Ltd	339.65	INV	18/12/2019	KW0518UN	Hardware supplies	126.85
				INV	17/12/2019	KW1045UX	Hydration sachets for Depot	212.80
3980.7625-01		Flex Industries Pty Ltd	2,661.58	INV	18/12/2019	2062133	Crane service and repairs to KWN1835	1,004.73
				INV	18/12/2019	2062167	Electrical repairs to KWN007	558.59
				INV	18/12/2019	2062217	Electrical repairs to KWN2129	433.63
				INV	18/12/2019	2062209	Electrical repairs to KWN2128	664.63
3980.7812-01		Starbucks Flooring	2,113.00	INV	18/12/2019	INV-000640	Install flooring Callistemon Court U42	2,113.00
3980.7847-01		Strata Specialists	4,827.00	INV	17/12/2019	3421023	Quarterly levies to 310320 Unit 23 40-46 Meares	2,633.00
				INV	17/12/2019	3421024	Quarterly levies to 310320 Unit 24 40-46 Meares	2,194.00
3980.7855-01		GreenLite Electrical Contractors Pt	277.20	INV	19/12/2019	00011861	Repairs to Ascot Park bore pump	277.20
3980.795-01		K Mart	69.00	INV	19/12/2019	225442	Items for Zone	69.00
3980.805-01		Mervyn Thomas Kearney	2,931.50	INV	20/12/2019	ICTALLOW19/20	ICT allowance	291.67
				INV	20/12/2019	MEETINGFEES19/	Meeting fees	2,639.83
3980.8234-01		Fire And Safety Australia Pty Ltd	1,175.00	INV	17/12/2019	T1032933	Fire Warden and Fire extinguisher training 041219	275.00
				INV	17/12/2019	T1030905	Fire extinguisher training 131119	900.00

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3980.8319-01		Poolwerx Spearwood	2,299.55	INV	18/12/2019	117046-1	Splash pad water quality management Nov 2019	2,299.55
3980.8325-01		Envirosweep	2,213.76	INV	18/12/2019	73567	Sweeping in various locations for November 2019	1,549.63
				INV	18/12/2019	73697	Car park sweeping Pace Rd shops 211119	664.13
3980.8346-01		Skateboarding WA	3,547.50	INV	19/12/2019	INV-0666	Skate clinic 101219	3,547.50
3980.841-01		Kwinana Knights Junior Football Clu	3.00	INV	13/12/2019	Refund	Refund difference incorrect health fees 19/20	3.00
3980.860-01		Kwinana Volunteer Fire & Rescue Ser	100.00	RFD	19/12/2019	1562287	Refund bond patio hire 231019	100.00
3980.8623-01		Irrigation West	4,701.53	INV	19/12/2019	IV00000000911	Horizontal boring plus 160mm poly pipe Gilmore Avenue	4,701.53
3980.8894-01		Landscape and Maintenance Solutions	33,832.96	INV	19/12/2019	INV-1401	Passive and streetscape mowing various locations	8,813.76
				INV	19/12/2019	INV-1400	Broadacre mowing of various sportsgrounds	13,178.36
				INV	19/12/2019	INV-1402	Mowing maintenance various locations	1,878.56
				INV	19/12/2019	INV-1399	Mowing maintenance of dryland reserves various	9,962.28
3980.8899-01		Majestic Plumbing	3,360.81	INV	18/12/2019	235458	Service bathroom tap Banksia Park U12	110.13
				INV	18/12/2019	235457	Plumbing service Clubhouse	358.04
				INV	18/12/2019	235459	Plumbing services Callistemon Court U57	253.26
				INV	18/12/2019	235429	Service washing machine Callistemon Court U4	143.13
				INV	18/12/2019	235460	Wandi Hall repair damaged water tank	1,880.56
				INV	16/12/2019	235409	Chisham Oval public toilets repairs	615.69
3980.8958-01		Bertram Punjabi Club Inc	100.00	RFD	19/12/2019	1589014	Refund bond patio hire 111219	100.00
3980.8979-01		Vocus Communications	5,027.00	INV	17/12/2019	P498127	Monthly internet service Oct to Dec 2019	5,027.00
3980.8998-01		McLeods	2,030.54	INV	18/12/2019	111306	Legal fees matter No 45060	2,030.54
3980.9019-01		Kearns Garden Supplies	144.00	INV	18/12/2019	76-30/11/2019	Assorted hardware items November 19	144.00
3980.9030-01		Air Liquide Australia	147.88	INV	18/12/2019	GO2844	Hire of medical oxygen Recquatic	147.88
3980.903-01		Lo-Go Appointments	12,582.00	INV	18/12/2019	00421133	Temp staff week ending 301119	438.14
				INV	18/12/2019	00421134	Temp staff week ending 301119	1,520.44
				INV	18/12/2019	00421094	Temp staff week ending 231119	1,629.05
				INV	18/12/2019	00421176	Temp staff week ending 071219	1,757.25
				INV	18/12/2019	00421135	Temp staff week ending 301119	1,171.50

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				INV	19/12/2019	00421093	Temp staff week ending 231119	2,533.74
				INV	19/12/2019	00421136	Temp staff week ending 301119	3,531.88
3980.9081-01		Kwinana Smash Repairs	500.00	INV	18/12/2019	15,722	Insurance excess KWN700	500.00
3980.9114-01		D P & L W Webb	200.00	INV	17/12/2019	3	Books for children's Christmas gifts	200.00
3980.9133-01		People Solutions Australasia Pty Lt	1,512.50	INV	19/12/2019	00013631	Psychometric assessment services	797.50
				INV	19/12/2019	00013630	Psychometric assessment services	715.00
3980.9227-01		Medina Pharmacy	149.00	INV	13/12/2019	Refund	Reclassification of food business	149.00
3980.9405-01		Matthew James Rowse	2,931.50	INV	20/12/2019	ICTALLOW19/20	ICT allowance	291.67
				INV	20/12/2019	MEETINGFEES19/	Meeting fees	2,639.83
3980.9488-01		Bright Light Signs Pty Ltd	990.00	INV	18/12/2019	00014865	2 x VMS Trailers for 2019 Lolly Run	990.00
3980.9512-01		Perth Symphony Orchestra	49,500.00	INV	18/12/2019	S191201G	Entertainment for 2019 Summer Symphony Concert	49,500.00
3980.9572-01		Aaron Thomas	650.00	INV	19/12/2019	129	Open Mic event	650.00
3980.9618-01		Yale Primary School	100.00	RFD	18/12/2019	1536606	Refund bond patio hire 131219	100.00
3980.9626-01		Freedom Fairies	1,815.00	INV	17/12/2019	INV-1007	3 x face painters for Recquatic Open Day	1,815.00
3980.967-01		Medina Primary School	100.00	RFD	18/12/2019	1525636	Refund bond patio hire 280819	100.00
3980.9676-01		Sifting Sands	11,167.55	INV	18/12/2019	INV-1179	Sand cleaning Little Rascals Medina 211119	148.72
				INV	18/12/2019	INV1178	Sand cleaning various locations November 19	11,018.83
3980.978-01		Microcom Pty Ltd trading as MetroCo	722.70	INV	18/12/2019	INV028021	Tube vent plugs and figure 8 road cleat packs	722.70
3980.9790-01		Classic Hire	771.10	INV	19/12/2019	133791-6	Accessible toilet for skatepark activation	771.10
3980.9899-01		Creative Minds	3,480.00	INV	19/12/2019	0052	John Wellard term 4 Creative Minds	1,000.00
				INV	19/12/2019	0053	William Bertram Vex Robotics program Tuesdays	640.00
				INV	19/12/2019	0050	John Wellard Steam program term 4	1,000.00
				INV	19/12/2019	0051	William Bertram Oct 19 holiday program	280.00
				INV	19/12/2019	0054	William Bertram Vex Robotics program	560.00
3980	23/12/2019	EFT TRANSFER: - 23/12/2019	-84.08				Payment reversal creditor# 10776	-84.08
3981	22/12/2019	EFT TRANSFER: - 23/12/2019	229,442.29					
3981.151-01		Australian Services Union	547.76	INV	15/12/2019	PY01-13-Aust Ser	Payroll Deduction	233.10
				INV	15/12/2019	PY01-13-Aust Ser	Payroll Deduction	47.80
				INV	01/12/2019	PY01-12-Aust Ser	Payroll Deduction	233.10

Cheque Listing

Payments made between
01/12/2019 to 31/12/2019



Chq/Ref	Pmt Date	Payee	Amount	Tran	Date	Invoice	Description	Amount
				INV	01/12/2019	PY01-12-Aust Ser	Payroll Deduction	33.76
3981.153-01		Australian Taxation Office	210,001.00	INV	15/12/2019	PY01-13-Australi	PAYG Tax Withheld	210,001.00
3981.2853-01		Maxxia Pty Ltd	3,952.99	INV	15/12/2019	PY01-13-Maxxia P	Payroll Deduction	1,721.15
				INV	15/12/2019	PY01-13-Maxxia P	Payroll Deduction	1,744.03
				INV	18/12/2019	November19	Being employee Net ITC for period November2019	487.81
3981.3376-01		Health Insurance Fund of WA (HIF)	1,115.50	INV	15/12/2019	PY01-13-Health I	Payroll Deduction	1,115.50
3981.3719-01		City of Kwinana - Xmas fund	7,980.00	INV	15/12/2019	PY01-13-TOK Chri	Payroll Deduction	7,980.00
3981.487-01		Child Support Agency	3,128.26	INV	15/12/2019	PY01-13-Child Su	Payroll Deduction	1,291.76
				INV	01/12/2019	PY01-12-Child Su	Payroll Deduction	1,836.50
3981.530-01		Easifleet	1,977.22	INV	18/12/2019	130212	Novated lease for December 2019	1,977.22
3981.892-01		LGRCEU	739.56	INV	01/12/2019	PY01-12-LGREC U	Payroll Deduction	350.04
				INV	01/12/2019	PY01-12-LGREC U	Payroll Deduction	10.26
				INV	15/12/2019	PY01-13-LGREC U	Payroll Deduction	369.00
				INV	15/12/2019	PY01-13-LGREC U	Payroll Deduction	10.26
3982	23/12/2019	EFT TRANSFER: - 24/12/2019	158,184.00					
3982.11885-01		Annette Carlton	98,184.00	INV	23/12/2019	19thDecember2019	Tenure sum re-payment Villa 18 Banksia Park	98,184.00
3982.11886-01		Desmond Ranger	60,000.00	INV	23/12/2019	19thDecember2019	Tenure sum re-payment Villa 18 Banksia Park	60,000.00
3983	19/12/2019	EFT TRANSFER: - 24/12/2019	1,211.75					
3983.568-01		Bright Futures In Home Care - Payro	1,211.75	INV	19/12/2019	021219 to 151219	IHC Payroll 021219 to 151219	1,211.75
Total EFT			-5,932,104.58					
Payroll								
PY01-12	01/12/2019	Payroll	648,097.05					
PY99-07	01/12/2019	Payroll - Interim	1,417.78					
PY01-13	15/12/2019	Payroll	643,571.89					
PY01-14	29/12/2019	Payroll	624,517.26					
Total Payroll			-1,917,603.98					

Cheque Listing

Payments made between
01/12/2019 to 31/12/2019



<u>Chq/Ref</u>	<u>Pmt Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Tran</u>	<u>Date</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Grand Total			-7,904,173.74					

Credit Card Transactions

1/12/2019 to 31/12/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
Credit card Functions Officer to 051219				\$162.68	
4629100	Invoice	051219A	05/12/2019	\$13.52	Refreshments for Citizenship Ceremony
4629100	Invoice	051219A	05/12/2019	\$29.69	Staff refreshments Local Organisation Event
4629100	Invoice	051219A	05/12/2019	\$41.05	Local Organisation Event lights and gift tags
4629100	Invoice	051219A	05/12/2019	\$63.64	Bouquets for retiring and new Councillors
4629100	GST	051219A	05/12/2019	\$14.78	GST
Credit card Director City Legal to 051219				\$28.69	
4629119	Invoice	051219B	05/12/2019	\$8.18	Parking Freedom of Information WA Parking
4629119	Invoice	051219B	05/12/2019	\$17.90	Institute of Public Administration WA
4629119	GST	051219B	05/12/2019	\$2.61	GST
Credit card Executive Assistant to 051219				\$400.00	
4629125	Invoice	051219C	05/12/2019	\$400.00	Elected Member voucher recognition of service
Credit card Director City Regulation to 051219				\$7.50	
4629129	Invoice	051219D	05/12/2019	\$6.82	New employees welcome to the City refreshments
4629129	GST	051219D	05/12/2019	\$0.68	GST
Credit card Director City Infrastructure to 051219				\$598.91	
4629149	Invoice	051219F	05/12/2019	\$3.95	Parking WALGA meeting
4629149	Invoice	051219F	05/12/2019	\$87.85	Standard AS4122 Conditions of Contract for Consultants
4629149	Invoice	051219F	05/12/2019	\$452.65	Street lighting design Calista Ave Western Power
4629149	GST	051219F	05/12/2019	\$54.46	GST
Credit card Director City Engagement to 051219				\$3,817.05	
4630471	Invoice	051219H	05/12/2019	\$3.00	Parking for WALGA workshop
4630471	Invoice	051219H	05/12/2019	\$13.64	Postage for invitations for Summer Symphony
4630471	Invoice	051219H	05/12/2019	\$13.91	International transaction fee
4630471	Invoice	051219H	05/12/2019	\$25.45	Supplies for Seniors Christmas Party
4630471	Invoice	051219H	05/12/2019	\$29.09	Postage for invitations for Summer Symphony
4630471	Invoice	051219H	05/12/2019	\$50.00	Lyrik Donation to Guide Dogs WA
4630471	Invoice	051219H	05/12/2019	\$56.00	Extra lollies for Lolly Run
4630471	Invoice	051219H	05/12/2019	\$67.41	Extra lollies for Lolly Run

Credit Card Transactions

1/12/2019 to 31/12/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4630471	Invoice	051219H	05/12/2019	\$82.49	Bags for Lolly Run bagging
4630471	Invoice	051219H	05/12/2019	\$103.64	Blankets for Summer Symphony
4630471	Invoice	051219H	05/12/2019	\$106.71	Biscuits for Seniors Christmas Party
4630471	Invoice	051219H	05/12/2019	\$110.18	Tape and paint for Summer Symphony
4630471	Invoice	051219H	05/12/2019	\$136.36	Shipping fee for Lolly Run lolly delivery
4630471	Invoice	051219H	05/12/2019	\$145.83	Facebook advertising
4630471	Invoice	051219H	05/12/2019	\$172.09	Supplies for Seniors Christmas Party
4630471	Invoice	051219H	05/12/2019	\$179.40	Bags for Lolly Run bagging
4630471	Invoice	051219H	05/12/2019	\$200.00	Gift cards for Community Award Winners
4630471	Invoice	051219H	05/12/2019	\$200.00	Gift cards for Symphony survey prizes
4630471	Invoice	051219H	05/12/2019	\$354.08	Refreshments for Seniors Christmas Party
4630471	Invoice	051219H	05/12/2019	\$556.21	Books "How to Turn a Place Around"
4630471	Invoice	051219H	05/12/2019	\$970.55	Photo frames for Photographic Exhibition
4630471	GST	051219H	05/12/2019	\$241.01	GST
Credit card Manager Human Resources to 051219				\$5,476.73	
4630484	Invoice	051219I	05/12/2019	\$16.23	Gift Vouchers for Service Award fees
4630484	Invoice	051219I	05/12/2019	\$45.45	Smartrider autoloan
4630484	Invoice	051219I	05/12/2019	\$63.63	Ipad bicycle mount bracket
4630484	Invoice	051219I	05/12/2019	\$68.18	Transition to Leadership training for Lawyer
4630484	Invoice	051219I	05/12/2019	\$69.00	Flowers for staff member
4630484	Invoice	051219I	05/12/2019	\$75.09	Flowers for staff member
4630484	Invoice	051219I	05/12/2019	\$75.36	Flowers for staff member
4630484	Invoice	051219I	05/12/2019	\$132.39	LinkedIn advertising various positions
4630484	Invoice	051219I	05/12/2019	\$318.18	WA Bushfire Seminar Building Technician
4630484	Invoice	051219I	05/12/2019	\$409.09	Energy Efficiency workshop Building Surveyor
4630484	Invoice	051219I	05/12/2019	\$737.64	LinkedIn advertising various positions
4630484	Invoice	051219I	05/12/2019	\$754.96	LinkedIn advertising various positions
4630484	Invoice	051219I	05/12/2019	\$1,036.36	CPA Program Unit Finance Officer
4630484	Invoice	051219I	05/12/2019	\$1,295.00	Gift Vouchers for Service Award
4630484	GST	051219I	05/12/2019	\$380.17	GST

Credit Card Transactions

1/12/2019 to 31/12/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
Credit card Manager Corp Communications to 051219				\$4,591.81	
4630499	Invoice	051219E	05/12/2019	\$0.74	International transaction fee
4630499	Invoice	051219E	05/12/2019	\$1.27	International transaction fee
4630499	Invoice	051219E	05/12/2019	\$2.05	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$4.34	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$6.47	International transaction fee
4630499	Invoice	051219E	05/12/2019	\$19.23	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$21.31	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$29.50	Zapier web app licence
4630499	Invoice	051219E	05/12/2019	\$39.48	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$50.89	Typeform subscription
4630499	Invoice	051219E	05/12/2019	\$53.21	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$54.18	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$64.43	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$89.35	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$104.00	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$139.61	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$185.27	Auto credit recharge Corporate SMS system
4630499	Invoice	051219E	05/12/2019	\$185.27	Auto credit recharge Corporate SMS system
4630499	Invoice	051219E	05/12/2019	\$258.98	Snapchat filter for Summer Symphony
4630499	Invoice	051219E	05/12/2019	\$305.78	Mailchimp email marketing software
4630499	Invoice	051219E	05/12/2019	\$342.27	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$556.53	Facebook advertising
4630499	Invoice	051219E	05/12/2019	\$909.09	Google Ads Summer Symphony advertising
4630499	Invoice	051219E	05/12/2019	\$1,001.08	Facebook advertising
4630499	GST	051219E	05/12/2019	\$167.48	GST
Credit Card Director City Business 051219				\$5,013.31	
4636094	Invoice	051219G	05/12/2019	\$12.85	Hire car petrol to be reimbursed by LG Professionals
4636094	Invoice	051219G	05/12/2019	\$13.95	Facebook advertising
4636094	Invoice	051219G	05/12/2019	\$18.44	Facebook advertising

Credit Card Transactions

1/12/2019 to 31/12/2019

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4636094	Invoice	051219G	05/12/2019	\$23.99	Facebook advertising
4636094	Invoice	051219G	05/12/2019	\$50.00	Facebook advertising
4636094	Invoice	051219G	05/12/2019	\$76.01	Facebook advertising
4636094	Invoice	051219G	05/12/2019	\$128.09	Accommodation & meals to be reimbursed by LG Professionals
4636094	Invoice	051219G	05/12/2019	\$332.57	Hire car to be reimbursed by LG Professionals
4636094	Invoice	051219G	05/12/2019	\$864.57	Facebook advertising
4636094	Invoice	051219G	05/12/2019	\$909.09	Google Summer Symphony
4636094	Invoice	051219G	05/12/2019	\$1,136.63	3 x Projector Lamps
4636094	Invoice	051219G	05/12/2019	\$1,195.19	Facebook advertising
4636094	GST	051219G	05/12/2019	\$251.93	GST
Grand Total:				\$20,096.68	

18.4 Sale of Land - Unpaid Rates and Charges

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

This report seeks Council approval to proceed with the sale of four properties within the City of Kwinana (as contained within Confidential Attachments A, B, C and D) due to unpaid rates in accordance with the Rates Collection Policy and section 6.64 of the *Local Government Act 1995*. City officers have exhausted all other options in regard to recovering the outstanding debts of these properties.

OFFICER RECOMMENDATION:

That Council approve that the Chief Executive Officer seek to sell the properties as detailed in Confidential Attachments A, B, C and D under section 6.64 of the *Local Government Act 1995*, for the non payment of rates.

DISCUSSION:

The Rates Collection Policy outlines the City's processes when attempting to collect outstanding rates and charges. When a rates account is not paid by the due date, the City will undertake the following actions before legal action is commenced:

- Issue a final notice
- Check that the ownership details are correct as per the certificate of title at Landgate
- Check the City's electronic document management system for any further information
- Attempt to contact the ratepayer three times by phone
- Issue a notice of intended legal action letter
- Attempt to contact the ratepayer another three times by phone
- Send a text message if mobile number available
- Email ratepayer requesting contact if an email address is available

During the 2017/2018 and 2018/2019 financial years, there were a small number of assessments where the accounts remained unpaid after conducting all of the above actions. A list of assessments was sent to the City's lawyers to proceed with legal action through the Magistrates Court with some success. However, as detailed within Confidential Attachments A, B, C and D, there were four assessments that did not result in payment of the outstanding rates. General Procedure Claims were lodged at the Magistrates Court and in some cases the claims were served to the ratepayers and some were unable to be served for various reasons.

The City has exhausted all other options in regard to recovering the debts outstanding on these properties and it is the City Officer's recommendation to sell the properties under section 6.64 of the *Local Government Act 1995*.

18.4 SALE OF LAND - UNPAID RATES AND CHARGES

LEGAL/POLICY IMPLICATIONS:

Rates Collection Council Policy section 5.1.3(c) states:

If rates and service charges which are due to the City in respect of any rateable land remain unpaid for at least three (3) years, and reasonable attempts to commence legal action have been made, the City may take possession of the land under the provisions of Section 6.64 of the Local Government Act 1995. The approval of Council is required to be obtained before this course of action is undertaken.

Local Government Act 1995 section 6.64 states:

6.64. Actions to be taken

- (1) *If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and -
 - (a) from time to time lease the land; or
 - (b) sell the land; or
 - (c) cause the land to be transferred to the Crown; or
 - (d) cause the land to be transferred to itself.*
- (2) *On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.*
- (3) *Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.*

FINANCIAL/BUDGET IMPLICATIONS:

There will be costs involved with legal proceedings that will be added to the relevant rates assessment account and therefore there will be a nil effect to the City. Continuing to allow these ratepayers not to pay their outstanding rates will reduce the cash available for the City to spend on its programs and services.

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.

18.4 SALE OF LAND - UNPAID RATES AND CHARGES**STRATEGIC/SOCIAL IMPLICATIONS:**

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

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

RISK IMPLICATIONS:

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

Risk Event	Debtor requests to cease sale of property and pay in full or enter into a payment arrangement
Risk Theme	Errors omissions delays
Risk Effect/Impact	Financial
Risk Assessment Context	Operational
Consequence	Insignificant
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Accept - do nothing, accept its full impact
Response to risk treatment required/in place	Enter into approved payment arrangement if payment arrangement clears the debt as well as all future rates within three years
Rating (after treatment)	Low

Risk Event	Council does not support the officers recommendations
Risk Theme	Errors omissions delays
Risk Effect/Impact	Financial
Risk Assessment Context	Operational
Consequence	Insignificant
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Accept - do nothing, accept its full impact

18.4 SALE OF LAND - UNPAID RATES AND CHARGES

Response to risk treatment required/in place	Accept that the debt will remain on the rates debtors balance sheet and there will be a reduction of funds available to spend on City programs and services
Rating (after treatment)	Low

COUNCIL DECISION**065****MOVED CR M KEARNEY****SECONDED CR S WOOD**

That Council approve that the Chief Executive Officer seek to sell the properties as detailed in Confidential Attachments A, B, C and D under section 6.64 of the *Local Government Act 1995*, for the non payment of rates.

**CARRIED
8/0**

18.5 Budget Variations

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

To amend the 2019/2020 budget to reflect various adjustments to the General Ledger with nil effect to the overall budget as detailed below. Due to the nature of these variations, they fall outside the annual budget review.

OFFICER RECOMMENDATION:

That Council approves the required budget variations to the Adopted Budget for 2019/2020 as follows.

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expense - Infrastructure Roads - Anketell Road resurfacing	Nil	(55,000)	(55,000)
	Capital Expense - Infrastructure Carparks - Peace Park carpark	(41,000)	17,600	(23,400)
	Capital Expense - Infrastructure Footpaths - Perham Crescent	(110,000)	15,400	(94,600)
	Operating Expense - Infrastructure Management Overheads - Consultancy	(100,000)	22,000	(78,000)
	Reserve Transfer - City Infrastructure Reserve - Anketell Road resurfacing	Nil	15,400	15,400
	Reserve Transfer - City Infrastructure Reserve - Perham Crescent footpath	110,000	(15,400)	94,600
2	Capital Expense - Plant and Equipment - Speed alert mobile trailer	Nil	(27,030)	(27,030)
	Capital Revenue - Insurance proceeds - Claim 6002306	Nil	26,530	26,530
	Operating Expense - Plant Operating Costs - Contractors	(101,500)	500	(101,000)

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

18.5 BUDGET VARIATIONS

DISCUSSION:

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expense - Infrastructure Roads - Anketell Road resurfacing	Nil	(55,000)	(55,000)
	Capital Expense - Infrastructure Carparks - Peace Park carpark	(41,000)	17,600	(23,400)
	Capital Expense - Infrastructure Footpaths - Perham Crescent	(110,000)	15,400	(94,600)
	Operating Expense - Infrastructure Management Overheads - Consultancy	(100,000)	22,000	78,000
	Reserve Transfer - City Infrastructure Reserve - Anketell Road resurfacing	Nil	15,400	15,400
	Reserve Transfer - City Infrastructure Reserve - Perham Crescent footpath	110,000	(15,400)	94,600

Priority resurfacing works have been identified to reseal a damaged section of Anketell Road between Mandogalup Road and McLaughlin Road due to failure. The road repairs need to be completed prior to winter. This interim treatment will extend the pavement life by at least another three to five years. It is proposed that these works are funded from savings in the following capital projects that have been completed under budget - Peace Park carpark, Perham Crescent footpath, and the remainder from the Infrastructure Management Overheads consultancy budget. This includes the portion of the Perham Crescent footpaths that was budgeted to be funded from the City Infrastructure Reserve.

2	Capital Expense - Plant and Equipment - Speed alert mobile trailer	Nil	(27,030)	(27,030)
	Capital Revenue - Insurance proceeds - Claim 6002306	Nil	26,530	26,530
	Operating Expense - Plant Operating Costs - Contractors	(101,500)	500	(101,000)

The City's transportable radar speed display trailer was stolen, and when recovered was found to be damaged and declared to be beyond economic repair by the City's insurers. It is proposed that the trailer is replaced using the insurance proceeds, and the difference, being the excess, funded from the trailer's plant operating budget.

18.5 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.

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

COUNCIL DECISION

066

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

That Council approves the required budget variations to the Adopted Budget for 2019/2020 as follows.

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expense - Infrastructure Roads - Anketell Road resurfacing	Nil	(55,000)	(55,000)
	Capital Expense - Infrastructure Carparks - Peace Park carpark	(41,000)	17,600	(23,400)
	Capital Expense - Infrastructure Footpaths - Perham Crescent	(110,000)	15,400	(94,600)
	Operating Expense - Infrastructure Management Overheads - Consultancy	(100,000)	22,000	(78,000)
	Reserve Transfer - City Infrastructure Reserve - Anketell Road resurfacing	Nil	15,400	15,400
	Reserve Transfer - City Infrastructure Reserve - Perham Crescent footpath	110,000	(15,400)	94,600
2	Capital Expense - Plant and Equipment - Speed alert mobile trailer	Nil	(27,030)	(27,030)

18.5 BUDGET VARIATIONS

Capital Revenue - Insurance proceeds - Claim 6002306	Nil	26,530	26,530
Operating Expense - Plant Operating Costs - Contractors	(101,500)	500	(101,000)

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL
8/0

18.6 Monthly Financial Report December 2019

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the period ended 31 December 2019 has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 31 December 2019, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 31 December 2019, contained within Attachment A.

DISCUSSION:

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

The period of review is December 2019. The municipal surplus for this period is \$25,911,210 compared to a budget position of \$22,293,701. This is considered a satisfactory result for the City as it is maintaining a healthy budget surplus position.

Income for the December 2019 period year to date is \$56,407,788. This is made up of \$53,862,768 in operating revenues and \$2,545,020 in non-operating grants, contributions and subsidies received. The budget estimated \$58,037,902 would be received for the same period. The variance to budget is (\$1,630,114). Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

Expenditure for the December 2019 period year to date is \$40,687,528. This is made up of \$35,049,503 in operating expenditure and \$5,638,025 in capital expenditure. The budget estimated \$44,266,773 would be spent for the same period. The variance to budget is \$3,579,245. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

LEGAL/POLICY IMPLICATIONS:

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

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

18.6 MONTHLY FINANCIAL REPORT DECEMBER 2019**FINANCIAL/BUDGET IMPLICATIONS:**

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment A.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications associated with this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications associated with this report.

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

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

RISK IMPLICATIONS:

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

Risk Event	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely

18.6 MONTHLY FINANCIAL REPORT DECEMBER 2019

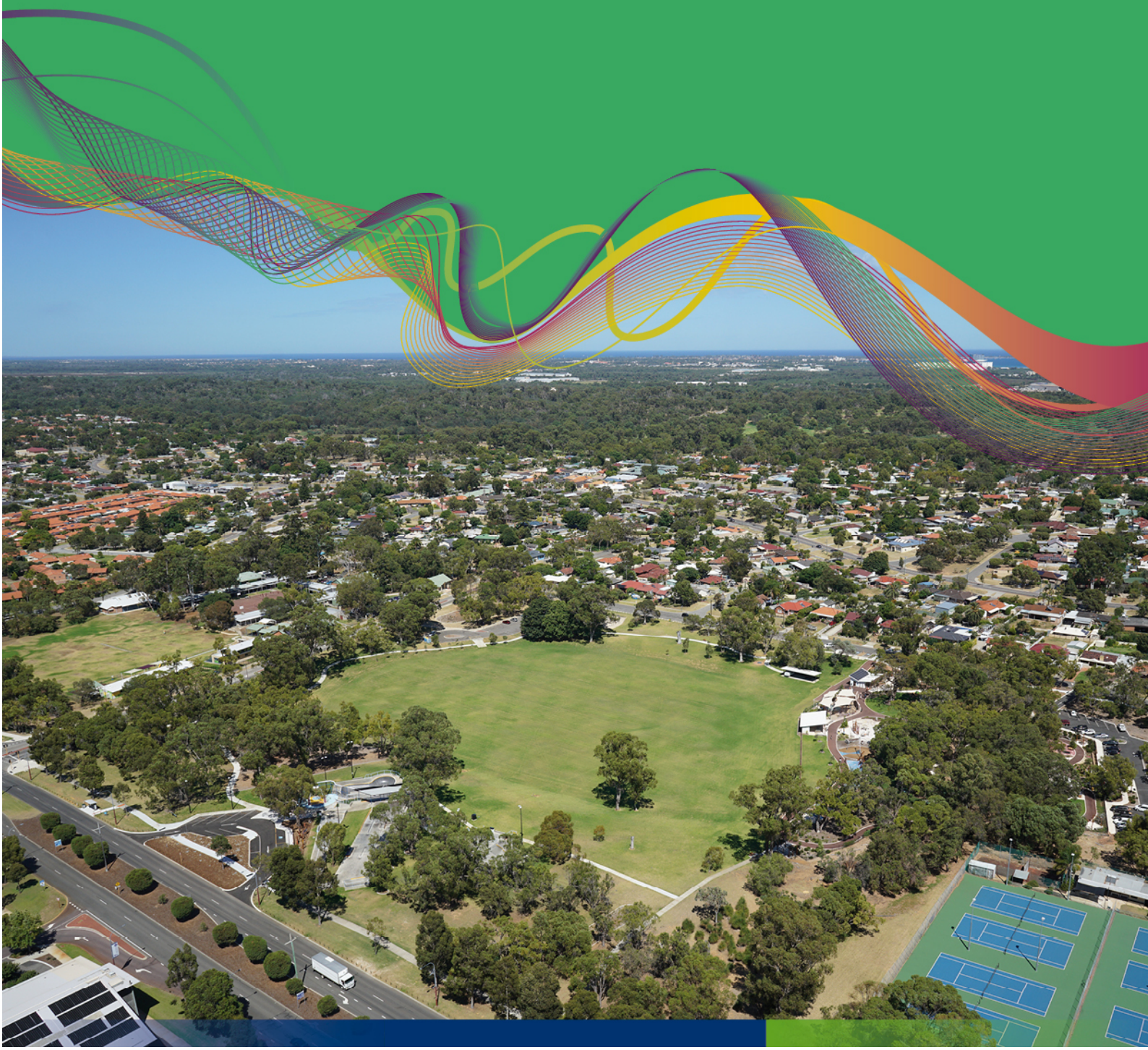
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

COUNCIL DECISION**067****MOVED CR D WOOD****SECONDED CR S LEE****That Council:**

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 31 December 2019, contained within Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 31 December 2019, contained within Attachment A.**

CARRIED
8/0

Monthly Financial Report



CITY OF KWINANA

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 December 2019

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

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CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 December 2019

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
Opening Funding Surplus(Deficit)	2	1,504,912	1,504,912	1,504,912	2,478,347	973,435	65%
Revenue from operating activities							
Governance		37,438	153,357	35,534	327,377	291,843	821%
General Purpose Funding - Rates	8	39,802,378	39,802,378	39,802,378	39,619,395	(182,983)	(0%)
General Purpose Funding - Other		3,932,577	3,932,577	2,100,472	1,607,380	(493,092)	(23%)
Law, Order and Public Safety		357,487	347,116	172,641	275,785	103,144	60%
Health		166,229	166,229	140,218	123,963	(16,255)	(12%)
Education and Welfare		8,408,713	8,408,713	4,118,585	3,344,144	(774,441)	(19%)
Community Amenities		6,081,141	6,081,141	5,763,172	5,581,433	(181,739)	(3%)
Recreation and Culture		2,983,042	2,933,042	1,487,980	1,592,515	104,535	7%
Transport		324,478	324,478	254,478	272,820	18,342	7%
Economic Services		1,261,187	1,261,187	654,234	633,371	(20,863)	(3%)
Other Property and Services		490,540	490,540	368,444	484,585	116,141	32%
		63,845,209	63,900,757	54,898,136	53,862,768	(1,035,368)	(2%)
Expenditure from operating activities							
Governance		(4,795,486)	(4,793,499)	(2,497,616)	(2,381,903)	115,713	5%
General Purpose Funding		(1,099,586)	(1,099,586)	(456,717)	(465,953)	(9,236)	(2%)
Law, Order and Public Safety		(3,318,431)	(3,340,110)	(1,687,169)	(1,618,124)	69,045	4%
Health		(949,882)	(949,882)	(484,942)	(438,216)	46,726	10%
Education and Welfare		(12,735,451)	(12,614,138)	(6,327,530)	(5,445,757)	881,773	14%
Community Amenities		(10,423,143)	(10,423,143)	(5,440,729)	(4,191,215)	1,249,514	23%
Recreation and Culture		(22,904,017)	(22,914,017)	(11,383,700)	(10,951,673)	432,027	4%
Transport		(15,076,180)	(15,076,180)	(7,528,157)	(6,531,375)	996,782	13%
Economic Services		(1,742,856)	(1,742,856)	(777,164)	(667,642)	109,522	14%
Other Property and Services		(4,293,260)	(4,293,260)	(2,176,948)	(2,357,645)	(180,697)	(8%)
		(77,338,291)	(77,246,670)	(38,760,672)	(35,049,503)	3,711,169	10%
Operating activities excluded from budget							
Add back Depreciation		14,269,092	14,269,092	7,134,546	7,215,161	80,615	1%
Adjust (Profit)/Loss on Asset Disposal	7	59,063	59,063	65,425	14,946	(50,479)	(77%)
Movement in deferred pensioner rates		0	0	0	4,571	4,571	
Amount attributable to operating activities		835,073	982,242	23,337,435	26,047,943	2,710,508	12%
Investing Activities							
Non-operating Grants, Subsidies and Contributions	12	10,936,569	11,328,821	3,139,766	2,545,020	(594,746)	19%
Proceeds from Disposal of Assets	7	334,500	352,100	330,100	259,953	(70,147)	21%
Refund of Developer Contributions		0	0	0	(2,654,846)	(2,654,846)	
Land and Buildings	11	(5,309,694)	(5,574,694)	(1,390,938)	(369,031)	1,021,907	73%
Plant, Furniture and Equipment	11	(2,788,666)	(2,900,166)	(1,604,719)	(1,019,688)	585,031	36%
Infrastructure Assets - Roads	11	(6,882,940)	(4,445,562)	(1,688,005)	(1,230,358)	457,647	27%
Infrastructure Assets - Parks and Reserves	11	(1,832,291)	(2,017,876)	(450,344)	(58,643)	391,701	87%
Infrastructure Assets - Footpaths	11	(215,000)	(215,000)	(19,545)	(178,796)	(159,251)	(815%)
Infrastructure Assets - Drainage	11	(2,990,583)	(5,737,961)	(253,750)	(68,054)	185,696	73%
Infrastructure Assets - Street Lighting	11	(251,000)	(251,000)	(28,000)	(18,169)	9,831	35%
Infrastructure Assets - Bus Shelters	11	(19,800)	(19,800)	(19,800)	(15,397)	4,403	22%
Infrastructure Assets - Car Parks	11	(41,000)	(41,000)	(41,000)	(25,042)	15,958	39%
Infrastructure Assets - Other Structures	11	(10,000)	(10,000)	(10,000)	0	10,000	100%
Amount attributable to investing activities		(9,069,905)	(9,532,138)	(2,036,235)	(2,833,051)	(796,816)	39%
Financing Activities							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	0	0	0%
Self-Supporting Loan Principal		16,709	16,709	8,352	9,690	1,338	16%
Transfer from Reserves	6	21,765,512	22,214,095	7,835,894	7,970,494	134,600	2%
Repayment of Debentures	9	(1,451,093)	(1,451,093)	(702,596)	(702,595)	1	(0%)
Transfer to Reserves	6	(15,869,208)	(15,925,128)	(7,654,061)	(7,059,617)	594,444	8%
Amount attributable to financing activities		6,729,920	7,122,583	(512,411)	217,972	730,383	(143%)
Closing Funding Surplus(Deficit)	2	0	77,599	22,293,701	25,911,210	3,617,509	16%

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

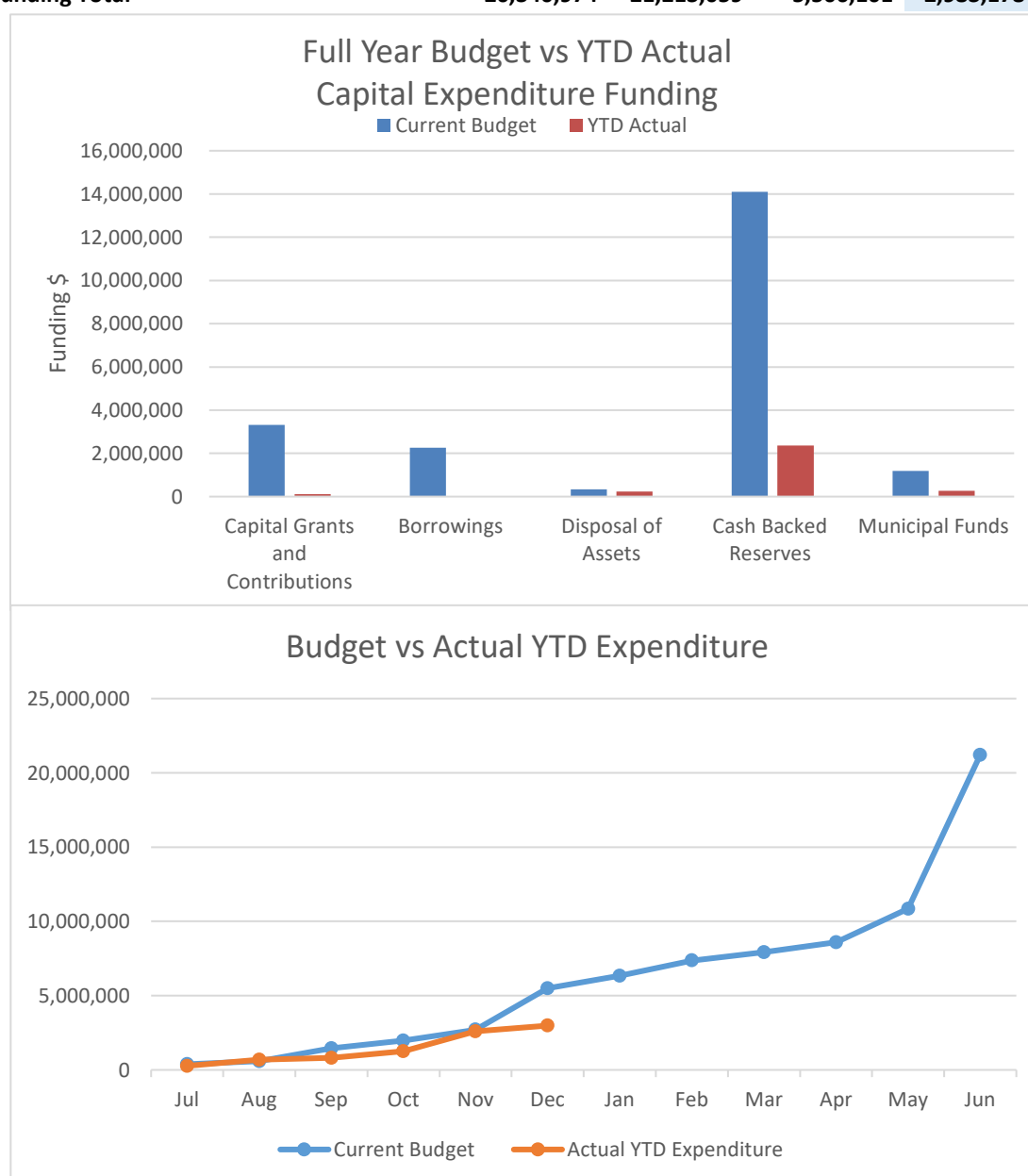
CITY OF KWINANA
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 December 2019

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
Opening Funding Surplus (Deficit)	2	1,504,912	1,504,912	1,504,912	2,478,347	973,435	65%
Revenue from operating activities							
Rates	8	39,802,378	39,802,378	39,802,378	39,619,395	(182,983)	(0%)
Operating Grants, Subsidies and Contributions	12	8,971,318	8,910,947	4,421,982	3,360,732	(1,061,250)	(24%)
Fees and Charges		12,254,403	12,254,403	8,932,547	8,971,147	38,600	0%
Interest Earnings		2,088,408	2,088,408	1,191,700	901,756	(289,944)	(24%)
Other Revenue		685,839	801,758	518,666	970,854	452,188	87%
Profit on Disposal of Assets	7	42,863	42,863	30,863	38,884	8,021	26%
		63,845,209	63,900,757	54,898,136	53,862,768	(1,035,368)	(2%)
Expenditure from operating activities							
Employee Costs		(29,800,091)	(29,602,257)	(13,991,546)	(13,988,701)	2,845	0%
Materials and Contracts		(29,036,680)	(29,142,893)	(15,260,571)	(11,592,494)	3,668,077	24%
Utility Charges		(2,377,800)	(2,377,800)	(1,160,586)	(1,174,638)	(14,052)	(1%)
Depreciation on Non-Current Assets		(14,269,092)	(14,269,092)	(7,134,546)	(7,215,161)	(80,615)	(1%)
Interest Expenses		(1,054,610)	(1,054,610)	(480,258)	(431,867)	48,391	10%
Insurance Expenses		(575,863)	(575,863)	(575,863)	(574,494)	1,369	0%
Other Expenditure		(122,229)	(122,229)	(61,014)	(18,316)	42,698	70%
Loss on Disposal of Assets	7	(101,926)	(101,926)	(96,288)	(53,830)	42,458	44%
		(77,338,291)	(77,246,670)	(38,760,672)	(35,049,503)	3,711,169	10%
Operating activities excluded from budget							
Add back Depreciation		14,269,092	14,269,092	7,134,546	7,215,161	80,615	1%
Adjust (Profit)/Loss on Asset Disposal	7	59,063	59,063	65,425	14,946	(50,479)	(77%)
Movement in deferred pensioner rates		0	0	0	4,571	4,571	
Amount attributable to operating activities		835,073	982,242	23,337,435	26,047,943	2,710,508	12%
Investing activities							
Grants, Subsidies and Contributions	12	10,936,569	11,328,821	3,139,766	2,545,020	(594,746)	19%
Proceeds from Disposal of Assets	7	334,500	352,100	330,100	259,953	(70,147)	21%
Refund of Developer Contributions		0	0	0	(2,654,846)	(2,654,846)	
Land and Buildings	11	(5,309,694)	(5,574,694)	(1,390,938)	(369,031)	1,021,907	73%
Plant, Furniture and Equipment	11	(2,788,666)	(2,900,166)	(1,604,719)	(1,019,688)	585,031	36%
Infrastructure Assets - Roads	11	(6,882,940)	(4,445,562)	(1,688,005)	(1,230,358)	457,647	27%
Infrastructure Assets - Parks and Reserves	11	(1,832,291)	(2,017,876)	(450,344)	(58,643)	391,701	87%
Infrastructure Assets - Footpaths	11	(215,000)	(215,000)	(19,545)	(178,796)	(159,251)	(815%)
Infrastructure Assets - Drainage	11	(2,990,583)	(5,737,961)	(253,750)	(68,054)	185,696	73%
Infrastructure Assets - Street Lighting	11	(251,000)	(251,000)	(28,000)	(18,169)	9,831	35%
Infrastructure Assets - Bus Shelters	11	(19,800)	(19,800)	(19,800)	(15,397)	4,403	22%
Infrastructure Assets - Car Parks	11	(41,000)	(41,000)	(41,000)	(25,042)	15,958	39%
Infrastructure Assets - Other Structures	11	(10,000)	(10,000)	(10,000)	0	10,000	100%
Amount attributable to investing activities		(9,069,905)	(9,532,138)	(2,036,235)	(2,833,051)	(796,816)	39%
Financing Activities							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	0	0	
Self-Supporting Loan Principal		16,709	16,709	8,352	9,690	1,338	16%
Transfer from Reserves	6	21,765,512	22,214,095	7,835,894	7,970,494	134,600	2%
Repayment of Debentures	9	(1,451,093)	(1,451,093)	(702,596)	(702,595)	1	(0%)
Transfer to Reserves	6	(15,869,208)	(15,925,128)	(7,654,061)	(7,059,617)	594,444	8%
Amount attributable to financing activities		6,729,920	7,122,583	(512,411)	217,972	730,383	(143%)
Closing Funding Surplus (Deficit)	2	0	77,599	22,293,701	25,911,210	3,617,509	16%

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

CITY OF KWINANA
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 December 2019

Capital Acquisitions	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual Total (b)	Variance (a) - (b)
		\$	\$	\$	\$	\$
Land and Buildings	11	5,309,694	5,574,694	1,390,938	369,031	1,021,907
Plant, Furniture and Equipment	11	2,788,666	2,900,166	1,604,719	1,019,688	585,031
Infrastructure Assets - Roads	11	4,135,562	4,445,562	1,688,005	1,230,358	457,647
Infrastructure Assets - Parks and Reserves	11	1,832,291	2,017,876	450,344	58,643	391,701
Infrastructure Assets - Footpaths	11	215,000	215,000	19,545	178,796	(159,251)
Infrastructure Assets - Drainage	11	5,737,961	5,737,961	253,750	68,054	185,696
Infrastructure Assets - Street Lighting	11	251,000	251,000	28,000	18,169	9,831
Infrastructure Assets - Bus Shelters	11	19,800	19,800	19,800	15,397	4,403
Infrastructure Assets - Car Parks	11	41,000	41,000	41,000	25,042	15,958
Infrastructure Assets - Other Structures	11	10,000	10,000	10,000	0	10,000
Capital Expenditure Totals		20,340,974	21,213,059	5,506,101	2,983,178	2,522,923
Capital acquisitions funded by:						
Capital Grants and Contributions		1,423,989	3,313,807	1,014,454	110,860	903,594
Borrowings		2,268,000	2,268,000	0	0	0
Disposal of Assets		334,500	334,500	46,500	238,495	(191,995)
Cash Backed Reserves		8,684,361	14,100,522	0	2,362,455	(2,362,455)
Municipal Funds		7,630,124	1,196,230	4,445,147	271,369	4,173,778
Capital Funding Total		20,340,974	21,213,059	5,506,101	2,983,178	2,522,923



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

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

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

The material variance adopted by Council for the 2019/20 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues					
Rates	(182,983)	(0%)		No Material Variance	
Operating Grants, Subsidies and Contributions	(1,061,250)	(24%)	M	Permanent	<p>\$738k Childcare subsidies received were less than that expected at the end of December. These subsidies are directly offset by payments to care providers so that there is no overall impact on surplus. Levies associated with this income have not been significantly affected.</p> <p>An initial payment of the Financial Assistance Grants was received in June 2019 of \$946k, thereby reducing the remaining quarterly payments to \$189k. Two quarters have now been received. Year to date variance \$324k.</p> <p>Various grant funding for projects will not be received and removed as part of Budget Review;</p> <p>\$50k SMCC - Perth Region NRM Kleenheat Project.</p> <p>\$20k Youth Incentive Sponsorship - Lyrik.</p> <p>\$10k Sponsorship - Big Concert.</p>
Fees and Charges	38,600	0%		No Material Variance	
Interest Earnings	(289,944)	(24%)	M	Permanent	<p>Interest earned is lower than expected in the following areas;</p> <p>\$67k Municipal Bank account interest.</p> <p>\$126k DCA Reserves investment interest.</p>
Other Revenue	452,188	87%	M	Permanent/Timing	<p>\$214k credit from LGIS (insurance provider).</p> <p>\$66k Project management fees for capital works.</p> <p>\$52k reimbursement of legal expenses charged on outstanding rates.</p> <p>\$38k insurance proceeds for a written off vehicle that will not be replaced.</p> <p>\$28k received for the sale of Small Scale Technology Certificates.</p> <p>\$22k reimbursement paid parental leave.</p> <p>\$16k reimbursement from developer handover of street trees.</p> <p>\$14k recoup of private works.</p> <p>\$12k reimbursement of long service leave.</p>
Profit on Disposal of Assets	8,021	26%		No Material Variance	
Operating Expenses					
Employee Costs	2,845	0%		Permanent/Timing	Salary savings exist due to vacancies in budgeted positions, but this has been offset against the three Payroll periods that were processed in December where only two were budgeted \$624k.
Materials and Contracts	3,668,077	24%	M	Timing	<p>Costs have been budgeted to be spent over 12 months. Each month, a number of invoices are not received until after period end processing has finished, resulting in the expenditure reported in these statements not reflecting the actual cost in the month the expense was incurred. Major variances include;</p> <p>\$709k Childcare payments offset by decrease in subsidies received.</p> <p>\$651k City Operations - Parks and reserves maintenance.</p> <p>\$606k City Regulation - Waste management.</p> <p>\$552k Corporate Business System fees - will be deferred until 20/21.</p> <p>\$390k Natural Environment.</p> <p>\$123k City Operations - Infrastructure Maintenance.</p>
Utility Charges	(14,052)	(1%)		No Material Variance	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

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

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

The material variance adopted by Council for the 2019/20 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Expenses					
Depreciation on Non-Current Assets	(80,615)	(1%)		No Material Variance	
Interest Expenses	48,391	10%		No Material Variance	
Insurance Expenses	1,369	0%		No Material Variance	
Other Expenditure	42,698	70%		No Material Variance	
Loss on Disposal of Assets	42,458	44%		No Material Variance	
Capital Revenues					
Grants, Subsidies and Contributions	(594,746)	19%	M	Timing	(\$631k) Department Fire and Emergency Services - Funding for Kwinana South and Mandogalup fire brigade extensions cannot be claimed until works have been completed. (\$263k) Grant funding for roads projects that have not yet been invoiced. \$200k Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions. \$100k Grant funding for CCTV for Medina was paid once the agreement was finalised.
Proceeds from Disposal of Assets	(70,147)	21%		No Material Variance	
Refund of Developer Contributions	(2,654,846)	0%	M	Permanent	Developer Contribution reimbursements have been made following the latest update of the Cost Apportionment Schedules.
Capital Expenses					
Land and Buildings	1,021,907	73%	M	Timing	\$619k Tender packages are being reviewed for Fire Station upgrades and extensions. Projects are progressing - see Note 11 for detail.
Plant, Furniture & Equipment	585,031	36%	M	Timing	\$256k Corporate Business System Renewal - Implementation has been delayed to 2020/2021. \$120k Purchase of one truck will not occur, budget will be removed at Budget Review. \$96k Purchase of one fleet vehicle will not occur, and another purchase is on hold pending employment contract.
Infrastructure - Roads	457,647	27%	M	Timing	Roads to Recovery projects construction will not commence until January/February 2020. \$300k Gilmore Avenue service road. \$250k Budden Way resurfacing works.
Infrastructure Assets - Parks and Reserves	391,701	87%	M	Timing	Parks and reserves renewal projects have not yet commenced.
Infrastructure Assets - Footpaths	(159,251)	(815%)	M	Timing	Projects have been completed, awaiting outstanding invoices for Perham Crescent.
Infrastructure Assets - Drainage	185,696	73%	M	Timing	Spinner Lane drainage project estimated to commence March 2020.
Infrastructure Assets - Street Lighting	9,831	35%		No Material Variance	
Infrastructure Assets - Bus Shelters	4,403	22%		No Material Variance	
Infrastructure Assets - Car Parks	10,000	100%		No Material Variance	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

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

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

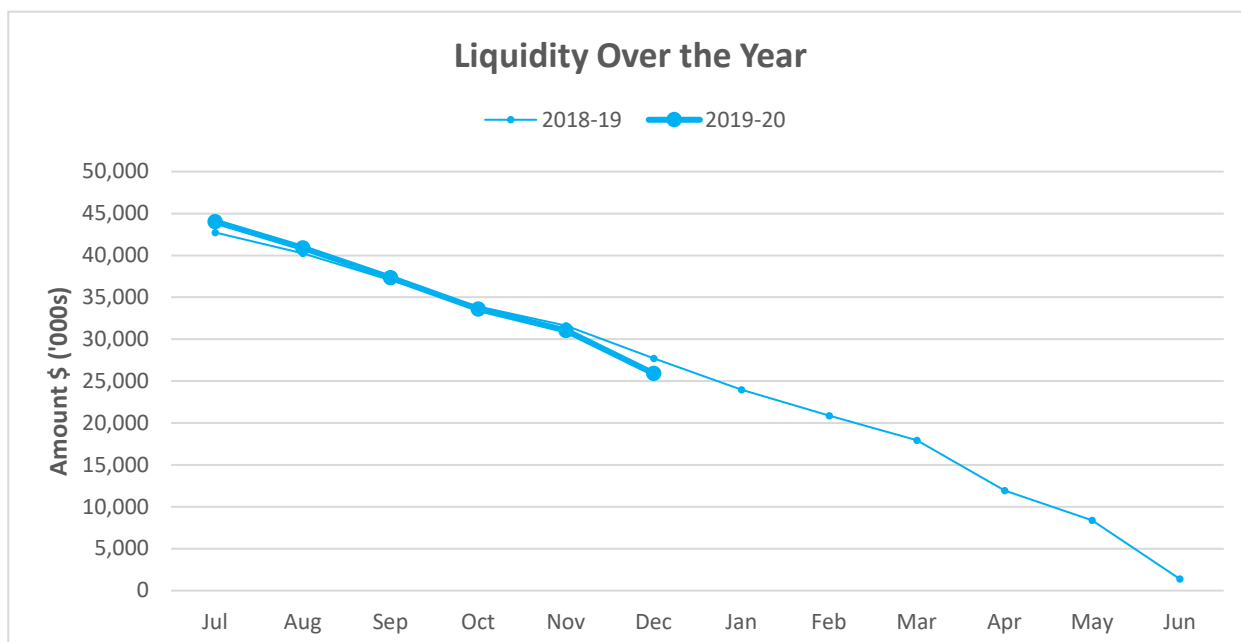
The material variance adopted by Council for the 2019/20 year is the greater of \$50,000 or 5%.

Nature and Type Category	Var. \$	Var. %	Var. Timing/ Permanent	Explanation of Variance
Financing				
Proceeds from New Debentures	0	0%	No Material Variance	
Proceeds from Advances	0	0%	No Material Variance	
Self-Supporting Loan Principal	1,338	16%	No Material Variance	
Transfer from Reserves	134,600	2%	No Material Variance	
Advances to Community Groups	0	0%	No Material Variance	
Repayment of Debentures	1	(0%)	No Material Variance	
Transfer to Reserves	594,444	8%	M Timing	Reserve transfers for December are based on actuals. Budget spread to be amended as part of Budget Review.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 2: Net Current Funding Position

		Last Years Closing	This Time Last Year	Current
	Note	30 Jun 2019	31 Dec 2018	31 Dec 2019
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,506,176	11,705,058	12,884,112
Cash Restricted - Reserves	6	55,730,366	52,107,822	54,819,490
Receivables - Rates	5(a)	3,865,053	16,317,446	13,862,762
Receivables - Sundry Debtors	5(b)	363,079	1,850,857	578,460
Other Current Assets		312,998	997,533	1,117,736
Accrued Income / Prepayments		656,144	0	0
Inventories		32,920	37,396	38,081
		62,466,736	83,016,112	83,300,641
Less: Current Liabilities				
		(4,258,023)	(3,195,501)	(2,569,942)
Less: Cash Reserves	6	(55,730,366)	(52,107,822)	(54,819,490)
Net Current Funding Position - Surplus/(Deficit)		2,478,347	27,712,788	25,911,210



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 3(a): Cash and Investments

	Total Amount	Interest Rate	Calculated Interest Earnings	Institution	S&P Rating	Deposit Date	Maturity Date	Term Days
	\$	%	\$					
CBA Municipal Bank Account	3,719,814	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	255,363	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,570	N/A	N/A	PC	N/A	N/A	N/A	N/A
Sub-total Cash Deposits	3,979,747							
(b) Term Deposits - Investments								
CBA - TDXXXXXXXX.117	2,000,000	1.48%	7,299	CBA	AA	Oct 2019	Jan 2020	90
CBA - TDXXXXXXXX.117	4,000,000	1.69%	38,893	CBA	AA	Aug 2019	Mar 2020	210
CBA - TDXXXXXXXX.117	2,000,000	1.62%	24,145	CBA	AA	Aug 2019	May 2020	272
CBA - TDXXXXXXXX.118	2,000,000	1.50%	7,644	CBA	AA	Nov 2019	Feb 2020	93
NAB - TDXX-XXX-X690	2,000,000	1.70%	16,953	NAB	AA	Aug 2019	Feb 2020	182
Sub-total - Term Deposits - Investments	12,000,000		94,934					
Reserve Funds Investments (Cash Backed Reserves)								
Aged Persons Units Reserve - TDXX-XXX-X236	807,623	1.65%	6,645	NAB	AA	Aug 2019	Feb 2020	182
Asset Management Reserve - TDXX-XXX-X945	5,554,266	1.50%	28,760	BEN	A	Nov 2019	Apr 2020	126
Plant and Equipment Replacement Reserve - TDXX-XXX-X062	376,728	1.53%	1,437	NAB	AA	Dec 2019	Mar 2019	91
Banksia Park DMF Reserve - TDXX-XXX-X790	190,418	1.65%	1,575	NAB	AA	Sep 2019	Mar 2020	183
City Infrastructure Reserve - TDXXX856	1,573,237	1.50%	7,823	BEN	AA	Nov 2019	Mar 2020	121
Community Services & Emergency Relief Reserve - TDXX-XXX-X230	88,836	1.65%	735	NAB	AA	Sep 2019	Mar 2020	183
CLAG Reserve - TDXX-XXX-X424	275,223	1.65%	2,277	NAB	AA	Sep 2019	Mar 2020	183
Workers Compensation Reserve - TDXX-XXX-X789	141,443	1.70%	1,199	NAB	AA	Sep 2019	Mar 2020	182
Settlement Agreement Reserve - TDXX-XXX-X678	164,874	1.70%	1,398	NAB	AA	Sep 2019	Mar 2020	182
Golf Course Cottage Reserve - TDXX-XXX-X350	28,887	1.70%	245	NAB	AA	Sep 2019	Mar 2020	182
Family Day Care Reserve - TDXXX028	1,489,179	1.65%	12,319	BWA	AA	Aug 2019	Feb 2020	183
Employee Leave Reserve - TDXX-XXX-X157	1,914,567	1.54%	10,017	NAB	AA	Nov 2019	Mar 2020	124
Refuse Reserve - TDXX-XXX-X101	5,615,943	1.55%	23,372	NAB	AA	Nov 2019	Mar 2020	98
Renewable Energy Efficiency Reserve - TDXXX024	62,008	1.65%	513	BWA	AA	Aug 2019	Feb 2020	183
Information Technology Reserve - TDXXX678	2,081,600	1.50%	10,608	BEN	A	Nov 2019	Mar 2020	124
Sub-total - Term Deposits - (Cash Backed Reserves)	20,364,831		108,922					
Reserve Funds Investments (Developer Contributions)								
DCA - 1 Hard Infrastructure - Bertram - TDXXX370	228,688	1.60%	1,835	BEN	A	Aug 2019	Feb 2020	183
DCA - 2 Hard Infrastructure - Wellard - TDXXX375	2,435,413	1.60%	19,537	BEN	A	Aug 2019	Feb 2020	183
DCA - 4 Hard Infrastructure - Anketell TDXXX026	533,009	1.65%	4,409	BWA	AA	Aug 2019	Feb 2020	183
DCA 5 - Hard Infrastructure - Wandí - TDXX-XXX-X075	1,076,038	1.67%	8,960	NAB	AA	Aug 2019	Feb 2020	182
DCA - 8 Soft Infrastructure - Mandogalup - TDXXX027	471,270	1.65%	3,899	BWA	AA	Aug 2019	Feb 2020	183
DCA - 9 Soft Infrastructure - Wandí/Anketell - TDXX-XXX-X348	11,762,971	1.67%	97,952	NAB	AA	Aug 2019	Feb 2020	182
DCA - 10 Soft Infrastructure - Casuarina/Anketell - TDXX-XXX-X941	225,488	1.75%	1,978	NAB	AA	Aug 2019	Feb 2020	183
DCA - 11 Soft Infrastructure - Wellard East - TDXXX365	6,079,450	1.60%	48,769	BEN	A	Aug 2019	Feb 2020	183
DCA - 12 Soft Infrastructure - Wellard West - TDXXX135	7,741,470	1.60%	61,762	BEN	A	Aug 2019	Feb 2020	182
DCA - 13 Soft Infrastructure - Bertram - TDXX-XXX-X013	283,533	1.75%	2,488	NAB	AA	Aug 2019	Feb 2020	183
DCA - 14 Soft Infrastructure - Wellard/Leda - TDXX-XXX-X706	614,490	1.75%	5,392	NAB	AA	Aug 2019	Feb 2020	183
DCA - 15 Soft Infrastructure - Townsite - TDXX-XXX-X398	162,566	1.75%	1,426	NAB	AA	Aug 2019	Feb 2020	183
Sub-total - Reserve Funds Investments (Developer Contributions)	31,614,386		258,406					
Total	67,958,965		462,262					
Less Trust Bank	- 255,363							
Total Municipal Controlled Funds	67,703,602		462,262					

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

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

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	18,566,621	6%	100%	✓
AA	49,387,774	94%	100%	✓
A	-	0%	60%	✓
BBB	-	0%	20%	✓
Unrated	-	0%	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	25,694,123	6%	45%	✓
BWA (AA)	2,555,466	29%	45%	✓
CBA (AA)	13,975,177	24%	45%	✓
NAB (AA)	25,729,628	41%	45%	✓

Comments - Investment Policy Compliance

The City's investments are invested in line with Council Policy - Investments. The above tables exclude the total of petty cash (\$4,570) held by the City.
Interest received on the City's investments year to date is \$314,692.

5.5.1 Portfolio Credit Framework

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

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

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

5.5.2 Counterparty Credit Framework

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

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

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

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
		\$	\$
26/06/2019 Annual Budget Adoption			
			0
<u>Items not requiring Council Approval as per OCM 26/06/2019 Council Decision 480</u>			
Transfer of budget in business unit to cover additional costs of advertising full local laws.			
400053.1106.60	Operating Expense - Governance (City Legal) - Advertising & Promotions	(10,000)	
400053.1830.60	Operating Expense - Governance (City Legal) - Land Administration	10,000	
		0	0
Correction of salary and superannuation to correct business units.			
400087.1031.50	Operating Expense - Events & Stakeholder Management - Salaries	(476,682)	
400087.1035.50	Operating Expense - Events & Stakeholder Management - Superannuation	(57,200)	
400092.1031.50	Operating Expense - Community Engagement & Place - Salaries	476,682	
400092.1035.50	Operating Expense - Community Engagement & Place - Superannuation	57,200	
		0	0
Transfer of salary savings in Infrastructure Management due to vacant position to obtain pavement design work consultancy.			
400461.1125.60	Operating Expense - Infrastructure Management Overheads - Consultancy	(60,000)	
400460.1031.50	Operating Expense - Infrastructure Management Overheads - Salaries	60,000	
		0	0
Transfer of salary savings in Building Control due to vacant positions to obtain a swimming pool inspector and a compliance officer contractor.			
400456.1210.61	Operating Expense - Building Control/Approvals - Salaries Contract	(39,116)	
400454.1031.50	Operating Expense - Building Control/Approvals - Salaries	39,116	
400456.1210.61	Operating Expense - Building Control/Approvals - Salaries Contract	(40,418)	
400454.1031.50	Operating Expense - Building Control/Approvals - Salaries Contract	40,418	
		0	0
<u>Items approved by Council falling outside Council Decision 480</u>			
24/07/2019 Purchase of new vehicle to replace vehicle that was written off in previous financial year. Insurance reimbursement was received in 2018/2019 and transferred to reserve for purchase in 2019/2020.			
600012.1000.60	Capital Expense - Plant and Equipment - Law Order & Public Safety	(56,500)	
700006.1006.06	Reserve Transfer - Law Order & Public Safety - Plant and Equipment Replacement Reserve	56,500	
		0	0
14/08/2019 Transfer of sale proceeds to reserve for fleet vehicle that will not be replaced.			
800044.1006.07	Reserve Transfer - Computing Infrastructure - Plant and Equipment Replacement Reserve	(12,600)	
500024.1488.05	Capital Revenue - Computing Infrastructure - Asset Sale - Sale of Vehicle	12,600	
		0	0
11/09/2019 Transfer from Asset Management Reserve to fix leaking roof at Margaret Feilman building.			
600020.1002.60	Capital Expense - Economic Services Facility - Building Construction	(145,000)	
700032.1898.06	Reserve Transfer - Economic Services Facility - Asset Management Reserve	145,000	
		0	0
11/09/2019 Transfer of insurance claim proceeds from written off vehicle to Plant and Equipment Replacement Reserve.			
800019.1006.07	Reserve Transfer - Executive Management - Plant and Equipment Replacement Reserve	(38,320)	
300159.1000.23	Capital Revenue - Executive Management - Plant and Equipment - Insurance Reimbursement	38,320	
		0	0

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
25/09/2019 Transfer from Asset Management Reserve to repair Medina Hall floor.			
600019.1002.60	Capital Expense - Recreation & Culture Facility - Building Construction	(60,000)	
700013.1012.06	Reserve Transfer - Recreation & Culture Facility - Asset Management Reserve	60,000	
		0	0
9/10/2019 Reallocation of Roads to Recovery funding from Pace Road to Budden Way. Pace Road works to be postponed until 2020/2021 financial year to coincide with drainage upgrade works.			
600007.1561.60	Capital Expense - Transport Development - Roads to Recovery	(275,000)	
300137.1003.16	Grants - Roads to Recovery - Budden Way	275,000	
600007.1561.60	Capital Expense - Transport Development - Roads to Recovery	275,000	
300137.1003.16	Grants - Roads to Recovery - Pace Road	(275,000)	
		0	0
13/11/2019 Contribution to be received from the Department of Education for Johnson Road/McWhirter Promenade landscaping works.			
600009.1568.60	Capital Expense - Infrastructure - Parks & Ovals - Transport Grounds	(185,585)	
300213.1003.16	Contribution - Department of Education - Infrastructure - Parks & Ovals - Transport Grounds	185,585	
		0	0
13/11/2019 The City was unable to secure budgeted sponsorship for the 2019 Community Concert. The shortfall will be made up of identified savings due to vacant positions at the Zone.			
300158.1600.15	Grant - Events and Stakeholder Management - Concert	(50,000)	
400097.1031.50	Operating Expense - Youth Centre - Salaries	50,000	
		0	0
13/11/2019 Transfer to Plant and Equipment Replacement Reserve of sale proceeds of truck that was originally budgeted to be sold in 2018/2019.			
800105.1006.07	Reserve Transfer - Depot Operating Overheads - Plant and Equipment Replacement Reserve	(5,000)	
500004.1487.05	Capital Revenue - Depot Operating Overheads - Asset Sale - Sale of Vehicle	5,000	
		0	0
27/11/2019 LGIS distribution surplus is to be receipted as a reimbursement and will be surplus funds to be allocated at mid year budget review.			
300009.1364.22	Operating Revenue - Governance - Other Reimbursements	77,599	
		77,599	77,599
27/11/2019 Main Roads have approved Black Spot funding for the Gilmore Avenue pedestrian crossing project. The remainder is to be funded from the Asset Management Reserve.			
600007.1561.60	Capital Expense - Infrastructure - Roads - Transport Development	(310,000)	
300137.1003.16	Grant - Infrastructure - Revenue - Transport Development - Black Spot	206,667	
700022.1898.06	Reserve Transfer - Transport Development - Asset Management Reserve	103,333	
		0	77,599
27/11/2019 Transfer of operating budget for the City's website redevelopment project to capital for asset capitalisation purposes.			
600002.1001.60	Capital Expense - Computing Infrastructure - Furniture and Equipment	(65,000)	
400761.2020.64	Operating Expense - Computing Infrastructure - Corporate Applications	35,000	
400013.1123.60	Operating Expense - Marketing & Communications - Community Public Relations	30,000	
		0	77,599

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

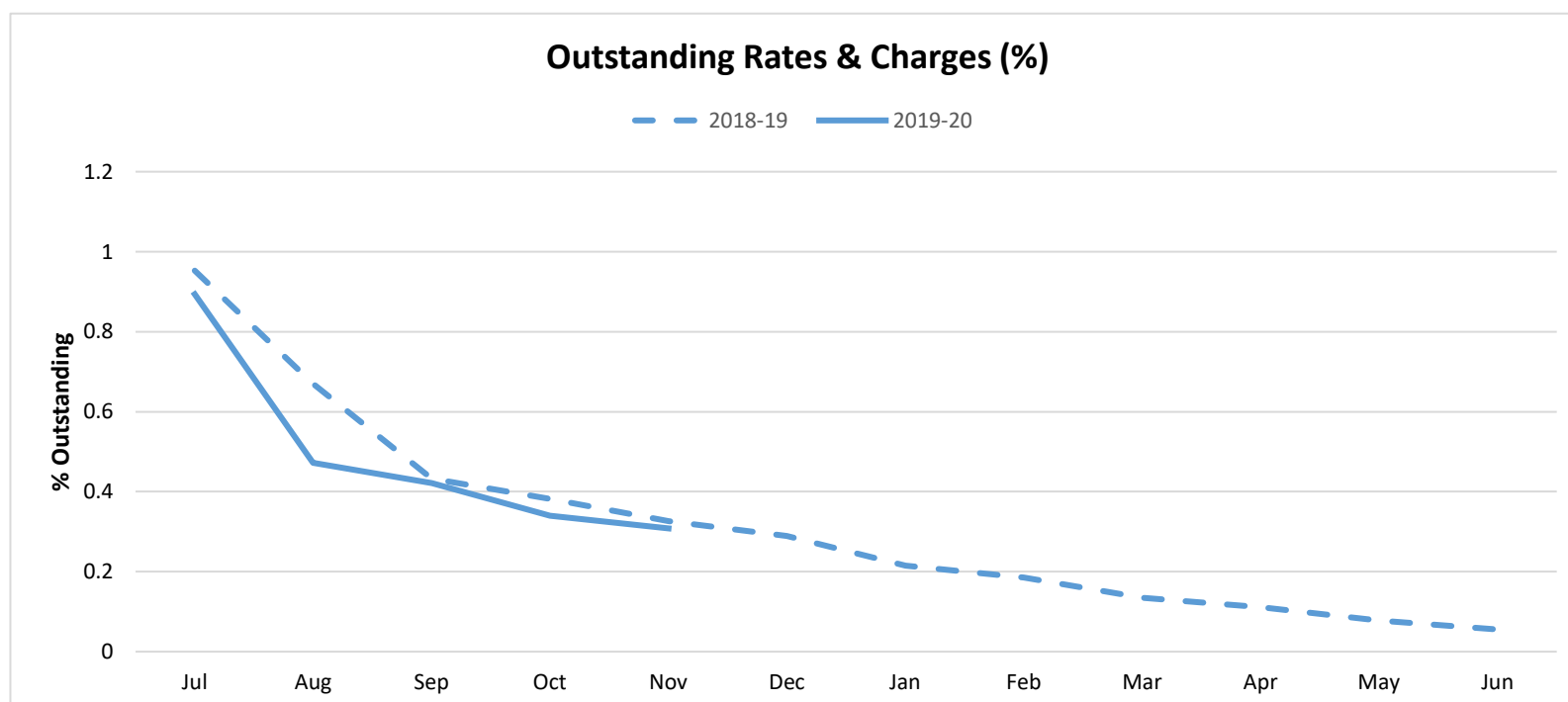
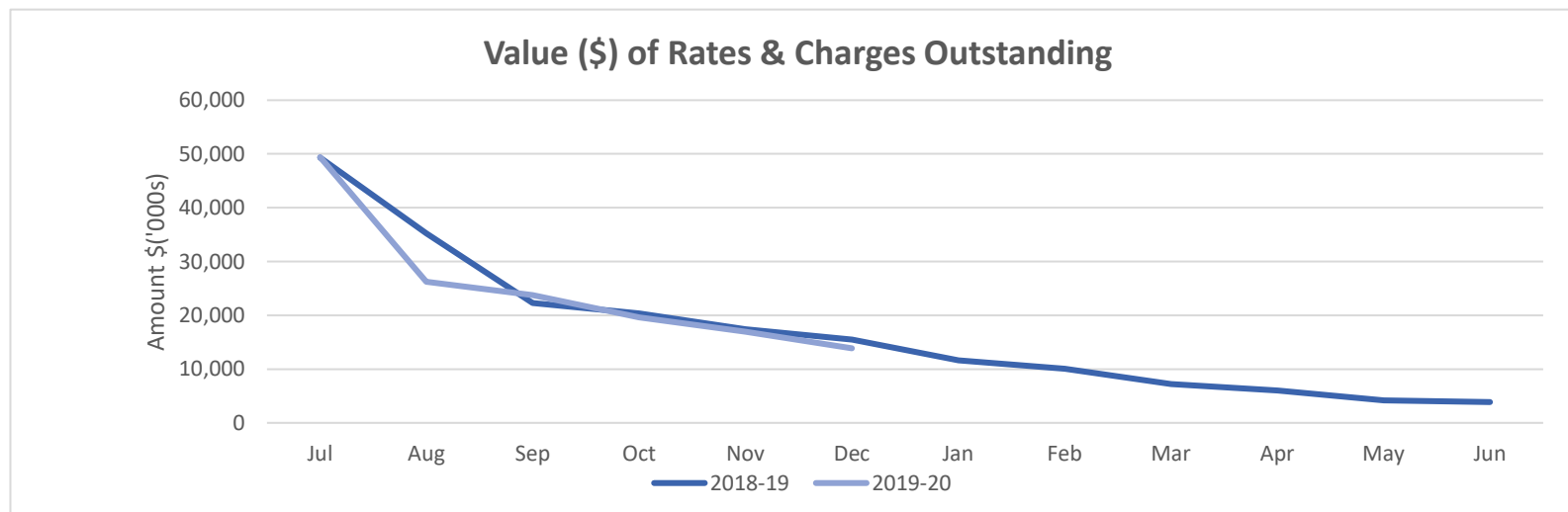
Note 4: Budget Amendments

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
27/11/2019 Savings from City Legal salary vacancies and return of lease vehicle to be used towards quantity survey report for the viability of building a new bush fire station.			
600016.1002.60	Capital Expense - Building Construction - Law Order & Public Safety Facility	(20,000)	
400512.1031.50	Operating Expense - Governance - Salaries	8,300	
400628.1099.65	Operating Expense - Fire & Emergency Management - Lease Vehicles	11,700	
		0	77,599
27/11/2019 Scoreboards that were purchased for the Recquatic stadium were portable and under capitalisation threshold. Savings to be used to purchase additional Recquatic operating items for stadium.			
400269.1140.60	Operating Expense - Recquatic Dry Programs - Equipment Repairs	(3,700)	
400270.1249.60	Operating Expense - Recquatic Dry Programs - Netball - General Expenses	(2,100)	
400270.1252.60	Operating Expense - Recquatic Dry Programs - Soccer - General Expenses	(2,100)	
400269.1144.60	Operating Expense - Recquatic Dry Programs - Expendable Equipment	(2,100)	
600004.1000.60	Capital Expense - Plant and Equipment - Recquatic Admin	10,000	
		0	77,599
11/12/2019 The City successfully appealed and achieved a reassessment and increase to the original grant allocation of the Department of Fire and Emergency Services annual operating grant. Expenditure accounts have been increased to reflect this increase in funding.			
400762.1234.62	Operating Expense - FESA ESL - Kwinana South - Vehicle Operating Expenses	(3,240)	
400762.2027.60	Operating Expense - FESA ESL - Kwinana South - Clothing & Accessories	(1,000)	
400762.2029.60	Operating Expense - FESA ESL - Kwinana South - Maintenance of Plant & Equipment	(3,000)	
400762.2030.60	Operating Expense - FESA ESL - Kwinana South - Other Goods & Services	(1,000)	
400762.2032.60	Operating Expense - FESA ESL - Kwinana South - Plant & Equipment Purchases \$1200	(5,197)	
400762.2038.60	Operating Expense - FESA ESL - Kwinana South - Utilities, Rates & Taxes	(2,071)	
400763.1234.62	Operating Expense - FESA ESL - Mandogalup - Vehicle Operating Expenses	(2,240)	
400763.2027.60	Operating Expense - FESA ESL - Mandogalup - Clothing & Accessories	(1,000)	
400763.2029.60	Operating Expense - FESA ESL - Mandogalup - Maintenance of Plant & Equipment	(3,000)	
400763.2030.60	Operating Expense - FESA ESL - Mandogalup - Other Goods & Services	(1,000)	
400763.2032.60	Operating Expense - FESA ESL - Mandogalup - Plant & Equipment Purchases \$1200 - \$5k	(8,560)	
400763.2038.60	Operating Expense - FESA ESL - Mandogalup - Utilities, Rates & Taxes	(2,071)	
300114.1314.15	Operating Revenue - FESA ESL Grant - Govt Grant State	33,379	
11/12/2019 The first quarter payment of the Department of Fire and Emergency grant for 2019/2020 was received in June 2019 and transferred to the Restricted Grants and Contributions Reserve. Funds to be transferred from this reserve to allow for use in the 2019/2020 financial year.			
300114.1314.15	Operating Revenue - FESA ESL Grant - Govt Grant State	(43,750)	
700068.1813.06	Reserve Transfer -FESA ESL Grant - From Res Op - Restricted Grants & Contrib Reserve	43,750	
		0	77,599
11/12/2019 Replacement of the Bright Futures Family Day Care kitchen in the playgroup building to be funded from the Family Day Care Reserve.			
600005.1002.60	Capital Expense - Family Day Care General - Building Construction	(20,000)	
700023.1009.06	Reserve Transfer - Family Day Care General - Family Day Care Reserve	20,000	
		0	77,599
11/12/2019 Installation of solar panels and battery system at the Fiona Harris Pavilion to be funded from the Renewable Energy Efficiency Reserve.			
600019.1002.60	Capital Expense - Recreation & Culture Facility - Building Construction	(20,000)	
700013.2042.06	Reserve Transfer - Recreation & Culture Facility - Renewable Energy Efficiency Reserve	20,000	
		0	77,599
Amended Budget Surplus / (Deficit)			77,599

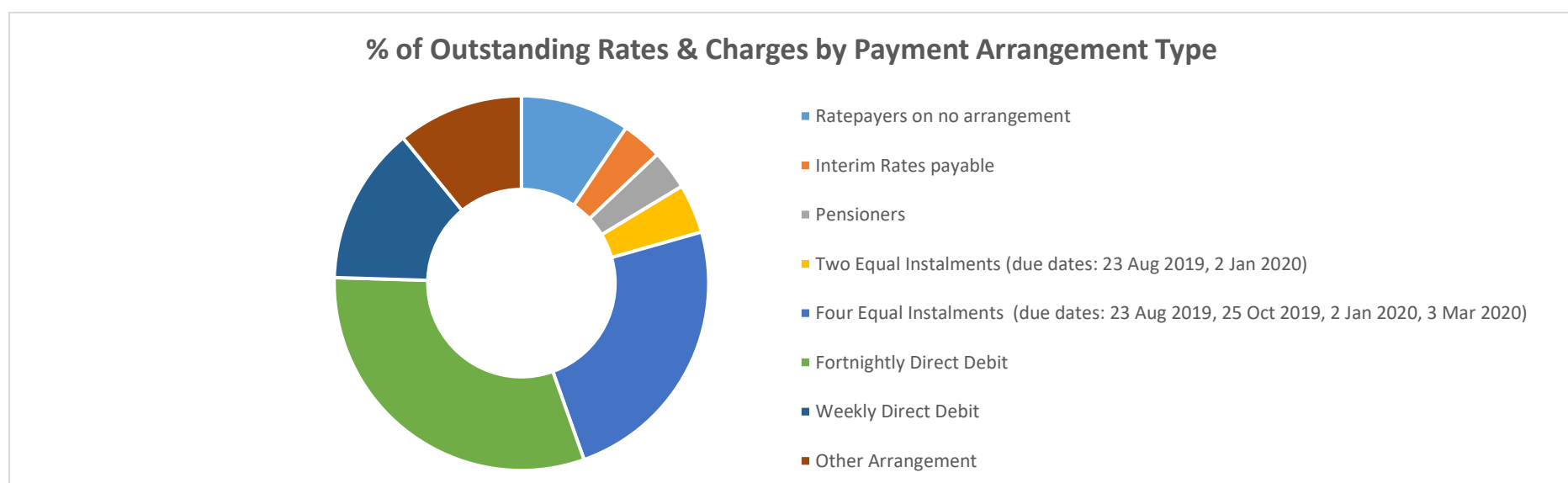
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 5(a): Receivables - Rates & Charges

Receivables - Rates & Charges Receivable	30 June 2019	31 Dec 2018	31 Dec 2019
	\$		\$
Opening Arrears Previous Years	4,275,903	4,275,903	4,576,831
Levied this year	49,841,706	49,267,056	51,728,505
Rates & Charges to be collected	54,117,609	53,542,959	56,305,336
<u>Less</u> Collections to date	(48,635,958)	(36,576,599)	(40,923,583)
<u>Less</u> Excess Rates received	(904,842)	(799,399)	(811,806)
<u>Less</u> Pensioner Deferred Rates	(711,755)	(648,914)	(707,184)
Net Rates & Charges Collectable	3,865,054	15,518,047	13,862,762
% Outstanding	7.14%	28.98%	24.62%



Outstanding Rates & Charges by Payment Arrangement Type	Assessments	Balance Outstanding	
		\$	%
Ratepayers on no arrangement	1303	1,309,080	9.44%
Interim Rates payable	343	484,514	3.50%
Pensioners	279	474,918	3.43%
Two Equal Instalments (due dates: 23 Aug 2019, 2 Jan 2020)	1132	587,418	4.24%
Four Equal Instalments (due dates: 23 Aug 2019, 25 Oct 2019, 2 Jan 2020, 3 Mar 2020)	3723	3,322,660	23.97%
Fortnightly Direct Debit	3807	4,283,922	30.90%
Weekly Direct Debit	1431	1,890,301	13.64%
Other Arrangement	270	1,509,951	10.89%
	12,288	13,862,762	100.00%



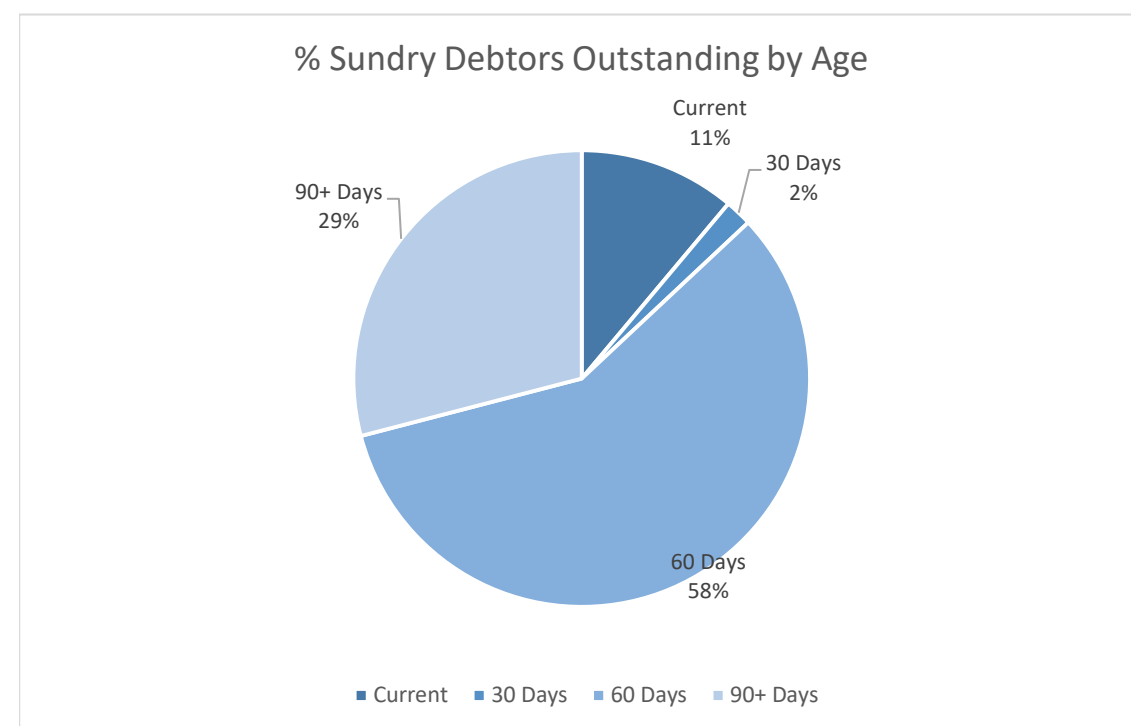
CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 5(b): Receivables - General

Receivables - General

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	40,163	6,910	209,459	105,032	361,565
Infringements Register	35,075	12,257	6,125	163,439	216,896
Total Receivables General Outstanding					578,460

Amounts shown above include GST (where applicable)



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

Debtor #	Description	Status	\$
Debts with Fines Enforcement Registry (FER)			
1825.07	Prosecution Local Law Fencing	Registered with FER. Payments are being received.	1,548
2442.07	Prosecution Dog Act 1976	Unregistered with FER. City Assist investigating.	5,732
3321.07	Prosecution and Infringement Dog Act 1976	Registered with FER. Regular fortnightly payments.	1,485
3909.07	Prosecution Local Government Act 1995	Registered with FER.	3,652
3936.07	Prosecution Building Act 2011 and Planning and Development Act 2005	Registered with FER. Regular fortnightly payments.	4,052
3953.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER. Regular fortnightly payments.	1,024
4131.07	Prosecution Dog Act 1976 Dangerous Dog	Registered with FER. Debtor is making payments to FER. City yet to receive payments due to quantum of fines outstanding.	4,654
4233.07	Prosecution Local Law Fencing	Registered with FER.	2,500
4274.07	Prosecution Dog Act 1976	Registered with FER.	7,987
4275.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER.	14,350
4387.07	Prosecution Dog Act 1976	Registered with FER.	10,200
4465.07	Prosecution Dog Act 1976	Registered with FER.	7,380
4467.07	Prosecution Planning & Development Act	Registered with FER.	20,015
Other Sundry Debtors			
1552.11	Banksia Park Unit 61	Maintenance invoices to be cleared upon sale of property.	1,416
1573.10	Aged Persons Unit 40	Estate with Public Trustees - waiting on Probate.	1,175
3418.04	2019 Seasonal Tenancy Summer & Winter	Payment arrangement in place as approved by Director City Business.	2,867
3884.03	Local Government Act 1995 abandoned vehicle	Payment arrangement in place as approved by Director City Business.	1,115
4492.04	2019 Winter Seasonal tenancy	Payment arrangement in place as approved by Director City Business.	1,182
Total Debtors 90+ days > \$1,000			92,333

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 6: Cash Backed Reserves

Reserve	Adopted Budget				Current Budget				Actual					Variance
	Opening Balance	Transfers In (incl Interest)	Transfers Out	Closing Balance	Opening Balance	Transfers In (incl Interest)	Transfers Out	Current Budget Closing Balance	Opening Balance	Transfers In	Interest Earned	Transfers Out	YTD Closing Balance	Actual vs Current Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Municipal Reserves														
Aged Persons Units Reserve	721,244	176,770	(190,000)	708,014	721,244	176,770	(190,000)	708,014	807,623	0	3,268	0	810,891	102,877
Asset Management Reserve	637,921	5,028,582	(1,952,609)	3,713,894	637,921	5,028,582	(2,260,942)	3,405,561	762,988	4,729,426	56,551	(66,804)	5,482,161	2,076,600
Banksia Park Reserve	120,249	21,268	(90,000)	51,517	120,249	21,268	(90,000)	51,517	190,418	0	546	0	190,964	139,447
City Assist Initiative Reserve	15,083	194	(15,000)	277	15,083	194	(15,000)	277	0	0	0	0	0	(277)
City Infrastructure Reserve	0	1,547,468	(930,511)	616,957	0	1,547,468	(930,511)	616,957	0	1,566,924	6,313	0	1,573,237	956,280
Community Services & Emergency Relief Reserve	88,063	1,134	0	89,197	88,063	1,134	0	89,197	88,836	0	408	0	89,244	47
Contiguous Local Authorities Group Reserve	278,100	13,862	(29,000)	262,962	278,100	13,862	(29,000)	262,962	275,223	0	1,319	0	276,542	13,580
Employee Leave Reserve	3,729,783	0	(2,119,426)	1,610,357	3,729,783	0	(2,119,426)	1,610,357	4,033,993	0	5,214	(2,119,426)	1,919,781	309,424
Family Day Care Reserve	1,400,660	18,036	(246,171)	1,172,525	1,400,660	18,036	(266,171)	1,152,525	1,489,179	0	0	0	1,489,179	336,654
Future Community Infrastructure Reserve	1,032,565	0	(1,032,565)	0	1,032,565	0	(1,032,565)	0	1,067,201	0	0	(1,067,201)	0	0
Golf Course Cottage Reserve	28,635	369	0	29,004	28,635	369	0	29,004	28,887	0	137	0	29,024	20
Information Technology Reserve	2,145,970	27,633	(974,433)	1,199,170	2,145,970	27,633	(974,433)	1,199,170	2,068,659	0	12,941	(39,074)	2,042,525	843,355
Infrastructure Reserve	345,032	198	(345,230)	0	345,032	198	(345,230)	0	348,076	0	1,648	(349,724)	0	0
Plant and Equipment Replacement Reserve	588,784	514,020	(812,600)	290,204	588,784	569,940	(869,100)	289,624	579,628	520,379	7,114	(677,514)	429,607	139,983
Refuse Reserve	8,928,629	0	(3,242,000)	5,686,629	8,928,629	0	(3,242,000)	5,686,629	8,844,888	0	22,794	(3,200,000)	5,667,682	(18,947)
Renewable Energy Efficiency Reserve	60,058	773	(25,000)	35,831	60,058	773	(45,000)	15,831	53,983	0	0	0	53,983	38,152
Restricted Grants & Contributions Reserve	1,573,326	0	(1,530,326)	43,000	1,573,326	0	(1,574,076)	(750)	3,170,082	0	0	(450,752)	2,719,330	2,720,080
Settlement Agreement Reserve	163,440	2,105	0	165,545	163,440	2,105	0	165,545	164,874	0	780	0	165,654	109
Workers Compensation Reserve	138,404	1,782	0	140,186	138,404	1,782	0	140,186	141,443	0	670	0	142,113	1,927
Youth Engagement Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Total Municipal Reserves	21,995,946	7,354,194	(13,534,871)	15,815,269	21,995,946	7,410,114	(13,983,454)	15,422,606	24,115,981	6,816,729	119,700	(7,970,494)	23,081,917	7,659,311
Developer Contribution Reserves														
DCA 1 - Hard Infrastructure - Bertram	2,131,883	32,766	(695,753)	1,468,896	2,131,883	32,766	(695,753)	1,468,896	228,688	0	6,888	0	235,576	(1,233,320)
DCA 2 - Hard Infrastructure - Wellard	2,574,546	3,940,205	(2,279,000)	4,235,751	2,574,546	3,940,205	(2,279,000)	4,235,751	2,435,413	0	9,107	0	2,444,520	(1,791,231)
DCA 3 - Hard Infrastructure - Casuarina	0	2,747,378	(2,747,378)	0	0	2,747,378	(2,747,378)	0	0	0	0	0	0	0
DCA 4 - Hard Infrastructure - Anketell	633,006	9,729	0	642,735	633,006	9,729	0	642,735	533,009	0	4,745	0	537,753	(104,982)
DCA 5 - Hard Infrastructure - Wandii	1,232,061	1,030,936	(1,453,795)	809,202	1,232,061	1,030,936	(1,453,795)	809,202	1,073,049	0	0	0	1,073,049	263,847
DCA 7 - Hard Infrastructure - Wellard West	23,918	368	0	24,286	23,918	368	0	24,286	2,989	0	60	0	3,049	(21,238)
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	471,270	0	0	0	471,270	471,270
DCA 9 - Soft Infrastructure - Wandii/Anketell	11,770,673	180,905	(1,004,445)	10,947,133	11,770,673	180,905	(1,004,445)	10,947,133	11,762,971	0	48,205	0	11,811,176	864,043
DCA 10 - Soft Infrastructure - Casuarina/Anketell	233,191	3,584	(4,545)	232,230	233,191	3,584	(4,545)	232,230	225,488	0	692	0	226,180	(6,050)
DCA 11 - Soft Infrastructure - Wellard East	5,642,461	86,721	(4,545)	5,724,637	5,642,461	86,721	(4,545)	5,724,637	6,079,450	0	21,531	0	6,100,981	376,344
DCA 12 - Soft Infrastructure - Wellard West	7,206,957	110,766	(4,545)	7,313,178	7,206,957	110,766	(4,545)	7,313,178	7,741,470	0	28,742	0	7,770,213	457,035
DCA 13 - Soft Infrastructure - Bertram	291,237	4,476	(4,545)	291,168	291,237	4,476	(4,545)	291,168	283,533	0	865	0	284,398	(6,770)
DCA 14 - Soft Infrastructure - Wellard/Leda	622,193	9,563	(16,045)	615,711	622,193	9,563	(16,045)	615,711	614,490	0	1,847	0	616,338	627
DCA 15 - Soft Infrastructure - City Site	170,270	357,617	(16,045)	511,842	170,270	357,617	(16,045)	511,842	162,566	0	506	0	163,072	(348,771)
Sub-Total Developer Contribution Reserves	32,532,396	8,515,014	(8,230,641)	32,816,769	32,532,396	8,515,014	(8,230,641)	32,816,769	31,614,386	0	123,188	0	31,737,573	(1,079,196)
Total Reserves	54,528,342	15,869,208	(21,765,512)	48,632,038	54,528,342	15,925,128	(22,214,095)	48,239,375	55,730,367	6,816,729	242,888	(7,970,494)	54,819,490	6,580,115

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 7: Disposal of Assets

		YTD Actual				Budget			
Asset Number	Asset Description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Motor Vehicles								
5603	Plant Replacement - P429 KWN1956					19,777	13,500		(6,277)
5830	Plant Replacement - P456 KWN1986					24,291	15,500		(8,791)
5837	Plant Replacement - P454 1EWO610	23,390	18,918		(4,472)	24,291	17,500		(6,791)
5873	Plant Replacement - P452 KWN2023	22,000	19,145		(2,855)	21,554	16,500		(5,054)
6069	Plant Replacement - P482 1GDA257	9,088	11,496	2,408		9,550	10,000	450	
5903	Plant Replacement - P450 KWN2063					15,997	22,500	6,503	
5882	Plant Replacement - P451 KWN2025	11,879	20,509	8,630		12,058	16,000	3,942	
5905	Plant Replacement - P480 KWN2027					12,610	16,000	3,390	
5059	Plant Replacement - P409 KWN1896	20,000	16,418		(3,582)	18,750	12,500		(6,250)
6145	Plant Replacement - P520 KWN2049	19,264	25,509	6,245		19,545	19,500		(45)
5978	Plant Replacement - P491 1GCH843	11,175	13,964	2,789		11,784	14,000	2,216	
6068	Plant Replacement - P486 KWN2067					14,329	17,500	3,171	
6018	Plant Replacement - P496 1GDR926	16,178	25,282	9,104		15,848	21,500	5,652	
5869	Plant Replacement - P453 KWN1989	24,203	21,873		(2,330)	23,666	18,000		(5,666)
5931	Plant Replacement - P449 KWN2061					10,961	16,500	5,539	
5870	Plant Replacement - P458 KWN1991	26,802	21,191		(5,611)	26,443	17,500		(8,943)
5053	Plant Replacement - P408 KWN1899	22,000	19,827		(2,173)	20,000	10,500		(9,500)
5629	Plant Replacement - P431 KWN1982					26,610	14,000		(12,610)
5628	Plant Replacement - P434 KWN1981					26,610	13,500		(13,110)
5876	Plant Replacement - P457 KWN1981					12,600	12,600		
	Plant & Equipment								
3842	Plant Replacement - P333 KWN1835 Signage Truck	27,850	8,511		(19,340)	28,250	15,000		(13,250)
2452	Plant Disposal Only - P51 KWN650 Massey Ferguson 362 Tractor					0	10,000	10,000	
2850	Plant Replacement - P208 3 PTL Hyd Drive Road Broom Hyd Angle					0	1,000	1,000	
3724	Plant Replacement - P325 1TLL524 Flat Top Trailer	2,596	5,285	2,688		2,390	2,000		(390)
3130	Plant Replacement - P235 1TJO798 Mowing Dovetail Trailer	1,000	5,285	4,285		1,000	2,000	1,000	
3723	Plant Replacement - P323 1TLN489 Mowing Trailer Industrial Crew	2,548	5,285	2,736		2,284	2,000		(284)
6153	Plant Replacement - P530 1GJU179 Toro Ground Master Ride On Mower					2,482	0		(2,482)
6154	Plant Replacement - P532 1GJU178 Toro Ground Master Mower					2,482	0		(2,482)
3722	Plant Replacement - P324 KWN1833 Hino 300 Series 816 Crew Cab	32,993	20,379		(12,614)	5,000	5,000		
3408	Plant Disposal Only - P265 Footpath grinder	800	420		(380)				
3522	Plant Disposal Only - P306 1TKU712 Boxtop trailer	1,131	656		(475)				
		274,898	259,953	38,884	(53,830)	411,162	352,100	42,863	(101,926)
				Net Profit/(Loss)	(14,946)				(59,063)

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 8: Rating Information	YTD Actual							Budget					
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$		\$	\$	\$	\$	\$
Differential General Rate													
Gross Rental Value (GRV)													
Improved Residential	0.08199	14,094	244,255,544	19,718,902	279,109	(102,496)	19,895,515	13,885	240,503,744	19,718,902	500,000	0	20,218,903
Improved Special Residential	0.07518	823	19,626,551	1,477,596	(1,482)	(1,514)	1,474,599	824	19,654,111	1,477,596	0	0	1,477,596
Improved Commercial and Industrial	0.09269	509	109,852,214	10,017,187	164,519	27,710	10,209,416	512	108,071,932	10,017,187	0	0	10,017,187
Vacant Residential	0.17249	434	7,948,710	1,324,927	36,305	(4,990)	1,356,242	387	7,681,180	1,324,927	0	0	1,324,927
Vacant Non Residential	0.12193	40	2,710,500	353,095	(25,743)	(33,270)	294,082	43	2,895,880	353,095	0	0	353,095
Unimproved Value (UV)													
General Industrial	0.01803	3	121,200,000	2,185,236	0	0	2,185,236	3	121,200,000	2,185,236	0	0	2,185,236
Mining & Industrial	0.00868	25	39,960,000	346,853	0	0	346,853	25	39,960,000	346,853	0	0	346,853
Rural	0.00518	134	231,467,000	1,260,537	(46,042)	11,892	1,226,386	144	243,347,000	1,260,537	0	0	1,260,537
Sub-Totals		16,062	777,020,519	36,684,333	406,664	(102,668)	36,988,330	15,823	783,313,847	36,684,333	500,000	0	37,184,334
Minimum Payment	Minimum												
	\$												
Gross Rental Value (GRV)													
Improved Residential	\$1,062	1,432	16,963,688	1,520,784	(795)	(85)	1,519,904	1,432	16,962,648	1,520,784	0	0	1,520,784
Improved Special Residential	\$1,062	4	54,600	4,248	0	0	4,248	4	54,600	4,248	0	0	4,248
Improved Commercial and Industrial	\$1,382	61	599,583	84,302	1,382	1,348	87,032	61	588,183	84,302	0	0	84,302
Vacant Residential	\$1,062	812	4,167,303	917,568	(46,580)	11	870,999	864	4,463,193	917,568	0	0	917,568
Vacant Non Residential	\$1,062	3	4,770	3,186	0	0	3,186	3	4,770	3,186	0	0	3,186
Unimproved Value (UV)													
Mining & Industrial	\$1,382	1	156,000	22,112	0	0	22,112	16	187,173	22,112	0	0	22,112
Rural	\$1,062	103	14,514,600	65,844	43,542	14,197	123,583	62	8,872,600	65,844	0	0	65,844
Sub-Totals		2,416	36,460,544	2,618,044	(2,451)	15,472	2,631,065	2,442	31,133,167	2,618,044	0	0	2,618,044
		18,478	813,481,063	39,302,377	404,213	(87,196)	39,619,394	18,265	814,447,014	39,302,377	500,000	0	39,802,378
Concession							0						0
Amount from General Rates							39,619,394						39,802,378
Ex-Gratia Rates							0						0
Specified Area Rates							0						0
Totals							39,619,394						39,802,378

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 9: Information on Borrowings

(a) Debenture Repayments

Particulars	Finalisation of Loan	01 Jul 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
			\$		\$	\$	\$	\$	\$	\$
Governance										
Loan 99 - Administration Office Renovations	2024/25	671,799	0	0	47,001	95,471	624,798	576,328	20,305	45,130
Loan 107 - Administration / Chambers Building Refurbishment	TBA	0	0	2,268,000	0	0	0	2,268,000	0	0
Education & Welfare										
Loan 96 - Youth Specific Space	2022/23	122,474	0	0	13,404	27,312	109,070	95,162	4,284	9,555
Loan 100 - Youth Specific Space	2027/28	1,398,797	0	0	63,411	128,303	1,335,386	1,270,494	31,591	73,138
Recreation and Culture										
Loan 94 - Wellard Sports Pavilion	2021/22	158,337	0	0	24,362	49,501	133,975	108,836	3,459	10,406
Loan 95 - Orelia Oval Pavilion	2022/23	293,938	0	0	32,169	65,549	261,770	228,389	10,281	22,933
Loan 97 - Orelia Oval Pavilion Extension	2024/25	1,486,493	0	0	104,000	211,250	1,382,493	1,275,243	44,930	99,859
Loan 102 - Library & Resource Centre	2028/29	7,421,567	0	0	297,321	601,391	7,124,246	6,820,176	162,946	379,164
Loan 104 - Recquatic Refurbishment	2029/30	3,350,000	0	0	0	0	3,350,000	3,350,000	65,984	159,190
Loan 105 - Bertram Community Centre	2029/30	1,296,840	0	0	0	27,568	1,296,840	1,269,272	20,616	50,846
Loan 106 - Destination Park - Calista	2030/31	1,420,421	0	0	49,190	99,153	1,371,231	1,321,268	21,448	53,613
Transport										
Loan 98 - Streetscape Beautification	2024/25	906,930	0	0	63,452	128,886	843,478	778,044	27,412	60,927
Loan 101 - City Centre Redevelopment	2021/22*	2,500,000	0	0	0	0	2,500,000	2,500,000	14,766	79,298
Self Supporting Loans										
Recreation and Culture										
Loan 103B - Golf Club Refurbishment	2031/32	266,682	0	0	8,286	16,709	258,396	249,973	3,846	10,551
		21,294,278	0	2,268,000	702,595	1,451,093	20,591,683	22,111,185	431,867	1,054,610
**Share of SMRC Loan		258,120								
		21,552,398								

*City Centre Redevelopment loan expected to be refinanced upon maturity in 2021/22, as the City awaits reimbursement from the State Government.

** Non-current portion of borrowings includes \$258,120, which represents the City's share of the Southern Metropolitan Regional Council (SMRC) Administration Building loan with the WATC. Due to the balance being immaterial, it has been initially recognised as at 30 June 2019.

(b) New Debentures

No new debentures were raised during the reporting period.

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019



































Note 10: Trust Fund

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

Description	Opening Balance 01 Jul 2019	Amount Received	Amount Paid	Closing Balance 31 Dec 2019
	\$	\$	\$	\$
APU Security Bonds	15,591	1,770	(1,003)	16,358
DCA Contingency Bonds	223,133		(223,133)	0
Contiguous Local Authorities Group (CLAG)	3,594			3,594
Public Open Space Cash In Lieu	204,239	31,172		235,411
	446,556	32,942	(224,136)	255,363

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 11: Capital Acquisitions

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
	\$	\$		\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>						
Buildings						
 Administration Building & Civic Centre Refurbishment	35,239	2,268,000	2,268,000	0	(35,239)	Contract awarded for architectural services.
 Arts & Cultural Centre Upgrade - Stage 2 of 3 Works Studio 1 & 2, MA studio and training room, maintenance work, upgrade little theatre	35,362	92,700	92,700	62,700	27,338	Shade sails have been installed. Awaiting quotes for carpet and blind replacement.
 Budden Way carpet replacement	2,568	8,800	8,800	8,800	6,232	Project complete.
 Budden Way ceiling replacement	27,996	25,000	25,000	25,000	(2,996)	Project complete.
 Building Contingency	44,245	102,000	102,000	56,622	12,377	Reactive building works.
 Building Upgrade CCTV - Administration Building	0	15,000	15,000	15,000	15,000	Project was completed in 2018/2019.
 Building Upgrades - Medina Centre - CCTV and lighting improvements	6,732	100,000	100,000	0	(6,732)	
 DCA 9 Local Sports Ground Clubroom - Honeywood Primary School Oval Pavilion 1% City 99% DCA Funded Construction	0	1,010,000	1,010,000	0	0	Tenders are being evaluated.
 DCA 9 Local Sports Ground Clubroom Feasibility	5,540	88,411	88,411	88,411	82,871	Architectural services tender has closed.
 District C Sporting Ground (Medina Oval Extension/Upgrade) - Changeroom Development	12,180	326,166	326,166	9,500	(2,680)	Tender has been requested.
 District C Sporting Ground (Medina Oval Extension/Upgrade) - Masterplan	0	100,000	100,000	100,000	100,000	
 Installation of water / energy monitoring equipment	2,650	9,000	9,000	0	(2,650)	Works due to be completed by January 2020.
 Kwinana Tennis Club Ablutions	14,436	15,000	15,000	15,000	564	Contract has been awarded. Design is in progress.
 Kwinana South VBFB Station Extensions - Meeting / Training Room, kitchen, office, store and ablutions	35,800	356,000	376,000	356,000	320,200	Tender package review in progress. Budget Variation OCM 27 November 2019 for quantity survey.
 Kwinana South VBFB Station Upgrade	0	30,000	30,000	30,000	30,000	Tender package review in progress.
 Mandogalup VBFB Station Extensions - Ablutions	30,749	275,000	275,000	275,000	244,251	Tender package review in progress.
 Mandogalup VBFB Station Upgrade	0	25,000	25,000	25,000	25,000	Tender package review in progress.
 Recquatic Centre - Stadium Re-roof	7,695	242,462	242,462	0	(7,695)	Installation due to occur by February 2020.
 Recquatic Front Counter - Automated Gates	0	90,000	90,000	90,000	90,000	
 Recquatic Pool Hall Window Tinting	9,400	14,935	14,935	14,935	5,535	
 Sloan Heritage Cottage - internal paint	210	7,210	7,210	7,210	7,000	
 Sloan Reserve ablutions - Renovation of existing toilet block to cater for DDA compliance	14,922	52,530	52,530	1,530	(13,392)	Completed, awaiting outstanding invoices.
 Smirks Heritage Artefacts Shed	25,190	20,000	20,000	20,000	(5,190)	Project completed.
 Wandi Resource Centre - Installation of a UV water filter for potable water supply	180	6,180	6,180	6,180	6,000	
 Wellard Pavilion Solar Panels	0	15,000	15,000	0	0	Request for quote is underway. Installation due to occur by February 2020.
 William Bertram Auto Door Conversion	0	10,300	10,300	10,300	10,300	
 Works Depot - new PA system	0	5,000	5,000	5,000	5,000	
 Kwinana Recquatic - Strip and Seal Stadium Flooring	6,528	0	0	0	(6,528)	2018/2019 project carried forward. Budget is to be amended in Budget Review.
 Margaret Feilman Building - Roof Replacement	0	0	145,000	108,750	108,750	Budget Variation OCM 11 September 2019.
 Medina Hall - Floor Replacement	51,407	0	60,000	60,000	8,593	Budget Variation OCM 25 September 2019. Project completed.
 Bright Futures Family Day Care kitchen replacement	0	0	20,000	0	0	Budget Variation OCM 11 December 2019.
 Fiona Harris Pavilion Solar Panels	0	0	20,000	0	0	Budget Variation OCM 11 December 2019.
 Buildings Total	369,031	5,309,694	5,574,694	1,390,938	1,021,907	



































CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 11: Capital Acquisitions

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Plant, Furniture and Equipment						
Furniture and Equipment						
Design and Replacement of Mayoral Chains	0	8,000	8,000	8,000	8,000	
Library - self returns shelves	0	20,000	20,000	9,999	9,999	
Removal of Library Circulation Desk	0	55,000	55,000	37,000	37,000	
Library - Self Check Touchscreen Computer & Workstation	0	7,000	7,000	7,000	7,000	
Computing Equipment						
City Website Redevelopment	45,343	193,000	258,000	87,500	42,157	Budget Variation OCM 27 November 2019.
Computing Equipment - Various purchases as per ICT / City Requirements	5,628	23,000	23,000	10,000	4,372	
Corporate Business System Renewal - Implementation	39,074	1,298,566	1,298,566	295,620	256,546	Project has been delayed and will recommence 2020/2021.
Plant and Equipment						
Recquatic - Hydro pool cleaner replacement, upgrade to pool solar system heating	0	25,000	25,000	15,000	15,000	
Recquatic - Pool plant renewals	0	11,600	11,600	11,600	11,600	
Recquatic - Scoreboard installation and replacement	0	10,000	0	0	0	Budget Variation OCM 27 November 2019. Under asset capitalisation threshold and moved to operating budget.
Sound Level Meter for Environmental Health Team	0	12,000	12,000	12,000	12,000	
Plant Disposal Only - P51 KWN650 Massey Ferguson 362 Tractor	0	0	0	0	0	
Plant Replacement - P208 3 PTL Hyd Drive Road Broom Hyd Angle (New Plant 554)	7,173	17,000	17,000	0	(7,173)	Purchase will be completed by January 2020.
Plant Replacement - P235 1TJO798 Mowing Dovetail Trailer (New Plant 562)	17,230	18,000	18,000	0	(17,230)	Purchase completed.
Plant Replacement - P323 1TLN489 Mowing Trailer Industrial Crew (New Plant 583)	17,230	18,000	18,000	0	(17,230)	Purchase completed.
Plant Replacement - P325 1TLL524 Flat Top Trailer (New Plant 584)	17,230	18,000	18,000	0	(17,230)	Purchase completed.
Plant Replacement - P333 KWN1835 Signage Truck (New Plant 585)	0	120,000	120,000	120,000	120,000	Cancelled.
Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333 (New Plant 559)	136,020	120,000	120,000	120,000	(16,020)	Purchase completed.
Motor Vehicles						
Plant Replacement - P408 KWN1899	34,984	38,500	38,500	38,500	3,516	Purchase completed.
Plant Replacement - P409 KWN1896	47,576	54,000	54,000	54,000	6,424	Purchase completed.
Plant Replacement - P429 KWN1956	42,913	45,000	45,000	45,000	2,087	Purchase completed.
Plant Replacement - P431 KWN1982	48,373	54,000	54,000	54,000	5,627	Purchase completed.
Plant Replacement - P434 KWN1981	48,284	54,000	54,000	54,000	5,716	Purchase completed.
Plant Replacement - P449 KWN2061	55,814	56,500	56,500	56,500	686	Purchase completed.
Plant Replacement - P450 KWN2063	55,784	56,500	56,500	56,500	716	Purchase completed.
Plant Replacement - P451 KWN2025	37,751	38,500	38,500	38,500	749	Purchase completed.
Plant Replacement - P452 KWN2023	36,993	38,500	38,500	38,500	1,507	Purchase completed.
Plant Replacement - P453 KWN1989	36,993	38,500	38,500	38,500	1,507	Purchase completed.
Plant Replacement - P454 1EWO610	39,121	41,500	41,500	41,500	2,379	Purchase completed.
Plant Replacement - P456 KWN1986	33,374	35,500	35,500	35,500	2,126	Purchase completed.
Plant Replacement - P458 KWN1991	34,329	36,500	36,500	36,500	2,172	Purchase completed.
Plant Replacement - P480 KWN2027	42,913	45,000	45,000	45,000	2,087	Purchase completed.
Plant Replacement - P482 1GDA257	25,077	25,500	25,500	25,500	423	Purchase completed.
Plant Replacement - P486 KWN2067	0	42,000	42,000	42,000	42,000	Purchase on hold pending new employment contract.
Plant Replacement - P491 1GCH843	25,341	25,500	25,500	25,500	159	Purchase completed.
Plant Replacement - P496 1GDR926	0	54,000	54,000	54,000	54,000	Vehicle will not be replaced, sale of existing vehicle only. Budget is to be amended at Budget Review.
Plant Replacement - P520 KWN2049	34,628	35,000	35,000	35,000	372	Purchase completed.
Plant Replacement - P525 1GJN991	54,514	0	56,500	56,500	1,986	Budget Variation OCM 24 July 2019. Insurance claim vehicle reimbursement. Purchase completed.
Plant , Furniture and Equipment Total	1,019,688	2,788,666	2,900,166	1,604,719	585,031	






















CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 11: Capital Acquisitions

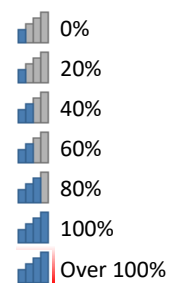
Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Park and Reserves						
 Bertram Street Tree Planting Program	10,000	110,000	110,000	10,000	0	Design completed. Estimated commencement May 2020.
 KIA Street Tree Planting Program	0	76,000	76,000	0	0	Design completed. Estimated commencement May 2020.
 Kwinana Loop Trail	0	80,000	80,000	0	0	
 Parks for People Strategy - Upgrade of Harrison Park, Calista	7,364	81,000	81,000	8,364	1,000	Design in progress based on community feedback.
 Parks for People Strategy - Upgrade of Morritt Park, Parmelia	7,364	81,000	81,000	8,364	1,000	Detail design to commence January 2020.
 POS / Parks & Reserves Renewals - Bores	7,315	94,000	94,000	94,000	86,685	
 POS / Parks & Reserves Renewals - Fencing, Gates & Bollards	0	73,200	73,200	73,200	73,200	
 POS / Parks & Reserves Renewals - Infield Irrigation	5,513	222,200	222,200	222,200	216,687	
 Ridley Green Disconnect Power and reconnect at Hewison Reserve for BBQ	8,837	14,000	14,000	14,000	5,163	
 Sporting Infrastructure - Wandi Playing Fields (Honeywood)	0	89,100	89,100	0	0	
 Streetscape Upgrade - Orelia Avenue	11,358	124,933	124,933	11,358	0	Design completed.
 Thomas Oval Lighting	633	495,000	495,000	0	(633)	Tenders are being evaluated.
 POS / Parks & Reserves Renewals - Wells Park Sports Shelter	258	8,858	8,858	8,858	8,600	
 DCA 5 - Wandi Public Open Space	0	283,000	283,000	0	0	
 McWhirter Promenade and Johnson Road landscaping	0	0	185,585	0	0	Budget Variation OCM 13 November 2019. Costing in process. Installation due by June 2020.
 Parks and Reserves Total	58,643	1,832,291	2,017,876	450,344	391,701	
Roads						
Urban Road Grant Construction						
 Anketell Road - MRRG - resurface Abercrombie to McLaughlan	362,184	410,300	410,300	37,300	(324,884)	Construction has commenced. Line marking is outstanding.
 Gilmore Avenue SB(1) - MRRG - SB carriageway 380m north Runnymede Gate to 30m north Runnymede Gate	202,804	258,940	258,940	258,940	56,136	Construction has commenced. Line marking is outstanding.
 Gilmore Avenue SB(2) - MRRG - SB carriageway Runnymede Gate to 380m north of Runnymede Gate	189,559	201,850	201,850	201,850	12,291	Construction has commenced. Line marking is outstanding.
 Gilmore Avenue SB(3) - MRRG - SB carriageway Sulphur Road to Chisham Ave	22,132	206,140	206,140	206,140	184,008	Construction estimated to commence January 2020.
 Gilmore Avenue SB(4) - MRRG - SB carriageway south of Thomas Road to south of Pengilly Road	297,324	285,780	285,780	285,780	(11,544)	Construction has commenced. Line marking is outstanding.
 Wellard Road Duplication Project MRRG / DCA Funded	18,775	880,125	880,125	0	(18,775)	Consultation is due December 2019. Design is due to commence after consultation.
Black Spot Grant Construction						
 Gilmore Avenue Pedestrian Crossing	0	0	310,000	0	0	Budget Variation OCM 27 November 2019.
Roads to Recovery Grant Construction						
 Gilmore Service Road D - R2R - road resurfacing, kerbing and footpath renewal - Leasham Way to Brownell Crescent	30,016	330,177	330,177	330,177	300,161	Construction estimated to commence February 2020.
 Pace Road - R2R - road resurfacing, kerbing, geometric improvements and drainage	0	275,000	0	0	0	Budget Variation OCM 9 October 2019. Project to be moved to 2020/2021 and budget to be moved to Budden Way.
 Budden Way (Medina Avenue to Atkinson Road) - R2R - Resurfacing works, formalising and increasing roadside car parking bays and installing a new shared path and drainage infrastructure.	25,000	0	275,000	275,000	250,000	Budget Variation OCM 9 October 2019. Transfer from Pace Road Roads to Recovery project. Construction estimated to commence January 2020.
DCA Funded Construction						
 Roads - DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	68,048	40,000	40,000	40,000	(28,048)	
 Roads - DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)	0	437,250	437,250	0	0	
 DCA 5 Lyon Road - Developer to complete	0	729,000	729,000	0	0	
Municipal Road Construction						
 Traffic Management - Abingdon Crescent pedestrian crossing	8,517	15,000	15,000	15,000	6,483	Project completed, awaiting outstanding invoices.
 Traffic Management - Breccia Parade speed calming	1,091	12,000	12,000	12,000	10,909	Design is complete. Construction date to be advised January 2020.
 Traffic Management - Bronzite Lane	2,091	23,000	23,000	23,000	20,909	Design in progress. Project delayed. Construction due January 2020.
 Traffic Management - Moombaki Avenue between Mangart Road and Price Parkway	2,818	31,000	31,000	2,818	0	Design in progress. Project delayed. Construction due January 2020.
 Roads Total	1,230,358	4,135,562	4,445,562	1,688,005	457,647	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 11: Capital Acquisitions

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Street Lighting						
 Street Lighting - New - Leath Road	14,475.00	223,000	223,000	0	(14,475)	Electrical consultant to review the design based on service location. Quotes to be received from Western Power January 2020. Reactive street lighting.
 Street Lighting - Upgrade - Reactive work street light requests during the year	3,694.30	28,000	28,000	28,000	24,306	
 Street Lighting Total	18,169	251,000	251,000	28,000	9,831	
Bus Shelter Construction						
 Bus Shelters	15,397	19,800	19,800	19,800	4,403	Project completed.
 Bus Shelter Construction Total	15,397	19,800	19,800	19,800	4,403	
Footpath Construction						
 Footpath - New - Clark Way - install new 1.5m concrete footpath and kerbing, 10 percent slab replacement	104,744	105,000	105,000	9,545	(95,199)	Project completed.
 Footpath - New - Perham Crescent - install new 2m concrete path and adjust service lids as required	74,052	110,000	110,000	10,000	(64,052)	Project completed, awaiting outstanding invoices.
 Footpath Construction Total	178,796	215,000	215,000	19,545	(159,251)	
Drainage Construction						
 Drainage - New - Spinner Lane eliminate run off from verge into properties	18,182	200,000	200,000	200,000	181,818	Estimated commencement date March 2020. Request for quote closes January 2020.
 Drainage - Upgrade - Drainage Nets x 3	48,627	53,750	53,750	53,750	5,123	
 DCA 1 Stormwater Management (nutrient stripping basin)	0	457,833	457,833	0	0	Legal agreement in progress. Project expected to be carried forward.
 Drainage - DCA 2 Peel Sub N Drain - Lot 64 Woolcoot Road & Lot 379 Millar, 27 & 201 Mortimer Road	1,245	1,945,000	1,945,000	0	(1,245)	Tender advertised December 2020.
 Drainage - DCA 2 - Peel Sub N Drain - Lot 64 Woolcoot Rd & Lot 379 Millar, 27 & 201 Mortimer Roads	0	334,000	334,000	0	0	
 DCA 3 Peel Sub P Drain (Developer Aigle Royal)	0	1,430,453	1,430,453	0	0	
 DCA 3 Peel Sub P1 drain (Developer Aigle Royal)	0	1,316,925	1,316,925	0	0	
 Drainage Construction Total	68,054	5,737,961	5,737,961	253,750	185,696	
Car Park Construction						
 Carpark - Peace Park (Parmelia Ave) disabled car parking bays	25,042	41,000	41,000	41,000	15,958	Project completed.
 Car Park Construction Total	25,042	41,000	41,000	41,000	15,958	
Other Infrastructure						
 Illuminated Street Sign	0	10,000	10,000	10,000	10,000	
 Other Infrastructure Total	0	10,000	10,000	10,000	10,000	
 Capital Expenditure Total	2,983,178	20,340,974	21,213,059	5,506,101	2,522,923	

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



CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 12: Schedule of Grants, Subsidies & Contributions

Description	Current Annual Budget	YTD Actual	Comments
Operating Grants, Subsidies & Contributions			
Community Amenities			
PTA Bus Shelter Subsidy	7,000	-	Expected June 2020
SMCC - KIC Coastcare in the KIA	10,000	10,000	
SMCC - BP Coastcare	10,000	10,000	
SMCC - Perth Region NRM Kleenheat Project	50,000	-	Not receiving, \$50k will be removed at Budget Review.
SMCC - Tronox Adopt a Beach	5,000	5,000	
SMCC - Suez/ProAlliance Adopt a Beach	5,000	5,000	
Alcoa - Challenger Beach Rehabilitation	20,000	-	Expected June 2020
Education and Welfare			
Banksia Park Operating Cost Contribution	346,320	172,790	Monthly rental income to be fully received by June.
Bright Futures - Mainstream Childcare Subsidy	4,200,000	1,779,022	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Subsidy Other	45,675	13,863	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Inclusion Subsidy Scheme	5,075	-	Government contributions, fully offset by payments to Care Providers.
Bright Futures - Childcare Subsidy	1,522,500	360,368	Government contributions, fully offset by payments to Care Providers.
Bright Futures - In Home Care Operational Subsidy	-	40,452	Community Child Care Fund - Sustainability Support two year agreement.
Subsidy Other	10,150	-	Government contributions, fully offset by payments to Care Providers.
NGALA My Time Program	10,658	5,280	Payments received quarterly.
Operational Subsidy - Aboriginal Resource Worker	30,958	16,783	
Youth Social Justice Program	175,149	129,958	Payments received quarterly.
Youth Incentive Sponsorship - Lyrik	30,000	-	Not receiving Coogee Chemicals grant, \$20k will be removed at Budget Review. Alcoa grant \$10k expected January 2020.
Skate Park Activation Grant	5,000	-	
Good Spirit Learning Program Grant	20,000	-	
Youth Wellbeing Benchmark Survey Grant	5,000	-	
General Purpose Funding			
Local Government General Purpose Grant	737,676	210,769	Payments received quarterly.
Local Government General Purpose Grant - Roads	669,912	168,903	Payments received quarterly.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	172,550	-	
Health			
Mosquito Management Contributions (CLAG)	10,150	6,754	
Department of Health - Larvicide	2,000	-	
Law Order & Public Safety			
Department Fire and Emergency Services - ESL	153,279	53,949	
Recreation & Culture			
Arts - Harmony & Reconciliation	5,000	-	
Sponsorship - Big Concert	30,000	20,500	Budget variation OCM 13 November 2019, reduction in budget. Will be reduced by an additional \$10k in Budget Review.
Childrens Festival	35,000	-	
Youth Festival	50,000	-	
Music in the Schools/Community	5,000	-	
Metro Every Club Funding	15,000	15,000	
Library Contributions & Donations	5,000	857	
Shared Use Agreements	101,320	58,494	
Recquatic Holiday Program DEDU payments	79,597	20,568	
Volunteer Centre - Thank a Volunteer Event	1,500	-	
Transport			
Main Roads Annual Direct Grant	189,478	189,478	
Main Roads Street Light Subsidy	5,000	-	
Main Roads Maintenance Contribution	130,000	66,944	
Total Operating Grants, Subsidies & Contributions	8,910,947	3,360,732	

CITY OF KWINANA
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2019

Note 12: Schedule of Grants, Subsidies & Contributions

Description	Current Annual Budget	YTD Actual	Comments
Non-Operating Grants, Subsidies & Contributions			
Community Amenities			
DCA 1 - Hard Infrastructure - Bertram	-	558,091	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 2 - Hard Infrastructure - Wellard	3,900,636	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 3 - Hard Infrastructure - Casuarina	2,747,378	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 4 - Hard Infrastructure - Anketell	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 5 - Hard Infrastructure - Wandi	1,012,000	150,000	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 6 - Hard Infrastructure - Mandogalup	-	396,542	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 7 - Hard Infrastructure - Mandogalup (west)	-	11,925	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 8 - Soft Infrastructure - Mandogalup	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 9 - Soft Infrastructure - Wandi / Anketell	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 10 - Soft Infrastructure - Casuarina/Anketell	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 11 - Soft Infrastructure - Wellard East	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 12 - Soft Infrastructure - Wellard West	-	505,464	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 14 - Soft Infrastructure - Wellard / Leda	-	-	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 15 - Soft Infrastructure - Townsite	355,000	72,287	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
Economic Services			
Medina CCTV Grant	100,000	100,000	
Law Order & Public Safety			
Department Fire and Emergency Services - Kwinana South extensions	356,000	-	
Department Fire and Emergency Services - Mandogalup extensions	275,000	-	
Recreation & Culture			
Medina Oval Extension/Upgrade - Changeroom Development	66,666	-	
Department of Education - Wandi Playing Fields	25,500	-	
Lotterywest - Kwinana Loop Trail	37,670	-	
Department of Infrastructure - Thomas Oval Lighting	150,000	-	
	-	-	
Transport			
	-	-	
Roads to Recovery - Gilmore Service Road	222,903	-	
Roads to Recovery - Pace Road	275,000	-	
State Road Grant - Anketell Road	248,667	99,467	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (1)	156,933	62,773	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (2)	122,333	48,933	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (3)	124,933	49,973	Initial 40% of grant claimed.
State Road Grant - Gilmore Avenue SB (4)	173,200	69,280	Initial 40% of grant claimed.
State Road Grant - Wellard Road duplication	586,750	234,700	Initial 40% of grant claimed.
Black Spot - Gilmore Avenue Pedestrian Crossing	206,667	-	Budget variation OCM 27 November 2019.
Department of Education - McWhirter Promenade and Johnson Road landscaping	185,585	185,585	Budget variation OCM 13 November 2019.
Total Non-Operating Grants, Subsidies & Contributions	11,328,821	2,545,020	

18.7 Disposition by way of Lease of land situated at part of 7 Skerne Street, Kwinana, between the City of Kwinana and Stirling Skills Training Inc

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The City of Kwinana (the City) is the owner of the land situated at the corner of Robbos Way and Darius Drive, more particularly described as part of Lot 109 on Deposited Plan 70670 being part of the land comprised in Certificate of Title Volume 2786 Folio 116 (the Premises). The Premises forms part of the Kwinana Recquatic building (Recquatic) at 7 Skerne Street, Kwinana.

This report seeks Council to resolve that the Chief Executive Officer is authorised on behalf of the City to give disposition by way of lease, to negotiate, finalise and execute the lease of the Premises to Stirling Skills Training Inc. (ABN 11 988 581 763) (the Proposed Tenant).

Stirling Skills are a not-for-profit organisation who provide training services to the community and are focused on achieving community aspirations in employment and training, especially for economically disadvantaged people. They administer Federal and State programs, assisting disadvantaged youth and people from diverse backgrounds.

The Proposed Tenant is a not-for-profit organisation, the objects of which are charitable and educational. As such, the disposition of the Premises is not required to be advertised in accordance with section 3.58 of the *Local Government Act 1995 (WA)*, as the lease to the Proposed Tenant is an exempt disposition under section 30 (2)(b)(i) of the *Local Government (Functions and General) Regulations 1996 (WA)*. However, the City advertised the Premises on the corporate website.

OFFICER RECOMMENDATION:

That Council:

1. Authorise the Chief Executive Officer and Mayor to execute an individual lease agreement (as identified in Attachment B), and make modifications where the intent of the agreement does not change, in relation to the land situated at the corner of Darius Drive and Robbos Way, more particularly described as part of Lot 109 on Deposited Plan 70670 being part of the land comprised in Certificate of Title Volume 2786 Folio 116, to Stirling Skills Training Inc.

NOTE - AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

18.7 DISPOSITION BY WAY OF LEASE OF LAND SITUATED AT PART OF 7 SKERNE STREET, KWINANA, BETWEEN THE CITY OF KWINANA AND STIRLING SKILLS TRAINING INC

DISCUSSION:

Section 3.58(4)(c) of the *Local Government Act 1995 (WA)* requires the market value of a disposition to be ascertained by a valuation carried out not more than six months before the proposed disposition.

McGees Property provided the City with a valuation report on 11 October 2019 (the McGee Valuation at Confidential Attachment A). The market rental value of the Premises is \$170 per square metre being \$43,860 per annum, excluding GST.

The City's Leasing of Community Facilities Policy (the Policy) provides for the circumstances in which an organisation is entitled to a discounted market rent. The assessment of eligibility to the discount of the market rental valuation, was determined by the Directory of City Engagement in consultation with senior officers of the City Legal team by evaluating the services provided by the Proposed in Kwinana against the criteria outlined within the Policy.

Accordingly, the following outlines the rent to be charged, and a summary description of the Proposed Tenant's service to the community.

Stirling Skills are a not-for-profit organisation who provide training services to the community and are focused on achieving community aspirations in employment and training, especially for economically disadvantaged people. They administer Federal and State programs, assisting disadvantaged youth and people from diverse backgrounds.

The City had a lease with the David Wirrpanda Foundation (the Foundation), who (with the City's consent) subleased to Stirling Skills. In 2018, the Foundation vacated the Premises, however Stirling Skills continued to occupy the Premises under the terms of the sublease on a month to month tenancy, while the Foundation continued to pay the rent and outgoings.

The market rent for the Premises is \$170 per square metre, amounting to an annual market rent value of \$43,860. If a 35% discount is applied in accordance with the Policy, the annual rent payable would be \$28,509 (constituting a \$15,351 discount). Notably, a 35% discount was applied to the recently leased premises at Darius Wells. The rent will be reviewed on each rent review date, based on CPI review. The outgoings are estimated to be \$8,460 per annum. The proposed term of the lease agreement is for two years due to the City intending to make use of the Premises for Recquatic activities.

During the lease negotiation process, efforts were made for non-for-profit organisation KOYA to lease a portion of the Premises, sharing the premises with Stirling Skills. However, due to funding issues, KOYA were unable to proceed.

The Proposed Tenant has reviewed and agreed in principle to the terms of the new lease (at Attachment B).

18.7 DISPOSITION BY WAY OF LEASE OF LAND SITUATED AT PART OF 7 SKERNE STREET, KWINANA, BETWEEN THE CITY OF KWINANA AND STIRLING SKILLS TRAINING INC

LEGAL/POLICY IMPLICATIONS:

Section 3.58 (3) and (4) of the *Local Government Act 1995* states:

- (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*
 - (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.*

Section 30 of the *Local Government (Functions and General) Regulations 1996* states:

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if -*
 - (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and -*
 - (i) *its market value is less than \$5 000; and*
 - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or*
 - (b) *the land is disposed of to a body, whether incorporated or not -*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions; or*
 - (c) *the land is disposed of to -*
 - (i) *the Crown in right of the State or the Commonwealth; or*

18.7 DISPOSITION BY WAY OF LEASE OF LAND SITUATED AT PART OF 7 SKERNE STREET, KWINANA, BETWEEN THE CITY OF KWINANA AND STIRLING SKILLS TRAINING INC

- (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) *another local government or a regional local government; or*
 - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence; or*
 - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or*
 - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
 - (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been -*
- (a) *put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or*
 - (b) *the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or*
 - (c) *the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including -*
 - (i) *the names of all other parties concerned; and*
 - (ii) *the consideration to be received by the local government for the disposition; and*
 - (iii) *the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*
- (2b) *Details (see section 3.58(4) of the Act) of a disposition of property under subregulation (2a) must be made available for public inspection for at least 12 months from the initial auction or tender, as the case requires.*
- (3) *A disposition of property other than land is an exempt disposition if -*
- (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.*

FINANCIAL/BUDGET IMPLICATIONS:

This lease will provide an annual income of \$28,509 plus GST. The total income before the discount would be \$43,860 plus GST.

ASSET MANAGEMENT IMPLICATIONS:

The implications for this report are the ongoing management and administration required by all of the City's leases of property.

18.7 DISPOSITION BY WAY OF LEASE OF LAND SITUATED AT PART OF 7 SKERNE STREET, KWINANA, BETWEEN THE CITY OF KWINANA AND STIRLING SKILLS TRAINING INC

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 as detailed in the Corporate Business Plan.

Plan	Outcome	Objective
Corporate Business Plan	Business performance	5.6 Maximise the value of the City's property assets

COMMUNITY ENGAGEMENT:

As a result of leasing the Premises to the Proposed Tenant, there will be various and continued positive community engagement implications.

PUBLIC HEALTH IMPLICATIONS

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

RISK IMPLICATIONS:

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

Risk Event	That Council does not support disposition by way of lease of the Premises at the corner of Robbos Way and Darius Drive, Kwinana more particularly described as part of Lot 109 on Deposited Plan 70670 being part of the land comprised in Certificate of Title Volume 2786 Folio 116, to Stirling Skills Training Inc. If Council resolve not to support disposition by way of lease, as per Section 3.58 of the <i>Local Government Act 1995</i> , the disposition cannot proceed and the current occupier may give 1 month notice to vacate, leaving the City with a vacant/ non income producing asset.
Risk Theme	Ineffective management of facilities/venues/events and failure to fulfil statutory regulation requirements
Risk Effect/Impact	Financial
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low

18.7 DISPOSITION BY WAY OF LEASE OF LAND SITUATED AT PART OF 7 SKERNE STREET, KWINANA, BETWEEN THE CITY OF KWINANA AND STIRLING SKILLS TRAINING INC

Risk Treatment in place	Avoid
Response to risk treatment required/in place	This report is to authorise the Chief Executive Officer on behalf of the City, to lease the Premises at the corner of Robbos Way and Darius Drive, Kwinana more particularly described as part of Lot 109 on Deposited Plan 70670 being part of the land comprised in Certificate of Title Volume 2786 Folio 116, to Stirling Skills Training Inc.
Rating (after treatment)	Low

COUNCIL DECISION

068

MOVED CR M KEARNEY

SECONDED CR M ROWSE

That Council:

- 1. Authorise the Chief Executive Officer and Mayor to execute an individual lease agreement (as identified in Attachment B), and make modifications where the intent of the agreement does not change, in relation to the land situated at the corner of Darius Drive and Robbos Way, more particularly described as part of Lot 109 on Deposited Plan 70670 being part of the land comprised in Certificate of Title Volume 2786 Folio 116, to Stirling Skills Training Inc.**

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

8/0

Lease

Part 7 Skerne Street, Kwinana

City of Kwinana (ABN 13 890 277 321)

Stirling Skills Training Inc. (ABN 11 988 581 763)

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Details

Parties

City of Kwinana

of PO Box 21, Kwinana, Western Australia 6966
(Lessor)

Stirling Skills Training Inc.

of Level 1/14 Ventnor Avenue, West Perth, Western Australia 6004
(Lessee)

Background

- A The Lessor is registered as the proprietor of the Land.
- B The Lessor has agreed to lease and the Lessee has agreed to take a lease of the Premises upon the terms and conditions contained in this Deed.

Agreed terms

1. Definitions

In this Lease, unless otherwise required by the context or subject matter:

Amounts Payable means the Rent and any other money payable by the Lessee under this Lease;

Authorised Person means:

- (a) an agent, employee, licensee or invitee of the Lessor; and
- (b) any person visiting the Premises with the express or implied consent of any person mentioned in paragraph (a);

Authority includes any governmental or public authority of any kind;

Building means the building in which the Premises are situated, being known as the Kwinana Technology Business Centre and includes any modifications, extensions or alterations to the Building and the Lessor's Property;

CEO means the Chief Executive Officer for the time being of the Lessor or any person appointed, authorised or delegated by the Chief Executive Officer to perform any of her or his functions;

Commencement Date means the date of commencement of the Term specified in **Item 3** of the Schedule;

CPI means the Consumer Price Index (All Groups) Perth number published from time to time by the Australian Bureau of Statistics;

Encumbrance means a mortgage, charge, lien, pledge, easement, restrictive covenant, writ, warrant or caveat and the claim stated in the caveat;

Exclusive Areas means the part of the Land and Building that the Lessee has an exclusive right to use;

Good Repair means good and substantial Lesseeable repair and in clean, good working order and condition;

Interest Rate means the rate at the time the payment falls due being 2% greater than the Lessor's general overdraft rate on borrowings from its bankers on amounts not exceeding \$100,000.00;

Land means the land described at **Item 1(a)** of the Schedule;

Lease means this deed as supplemented, amended or varied from time to time;

Lessee's Agents includes:

- (i) the sublessees, employees, agents, contractors, invitees and licensees of the Lessee; and
- (ii) any person on the Premises by the authority of a person specified in paragraph (a);

Lessee's Covenants means the covenants, agreements and obligations set out or implied in this Lease or imposed by law to be performed and observed by any person other than the Lessor;

Lessee's Employees means each of the Lessee's employees, contractors and agents and those persons over whom the Lessee exercises control at the Premises and includes the employees and sub-contractors of the Lessee's agents and contractors;

Lessor includes:

- (a) in the case of a person, that person's executors, administrators and assigns; and
- (b) in any other case, the Lessor's successors and assigns;

Lessor's Property means the plant, equipment, fixtures, fittings and any other Lessor's property in the Premises;

Lessor's Covenants means the covenants, agreements and obligations set out or implied in this Lease, or imposed by law to be observed and performed by the Lessor;

Notice means each notice, demand, consent or authority given or made to any person under this Lease;

Outgoings has the meaning set out in **clause 5.2** in this Lease;

Outgoings Contribution means the contribution set out in **Schedule 1 Item 6** of the Schedule;

Party means the Lessor or the Lessee according to the context;

Premises means the premises described at **Item 1(b)** of the Schedule;

Rent means the rent specified in **Schedule 1 Item 4** of the Schedule;

Schedule means the Schedule to this Lease;

Services means all gas, electricity, telephone, water, sewerage, fire prevention, ventilation, air conditioning, hydraulic, elevator and security services and all other services or systems provided in the Building or available for the Lessee's use whether provided by the Lessor or any Authority;

Term means the term of years specified in **Item 2** of the Schedule;

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over;

2. Interpretation

In this Lease, unless expressed to the contrary:

- (a) words importing:
 - (i) the singular includes the plural and vice versa; and
 - (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to:

- (i) a natural person includes a body corporate or local government;
- (ii) a body corporate or local government includes a natural person;
- (iii) a professional body includes a successor to or substitute for that body;
- (iv) a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
- (v) a statute, includes an ordinance, code, regulation, award, town planning scheme, regulation, local law, by-law, requisition, order or other statutory instruments made under any of them and a reference to any of them, whether or not by name, includes any amendments to, re-enactments of or replacements of any of them from time to time in force;
- (vi) a right includes a benefit, remedy, discretion, authority or power;
- (vii) an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- (viii) this Lease or provisions of this Lease or any other deed, agreement, instrument or contract includes a reference to:
- (ix) both express and implied provisions; and
- (x) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
- (xi) writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
- (xii) any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them; and
- (xiii) a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure is a reference to, respectively, a subparagraph, paragraph, subclause, clause, Item, Schedule or Annexure of this Lease;
- (d) the covenants and obligations on the part of the Lessee not to do or omit to do any act or thing include:
 - (i) covenants not to permit that act or thing to be done or omitted to be done by a Lessee's Agent; and
 - (ii) a covenant to take all reasonable steps to ensure that that act or thing is not done or omitted to be done;
- (e) the meaning of general words or phrases is not limited by specific examples introduced by 'including', 'for example' or similar expressions; and
- (f) if a Party comprises two or more persons, the covenants and agreements on their part bind them and must be observed and performed by them jointly and each of them severally, and may be enforced against any one or more of them.

3. Grant of lease

The Lessor leases to the Lessee the Premises for the Term subject to:

- (a) all Encumbrances;
- (b) the payment of the Amounts Payable; and
- (c) the performance and observance of the Lessee's Covenants.

4. Quiet enjoyment

Except as provided in the Lease, for so long as the Lessor is registered as the proprietor in fee simple in the Land, and subject to the performance and observance of the Lessee's Covenants the Lessee may quietly hold and enjoy the Premises during the Term without any interruption or disturbance from the Lessor or persons lawfully claiming through or under the Lessor.

5. Rent and other payments

The Lessee covenants with the Lessor:

5.1 Rent

To pay to the Lessor the Rent in the manner set out at **Item 4** of the Schedule on and from the Commencement Date clear of any deductions.

5.2 Outgoings

- (1) To pay to the Lessor or to such person as the Lessor may from time to time direct punctually all the following outgoings or charges, assessed or incurred in respect of the Premises:
 - (a) local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal;
 - (b) water, drainage and sewerage rates, charges for disposal of stormwater, meter rent and excess water charges;
 - (c) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection;
 - (d) land tax and metropolitan regional improvement tax on a single ownership basis;
 - (e) premiums, excess and other costs arising from the insurance obtained by the Lessor pursuant to **clause 8.2**. For the avoidance of doubt, the parties agree:
 - (i) that if such premium or cost does not include a separate assessment or identification of the Premises or the Land, the Lessee must pay a proportionate part of such premium or cost determined by the Lessor acting reasonably; and
 - (ii) such insurance will include insurance for the full replacement value of buildings; and
 - (iii) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Premises.

- (2) If the Premises are not separately charged or assessed the Lessee will pay to the Lessor a proportionate part of any charges or assessments referred to in **clause 5.2(1)** being the proportion that the Premises bears to the total area of the land or premises included in the charge or assessment.

5.3 Interest

Without affecting the rights, power and remedies of the Lessor under this Lease, to pay to the Lessor interest on demand on any Amounts Payable which are unpaid for 7 days computed from the due date for payment until payment is made and any interest payable under this paragraph will be charged at the Interest Rate.

5.4 Costs

- (1) To pay to the Lessor on demand:
- (a) all duty, fines and penalties payable under the *Duties Act 2008* and other statutory duties or taxes payable on or in connection with this Lease;
 - (b) all registration fees in connection with this Lease; and
 - (c) all legal costs of and incidental to the instructions for the preparation, execution and stamping of this Lease and all copies.
- (2) To pay to the Lessor all costs, legal fees, disbursements and payments incurred by or for which the Lessor is liable in connection with or incidental to:
- (a) the Amounts Payable or obtaining or attempting to obtain payment of the Amounts Payable under this Lease;
 - (b) any breach of covenant by the Lessee or the Lessee's Agents;
 - (c) the preparation and service of a notice under Section 81 of the *Property Law Act 1969* requiring the Lessee to remedy a breach even though forfeiture for the breach may be avoided in a manner other than by relief granted by a Court;
 - (d) any work done at the Lessee's request; and
 - (e) any action or proceedings arising out of or incidental to any matters referred to in this **clause 5.4** or any matter arising out of this Lease.

5.5 Accrual of amounts payable

Amounts Payable accrue on a daily basis.

6. Rent Review

6.1 Rent to be Reviewed

The Rent will be reviewed on and from each Rent Review Date to determine the Rent to be paid by the Lessee until the next Rent Review Date.

6.2 Methods of Review

The review will be either based on CPI or a Market Review. The basis for each rent review is as identified for each Rent Review Date in **Item 6** of the Schedule.

6.3 CPI Review

A rent review based on CPI will increase the amount of Rent payable during the immediately preceding period by the percentage of any increase in CPI having regard to the quarterly CPI published immediately prior to the later of the Commencement Date or the last Rent Review Date as the case may be and the quarterly CPI published immediately prior to the relevant Rent Review Date. If there is a decrease in CPI having regard to the relevant CPI publications the Rent payable from the relevant Rent Review Date will be the same as the Rent payable during the immediately preceding period. Should the CPI be discontinued or suspended at any time or its method of computation substantially altered, the parties shall endeavour to agree upon the substitution of the CPI with an equivalent index, or failing agreement by the parties, the substitution shall be made by a Valuer appointed in accordance with **clause 6.4**.

6.4 Market Rent Review

- (1) A rent review based on market rent will establish the current market rent for the Premises (which will not be less than the Rent payable in the period immediately preceding the Rent Review Date) by agreement between the parties and failing agreement, will be determined in accordance with the following provisions.
- (2) If agreement as to the substitution of the CPI with an equivalent index for the Premises is not reached at least one (1) month prior to the relevant Rent Review Date then the current market rent for the Premises will be determined at the expense of the Lessee by a valuer (**Valuer**) licensed under the *Land Valuers Licensing Act 1978*, to be appointed, at the request of either party, by the President for the time being of the Australian Property Institute (Western Australian Division) (or if such body no longer exists, such other body which is then substantially performing the functions performed at the Commencement Date by that Institute).
- (3) The Valuer will act as an expert and not as an arbitrator and his or her decision will be final and binding on the parties. The parties will be entitled to make submissions to the Valuer.
- (4) In this **clause 6**, “current market rent” means the rent obtainable for the Premises in a free and open market if the Premises was unoccupied and offered for rental for the use for which the Premises is permitted pursuant to this Lease and on the same terms and conditions contained in this Lease, BUT will not include:
 - (a) any improvements made or effected to the Premises by the Lessee; and
 - (b) any rent free periods, discounts or other rental concessions.

6.5 Rent will not decrease

Notwithstanding the provisions in this clause, the Rent payable from any Rent Review based on CPI Review will not be less than the Rent payable in the period immediately preceding such Rent Review Date.

6.6 Lessor's right to review

The Lessor may institute a rent review notwithstanding the Rent Review Date has passed and the Lessor did not institute a rent review on or prior to that Rent Review Date, and in which case the Rent agreed or determined shall date back to and be payable from the Rent Review Date for which such review is made.

7. Outgoings and Services

7.1 Outgoings

- (a) The Lessee must pay to the Lessor the Outgoings Contribution with the first payment due on the Commencement Date.
- (b) With effect from each Rent Review Date, the Outgoings Contribution shall be reviewed in accordance with the following formula:

$$\text{ROC} = \text{OC} \times \text{EC} / \text{OC}$$

Where:

“ROC” = the annual Outgoings Contribution as reviewed;

“OC” = the annual Outgoings Contribution payable immediately before the relevant Outgoings Review Date; and

“EC” = the estimated cost of the Outgoings for the year commencing on the relevant Outgoings Review Date.

- (c) The Lessor may not earlier than three (3) months before an Outgoings Review Date give the Lessee a notice setting out the amount of the reviewed Outgoings Contribution which shall be payable from the Outgoings Review Date (“Outgoings Review Notice”), except that the failure of the Lessor to give such a notice before the Outgoings Review Date does not preclude the Lessor from giving such a notice in respect of that Outgoings Review Date at any later time.

7.2 Rates and Taxes

- (a) The Lessee must pay to the Lessor, when due, all Rates and Taxes assessed or imposed by any Relevant Authority or other service provider in respect of the Leased Premises.
- (b) Except in the case of manifest error, a statement issued by the Lessor under clause 7.2(a) will be prima facie evidence of the matters stated in that statement.
- (c) If the year or other period in respect of which any particular Rates and Taxes is payable does not coincide with the Lease year, the amount the Lessee is to pay in the first year and last year of the Lease will be adjusted proportionally.

7.3 Services separately assessed

The Lessee must pay to the Lessor or, if demand is made by a service provider, or other Relevant Authority, to that Relevant Authority, all amounts separately charged or assessed in respect of the Leased Premises or the Lessee for or in connection with Services to or for the benefit of the Leased Premises or the Lessee, and the cost of installation of any meter, wiring or other device necessitated by the use of the Services.

7.4 Bulk supplies of Services

- (a) If the Lessor supplies any Services to the Leased Premises the Lessee must on demand pay to the Lessor the amount which the Lessee would have been charged by the original service provider, or other Relevant Authority if the Services had been supplied to the Lessee

directly together with an administrative charge of no more than twenty per cent (20%) of the amount charged by the original service provider, or other Relevant Authority.

- (b) The Lessee must observe and comply with any conditions of supply of Services by the Lessor, or where no conditions of supply are imposed by the Lessor, observe and comply with the conditions of supply of Services imposed by the Relevant Authority.
- (c) If any Service is not provided by the Lessor, the Lessee is responsible to make the Lessee's own arrangements at the Lessee's own cost for the supply of the Service to the Leased Premises.

8. Insurance

8.1 Insurance required

The Lessee must effect and maintain with insurers approved by the Lessor (noting the Lessor's and the Lessee's respective rights and interest in the Premises) for the time being:

- (a) adequate public liability insurance for a sum not less than the sum set out at **Item 8** of the Schedule in respect of any one claim or such greater amount as the Lessor may from time to time reasonably require;
- (b) insurance against all risks as the Lessor may require, of all plate glass windows, doors and display show cases forming part of or within the Premises for a sum which is not less than its full insurable value;
- (c) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a Lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary;
- (d) employers' indemnity insurance including workers' compensation insurance in respect of all employees of the Lessee employed in, about or on the Premises; and
- (e) any other policy of insurance which the Lessor may reasonably require or specify from time to time.

8.2 Building Insurance to be effected by Lessor

The Lessor shall effect and keep effected insurance to the full insurable value on a replacement or reinstatement value basis of the Premises against damage arising from fire, tempest, storm, earthquake, explosion, aircraft, or other aerial device including items dropped from any device, riot, commotion, flood, lightning, act of God, fusion, smoke, rainwater, leakage, impact by vehicle, machinery breakdown and malicious acts or omissions and other standard insurable risks and the Lessee will reimburse the Lessor for any premiums, excess or other costs arising therefrom.

8.3 Details and receipts

In respect of the insurances required by **clause 8.1** the Lessee must:

- (a) on the Lessor's request, upon renewal of any insurance policy immediately forward to the Lessor copies of Certificates of Currency and details of the insurances as held by the Lessee;
- (b) on the Lessor's request, promptly pay all premiums and produce to the Lessor each policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and

- (c) notify the Lessor immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled.

8.4 Payment of excess on insurance

The Lessee AGREES with the Lessor that it shall be responsible to pay any excess payable in connection with the insurances referred to in **clause 8.1** and **clause 8.2**.

8.5 Not to invalidate

The Lessee must not do or omit to do any act or thing or bring or keep anything on the Premises which might:

- (a) render any insurance effected under **clause 8.1** and **clause 8.2** on the Premises, or any adjoining premises, void or voidable; or
- (b) cause the rate of a premium to be increased for the Premises or any adjoining premises (except insofar as an approved development may lead to an increased premium).

8.6 Report

Each Party must report to the other promptly in writing and in an emergency verbally:

- (a) any damage to the Premises of which they are or might be aware; and
- (b) any circumstances of which they are aware and which are likely to be a danger or cause any damage or danger to the Premises or to any person in or on the Premises.

8.7 Settlement of claim

The Lessor may, but the Lessee may not without prior written consent of the Lessor, settle or compromise any claims under any policy of insurance required by **clause 8.1** and **clause 8.2**.

8.8 Lessor as attorney

The Lessee irrevocably appoints the Lessor as the Lessee's attorney during the Term:

- (a) in respect to all matters and questions which may arise in relation to any insurances required by **clause 8.1** and **clause 8.2**;
- (b) with full power to demand, sue for and recover and receive from any insurance company or society or person liable to pay the insurance money as are payable for the risks covered by the insurances required by **clause 8.1** and **clause 8.2**;
- (c) to give good and effectual receipts and discharges for the insurance; and
- (d) to settle, adjust, arbitrate and compromise all claims and demands and generally to exercise all powers of absolute owner.

9. Indemnity

9.1 Lessee responsibilities

- (1) The Lessee is subject to the same responsibilities relating to persons and property to which the Lessee would be subject if during the Term the Lessee were the owner and occupier of the freehold of the Premises.
- (2) The Lessee is responsible and liable for all acts or omissions of the Lessee's Agents on the Premises and for any breach by them of any covenants or terms in this Lease required to be performed or complied with by the Lessee.

9.2 Indemnity

- (1) The Lessee indemnifies, and shall keep indemnified, the Lessor from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be incurred or suffered by the Lessor, or brought, maintained or made against the Lessor, in respect of:

- (a) any loss whatsoever (including loss of use);
- (b) injury or damage of, or to, any kind of property or thing; and
- (c) the death of, or injury suffered by, any person,

caused by, contributed to, or arising out of, or in connection with, whether directly or indirectly:

- (d) the use or occupation of the Premises by the Lessee or the Lessee's Agents;
- (e) any work carried out by or on behalf of the Lessee on the Premises;
- (f) the Lessee's activities, operations or business on, or other use of any kind of, the Premises;
- (g) the presence of any Contamination, Pollution or Environmental Harm in on or under the Premises or adjoining land caused or contributed to by the act, neglect or omission of the Lessee or the Lessee's Agents;
- (h) any default by the Lessee in the due and punctual performance, observance and compliance with any of the Lessee's covenants or obligations under this Lease; or
- (i) an act or omission of the Lessee.

9.3 Obligations Continuing

The obligations of the Lessee under this clause:

- (a) are unaffected by the obligation of the Lessee to take out insurance, and the obligations of the Lessee to indemnify are paramount, however if insurance money is received by the Lessor for any of the obligations set out in this clause then the Lessee's obligations under **clause 9.2** will be reduced by the extent of such payment;
- (b) continue after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

9.4 No indemnity for Lessor's negligence

The parties agree that nothing in this clause shall require the Lessee to indemnify the Lessor, its officers, servants, or agents against any loss, damage, expense, action or claim arising out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

9.5 Release

(1) The Lessee:

- (a) agrees to occupy and use the Premises at the risk of the Lessee; and
- (b) releases to the full extent permitted by law, the Lessor from:
 - (i) any liability which may arise in respect of any accident or damage to property, the death of any person, injury to any person, or illness suffered by any person, occurring on the Premises or arising from the Lessee's use or occupation of the Premises by;
 - (ii) loss of or damage to the Premises or personal property of the Lessee; and
 - (iii) all claims, actions, loss, damage, liability, costs and expenses arising from or connected with (directly or indirectly) the presence of any Contamination, Pollution or Environmental Harm in, on or under the Premises or surrounding area,

except to the extent that such loss or damage arises out of a negligent or wrongful act or omission of the Lessor, or its servants, agents, contractors or invitees.

(2) The release by the Lessee continues after the expiration or earlier determination of this Lease in respect of any act, deed, matter or thing occurring or arising as a result of an event which occurs before the expiration or earlier determination of this Lease.

10. Limit of Lessor's liability

10.1 No liability for loss on Premises

The Lessor will not be liable for loss, damage or injury to any person or property in or about the Premises however occurring.

10.2 Limit on liability for breach of Lessor's covenants

- (1) The Lessor is only liable for breaches of the Lessor's Covenants set out in this Lease which occur while the Lessor is registered as the proprietor in fee simple in the Premises.
- (2) The Lessor will not be liable for any failure to perform and observe any of the Lessor's Covenants due to any cause beyond the Lessor's control.

11. Maintenance, repair and cleaning

11.1 Generally

- (1) The Lessee agrees during the Term and for so long as the Lessee remains in possession or occupation of the Premises to maintain, replace, repair, clean and keep the Premises (which for the avoidance of doubt includes the Lessor's fixtures and fittings and any accessories) in good repair having regard to the age of the Premises at the Commencement Date provided that this subclause shall not impose on the Lessee any obligation:

- (a) to carry out maintenance, repairs or replacement that are necessary as a result of reasonable fair wear and tear; or
- (b) to undertake any structural maintenance, replacement or repair,

except when such maintenance, repair or replacement is necessary because of any act or omission of or on the part of the Lessee or the Lessee's Agents (including its use of the Premises).

- (2) In discharging the obligations imposed on the Lessee under this subclause, the Lessee shall where maintaining, replacing, repairing or cleaning:

- (a) any electrical fittings and fixtures;
- (b) any plumbing;
- (c) any air-conditioning fittings and fixtures; and
- (d) any gas fittings and fixtures,

in or on the Premises use only licensed trades persons, or such trades persons as may be approved by the Lessor and notified to the Lessee, which approval shall not be unreasonably withheld.

- (3) The Lessee must take such reasonable action as is necessary to:

- (a) prevent, if it has occurred as a result of the Lessee's use of the Premises; and
- (b) rectify or otherwise ameliorate,

the effects of erosion, drift or movement of sand, soil, dust or water on or from the Premises.

11.2 Cleaning

The Lessee must at all times keep the Premises clean, tidy, unobstructed and free from dirt and rubbish.

11.3 Repair

Unless such damage is the Lessor's responsibility pursuant to the terms of the Lease, the Lessee must promptly repair at its own expense to the satisfaction of the Lessor, any damage to the Premises, regardless of how the damage is caused and replace any of the Lessor's fixtures and fittings which are or which become damaged.

11.4 Responsibility for Securing the Premises

The Lessee must ensure the Premises, including Lessor's and Lessee's fixtures and fittings, are appropriately secured at all times.

11.5 Lessor's Fixtures and Fittings

The Lessee covenants and agrees that the Lessor's Fixtures and Fittings will remain the property of the Lessor and must not be removed from the Premises at any time.

11.6 Pest control

The Lessee must keep the Premises free of any pests and vermin and the cost of extermination will be borne by the Lessee.

11.7 Painting

- (1) The Lessee must on or before each repainting date as stated in **Item 9** of the Schedule paint with at least 2 coats of paint those parts of the Premises usually painted internally, unless otherwise agreed by the Lessor in writing.
- (2) All painting carried out on the Premises must be carried out by a registered painting contractor and the registered painting contractor or other person engaged by the Lessee to paint the Premises must:
 - (a) do so in a proper manner using good quality materials;
 - (b) have the colour and quality of the materials approved in writing by the Lessor before the work commences;
 - (c) comply with all reasonable directions given or requests made by the Lessor; and
 - (d) be finished in a proper and workmanlike manner.

12. Use

12.1 Restrictions on use

(1) Generally

The Lessee must not and must not suffer or permit a person to:

- (a) use the Premises or any part of it for any purpose other than the Permitted Purpose; or
- (b) use the Premises for any purpose which is not permitted under any local or town planning scheme, local laws, acts, statutes or any law relating to health.

(2) No offensive or illegal acts

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any harmful, offensive or illegal act, matter or thing.

(3) No nuisance

The Lessee must not and must not suffer or permit a person to do or carry out on the Premises any thing which causes a nuisance, damage or disturbance to the Lessor or to owners or occupiers of adjoining properties.

(4) No dangerous substances

The Lessee must not and must not suffer or permit a person to store any dangerous compound or substance on or in the Premises, otherwise than in accordance with the following provisions:

- (a) any such storage must comply with all relevant statutory provisions;
- (b) all applications for the approval or renewal of any licence necessary for such storage must be first referred to the Lessor;
- (c) the Lessor may within its absolute discretion refuse to allow the storage of any particular dangerous compound or substance on the Premises; and
- (d) upon the request of the Lessor, the Lessee will provide a list of all dangerous compounds or substances stored on the Premises.

(5) No harm or stress

The Lessee must not and must not suffer or permit a person to do any act or thing which might result in excessive stress or harm to any part of the Premises.

(6) No signs

The Lessee must not and must not suffer or permit a person to display from or affix any signs, notices or advertisements on the Premises without the prior written consent of the Lessor.

(7) No smoking

The Lessee must not suffer or permit a person to smoke inside any building or other enclosed area on the Premises.

(8) Consumption of alcohol

The Lessee must not suffer or permit a person to use or allow the Premises to be used for the consumption of alcohol without first obtaining the written consent of the Lessor.

(9) Sale of Alcohol

The Lessee will not sell or supply liquor from the Premises or allow liquor to be sold or supplied from the Premises without the prior written consent of the Lessor and then only in accordance with the provisions of the *Liquor Control Act 1988*, *Health (Food and Pet Meat) Repeal Regulations 2009*, *Liquor Licensing Regulations 1989* and any other relevant written laws that may be in force from time to time.

(10) Removal of rubbish

The Lessee must keep the Premises free from dirt and rubbish and to store and keep all trade waste and garbage in proper receptacles.

(11) No pollution

The Lessee must do all things necessary to prevent pollution or contamination of the Premises by garbage, refuse, waste matter, oil and other pollutants.

12.2 No warranty

The Lessor gives no warranty:

- (a) as to the use to which the Premises may be put; or
- (b) that the Lessor will issue any consents, approvals, authorities, permits or licences required by the Lessee under any statute for its use of the Premises.

12.3 Lessee to Observe Copyright

In the event that the Lessee or any person sub-leasing, hiring, or in temporary occupation of the Premises provides, contracts for, or arranges for the performance, exhibition or display of any music or work of art the copyright of which is not vested in the Lessee or that person, the Lessee shall ensure that all obligations in regard to payment of copyright or licensing fees with the owner or licensor of the copyright are met before any such performance, exhibition or display is held.

12.4 Premises Subject to Restriction

The Lessee accepts the Premises for the Term subject to any existing prohibition or restriction on the use of the Premises.

12.5 Indemnity for Costs

The Lessee indemnifies the Lessor against any claims or demands for all costs, on a solicitor client basis, reasonably incurred by the Lessor by reason of any claim in relation to any matters set out in this **clause 12**.

13. Alterations

13.1 Restriction

(1) The Lessee must not without prior written consent:

- (i) (a) from the Lessor;
- (b) from any other person from whom consent is required under this Lease; or
- (c) as required under statute in force from time to time, including but not limited to the planning approval of the Lessee under a local planning scheme of the Lessee;
- (ii) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or
- (iii) subject to the performance of the Lessee's obligations in clause 11, remove any flora or fauna, alter or cut down any flora, or sell, remove or otherwise dispose of any flora, sand, gravel, timber or other materials from the Premises.

13.2 Consent

(1) If the Lessor and any other person whose consent is required under this Lease or at law consents to any matter referred to in **clause 13.1** the Lessor may:

- (a) consent subject to conditions; and
 - (i) require that work be carried out in accordance with plans and specifications approved by the Lessor or any other person giving consent; and
 - (ii) require that any alteration be carried out to the satisfaction of the Lessor under the supervision of an engineer or other consultant; and
- (b) if the Lessor consents to any matter referred to in clause 13.1:
 - (i) the Lessor gives no warranty that the Lessor will issue any consents, approvals, authorities, permits or policies under any statute for such matters; and
 - (ii) the Lessee must apply for and obtain all such consent approvals, authorities, permits or policies as are required at law before undertaking any alterations, additions, improvements or demolitions.

13.3 Cost of Works

All works undertaken under this **clause 13** will be carried out at the Lessee's expense.

13.4 Conditions

If any of the consents given by the Lessor or other persons whose consent is required under this Lease or at law require other works to be done by the Lessee as a condition of giving consent, then the Lessee must at the option of the Lessor either:

- (a) carry out those other works at the Lessee's expense; or
 - (b) permit the Lessor to carry out those other works at the Lessee's expense,
- in accordance with the Lessor's requirements.

14. Lessor's right of entry

14.1 Entry on Reasonable Notice

The Lessee must permit entry by the Lessor or any Authorised Person onto the Premises without notice in the case of an emergency, and otherwise upon reasonable notice:

- (i)
 - (a) at all reasonable times;
 - (b) with or without workmen and others; and
 - (c) with or without plant, equipment, machinery and materials;
- (ii) for each of the following purposes:
 - (a) to inspect the state of repair of the Premises and to ensure compliance with the terms of this Lease;
 - (b) to carry out any survey or works which the Lessor considers necessary, however the Lessor will not be liable to the Lessee for any compensation for such survey or works provided they are carried out in a manner which causes as little inconvenience as is reasonably possible to the Lessee;
 - (c) to comply with the Lessor's Covenants or to comply with any notice or order of any authority in respect of the Premises for which the Lessor is liable; and
 - (d) to do all matters or things to rectify any breach by the Lessee of any term of this Lease but the Lessor is under no obligation to rectify any breach and any rectification under this **clause 14.1(b)(iv) 14.1(ii)(d)** is without prejudice to the Lessor's other rights, remedies or powers under this Lease.

14.2 Costs of Rectifying Breach

All costs and expenses incurred by the Lessor as a result of any breach referred to at **clause 14.1(b)(iv)** together with any interest payable on such sums will be a debt due to the Lessor and payable to the Lessor by the Lessee on demand.

15. Statutory obligations and notices

15.1 Comply with Statutes

The Lessee must:

- (a) comply promptly with all statutes and local laws from time to time in force relating to the Premises;
- (b) apply for, obtain and maintain in force all consents, approvals, authorities, licences and permits required under any statute for the use of the Premises specified at **clause 12**;
- (c) ensure that all obligations in regard to payment for copyright or licensing fees are paid to the appropriate person for all performances, exhibitions or displays held on the Premises; and
- (d) comply promptly with all orders, notices, requisitions or directions of any competent authority relating to the Premises or to the business the Lessee carries on at the Premises.

15.2 Indemnity if Lessee Fails to Comply

The Lessee indemnifies the Lessor against:

- (a) failing to perform, discharge or execute any of the items referred to in **clause 15.1**; and
- (b) any claims, demands, costs or other payments of or incidental to any of the items referred to in **clause 15.1**.

16. Report to Lessor

The Lessee must immediately report to the Lessor:

- (a) any act of vandalism or any incident which occurs on or near the Premises which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Lessee is aware or should be aware;
- (b) any occurrence or circumstances in or near the Premises of which it becomes aware, which might reasonably be expected to cause, in or on the Premises, pollution of the environment; and
- (c) all notices, orders and summonses received by the Lessee and which affect the Premises and immediately deliver them to the Lessor.

17. Default

17.1 Events of Default

A default occurs if:

- (a) any Amounts Payable remain unpaid for 14 days after a Notice has been given to the Lessee that an amount is outstanding;
- (b) the Lessee is in breach of any of the Lessee's Covenants for 28 days after a Notice has been given to the Lessee to rectify the breach or to pay compensation in money;
- (c) the business conducted at the
- (d) Premises is wound up whether voluntarily or otherwise;
- (e) the Lessee passes a special resolution under the *Associations Incorporation Act 2015* altering its rules of association in a way that makes its objects or purposes inconsistent with the use permitted by this Lease;

- (f) a mortgagee takes possession of the property of the Lessee under this Lease;
- (g) any execution or similar process is made against the Premises on the Lessee's property;
- (h) the Premises are vacated, or otherwise not used, in the Lessor's reasonable opinion, for the Permitted Purpose for six month period; or
- (i) a person other than the Lessee or a permitted sublessee or assignee is in occupation or possession of the Premises or in receipt of a rent and profits.

17.2 Forfeiture

On the occurrence of any of the events of default specified in **clause 17.1** the Lessor may:

- (a) without notice or demand at any time enter the Premises and on re-entry the Term will immediately determine;
- (b) by notice to the Lessee determine this Lease and from the date of giving such notice this Lease will be absolutely determined; and
- (c) by notice to the Lessee elect to convert the unexpired portion of the Term into a tenancy from month to month when this Lease will be determined as from the giving of the notice and until the tenancy is determined the Lessee will hold the Premises from the Lessor as a Lessee from month to month under **clause 18**,

but without affecting the right of action or other remedy which the Lessor has in respect of any other breach by the Lessee of the Lessee's Covenants or releasing the Lessee from liability in respect of the Lessee's Covenants.

17.3 Lessor may remedy breach

If the Lessee:

- (a) fails or neglects to pay the Amounts Payable by the Lessee under this Lease; or
- (b) does or fails to do anything which constitutes a breach of the Lessee's Covenants,

then, after the Lessor has given to the Lessee notice of the breach and the Lessee has failed to rectify the breach within a reasonable time, the Lessor may without affecting any right, remedy or power arising from that default pay the money due or do or cease the doing of the breach as if it were the Lessee and the Lessee must pay to the Lessor on demand the Lessor's cost and expenses of remedying each breach or default.

17.4 Acceptance of Amount Payable By Lessor

Demand for or acceptance of the Amounts Payable by the Lessor after an event of default has occurred will not affect the exercise by the Lessor of the rights and powers conferred on the Lessor by the terms of the Lease or at law and will not operate as an election by the Lessor to exercise or not to exercise any right or power.

17.5 Essential Terms

Each of the Lessee's Covenants in **clauses 5** (Rent and Other Payments), **8** (Insurance), **9** (Indemnity), **11** (Maintenance, Repair and Cleaning), **12** (Use), **23** (Assignment, Subletting and Charging) and **28** (Goods and Services Tax), is an essential term of this Lease but this **clause 17.5** does not mean or imply that there are no other essential terms in this Lease.

17.6 Breach of Essential Terms

If the Lessee breaches an essential term of this Lease then, in addition to any other remedy or entitlement of the Lessor:

- (a) the Lessee must compensate the Lessor for the loss or damage suffered by reason of the breach of that essential term;
- (b) the Lessor will be entitled to recover damages against the Lessee in respect of the breach of an essential term; and
- (c) the Lessee covenants with the Lessor that if the Term is determined:
 - (i) for breach of an essential term or the acceptance by the Lessor of a repudiation of this Lease by the Lessee; or
 - (ii) following the failure by the Lessee to comply with any notice given to the Lessee to remedy any default,

the Lessee must pay to the Lessor on demand the total of the Amounts Payable under this Lease which would have been payable by the Lessee for the unexpired balance of the Term as if the Term had expired by effluxion of time together with the losses incurred or reasonably expected to be incurred by the Lessor as a result of the early determination including but not limited to the costs of re-letting or attempting to re-let the Premises;

- (d) the Lessee agrees that the covenant set out in this **clause 1.1(c)** will survive termination or any deemed surrender at law of the estate granted by this Lease;
- (e) the Lessee may deduct from the amounts referred to at **clause 1.1(c)** the Rent and other money which the Lessor reasonably expects to obtain by re-letting the Premises between the date of Termination and the date on which the Term would have expired by effluxion of time; and
- (f) the Lessor must take reasonable steps to mitigate its losses and endeavour to re-let the Premises at a reasonable rent and on reasonable terms but the Lessor is not required to offer or accept rent or terms which are the same or similar to the rent or terms contained or implied in this Lease.

18. Damage or destruction of Premises

18.1 Abatement of Rent

If the Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the occupation and use of the Lessee, then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Premises have been rebuilt or made fit for the occupation and use of the Lessee, and in case of any dispute arising under this provision the same will be referred to arbitration under the provisions of the *Commercial Arbitration Act 2012* and the full Rent must be paid without any deduction or abatement until the date of the arbitrator's award whereupon the Lessor will refund to the Lessee any Rent which according to the aware appears to have been overpaid.

18.2 Total Damage or Destruction

If the premises are at any time during the Term destroyed or damaged to an extent as to be wholly unfit for the occupation and use of the Lessee either party may give notice in writing to the other of them given within sixty (60) days after the event elect to cancel and terminate this lease. The term

will terminate upon such notice being given and the Lessee must vacate the premises and surrender the same to the Lessor, but such termination will be without prejudice however to the liability of the Lessee under this Lease up to the date of termination.

19. Holding over

If the Lessee remains in possession of the Premises after the expiry of the Term with the consent of the Lessor, the Lessee will be a monthly Lessee of the Lessor at a rent equivalent to one hundred and twenty percent of the Rent for the period immediately preceding expiry of the Term and otherwise on the same terms and conditions of this Lease provided that all consents required under this Lease or at law have been obtained to the Lessee being in possession of the Premises as a monthly Lessee.

20. Restore premises

Prior to Termination, the Lessee at the Lessee's expense must restore the Premises to a condition consistent with the observance and performance by the Lessee of the Lessee's Covenants under this Lease fair wear and tear excepted.

21. Yield up the premises

21.1 Peacefully surrender

On Termination the Lessee must:

- (a) peacefully surrender and yield up to the Lessor the Premises in a condition consistent with the observance and performance of the Lessee's Covenants under this Lease;
- (b) surrender to the Lessor all keys and security access devices and combination for locks providing an access to or within the Premises held by the Lessee whether or not provided by the Lessor.

21.2 Clause 21.1 to survive termination

The Lessee's obligation under **clause 21.1** will survive termination.

22. Removal of property from Premises

22.1 Remove property prior to termination

Prior to Termination, unless otherwise mutually agreed between the parties, the Lessee must remove from the Premises all property of the Lessee which is not a fixture other than air-conditioning plant and fire equipment, security alarms and security systems and other fixtures and fittings which in the opinion of the Lessor form an integral part of the Premises and promptly make good, to the satisfaction of the Lessor, any damage caused by the removal.

22.2 Lessor can remove property on re-entry

On re-entry the Lessor will have the right to remove from the Premises any property of the Lessee and the Lessee indemnifies the Lessor against all damage caused by the removal of and the cost of storing that property.

23. Assignment, Subletting and Charging

23.1 No assignment or sub-letting without consent

The Lessee must not assign the leasehold estate in the Premises nor Sub-let, part with possession, or dispose of the Premises or any part of the Premises without the prior written consent of the Lessor and any other persons whose consent is required under the terms of this Lease or at law.

23.2 Lessor's Consent to Assignment and Sub-letting

Provided all parties whose consent is required, under this Lease or at law, to an assignment or Sub-letting, give their consent and any assignment or sublease is for a purpose consistent with the use of the Premises permitted by this Lease then the Lessor may not unreasonably withhold its consent to the assignment or Sub-letting of the leasehold estate created by this Lease if:

- (a) the proposed assignee or sublessee is a respectable and responsible person of good financial standing capable of continuing the permitted use for non-profit making community purposes;
- (b) all Amounts Payable due and payable have been paid and there is no existing unremedied breach, whether notified to the Lessee or not, of any of the Lessee's Covenants;
- (c) the Lessee procures the execution by:
 - (a) the proposed assignee of a deed of assignment; or
 - (b) the proposed sublessee of a deed of sublease,to which the Lessor is a party and which deed is prepared and completed by the Lessor's solicitors; and
- (d) the assignment contains a covenant by the assignee or sublessee with the Lessor to pay all Amounts Payable and to perform and observe all the Lessee's Covenants.

23.3 Consents of Assignee Supplementary

The covenants and agreements on the part of any assignee will be supplementary to the Lessee's Covenants and will not release the assigning lessee from the Lessee's Covenants.

23.4 *Property Law Act 1969*

Sections 80 and 82 of the *Property Law Act 1969* are excluded.

23.5 Costs for assignment and sub-letting

If the Lessee wishes to assign or sub-let the leasehold estate created by this Lease the Lessee must pay all reasonable professional and other costs, charges and expenses, incurred by the Lessor or other person whose consent is required under this Lease, of and incidental to:

- (a) the enquiries made by or on behalf of the Lessor as to the respectability, responsibility and financial standing of each proposed assignee or sublessee;
- (b) any consents required under this Lease or at law; and
- (c) all other matters relating to the proposed assignment or sub-letting,

whether or not the assignment or Sub-letting proceeds.

23.6 No mortgage or charge

The Lessee must not mortgage nor charge the Premises.

24. Disputes

24.1 Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Lease is to be referred in the first instance in writing to the Lessor's Representative as nominated in writing by the Lessor from time to time (**the Lessor's Representative**) who shall convene a meeting within 10 days of receipt of such notice from the Lessee or such other period of time as is agreed to by the parties between the Lessor's Representative and an officer of the Lessee for the purpose of resolving the dispute (**the Original Meeting**).

24.2 Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 24.1** of this Lease then the dispute shall be referred in writing to the CEO of the Lessor who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the CEO and the Lessee for the purpose of resolving the dispute.

24.3 Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 24.2** of this Lease then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 2012* (as amended from time to time) and the Lessor and the Lessee may each be represented by a legal practitioner.

24.4 Payment of Amounts Payable to Date of Award

The Lessee must pay the Amounts Payable without deduction to the date of the award of the Arbitrator or the date of an agreement between the Parties whichever event is the earlier, and if any money paid by the Lessee is not required to be paid within the terms of the award of the Arbitrator or by agreement between the Lessor and the Lessee then the Lessor will refund to the Lessee the monies paid

25. Prior notice of proposal to change rules

If applicable, the Lessee agrees that it will not change its rules of association under the *Associations Incorporations Act 2015* without notifying the Lessor of its intention to make such a change prior to consideration of the required special resolution.

26. Provision of information

The Lessee agrees to provide to the Lessor:

- (a) a copy of the Lessee's audited annual statement of accounts for each year;
- (b) advice of any changes in its office holders during the Term; and
- (c) any information reasonably required by the Lessor.

27. Caveat

27.1 No absolute caveat

The Lessee nor any person on behalf of the Lessee will, without the prior written consent of the Lessor, lodge any absolute caveat at Landgate against the Certificate of Title for the Land, to protect the interests of the Lessee under this Lease.

27.2 CEO & Lessor as attorney

In consideration of the Lessor having granted this Lease to the Lessee, the Lessee irrevocably appoints the Lessor and the CEO of the Lessor jointly and severally:

- (a) for the Term of this Lease;
- (b) for any holding over under this Lease; and
- (c) for a period of 6 months after Termination,

to be the agent and attorney of the Lessee in its name and on its behalf to sign and lodge at Landgate:

- (d) a withdrawal of any absolute caveat lodged by or on behalf of the Lessee;
- (e) a withdrawal of any caveat lodged by or on behalf of the Lessee and not withdrawn on Termination; and
- (f) a surrender of the estate granted by this Lease,

and the costs of withdrawing any caveat or surrendering this Lease (including the Lessor's solicitor's costs and registration fees) will be borne by the Lessee.

27.3 Ratification

The Lessee undertakes to ratify all the acts performed by or caused to be performed by the Lessor, its agent or attorney under this clause.

27.4 Indemnity

The Lessee indemnifies the Lessor against:

- (a) any loss arising directly from any act done under this clause. and
- (b) all costs and expenses incurred in connection with the performance of any act by the attorney on behalf of the Lessee under this clause.

28. Goods and Services Tax

28.1 Definitions

The following definitions apply for the purpose of this clause:

- (a) **Act** means the Commonwealth's *A New Tax System (Goods and Services Tax) Act 1999* and associated Acts and subsidiary legislation;

- (b) **Consideration** means the Amounts Payable or any other money payable to the Lessor under this Lease, but does not include the amount of the GST which may apply to the Amounts Payable or other money payable under the Act;
- (c) **GST** means a tax under the Act levied on a Supply including but not limited to the Amounts Payable or other money payable to the Lessor for goods or services or property or any other thing under this Lease; and
- (d) **Supply** means a good or service or any other thing supplied by the Lessor under this Lease and includes but is not limited to a grant of a right to possession of the Premises.

28.2 Lessee to pay GST

- (1) The Consideration will be increased by the amount of the GST, if any, which the Lessor is required under the Act to pay on any Supply made under this Lease.
- (2) The Lessee must pay any increase referred to at **clause 28.2(1)** whether it is the Lessee or any other person who takes the benefit of any Supply.
- (3) The Lessee must pay the amount of the GST to the Lessor at the same time and in the same manner as the Lessee is required to pay the Consideration under this Lease.

28.3 Consideration in Kind

If consideration in kind is accepted by the Lessor for any Supply made under this Lease, the GST amount payable to the Lessor under **clause 28.2(2)** in respect of the consideration in kind will be calculated by using the prevailing market value of the consideration in kind as determined by the Lessor.

28.4 No Contribution from Lessor

If the Lessee is required under this Lease to make any payment of money or give other consideration to a third party for outgoings, goods, services and benefits of any kind, the Lessee is not entitled to any contribution from the Lessor for any GST payable by it to any person.

28.5 Statement of GST paid is Conclusive

A written statement given to the Lessee by the Lessor of the amount of the GST that the Lessor pays or is liable to pay or account for is conclusive as between the Parties except in the case of an obvious error.

28.6 Tax Invoices

For each payment by the Lessee under this clause the Lessor agrees to promptly deliver to the Lessee, as required under the Act, tax invoices and adjustment notes in a form which complies with the Act, so as to enable the Lessee to claim input tax credits or decreasing adjustments for Supplies.

28.7 Reciprocity

If the Lessee furnishes any Supplies to the Lessor under this Lease, then the requirements set out in this clause with respect to the Lessee will apply to the Lessor with the necessary changes.

29. No Fetter

Notwithstanding any other provision of this Lease, the Parties acknowledge that the Lessor is a local government established by the *Local Government Act 1995*, and in that capacity, the Lessor may be obliged to determine applications for consents, approvals, authorities, licences and permits

having regard to any Written Law governing such applications including matters required to be taken into consideration and formal processes to be undertaken, and the Lessor shall not be taken to be in default under this Lease by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Lease fetter the Lessor in performing its statutory obligations or exercising any discretion.

30. Additional Terms Covenants and Conditions

Each of the terms, covenants and conditions (if any) specified in **Schedule 1Item 11** of the Schedule are part of this Lease and are binding on the Lessor and the Lessee as if incorporated into the body of this Lease.

31. Commercial Tenancy Act

If at any time and for so long as the *Commercial Tenancy (Retail Shops) Agreements Act 1985* applies to this Lease and a provision of that Act conflicts with a provision of this Lease, then each conflicting provision of this Lease is deemed to be amended to the extent necessary to comply with that Act.

32. Acts by agents

All acts and things which the Lessor is required to do under this Lease may be done by the Lessor, the CEO, an officer or the agent, solicitor, contractor or employee of the Lessor.

33. Governing law

This Lease is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

34. Statutory powers

The powers conferred on the Lessor by or under any statutes for the time being in force are, except to the extent that they are inconsistent with the terms and provisions expressed in this Lease, in addition to the powers conferred on the Lessor in this Lease.

35. Notice

35.1 Form of delivery

A notice, consent, approval or other communication (each a Notice) under this Lease must be in writing and may be given or made:

- (a) by delivery to the Party personally;
- (b) by addressing it to the Party and leaving it at or posting it by registered post to the address of the Party appearing in this Lease or any other address nominated by a Party by Notice to the other; or
- (c) by electronic mail to the Party's email address as appearing in this Lease or any other address nominated by a Party by Notice to the other.

35.2 Service of notice

A Notice to a Party is deemed to be given or made:

- (a) if by personal delivery, when delivered;
- (b) if by leaving the Notice at an address specified in **clause 36.1(b)** at the time of leaving the Notice, provided the Notice is left during normal business hours;
- (c) if by post to an address specified in **clause 36.1(b)**, on the second business day following the date of posting of the Notice; and
- (d) if sent by electronic mail and the send does not received a message from its internet service provider or the recipient's mail server indicating that is has not be successfully transmitted, on the day of sending if a Business Day, otherwise on the next Business Day.

35.3 Signing of notice

A Notice to a Party may be signed:

- (a) if given by an individual, by the person giving the Notice;
- (b) if given by a corporation, by a director, secretary or manager of that corporation;
- (c) if given by a local government, by the CEO;
- (d) if given by an association incorporated under the *Associations Incorporation Act 2015*, by any person authorised to do so by the board or committee of management of the association; or
- (e) by a solicitor or other agent of the individual, corporation, local government or association giving the Notice.

36. Severance

If any part of this Lease is or becomes void or unenforceable, that part is or will be severed from this Lease 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.

37. Variation

This Lease may be varied only by deed executed by the parties subject to such consents as are required by this Lease or at law.

38. Moratorium

The provisions of a statute which would but for this clause extend or postpone the date of payment of money, reduce the rate of interest or abrogate, nullify, postpone or otherwise affect the terms of this Lease do not, to the fullest extent permitted by law, apply to limit the terms of this Lease.

39. Further assurance

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Lease.

40. Payment of money

Any Amounts Payable to the Lessor under this Lease must be paid to the Lessor at the address of the Lessor referred to in the Lease or as otherwise directed by the Lessor by Notice from time to time.

41. Waiver

41.1 No general waiver

Failure to exercise or delay in exercising any right, power or privilege in this Lease by a Party does not operate as a waiver of that right, power or privilege.

41.2 Partial exercise of right power or privilege

A single or partial exercise of any right, power or privilege does not preclude any other or further exercise of that right, power or privilege or the exercise of any other right, power or privilege.

Schedule

Item 1 Land and Premises

(a) Land

Lot 109 on Deposited Plan 70670 being the whole of the land comprised in Certificate of Title Volume 2786 Folio 116.

(b) Premises

That part of the Land, as identified on the plan annexed hereto as **Annexure 1**, including all fixtures, fittings belonging to the Lessor therein and all alterations, additions and improvements on that part of the Land during the Term.

Item 2 Term

2 years commencing on [insert date] January 2020 and expiring on [insert date] January 2022.

Item 3 Commencement Date

[insert date] January 2020.

Item 4 Rent

\$28,509 per annum plus GST payable in advance by equal monthly instalments of \$2,375.75.

Item 5 Rent Review

Manner in which Rent is to be reviewed:

Rent Review Date	Manner of Review
XX January 2021	CPI Review

Item 6 Outgoings Contribution

From the Commencement Date until the 1st Outgoings Review Date, the Outgoings Contribution are \$8,460 per annum plus GST payable in advance by equal monthly instalments of \$705 with the first payment due on the Commencement Date.

Item 7 Permitted purpose

Training purposes and uses reasonably ancillary thereto.

Item 8 Public liability insurance

Twenty million dollars (\$20,000,000.00).

Item 9 Repainting Dates

On or before the end of the Term, unless otherwise advised by the Lessor in writing.

Item 10 Notice Details

Lessor

The City of Kwinana (ABN 13 890 277 321)
Address: PO Box 21, Kwinana WA 6966
Email: city.legal@kwinana.wa.gov.au

Lessee

Stirling Skills Training Inc.
Address: Level 1, 14 Ventnor Avenue, West Perth WA 6872
Email: nina@trainingalliance.com.au

Item 11 Additional terms and covenants

11.1 Liquor licence

The Lessee agrees that if a licence or permit is granted under the *Liquor Control Act 1988* for the Premises it must:

- (i) comply with any requirements attaching to the licence or permit at its cost and where any alteration is required to the Premises **clause 13** shall apply;
- (ii) comply with the requirements of the Harm Minimisation Policy (as amended from time to time) of the Department of Racing, Gaming & Liquor, which will require, without limitation the following:
 - (a) the development and implementation of a House Management Policy and Code of Conduct (as defined by the Harm Minimisation Policy) for the Premises, and such policies must be displayed in a prominent position on the Premises at all times; and
 - (b) the development and implementation of a Management Plan (as defined by the Harm Minimisation Policy) for the Premises.
- (iii) provide a copy of the licence or permit (as well as a copy of any document referred to in the licence or permit, including without limitation a copy of the House Management Policy, Code of Conduct and Management Plan (as defined by the Harm Minimisation Policy) to the Lessor as soon as practicable after the date of grant; and
- (iv) indemnify and keep indemnified the Lessor from and against any breach of the *Liquor Control Act 1988*, *Liquor Control Regulations 1989* or the licence or permit or any conditions imposed thereupon for which it may be liable as the owner of the Premises.

11.2 Minimise nuisance to neighbours

- (i) The Lessee must take all reasonable action to minimise and prevent disruption, nuisance and disturbance to surrounding residential premises, particularly during and following social events held at the Premises.
- (ii) The Lessee must comply with all reasonable conditions and directions that may be imposed by the Lessor from time to time in relation to the minimisation and prevention of disruption, nuisance and disturbance to surrounding residential premises.

11.3 Right to terminate upon notice

Notwithstanding any other provision of this Lease, the Parties AGREE that either party may terminate this Lease for any reason upon six months written notice to the other party. If this Lease is terminated in accordance with this clause, **clause 21** and **21** will apply.

11.4 Use of Premises in Emergency

Notwithstanding any other provision in this Lease, in the event of a circumstance that calls for immediate emergency response, including flooding or a bushfire event, the Landlord may require the use of the whole or part of the Premises for that purpose and the Tenant agrees to surrender use of the whole or part of the Premises for that purpose. If such an emergency occurs and the Landlord enters into possession of the whole or part of the Premises, the Landlord agrees to suspend payment of the Rent and Outgoings Charges (or part thereof dependent on whether the Landlord requires use of the whole or only a part of the Premises) for the duration of the emergency.

11.5 After-hours access to the Leased Premises

- (i) Should the Lessee access the Leased Premises outside the Normal Hours, the Lessee shall be responsible for the security of the Building for the time any Authorised Person is inside the Building.
- (ii) The Lessee must not permit any third party to have access to the keys, access cards or other security devices for the Leased Premises or the Building.
- (iii) The Lessee shall pay to the Lessor on demand on a full indemnity basis any amounts payable by the Lessor arising from the Lessee's improper use of the keys, access cards or other security devices for the Leased Premises or the Building.

11.6 Damage to Lessor's Fixtures

- (i) The Lessee acknowledges and agrees that the Lessor's Fixtures do not include any software. All software must be supplied by the Lessee at the Lessee's cost.
- (ii) The Lessee agrees to (at the Lessee's cost):
 - (a) maintain the Lessor's Fixtures in a good condition and where necessary, repair or replace any of the Lessor's Fixtures to the satisfaction of the Lessor, except in respect of fair wear and tear;
 - (b) return to the Lessor any of the Lessor's Fixtures which have been damaged and cannot be repaired; and
 - (c) provide the Lessor with written notice of any Lessor's Fixtures which are replaced by the Lessee at the Lessee's cost; and

- (d) leave all Lessor's Fixtures which have not been replaced in the Leased Premises at the expiration of the Term (or the Further Term as the case may be).
- (iii) For the avoidance of doubt, any Lessor's Fixture which has been replaced by the Lessee at the Lessee's cost will vest in the Lessor unless the Lessor or Lessee provides otherwise in writing to the Lessor.

11.7 Termination

- (i) Notwithstanding any other clause in this Lease, the parties agree that the Lessor may (in its absolute discretion) permit the Lessee to terminate the Lease upon the Lessee giving the Lessor ninety (90) days prior written notice.
- (ii) The Lessor will not unreasonably withhold consent if the Lessee satisfies the Lessor that:
 - (a) the funding the Lessee receives from a Relevant Authority has ceased; and
 - (b) it is no longer financially viable for the Lessee to continue operating from the Leased Premises.
- (iii) Notwithstanding any other provision of this Lease, the Parties AGREE that either party may terminate this Lease for any reason upon six months written notice to the other party. If this Lease is terminated in accordance with this clause, **clause 21** and **21** will apply.

Signing page

EXECUTED

2020

THE COMMON SEAL of **CITY OF KWINANA** is
affixed in the presence of:

Mayor

(Print Full Name)

Chief Executive Officer

(Print Full Name)

SIGNED by **STIRLING SKILLS TRAINING INC:**

Office Holder Sign

Office Holder Sign

Name:

Name:

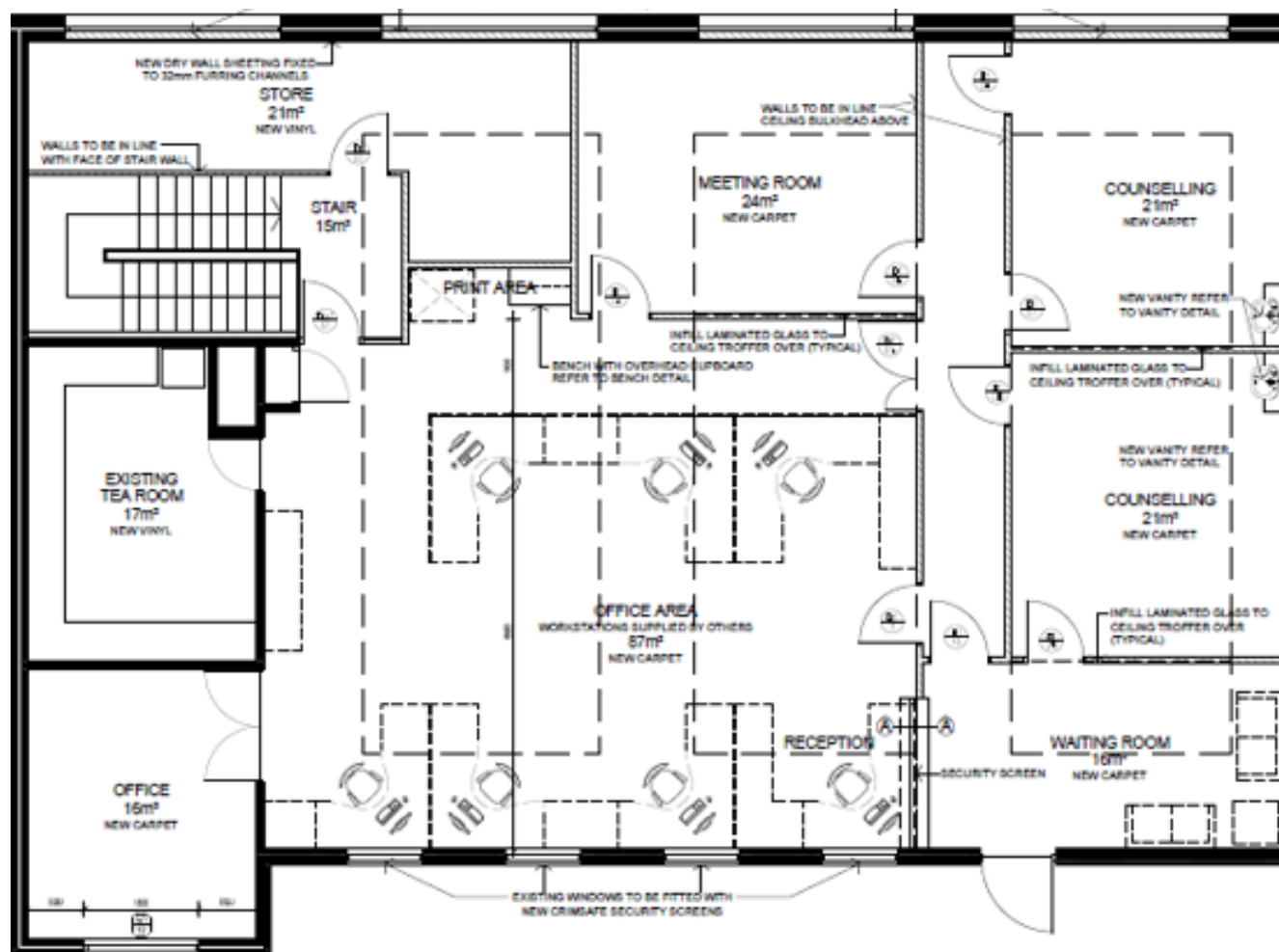
Address:

Address:

Office Held:

Office Held:

Annexure 1 – Sketch of Premises



19 Notices of motions of which previous notice has been given

19.1 Use of Pioneer Names for Road Naming

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

At the Ordinary Council Meeting of 27 November 2019, Cr Feasey gave notice of his intention to move the following motion:

“That City Officers investigate and develop a Policy to acknowledge City of Kwinana Pioneers that have passed for the naming of streets within the City”.

The foreshadowed Councillor motion is listed below, with minor adjustments to suit the standard form of motion wording.

AMENDED COUNCILLOR MOTION:

That Council request City Officers to investigate and develop a Policy to acknowledge City of Kwinana Pioneers that have passed, through the naming of streets within the City.

It is recommended by Officers that the Council does not support the proposed motion precisely. Council already has a policy for the ‘Naming of Streets, Parks, Places and Buildings’, which details the considerations on the naming of streets, including prioritising pioneers. A copy of Council’s existing policy is included at Attachment A. Officers have proposed an alternative motion, which will give effect to the intent of the motion, and recognise the need to expand the current list in order to be suited to use in a large development area. The existing policy was due for a review by 9 August 2019 which has not been undertaken to date. The existing policy and the list of Kwinana pioneer names will be simultaneously reviewed and updated by the end of March 2020.

OFFICER RECOMMENDATION

That Council request the Chief Executive Officer to review the policy and the list of Kwinana pioneer names suited for allocation to future road names, with a view to allocating pioneer names to a future large subdivision as a naming theme.

DISCUSSION:

At its Ordinary Council Meeting of 9 April 2014, Council resolved to adopt a ‘reserve’ name list with the Geographic Names Committee. The reserve list prevents the listed names being used in a proximity to the City that would prevent future use within the City. This list, which is still active with the Geographic Names Committee, was developed using pioneer names from the Laurie Russell book, Kwinana: Third Time Lucky. Additional themes were added to the list at the time of adoption by Council, as the number of available pioneer names was limited.

19.1 USE OF PIONEER NAMES FOR ROAD NAMING

At the time the list was developed, from the names listed within the Kwinana: Third Time Lucky publication, only 12 pioneer names met the requirements of the Geographic Names Committee. The Geographic Name's rules prevent the repeat of names in a geographic area, and, amongst other rules, does not allow names to be used where they are difficult to pronounce or spell. Of the original 12 names approved for inclusion on the list, nine names are remaining. The remaining names are:

- Bonano - Secretary of the Medina Residents' Association 1956-66;
- Bostic - included on the Muster Table of the HMS Success, between March and April 1827;
- Deirkauf - Progress Association 1958;
- Higginbottom - Private on the HMS Sulphur arriving in 1829;
- Holber - Progress Association 1958;
- Lealholm - name of the Mead family property;
- Manwaring - first shop keeper in Kwinana and Councillor;
- Mofflin - organiser of the Kwinana Flares Marching Girls; and
- Sublet - President and Secretary of the Kwinana District Club.

Due to the small number of pioneer names available on the reserve list, City Officers have been unable to make the names available for use in a large subdivision. Name allocations in a subdivision are based on themes, which are generally carried on to the adjacent development, to get a consistency in road naming in a geographic area. With the number of pioneer names still available, it is not possible for the remaining names to cover the requirements of a large subdivision area. Instead, the pioneer names are allocated to small subdivisions and new roads not associated with a large greenfield subdivision, or roads that can be differentiated from a subdivision geographically.

Relevantly, due to the restrictions on road naming within the Geographic Names Committee rules, developing naming themes, with enough names available, is becoming an increasing challenge for developers. Accordingly, if enough pioneer names are available, it would not be challenging to have the theme adopted within a new development area. As such, if there are names available, updating the City's list could allow the generation of enough names to create a usable theme. Alternatively, if the available names have been exhausted, the approach to using pioneer names will be limited to the remaining reserved names for use within small developments and geographically distinguishable roads.

Importantly, the Geographic Names Committee no longer adopts reserve name lists. However, this does not prevent the City from maintaining its own list of pre-approved names, although there is the risk that some of the names could become unavailable if they are used in an adjacent Local Government area. If Council is inclined to support the concept of allocating pioneer names to a new development, as a road naming theme, it is recommended that the Council resolve to maintain a list of 'pre-approved' names in-house (while names can no longer be reserved, the City can maintain a list of suitable names, which have passed through the first round of vetting by Geographic Names). If an internal list of pioneer names is to be kept, it is recommended that the community be encouraged to nominate names to be added to the list (noting that there is no reason to put an end date on the inclusion of names, which could be a live list). To be considered for inclusion on the list (names deemed unsuitable after initial vetting by Geographic Names cannot be included on the list) proposed names have to be of a deceased person (at least two years) with a notable connection or involvement with the Kwinana community (the contribution to the Kwinana community, or pioneering history, is required by the Geographic Names Committee). As the original list of names was developed from the Kwinana: Third Time Lucky publication, it is likely that more modern community 'pioneer' names will be required.

19.1 USE OF PIONEER NAMES FOR ROAD NAMING

The use of additional formal policy to achieve a list of pioneer names is unnecessary, and is likely to be unworkable, or create naming quirks where it impacts pre-existing themes. However, Council can resolve to maintain a list with the intention of the list becoming a

naming theme, where the number of available names is enough for a theme to be practical. A point in a Council resolution to the effect that Council seeks to use the list as a naming theme will create a policy position (as opposed to a policy document) and is an instruction to staff to effect such a theme, when it is practical to do so.

LEGAL/POLICY IMPLICATIONS:

Council Policy - Naming of Streets, Parks, Places and Buildings

Names of roads and streets are approved by the Geographic Names Committee. Proposed road names are initially vetted through an on-line name checking system. If a name passes initial vetting, it can be included on a local list. However, reserve names are required for road naming themes, due to the risk of the Geographic Names Committee disallowing some names after a detailed review.

FINANCIAL/BUDGET IMPLICATIONS:

There are no financial implications resulting from this report.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications resulting from this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications resulting from this report.

STRATEGIC/SOCIAL IMPLICATIONS:

Council's existing policy identifies the opportunity to recognise local indigenous history in street naming themes. Consideration should be given to the development of list of local Aboriginal family, place and other names, for use as a future street naming theme.

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

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

19.1 USE OF PIONEER NAMES FOR ROAD NAMING**COMMUNITY ENGAGEMENT:**

No formal consultation processes are proposed as part of this report. City officers and Councillors should encourage the community to propose names for inclusion on the list, when the opportunity arises.

Consideration could be given to a consultation process with the local indigenous community, to develop a relevant list of Aboriginal names, as part of the next phase of the Conciliation Action Plan.

PUBLIC HEALTH IMPLICATIONS

There are no public health implications resulting from this report.

RISK IMPLICATIONS:

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

Risk Event	Relevant pioneer names are missed from the list
Risk Theme	Inadequate engagement practices
Risk Effect/Impact	Reputation
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	The list will be a 'live list' allowing names to be added over time
Rating (after treatment)	Low

COUNCIL DECISION**069****MOVED CR P FEASEY****SECONDED CR S WOOD**

That Council request the Chief Executive Officer to review the policy and the list of Kwinana pioneer names suited for allocation to future road names, with a view to allocating pioneer names to a future large subdivision as a naming theme.

CARRIED
8/0

Council Policy

Naming of Streets, Parks, Places and Buildings



Council Policy

Naming of Streets, Parks, Places and Buildings

D13/64393[v3]

- 1. Title**
Naming of Streets, Parks, Places and Buildings
- 2. Purpose**
To provide guidelines for the naming of streets, parks, places and buildings and to standardise street naming within the City of Kwinana.
- 3. Scope**
This policy is in respect to the naming of all streets, parks, places and buildings within the City of Kwinana.
- 4. Definitions**
List definitions and terminology that will assist in the understanding of this Policy.
- 5. Policy Statement**
 - 5.1 Naming of Streets**

The Geographic Names Committee (GNC) and Council approve new street names. The proposed name is to comply with the latest version of Landgate's Policies and Standards for Geographical Naming in Western Australia, in order for the GNC to approve it.

All proposed road naming or renaming is to be submitted in writing to the City including the contact name and address details of the applicant. The request is to provide adequate information to enable the road to be clearly identified and is to include a reason for the request.

To expedite the approval process for new names, applicants are encouraged to contact the City to obtain a copy of their pre-approved road names, in order to select a pre-approved name.

Street naming should occur on the basis of;

 - name of crew and passengers, arriving in Western Australia on the original settlers' ships;
 - aboriginal words;
 - past elected members;
 - past long term serving officers;
 - local pioneers; or
 - any other name approved by the Geographic Names Committee (GNC) and Council.

It should be noted that names should not be offensive or likely to cause offence, and should not be that of a living person or current company/business.

Some existing road names within the City of Kwinana do not comply with this

policy. Generally however, these are only to be changed if there are compelling reasons (e.g. confusion with a similar name).

5.2 Naming of Parks, Places and Buildings

A 'Naming of Parks, Places and Buildings Selection Working Group' is to comprise of;

- three elected members; and
- at least one prominent community member (for example, the Citizen of the Year).

The working group is to meet as required.

5.2.1 Selection of names for Parks, Places and Buildings

Following a consultation process that ensures consistency and fairness with regards to input from the community and stakeholders (to be determined by the Director City Living), submissions for names are to be considered by the Working Group. The naming of all the City's Parks, Places and Buildings is to be determined by Council resolution.

The naming of parks and places must be in accordance with Landgate's Policies and Standards for Geographical Naming in Western Australia which incorporates the relevant sections of the AS/NZS 4819-2011 Rural and Urban Addressing Standard.

5.2.2 What is encouraged

- Names should have some relevance to the area in which the asset is located. Aspects to be taken into account include historical, cultural, heritage, environmental, geographical or botanical significance.
- Aboriginal place names may be adopted where these names are appropriate to the locality and provided that consultation occurs with the relevant Aboriginal groups and there is agreement on the use of the proposed name.

5.2.3 What is discouraged

- Assets should not be named after commercial enterprises.
- Names should not be derogatory or offensive on the grounds of race, ethnicity, religion or gender.
- Names of living persons should not to be approved by Council. Landgate's Policies and Standards for Geographical Naming in Western Australia, states that the use of a person's name whom has not been deceased for at least two years will not be considered.

5.2.4 General naming rules

Council should ensure as far as possible that names are:

- Relatively short (e.g. the use of scientific names may not be appropriate).
- Relevant to the purpose for which they are recommended.
- Not easily confused with or duplicating names within the region or nearby localities.
- Consistent with Landgate's Policies and Standards for Geographical Naming in Western Australia

5.2.5 List of recommended names

The City has a master list of recommended Parks, Places and Building Names. This master list is to be formed from those names recommended by previous consultation that have not yet been used.

Persons requesting the addition of a name to the master list are to submit supporting information.

Requests for the addition of a name to the master list will be considered by the Naming of Parks, Places and Buildings Selection Working Group.

6. Financial/Budget Implications

There may be costs associated with providing naming signage and ceremonies associated with this Policy.

7. Asset Management Implications

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

8. Environmental Implications

There are no specific environmental implications associated with this Policy.

9. Strategic/Social Implications

Strategic Community Plan 2017 – 2027

Objective 1.9: Respect and promote Kwinana's unique heritage

10. Occupational Safety and Health (OSH) Implications

There are no specific 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.

12. References

Name of Policy	Naming of Streets, Parks, Places and Buildings
Date of Adoption and resolution No	29/04/1992 #422 (Naming of Streets Policy) 08/09/2010 #182 (Naming of Parks, Places and Buildings Policy)
Review dates and resolution No #	09/08/2017 #563
New review date	09/08/2019
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council
Directorate/s	City Engagement City Infrastructure
Department/s	Community Development Engineering Services

Related documents	<p>Acts/Regulations Local Government Act 1995 Section 2.7 – Role of Council</p> <p>Land Administration Act 1997</p> <p>Plans/Strategies Nil</p> <p>Policies Nil</p> <p>Work Instructions Nil</p> <p>Other documents AS/NZS 4819-2011 Rural and Urban Addressing Standard</p>
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Note: Changes to References may be made without the need to take the Policy to Council for review.

20 Notices of motions for consideration at the following meeting if given during the meeting

Nil

21 Late and urgent business

Nil

22 Reports of Elected Members

22.1 Deputy Mayor Peter Feasey

Deputy Mayor Peter Feasey reported that he had attended the Kwinana Senior Citizens Meeting.

The Deputy Mayor advised that he had attended the City of Kwinana Australia Day Celebrations.

The Deputy Mayor mentioned that he had attended the WA Local Government Association (WALGA) Elected Member Mandatory Training regarding Meeting Procedures.

22.2 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had attended the City of Kwinana Australia Day Celebrations which were delightful.

22.3 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the City of Kwinana Australia Day Celebrations which was a wonderful occasion.

22.4 Councillor Matthew Rowse

Councillor Matthew Rowse reported that he had attended the Forget Me Not Café at the Well Tavern and added that it is a wonderful cause and that he commends them for what they are trying to initiate.

Councillor Rowse advised that he had attended the City of Kwinana Australia Day Celebrations and he passed on his thanks to the Mayor for acknowledging his birthday.

Councillor Rowse mentioned that he had attended the Keys Board Meeting and he looks forward to attending more in the future.

22 REPORTS OF ELECTED MEMBERS

22.5 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended the City of Kwinana Australia Day Celebrations and acknowledged that the City Officers had done a magnificent job with the event.

Councillor Dennis Wood advised that he and Councillor Sherilyn Wood had arranged packages for the wildlife affected by the fires to be sent to the eastern states.

22.6 Councillor Sherilyn Wood

Councillor Sherilyn Wood reported that she had attended the City of Kwinana Australia Day Celebrations and that there had been 72 new citizens welcomed at the City of Kwinana Citizenship Ceremony and the whole event was a really happy occasion.

Councillor Sherilyn Wood advised that she would be attending the WALGA Elected Member Mandatory Training regarding Meeting Procedures on 17 February 2020.

23 Answers to questions which were taken on notice

Nil

24 Mayoral Announcements

Mayor Carol Adams reported that she had attended the Senior Citizens Christmas Lunch in Wandi.

The Mayor advised that she had attended the 50 Year Anniversary Celebration of Pacific Industrial Group, Naval Base.

The Mayor mentioned that she had attended the Kings College Primary School Presentation Night.

The Mayor reported that she had attended the Kings College Senior School Graduation and Award evening.

The Mayor advised that she had attended the Bertram Primary School Year Six Graduation.

The Mayor mentioned that she had attended the Frank Konecny Community Centre Community Christmas Party.

The Mayor reported that she had attended the Kwinana Senior Citizens Centre Christmas Luncheon.

24 MAYORAL ANNOUNCEMENTS

The Mayor advised that she had attended the Inaugural Kwinana Christmas Carols held at Chisham Square.

The Mayor mentioned that she had attended the Official Opening of the Fremantle Ports Kwinana Bulk Terminal Offices by Minister for Ports, Allanah McTiernan MLA.

The Mayor reported that she had attended the City of Kwinana Lolly Run Preparation Meeting and the Christmas Morning Lolly Run.

The Mayor advised that she had attended the Medina Primary School Graduation.

The Mayor mentioned that she had attended the Calista Primary School Graduation.

The Mayor reported that she had attended the Executive Appraisal Committee Chief Executive Officer (CEO) Interviews.

The Mayor advised that she had attended the Kwinana Recquatic Centre Annual Open Day.

The Mayor mentioned that she had attended the Forget Me Not Memory Café Open Day and explained that it will be held every third Wednesday of the month from 10am to 12pm at The Well.

The Mayor reported that she had attended the City of Kwinana Australia Day Celebrations where the City welcomed 72 new Australians from 19 countries around the world. The Mayor passed on her congratulations to the City's 2020 Citizen of the Year, Nic Marshall, Youth Citizen of the Year, Kai Best, Senior of the Year, Bob Thompson and the Honeywood Residents Association whom were awarded the Active Citizenship Group or Event of the Year.

25 Confidential items

COUNCIL DECISION

070

MOVED CR P FEASEY

SECONDED CR W COOPER

That in accordance with Sections 5.23(2)(a) of the *Local Government Act 1995*, Council move behind closed doors to allow discussion of the Confidential item.

CARRIED
8/0

The press, Executive Team, Lawyer and Council Administration Officer exited and the Council Chambers doors were closed at 7:33pm.

25.1 Progression of Recruitment Process for new Chief Executive Officer

COUNCIL DECISION

071

MOVED CR W COOPER

SECONDED CR S WOOD

That Council suspend Standing Orders at 7:36pm.

CARRIED
8/0

COUNCIL DECISION

072

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council reinstate Standing Orders at 8:02pm.

CARRIED
8/0

COUNCIL DECISION

073

MOVED CR

SECONDED CR

That Council:

1. Endorses candidates numbered 15 and 31 as detailed in the Council Resolution from the Special Council meeting of 18 December 2019 to undertake a presentation to Council as determined in the Officer Recommendation 2.
2. Delegate to Mayor Carol Adams the determination of a topic for the endorsed candidates to make a presentation to Council, to take place on or around 10 February 2020.

CARRIED
8/0

NOTE – That the Officer Recommendation has been amended at point 1 to include the candidate numbers and at point 2 to delegate to the Mayor the presentation topic determination.

24 CONFIDENTIAL ITEMS

COUNCIL DECISION

074

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council return from Behind Closed Doors.

**CARRIED
8/0**

The Council Chambers doors were opened at 8:04pm

NOTE – The Ordinary Council Meeting Agenda for the Ordinary Council Meeting held on 29 January 2020 incorrectly referred to Matters Behind Closed Doors at item 21. This error has been corrected and the item has been presented at item 25, Confidential items and item 21 has been correctly renamed late and Urgent Business, in accordance with the City of Kwinana Standing Orders 2019.

26 Close of meeting

The Mayor declared the meeting closed at 8:05pm.