

Ordinary Council Meeting

22 July 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

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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 S WOOD

MR W JACK	-	Chief Executive Officer
MR D ELKINS	-	Director City Infrastructure / Acting Director City Business
MRS B POWELL	-	Director City Engagement
MRS M COOKE	-	Director City Regulation
MRS M BELL	-	Director City Legal
MS A MCKENZIE	-	Council Administration Officer

Members of the Press 1
Members of the Public 2

1 Opening and announcement of visitors

Presiding Member declared the meeting open at 5:32pm and welcomed all in attendance.

2 Acknowledgement of country

Presiding Member read the Acknowledgement of country

"It gives me great pleasure to welcome you all here and before commencing the proceedings, I would like to acknowledge that we come together tonight on the traditional land of the Noongar people and we pay our respects to their Elders past and present."

3 Dedication

Councillor Wendy Cooper 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):

Councillor Dennis Wood from 11 June 2020 to 31 July 2020 inclusive.

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 Mr Nik Hidding, Peter Webb and Associates in regards to item 17.2, Development Application for a Drive-In Takeaway Food Shop – Lot 2 (27) Weston Street Naval Base, read by Mayor Carol Adams

This Deputation Request is in relation to Item 17.2 on the Agenda for the 22 July Ordinary Council Meeting, which is for the Proposed Takeaway Food Shop at 27 Weston Street, Naval Base.

Peter Webb & Associates (PWA) acts for the Owner in this Application.

We have read the recommendation for tonight's Council meeting and we respectfully seek for Condition 2 (dealing with hours of operation) to be slightly amended to allow the operator to open from 5:00am (instead of 6:00am) as this would allow the operator to serve coffee to those customers who are already on the road at that time of the morning. The operator has another take away facility in the next suburb that operates in a similar way and as such, we would like to keep the hours consistent between the two facilities.

We have discussed this with the Planning Officer at the City and have been advised that it shouldn't be a problem and should not affect the recommendation.

We understand that the Director of Planning has a slightly amended wording of Condition 2 to provide to the Council. We are otherwise supportive of the recommendation and would seek Council's approval for this Application.

6.3.2 Mr Clayton Plug, Harley Dykstra in regards to item 17.3, Development Application – Use not Specified (Respite care facility) – No 21 Nella Place, Wellard

Good evening Councillors, my name is Clayton Plug – Senior Planner at Harley Dykstra, and I'm here to present to you in respect of Item 17.3 on the agenda, specifically the proposed Respite Care facility at 21 Nella Place, Wellard. I thank you for this opportunity, which I will aim to keep very brief.

6.3 DEPUTATIONS

I'm here tonight with Cinci Dymock, my Client, who is the founder of Focussed Supports, the organisation that is seeking to obtain approval to use this property on Nella Place as a place for the respite care of persons with disabilities. I'd like to first thank the City for acknowledging the valuable service that this, and other similar organisations, provide to our society. It is appreciated.

Harley Dykstra have been working with the land owner and the City's staff to seek a suitable resolution to the situation at the subject site over the last number of months. However, despite the recommendation for refusal that is before you this evening, we believe that there is still significant scope to alter this proposal in a manner that would work with the concerns that have been raised by the local community, other government agencies and indeed the City of Kwinana. It is on that basis that I am requesting that a decision on this matter be deferred to allow for a period of further negotiation. In speaking to the City's officers that are dealing with this matter, I understand that we have their support for this request.

As indicated, we have heard and understood the nature of the matters that have been raised and, as a result our Client has confirmed that they are able to substantially reduce the size of the proposal in a manner that will address all of the concerns. It is our view that these reductions will ensure that the amenity impact of the proposed use is at least comparable, and in fact likely to be well below what one would normally expect from a family occupying a residence on a Special Rural property, such as those along Nella Place.

We are also very confident that we can work with the Department of Primary Industry and Regional Development, and with the Department of Fire and Emergency Services to provide satisfactory answers to the questions they have raised regarding some of the technical issues.

Conclusion

Councillors, in summary then, I'd like to confirm that we are requesting that this matter be deferred to allow for further negotiation, after which we are confident that we will be able to obtain the City's support for this application, albeit in a substantially reduced fashion. Thank you.

7 Confirmation of minutes

7.1 Ordinary Meeting of Council held on 8 July 2020:

COUNCIL DECISION

206

MOVED CR S LEE

SECONDED CR M ROWSE

That the Minutes of the Ordinary Meeting of Council held on 8 July 2020 be confirmed as a true and correct record of the meeting.

**CARRIED
7/0**

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

Mayor Carol Adams declared an impartiality interest in item 18.2, Accounts for payment for the month ended 30 June 2020 due to her husband's employer, Kwinana Industries Council, receiving a payment from the City of Kwinana for their School Based Traineeship program.

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

12.1 Audit Committee Meeting of Council held on 16 March 2020:

COUNCIL DECISION ENBLOC

207

MOVED CR S LEE

SECONDED CR M ROWSE

That the Minutes of the Audit Committee Meeting of Council held on 16 March 2020 be confirmed as a true and correct record of the meeting.

**CARRIED BY ENBLOC COUNCIL DECISION
7/0**

12.2 Audit Committee Meeting of Council held on 6 July 2020:

COUNCIL DECISION ENBLOC

207

MOVED CR S LEE

SECONDED CR M ROWSE

That the Minutes of the Audit Committee Meeting of Council held on 6 July 2020 be confirmed as a true and correct record of the meeting.

**CARRIED BY ENBLOC COUNCIL DECISION
7/0**

12.3 Chief Executive Officer Review of Financial Management Systems and Procedures

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 requires the Chief Executive Officer (CEO) to carry out a review of the appropriateness and effectiveness of the City of Kwinana's financial management systems and procedures (FMR) at least once in every three years and report to the local government the result of those reviews.

The Audit Committee is requested to note the method of reviewing the City's financial management systems and procedures and recommend that Council receive this report (FMR report).

OFFICER RECOMMENDATION:

That the Audit Committee recommend Council receive this report as confirmation of a review of the appropriateness and effectiveness of the financial management systems and procedures (Financial Management Review), for the period 2017 to 2020.

AUDIT COMMITTEE RECOMMENDATION

That Council receive this report as confirmation of a review of the appropriateness and effectiveness of the financial management systems and procedures (Financial Management Review), for the period 2017 to 2020.

DISCUSSION:

The last FMR was completed in 2017, following an external review by independent auditor Moore Stephens. The 2017 external audit reviewed 26 areas, including policies, procedures and risk management. As a result of this external audit, 11 recommended improvements were made. All 11 recommendations have been implemented, so that there are no outstanding actions from this audit.

In the three years since the last FMR, a program of internal control audits has been in place, with quarterly reports to the Audit Committee. In addition, the City has had external financial audits each year, an external systems and procedures review, and has reviewed and implemented each best practice recommendation of the OAG since the 2017 FMR. The following is a list of internal and external audits and implantation of OAG recommendations occurring in the period 2017 to 2020:

12.3 CHIEF EXECUTIVE OFFICER REVIEW OF FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES

1. June 2017 - 2017 Financial Management Review by external audit (previous FMR, with all recommendations resolved);
2. 2017 to 2020 - City of Kwinana Internal Audit Program, which has been a program of control audits, and reported to the Audit Committee each quarter;
3. May 2018 - Management Review against OAG Recommendations - Controls Over Corporate Credit Cards;
4. October 2018 - 2018 Review of Systems and Procedures – external audit;
5. March 2019 - Management Review against OAG Better Practice Principles - Management of Supplier Master Files;
6. March 2019 - Management Review against Recommendations - Audit Results Report - Annual 2017-18 Financial Audits of Local Government Entities;
7. June 2019 - Management Review against OAG Better Practice Principles - Verifying Employee Identity and Credentials;
8. August 2019 - Management Review against OAG Better Practice Principles - Fraud in Local Government;
9. September 2019 - 2019 Financial Audit – external audit;
10. October 2019 - Management Review against OAG Better Practice Principles - Local Government Procurement; and
11. March 2020 - Management Review against Recommendations - Audit Results Report - Annual 2018-19 Financial Audits of Local Government Entities.

The financial management systems and procedures reviewed through internal and external audit, between 2017 and 2020, included the following:

- Bank reconciliation and petty cash;
- Trust funds;
- Receipts and receivables;
- Rates;
- Fees and Charges;
- Purchases, payments and payables (including purchase orders);
- Payroll;
- Credit card purchases;
- Fixed assets;
- Cost and administration overhead allocations;
- Minutes and meetings;
- Budget;
- Financial reports;
- Plan for the future;
- Registers (including annual and primary returns);
- Delegations;
- Audit committee;
- Insurance;
- Storage of documents/record keeping; and
- General compliance and other matters.

The various internal and external audits, internal control reviews, and management reviews, between 2017 and 2020, have incorporated 252 different checks of the City's financial management and risk systems and procedures. As part of the management reviews, a number of the City's policies have been updated, including the Credit Card policy, Debtor Collection policy and Elected Members and Chief Executive Officer Training and Development policy.

12.3 CHIEF EXECUTIVE OFFICER REVIEW OF FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES

Based on the previous FMR being an external independent audit, and the subsequent internal and external audits, reviews and checks, it is considered that the expected standard of a review at least once every three years has been achieved. Moving forward, a program of rolling audits will continue, with guidance from the Audit Committee. However, it is expected that a greater emphasis will be placed on the use of external independent auditors in the future, to enhance the efficacy of the rolling audit and control check programs. It is recommended that the Audit Committee recommend that the Council receive this report as confirmation of meeting the standard required for a three-yearly FMR.

LEGAL/POLICY IMPLICATIONS:

Local Government (Financial Management) Regulations 1996:

5. CEO's duties as to financial management

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities; and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
 - (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

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.

12.3 CHIEF EXECUTIVE OFFICER REVIEW OF FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES

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 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
		5.8 Apply best practice principles and processes to maximise efficiencies and quality

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	A review is not completed by the CEO and reported to Council, resulting in non-compliance with the requirements of the <i>Local Government (Financial Management) Regulations 1996</i> , and poses a risk that the Financial Management Systems and Procedures are inadequate for the City needs.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Unlikely

12.3 CHIEF EXECUTIVE OFFICER REVIEW OF FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES

Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Ensure that the CEO conducts a review of the Financial Management Systems and Procedures at least once in every three years.
Rating (after treatment)	Low

COUNCIL DECISION**208****MOVED CR W COOPER****SECONDED CR M KEARNEY**

That Council receive this report as confirmation of a review of the appropriateness and effectiveness of the financial management systems and procedures (Financial Management Review), for the period 2017 to 2020.

**CARRIED
7/0**

12.4 Review of Audit Committee Terms of Reference

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

One of the functions of the Audit Committee includes reviewing the effectiveness of the local government's systems in regard to risk management, internal control and legislative compliance of the local government. This is achieved in part by the development of a robust set of Terms of Reference for the Audit Committee to identify the Committee's responsibilities.

The current Audit Committee Terms of Reference have been reviewed and is provided to the Audit Committee with a view to present to Council for adoption. The reviewed document is at Attachment A.

OFFICER RECOMMENDATION:

That the Audit Committee recommend that Council adopt the reviewed Terms of Reference at Attachment A noting the following changes:

- a. Change of name from Audit Committee to Audit and Risk Committee
- b. Appointment of two independent members to the Audit and Risk Committee
- c. Appointment of an Independent Chairperson.

AUDIT COMMITTEE RECOMMENDATION:

1. That Council adopt the reviewed Terms of Reference at Attachment A noting the following changes:
 - a. Change of name from Audit Committee to Audit and Risk Committee
 - b. Appointment of two independent members to the Audit and Risk Committee
 - c. Appointment of an Independent Chairperson from one of the two independent members of the Audit and Risk Committee.
2. Accept the resignation of Councillor _____ and approve the appointment of Councillor _____ and Councillor _____ to the Audit and Risk Committee.

NOTE – AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

The Audit Committee Terms of Reference were last reviewed in October 2017 and whilst they are not required to be reviewed for four years it is timely to review the Terms of Reference to ensure the best practice operation of the Audit Committee.

12.4 REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE

Audit Committees have a valuable contribution to make in improving the governance, performance and accountability of public entities. Committees are typically referred to as Audit and Risk committees given the focus of their work is to provide guidance and advice to Councillors on the council's financial reporting, risk management, system of internal controls, and external and internal audit matters. Importantly, the Committee can provide different and independent perspectives on the risks, issues, and challenges councils face. It is recommended that the name of the Audit Committee is changed to the Audit and Risk Committee to reflect the focus of the committee.

Effective Audit and Risk Committees help provide assurance to Councillors and Management on councils' financial management and main systems and controls. They can also provide assurance that the council's strategies and plans are achieving their strategic objectives.

Independence is a key principle for an Audit and Risk Committee. Reports from the Office of Auditor General note that independent and external perspectives, experience, and knowledge enable Audit and Risk Committees to test and challenge councils. Similarly, they consider that Audit and Risk Committees require independent members – in particular, independent Chairpersons – to be able to give truly independent advice. Best practice is to have two independent members on an Audit and Risk Committee to provide a mix of skills and experience and a variety of perspectives to enable the Committee to scrutinise and debate issues.

Accordingly the revised Terms of Reference recommends two independent members be appointed to the Audit and Risk Committee with one of those members to be appointed as the independent Chairperson.

The Terms of Reference that councils set for its Audit and Risk Committees are important.

A scope that is too narrow, meetings that are too few, or vague areas of focus could undermine the effectiveness of the Audit and Risk Committee in identifying and managing risks or scrutinising non-financial performance.

The Terms of Reference have been updated to reflect the scope of the work for the Committee and a focus on risks and emerging risks as well as the following areas:

- the robustness of the internal control framework;
- the integrity and appropriateness of external reporting, and accountability arrangements within the organisation for these functions;
- the robustness of risk management systems, process and practices;
- internal and external audit;
- accounting policy and practice;
- significant projects and programs of work focussing on the appropriate management of risk;
- compliance with applicable laws, regulations, standards and best practice guidelines for public entities; and
- the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

12.4 REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995

2.7. 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.*

5.103. Codes of conduct

- (1) *Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.*

5.104. Other regulations about conduct of council members

- (1) *Regulations may prescribe rules, to be known as the rules of conduct for council members, that council members are required to observe.*
- (6) *The rules of conduct do not limit what a code of conduct under section 5.103 may contain.*

LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 - REG 16

16. Audit committee, functions of

An audit committee —

- (a) *is to provide guidance and assistance to the local government —*
 - (i) *as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act.*

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

FINANCIAL/BUDGET IMPLICATIONS:

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

12.4 REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE**ASSET MANAGEMENT IMPLICATIONS:**

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcomes and objectives 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
Corporate Business Plan	Civic Leadership	5.3 Maintain and improve risk management

COMMUNITY ENGAGEMENT:

Community engagement may be required via advertising in a state-wide newspaper if a decision is made to seek appointment of a new external audit committee member.

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	Poor decision making due to inadequate policies
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Possible

12.4 REVIEW OF AUDIT COMMITTEE TERMS OF REFERENCE

Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Ensure that adequate policies are in place and reviewed regularly.
Rating (after treatment)	Low

COUNCIL DECISION

209

MOVED CR C ADAMS**SECONDED CR S LEE****That Council:**

1. **adopt the reviewed Terms of Reference at Attachment A noting the following changes:**
 - a. **Change of name from Audit Committee to Audit and Risk Committee**
 - b. **Appointment of two independent members to the Audit and Risk Committee**
 - c. **Appointment of an Independent Chairperson from one of the two independent members of the Audit and Risk Committee.**
2. **accept the resignation of Councillor Merv Kearney and confirm the continuation of the remaining four members to the Audit and Risk Committee.**
3. **authorise the Independent Audit Committee Member Appointment Section Panel to re-interview candidates from 2020 recruitment process to be recommended to Council for appointment as the second independent member of the Audit and Risk Committee.**

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL
7/0

NOTE – That the Audit Committee Recommendation has been amended at Council's request at points 1 and 2 and includes an additional point 3.

Audit and Risk Committee - Terms of Reference

Purpose

- 1.1 To assist the Council to discharge its responsibility to exercise due care, diligence and skill in relation to the oversight of:
- the robustness of the internal control framework;
 - the integrity and appropriateness of external reporting, and accountability arrangements within the organisation for these functions;
 - the robustness of internal risk management systems, including the City's processes, practices and procedures;
 - internal and external audit;
 - accounting policy and practice;
 - significant projects and programs of work focussing on the appropriate management of risk;
 - compliance with applicable laws, regulations, standards and best practice guidelines for public entities;
 - the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets; and
 - Councils risk appetite and the acceptability of level of risk.
- 1.2 As reflected in this Terms of Reference, the foundations on which this Committee operates includes: independence; clarity of purpose; competence; open, effective and respectful relationships and a transparent "no surprises" ethos.

Membership and participation

- 1.3 Members of the Audit and Risk Committee shall be impartial and independent at all times.
- 1.4 The Committee will comprise of six members, namely two independent external members and four City of Kwinana Elected Members, one of whom should be the presiding Mayor.
- 1.5 Appointment of independent members
- Identify skills required for independent members of the Audit and Risk Committee. Appointment panels will include the Mayor or Deputy Mayor and two other Elected Members. Council approval is required for all independent member appointments;
 - The term of the independent members should be for three years;
 - Independent members are eligible for re-appointment to a maximum of two

terms. By exception, the Council may approve a third term to ensure continuity of knowledge; and

- The Committee will comprise of six members, namely two independent external members and four City of Kwinana Elected Members.

- 1.6 All Committee members have full voting rights.
- 1.7 The term of a Councillor's appointed to the committee will end when their four-year term of office ceases. If the Councillor nominates for re-election to Council at the Local Government, they may be eligible to apply for re-appointment to the committee for a further term should they be successfully elected to Council following the Local Government elections.
- 1.8 Other than the presiding Mayor, Councillors are to serve no more than two terms on the committee.
- 1.9 The Chief Executive Officer and Executive Leadership Team (herein referred to as "Management") will not be members of the Committee. The Chief Executive Officer should attend every Committee meeting and shall play a key role on the committee by providing expert advice to the Committee.
- 1.10 The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one external member should have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public sector/local government environment.
- 1.11 One of the independent members of the Audit and Risk Committee shall be appointed Chairperson **of the** Committee.

Quorum

- 1.12 A quorum shall consist of at least 50% of the number of members of the Committee, **one of whom is to be an independent member**, unless a reduction is approved by the local government under s5.15 of the *Local Government Act 1995*.

Meetings

- 1.13 The Committee should meet at times during the year that most effectively coincides with the requirements of the legislation for that year, and operational activities, with a view to providing the necessary reports well before the due dates.

Procedure

- 1.14 In order to give effect to its advice, the Committee should make recommendations to the Council and to Management.

- 1.15 Each meeting agenda is to include an opportunity for an *in camera* meeting between the Committee and the internal and the external auditors (without Management present). An *in camera* meeting can be held at any time during the meeting if requested by any of the Committee members present.
- 1.16 The external auditors, the internal audit manager and the co-sourced internal audit firm (if appointed) should meet with the Committee Chair outside of formal meetings as considered appropriate.
- 1.17 The Committee Chair will meet with **the CEO or delegate relevant members of Management** before each Committee meeting and at other times as required as agreed **or required** by the Chair.

Duties and responsibilities

- 1.18 Internal control framework
- Consider the adequacy and effectiveness of internal controls and the internal control framework including overseeing privacy and cyber security;
 - Critically examine the steps Management has taken to embed a culture that is committed to probity and ethical behaviour;
 - Review the organisation's processes or systems in place to capture and effectively detect and/or investigate fraud or material litigation should it be required; and
 - Seek confirmation annually and as necessary from internal and external auditors, attending Councillors, and Management, regarding the completeness, quality and appropriateness of financial and operational information that is provided to the Council.
- 1.19 Risk management
- Review and consider Management's risk management framework in line with Council's risk appetite, which includes policies and procedures to effectively identify, treat and monitor significant risks, and regular reporting to the Council;
 - Assist the Council to determine its appetite for risk;
 - Review the principal risks that are determined by Council and Management, and consider whether appropriate action is being taken by Management to treat Council's significant risks;
 - Assess the effectiveness of, and monitor compliance with, the risk management framework; and
 - Consider any emerging risks trends and report these to Council where appropriate.
- 1.20 Internal audit
- Review and approve the annual internal audit plan, which is to be based on the Council's risk framework;
 - Monitor performance against the annual audit plan at each regular

- quarterly meeting;
- Monitor all internal audit reports and the adequacy of Management's response to internal audit recommendations;
- Review six monthly fraud reporting and ensure fraud issues are disclosed to the external auditor;
- Provide a functional reporting line for the internal audit and ensure objectivity and transparency of the internal audit;
- Oversee and monitor the performance and independence of both the internal auditors and co-sourced auditors who may be appointed from time to time;
- Review the range of services provided by the co-sourced partner and make recommendations to Council regarding the conduct of the internal audit function; and
- Monitor compliance with Council's delegation policies.

1.21 External reporting and accountability

- Consider the appropriateness of the Council's existing accounting policies and practices and approve any changes as deemed appropriate;
- Contribute to improve the quality, credibility and objectivity of the accounting processes, including financial reporting;
- Consider and review the draft annual financial statements and any other financial reports that are to be publicly released and make recommendations to Management on any matters that arise from those statements or reports;
- Consider the underlying quality of the external financial reporting, including:
 - changes in accounting policy and practice;
 - any significant accounting estimates and judgements, accounting implications of new and significant transactions, management practices;
 - and any significant disagreements between Management and the external auditors; and
 - the propriety of any related party transactions and compliance with applicable Australian and international accounting standards and legislative requirements.
- Consider the disclosure of contingent liabilities and contingent assets as well as the clarity of disclosures generally;
- Consider whether the external reporting is consistent with Committee members' information and knowledge, and whether it is adequate for stakeholder needs;
- Recommend to Council:
 - the adoption of the Financial Statements and Reports; and
 - the Statement of Service Performance; and
 - the signing of the Letter of Representation to the Auditors by the

Mayor and the Chief Executive Officer.

- Enquire of external auditors any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by Management;
- Request visibility of appropriate management signoff on the financial reporting and on the adequacy of the systems of internal control; including:
 - certification from the Chief Executive Officer, and other staff that risk management and internal control systems are operating effectively.
- Consider and review the Community Strategic Plan Term and Annual Plans before adoption by the Council;
- Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting; and
- Review and consider the Summary Financial Statements for consistency with the Annual Report.

1.22 External audit

- Review and monitor whether Management's approach to maintaining an effective internal control framework is sound and effective, and in particular:
 - Review whether Management has taken steps to embed a culture that is committed to probity and ethical behaviour;
 - Review whether Management has in place relevant policies and procedures and how such policies and procedures are reviewed and monitored; and
 - Review whether there are appropriate systems processes and controls in place to prevent, detect and effectively investigate fraud.
- Annually review the independence of the audit engagement with the external auditor appointed by the Office of the Auditor General;
- Annually review the term of the audit engagement with the external auditor appointed by the Office of the Auditor General, including the adequacy of the nature and scope of the audit, and the timetable and fees;
- Review all external audit reporting, discuss with the auditors and review action to be taken by Management on significant issues and recommendations and report such actions to Council as appropriate;
- The external audit reporting should describe:
 - Council's internal control procedures relating to external financial reporting, findings from the most recent external audit and any steps taken to deal with such findings;
 - All relationships between the Council and the external auditor;
 - Critical accounting policies used by Council; and
 - Alternative treatments of financial information within Generally

Accepted Accounting Practice that have been discussed with Management, the ramifications of these treatments and the treatment preferred by the external auditor.

- Ensure that the lead audit engagement and concurring audit directors are rotated in accordance with best practice and Australian Auditing Standards.

1.23 Compliance with legislation, standards and best practice guidelines

- Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Best Practice Guidelines.

Terms of Reference - Audit Committee

1. History (Regulation 17 Local Government (Audit) Regulations 1996)

The establishment of an Audit Committee in the past has been to provide an independent oversight of the financial position of the local government particularly related to the function of auditing; the scope of an audit and the selecting and appointing of an auditor where the Office of the Auditor General does not carry out an audit.

This focus has expanded and an Audit Committee (herein referred to as the "Committee") now operates not only to support the local government in effective financial management but also to provide effective corporate governance through the review of systems and procedures in place relating to risk management, internal control and legislative compliance.

2. Objectives of the Audit Committee

The Committee plays a key role in assisting the City of Kwinana to fulfill its corporate governance responsibilities in managing the affairs of the local government. This includes financial reporting, risk management, compliance requirements, internal and external audits.

The Committee will ensure transparency in the City of Kwinana's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- a) compliance with laws and regulations as well as use of best practice guidelines relative to auditing, through external financial auditors and internal operational audits;
- b) the provision of an effective means of communication between the external auditor, the Chief Executive Officer and Council.

3. Powers of the Audit Committee

A local government is required to establish an Audit Committee under Section 7.1A of the *Local Government Act 1995*. The Committee is a formally appointed committee of Council and is responsible to that body. All recommendations of the Committee are to be made by a simple majority. Reports and recommendations of the Committee shall be presented to the next ordinary meeting of Council.

The Committee may be delegated certain powers under Part 7 of the *Local Government Act 1995* by Council. The purpose of the Committee is to provide advice and recommendations to Council.

4. Membership and participation

The Committee will consist of five elected members and may include one external member. The members of the Committee must be appointed by absolute majority. All members have full voting rights.

The Chief Executive Officer and employees are not to be members of the Committee, however the Chief Executive Officer is to be given every opportunity to provide expert advice to the Committee and should attend every meeting.

The Chief Executive Officer is not permitted to nominate a person to be a member of a Committee or have a person represent him or her as a member of the Committee.

The local government shall provide secretarial and administrative support to the Committee.

If a duty has been delegated by Council to the Committee, meetings are required by Regulation to be open to the public.

5. Meetings

The Committee should meet at times during the year that most effectively coincide with the requirements of legislation for that year, and operational activities, with a view to providing the necessary reports well before the due dates.

An example of a meeting schedule is provided below:

Date of Audit Committee Meeting	Agenda Items to Audit Committee
2 nd week of March	<ul style="list-style-type: none">• Statutory Compliance Audit return (legislation requires adoption by Council and submission by 31 March)• Annual Budget Review if available (not a requirement for the Audit Committee however the report is seen as useful for the Audit Committee)• Investment Policy Review (only required every second year)• When applicable, approval to seek requests for quotes for the appointment of an auditor where the Office of the Auditor General is not required to carry out the audit.• Progress report on the internal audit findings
October / 1 st week of November	<ul style="list-style-type: none">• Review of systems and procedures in place relating to risk management, internal control and legislative requirements (only required every second year)• End of Financial Year Statements• Auditor's report• Accepting Audit• Financial Management Review• Progress report on the internal audit findings
To be confirmed	<ul style="list-style-type: none">• Progress report on the internal audit findings
To be confirmed	<ul style="list-style-type: none">• Progress report on the internal audit findings

Additional meetings may be convened as required and approved by Council.

6. Quorum

A quorum shall consist of at least 50% of the number of offices of committee members, unless a reduction is approved by the local government under s5.15 of the *Local Government Act 1995*.

7. Duties and Responsibilities

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to the Terms of Reference in order to facilitate informed decision-making by Council.

Other duties and responsibilities of the Committee are as follows:

- a) Identify and recommend to Council a list of those matters to be audited (in relation to external and internal audits).
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor where the Office of the Auditor General is not required to carry out the audit.
- c) Develop and recommend to Council a written agreement for the appointment of the auditor where the Office of the Auditor General is not required to carry out the audit. The agreement is to include:
 - the objectives of the audit;
 - the scope of the audit; and
 - details of the remuneration and expenses to be paid to the auditor; and the method to be used by the local government to communicate with and supply information to the auditor.
- d) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to:
 - assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - ensure that audits are conducted successfully and expeditiously.
- e) Examine the reports of the audit (internal/external) and accompanying officer report to:
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action be taken in respect of those matters.
- f) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- g) Consider biennially, the report from the Chief Executive Officer on the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control and legislative compliance.
- h) Undertake a financial management review every 4 years, with the next review required in 2021.
- i) Liaise with the Office of the Auditor General regarding the financial statements and performance audits of the City.

Adopted by Council – 13 December 2017

12.5 External Audit Plan for the year ended 30 June 2020

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

In accordance with section 1.4 of the *Local Government Act 1995*, the Office of the Auditor General (“OAG”) will be the auditor of the City. For the 2019/2020 financial year audit, the OAG has contracted RSM Australia (RSM) to undertake the audit on their behalf.

This report presents the Audit Planning Memorandum (APM), a copy of which is attached as Attachment A. The primary purpose of the APM is to brief the Audit Committee on the proposed approach by RSM, on behalf of the OAG, to audit the financial report of the City of Kwinana (City) for the year ended 30 June 2020.

OFFICER RECOMMENDATION:

That the Audit Committee :

1. Accepts the Audit Planning Memorandum, as detailed in Attachment A;
2. Notes the Office of the Auditor General intention to maintain audit fees at 2019 levels, subject to review in September 2020.

AUDIT COMMITTEE RECOMMENDATION:

That Council:

1. Accepts the Audit Planning Memorandum, as detailed in Attachment A;
2. Notes the Office of the Auditor General intention to maintain audit fees at 2019 levels, subject to review in September 2020.

DISCUSSION:

RSM Australia (RSM) has provided the City with its Audit Planning Memorandum (APM), a copy of which is included at Attachment A. The APM outlines the purpose and scope of the audit, explains the approach, and gives details of financial reporting responsibilities. The APM also details the key areas to be covered by the interim and final audits.

The interim audit has been completed as per the included timetable. To date, the City has not received the Interim Audit Letter, and is of the understanding that a draft of the letter is with the OAG.

It is worth noting that the APM does not include a proposed audit fee, however, the OAG have advised that to provide an element of certainty, in response to COVID-19, audit fees will be maintained at the same level as was set for the 2019 Financial Year. The OAG has also noted that this decision will be re-evaluated in September 2020.

12.5 EXTERNAL AUDIT PLAN FOR THE YEAR ENDED 30 JUNE 2020**LEGAL/POLICY IMPLICATIONS:**

Section 7.2. of the *Local Government Act 1995* states:

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

FINANCIAL/BUDGET IMPLICATIONS:

Audit fees have been budgeted as per the 2018/2019 fees, in accordance with advice from the OAG.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS:

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

RISK IMPLICATIONS:

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

Risk Event	Non-compliance with section 7.2. of the <i>Local Government Act 1995</i>
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial / Reputation / Compliance

12.5 EXTERNAL AUDIT PLAN FOR THE YEAR ENDED 30 JUNE 2020

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	Ensure that the City's accounts and annual financial report is audited per the requirements of the Act.
Rating (after treatment)	Low

COUNCIL DECISION**210****MOVED CR S LEE****SECONDED CR P FEASEY****That Council:**

- 1. Accepts the Audit Planning Memorandum, as detailed in Attachment A;**
- 2. Notes the Office of the Auditor General intention to maintain audit fees at 2019 levels, subject to review in September 2020.**

CARRIED
7/0

ASSURANCE & ADVISORY SERVICES



CITY OF KWINANA

Audit Planning Memorandum - 30 June 2020
Final

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1 PURPOSE OF THE AUDIT PLANNING MEMORANDUM

The primary purpose of this Audit Planning Memorandum (**APM**) is to brief the Audit Committee on the proposed approach by RSM Australia (**RSM**), on behalf of the Office of the Auditor General (**OAG**), to audit the financial report of the City of Kwinana (**City**) for the year ending 30 June 2020. The APM is a key tool for discharging our responsibilities in relation to communicating with those charged with governance.

2 KEY ENGAGEMENT INFORMATION

2.1 Key City stakeholders and personnel

Ratepayers	City of Kwinana
Minister for Local Government	The Hon. David Templeman MLA
Mayor	Carol Adams OAM
Deputy Mayor	Peter Feasey
Chief Executive Officer	Wayne Jack
Director City Business & Infrastructure	Doug Elkins
Manager Finance	Stacey Hobbins

2.2 Key OAG personnel

Auditor General	Caroline Spencer
Director, Financial Audit ⁽¹⁾	Efthalia Samaras

2.3 Key RSM personnel

Audit Director ⁽¹⁾	Alasdair Whyte
Audit Manager	Krushna Hirani
National Technical Director	Ralph Martin

(1) Refer to Appendix B for contact details

3 BACKGROUND AND GENERAL INFORMATION

3.1 Background

The City is a Western Australian Local Government located in the Perth metropolitan region and is home to approximately 39,000 people from diverse cultural backgrounds and covers 118 square kilometres. Kwinana is the second fastest growing local government area in Western Australia, with the population predicted to double in the next 20 years.

Kwinana industry is a major contributor to the success of Western Australia at national and international level generating a combined annual output valued at \$15.77 billion per annum.

3.2 Executives

The City's Executive team at the date of this APM are:

- Wayne Jack, Chief Executive Officer
- Barbara Powell, Director City Engagement
- Doug Elkins, Director City Business & Infrastructure
- Kelli Hayward, Director City Business (maternity leave)
- Michelle Bell, Director City Legal
- Doug Elkins, Director City Infrastructure
- Maria Cooke, Director City Regulation

3.3 Governance

The City is governed by the Council who appoints the Chief Executive Officer (**CEO**) to advise and provide information to the Council in relation to the City's functions and ensures the resources of the City are effectively and efficiently managed.

3.4 Regulation

In terms of financial reporting, the City is subject to the *Local Government Act 1995* (**Act**) and the *Local Government (Financial Management) Regulations 1996* (**Financial Management Regulations**).

4 KEY DELIVERABLES

4.1 Financial report audit and opinions

The annual financial report will be general purpose financial statements for the financial year ended 30 June 2020. The Auditor General is required by the Act to provide an opinion on the financial report and other legal and regulatory requirements in accordance with the *Local Government (Audit) Regulations 1996* (**Audit Regulations**). The objective of the Auditor General's audit is to obtain reasonable assurance about whether the City's financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report.

The Auditor General's report will be sent to the Council, CEO and the Minister for Local Government in accordance with the Act. The City is required to publish the auditor's report with the annual financial report on its website. If the Auditor General has reported other significant matters, then the City is required to report the action it has taken about the matters to the Minister and to publish a copy of that report on its website.

The Auditor General will also communicate with the Council and the CEO regarding, among other matters, any significant findings regarding deficiencies in internal control that may be identified during the audit.

4.2 Management letters

Significant findings, emerging issues and their recommended resolutions that arise during the audit will be progressively discussed and communicated by RSM firstly to the OAG, then the Council and the CEO. Any weaknesses in controls, which may be identified during the current year audit, will be highlighted in the management letter to the Council and the CEO following the conclusion of the interim and final audits. The draft management letters will be reviewed by the OAG before being provided to the City for comment.

Prior year management letter points will be followed up as part of the current year audit procedures to determine if any control weaknesses highlighted during prior year audits have been properly resolved.

4.3 Matters of significance

In accordance with section 24(1) of the *Auditor General Act 2006*, the Auditor General is required to report on matters arising out of the performance of the Auditor General's functions that are, in the opinion of the Auditor General, of such significance as to require reporting.

5 MILESTONE MEETINGS



5.1 Pre-planning meeting

The pre-planning meeting will be with the City's management, OAG (if required) and RSM. The meeting will discuss current developments at the City and any changes in governance or systems. The meeting will form the basis for the preparation of the APM.

5.2 Entrance meeting

The entrance is normally held with Council, CEO, Audit Committee, OAG and RSM. The meeting mainly covers the presentation and discussion of the APM. However, for this financial year, due to the COVID-19 crisis, the entrance meeting will not be formally conducted. Instead, the City has determined, and the OAG has agreed, that the preliminary discussions already held between the City and the auditors will take the place of the formal audit entrance meeting. The City plans to table the APM at a Council meeting.

5.3 Interim audit findings meeting

The interim audit findings meeting with the CEO, OAG and RSM will mainly cover the presentation and discussion of the significant control matters as reported in the interim audit management letter, if any.

5.4 Final audit closing meeting

Significant accounting issues and audit findings, if any, noted during the final audit will be discussed with the CEO, OAG and RSM. If there are significant, unresolved matters, then a meeting will also be held with the Audit Committee.

5.5 Audit exit meeting

The exit meeting with the Audit Committee, OAG and RSM will mainly cover the presentation and discussion of the audit closing report, which will outline any significant audit related matters concerning the financial report, management letters and improvement suggestions for future audits.

5.6 Council and Audit Committee meetings

Attendance at Council and Audit Committee meetings is by invitation and provides insight into matters that may impact on our audit approach. Generally, OAG and RSM will attend the Council and Audit Committee meetings as required.

6 TERMS OF ENGAGEMENT

6.1 Arrangements

Audits are not an absolute guarantee of the accuracy or reliability of the City's information and may not identify all matters of significance. This is because the work undertaken to form an opinion is permeated by judgement and most audit evidence is persuasive rather than conclusive. In addition, there are inherent limitations in any audit, including the use of testing, the effectiveness of internal control structures and the possibility of collusion.

Under the Local Government Act 1995 and associated regulations, the Council and the CEO are responsible for keeping proper accounts and records, maintaining effective internal controls, preparing the annual financial report, and complying with the Local Government Act and Regulations, and other legislative requirements.

The Council and CEO are responsible for ensuring the accuracy and fair presentation of all information in its annual report, and that it is consistent with the audited annual financial report. We do not provide assurance over your annual report.

Under the Local Government Act 1995 and associated regulations, the Council and the CEO have responsibility for maintaining internal controls that prevent or detect fraud or error and to ensure regulatory compliance. The Audit Committee and the Auditor General should be informed by management of any fraud or material errors. During the audit we will make inquiries with management about their process for identifying and responding to the risks of fraud, including management override. It should be noted that our audit is not designed to detect fraud, however should instances of fraud come to our attention, we will report them to you.

Under the *Auditor General Act 2006*, audit staff have unrestricted access to information held by the City, irrespective of any restrictions on disclosures imposed, such as secrecy provisions.

Confidentiality of audit files and working papers is required under the *Auditor General Act 2006*. The OAG is an 'exempt agency' under the *Freedom of Information Act 1992*.

The signed contract between the Auditor General and RSM contains strict confidentiality clauses.

6.2 Management representation letter

The audit plan assumes that the Council and the CEO will be able to sign a management representation letter. Refer to Appendix A for a draft Management Representation Letter. The letter would be signed at the same time as the annual financial report is signed.

RSM will rely on the Mayor and CEO signing the management representation letter as evidence to confirm they have:

- Fulfilled their responsibilities for the preparation and fair presentation of the financial statements in accordance with the Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.;
- Established and maintained an adequate internal control structure and adequate financial records;
- Provided RSM with access to all information of which they are aware that is relevant to the preparation of the financial statements and the operation of controls, such as records, documentation and other matters;
- Recorded all transactions in the accounting and other records and are reflected in the financial statements;
- Advised RSM of all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements; and
- Provided RSM with the results of their assessment of the risk of fraud, any instances of fraud (not just material fraud) and any known data and security breaches.

7 AUDITOR GENERAL

7.1 Audit of local government

The *Local Government Amendment (Auditing) Act 2017* makes legislative changes to the Act to provide for the auditing of local governments by the Auditor General. The Act allows the Auditor General to contract out some or all of the financial audits, but all audits will be the responsibility of the Auditor General. It also allows for performance audits, which will examine the economy, efficiency and effectiveness of any aspect of local government operations. The Act also places an obligation on local governments to publish their annual report, including their annual financial report and auditor's report, on their website.

The Auditor General has been given the mandate to:

- Audit the annual financial report of WA local governments, related entities and subsidiaries;
- Conduct performance audits of local governments;
- Perform supplementary audits requested by the Minister; and
- Report to Parliament on the results of financial and performance audits.

Parliament has appointed the Auditor General as it expects this will raise the standards of accountability for local governments to a level more consistent with public sector entities. This follows recommendations by the Public Accounts Committee and the Corruption and Crime Commission that the Auditor General be appointed the auditor of all local governments.

This change brings Western Australia in line with most other Australian jurisdictions and New Zealand.

7.2 Auditor General audits and reports

The Auditor General has completed, is undertaking or planning the following audits that may be relevant to local government:

- Controls over corporate credit cards (report issued 9 May 2018). Auditor General found that local governments generally managing credit cards well but identified some room for improvement.
- Timely payment of suppliers (report issued 13 June 2018). The Auditor General found that local governments are generally timely in paying suppliers, but recommended improvements.
- Local government procurement (report issued 11 October 2018). The Auditor General found that improvements are needed to strengthen local government procurement controls.
- Management of supplier master files (report issued 7 March 2019). The Auditor General found improvements are needed in the areas of policies or procedures and controls over creation or amendment of supplier master file records.
- Audit Results Report - Annual 2017-18 Financial Audits of Local Government Entities (report issued 7 March 2019). The Auditor General identified where improvements may be considered and where opportunities exist. One such stark governance-related opportunity relates to audit committees. The Auditor General also identified the need for more emphasis on auditor independence.
- Records management in local government (report issued 9 April 2019). The audit found that there is room to improve the implementation of recordkeeping plans and managing their records to promote accountable and transparent decision making.
- Information Systems Audit Report (report issued 15 May 2019). The audit found that the most common weaknesses related to poor contract management, policies, procedures and information security.
- Local government building approvals (report issued 26 June 2019). The audit found that local government entities conduct limited monitoring and inspections of building works, and that compliance issues were not always resolved quickly.
- Fraud prevention in local government (report issued 15 August 2019). The audit found that all the entities reviewed had some controls in place to prevent fraud, but many had not assessed their fraud risks and did not have comprehensive fraud management plans and programs.

- Verifying employee identity and credentials (report issued 19 June 2019). The audit found that all entities need to improve their practices for screening employees.
- Annual Report 2018-2019 (report issued 19 September 2019). The report noted the OAG's will continue to urge local government entities to develop a stronger commitment towards good and better practice rather than focusing on minimum compliance with their legislative responsibilities. The report also noted that that each local government audit takes more time than comparably sized State sector audits.
- Audit Results Report - Annual 2018-19 Financial Audits of Local Government Entities (report issued 11 March 2020). The report noted the Auditor General's concerning that 93 material matters of non-compliance were reported in the auditor's reports of 48 entities, and 823 significant or moderate weaknesses in financial management and information systems controls in the auditor's management letters.
- Local government waste management (tabling is expected in the second quarter of 2020).
- Management of contract extensions and variations (tabling is expected in the second quarter of 2020).
- Management of unauthorised discharge of minor pollutants (tabling is expected in the second quarter of 2020).
- Regulation of consumer food safety (tabling is expected in the second quarter of 2020).

Further details of the current and forward audit program can be found on the OAG website:

<https://audit.wa.gov.au/>

Also, on the OAG website is a library of better practice guidance that the OAG has developed to help the Western Australian public sector perform efficiently and effectively.

8 STAKEHOLDER RELATIONSHIP

8.1 RSM's relationship with the Auditor General and the City

RSM has been contracted by the Auditor General to perform the audit of the financial report of the City and report on whether the annual financial report of the City:

- Is based on proper accounts and records; and
- Fairly represents, in all material respects, the results of the operations of the City for the financial year and its financial position at the end of that period in accordance with the Act and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

RSM is also required by the Auditor General to report:

- Any material matters indicating non-compliance with Part 6 of the Act, the Financial Management Regulations or applicable financial controls of any other written law;
- Any significant adverse trends in the financial position of the City;
- Whether all required information and explanations were obtained;
- Whether all audit procedures were satisfactorily completed; and
- Whether the asset consumption ratio and asset renewal funding ratio included in the annual financial report are supported by verifiable information and reasonable assumptions.

RSM is also required to report any matter which may affect the Auditor General's responsibilities under sections 24 and 28 of the *Auditor General Act 2006*, section 7.12 AD of the Act and the Audit Regulations.

8.2 Term of the audit contract

RSM has been appointed by the OAG for the financial year ending 30 June 2020. The initial term of the audit contract is 3 years commencing this year. RSM's services will be conducted under the overall direction of the Auditor General, who will retain responsibility for forming an audit opinion and issuing an audit report to the City. The contract requires RSM to use its audit approach and methodology.

8.3 Grant acquittals

Grants received by the City may need to be acquitted in accordance with the terms and conditions of the relevant Funding Agreement. Acquitting a grant means accurately reporting on the funded activities and the expenditure of the funding. Grant acquittal reports, providing activity and financial information, are generally required at certain stages during the funded project and / or on completion of the funded project. If satisfactory grant acquittal reports are not provided at the times and in the manner detailed in the Funding Agreement, there is a risk that any further payments due to the City will be withheld and the City may be ineligible to apply for further grants.

In most circumstances the grant acquittal reports are required to be audited. Generally, the Funding Agreement will require the City to engage an auditor to form an opinion that the receipts and payments are true and fair and that the City has complied with the terms and conditions of the Funding Agreement.

If RSM is invited by the City to complete the audit of grant acquittal reports, then RSM must first obtain approval from the OAG before the audit begins.

8.4 Independence

The Auditor General is an independent officer of the Western Australia Parliament, appointed under legislation to examine, on behalf of Parliament and Western Australia taxpayers, the management of resources within the public sector. The Auditor General is not subject to control or direction by either Parliament or the government. In conducting the audit, the Auditor General, staff and delegates will comply with all applicable independence requirements of the Australian accounting profession.

RSM International audit methodology requires that we conduct an annual re-evaluation of our independence prior to the commencement of each assignment. We have fully satisfied ourselves that we do not have any actual or perceived conflict of interest.

We are fully compliant with our Ethics and Independence Policies, which are verified and tested each year by our Partner Responsible for Ethics and Independence. Each year we are required to submit certain information to our Partner Responsible for Ethics and Independence, which is analysed and subjected to a series of stringent tests. This system has been extensively reviewed by the Australian Securities and Investments Commission and found to be in accordance with Australian Auditing Standards, the *Corporations Act 2001* and better practice.

9 CURRENT YEAR DEVELOPMENTS

We had discussions with the City and reviewed the 30 June 2019 financial statements. As at the date of this audit plan, we identified the following major developments:

9.1 COVID-19

We will work with your management to minimise the risk for your staff and councillors, our staff, and to your operations, while completing audits in the best timeframe possible under the circumstances. This will likely involve more audit work being performed remotely rather than at your premises, and/or delaying audit work as and when unforeseen circumstances arise.

9.2 Income recognition

Implementation of AASB 15 *Revenue from Contracts with Customers* and AASB 1058 *Income of Not-for-Profit Entities* are effective from 1 July 2019.

AASB 15 Revenue from Contracts with Customers

New requirements for recognising revenue i.e. when performance obligations are satisfied. Critical elements that need to be satisfied:

- Agreement between parties must create 'enforceable' rights and obligations
- Entity's promise to transfer goods or services needs to be 'sufficiently specific' to be able to determine when the obligation is satisfied.

AASB 1058 Income of Not-for-Profit Entities

Applies to transactions of not-for-profit entities where the consideration to acquire an asset is significantly less than fair value principally to enable the entity to further its objectives. Whether income is recognised and

its timing will depend on whether a transaction gives rise to a performance obligation, liability or contribution by owners. Transactions include those where an entity acquires or receives an asset in exchange for no consideration (i.e. cash grants, taxes and rates).

The City has assessed and determined that the financial impact on adoption of AASB 15 will result in the deferral of unspent grants, contributions and reimbursement of \$215,781 and developer contributions of \$31,614,386.

The City has also determined that the impact of AASB 1058 on rate income received in advance will result in a deferral of revenue of \$904,842.

RSM audit response:

RSM will obtain and review the City's assessment of the impact of AASB 15 and AASB 1058 and ensure adequate disclosure in the notes to the financial statements.

9.3 Lease accounting

Implementation of AASB 16 *Leases* is effective from 1 July 2019.

The distinction between operating leases and finance leases has been removed and requires all leases (except short term leases and leases of low value) to be recognised as lease assets and lease liabilities on the balance sheet. This will result in the grossing up of the balance sheet and higher expenses in the early years of the lease term. Lessor accounting remains similar to current practice (i.e. lessors continue to distinguish between operating leases and finance leases).

The City has indicated that the application of AASB 16 will result in an increase in property, plant and equipment of \$226,133, retained earnings by \$4,766 and lease liabilities of the same amount on 1 July 2019. The City expects to apply AASB 16 following the practical expedient permitted by the standard.

RSM audit response:

RSM will obtain the various material lease agreements and review the accounting treatment and related disclosures in the notes to the financial statements. We will also review the practical expedient option applied by the City to recognise the leases in the financial statements under AASB 16.

10 AUDIT APPROACH TO THE KEY AUDIT AREAS

10.1 Risk assessment

Key audit areas are those areas that, in RSM's professional judgment, present the most significant risk in our audit of the financial report.

As part of our audit approach we have conducted an initial financial report risk assessment to determine whether any of the risks identified are, in our judgment, significant. A significant risk is an identified and assessed risk of material misstatement in the financial report that, in our judgment is a key audit area and requires special audit consideration.

Our assessment of key audit areas is based upon:

- Discussion with the CEO and the Auditor General's representative;
- The complexity of transactions within each area;
- The degree of subjectivity in the measurement of financial information related to the risk, especially those measurements involving a wide range of uncertainty;
- The degree of susceptibility to fraud risk; and
- Consideration of any relevant matters that may be discussed during the audit planning stage.



10.2 Materiality

The scope of our audit is influenced by the application of materiality. Based on our professional judgment, we determined certain quantitative thresholds for materiality, including the overall materiality for the financial statements. These, together with qualitative considerations, helped us to determine the nature, timing and extent of our audit procedures on the individual financial report line items and disclosures and to evaluate the effect of identified misstatements, both individually and in aggregate, on the financial report and on our opinion.

In assessing the risk profile of the City, and in consideration of the users of the financial report, we have adopted materiality guidelines in accordance with Australian Auditing Standards.

For the purpose of determining materiality, assets and infrastructure are considered a key metric of interest to the users of the financial statements. Therefore, they will be used as the main benchmark for the calculation of overall materiality.

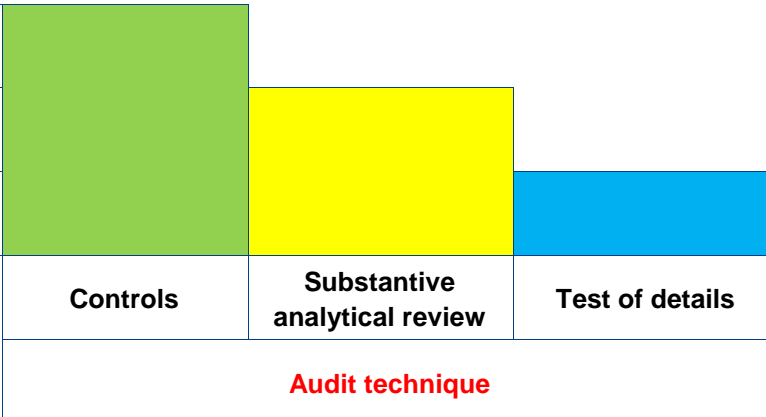
However, expenses are an item of significant interest to users of local government financial statements, as they seek to ensure funds are being spent appropriately. Therefore, we will consider a specific lower materiality for those account balances where there are circumstances (including qualitative factors) for which misstatements of lesser amounts than overall materiality could reasonably be expected to influence the economic decisions of users of the financial statements. For example, specific lower materiality will be calculated using total expenses as the benchmark for items such as revenue, other income, expenses, payroll and liability balances.

For the purpose of this APM, we referred to the audited 30 June 2019 financial report of the City and used our professional judgment to determine a planning materiality amount. In line with OAG policy, we have not disclosed the amount of planning materiality.

10.3 RSM approach to auditing significant risk

RSM's approach to auditing a class of transactions, account balance or disclosure is to initially assess whether there is a reasonable possibility that it could contain a material misstatement. Our risk assessment is based on both quantitative and qualitative criteria to determine whether they are significant.

Our audit strategy follows a hierarchy, which starts with testing of controls, then moves to substantive analytical review procedures and then finally testing of details. The following diagram shows an example where a high level of reliance on controls, along with a moderate level of reliance on substantive analytics is likely to result in testing of details that can safely rely on smaller sample sizes.

Audit Reliance	High			
	Medium			
	Low			
		Controls	Substantive analytical review	Test of details
		Audit technique		

Based on our review of the City's available financial information, the 30 June 2019 audit file reviewed, we have concluded that we can rely on internal controls, which effectively means we can apply a moderate level of substantive analytics and limited testing of details. This controls based approach is both efficient and effective.

10.4 Professional scepticism

We approach all our audits with a degree of professional scepticism as required by Australian Auditing Standards. In addition, professional scepticism is a key component of delivering an effective public sector audit. ASA 200 *Overall Objectives of the Independent Auditor and the Conduct of an Audit in Accordance with Australian Auditing Standards* defines professional scepticism as 'an attitude that includes

a questioning mind, being alert to conditions which may indicate possible misstatement due to error or fraud, and a critical assessment of audit evidence'.

Professional scepticism is particularly relevant in areas that involve management assumptions and/or estimates. It is also critical when evaluating audit evidence to reduce the risk of the auditor:

- Overlooking unusual circumstances; and
- Over generalising when drawing conclusions from observations using inappropriate assumptions in determining the nature, timing and extent of evidence gathering procedures and evaluating the results thereof.

11 SIGNIFICANT RISK AREAS

Using the 30 June 2019 financial report as a guide and referring to the RSM calculated materiality amount and risk assessment, RSM has identified the following potential significant risk areas for the current financial year:

Significant risk area	30 June 2019 \$	30 June 2018 \$
Revenue and receivables cycle		
Rates	38,074,897	35,057,664
Fees and charges	11,876,679	12,949,200
Trade receivables (current and non-current)	5,252,886	4,536,706
Purchases and payment cycle		
Material and contracts	25,580,365	27,821,794
Property, Plant and Equipment (additions)	2,102,378	2,237,698
Infrastructure (additions)	3,982,448	5,163,939
Fixed assets cycle		
Property, Plant and Equipment	150,793,069	159,163,834
Infrastructure	362,312,960	288,754,573

11.1 Revenue and receivables cycle – rates / fees and charges / receivables

Reasons why RSM considers this area a significant risk

Revenue is measured by considering multiple elements, for example rates transactions are calculated by the application of a rate in the dollar to the Gross Rental Value (**GRV**) or Unimproved Value (**UV**), which is in turn determined by dividing the required rate collection amount by the total valuations on the roll. GRV's and UV's vary between the various property types. The GRV / UV is supplied by Landgate. Furthermore, rates revenue represents a significant portion of the City's annual operating income and is an important revenue stream in terms of the City's cash flows.

Fees and charges are a material amount and is measured by the application of an annual charge to rateable land supplied with specified services. For example, community amenities and recreation and culture fees. There are also further complexities with the application of the eligible pensioners rebate scheme. In addition, further complexity and risk is associated with the requirement for the City to comply with Part 6, Division 6 'Rates and service charges' of the Act.

Based on the above complexities and the high risk of management override, revenue recognition for rates is considered significant risk.

RSM audit response

RSM audit procedures will include, among other things, assessment of the City's effectiveness of key internal controls operating within the revenue cycle, including application controls. RSM will perform a walkthrough of the key management controls over the revenue cycle and test key management controls. RSM will review, on a sample basis, the reconciliations and calculation of rates and compare these against historical results. In order to assess the completeness of recording revenue in the correct accounting period, RSM will perform revenue cut-off testing and review credit notes.

To determine the existence of the receivable balance and the recoverability thereof as at 30 June 2020, RSM will review receivables balances on a sample basis and perform subsequent receipt testing. Furthermore, we will perform analytical procedures on rates through detailed comparison with prior year balances and budget forecasts. RSM will also determine if the disclosures in the notes to the financial report related to the City's revenue recognition policy are appropriate.

11.2 Purchases and payment cycle

Reasons why RSM considers this area a significant risk

All procurement made by the City is subject to the requirements of the Act and Part 4 of the *Local Government (Functions and General) Regulations 1996 (Functions and General Regulations)*, which is the basis for the City's purchasing policy (**Policy**). The Act and the Functions and General Regulations are there to guide the City in delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Errors, uncertainty and unrealistic timelines can undermine market confidence, discredit a purchasing process and devalue the outcome of the procurement. Due to the strict and complex requirements of the Policy, including value for money, regulatory compliance, record management, transparency and professionalism, there is potential for insufficient knowledge of the Policy's requirements or failure to comply with the Policy.

RSM audit response

RSM will review the City's purchasing policies and assess the effectiveness of internal controls operating within the payment cycle. In addition, we will perform a walkthrough of the key management controls over the purchase and payment cycle, including tendering, and perform tests of control on key management controls over the purchase and payment cycle. Furthermore, we will perform analytical procedures on procurement through detailed comparison with prior year balances and budget forecasts. Our testing will include an evaluation of whether the City's purchasing activities have complied with the Act and the Functions and General Regulations.

11.3 Fixed assets cycle

Reasons why RSM considers this area a significant risk

Property, Plant and Equipment and Infrastructure respectively constitute 26% and 62% of the City's total assets as at 30 June 2019. Under regulation 17A of the Financial Management Regulations, the City's Property, Plant and Equipment and Infrastructure is to be carried at fair value less accumulated depreciation and accumulated impairment losses. Under regulation 17(4) of the Financial Management Regulations, the City is required to revalue an asset:

- Whenever the local government believes the fair value of the asset is likely to be materially different from its carrying amount; and
- In any event, within a period of at least 3 years but not more than 5 years after the day on which the asset was last valued or revalued.

Furthermore, in accordance with paragraph 9 of AASB 136 *Impairment of Assets*, the City is required to assess at reporting date whether there is any indication that an asset may be impaired.

The City's Plant and Equipment and Furniture and Equipment will be valued by a valuer to be appointed by the City. The valuations rely on the correct determination and application of significant assumptions regarding the assets' service potential, consumption curves, useful life, asset condition and residual value. These factors, in combination with the significant share of total assets, made us conclude that plant and equipment and furniture and equipment are key audit areas.

Effective from 1 July 2018, regulation 17A (5) of the Financial Management Regulations provides that an asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5,000.

RSM audit response

We will carry out internal control testing over the City's processes for determining inputs into fair value measurements and perform detailed substantive testing on a sample basis of the related fair value measurements. We will focus our testing on the key assumptions made by the valuer in determining the fair value, testing the mathematical accuracy of the calculation models, performing sensitivity analyses around the key assumption used in the models and reviewing the reference material used by the valuer to determine the Level 2 and 3 inputs.

We will review the City's assessment that the fair value of Property and Infrastructure assets is not likely to be materially different from their carrying amounts and the City's consideration of any potential impairment indicators.

We will review management's assessment of those assets below \$5,000, obtain and review the action taken by the City to expense these assets from the asset register and confirm that the local government is properly and accurately recording portable and attractive assets.

12 OTHER CRITICAL DISCLOSURES IN THE FINANCIAL REPORT

RSM will also audit the following critical disclosures in the financial report:

12.1 Related party disclosures

The City continues to be subject to the requirements of AASB 124 *Related Party Disclosures*. The Standard requires disclosures for senior officers' compensation and certain transactions with related parties. A review will be conducted to ensure proper accounting and disclosure of related party transactions and executive remuneration.

Further, section 7.12AL of the Act applies section 17 of the Auditor General Act 2006 to a local government, which requires the City to advise the Auditor General in writing of details of all related entities that are in existence.

RSM Audit response:

We will review the disclosures and supporting material to ensure compliance with AASB 124. We will also assess the City's internal controls around the identification and proper disclosure of related party transactions and director / executive remuneration.

12.2 Financial ratios

Under regulation 50 of the Financial Management Regulations, the annual report is to include financial ratios. Financial ratios are designed to enable users of annual financial reports to interpret more clearly the City's performance and financial results as well as provide a comparison of trends over several years.

These indicators provide a measure of the financial sustainability of local governments and complement the national criteria endorsed by the Local Government and Planning Ministers' Council. They provide for a comprehensive tool for monitoring the financial sustainability of local governments.

RSM Audit response:

We will obtain and audit the ratios to assess compliance with regulation 50 of the Financial Management Regulations.

12.3 Capital and other commitments for expenditure

The City will disclose in the financial statements several capital and other commitments relating to future asset construction and replacements.

RSM Audit response:

We will check the underlying calculations and review the evidence to support the amounts disclosed.

12.4 Reserve accounts

The City has established several reserve accounts under section 6.11 of the Act for the purpose of setting aside money for a specific purpose to be used in a future period. Cash reserves are required to be held in separate bank accounts. However, reserve accounts are not separate funds and are consolidated with the municipal fund in the financial statements of the City.

RSM Audit response:

RSM will review the reserve account reconciliations and test that the transfers to and from these accounts are in accordance with the specific purpose of the reserve.

12.5 Major land transactions

Regulation 46 of the Financial Management Regulations prescribes the disclosure requirement for major land transactions. The information to be disclosed by the City is set out in regulation 47 and includes:

- Details of the total income and expenditure for the transaction; and
- Details of the amount or value of any surplus of money or assets.

RSM Audit response:

RSM will review the financial records of the City to assess whether all major land transactions have been identified and disclosed in accordance with regulation 47.

13 CONTROLS

13.1 Internal control

Internal controls are systems, policies and procedures that help an entity reliably and cost effectively meet its objectives. Sound internal controls enable the delivery of reliable, accurate and timely external and internal reporting. The City is responsible for developing and maintaining its internal control framework to enable:

- Preparation of accurate financial records and other information;
- Timely and reliable external and internal reporting;
- Appropriate safeguarding of assets; and
- Prevention or detection and correction of errors and other irregularities.

The annual financial audit enables RSM to form an opinion on the City's financial report. An integral part of this, and a requirement of Australian Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and its Environment*, is to assess the adequacy of an organisation's internal control framework and governance processes related to its financial reporting. While this understanding has a significant impact on our audit strategy, our audit of the City's financial report is not designed to assess, nor do we provide an opinion on, the effectiveness of internal controls.

We focus on the internal controls relating to financial reporting and assess whether the City has managed the risk that the financial report will not be complete and accurate. Poor controls diminish management's ability to achieve the organisation's objectives and comply with relevant legislation. They also increase the risk of fraud.

During our planning procedures we will gain an understanding of the following components of internal control:

- Control environment
- Risk assessment procedures
- Information systems
- Control activities
- Monitoring procedures

Our preliminary assessment of the internal control framework may indicate that the internal controls are likely to be effective in preventing or detecting and correcting material misstatements in the financial report. In

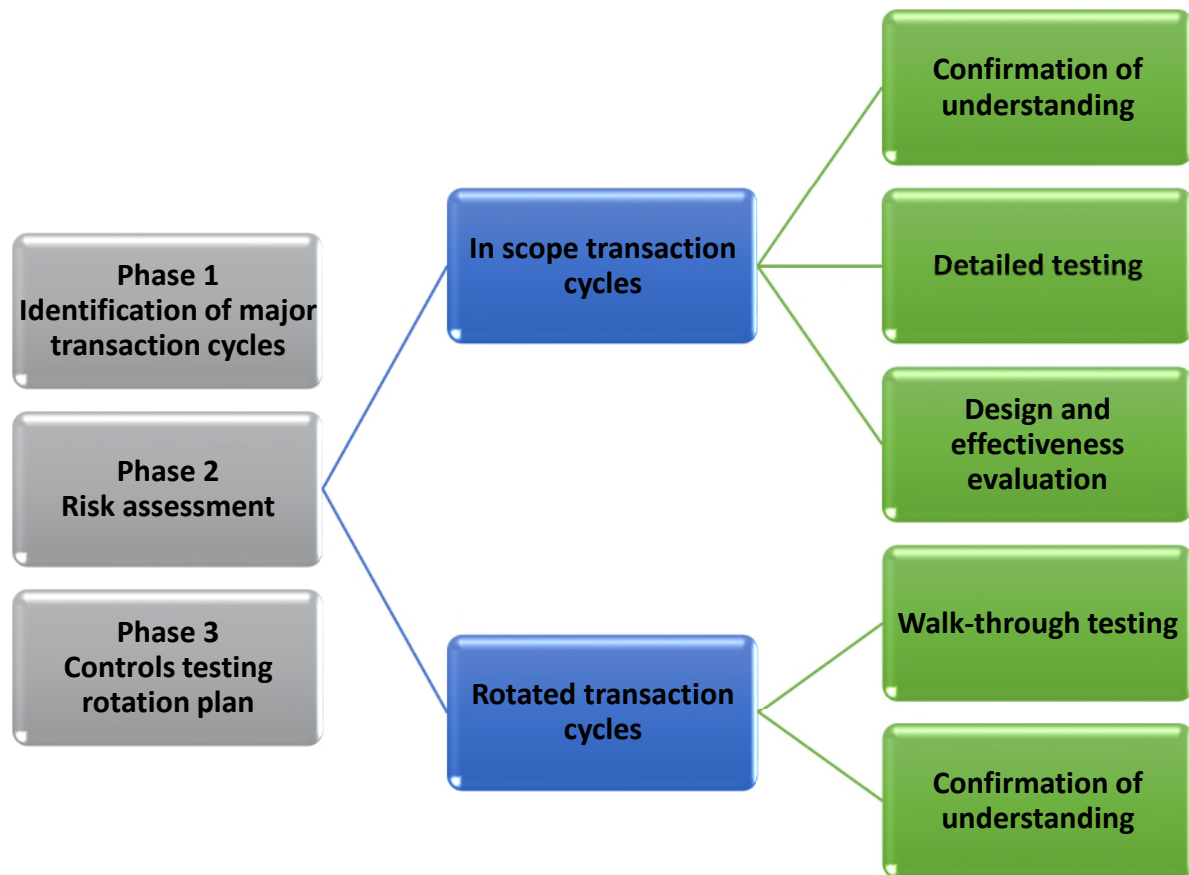
these circumstances we would plan to place reliance on the key internal controls relating to the material components in the financial report to support our audit opinion.

13.2 Significant changes to internal controls

The City is currently completing a Regulation 17 Review; which may result in changes to the internal controls.

13.3 Rotation approach

In accordance with our rotational controls testing approach, we will conduct a risk assessment for each major transaction cycle during our initial engagement year. The risk assessment is benchmarked against our knowledge of each transaction cycle within the local government sector. Using the risk assessment, we design a control testing rotation plan that will bring certain transaction cycles into audit scope each year. Those cycles not in scope will be subject to our normal walkthrough procedures and confirmation of our understanding of the key controls.



Those transactions cycles in scope will be subject to detailed controls testing, including testing of the design and effectiveness of those controls.

RSM Audit response:

During the current year audit, RSM will be testing controls over the revenue, purchases, fixed asset, payroll and cash/treasury cycles.

14 FRAUD RISK

Under Australian Auditing Standard ASA 240 *The Auditor's Responsibility Relating to Fraud in an Audit of a Financial Report*, when planning and performing audit procedures and evaluating the results, the auditor must consider the risk of material misstatement in the financial report because of fraud and error.

Although ASA240 sets out the principles and procedures we must follow, the primary responsibility for the prevention and detection of fraud and error rests with the Council and the CEO. The Council and the CEO is responsible for maintaining accounting records and controls designed to prevent and detect fraud and error, and for the accounting policies and estimates inherent in the financial report.

Our audit procedures on fraud risk include the following:

- Forward a copy of the fraud control checklist for self-assessment to the City's management prior to our final audit visit. The checklist allows us to make inquiries of management, to obtain its understanding of the risk of fraud within the City and to determine whether management have any knowledge of fraud that has been perpetrated on or within the entity. We will review the fraud control self-assessment by the City;
- Review the City's fraud control procedures in place to reduce the risk of fraud occurring within the entity, including the City's code of conduct;
- Understand the City's fraud control environment;
- Understand the business rationale for significant or unusual transactions;
- Review current accounting estimates for biases;
- Review the appropriateness of year end accounting adjustments;
- Make enquiries of management and others within the City; and
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of audit procedures to be performed as individuals within the entity who are familiar with the audit procedures normally performed on engagements may be more able to conceal fraudulent financial reporting.

15 OTHER AUDIT MATTERS

15.1 Internal audit

An effective internal audit function is important for ongoing maintenance and improvement of risk management, internal control overseen by an effective Audit Committee, and governance processes. The internal audit function acts as the independent eyes and ears for Council on administration and controls in key areas of risk.

Internal audit is a key component of the defence against fraud, including misrepresentation. Although the City's financial management governance and risk framework, and management oversight and monitoring are the initial lines of defence against fraud or error, internal audit is also a crucial component.

Subject to the requirements of Auditing Standard ASA 610 *Using the Work of Internal Auditors*, if we have satisfied ourselves regarding the competence and objectivity of City's internal audit function, we plan to rely on their work where possible. The use of the City's internal audit function may be used in the following ways:

- To obtain information that is relevant to RSM's assessments of the risks of material misstatement due to error or fraud; and
- As partial substitution for audit evidence to be obtained directly by RSM.

The responsibility for internal audit rests with the Council and the CEO. The City is not planning to perform any internal audit for the year ending 30 June 2020.

15.2 Audit preparation checklists

To assist the City to gather and collate the necessary audit information and documentation, we will issue in advance of each audit visit an Interim Audit Preparation Checklist and a Final Audit Preparation Checklist. As the requested information will be an important part of our audit working papers, the information must be made available to RSM on the dates specified at section 17 of this APM. This will assist us in delivering an efficient audit and minimising interruptions to the City's staff.

We have established a fully secure data upload function, which is available to the City to file the documents and records we will need for our audit. We have found this facility to be very useful and clients have appreciated the savings in time and reduced disturbance by auditors during the audit fieldwork.



15.3 Important changes in governance, management or internal control environments

The City has advised that, other than those matters mentioned in the APM, there are no other major changes to its governance, management or internal control environment that may significantly impact the 30 June 2020 financial report.

15.4 Cumulative knowledge of accounting and computer systems and any expected changes

The City has represented that they are not aware of any significant changes to the accounting or computer systems.

16 INVOLVEMENT OF INFORMATION SYSTEMS AUDIT SPECIALIST

The financial management systems being used by the local government entities is varied, but there is a general reliance on "Authority". In some circumstances the information systems are integrated, whereas in others they are separate and rely on manual transfer of data between systems.

Due to the varying degree of financial system integration at each local government, RSM has assessed the information system environment as being sophisticated and we will engage an Information System Auditor (ISA) specialist to assess the risk of material misstatement imposed by the Information Technology (IT) environment at each local government.

The audit procedures conducted by the ISA will include, among others:

- Testing general IT controls around system access and testing controls over computer operations within specific applications which are required to be operating correctly to mitigate the risk of misstatement in the financial statements;
- Reviewing the key controls around change management related to significant IT systems.

RSM complies with Auditing Standard ASA 315 *Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment*. Our approach to information systems audit is to obtain an understanding of the information system, including the related business processes, relevant to financial reporting, including (amongst others) how the information system captures events and conditions, other than transactions, that are significant to the financial statements.

17 TIMETABLE

Phase	Task	Indicative timeframe ⁽¹⁾	Action
Planning	Pre-planning meeting to review and update the overall audit approach and plan	24 March 2020	RSM
	Issue draft 2020APM to the City for commentary	3 April 2020	RSM
	Entrance meeting with the Council, CEO and Audit Committee for the presentation and discussion of final APM	N/A ⁽²⁾	RSM City
Interim audit fieldwork	Issuing of Interim Audit Preparation Checklist to the City	17 April 2020	RSM
	Based on risk assessment, performance of cyclical controls testing, walkthrough of major business cycles and review of key reconciliation procedures for the 9 months ended 31 March 2020	28 – 1 May 2020	RSM
	Assessment of status of Management Letter points raised for the prior year		
Interim audit reporting	Interim audit findings meeting with City management, the OAG and RSM to discuss any significant control matters surrounding the major transaction cycles and content of the management letter, if any	11 May 2020	RSM OAG Commission
	Issue of the draft Interim Management Letter to the OAG for consideration and comment.	13 May 2020	RSM OAG
	Issue the draft Interim Audit Management Letter to the City for consideration and comment.	15 May 2020	RSM City
	Return of draft Interim Audit Management Letter to RSM with commentary	20 May 2020	City
	Issue the Interim Audit Management Letter to the OAG	25 May 2020	RSM
Draft financial report	The City submits shell financial report to RSM for review and comment	19 July 2020	City
	City to submit draft financial report as per the Act deadline.	25 September 2020	City
Final audit fieldwork	Issuing of Final Audit Preparation Checklist	31 July 2020	RSM
	Provision of trial balance as at 30 June 2020 to RSM	25 September 2020	City
	Performance of substantive tests for revenue and expenditure cycles for the 3 months ended 30 June 2020	6-9 October 2020	RSM

Phase	Task	Indicative timeframe ⁽¹⁾	Action
	Performance of substantive tests for balance sheet accounts as at year end		
Final audit reporting	Final audit findings meeting with City management, the OAG and RSM to discuss any significant accounting issues and findings noted during the final audit. If there are significant, unresolved matters, then a meeting will also be held with Council and CEO.	XX October 2020	RSM OAG City
	Issue the draft Final Audit Management Letter for the year ended 30 June 2020 to the OAG for consideration and comment	XX October 2020	RSM OAG
	Issue the draft Final Audit Management Letter for the year ended 30 June 2020 to the City for consideration and comment	XX October 2020	RSM City
	Return draft Final Audit Management Letter for the year ended 30 June 2020 to RSM with commentary	XX October 2020	City
	Issue the Final Audit Management Letter to the OAG	XX October 2020	RSM
	Preparation of OAG Signing Review Memorandum	XX October 2020	RSM
	Review of audit file by OAG	XX October 2020	OAG
	Audit Closing Report issued	XX November 2020	RSM
	Exit Meeting with City	XX November 2020	RSM OAG City
	Issue final Management Representation Letter and approve Financial Report	XX November 2020	City
	Independent Contract Auditor's Report issued	XX November 2020	RSM
	OAG to sign and issue the Audit Report	November 2020	OAG

- (1) The above dates are tentative at this stage and are subject to amendment as a result of staff availability from the City and OAG due to COVID-19.
- (2) The Entrance meeting has been marked as Not Applicable (**N/A**) due to COVID-19. The City has advised that the APM will be circulated to Council at the next meeting.

18 APPENDIX A: DRAFT MANAGEMENT REPRESENTATION LETTER

Our Ref:
Your Ref:

Ms Caroline Spencer
Auditor General
Office of the Auditor General
7th Floor, Albert Facey House
469 Wellington Street
PERTH WA 6000

Dear Ms Spencer

REPRESENTATION LETTER IN RESPECT OF THE CITY OF KWINANA ERROR! REFERENCE SOURCE NOT FOUND.**'S ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2020** ERROR! REFERENCE SOURCE NOT FOUND.

This representation letter is provided in connection with your audit of the City's annual financial report for the year ended 30 June 2020 for the purpose of expressing an opinion as to whether the annual financial report is fairly presented in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Financial Management) Regulations 1996* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

We submit the following representations for the year ended after making appropriate enquiries and according to the best of our knowledge and belief. This representation covers all material items in each of the categories listed below.

1. GENERAL

- (a) We have fulfilled our responsibilities for the preparation and fair presentation of the annual financial report in accordance with the *Local Government Act 1995* (the Act), the *Local Government (Financial Management) Regulations 1996* and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.
- (b) We have advised your auditors of all material contentious methods used in the presentation of the financial report.
- (c) There have been no changes in accounting policies or application of those policies that would have a material effect on the financial report, except as disclosed in Note XX to the financial report.
- (d) The prior period comparative information in the financial report has not been restated except as disclosed in Note XX to the financial report.
- (e) Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. We confirm the disclosures related to accounting estimates are complete and appropriate.
- (f) We have established and maintained an adequate internal control structure and adequate financial records as we have determined are necessary to facilitate the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

-
- (g) We have provided your auditors with
- (i) Access to all information of which we are aware that is relevant to the preparation of the financial report, such as records, documentation and other matters.
 - (ii) Additional information that your auditors have requested for the purpose of the audit.
 - (iii) Unrestricted access to staff and councillors of the City from whom your auditors determined it necessary to obtain audit evidence.
- (h) All transactions have been recorded in the accounting and other records and are reflected in the financial report.
- (i) All internal audit reports and reports resulting from other management reviews, including legal issues and legal opinions which have the capacity to be relevant to the fair presentation of the financial report including, where relevant, minutes of meetings, have been brought to your auditors' attention and made available to them.
- (j) We have advised your auditors of all known instances of non-compliance or suspected non-compliance with laws and regulations, and all known data or security breaches whose effects should be considered when preparing the financial report.
- (k) We have provided to your auditors the results of our assessment of the risk that the financial report may be materially misstated as a result of fraud.
- (l) No frauds or suspected frauds affecting the involving:
- (i) Management;
 - (ii) Employees who have significant roles in internal control; or
 - (iii) Others

have occurred to the knowledge of management.

[OR]

We have provided information to your auditors of our knowledge of fraud or suspected fraud affecting the involving:

- (i) Management;
- (ii) Employees who have significant roles in internal control; or
- (iii) Others.

A summary of these is *provided below/attached*.

- (m) To our knowledge no allegations of fraud or suspected fraud affecting the City's financial report has been communicated to us by employees, former employees, analysts, regulators or others.

[OR]

We have provided information to your auditors of our knowledge of any allegations of fraud or suspected fraud affecting the City's financial report communicated by employees, former employees, analysts, regulators or others.

Details are *as follows/attached*.

- (n) We have disclosed to your auditors all known actual or possible litigation and claims whose effects should be considered when preparing the financial report, and they have been accounted for and disclosed in accordance with Australian Accounting Standards.

2. FAIR VALUE MEASUREMENTS AND DISCLOSURES

We confirm that where assets and liabilities are recorded at fair value, the value attributed to these assets and liabilities is the fair value.

We confirm that the carrying amount of each physical non-current asset does not materially differ from its fair value at the end of the reporting period. Significant fair value assumptions, including those with high estimation uncertainty, are reasonable.

We confirm the measurement methods, including related assumptions, used by management in determining fair values are appropriate and have been consistently applied.

We confirm that the fair value disclosures in the financial report are complete and appropriate.

3. GOING CONCERN

We confirm that the going concern basis of accounting is appropriate for the annual financial report.

4. CONTINGENT LIABILITIES

There are no material contingent liabilities at year end that have not been completely and adequately disclosed in the Notes to the financial report.

5. COMMITMENTS FOR CAPITAL AND OTHER EXPENDITURE

Other than those commitments reported in the Notes to the financial report, there were no significant commitments for capital or other expenditure contracts carrying over at year end.

6. FINANCIAL LIABILITY FOR CONTAMINATED SITES

We are aware of our obligations under the *Contaminated Sites Act 2003* and have reported to the Department of Water and Environmental Regulation, all land owned, vested or leased by the City that is known to be, or is suspected of being, contaminated. All actual liabilities or contingent liabilities, if any, have been recognised and/or disclosed in the financial report as appropriate.

7. RELATED ENTITIES

We acknowledge our responsibility under section 17(1) of the *Auditor General Act 2006* (as applied by section 7.12AL of the *Local Government Act 1995*) to give written notice to the Auditor General if any of the City's functions are being performed in partnership or jointly with another person or body, through the instrumentality of another person or body, and/or by means of a trust. We confirm that we have provided the Auditor General with details of all related entities in existence at 30 June 2020.

8. RELATED PARTIES

We have disclosed to your auditors the identity of the City's related parties, as defined in Australian Accounting Standards, of which we are aware, and all the related party relationships and transactions of which we are aware. These include the City's key management personnel (KMP) and their related parties, including their close family members and their controlled and jointly controlled entities.

We have appropriately accounted for and disclosed such relationships and transactions in accordance with the requirements of Australian Accounting Standards.

9. KEY MANAGEMENT PERSONNEL COMPENSATION

We confirm the City's key management personnel (KMP) have not received any other money, consideration or benefit (except amounts being reimbursements for out of pocket expenses) which has not been included in the compensation disclosed in the Notes to the financial report.

10. SUBSEQUENT EVENTS

All events subsequent to the date of the financial report and up to the date of this letter for which Australian Accounting Standards require adjustment or disclosure, have been adjusted or disclosed.

[OR]

No matters or occurrences have come to our attention between the date of the financial report and the date of this letter which would materially affect the financial report or disclosures therein, or which are likely to materially affect the future results or operations.

11. INTERNAL CONTROL

We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

12. INSURANCE

We have established procedures to assess the adequacy of insurance cover on all assets and insurable risks. We believe, where appropriate, assets and insurable risks are adequately covered by insurance.

13. RISK MANAGEMENT

We confirm that we have established and maintained a risk management framework that is appropriate to the City.

14. FINANCIAL RATIOS

We confirm that the financial ratios included in the annual financial report have been prepared and fairly presented in accordance with the *Local Government (Financial Management) Regulations 1996*.

We confirm that the asset consumption ratio and the asset renewal funding ratio are supported by verifiable information and reliable assumptions.

15. ACCOUNTING MISSTATEMENTS

There are no uncorrected misstatements in the financial report

[OR]

The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report taken as a whole. A summary of these uncorrected misstatements is listed below.

Account	Reported balance	Actual balance	Variance

16. ELECTRONIC PRESENTATION OF THE AUDITED ANNUAL FINANCIAL REPORT AND AUDITOR'S REPORT

- (a) We acknowledge that we are responsible for the electronic presentation of the annual financial report.
- (b) We will ensure that the electronic version of the audited annual financial report and the auditor's report presented on the City's website is the same as the final signed versions of the audited annual financial report and the auditor's report.
- (c) We have clearly differentiated between audited and unaudited information in the construction of the City's website and understand the risk of potential misrepresentation in the absence of appropriate controls.
- (d) We have assessed the security controls over the audited annual financial report and the auditor's report and are satisfied that procedures in place are adequate to ensure the integrity of the information provided.
- (e) We will ensure that where the auditor's report on the annual financial report is provided on the website, the annual financial report is also provided in full.

17. OTHER (UNAUDITED) INFORMATION IN THE ANNUAL REPORT

We will provide the final version of the annual report to you when available, to enable you to complete your required procedures.

Council

Date

NAME:

Chief Executive Officer

Date

NAME:

19 APPENDIX B: ADDITIONAL INFORMATION CONTACTS

Alasdair Whyte	Efthalia Samaras
RSM Australia	Office of the Auditor General
Level 32, Exchange Tower	7th Floor, Albert Facey House
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13 Enbloc reports:

Nil

14 Reports - Community

Nil

15 Reports – Economic

Nil

16 Reports – Natural Environment

Nil

17 Reports – Built Infrastructure

17.1 Adoption of Local Development Plan for Stage 2, Apsley Estate, Mandogalup West.

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

A request to adopt a Local Development Plan (LDP) for Stage 2 of the Apsley Estate in Mandogalup West (refer to Attachments A and B) has been received for the consideration of Council under the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Subdivision approval was granted for Lot 682 Rowley Road, Mandogalup (Apsley Estate) by the Western Australian Planning Commission (WAPC) on 22 June 2018 with a condition requiring the preparation of an LDP for the subject lots.

City Officers have considered the 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 proposed LDP (refer to Attachment B) is considered to meet the requirements set out in the City's local planning policies and sets out design requirements for the development of the lots indicated within the LDP boundaries. These requirements apply in addition to standard Local Planning Scheme No. 2 (LPS2) and State Planning Policy 7.3 Residential Design Codes of Western Australia (R-Codes) requirements and permit certain variations in order to achieve a desired built form outcome.

The LDP has been assessed and supported by City Officers and is recommended for approval.

OFFICER RECOMMENDATION:

That Council approves the Local Development Plan for Apsley Stage 2, Apsley Estate, Mandogalup West (as per 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*.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN FOR STAGE 2, APSLEY ESTATE, MANDOGALUP WEST.

DISCUSSION:

Land Status

Local Planning Scheme No.2:	Development
Mandogalup West Local Structure Plan:	Residential R30 and R60
Metropolitan Region Scheme:	Urban

Background

The preparation of the LDP is required as a condition of the WAPC's subdivision approval for Lots 52 and 682 Rowley Road, Mandogalup (Apsley Estate) granted on 22 June 2018.

The proposed LDP (refer to Attachment B) sets out design requirements for the development of the lots for Stage 2 of the Apsley Estate. These requirements apply in addition to standard LPS2 and R-Codes requirements and will permit certain variations in order to achieve an optimal form of development.

Planning Assessment

The majority of the lots within the proposed LDP are zoned R30, apart from a Grouped Housing site which is coded R60. This is consistent with the approved Local Structure Plan and reflects the approved subdivision design.

Part 6 of the Regulations outlines the process for considering LDPs. The City has assessed the LDP in accordance with the relevant provisions of the Regulations with consideration given to 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 draft 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.
- Design Principles - 7 (Legibility); 8 (Safety): The draft 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 draft LDP addresses these design principles through the orientation of buildings and prescribing design features for dwellings within the LDP area.

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

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN FOR STAGE 2, APSLEY ESTATE, MANDOGALUP WEST

In relation to street setbacks, the LDP provisions intend to encourage dwellings to be constructed further forward on the lot. The LDP also varies side boundary setback provisions as prescribed in the R-Codes by permitting reduced setbacks to secondary streets and nil setback walls on both boundaries under certain circumstances (refer to Element 5 of the LDP). While mandating outdoor living spaces, the draft LDP also permits a reduction to private open space requirements which, along with front and side boundary setback variation provisions, provides built form flexibility and encourages applicants to focus open space towards the rear of lots for the smaller lots. This promotes liveable open space and living in the rear of properties whilst not having to reduce building floor area to achieve setbacks and open space requirements. The outdoor living area to the rear of the property is required to be open to sunlight and ventilation which aligns with the relevant design principles of the R-Codes. In addition, these lots are within close proximity to nearby POS as well as the Western Power easement.

Based on the approved subdivision, all but two of the lots are greater than 12 metres (m) in frontage, and in this instance, the LDP requires garages to be a maximum width of 50% of the lot frontage, be set back 4.5m from the primary street and 1.5m from the secondary street. Garages are not to be forward of the dwelling alignment. One lot is a proposed 10.2m frontage and another 10.5m, and in accordance with Council's 'Local Planning Policy 2: Streetscapes', a lot with a frontage less than 12m and greater than 10m may have a garage lot frontage greater than 50% of the lot frontage but only subject to the introduction of built form articulation to increase the prominence of the dwelling entrance and reduce the impact of the garage door.

Planning Assessment of Draft LDP

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

Clearing approval for the draft LDP area was approved and undertaken as part of the Apsley Stage 1 subdivision (refer to Attachment D). At that time the City liaised with the proponent to identify trees to be retained in the subdivision area and subsequently clearing of the site was undertaken. Due to the levels proposed for the site in Stage 2, the retention of existing trees was restricted to a singular tree in the road reserve next to Lot 461. This tree is indicated on the proposed LDP. The majority of the trees to be retained within the Apsley subdivision area are located within the Public Open Space (POS) areas to the north-east and south-west of the draft LDP area (refer to Attachment C).

It is noted that the City has previously sought the consideration of the Environmental Protection Authority (EPA) in regards to its level of assessment of the clearing of the Banksia Woodland for development on Lot 682 Rowley Road, Mandogalup as per Council resolution #141 of 24 April 2018. This followed the listing of the Banksia Woodland as a Threatened Ecological Community (TEC) by the Federal Government. The EPA subsequently determined not to formally assess the clearing. Subsequently, the Western Australian Planning Commission (WAPC) supported the subdivision of the land for development.

Local Planning Policy No. 2 – Streetscapes

LPP2 focuses on improved streetscapes across the City and places an emphasis on road design, the provision of new street trees and landscaping as well as built form outcomes.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN FOR STAGE 2, APSLEY ESTATE, MANDOGALUP WEST

The engineering drawings for Apsley Stage 2 were approved as part of Apsley Stage 1. These drawings complied with LPP2 in terms of road infrastructure, location of footpaths and sufficient road reserve widths to accommodate street trees. As required by LPP2, all proposed new street trees have been identified on the LDP to ensure that the tree locations are available to prospective purchasers and builders. The LDP has been reviewed by the City's Engineers to confirm that it is consistent with the previously approved subdivision engineering drawings.

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:

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

The LDP incorporates the above model provision (refer to element 2 of the LDP). Compliance with these provisions will help ensure that all dwellings constructed within this LDP area will provide the desired design interface with the surrounding streetscape.

In relation to fencing, the LPP2 states the following:

Fencing:

- 1. For all rear-loaded lots, a ground level height difference of between 300mm and 600mm between the front boundary and the street is encouraged.*
- 2. Front fences within the primary street setback being visually permeable above 0.9m to a maximum height of 1.2m above natural ground level.*
- 3. 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.*

In this regard, the LDP prohibits fencing within the primary street setback and therefore provision 2 is not required and has not been included in the LDP. However, provision 3 has been included, due to the grouped housing lot on the corner of Gosse Street and Townsend Parkway and this fencing design will allow future dwellings to incorporate habitable rooms that address the secondary street. This element will provide passive surveillance as required under LPP2 and the R-Codes. Finally, as there are no rear-loaded lots, provision 1 relating to the level difference, is not required.

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 jut out over footpaths, protecting the area for pedestrians. Footpaths in the amended LDP area are boundary aligned in accordance with LPP2. The LDP includes this provision. The LDP also allows a reduced setback in some instances for garages on lots that do not abut a footpath, consistent with LPP2.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN FOR STAGE 2, APSLEY ESTATE, MANDOGALUP WEST

Local Planning Policy No.7 – Uniform Fencing

LPP7 requires that uniform fencing be provided for lots abutting the public domain, which includes higher order roads and Public Open Space (POS).

Quartermaine Boulevard is classified as a higher order road and the Western Power easement which will be kept clear of built form. Therefore Lots 453 to 461, which abut Quartermaine Boulevard and the easement are required to have uniform fencing constructed in accordance with LPP7. The LDP identifies uniform fencing for these lots as well as on the corner of Lot 263 (Grouped Housing Lot). The LDP states that uniform estate fencing provided on private lots shall not be modified without written approval from the City of Kwinana and shall be maintained as visually permeable by landowners where applicable.

Local Planning Policy No. 8 – Designing Out Crime

LPP8 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. The draft LDP provisions require that all dwellings address the primary street frontages and laneway through the provision of habitable rooms with large windows to provide surveillance and therefore complies with LPP8.

In addition, secondary street boundary 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 to have habitable rooms addressing the primary and secondary streets to provide passive surveillance. The addition of uniform estate fencing on the lots that abut the proposed POS (lots 453-461) also contribute to passive surveillance over public spaces.

R60 Grouped Housing Lot

The LDP includes Lot 263, a Grouped housing lot which is zoned R60. Approved as part of the subdivision, the configuration and frontages of this lot does not lend itself to easy development. City Officers have considered how best to address the lot and had discussions with the proponent as to how to achieve the best possible design outcome.

Element 3b of the LDP indicates a primary street frontage to Townsend Parkway for Lot 263 to ensure any development of this site will address this street. Element 5b aims to ensure the potential negative impact of overshadowing caused by the nil boundary setback, will be minimised by restricting the nil side setback for a 4m gap on the southern lot boundary, which will align with the location of any Outdoor Living Area (OLA) on Lot 264. Finally, element 6b helps ensure the provision of a suitably sized and uncovered OLA on Lot 263 while providing increased site cover.

It is considered the abovementioned provisions will promote good design on the lot, while reducing negative impacts on neighbouring properties.

Bushfire Management

A number of lots within this stage of development are subject to a Bushfire Management Plan (BMP) and, as such, have been identified on the LDP. A BAL assessment and certification will be required for all lots at the building permit stage.

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN FOR STAGE 2, APSLEY ESTATE, MANDOGALUP WEST

Conclusion

The LDP will be a point of reference that will provide clarity and certainty to builders, property owners and City Officers when assessing proposals for Single or Grouped dwellings on these lots. The City has assessed the provisions and requirements of the LDP and is satisfied that it is consistent with the Council's relevant Local Planning Policies.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the landowners are Mandogalup Land Development Pty Ltd and Jeffrey and Grete White and the applicant is RobertsDay.

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.

Local 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. 3.1 (Residential Design Codes of Western Australia);
State Planning Policy No. 3.7 – Planning in Bushfire Prone Areas; and
Liveable Neighbourhoods Operational Policy.

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:

In 24 April 2018, Council resolved to refer the subdivision application to the EPA for a formal Environmental Impact Assessment under the *Environmental Protection Act 1986* (EP Act) due to concerns of impacts on the Commonwealth listed TEC 'Banksia woodland on the Swan

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN FOR STAGE 2, APSLEY ESTATE, MANDOGALUP WEST

The Minister considered that environmental impacts from the proposal had already been adequately considered by the EPA, WAPC and the Commonwealth and decided not to refer the proposed subdivision to the EPA for formal assessment under the Environmental Protection Act. Subsequently the subdivision application was supported and approved by the WAPC.

It should be noted that the City Officers continued to work with the developer to ensure the retention of good quality existing trees within the subdivision area.

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 was prepared by the developer and the lots have not yet been created (and remain 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 the adjoining area. The application is considered to be of low impact and would only affect the current landowners.

PUBLIC HEALTH IMPLICATIONS:

The approved subdivision resulted in the loss of an area of TEC Banksia Woodland. The LDP with its provisions, provides a sound basis for good urban design as well as safety through the provision of bush fire BAL construction requirements.

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

17.1 ADOPTION OF LOCAL DEVELOPMENT PLAN FOR STAGE 2, APSLEY ESTATE, MANDOGALUP WEST

Likelihood	Possible
Rating (before treatment)	Low
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 Local Planning Scheme No.2, R-Codes, Lot 682 and 52 Rowley Road, Mandogalup Local Structure Plan, Bushfire Guidelines and relevant Policies. • Liaising with the applicant throughout the application process.
Rating (after treatment)	Low

COUNCIL DECISION**211****MOVED CR M KEARNEY****SECONDED CR P FEASEY**

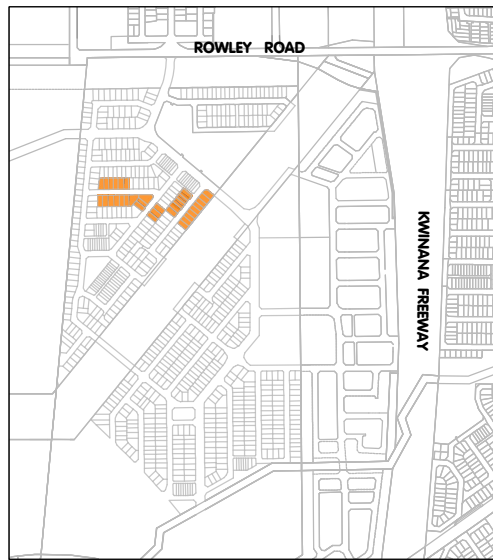
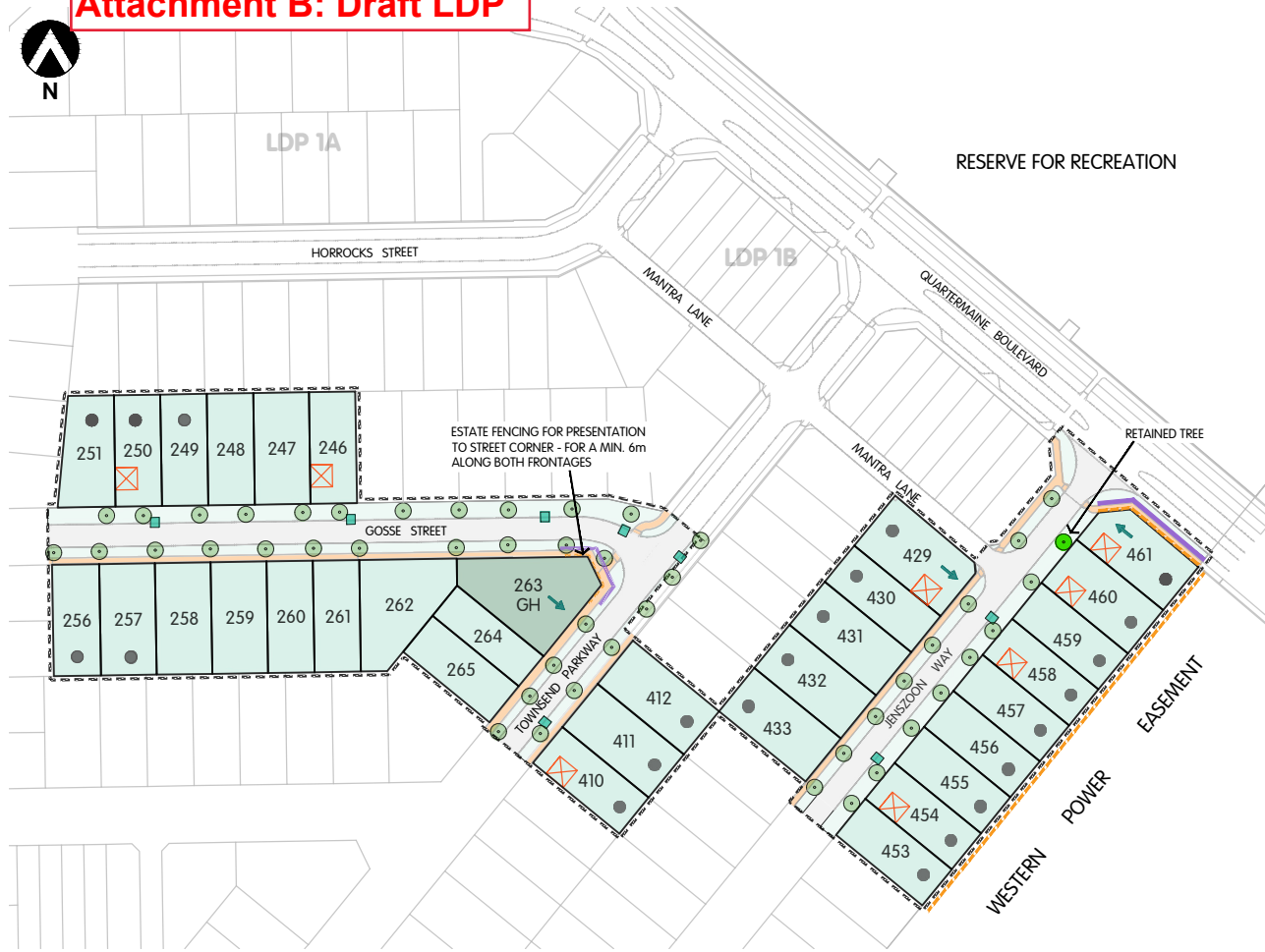
That Council approves the Local Development Plan for Apsley Stage 2, Apsley Estate, Mandogalup West (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

CARRIED**7/0**

Attachment A: Location Plan



Attachment B: Draft LDP



LEGEND

- LDP BOUNDARY
- R60
- R30
- LOT NUMBER
- GH GROUPED HOUSING
- NO VEHICULAR ACCESS
- PRIMARY STREET FRONTAGE
- UNIFORM ESTATE FENCING
- DESIGNATED GARAGE LOCATIONS
- STREET TREE (APPROX. LOCATION)
- RETAINED TREE
- SIDE ENTRY PIT
- LOTS SUBJECT TO BUSHFIRE MANAGEMENT PLAN REQUIREMENTS

LOCATION PLAN SUBJECT LOTS

This Local Development Plan has been endorsed by Council under Clause 52(1)(a) of the Deemed Provisions

Coordinator, Statutory Planning
City of Kwinana

Date

LOCAL DEVELOPMENT PLAN PROVISIONS

1. Operation

- This Local Development Plan (LDP) applies to 246-251, 256-265, 410-412, 429-433 & 453-461.
- Unless otherwise varied by this LDP, all development shall be in accordance with the City of Kwinana Town Planning Scheme No. 2, the Residential Design Codes, and the Mandogalup West Local Structure Plan.
- Development Approval is exempt for any Single House that is compliant with the provisions of this LDP, the R-Codes, TPS2, and all relevant Local Planning Policies.
- Minor variations to the requirements of this Local Development plan may be approved by the City of Kwinana.

2. Dwelling Façade Treatment

All dwellings are to provide a high-quality design interface to the 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
- built-in planter box.

3. Street Set back

- All dwellings on land zoned R30 are to be set back a minimum of 3.0m and maximum of 5.0m from the primary street and 1.0m minimum from the secondary street, no averaging permitted.
- Lot 263 zoned R60 may be set back a minimum of 2.0m from the Primary Street. If Lot 263 is further subdivided or developed as Grouped Dwellings, the Primary Street set back shall apply to Townsend Parkway only (ie. a 1.0m minimum set back for both primary and secondary frontages applies to Gosse Street in all development scenarios).
- For determining the maximum setback, facade elements or indentations are permitted to be set back greater than 5.0m where these constitute a minor proportion of the dwelling's front facade.
- Primary and secondary setbacks do not apply to eaves.
- Where a portico, porch, veranda or similar is provided, they may be setback a minimum of 2.0m from the primary street.
- For corner lots, where the major dwelling entry (front door) is orientated toward the secondary street, secondary street setbacks apply. Primary street setbacks apply to the other street, as designated on this LDP.

4. Fencing

- Fencing is not permitted within the primary street setback area.
- For secondary street boundaries, fencing shall be visually permeable above 1.2m behind the primary street setback, for a minimum length of 3.0m behind the truncation, with a habitable room addressing the street.
- Uniform estate fencing provided on private lots shall not be modified without written approval from the City of Kwinana and shall be maintained as visually permeable by landowners where applicable.

5. Lot Boundary Set back

- For all lots zoned R30, a nil side set back is permissible to one side boundary behind the primary street setback line to a maximum of 4.0m from the rear boundary, unless otherwise designated on the LDP or where this boundary is to a secondary street.
- For Lot 263 zoned R60, a nil side set back may be provided to both side boundaries behind the primary and secondary street setback lines, with the exception of a 4m gap on the southern lot boundary to align with the location of any Outdoor Living Area (OLA) in Lot 264.
- For lots with a frontage of 11 metres or less, or where otherwise designated on this LDP, nil setbacks are permitted to both side boundaries.

- Where a nil side setback is permissible but not proposed, side setbacks shall conform to the requirements of the R-codes.

6. Open Space and Outdoor Living Area

Open space may be reduced to 35% of the site area subject to the provision of a an outdoor living area (OLA) with a minimum dimension of 4m and located behind the front setback area, with the following sizes and requirements:

- 24 sqm for R30 lots, with a minimum of 16sqm of the OLA to be uncovered.
- 16sqm for R60 lots, with a minimum of 11sqm of the OLA to be uncovered.

Garages

- Garages are to be set back a minimum of 4.5m from the primary street and are not to be forward of the dwelling alignment.
- All garages to have doors to enclose them.
- Garages may be aligned with the dwelling provided they do not exceed the garage setback line.
- Garages are to be set back 1.5m from the secondary street.
- Garages are permitted to have a nil 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 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;
 - 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 (including tandem) is permitted;
 - 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;
 - For all lots where a footpath adjoins the boundary, the garage must be setback a minimum 4.5m from that boundary;
 - Designated garage locations apply to lots identified on this Local Development Plan, referencing the side of the lot to which the garage must be located but do not prescribe boundary walls; and
 - Access to on-site car parking spaces may be provided from either the primary or secondary street orientation unless otherwise designated on the Local Development Plan.

8. Vehicle Access

Lots affected by a 'No Vehicular Access' provision shall restrict vehicle access on boundaries identified on the map.

9. Outbuildings

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

10. Street Trees

- A minimum of one street tree per lot, and two street trees for corner lots are required.
- Street trees are to be generally located as shown on this LDP, subject to detailed landscape design.
- Street trees are not to be relocated or removed by landowners.

11. Bushfire 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.

This LDP shall be read in conjunction with the approved Bushfire Management Plan.

Apsley

CADASTRAL INFORMATION
SOURCE: C&W
YYMMDD: 200106
DWG REF: 6027-CAD
PROJECTION: PCG94
CAD PRECAL
SOURCE: MNG
YYMMDD: 200311
DWG REF: 96755pr-025I

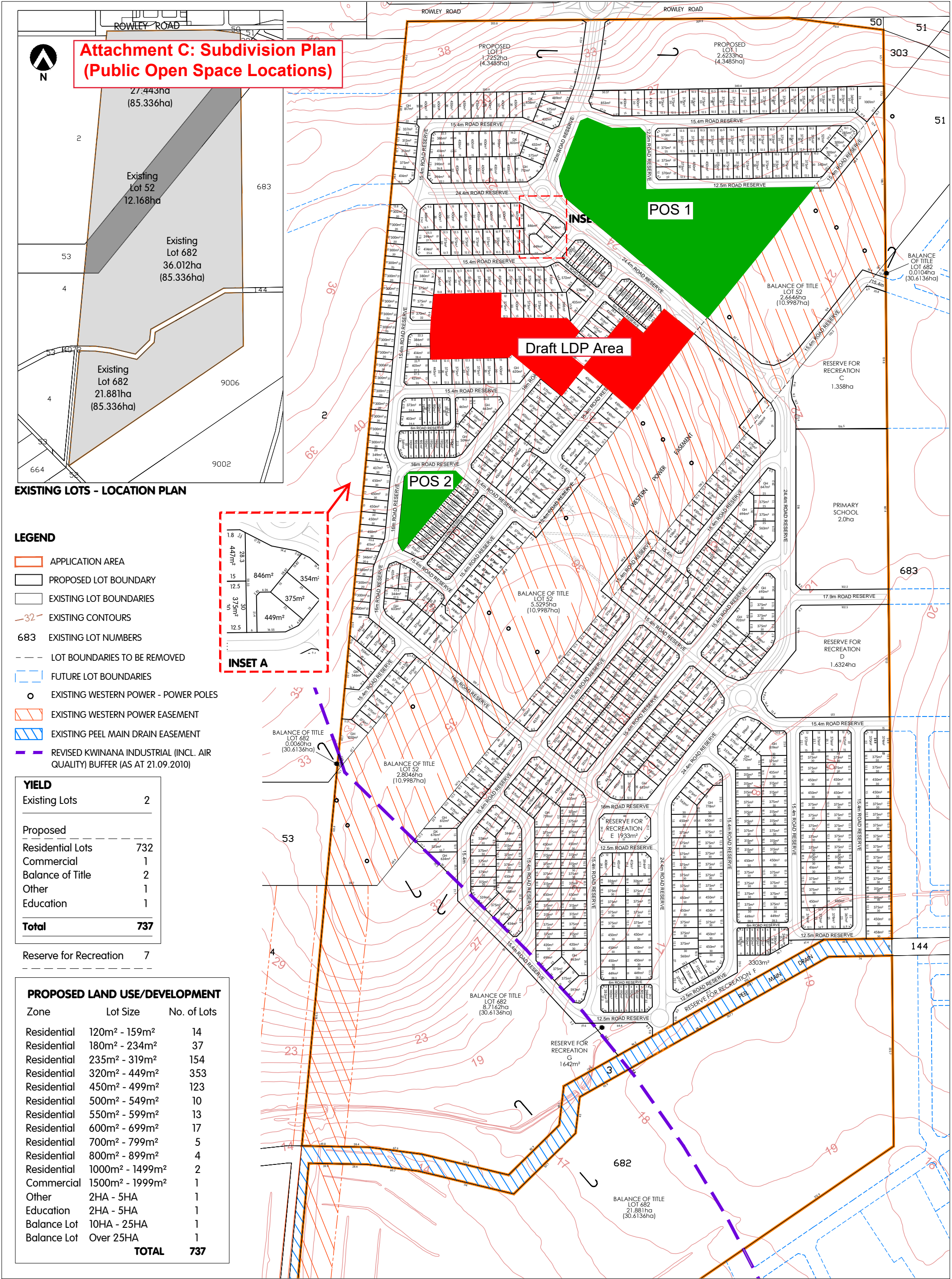
RD
great places

SIZE A3 1:2000
0 metres 2 4 6 8 10

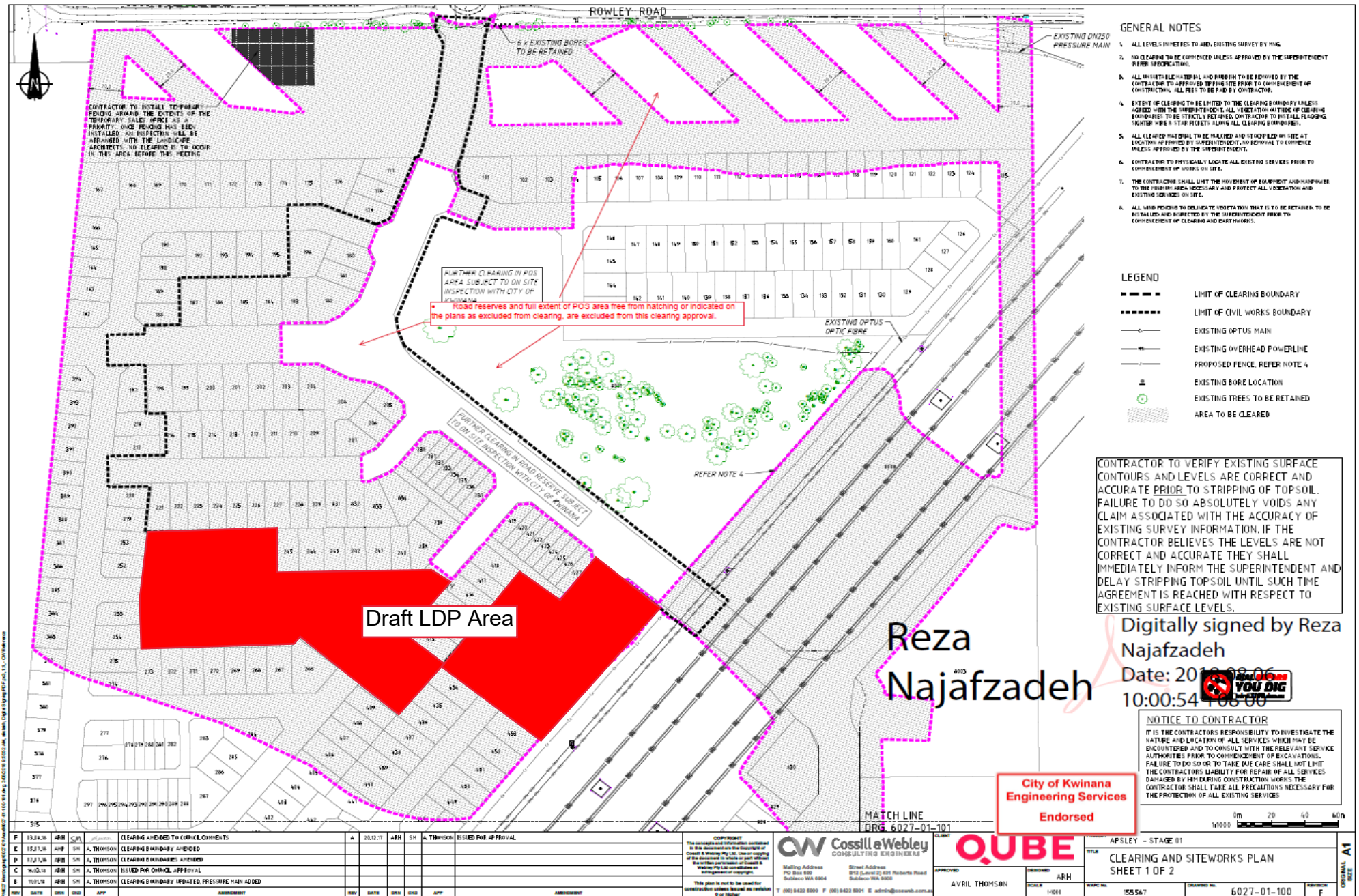
H	CITY ASSESSMENT COMMENTS	200623	ED	AB
G	DEVELOPER FENCING LOT 263	200608	ED	AB
F	FENCE HEIGHTS FOR LOT 263	200604	ED	AB
E	ADD LOT 263	200526	ED	AB
D	ADD LOT 453	200318	SB	KV
C	PROVISION UPDATE TO 1A	200317	SB	AB
B	VARIOUS UPDATES	200226	HH	AB
REV	DESCRIPTION	YYMMDD	DRAWN	APPR'D

LOCAL DEVELOPMENT PLAN (2)
Apsley Stage 2
City of Kwinana

REF NO. QUB MAN
DRAW NO. RD1 206
REV. H



Attachment D: Approved Clearing Plan



17.2 Development Application for a Drive-In Takeaway Food Shop – Lot 2 (27) Weston Street Naval Base

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

An application has been received for a change of use at 27 Weston Street, Naval Base. The proposed land use is for a Drive-In Takeaway Food Shop. The subject lot is zoned 'Service Commercial' under the City's Local Planning Scheme No.2 (LPS2).

The subject lot is currently occupied by a drive through liquor store (Liquor Barons) that was approved by the City in 2016. The proposal is to retrofit one (of the two) drive through lanes for the new business, which has a focus on takeaway coffee and complementary food such as sandwiches, muffins, biscuits, banana bread and similar items. Apart from signage, no external alterations are proposed to the existing building on site. Refer to Attachments A – H for development and location plans.

The application was advertised to all adjoining property owners as required by LPS2. One objection was received following a 21 day advertising period. The outcomes of advertising are summarised in Attachment I and discussed later in this report.

The proposed land use for a Drive-In Takeaway Food Shop is consistent with the objectives of LPS2, the Service Commercial zone and the wider Naval Base area. The application is therefore recommended for approval subject to conditions.

OFFICER RECOMMENDATION:

That Council approve a Drive-In Takeaway Food Shop at Lot 2 (27) Weston Street in Naval Base (as per Attachments A - G), subject to the following conditions and advice:

CONDITIONS:

- (1) The premises being kept in a neat/tidy condition at all times by the owner/occupier to the satisfaction of the City of Kwinana.
- (2) The hours of operation for the Drive-In Takeaway Food Shop shall be between the hours of 6am to 5pm.
- (3) Prior to occupation of the development, the provision of vehicle parking bays as defined on the approved development plans in accordance with AS2890, to be clearly marked on the ground to the satisfaction of the City of Kwinana.
- (4) Landscaping areas, vehicle parking spaces and access-ways are to be maintained to the satisfaction of the City of Kwinana.
- (5) All development, including wayfinding signs, is to be located within the lot boundaries.
- (6) The signage hereby permitted shall not contain any flashing or moving light or radio; animation or movement in its design or structure; reflective, retro-reflective or fluorescent materials in its design structure to the satisfaction of City of Kwinana.

17.2 DEVELOPMENT APPLICATION FOR A DRIVE IN TAKEAWAY FOOD SHOP – LOT 2 (27) WESTON STREET NAVAL BASE**ADVICE NOTES:**

- (1) The Minister for Planning has issued a formal notice extending the deadline for substantial commencement by an additional two (2) years for all applications approved during the current State of Emergency. In effect, this means that the timeframe for substantial commencement is now four (4) years from the date of this determination.
- (2) Should the proponent be aggrieved by the decision or any condition imposed, a review may be lodged with the State Administrative Tribunal within 28 days of the date of this decision.
- (3) The proponent is further advised that this is not a building permit and/or sign licence the City of Kwinana issues to enable construction to commence. A building permit/sign license is a separate City of Kwinana requirement and construction cannot be commenced until a building permit is obtained.
- (4) The proponent should ensure the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, Health (Miscellaneous Provisions) Act 1911 and Regulations, and the National Construction Code.
- (5) An application to construct or alter a food premises shall be completed and submitted to the City's Environmental Health Service for approval prior to the food business commencing construction/fit out. The food business shall comply with Food Act 2008, Food Regulations 2009 and Australian New Zealand Food Standards Code.
- (6) Pursuant to section 41 of the Dampier to Bunbury Pipeline Act 1997, restrictions apply to land contained within the area identified as the DBNGP corridor. Any works (e.g. landscaping, installation of reticulation and services, boundary fencing etc) within the corridor area requires the prior approval from the DBNGP Land Access Minister.
- (7) There must be no vibrating rollers used within 20 metres of the pipeline and only static rollers or light walk behind plate compactors are to be used within 20 metres of the pipeline.

DISCUSSION:**Land Status**

Local Planning Scheme No. 2: Service Commercial
Metropolitan Region Scheme: Industrial

Proposal

The City is in receipt of an application for a Drive-In Takeaway Food Shop at Lot 2 (27) Weston Street in Naval Base (refer to Attachments A - H). The subject lot is zoned 'Service Commercial' under the City's Local Planning Scheme No.2 (LPS2). A liquor store with two drive through lanes was approved in 2016 and is currently occupying the site.

The proposal is to retrofit an internal portion of the existing building to allow for drive through coffee and complementary foods. One of the two existing drive through lanes is proposed to be retrofitted allowing for the sale of takeaway coffee and foods such as sandwiches, muffins, biscuits, banana bread and similar items. No external alternations or additions to the existing building on site are proposed, with the exception of signage (refer to A - H).

17.2 DEVELOPMENT APPLICATION FOR A DRIVE IN TAKEAWAY FOOD SHOP – LOT 2 (27) WESTON STREET NAVAL BASE

Local Planning Scheme No. 2

Land Use

The subject site is zoned 'Service Commercial' under LPS2. The proposal is for a drive through coffee and complementary foods tenancy. This proposed land use best fits under the 'Drive-In Takeaway Food Shop' land use as defined in LPS2. The use permissibility for a Drive-In Takeaway Food Shop within the Service Commercial zone is outlined in the table below:

Use	Permissibility (as noted in LPS2)	Comment
Drive-In Takeaway Food Shop	SA	Council may exercise discretionary powers to determine a Drive-In Takeaway Food Shop in the Service Commercial zone following public advertising of the application.

The proposed development is located within a strip of Service Commercial zoned land that extends along either side of Rockingham Road. The intent of zoning these lots Service Commercial was primarily due to the exposure that Rockingham Road can offer commercial businesses. The proposed Drive-In Takeaway Food Shop is an additional use that will complement the existing approved Liquor Store on the site. Furthermore, the proposal was advertised for a period of 21 days to all surrounding land owners as required under LPS2. A response was received during this period and is discussed further in the report.

Division 3 – Commercial Zones

The proposed development has been considered against the relevant provisions outlined under Division 3 – Commercial Zones of LPS2. The applicable requirements outlined under this Division cover aspects of the development, from building setbacks to parking and landscaping. The proposal includes an additional two car parking bays to be marked on the property for staff, satisfying parking requirements. Considering no external changes are proposed to the existing approved building and landscaping on site, the proposed development complies with the requirements and objectives of Division 3.

Policy Statement – Naval Base

LPS2 establishes Policy Areas across the City of Kwinana. Each Policy Area includes a statement outlining broad land use objectives to guide decisions concerning subdivision, development and zoning. The subject development is located within Naval Base - Policy Area 14 of LPS2. The proposal meets the relevant objectives outlined in the Policy Statement for Naval Base as listed below:

- (a) *The predominant use shall be general industry with the limitation that noise, vibration, groundwater pollution, airborne emissions and odours, shall not adversely affect nearby businesses or residents;*
- (b) *Subdivision and development shall be supported where in accordance with an overall structure plan (which includes design levels A.H.D.) approved by Council;*
- (c) *Service road, slip road and side road access shall be established along the Rockingham Road frontage in accordance with the overall structure plan approved by Council and the Main Roads Department;*

17.2 DEVELOPMENT APPLICATION FOR A DRIVE IN TAKEAWAY FOOD SHOP – LOT 2 (27) WESTON STREET NAVAL BASE

Objective (a) refers to the predominant uses within the Naval Base area to be general industry. The proposal will not impact on existing general industry zoned land which surrounds the Service Commercial zone. It should be noted that the proposed land use for a Drive-In Takeaway Food Shop is considered to have minimal impact on the amenity of existing surrounding land uses. This is particularly the case considering that with the exception of additional signage, there is no external building changes or evidence of the proposed land use when viewed from the street. Additionally, there is no ability for customers to stay on site and consume products, ensuring that there will be no alfresco or internal dining areas that could be impacted by the surrounding industrial land uses. Objective (b) references a structure plan that has historically been approved by Council (refer to Attachment O). It should be noted that this structure plan is historic, dating back to the initial adoption of LPS2 in the early 1990's. Regardless, the proposed development is consistent with this structure plan, including the above objectives (b) and (c). All access into the subject site is from Weston Street and Brown Avenue which are considered side and/or service roads (as per the wording of objective (c)). Therefore the proposed change of land use can be supported.

Main Roads WA (MRWA)

As the proposed Drive-In Takeaway Food Shop abuts Rockingham Road, the application was required to be submitted to MRWA for comment. It is emphasised (and previously mentioned in this report) that no changes are proposed to the existing vehicular access points in and out the site, notwithstanding that these are from the local roads being Weston Street and Brown Avenue only. The proponent provided a Traffic Impact Assessment (TIA) for the proposed development which was also referred to MRWA. MRWA responded and requested that where wayfinding signs are proposed, they must be within the lot boundaries. By way of background, the TIA stated the following:

It is recommended that an appropriate wayfinding sign be installed at the site's Weston Street crossover to direct potential patrons to the Brown Avenue crossover should they wish to access the drive-through facility.

A condition is therefore added to ensure all development, including any wayfinding signs, is located within the lot boundaries. No further comments were noted.

Local Planning Policy 9: Advertising Signage

The development has also been considered against Local Planning Policy 9: Advertising Signage (LPP9). The proposal includes an additional two wall signs for the new Drive-In Takeaway Food Shop which state: *Better Choice Coffee*. LPP9 permits wall signs to have a maximum aggregate area of 10m² per tenancy. The proposed Drive-In Takeaway Food Shop is considered an additional tenancy. The proposed signs are located on opposite sides of the building, do not interfere with existing signage on the site and have a total aggregate area of less than 10m². The proposal satisfies all requirements of LPP9 and the signage is therefore supported.

Public Advertising

As previously stated, the application was publicly advertised for 21 days to all surrounding landowners in accordance with LPS2. Two submissions were received by the City: one in conditional support and one objecting to the proposal. A summary of the submissions and City Officer responses can be seen in Attachment I: *Schedule of Submissions*.

17.2 DEVELOPMENT APPLICATION FOR A DRIVE IN TAKEAWAY FOOD SHOP – LOT 2 (27) WESTON STREET NAVAL BASE

As seen in Attachment I, concerns have been raised that the proposed Drive-In Takeaway Food Shop will have an adverse economic impact on similar types of fast food and deli businesses in the area. While it should be noted that commercial competition is not a planning matter, the proponent provided further information outlining that the proposed Drive-In Takeaway Food Shop is primarily for the sale of coffee in a drive through arrangement. The food stuffs that are available for purchase as part of the drive through are simply complementary (for example – muffins, biscuits etc). Furthermore, the proponent has indicated the existing drive through liquor store is the dominant use on the site and the drive through coffee will ensure the business will be able to attract customers during peak morning traffic periods when alcohol sales are generally lower.

The submission of support requested that vehicle access and movement within the site remain unchanged. This is the case as there is no change proposed to access in and out of the site.

The proposed Drive-In Takeaway Food Shop is considered to meet relevant planning requirements and is therefore recommended for approval. City Officers note that while the proposal may potentially impact on commercial competition, the nature of the proposed business that is predominately for the sale coffee in a drive through arrangement, will introduce a different business model in the area. City Officers further emphasise that commercial competition is not able to be considered under planning legislation and the proposal meets relevant requirements and objectives of LPS2.

Conclusion

The proposed development is considered to be consistent with the Service Commercial zone. With no external additions or major alterations being proposed to the existing buildings on the site, the proposed Drive-In Takeaway Food Shop will work incidentally to the approved Liquor Store, providing activation of the site during off peak hours for the Liquor Store. The proposal meets all planning requirements and objectives for development in the Service Commercial zone and wider Naval Base area and is therefore recommended for approval subject to conditions.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the proponent is Peter Webb & Associates and the owner is AKWA Pty Ltd.

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

Schemes

Metropolitan Region Scheme;

City of Kwinana Local Planning Scheme No.2

Local Planning Policies

Local Planning Policy 9: Advertising Signage

17.2 DEVELOPMENT APPLICATION FOR A DRIVE IN TAKEAWAY FOOD SHOP – LOT 2 (27) WESTON STREET NAVAL BASE**FINANCIAL/BUDGET IMPLICATIONS:**

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

The proposed Drive-In Takeaway Food Shop is classified as an 'SA' use under LPS2. Therefore, the application was publicly advertised in accordance with the requirements of LPS2 to all surrounding landowners for a period of 21 days. Two submissions were received, are summarised in Attachment I and responded to in the report above.

PUBLIC HEALTH IMPLICATIONS

The proposal has the potential to help improve the following determinants of health

- Socio-economic Factors – Employment and Income.

RISK IMPLICATIONS:

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

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

17.2 DEVELOPMENT APPLICATION FOR A DRIVE IN TAKEAWAY FOOD SHOP – LOT 2 (27) WESTON STREET NAVAL BASE

Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Moderate
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. • Communicate with relevant external agencies when assessing the application. • Compliance of the proposal with LPS2 and relevant City policies. • Liaising with the proponent throughout the application process.
Rating (after treatment)	Low

COUNCIL DECISION**212****MOVED CR S WOOD****SECONDED CR W COOPER**

That Council approve a Drive-In Takeaway Food Shop at Lot 2 (27) Weston Street in Naval Base (as per Attachments A - G), subject to the following conditions and advice:

CONDITIONS:

- (1) The premises being kept in a neat/tidy condition at all times by the owner/occupier to the satisfaction of the City of Kwinana.**
- (2) The hours of operation for the Drive-In Takeaway Food Shop shall be between the hours of 5am to 5pm.**
- (3) Prior to occupation of the development, the provision of vehicle parking bays as defined on the approved development plans in accordance with AS2890, to be clearly marked on the ground to the satisfaction of the City of Kwinana.**
- (4) Landscaping areas, vehicle parking spaces and access-ways are to be maintained to the satisfaction of the City of Kwinana.**
- (5) All development, including wayfinding signs, is to be located within the lot boundaries.**
- (6) The signage hereby permitted shall not contain any flashing or moving light or radio; animation or movement in its design or structure; reflective, retro-reflective or fluorescent materials in its design structure to the satisfaction of City of Kwinana.**

17.2 DEVELOPMENT APPLICATION FOR A DRIVE IN TAKEAWAY FOOD SHOP – LOT 2 (27) WESTON STREET NAVAL BASE

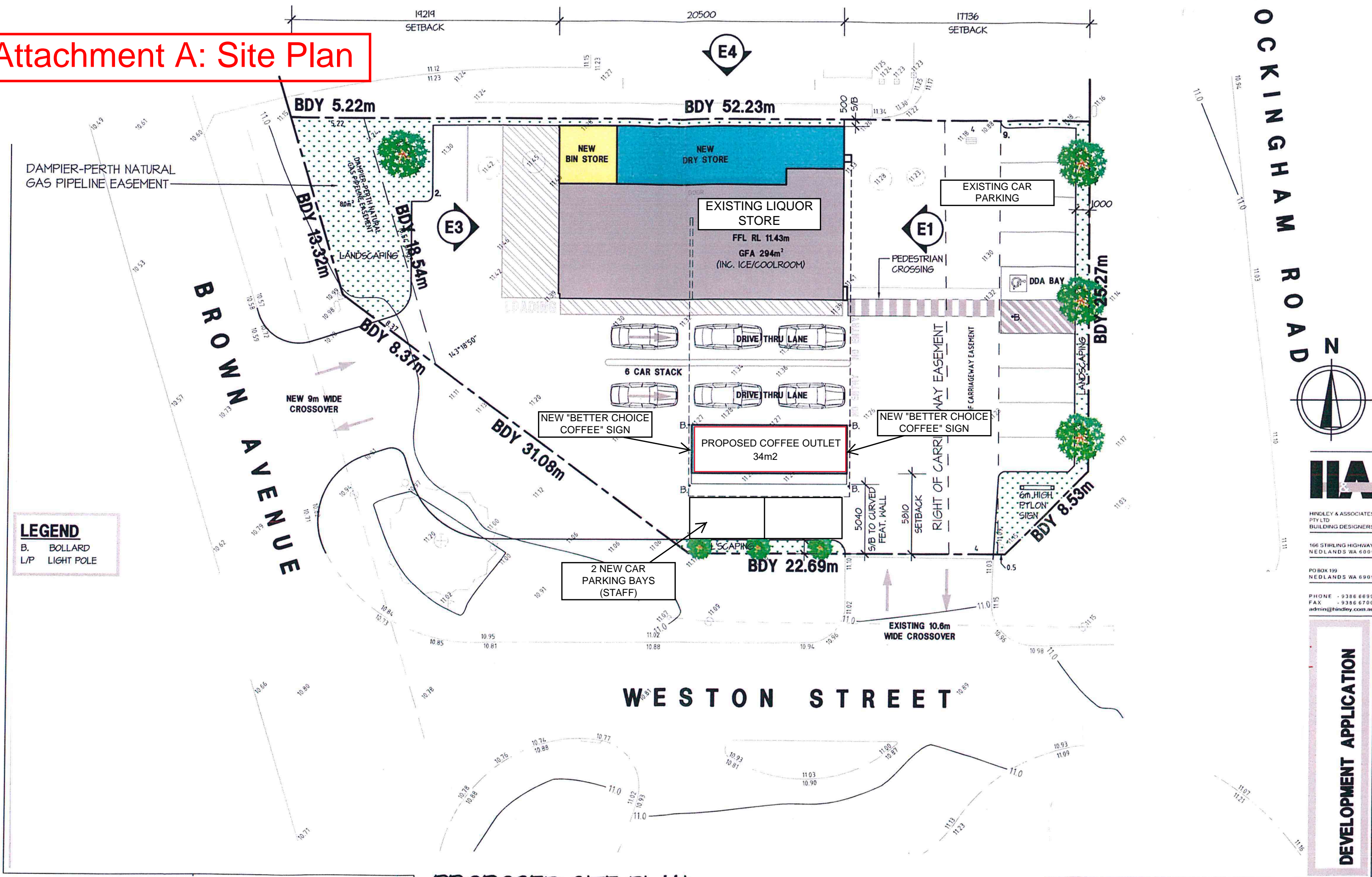
ADVICE NOTES:

- (7) The Minister for Planning has issued a formal notice extending the deadline for substantial commencement by an additional two (2) years for all applications approved during the current State of Emergency. In effect, this means that the timeframe for substantial commencement is now four (4) years from the date of this determination.**
- (8) Should the proponent be aggrieved by the decision or any condition imposed, a review may be lodged with the State Administrative Tribunal within 28 days of the date of this decision.**
- (9) The proponent is further advised that this is not a building permit and/or sign licence the City of Kwinana issues to enable construction to commence. A building permit/sign license is a separate City of Kwinana requirement and construction cannot be commenced until a building permit is obtained.**
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- (12) Pursuant to section 41 of the Dampier to Bunbury Pipeline Act 1997, restrictions apply to land contained within the area identified as the DBNGP corridor. Any works (e.g. landscaping, installation of reticulation and services, boundary fencing etc) within the corridor area requires the prior approval from the DBNGP Land Access Minister.**
- (13) There must be no vibrating rollers used within 20 metres of the pipeline and only static rollers or light walk behind plate compactors are to be used within 20 metres of the pipeline.**

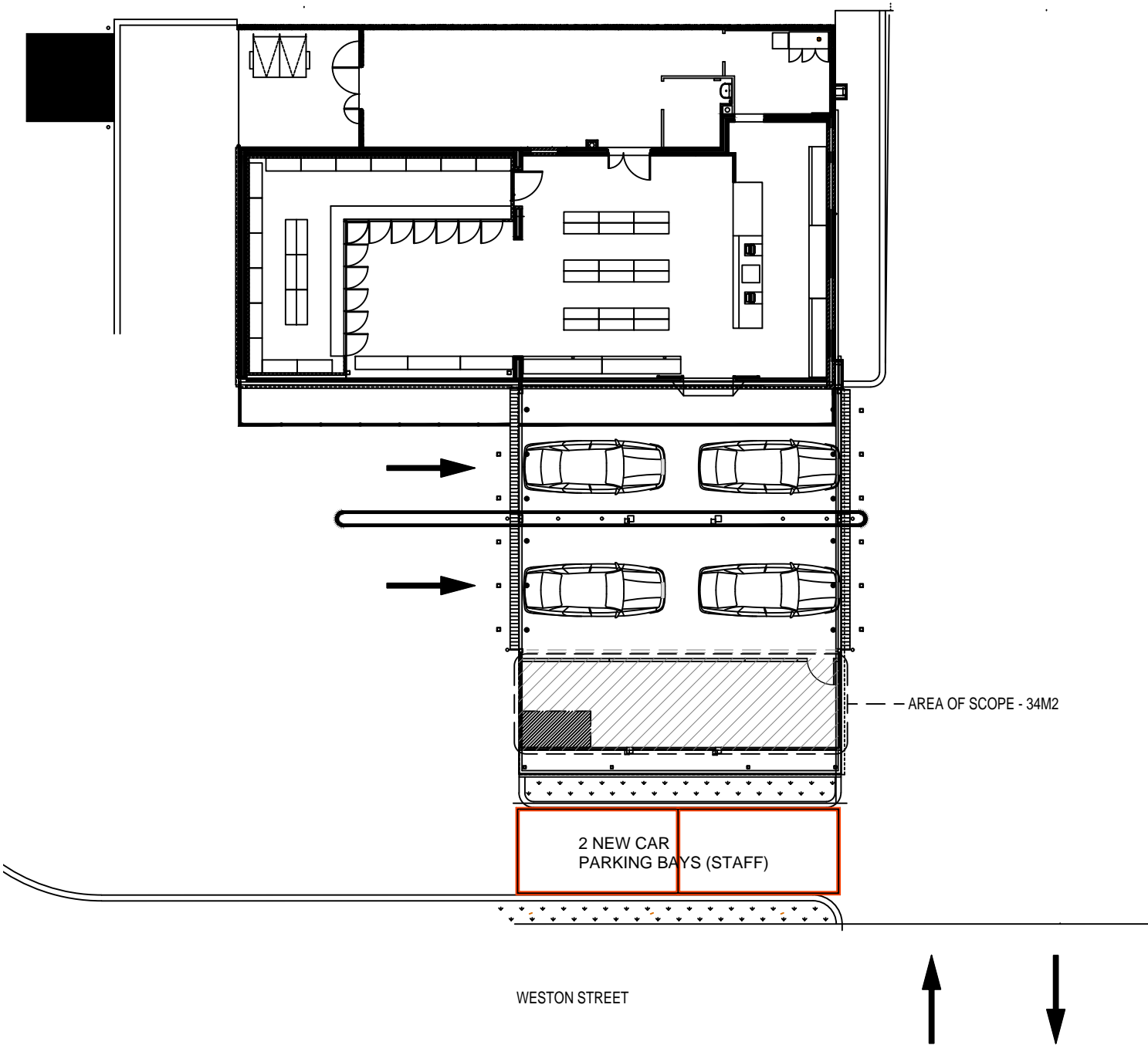
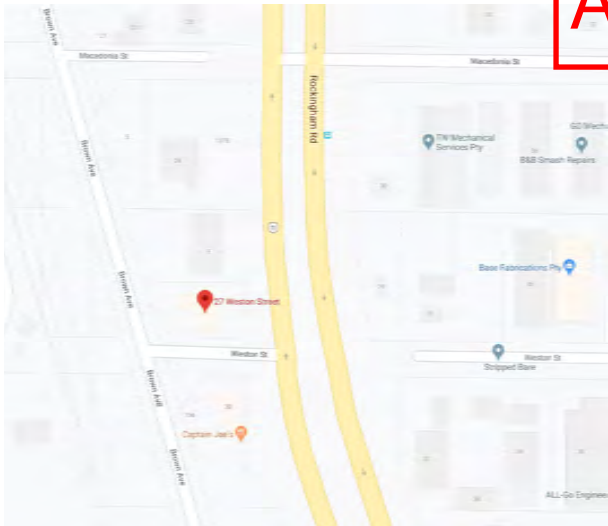
**CARRIED
6/1**

NOTE – That the Officer Recommendation has been amended by City Officers at Condition 2, to amend the opening time from 6am to 5am.

Attachment A: Site Plan



Attachment B: Floor Plan



BETTER CHOICE COFFEE
27 WESTON STREET, NAVAL BASE

DOCUMENT LIST		
GENERAL		
COVER PAGE & SITE PLAN		CD-000
FLOOR PLANS		
DEMOLITION PLAN		CD-100
PARTITION PLAN		CD-200
REFLECTED CEILING PLAN		CD-300
FURNITURE PLAN		CD-500
ELEVATIONS		
EXTERNAL ELEVATIONS		CD-711
EXTERNAL ELEVATIONS		CD-712
EXTERNAL ELEVATIONS		CD-713

GENERAL NOTES

- THESE OCUMNETS ARE TO BE READ IN CONJUNCTION WITH ALL SCHEDULES, SPECIFICATION AND SERVICES DRAWINGS.
- ALL WORK TO BE UNDERTAKEN IN ACCORDANCE WITH THE NATIOAL CONSTRUCTION CODE (NCC) AND THE RELEVATN AUSTRALIAN STANDARDS INCLUDING AS1428 FOR ACCESS AND MOBILITY.
- HEAD CONTRACTOR TO ALLOW TO CHECK ALL DIMENSIONS ON SITE, CEILING HEIGHTS AND COLUMNS PRIOR TO CONSTRUCTION AND/OR THE ORDERING OF MATERIALS OR MANUFACTURE OF ANY ITEMS. STATE 28 TO BE NOTIFIED OF ANY DISCREPANCIES IMMEDIATELY.
- HEAD CONTRACTOR TO ALLOW TO MAKE GOOD ANY COLUMNS/PARTITIONS/ITEMS/FURNITURE/SURFACES DAMAGED AS A RESULT OF FITOUT WORKS INCLUDING BUILDERS WORKS ASSOCIATED WITH SERVICES WORKS.
- HEAD CONTRACTOR TO REFER TO SERVICES ENGINEER'S DRAWINGS FOR EXTENT OF SERVICES SCOPE OF WORKS.
- HEAD CONTRACTOR TO ALLOW FOR AFTER HOURS WORKS AS REQUIRED BY BUILDING MANAGEMENT STANDARDS. REFER TO BASE BUILDING FITOUT GUIDELINES.
- ALL LIGHT SWTICH PANELS AND THERMOSTATS TO BE CO-ORDINATED WITH STATE 28 AND SERVICES ENGINEER'S DRAWINGS. REPORT ANY DISCREPANCY TO DESIGNER IMMEDIATELY.
- HEAD CONTRACTOR TO CLEAN ALL EXISTING WC'S AND CORE BASE BUILD FACILITIES ADJACENT TO SCOPE OF WORKS AREA INCLUDIGN FLOORING PRIOR TO COMPLETION OF FITOUT WORK.

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THE ELEMENTS SHOWN ON THIS DRAWING ARE PROTOTYPICAL DESIGN ONLY. THEY MAY NOT BE UTILIZED, ALTERED, THE SPECIFICATION CHANGED, OR IMPLEMENTED IN PART, OR IN WHOLE, IN ANY STRUCTURE WITHOUT NOTIFICATION AND WRITTEN APPROVAL BEING ISSUED BY STATE 28 INTERIORS.
STATE 28 INTERIORS STANDARD TERMS AND CONDITIONS APPLY.
ALL CONDITIONS AND STATE 28 INTERIORS/CLIENT AGREEMENT APPLY TO INFORMATION CONTAINED ON THIS DRAWING.

GENERAL:
ALL BUILDING WORK TO COMPLY WITH AUSTRALIAN BUILDING STANDARDS & BCA REGULATIONS.
NO DIMENSIONS TO BE SCALED OR SCANNED FROM THIS DRAWING.
ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO SETTING WORK IN HAND.
WHERE APPLICABLE THE CONTRACTOR IS TO CHECK ON SITE ALL SIZES OF COMPONENTS TO BE MANUFACTURED/INSTALLED PRIOR TO SETTING WORK IN HAND.

A	19.03.20	SUBMISSION FOR DA
REV.	DATE	DETAILS

APPROVAL



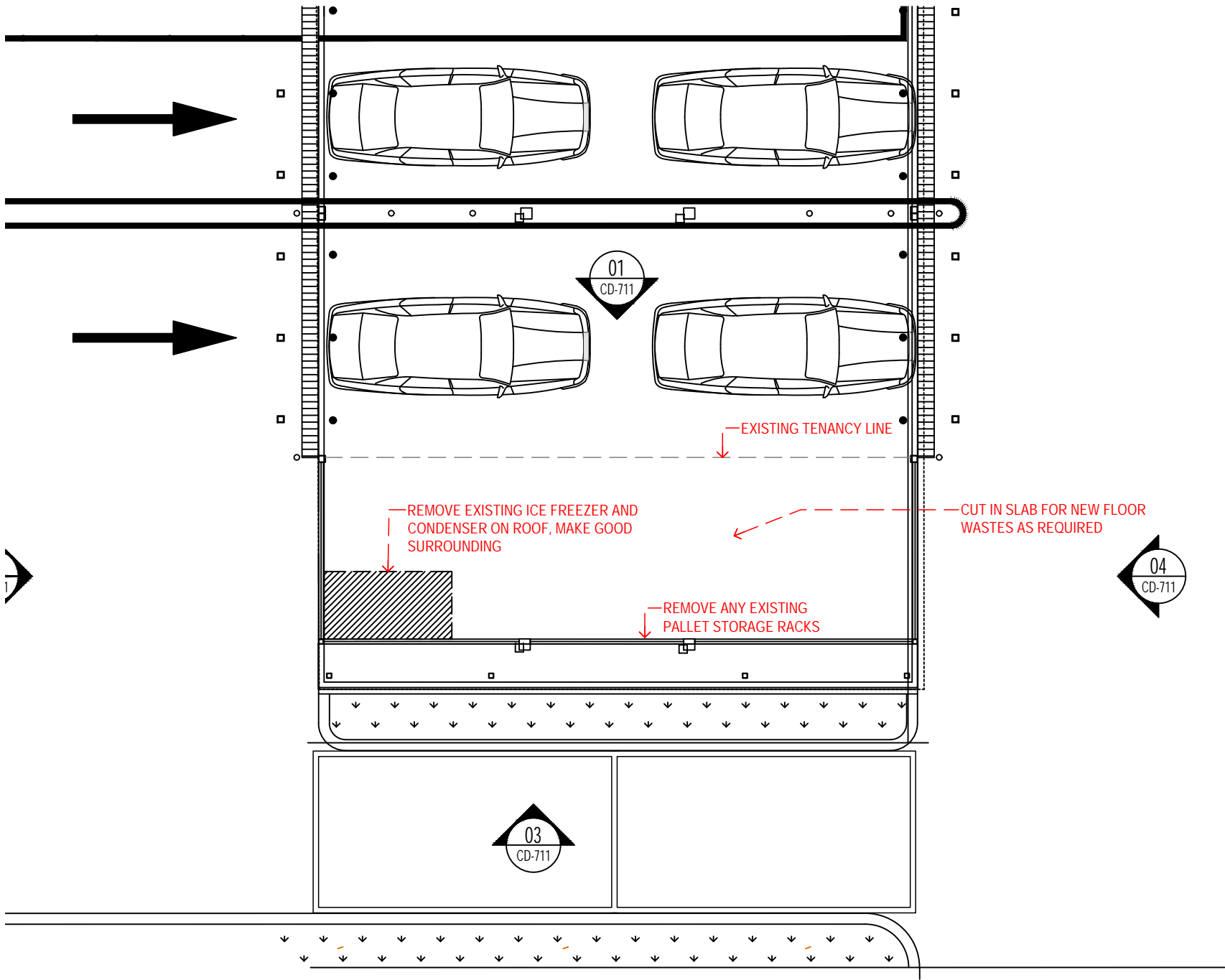
STATE28

U1/3 BLAKE ST,
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PO BOX 339 MOUNT LAWLEY, WA, 6929
P: (08) 9328 2209
INFO@STATE28.COM.AU
WWW.STATE28INTERIORS.COM.AU

CLIENT + ADDRESS		
BETTER CHOICE COFFEE		
27 WESTON STREET, NAVAL BASE		
DRAWING TITLE		
COVER SHEET		
-		

PROJECT NO. S28_20004	DATE MAR 2020	DRAWING NO. CD-000
DRAWN JV	CHECKED MT	REVISION
SCALE	(A3 SHEET)	A

Attachment C: Floor Plan



TION LEGEND	
EXISTING WALL PARTITIONS AND FITTINGS TO BE REMOVED	
EXISTING FLOORING TO BE REMOVED (REFER TO FINISHES PLAN FOR LAYOUT)	
EXISTING CEILING GRID TO BE REMOVED (REFER TO REFLECTED CEILING PLAN FOR NEW FINISH)	

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NO DIMENSIONS TO BE SCALED OR SCANNED FROM THIS DRAWING.
ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO SETTING WORK IN HAND.
WHERE APPLICABLE THE CONTRACTOR IS TO CHECK ON SITE ALL SIZES OF COMPONENTS TO BE MANUFACTURED/INSTALLED PRIOR TO SETTING WORK IN HAND.

A	19.03.20	SUBMISSION FOR DA
REV.	DATE	DETAILS

APPROVAL



STATE28

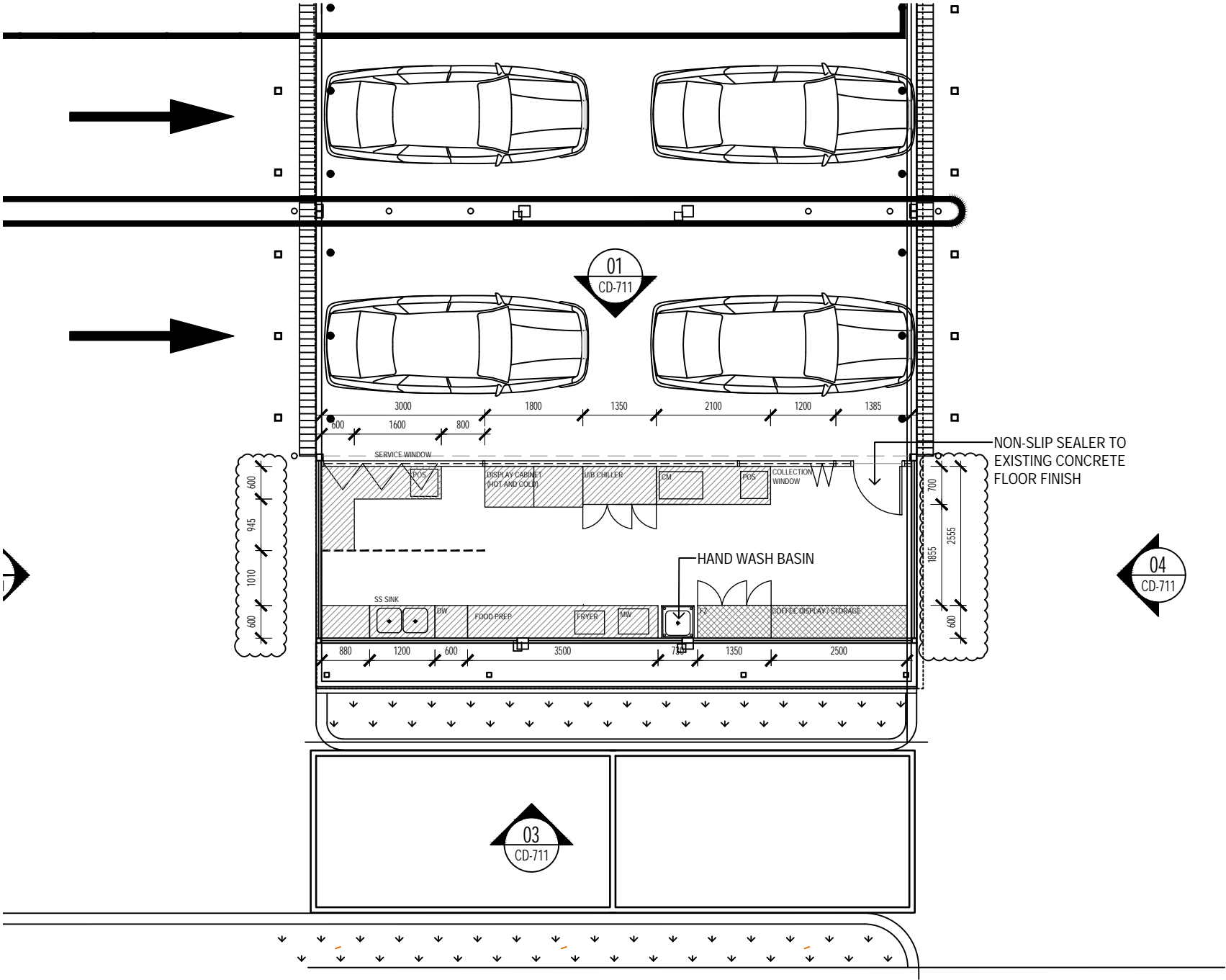
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27 WESTON STREET, NAVAL BASE

DRAWING TITLE
DEMOLITION PLAN

PROJECT NO. S28_20004	DATE MAR 2020	DRAWING NO. CD-100
DRAWN JV	CHECKED MT	REVISION
SCALE 1:100	(A3 SHEET)	A

Attachment D: Floor Plan



URE LEGEND	
JOINERY REFERENCE CODE	REFER TO JOINERY PACKAGE
LOW HEIGHT JOINERY	
FULL HEIGHT JOINERY	
EXISTING	
COFFEE MACHINE	
DISHWASHER - COMMERCIAL	
FRIDGE	
FREEZER	
MICROWAVE	
POINT OF SALE MACHINE	
STAINLESS STEEL	

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STATE 28 INTERIORS STANDARD TERMS AND CONDITIONS APPLY.
ALL CONDITIONS AND STATE 28 INTERIORS/CLIENT AGREEMENT APPLY
TO INFORMATION CONTAINED ON THIS DRAWING.

GENERAL :
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STANDARDS & BCA REGULATIONS.
NO DIMENSIONS TO BE SCALED OR SCANNED FROM THIS DRAWING.
ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO SETTING WORK IN
HAND.
WHERE APPLICABLE THE CONTRACTOR IS TO CHECK ON SITE ALL SIZES
OF COMPONENTS TO BE MANUFACTURED/INSTALLED PRIOR TO SETTING
WORK IN HAND.

B	02.04.20	WALL POSITION UPDATED
A	19.03.20	SUBMISSION FOR DA
REV.	DATE	DETAILS

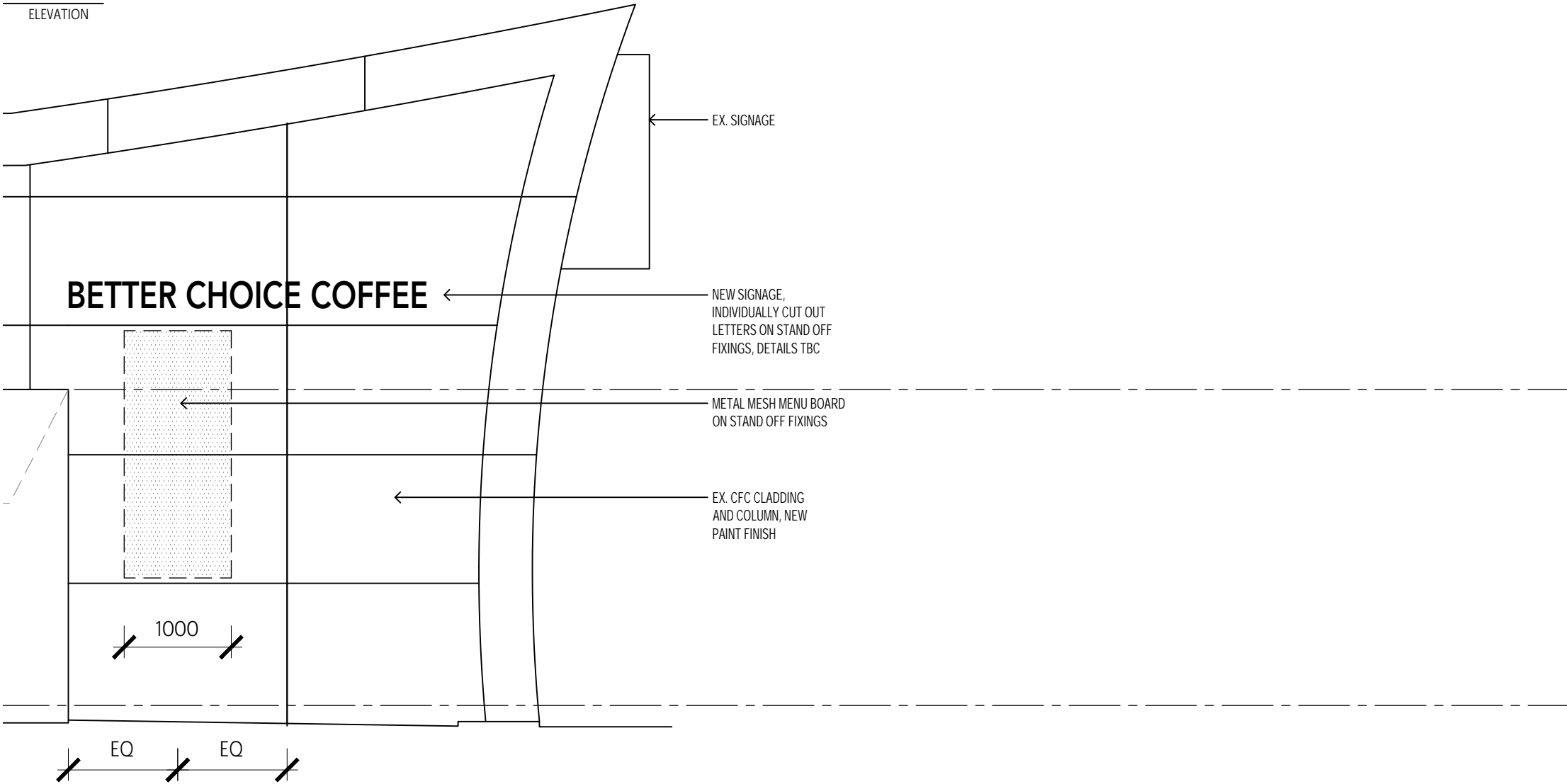
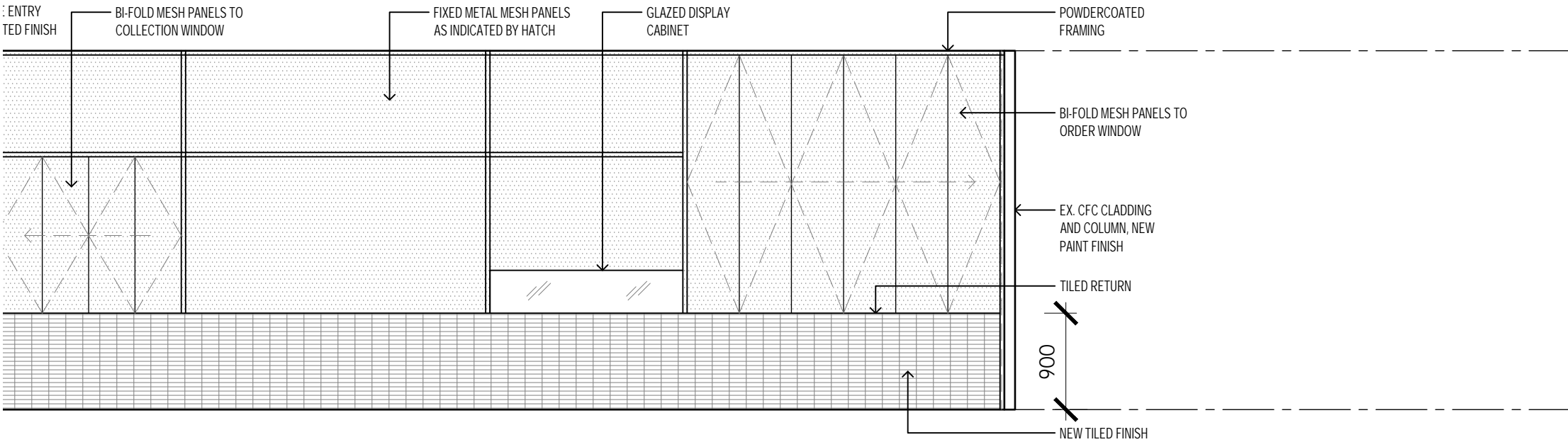
APPROVAL

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27 WESTON STREET, NAVAL BASE
DRAWING TITLE
FURNITURE PLAN

PROJECT NO. S28_20004	DATE MAR 2020	DRAWING NO. CD-500
DRAWN JV	CHECKED MT	REVISION
SCALE 1:100	(A3 SHEET)	B

Attachment E: Elevation Plan



ELEVATION

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STANDARDS & BCA REGULATIONS.
NO DIMENSIONS TO BE SCALED OR SCANNED FROM THIS DRAWING.
ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO SETTING WORK IN
HAND.
WHERE APPLICABLE THE CONTRACTOR IS TO CHECK ON SITE ALL SIZES
OF COMPONENTS TO BE MANUFACTURED/INSTALLED PRIOR TO SETTING
WORK IN HAND.

A	19.03.20	SUBMISSION FOR DA
REV.	DATE	DETAILS

APPROVAL



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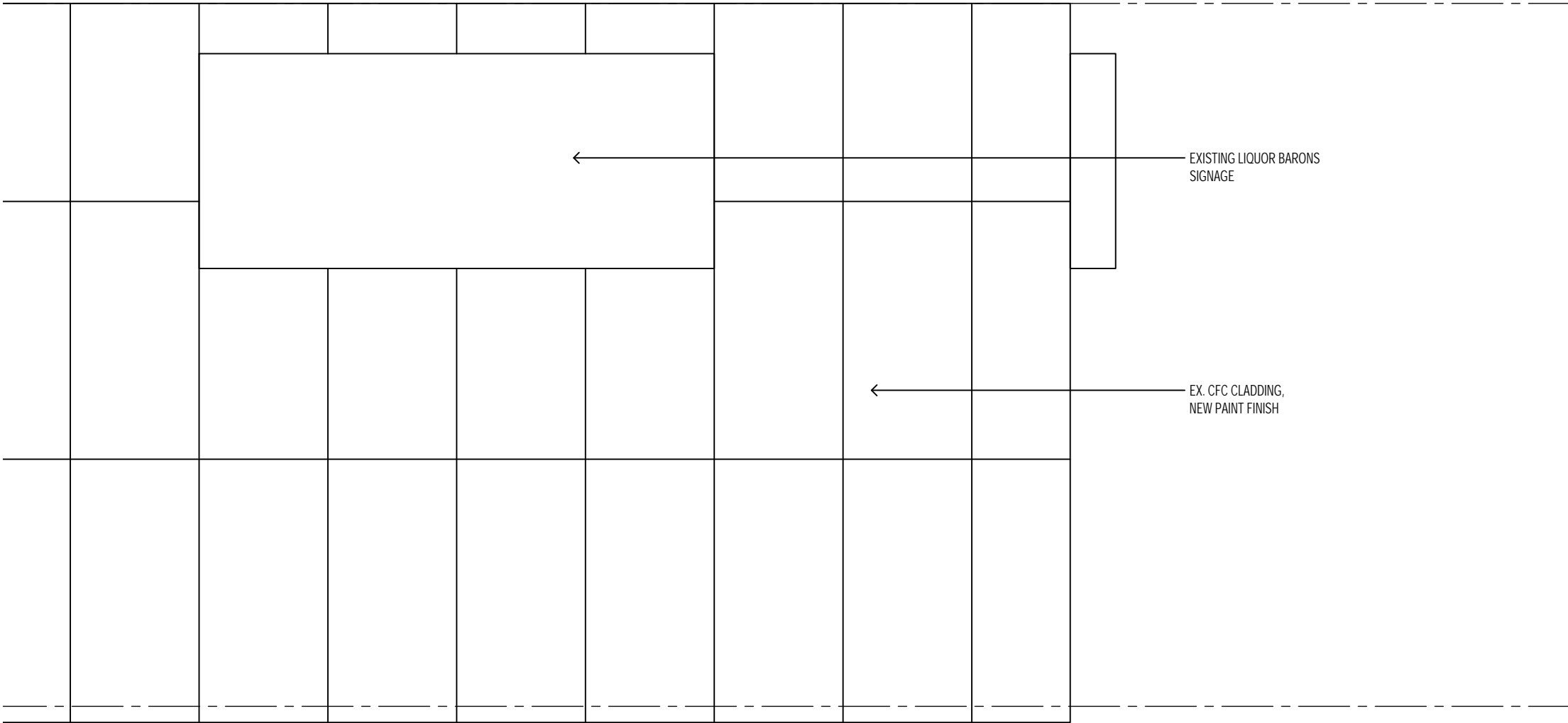
DRAWING TITLE

WALL ELEVATIONS

*

PROJECT NO. S28_20004	DATE MAR 2020	DRAWING NO. CD-711
DRAWN JV	CHECKED MT	REVISION
SCALE 1:50	(A3 SHEET)	A

Attachment F: Elevation Plan



ELEVATION
ELEVATION

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REV.	DATE	DETAILS

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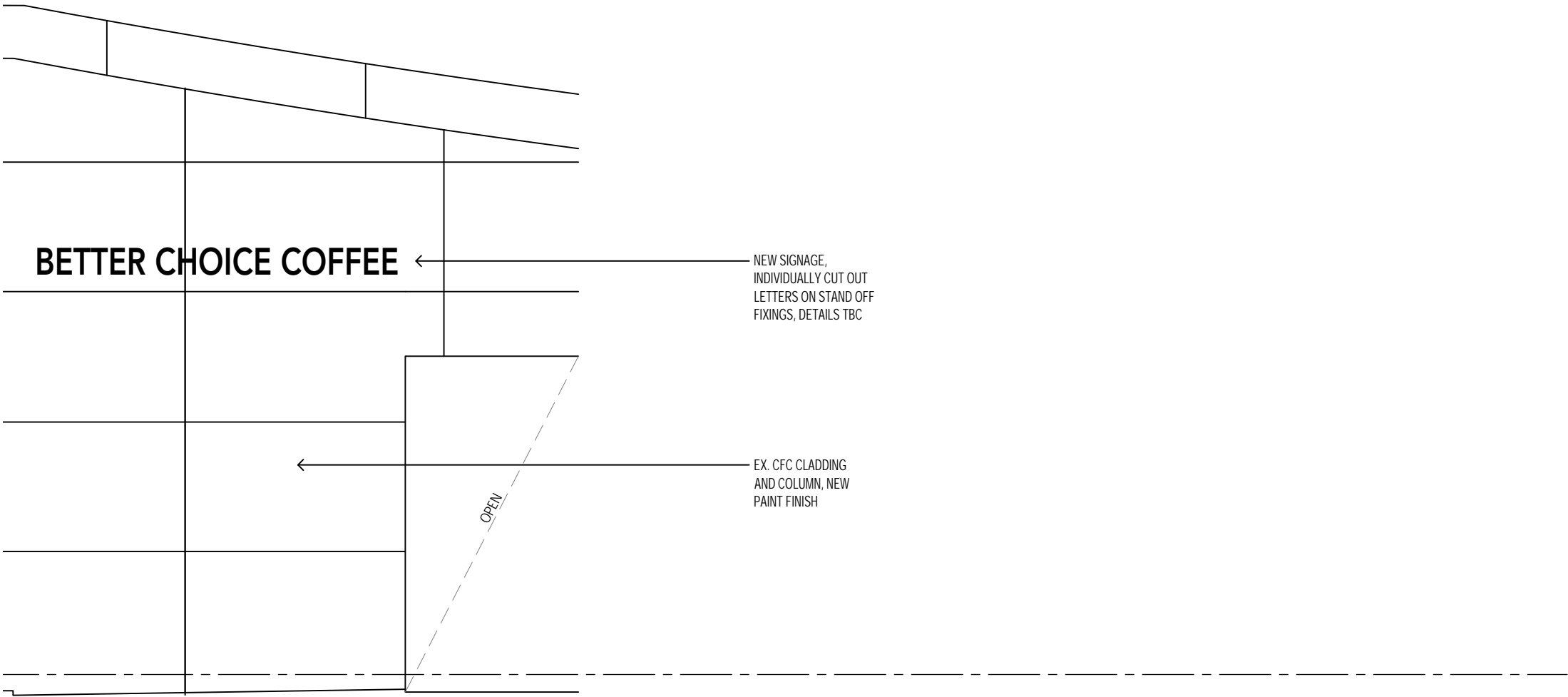
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WALL ELEVATIONS -

PROJECT NO. S28_20004	DATE MAR 2020	DRAWING NO. CD-712
DRAWN JV	CHECKED MT	REVISION
SCALE 1:50	(A3 SHEET)	A

Attachment G: Elevation Plan



ELEVATION

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WALL ELEVATIONS
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PROJECT NO. S28_20004	DATE MAR 2020	DRAWING NO. CD-713
DRAWN JV	CHECKED MT	REVISION
SCALE 1:50	(A3 SHEET)	A

Attachment H: Photos of Existing Building



Photograph 1: Eastern side of the existing building – the exit of the proposed coffee outlet



Photograph 2: Western side of the existing building – the entry to the proposed coffee outlet.

SCHEDULE OF SUBMISSIONS

DA9591 – Drive-In Takeaway Food Shop
27 Weston Street NAVAL BASE

Submitter	Overall object / support / neutral	Summary of Submission	City response
Adjoining Property Owner	Support	No objection to proposal. Requested that vehicle access and movement within the site remain unchanged.	No changes are proposed to the existing property layout including access and vehicular movement arrangements as part of this application. Submission noted.
Adjoining Property Owner	Object	<p>The proposal will flood an already overflowing industry considering there are already several lunch bars, cafes and service stations in the immediate vicinity. This will damage the economic viability of existing food suppliers in the area.</p> <p>This proposal is a great concern for similar types of food businesses in the area. It was noted that originally, multiple assurances were provided that the site would not be selling any foodstuffs.</p>	<p>Commercial competition, including the number of food or drink offerings within a certain area, is not considered under planning legislation.</p> <p>The proposed Drive-In Takeaway Food Shop use is a use that can be considered in the “Service Commercial” zone and will complement the existing liquor store land use on site which has an existing drive thru function.</p> <p>The primary purpose of the proposal is for the sale of coffee. This is evident considering the proposed signage states: ‘<i>Better Choice Coffee</i>’. Other small complementary foods will be on offer such as sandwiches, muffins, biscuits, banana bread and similar items.</p> <p>The applicant has indicated that the proposal is not intended to compete with other large fast food outlets.</p> <p>While the proposed land use will be operating from 6am to 5pm, the primary purpose of the proposal is to capture peak traffic times in the morning when coffee is preferred over and against alcohol.</p>

17.3 Development Application – Use not Specified (Respite care facility) – No 21 Nella Place, Wellard

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The City of Kwinana (the City) has received an application for a change of use from Single house to a Use Not Specified (Respite Care Facility) at No. 21 Nella Place, Wellard (subject site) (refer Attachment A and B). The subject site is zoned Special Rural under Local Planning Scheme No. 2 (LPS2) and is surrounded by Single houses.

The Respite Care facility is currently operating at No. 21 Nella Place and came to the City's attention through complaints from neighbours, with key concerns relating to the amount of traffic and activity on site. The City's Compliance team has investigated and issued the owner with a Directions Notice to cease the use on site. The applicant has appealed this notice, and has met for mediation with the City through the State Administrative Tribunal (SAT). The applicant has been provided the opportunity to lodge a development application for the use so that their intended business activity could be assessed in detail against planning requirements. This report presents an assessment of the retrospective application and provides a recommendation for Council consideration and determination.

In summary, the proposal is to have a number of respite clients living permanently and semi-permanently on site, with support staff rostered on throughout the day and evening. In addition, the applicant proposes to hold classes for clients of the business (Focused Supports). These classes will be held for residents of the facility, as well as for clients who live elsewhere. On site there is one main house with a detached, self-contained dwelling and a number of sheds and yards that are occupied by gardens and farm animals.

Given the site's Special Rural zoning and the existing, surrounding special rural residential properties, the intensity and level of activity is not considered to be suitable for the zone. Additionally, the stocking rates proposed are considered to be significantly greater than what is suitable for the site to protect the natural environment, and the Bushfire Management Plan does not demonstrate compliance with SPP 3.7 Planning in Bushfire Prone Areas for the vulnerable land use.

For these reasons, the application is recommended for refusal at this location. The service provided by the applicant however provides a valuable community benefit and the applicant is urged to consider an alternate location for the Respite Centre in a zone more compatible with the use.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

OFFICER RECOMMENDATION:

- A. That Council refuse the development application for a Use not Specified (Respite Care Facility) as shown in Attachment A at No. 21 Nella Place, Wellard in accordance with Clause 60 of Schedule 2 Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
1. The Use Not Specified does not meet the objectives and purpose of the zone as per Clause 4.7 of Local Planning Scheme No.2 – Use not specified.
 2. The proposal impacts negatively on the amenity and natural environment of the zone in accordance with Clause 67 (Matters to be considered by Local Governments) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, specifically with regard to:
 - The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - the amenity of the locality including the following-
 - i) environmental impacts of the development
 - ii) the character of the locality
 - the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - the suitability of the land for the development, taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk;
 - the adequacy of
 - i) the proposed means of access to and egress from the site; and
 - ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles; and,
 - the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.
 3. The land use is inconsistent with Clause 4.3 Policy Area 2 Mortimer Road in Local Planning Scheme No. 2.
 4. The proposed stocking rates are inappropriate for the site in accordance with Clause 3 of Special Rural 15 Schedule II of Local Planning Scheme No 2.
 5. The proposal is inconsistent with State Planning Policy 2.1 Peel-Harvey coastal plain catchment due to the stocking rate of the animals on site.
 6. The proposal does not meet the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas as the vulnerable land use does not have a satisfactory Bushfire Management Plan.
- B. That Council request City Officers provide planning advice to the applicant and/or landowner to assist them in finding a site suitable for a Respite Centre.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPIRE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

DISCUSSION:

Land status

Local Planning Scheme No. 2: Special Rural
Metropolitan Region Scheme: Rural

Compliance background

In accordance with clause 60 of Schedule 2 (Deemed Provisions for local planning schemes) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) development can only occur once development approval has been obtained or it is specifically listed as exempt in the Regulations or a local planning scheme.

In August 2019, the City received a complaint regarding activity and noise occurring at the subject site, with the complainant suspecting a business was operating on site. A site inspection undertaken by the City's Compliance officers confirmed that the property was being used by Focused Supports, a business which provides respite facilities. Further meetings were held with the owner of the property and various officers at the City, where it was advised that the use currently operating was not permitted and had not been issued any planning approvals, meaning it should not be operating from the subject site.

In October 2019, a letter was sent warning of the breach against the *Planning and Development Act 2005* and advising the applicant that without planning approval, continuing to operate the business from the subject site was putting them at risk of prosecution. In November 2019, advice was provided to the applicant in writing that there were limitations to the uses able to be approved in the Special Rural zone, and that the use proposed would be suited to a different location. Over this period, a number of additional complaints were received regarding the noise and traffic accessing the subject site. The continued use of the site as a business was confirmed by Compliance officers in December 2019.

In January 2020, the City issued the owner of the property with a Directions Notice to cease operating the business unless development approval was obtained. In February 2020, the applicant lodged an application to SAT to appeal the Directions Notice. Mediation occurred on 5 March 2020, with the resulting action being the lodgement of this development application to enable detailed consideration of the land use. An application was subsequently lodged by the owner's planning consultants in May 2020.

In summary, the complaints received regarding the unauthorised use prior to the lodgement of this application can be summarised as follows:

- Noise disturbances.
- High levels of vehicle traffic entering and exiting the property every day of the week (allegedly up to 10-15 per day at its peak).
- Greater numbers of cars parked on the property than expected for a residential dwelling.
- Delivery vans entering and exiting the property.
- Round the clock operations.
- Privacy concerns.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD**The proposal**

A development application has been lodged for a Respite Care Facility at the subject site. An organisation called Focused Supports is currently running the facility and have accommodation and activities on site for clients of the organisation. Prior to being occupied by the business, the building was a dwelling and retains the same internal layout. The premises has been providing temporary respite care services through overnight and day visits.

In summary, the proposal is as follows (refer Attachments A and B):

- Respite accommodation for maximum of three (3) persons with disabilities and associated staff in the main building plus two permanent residents/carers. The length of time spent in respite accommodation will vary client to client, however it is not intended to be permanent.
- Additional respite accommodation for maximum of one (1) person with a disability and associated staff in a detached building. This building would be used less often than the main building as overflow accommodation.
- On site organised activities for people with disabilities (i.e. craft and farm activities with animals) who would attend the site from elsewhere.
- Maximum of six participants on site for organised group activities at any one time, including the respite accommodation clients.
- Maximum four staff members on site at any one time.
- Two additional stables for existing animals.

The site also currently has the following animals which have not been approved in a development application:

- Three alpacas
- One cow
- One mini-pony
- Fifteen guinea pigs
- Two rabbits
- Three geese
- Four chickens

In addition to the information provided in the applicants planning report in Attachment B, the applicant has provided additional information as follows:

- The existing shed on site will be for storage purposes only.
- Car parking will be in the carports attached to the house, with an expected four bays the maximum requirement.
- The residence is used on an as-needed basis with occupancy expected to be for 75% of the year.
- Carers work on a day (8.30am-5pm) or night (5pm-8.30am) shift.
- Maintenance staff member on site 7.30am-9.30am, Monday to Friday.
- Organised activities do not have set days or times.
- Maximum number of carers on site will be three (3) and will occur when the facility is at full occupancy (maximum of 2 carers overnight and 3 during the day).
- Property owner and child intend to stay at the property as caretakers when no clients are on site.
- Noise is intended to be minor and no greater than a normal dwelling, with carers on site to manage it.
- Participants to be driven to site by carers at start of their shifts.
- Organised activities will be overseen by one staff member.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

Planning assessment

Use not specified

The unauthorised land use of a Respite Care Facility, is not considered to fit with any existing uses in LPS2. Therefore, it is appropriate to classify it as a 'Use Not Specified' in accordance with Clause 4.7 of LPS2. Council is able to approve a Use Not Specified after advertising should it consider the proposal is "consistent with the objectives and purposes of the zone".

There are no specific objectives listed in LPS for the Special Rural zone, however the site falls within Policy Area 2 – Mortimer Road under clause 4.3 of LPS2, where the following applies:

- a) *The predominant use shall be rural home sites with special rural zones and equestrian special rural development shall not be supported north of Lots 54 and 148 Woolcoat Road*
- b) *The keeping of more than two horses shall not be supported*
- c) *Rezoning of the lots on either side of Born Road for the predominant use will be supported by Council*
- d) *Development of land for special rural purposes shall occur in such a manner as to secure the preservation of banksia woodlands.*
- e) *Tailing ponds are not permitted*
- f) *Land use and development shall be consistent with the objectives of Statement of Planning Policy No. 2.3 Jandakot Groundwater Protection*

The applicant has provided the following justification for the land use:

The proposed use is effectively residential in nature and will have no greater impact on the existing amenity that a typical residential type use, given the minimal impact of the proposed development, specifically in terms of the traffic generation and nature of the land use. The traffic generated by the land use would comfortably fit within what could reasonably be expected to occur on a rural-residential property.

The subject site is considered appropriate for accommodating the proposed land use as it provides access to open space, which positively impacts the wellbeing of the clients; and more appropriately, is an ancillary pursuit to the existing rural activity occurring on site. The type of animal interaction proposed as part of this application could not occur in many of the other of the City's zones; and therefore is most suitably located on the subject site.

Due to the discretionary nature of the application, it was advertised to adjoining neighbours with the following summarised comments received in five (5) submissions:

- High levels of traffic, particularly on weekends with people coming and going throughout the day.
- Between 10-12 vehicles per day, plus delivery trucks.
- Maintenance staff may come and go during their shift (i.e. not just one entry/exit per day).
- Disputes that the number of traffic movements is the same as a normal dwelling during a regular week.
- Amenity of the area is disrupted by the noise from residents and the events and activities held on site.
- Privacy and security is impacted by high numbers of people coming to the property and down an otherwise quiet street.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

- Neighbouring properties have dams and animals, which might attract residents confused about where the boundary is resulting in a safety risk for the clients.
- The existing business is impacting on the quiet enjoyment of residential properties in the area.
- Large spotlights have been installed on the roof that are left on overnight.
- Others are not permitted to run businesses in this area, this should be no different.
- The retrospective nature of the application is disappointing and may mean that the business operator may not follow regulations in the future.
- No detail about whether external facilitators may come for organised activities.
- Business could impact on groundwater which surrounding properties rely on and water usage will be much higher than a standard dwelling.
- Nature of use means that waste water will have a greater chance of being harmful to the environment – i.e. more harsh cleaning products due to health regulations for the facility.
- Number of animals goes against intent of zone.

A Schedule of Submissions is shown in Attachment E. The points raised in the submissions are dealt with throughout the report, but specifically in reviewing the land use against the objectives and purposes of the zone, the Respite Care Facility is not supported in the Special Rural zone for the following reasons:

- The applicant has made it clear that the Respite Centre is not a permanent dwelling. The intention is that the subject site is used on an as-needed basis, with clients occupying the site for varying time periods. Staffing of the property will also be ad-hoc depending on the needs of the client staying on site.
- Setting aside the temporary nature of the residents, there is also the added activity of organised classes and training that does not run to a schedule. Numbers are limited to a total of six participants, but there is no restriction proposed on the day or time that these classes are proposed. It is indicated that these will be quiet activities tailored to individual clients, but limited detail is provided about the type of classes and training that occurs and/or is intended to occur in future.
- The surrounding properties are all rural home sites and the area is not characterised by commercial activity. The unauthorised use is a business, not a permanent rural home site.
- Nella Place is not a through road, and it is a reasonable expectation that this results in limited traffic and public access along the street. The introduction of a business with varying and irregular visits to the property does not blend with the quiet amenity that a Special Rural zone should be characterised by.

Stock

Within the Special Rural zone the keeping of horses and/or stock is only permitted where approved in a development application, and is subject to a management plan which limits the number of animals and details which areas of the property the animals are permitted to graze. Specifically, the subject site falls within Special Rural Zone 15 which LPS2 stipulates:

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

The keeping of horses or stock within Special Rural Zone No. 15 is prohibited unless a management plan is drawn up and agreed to by Council. In considering a request to keep horses or stock Council may consult with the Department of Agriculture prior to approval being granted. Council may withdraw its permission for the keeping of horses or stock if in its opinion the number, type or management of stock has led or will lead to the degradation of the land or vegetation in which event livestock shall be removed at the direction of Council. Fences shall be erected in areas designated by Council to protect vegetation from grazing stock.

It is noted that neither a management plan or any detail about how stock will be managed, has been submitted by the applicant.

The proposal was referred to the Department of Primary Industries and Regional Development (DPIRD), formerly the Department of Agriculture, for comment on the stocking rates advised by the applicant. In summary, DPIRD advised that they do not support the proposal to keep three (3) alpacas, one (1) cow and one (1) mini-pony for the following reasons (Attachment D):

- A total Dry Sheep Equivalent (DSE) of 12.9 is proposed by the applicant.
- Three quarters of the property is covered by native vegetation and buildings reducing the pasture area to 0.5ha of the 2.0ha property.
- Given the soil and pasture type and the size of the property available for grazing, the maximum stocking rate is 1DSE.
- Exceeding the stocking rate will likely lead to land degradation including wind erosion and eutrophication.

Additionally, the subject site falls within the Peel-Harvey Coastal Plain Catchment and is subject to the provisions of SPP 2.1 The Peel- Harvey Coastal Plain Catchment (SPP2.1). The policy sets out to reduce the environmental impact of land use and development within the catchment. It advises that the recommendations of DPIRD should be considered when reviewing proposed stocking rates so as to protect the sensitive catchment area and native vegetation.

While this property is zoned Special Rural, a zone which affords Council discretion to approve carefully managed farm animals, the Scheme and State Planning Policy is clear on the strict management that needs to be undertaken in the Peel-Harvey Coastal Plain Catchment to protect the environment. Given the potential for degradation of the land, the number of animals proposed on the site are not supported.

Car parking

In assessing the land use, car parking is also an important consideration. As a Respite Centre is being assessed as a Use not Specified, there is no specific parking requirement listed in Table III of LPS2. In accordance with clause 7.1b), where a calculation is not included in the parking table, Council shall determine the number of spaces having regard to:

- The nature of the proposed development.
- The number of employees likely to be on the site.
- The prevention of the obstruction of roads and streets, and
- The orderly and proper planning of the locality and the preservation of its amenities.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

Four (4) car bays are provided in the carport and garage attached to the existing building. In considering whether this number is appropriate, the following points are made:

- Carers on shift are advised to be a maximum of three (3). During shift change, this could mean up to six (6) cars on the property.
- In addition to the carers, a maintenance staff member attends the property every morning.
- It is also proposed that clients who may live elsewhere, may attend for organised activities. This may also involve another vehicle parking on site, as carer's already on shift are unlikely to leave the property to collect the clients. Alternatively, parents or guardians may bring the participant.
- The property has a set building envelope. Any additional clearing to create new car bays, build hardstand or carport structure would need to fit within the envelope.
- The area is not serviced by public transport so other means of attending the site are limited.
- Being a Special Rural zone there is no formal on-street parking.
- A similar land use in LPS2 would be a lodging house, which includes a 1 bay per bedroom requirement. This would result in a requirement of five (5) bays (four bedrooms in the main building, and another in the detached component).

The applicant has provided the following information in relation to car parking:

The existing carports provide parking for six vehicles internally with plenty of opportunities for informal parking alongside the existing driveway if ever required. It is noted that the clients expected to attend the site are disabled persons, many with disabilities making them unable to drive themselves. Accordingly, all clients accessing the site do so via private transportation by their care from Focused Supports. The applicant does not consider the anticipated traffic movements inconsistent with the movements which would reasonably occur on a rural-residential property.

Bushfire prone area

As the site is a designated bushfire prone area, SPP3.7 Planning in Bushfire Prone Areas (SPP3.7) needs to be applied. The intent of the policy is to "implement effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure". The unauthorised Respite Centre is considered to be a vulnerable land use which means "a land use where persons may be less able to respond in a bushfire emergency".

The application was referred to DFES for assessment due it being classified as a vulnerable land use. A Bushfire Management Plan (BMP) was submitted by the applicant and was provided to DFES for their review. DFES have advised that they do not support the development (see Attachment C) with their comments summarised as follows:

- The BAL contour map has not been prepared in accordance with the Guidelines.
- Vegetation classifications, which form the basis of the assessment, cannot be substantiated on the information provided.
- The current site conditions do not appear to match the requirement of the Firebreak notice.
- The BAL ratings cannot be validated on the information provided and existing vegetation will need to be removed to achieve compliance.
- Vehicular access needs to be addressed through the technical requirements or through a performance based solution.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

- The rain water tank is not proposed to be fitted with the correct fittings.
- The Bushfire Emergency Evacuation Document needs to have consideration of the guidelines.

SPP 3.7 advises against supporting applications for vulnerable land uses unless they are supported by a BMP that has been endorsed by DFES and details a satisfactory emergency evacuation plan. In this instance, as that has not occurred, City Officers recommend applying the precautionary principle as there is a lack of certainty that risks can be reduced or managed. On this basis the application should not be approved.

Matters to be considered

Clause 67 of the Deemed provisions outlines the matters that are to be given due regard in the assessment of a development application. Where not detailed above, the following matters are considered relevant to this application:

- *The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area*

LPS2 seeks to “provide development controls for the purpose of securing and maintaining an orderly and property planning use and development of land within the Scheme Area”. Additionally, LPS2 aims to “introduce measures by which places of natural beauty... may be conserved”. As discussed above, given the land use is not compatible with the zoning of the land, and the impact on the environment has the potential to be significant, the application is not supported.

- *the amenity of the locality including the following-*
 - environmental impacts of the development*
 - the character of the locality*

The Special Rural zone is characterised by quiet, residential homesteads that are separated by bushland. Activities on these properties are limited to recreational rural pursuits, with only a dwelling, Home Occupation or Public Utility listed as possible land uses within the zone, specifically in SR15 in which Nella Place is located. The provisions in LPS2 for the Special Rural zone do not contemplate commercial businesses and the area has developed with a residential focus accordingly. The introduction of a commercial use changes the fabric of the cul-de-sac and the locality, by introducing more traffic and non-residential visits to the site than expected. While the street is a public road, the cul-de-sac is occupied by only dwellings, so other than the occasional trade or visitor to those dwellings, it is not unreasonable to expect that the street will be quiet and relatively private.

- *the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource*

The impact of the proposed stocking rates on the Peel-Harvey Catchment have been discussed above. It is noted there is also a Conservation Category Wetland at the rear of the property that could be impacted if stocking rates are not managed correctly.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

Additionally, the City's Environmental Health department have reviewed the proposal and note that the existing Ecomax effluent disposal system has been connected to sanitary facilities inside the transportable accommodation without approval. The transportable has been built over the top of the leach drains and needs to be relocated. The leach drains shall not be situated closer than 1.8m from the foundation of any building. The Ecomax is no longer approved by the Department of Health. The system needs to be decommissioned and upgraded or a separate phosphorous retentive effluent disposal system will need to be installed in accordance with the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*, the City's Nutrient Retentive Effluent Disposal System Policy and Government Sewage Policy.

While effluent disposal systems require separate approval, the sensitive nature of the site's catchment, means that ensuring the correct systems are in place are also important at the development application stage. LPS2 and SPP 2.1 stress the importance of managing waste in these areas to restrict runoff into important ecosystems.

- *the suitability of the land for the development, taking into account the possible risk of flooring, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk*

As advised by DPIRD, the stocking rates contribute to soil erosion and land degradation, as well as the destruction of native vegetation.

Additionally, when considering bushfire risk, the land use is considered to be vulnerable, and has not demonstrated compliance with SPP3.7. The safety of residents is imperative, and without the correct measures in place, the subject site is not a suitable property for the Respite Facility.

- *the adequacy of*
 - the proposed means of access to and egress from the site; and*
 - arrangements for the loading, unloading, manoeuvring and parking of vehicles.*

The assessment of car parking is detailed above.

- *the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety*

The amount of traffic entering and exiting the site is a current issue raised by submitters in response to the facility's existing operations. There is not proposed to be any restriction on the hours and/or times of organised activities and the numbers of residents and staff on site. The business model described by the applicant, means that the business seeks to respond to the individual needs of their clients which means that demand for onsite respite and organised activity will vary day to day. It is also noted that activities and respite accommodation is not limited to any one day of the week or hours of the day. This may mean that for a few days, the property has no visitors except for the maintenance staff member, but on others multiple entries and exits as new clients, staff and activity participants come to the subject site. The unpredictable nature of the traffic coming along Nella Place, noting that there is only one way in and out, is quite different to a family living on site permanently, with traffic movements at the start and end of the day and occasionally on weekends.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

The applicant has provided justification for the traffic movements (see Car Parking section of the report above), but no detailed Transport Impact Assessment has been provided.

Conclusion

The business occupying the subject site is an admirable, much needed service in the community, however the incompatibility of the use with the Special Rural zone cannot be set aside in this instance. Even if the City was of the mind to try and condition hours of use, activities on site and maximum numbers on site at any one time, the level of activity is still likely to be greater than what is expected in the zone and the use has the significant potential to disrupt the established and protected amenity of the zone. While it is also acknowledged that a component of the business is to use farm animals in the therapy process and to create a calm environment, which characterises the Special Rural zone, this particular site is not suitable for the number of hooved animals proposed. Finally, the applicant has not been able to adequately demonstrate that the vulnerable land use can be managed in accordance with the bushfire guidelines and potentially presents a risk to occupants with its current proposal.

Overall, the development application for a Use Not Specified (Respite Centre), does not suit the subject site and the Special Rural zone and will result in an unreasonable impact on the amenity and character of the area. The application is recommended for refusal.

LEGAL/POLICY IMPLICATIONS:

For the purpose of Councillors considering a financial or impartiality interest only, the proponent/owner is Cinci Dymock (Focused Supports) and the applicant is Harley Dykstra.

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Schemes

Metropolitan Region Scheme

City of Kwinana Local Planning Scheme No. 2

FINANCIAL/BUDGET IMPLICATIONS:

The application is currently in the SAT system, and should this application be refused, may be appealed by the applicant, costing officer time and potentially legal and/or consultant fees.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

There are a number of environmental implications if this development application is approved in its current form. These are detailed in the report above, but centre around the proposed numbers of hooved animals and the potential for degradation of the soil and native vegetation, and subsequent impact on the Peel-Harvey Catchment.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will not support the achievement of the following outcome/s and objective/s 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:

Neighbour notification has taken place as per the requirements of clause 64 of the Regulations as the application is for a Use Not Specified. Submissions were received from five (5) neighbours and their comments are summarised in the report above and are detailed in the Schedule of Submissions.

PUBLIC HEALTH IMPLICATIONS

The proposal has the potential to contribute to a negative impact on the following determinants of health -

- Built Environment – Sanitation; Environmental Quality and Neighbourhood Amenity.

RISK IMPLICATIONS:

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

Risk Event	The applicant continuing to operate without approval.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	People/Health Financial Environment Reputation Compliance Property
Risk Assessment Context	Strategic Operational
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk Share - Share with another party
Response to risk treatment required/in place	Compliance inspections to occur and continued involvement of the State Administrative Tribunal.
Rating (after treatment)	Low

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

ALTERNATIVE MOTION

MOVED CR M ROWSE

SECONDED CR W COOPER

That Council approve the deferral of the item, Development Application – Use not Specified (Respite care facility) – No 21 Nella Place, Wellard to the Ordinary Council Meeting scheduled to be held on 23 September 2020.

LOST
2/5

NOTE – That the Officer Recommendation has been amended by City Officers to defer the item at the applicant's request.

COUNCIL DECISION

213

MOVED CR P FEASEY

SECONDED CR M KEARNEY

- A. That Council refuse the development application for a Use not Specified (Respite Care Facility) as shown in Attachment A at No. 21 Nella Place, Wellard in accordance with Clause 60 of Schedule 2 Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
1. The Use Not Specified does not meet the objectives and purpose of the zone as per Clause 4.7 of Local Planning Scheme No.2 – Use not specified.
 2. The proposal impacts negatively on the amenity and natural environment of the zone in accordance with Clause 67 (Matters to be considered by Local Governments) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, specifically with regard to:
 - The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
 - the amenity of the locality including the following-
 - i) environmental impacts of the development
 - ii) the character of the locality
 - the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - the suitability of the land for the development, taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk;
 - the adequacy of
 - i) the proposed means of access to and egress from the site; and
 - ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles; and,
 - the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.

17.3 DEVELOPMENT APPLICATION - USE NOT SPECIFIED (RESPITE CARE FACILITY) – NO 21 NELLA PLACE, WELLARD

- 3. The land use is inconsistent with Clause 4.3 Policy Area 2 Mortimer Road in Local Planning Scheme No. 2.**
 - 4. The proposed stocking rates are inappropriate for the site in accordance with Clause 3 of Special Rural 15 Schedule II of Local Planning Scheme No 2.**
 - 5. The proposal is inconsistent with State Planning Policy 2.1 Peel-Harvey coastal plain catchment due to the stocking rate of the animals on site.**
 - 6. The proposal does not meet the requirements of State Planning Policy 3.7 Planning in Bushfire Prone Areas as the vulnerable land use does not have a satisfactory Bushfire Management Plan.**
- B. That Council request City Officers provide planning advice to the applicant and/or landowner to assist them in finding a site suitable for a Respite Centre.**

**CARRIED
7/0**



SITE PLAN

Lot 2 (No.21) Nella Place,
WELLARD

Plan No. | 22199-01
Date | 22/06/20
Drawn | NP
Checked | BdR
Revision | D

PERTH & FORRESTDALE:
Lvl 1, 252 Fitzgerald St
PERTH WA 6000
15/2 Hensbrook Loop,
FORRESTDALE WA 6112
T: 08 9495 1947
E: metro@harleydykstra.com.au

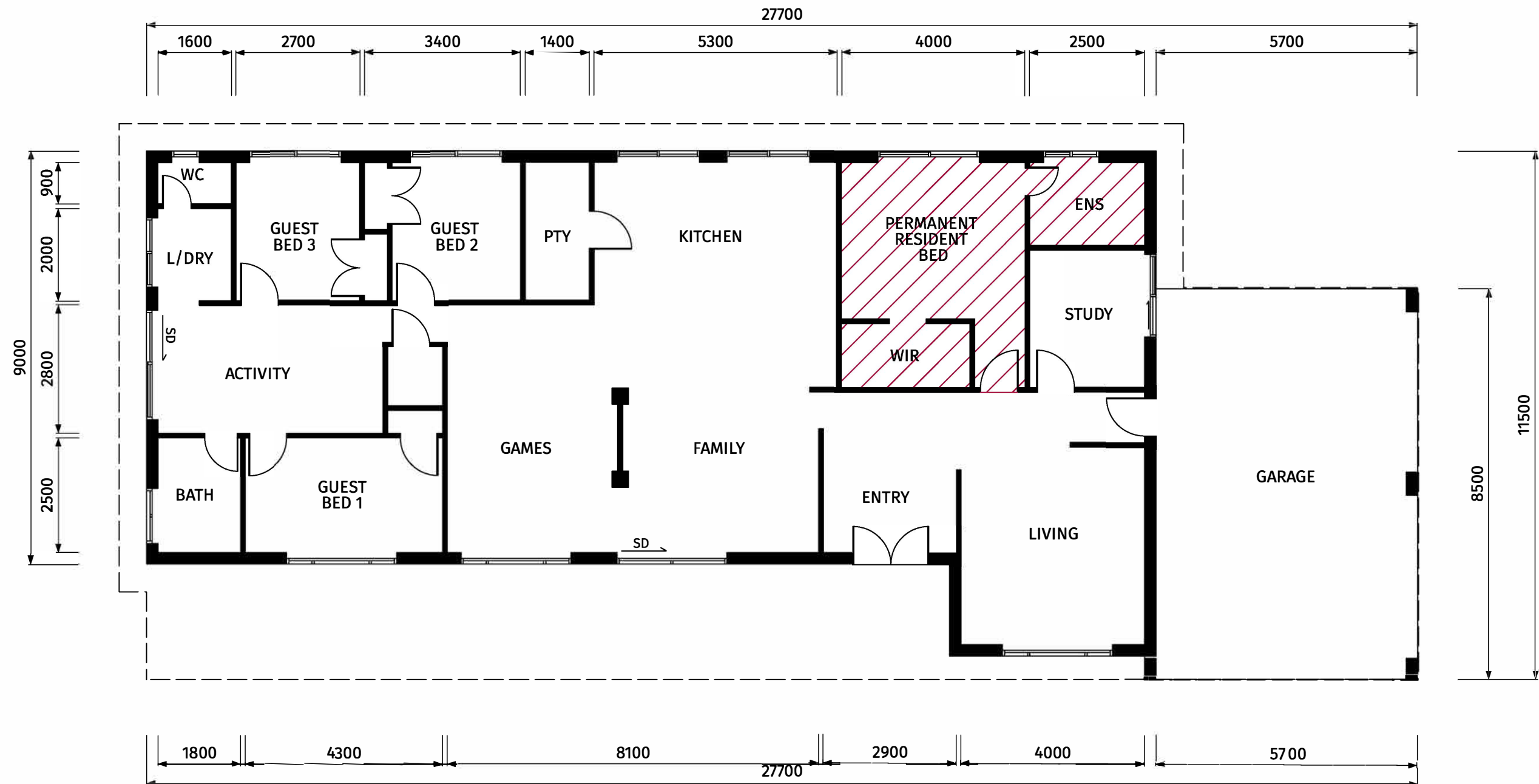
ALBANY | BUNBURY | BUSSELTON | FORRESTDALE | PERTH

Scale | 1:750@A3

0 10m 20m

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NOTE: This plan has been prepared for planning purposes. Areas, Contours and Dimensions shown are subject to survey



Private

FLOOR PLAN

Lot 2 (No. 21) Nella Place,
WELLARD

Plan No. | 22199-02
Date | 22/06/20
Drawn | NP
Checked | BdR
Revision | C

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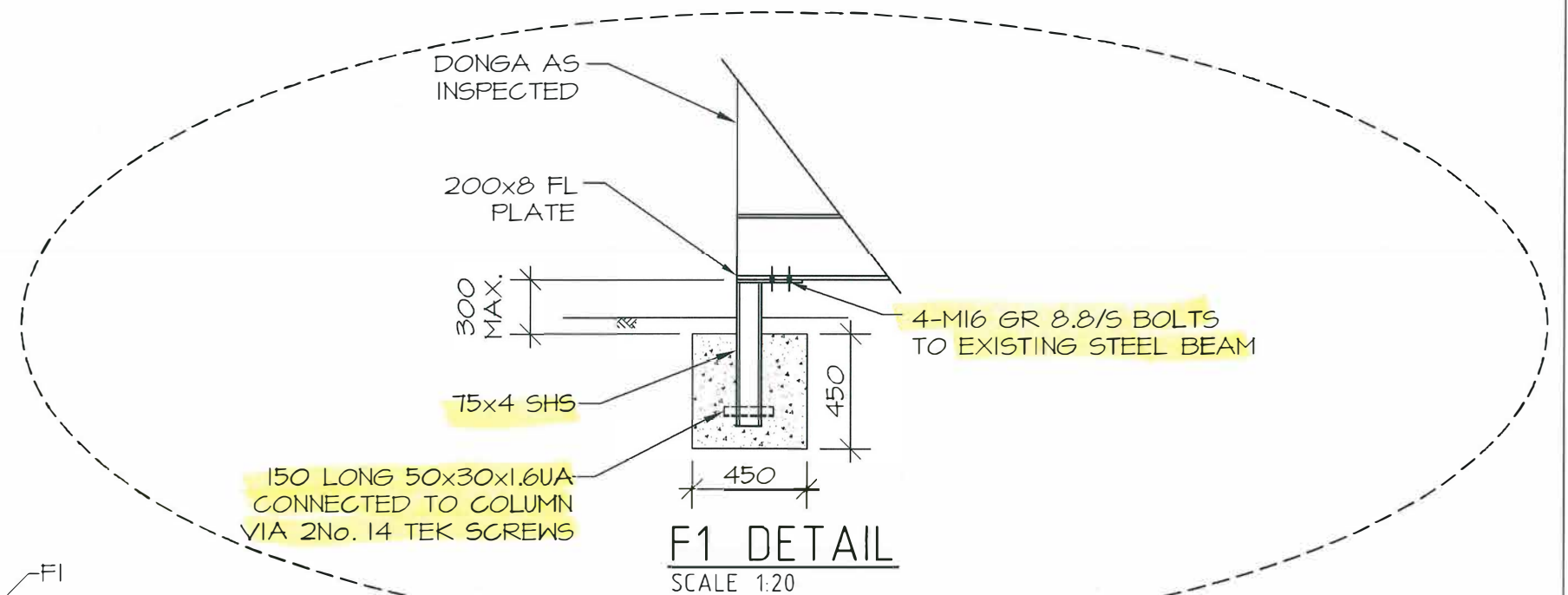
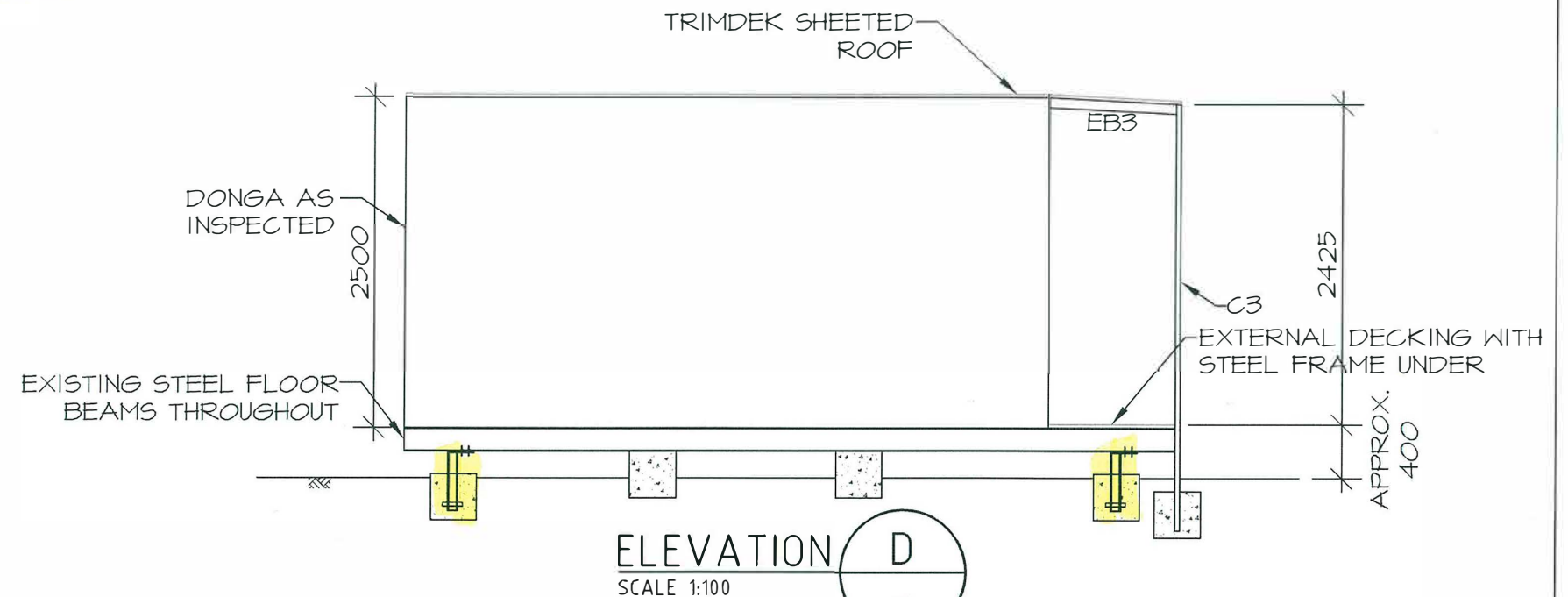
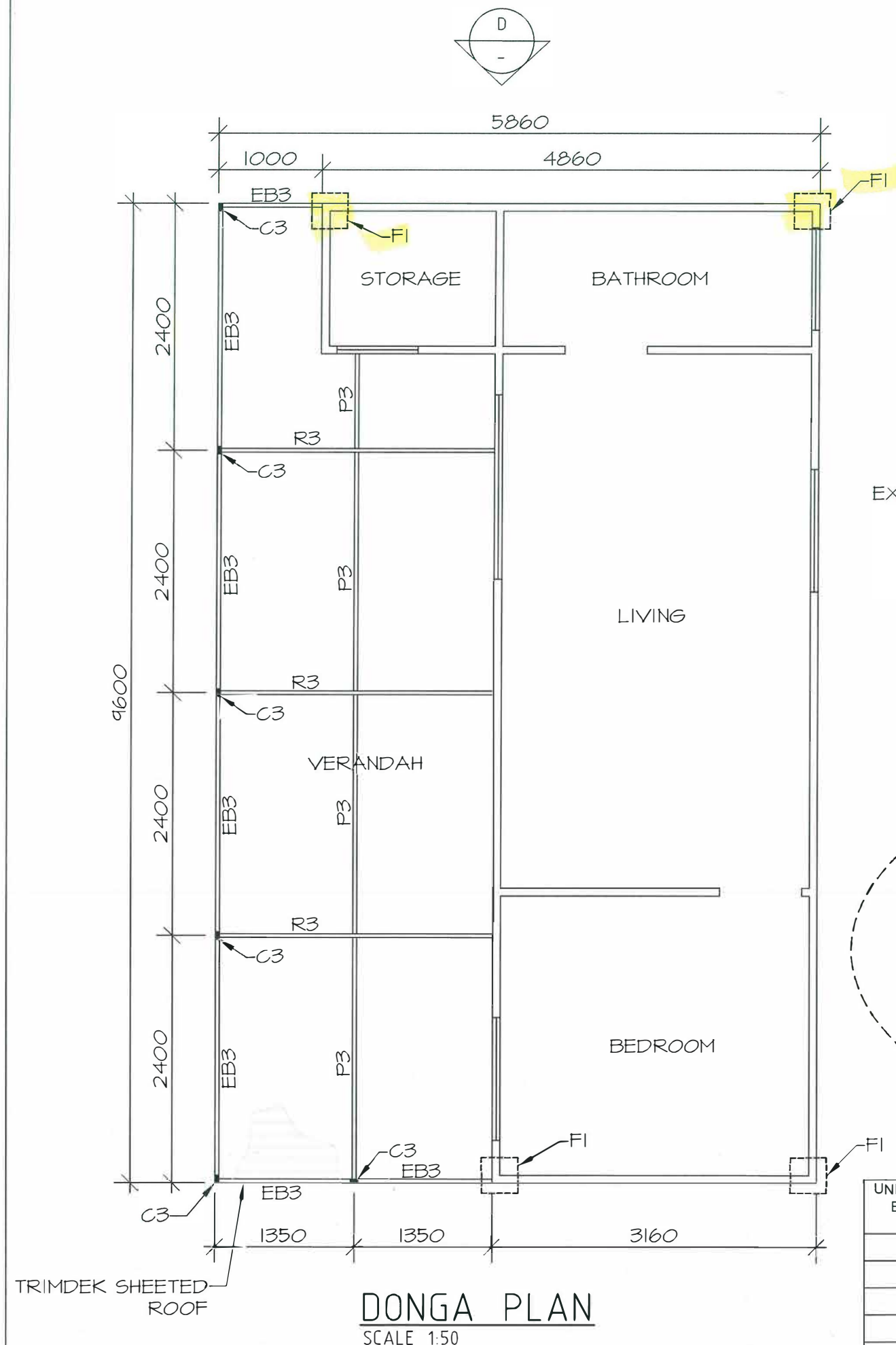
Harley Dykstra

PLANNING & SURVEY SOLUTIONS

MEMBERS SCHEDULE

C3	76x38x1.6 COLUMN WITH MASS CONCRETE FOOTING
EB3	76x38x1.6 RHS EDGE BEAM
R3	76x38x1.6 RHS RAFTER
P4	76x38x1.6 RHS PURLIN

FI NEW 450x450x450 DEEP MASS CONCRETE FOOTING TO BE INSTALLED (SEE DETAIL)



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A	JC	09/03/20	ISSUED FOR COUNCIL APPROVAL

BRETT WADDELL
BEng CWEng FIEAust CPEng
NER No.465326 RPEQ

Date
MARCH 2020

Scale:
AS SHOWN AT A3

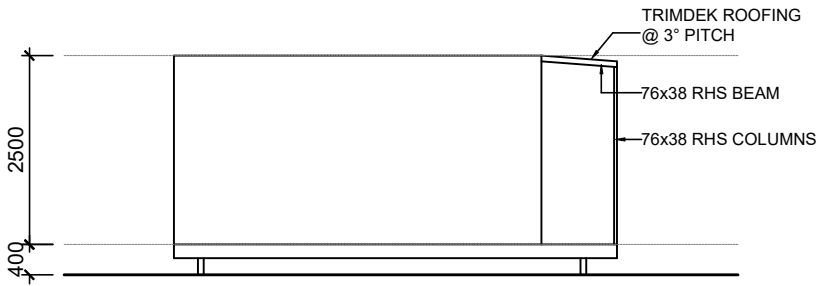
B WADDELL
CONSULTING ENGINEERS

Project: 21 NELLER PLACE, WELLARD
RETROSPECTIVE APPROVAL

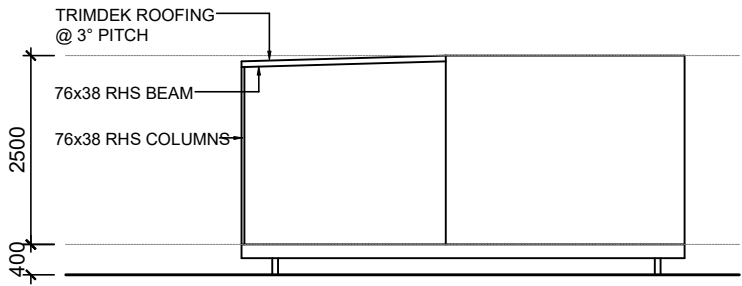
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JOB NUMBER:
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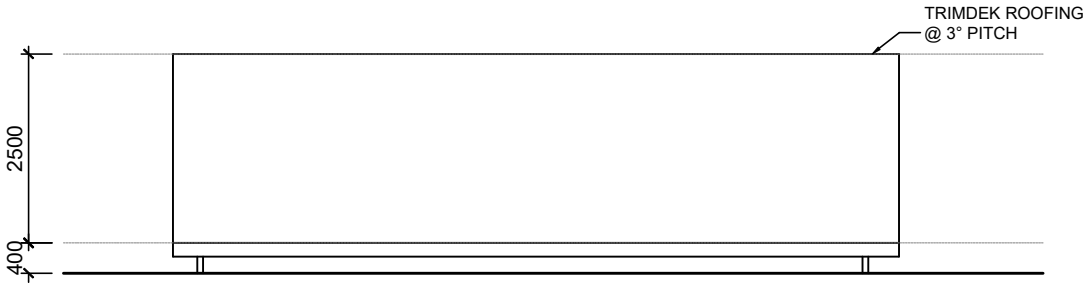
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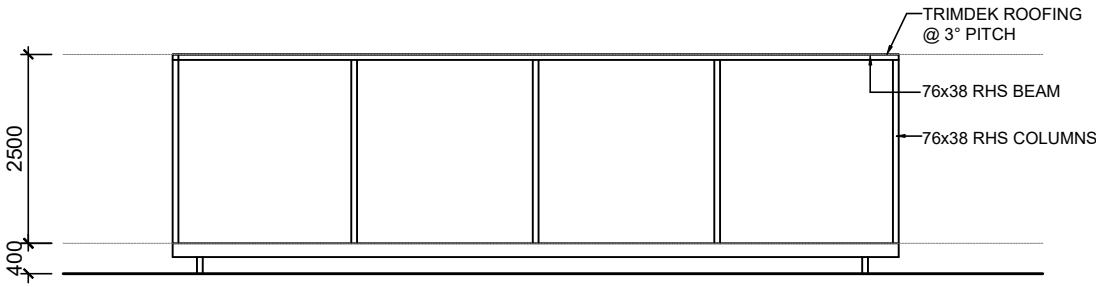
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SCALE 1 : 100



SOUTH ELEVATION
SCALE 1 : 100



EAST ELEVATION
SCALE 1 : 100



WEST ELEVATION
SCALE 1 : 100

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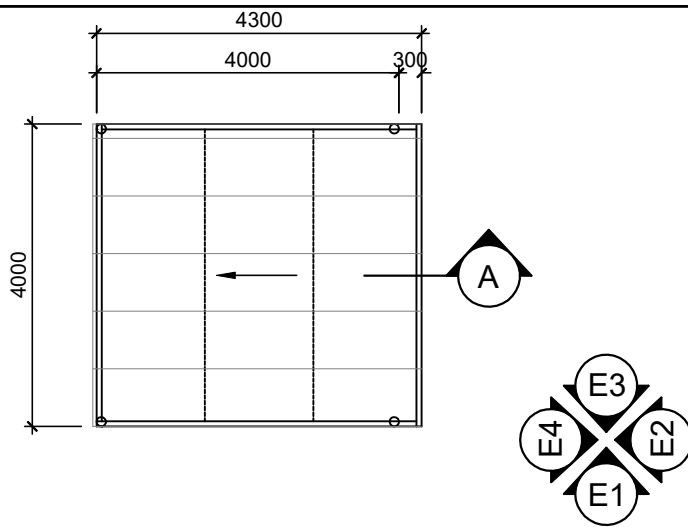
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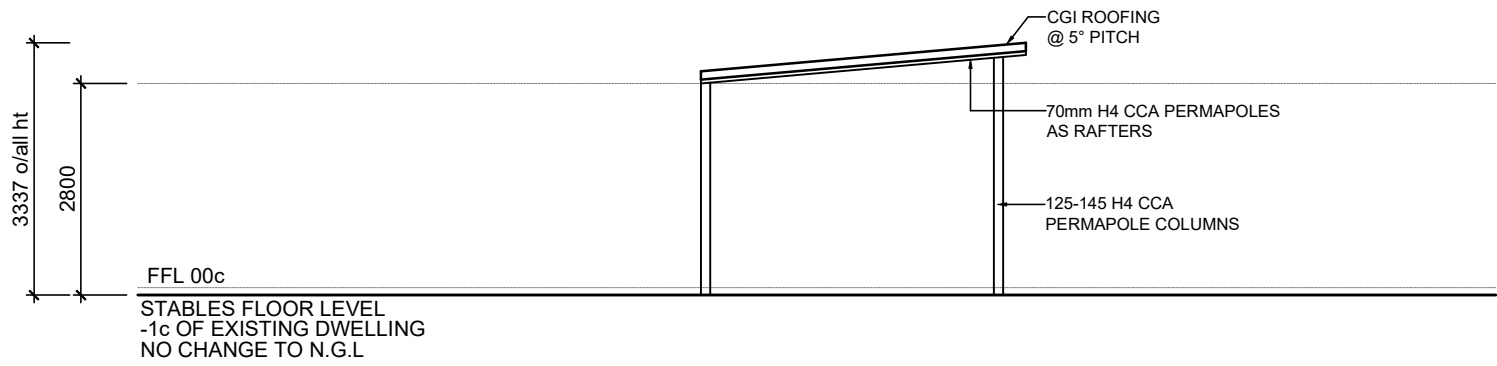
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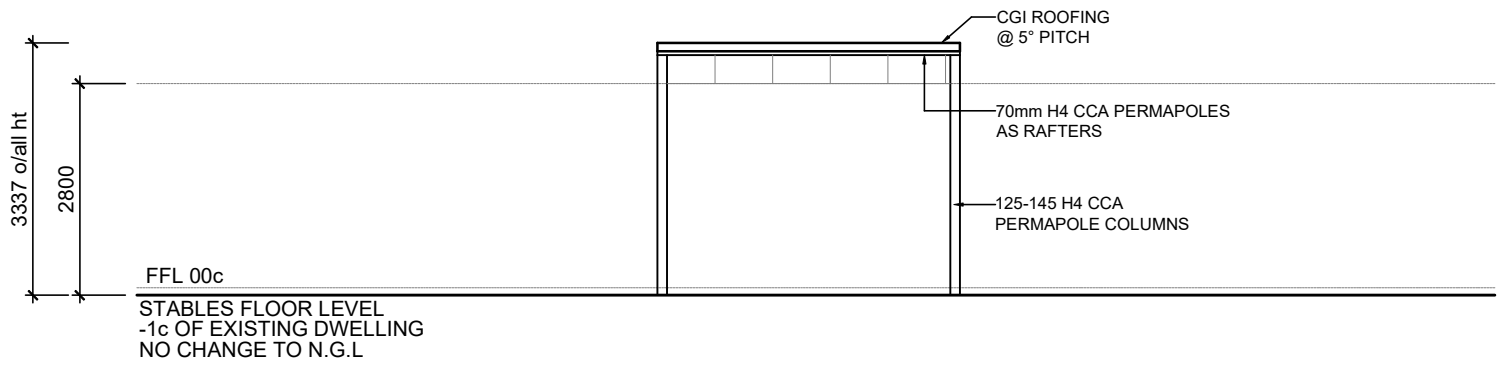
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KC



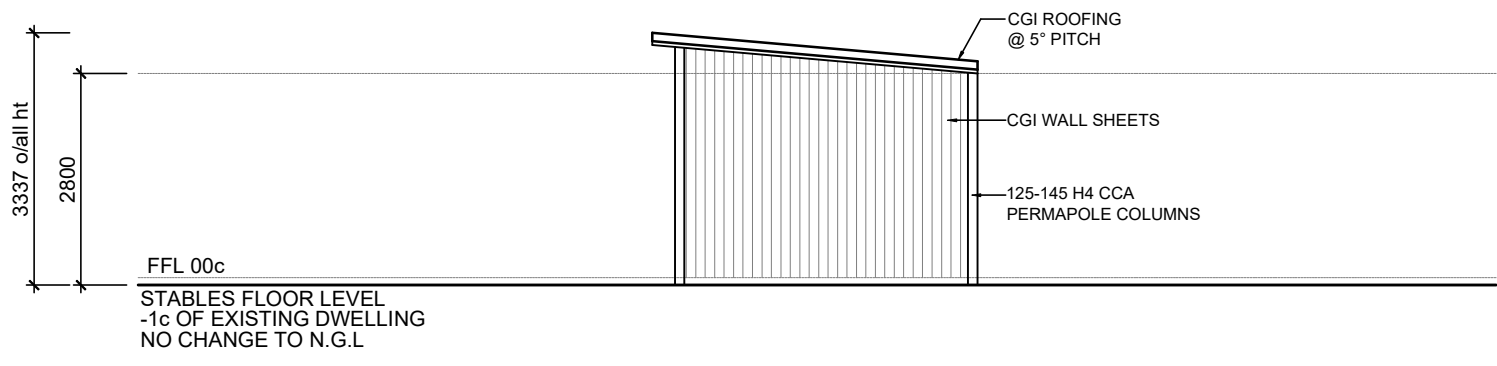
PROPOSED STABLES PLAN
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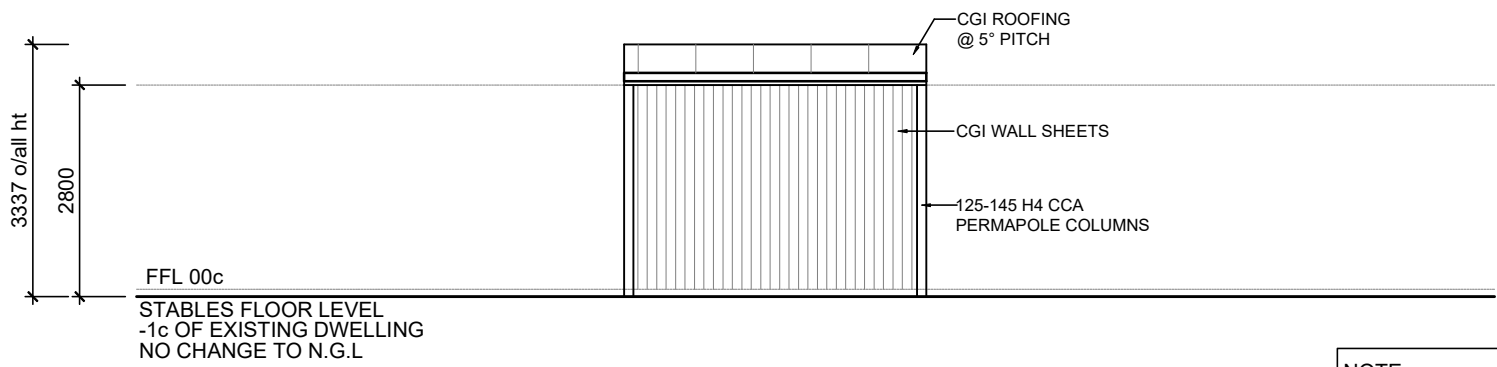
ELEVATION 1
SCALE 1 : 100



ELEVATION 2
SCALE 1 : 100



ELEVATION 3
SCALE 1 : 100



ELEVATION 4
SCALE 1 : 100

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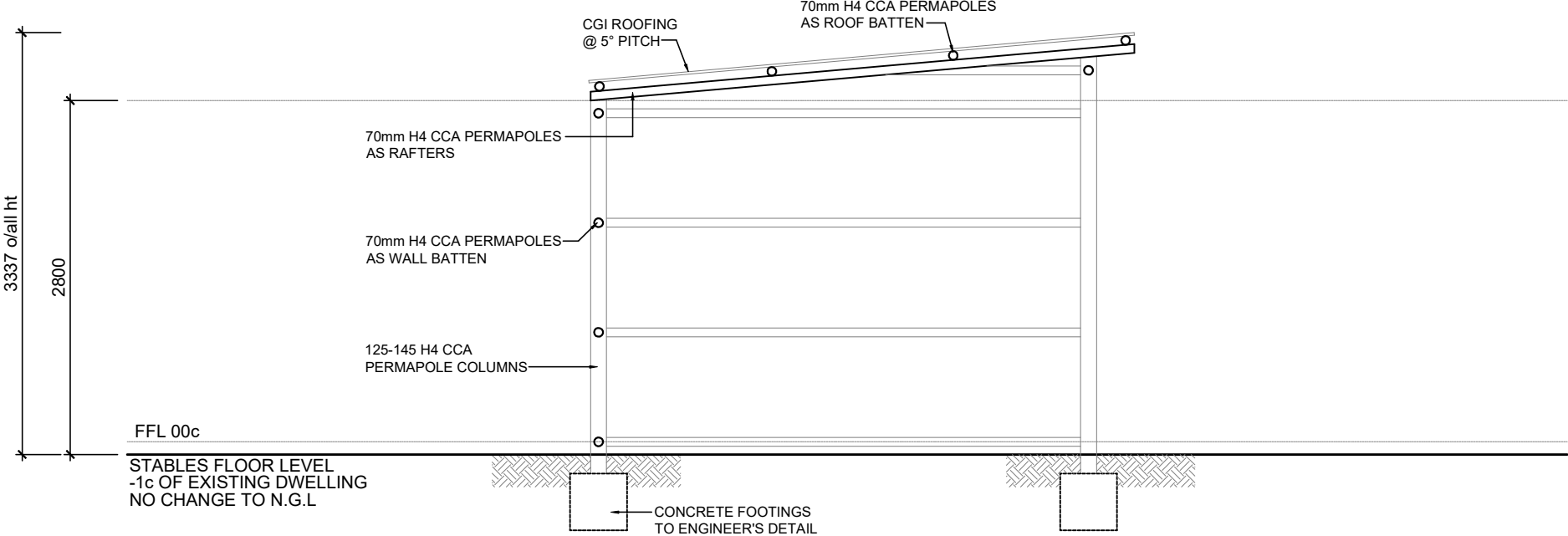
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STABLES ADDITION

DWG TITLE:
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JOB NO:
1322

SCALE:
AS NOTED

DRAWN:
KC



SECTION A
SCALE 1 : 50

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ADDRESS:
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WELLARD

PROJECT NAME:
STABLES ADDITION

DWG TITLE:
SECTION A.

JOB NO:
1322

SCALE:
AS NOTED

DRAWN:
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ATTACHMENT B

PROPOSED RESPITE HOME CARE FACILITY

(USE NOT SPECIFIED)

Lot 2 (No. 21) Nella Place, Wellard




Harley Dykstra[®]

PLANNING & SURVEY SOLUTIONS



DOCUMENT CONTROL

CONTROL VERSION	DATE	STATUS	DISTRIBUTION	COMMENT
A	14/04/2020	Draft	Internal	For QA
B	30/04/2020	Draft	Client	Client Comment
C	11/05/2020	Final	Local Government	For Submission

Prepared for: Focused Supports
Prepared by: MM
Reviewed by: DM

Date: 18 May 2020
Job No: 22199
Ref: 22199 – 20200414 – Kwinana

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Please note that the information in this report may not be directly applicable towards another client. The Consultant warns against adapting this report's strategies/contents to another land area which has not been researched and analysed by the Consultant. Otherwise, the Consultant accepts no liability whatsoever for a third party's use of, or reliance upon, this specific document.

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APPENDIX C	Certificate of Title
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1 INTRODUCTION

1.1 Purpose of Report

This submission has been prepared by Harley Dykstra on behalf of our client, Focused Supports, in support of an application for Development Approval for the use of the existing residential dwelling at Lot 2 (No. 21) Nella Place, Wellard ('the subject site'), for a proposed respite home care facility to provide for people with disabilities.

The proposed development will be used as a respite facility for existing clients utilising other services by Focused Supports. The facility would offer accommodation and organised activities on site for people with special needs, for varying periods of time as required by their families. It is also envisaged that the existing farm animals and dwelling would be used to provide day time organised activities for people accessing Focused Supports' services. There would be a maximum of six participants and four staff on site at any time, with accommodation provided for a maximum of four (4) persons.

The purpose of this report is to present details of the site and the proposed use; and a planning assessment that addresses all relevant statutory compliance and policy requirements for the proposed development application, to assist the City of Kwinana in determining this application.

The siting and design of the proposed facility is shown on the attached Development Plans (**Appendix A**). It is respectfully requested that the City of Kwinana favourably consider this proposal for a Respite Care Facility (Use Not Specified) at Lot 2 (No. 21) Nella Place, Wellard.

1.2 Background

This application has been prepared in response to correspondence issued by the City of Kwinana on 6 January 2020 (attached at **Appendix B**), advising the landowner of their statutory responsibility to obtain planning approval for the non-compliant use of Respite Care occurring on site, as well as the need for retrospective building permits for the existing unapproved buildings on site. This correspondence required the use to be ceased immediately and until an application had been approved by the City of Kwinana.

Subsequently, the landowner engaged Steenhof Brothers Barristers & Solicitors to prepare an Application for Review by the State Administrative Tribunal, which was lodged on 3 February 2020. A mediation hearing was held at the City of Kwinana's offices on the 30th of March 2020, in which the City agreed that the appropriate land use classification for such a land use would be a "Use Not Specified".



2 SUBJECT LAND

2.1 Land Details

The subject land is 2.0ha in area, and accommodates an existing dwelling, three (3) outbuildings and a water tank. It has frontage of approximately 95m to Nella Place, from which vehicular access is derived. The subject site is generally flat, sloping slightly from approximately 12m AHD in the south-east corner to approximately 10m AHD throughout the remainder of the site. The subject land includes scatterings of mature native trees and shrubs, concentrated on the northern portion of the site. An Aerial Photograph of the subject site has been included at **Figure 1**.

Nella Place intersects with Woolcoat Road, approximately 150m west of the subject site. The site is zoned 'Special Rural 15' under the City of Kwinana's Local Planning Scheme No. 2, and all of the surrounding properties are generally consistent with the subject site in terms of size and land use.



FIGURE 1 – AERIAL PHOTOGRAPH

2.2 Land Ownership Details

A summary of the land is included at **Table 1** (below), and a copy of the Certificate of Title and Sketch is provided at **Appendix C**.

LOT NO.	PROPERTY ADDRESS	LANDOWNER	VOL.	FOLIO	PLAN NO.
2	21 NELLA PLACE, WELLARD	CINCI ROBIN DYMCK	2507	76	P20725

TABLE 1 – SUMMARY OF LAND



3 PLANNING FRAMEWORK

3.1 Metropolitan Region Scheme

The subject site is zoned 'Rural' under the Metropolitan Region Scheme (MRS), as with the majority of the surrounding land to the north-east, east and south-east of the site. Land to the west of Woolcoot Road is generally zoned 'Urban' under the MRS; with a portion to the south being zoned 'Urban Deferred'. The Kwinana Freeway, a 'Primary Regional' reserved road, is located 1.1km west of the subject site, and the Wellard Railway, a 'Railways' reserved corridor, is located approximately 675m south of the site. An extract of the MRS has been included at **Figure 2** (below).

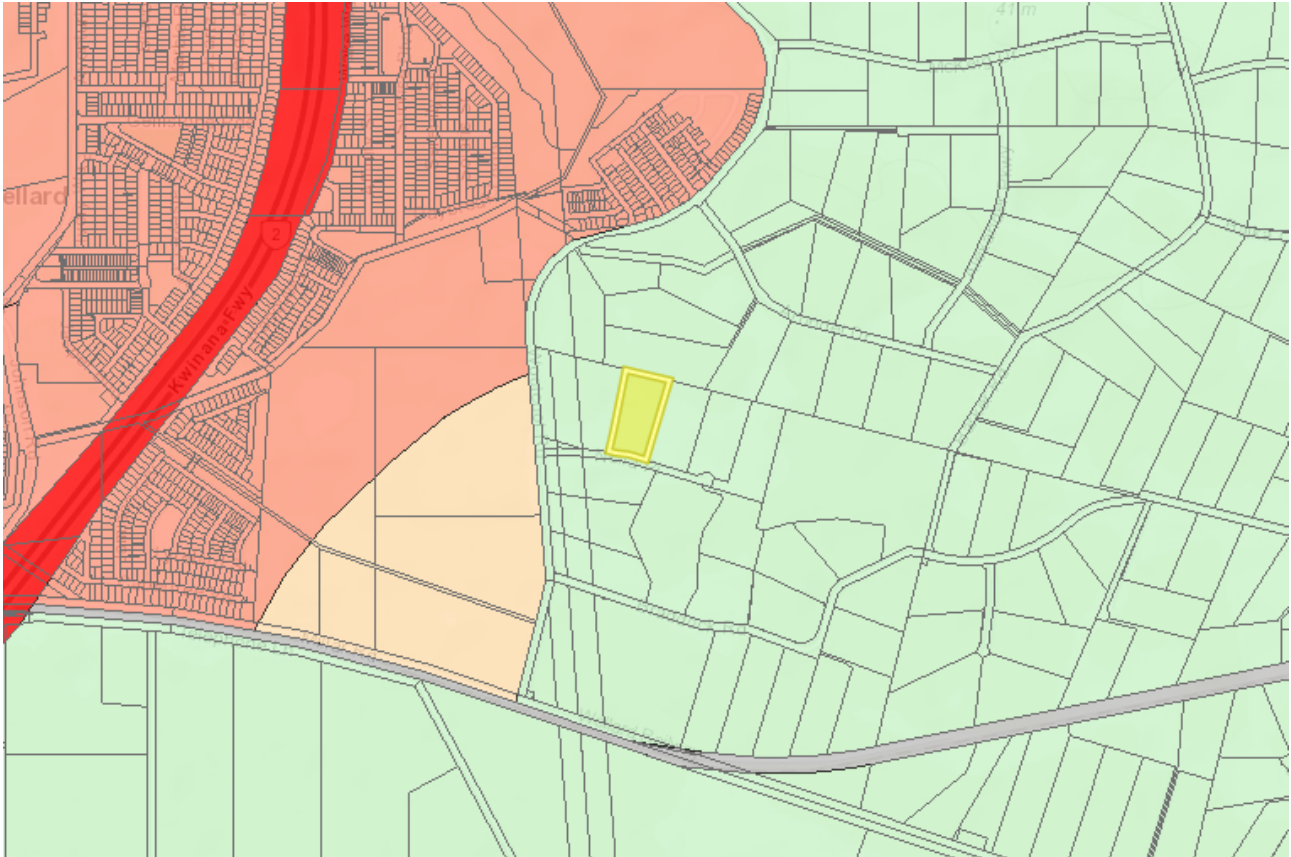


FIGURE 2 – MRS MAP EXTRACT

3.2 City of Kwinana Local Planning Scheme No. 2

The subject land is zoned 'Special Rural 15' under the City of Kwinana Local Planning Scheme No. 2 (LPS 2), as with other land to the north, east and south. Land located to the north-west of Woolcoot Road is zoned 'Development' under the Scheme with development subject to detailed structure planning. The 'Urban Deferred' zoned land as identified on the MRS (south-west of the subject site), is zoned 'Cluster/Communal Rural Settlement' under the LPS 2. A LPS 2 Zoning Map has been included at **Figure 3** (overleaf).

Schedule 2 of LPS 2 sets out the development conditions and land use permissibility for each specific Special Rural (zone). Schedule 2 summarises the land use permissibility for the SR15 zoning, as follows:

- P** – Dwelling House
- AA** – Home Occupation, Public Utility
- X** – All other uses are not permitted

The majority of the specific Development Conditions are generally related to the subdivision of the land.

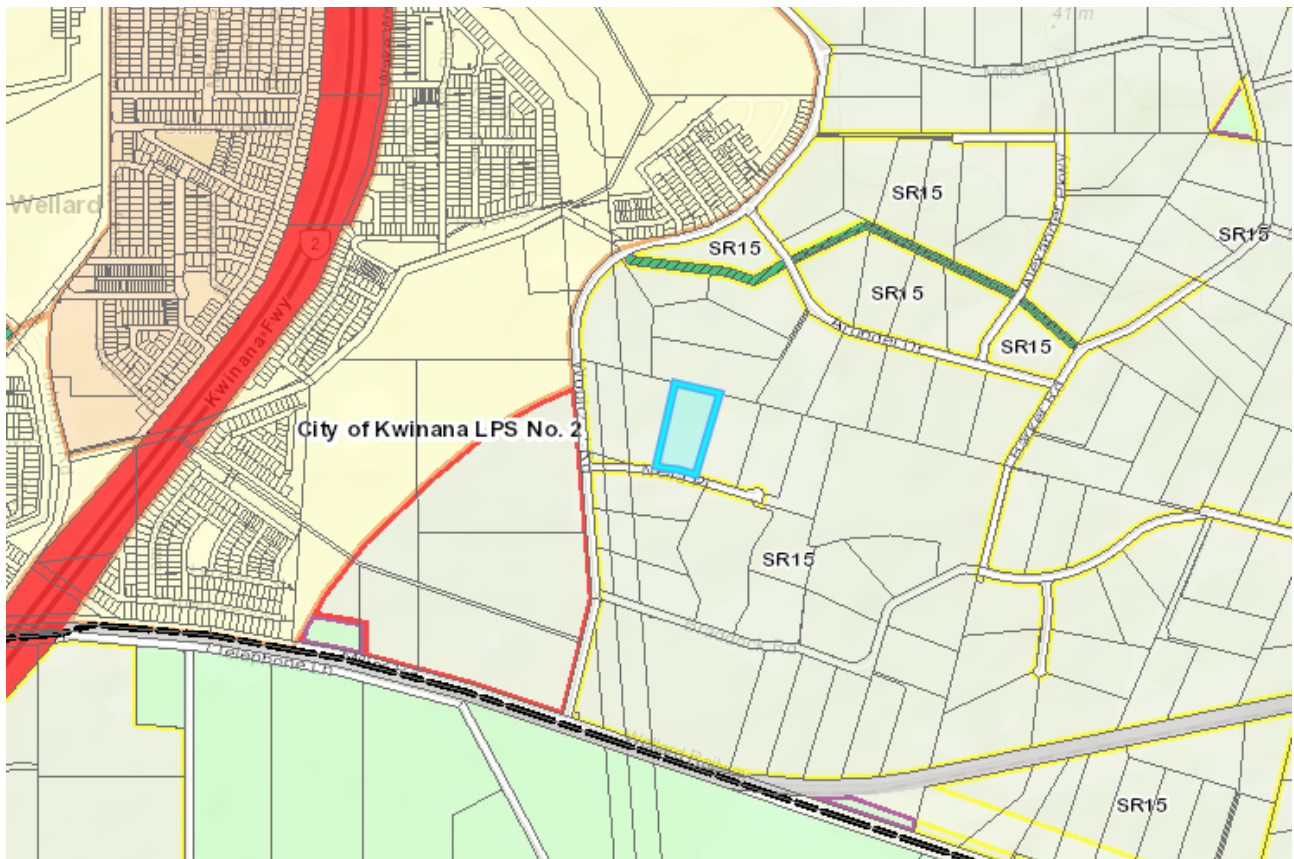


FIGURE 2 – LPS2 ZONING MAP

Figure 1 of the Scheme sets out the various Policy Areas of the land contained within the Local Planning Scheme. The subject site is located within Area 2 – Mortimer Road, with the further development criteria outlined as follows:

“Whereas rural homesites have been developed within special rural zones north and south of Mortimer Road and whereas the adjacent area of Born Road has similar landform and rural lots of 4ha and whereas the adjacent area south to the town boundary has a relatively higher carrying capacity and pasture potential, the following planning policy shall apply:

- a) *The predominant use shall be rural homesites within special rural zones and equestrian special rural development shall not be supported north of Lots 54 and 148 Woolcoat Road;*
- b) *The keeping of more than two horses shall not be supported;*
- c) *Rezoning of the lots on either side of Born Road for the predominant use will be supported by Council;*
- d) *Development of land for special rural purposes shall occur in such a manner as to secure the preservation of banksia woodlands.*
- e) *Extractive industry will not be supported.*
- f) *Tailing Ponds are not permitted.*
- g) *Land use and development shall be consistent with the objectives of “Statement of Planning Policy No. 2.3 – Jandakot Groundwater Protection”.*

As aforementioned, at the mediation meeting on the 30th of March 2020 the City of Kwinana have agreed that the proposed land use (Respite Home Care) does not fit within any of the land uses contained within



the Zoning Table and Appendix IV of the Scheme. The land use could therefore be considered a “Use not Specified”, and subject to Clause 4.7 of the Scheme (as follows):

“4.7 If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use classes, the Council may, except in the case of Mixed Business Zone No. 1 –

- a) determine that the use is not consistent with the objectives and purpose of the particular zone and is therefore not permitted, or*
- b) determine by absolute majority that the proposed use may be consistent with the objectives and purposes of the zone and thereafter follow the advertising procedures of Clause 2.3 in considering an application for Planning Approval.”*

LPS 2 does not set out the purpose or objectives for the Special Rural zone. As such, this application seeks to demonstrate consistency with the objectives of the “Rural Residential” zone as set out in the Model Scheme Text of the *Planning and Development (Local Planning Schemes) Regulations 2015*, which is considered to be the contemporary comparative to the Special Rural zone. The objectives of the Rural Residential Zone are as follows:

- “To provide for lot sizes in the range of 1 ha to 4 ha.*
- To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- To set aside areas for the retention of vegetation and landform or other features which distinguish the land.”*

3.3 State Planning Policy 2.3 – Jandakot Groundwater Protection

The most recent State Planning Policy 2.3 – Jandakot Groundwater Protection (SPP 2.3) was approved by the Western Australian Planning Commission (WAPC) on the 11 January 2017. Clause 3 of the policy sets out the objectives of SPP 2.3, as follows:

- “To ensure that all development and changes to land use within the policy area are compatible with maximising the long-term protection and management of groundwater, in particular for public drinking water supply;*
- To protect groundwater quality and quantity in the policy area in order to maintain the ecological integrity of important wetlands that are hydraulically connected to that groundwater, including wetlands outside the policy area;*
- To prevent, minimise, and manage in defined locations development and land uses that may result in contamination of groundwater; and*
- To maintain or increase natural vegetation cover over the policy area.”*

While the subject site is not located within any of the identified groundwater protection priority areas (refer **Figure 4, overleaf**), reference is made to the above objectives of SPP 2.3 within the requirements of Policy Area 2 – Mortimer Road. This planning application is therefore required to demonstrate compliance with the above objectives (and this report will do so in the coming sections).

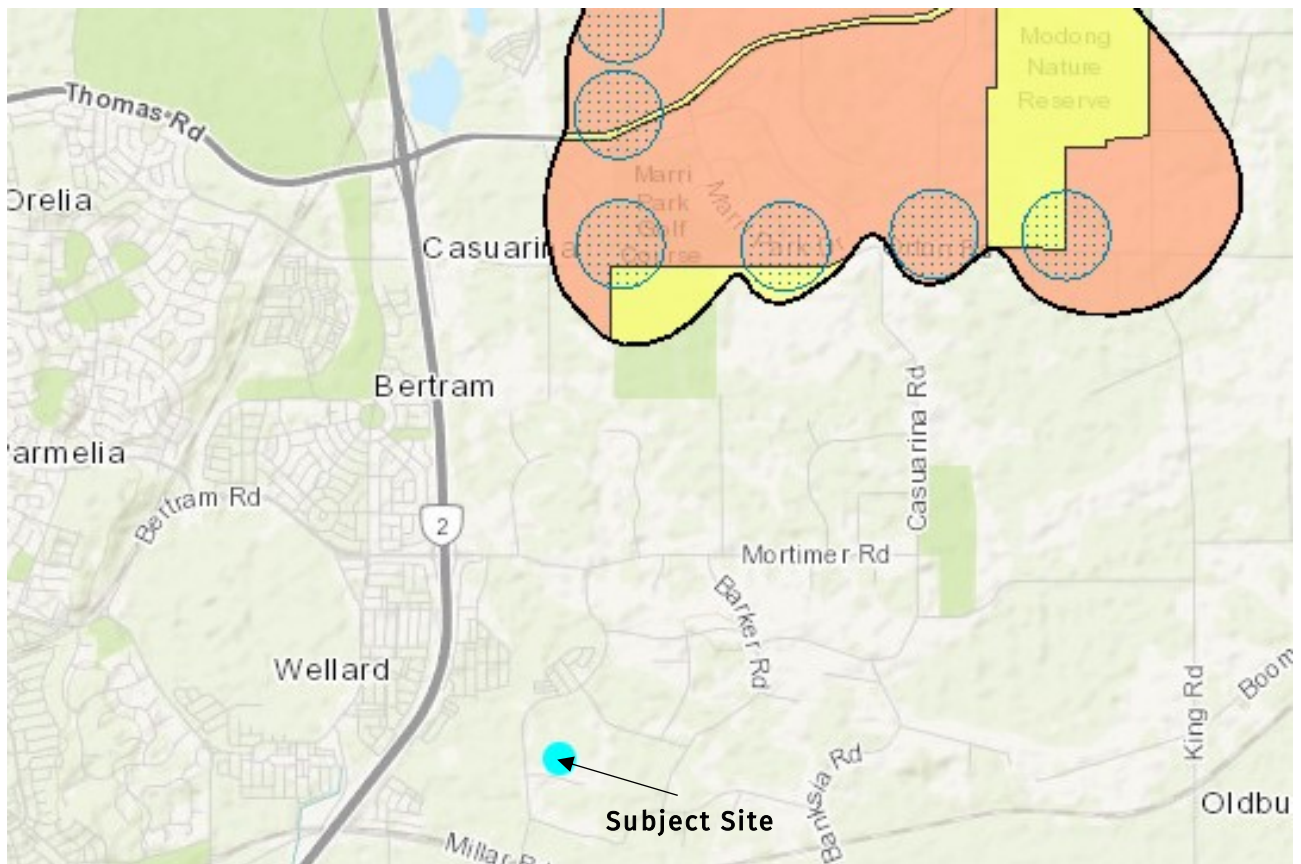


FIGURE 4 – GROUNDWATER PROTECTION PRIORITY AREAS



4 PROPOSED DEVELOPMENT

4.1 Development Summary

This application seeks the approval of the City of Kwinana for a Respite Home Care Facility at Lot 2 (No. 21) Nella Place, Wellard. Approval of this application shall provide premises for Focused Supports to provide a farm stay, nature based respite care for specific clients accessing their other services occurring offsite. Development Plans, including Site Plans and a Floor Plan, are included at **Appendix A**.

Succinctly, the proposed use of the site for a Respite Care Facility will include the following:

- The use of the existing dwelling for respite accommodation for people with disabilities, for a maximum of three (3) persons and the associated staff;
- The use of the existing donga for respite accommodation for people with disabilities, for a maximum of one (1) person and the associated staff;
- The use of the existing site for day trip organised activities for people with disabilities (including craft and farm activities);
- Two (2) new stables to accommodate the existing farm animals; and
- The use of the existing dwelling by (two) permanent residents/carers.

4.2 Details of Activity

Focused Supports are a disability care service operating at various locations throughout the metropolitan area, offering a range of services including individualised support in the home and in the community. Focused Supports vision statement includes providing care not only to clients with special needs, but to their families as well.

This application seeks to establish a Respite Home Care Facility, which would provide a premises for personalised temporary respite care services for select clients already accessing other services, as required by the individual and their family. Approval of this application would allow this respite care to take place in a stimulating, yet natural environment.

Consequently, this application includes two groups of clients accessing the site; day trip and overnight clients.

Clients utilising the overnight respite facilities will be accommodated within the existing dwelling. The Floor Plan, included at **Appendix A**, illustrates the three (3) bedrooms within the house which will be converted to accommodate the clients and their carers for overnight respite. There will be a maximum of four (4) clients accommodated on site for overnight respite. There is no set respite period offered by the facility as each booking would be managed according to the persons' own needs, and managed on an internal schedule. Staff would be in attendance for 24 hours a day while clients are on site. No permanent accommodation is offered.

The existing transportable unit would be used occasionally, as required, as overflow respite accommodation for an additional one (1) person, as required.

More generally, the site would be used to provide organised activities to both groups of clients, as required and managed by Focused Supports. There would be a maximum of six (6) clients to the site during the day time period (including those utilising the respite accommodation), as well as their required staff, which would be managed on an internal schedule. Larger groups of clients are not envisaged nor desirable, given the nature and type of disabilities serviced. The day-time activities on site will include arts and crafts, and animal interaction with the existing farm animals on site.



Currently, the site accommodates the following animals, which are kept within various paddocks on the pastures:

- Three alpacas;
- One cow;
- One mini-pony;
- Fifteen guinea pigs;
- Two rabbits;
- Three geese; and
- Four chickens.

4.3 Site Layout & Use

The Site Plan, as attached at **Appendix A** of this report, illustrates the proposed use of the site. Access will be derived from the existing crossover to Nella Place. The crossover provides connection to the existing carport and hardstand area, located adjacent to the existing dwelling. The proposed 'Respite Care' facility will, in part, be accommodated within the existing dwelling and the surrounding paddocks. No structural alterations are proposed to occur to the existing dwelling or any existing outbuilding, other than the construction of two (2) new horse stables in the front paddock.

The property also accommodates two sheds, a water tank and a transportable unit which are generally clustered to the centre of the site. Two new stables will be located to the rear of the existing transportable unit and shed.

The Dwelling Floor Plan, also attached at **Appendix A**, illustrates the proposed internal layout of the dwelling and the use of each room. All overnight clients will be accommodated within one of the visitor bedrooms (or occasionally, the transportable unit). Organised activities will generally be undertaken either inside the dwelling, the sheds or the various outdoor areas. The remaining portion of the dwelling is to be used only by the private residents permanently residing at the property.

4.4 Car Parking & Access

The subject land currently derives access along its southern boundary from Nella Place. The existing crossover would be upgraded as required by the City of Kwinana. The driveway provides access to two existing double garages, which are capable of accommodating four vehicles. Staff accessing the site would park their vehicles either within the detached garage or adjacent the driveway, in an informal parking arrangement.

As a maximum, the facility would generate the following traffic movements, as an absolute maximum:

- Six (6) staff movements in and out of the site, for carers; and
- Two (2) movements in and out of site, for maintenance staff.

The WAPC *TIA Guidelines for Subdivision* (August 2016) cites a standard daily trip rate of 8 vehicles (in and out) of a typical residential dwelling in Metropolitan Perth. However, and particularly in this locality, it is considered that the traffic amenity of this street would generate a much higher daily trip rate for each dwelling, arising from the locality's lack of proximity to public transport options and local centres. As such, it is not considered that cycling, walking and public transport trips would logically be pursued (as is factored in to the WAPC's standard rate), and as a result, a higher private vehicle trip rate can be assumed for rural-residential (special rural) properties. Therefore, it can be reasonably deduced that vehicle movements in and out of the site will be similar to or less than those occurring at adjacent special rural properties.



5 TOWN PLANNING CONSIDERATIONS

5.1 Land Use Classification

At the State Administrative Tribunal (SAT) mediation meeting on the 30th of March 2020 between the Applicant and the City of Kwinana, both parties agreed that the proposed land use (Respite Home Care) does not fit within any of the land uses contained within the Zoning Table and Appendix IV of the Scheme. The proposed land use would therefore be considered a “Use not Specified”, and subject to Clause 4.7 of the Scheme (as follows):

“4.7 If the use of land for a particular purpose is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the use classes, the Council may, except in the case of Mixed Business Zone No. 1 –

- a) determine that the use is not consistent with the objectives and purpose of the particular zone and is therefore not permitted, or*
- b) determine by absolute majority that the proposed use may be consistent with the objectives and purposes of the zone and thereafter follow the advertising procedures of Clause 2.3 in considering an application for Planning Approval.”*

The proposed development is therefore able to be considered and approved, subject to the discretion of the Council. The forthcoming sections of this report demonstrate how the proposed development, as previously outlined, is consistent with the objectives of the zone, and therefore capable of the Council’s support.

5.2 Consistency with Policy Objectives

5.2.1 Rural Residential Zone Objectives

As noted, the City of Kwinana’s Local Planning Scheme No. 2 (LPS 2) does not explicitly set out any objectives for the Special Rural zone. This report therefore draws upon the objectives of the Rural Residential zone set out in the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations), which is considered a contemporary comparison. The objectives of the Rural Residential Zone set out in the Regs are as follows:

- *“To provide for lot sizes in the range of 1 ha to 4 ha.*
- *To provide opportunities for a range of limited rural and related ancillary pursuits on rural-residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
- *To set aside areas for the retention of vegetation and landform or other features which distinguish the land.”*

The proposed use is effectively residential in nature and will have no greater impact on the existing amenity than a typical residential type use, given the minimal impact of the proposed development, specifically in terms of the traffic generation and nature of the land use. The traffic generated by the land use would comfortably fit within what could reasonably be expected to occur on a rural-residential property.

The subject site is considered appropriate for accommodating the proposed land use as it provides access to open space, which positively impacts the wellbeing of the clients; and more appropriately, is an ancillary pursuit to the existing rural activity occurring on site. The type of animal interaction proposed as part of this application could not occur in many of the other of the City’s zones; and therefore is most suitably located on the subject site.

Further to this, there are no physical developments (other than the stables) proposed as part of this application. The amenity of the subject site, and the surrounding locality will remain the same (if not improved) as a result of this application. It is noted that keeping of animals of the site has the potential to



be increased (subject to the attainment of the relevant approvals), with the success of the Respite Care Facility land use to support and encourage this.

The Applicant considers that the proposed development is entirely consistent with the objectives of the Rural Residential zone, as set out by the Regulations, and is therefore capable of approval.

5.2.2 SPP 2.3 Objectives

While the subject site is not located within any of the identified groundwater protection priority areas, as aforementioned, reference is made to State Planning Policy 2.3 – Jandakot Groundwater Protection. LPS 2 divides the Scheme land into a range of policy areas. The subject site is located within Policy Area 2 – Mortimer Road. To reiterate, the Policy Area 2 development criteria includes the following clause:

- g) *Land use and development shall be consistent with the objectives of “Statement of Planning Policy No. 2.3 – Jandakot Groundwater Protection”.*

This section is therefore required to demonstrate compliance with the objectives of SPP 2.3 (as follows):

- *“To ensure that all development and changes to land use within the policy area are compatible with maximising the long-term protection and management of groundwater, in particular for public drinking water supply;*
- *To protect groundwater quality and quantity in the policy area in order to maintain the ecological integrity of important wetlands that are hydraulically connected to that groundwater, including wetlands outside the policy area;*
- *To prevent, minimise, and manage in defined locations development and land uses that may result in contamination of groundwater; and*
- *To maintain or increase natural vegetation cover over the policy area.”*

While the subject site is not within the proximity of the identified Groundwater Protection Priority Areas, a Conservation Category Wetland (CCW) has been identified along the northern boundary of the subject site (as illustrated overleaf, in **Figure 5**). It is noted that this area of the site is consistent with existing native vegetation.

This Application for Development Approval does not include any physical works to the site, nor an unreasonable increase to the site’s capacity. All activities proposed on site are low impact and low intensity, and will not result in any ecological impact to the site or surrounds in a manner dissimilar to a residential building. Further, the approval of this application will provide for both full time residents and a gardener to attend the site; ensuring that the natural vegetation (as well as the formal pastures and gardens) are maintained and increased where appropriate.

The Applicant considers that the proposed development is consistent with the objectives of SPP 2.3.



FIGURE 5 – CCW MAPPING

5.3 Bushfire Management

The subject site has been identified as being Bushfire Prone on the Map of Bushfire Prone Areas, designated by the Fire and Emergency Services Commissioner. It is therefore required that any application for development be accompanied by a Bushfire Management Plan demonstrating compliance with State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) and the associated Guidelines.

Accordingly, a Bushfire Management Plan (BMP) was prepared by Envision Bushfire Protection in support of this Application, and is attached at **Appendix D** of this report. The BMP demonstrates that compliance with SPP 3.7 can be achieved, based on the fact that the proposed development is subject to a radiant heat level of no greater than BAL 29. Additionally, the proposal will comply with all four elements of the Bushfire Protection criteria of the Guidelines, subject to the following mitigation methods:

- Maintenance of the Asset Protection Zone (as defined by the BMP) in accordance with the requirements set out by Clause 2.2.2.3(f) of AS3959 – 2018; and
- Provision of a new (or relocated) 100,000L water tank, providing a dedicated supply of 10,000L for emergency services, sited in a location accessible from the driveway.

The proposed land use would be classified as a 'Vulnerable Land Use' by SPP 3.7, and accordingly, is required to be supported by an Emergency Evacuation Plan (EEP). The EEP is also attached at **Appendix D**, and demonstrates the specific management considerations specific to the use of the development, in the event of a bushfire emergency, namely, early evacuation if alerted to an approaching fire risk.

5.4 Traffic & Parking

Given the proposed use is considered a "Use not Specified" under the City of Kwinana Local Planning Scheme No. 2, there is no applicable car parking requirement as set out in Table 3 of the Scheme. Clause 7.1 (b) of the Scheme states as follows:

"Where an application is made for Planning Approval and the purpose for which the land or building is to be used is not specified in Table No. 3 the Council shall determine the number of car parking spaces to be provided on the land having regard to the nature of the proposed development, the number of



employees likely to be on the site, the prevention of the obstruction of roads and streets, and the orderly and proper planning of the locality and the preservation of its amenities.”

The proposed development includes provision for two (2) full time residents within the residential dwelling; and a maximum of six (6) day-time clients (including up to four (4) overnight clients), and their associated staff members (a maximum of four (4) employees). The existing carports provide parking for six (6) vehicles internally with plenty of opportunities for informal parking alongside the existing driveway if ever required.

It is noted that the clients expected to attend the site are disabled persons, many with disabilities making them unable to drive themselves. Accordingly, all clients accessing the site do so via private transportation by their carer from Focused Supports.

The Applicant does not consider the anticipated traffic movements inconsistent with the movements which would reasonably occur on a rural-residential property.



6 CONCLUSION

This Development Application has provided the relevant details in support of the proposed request to permit a Respite Home Care Facility (Use Not Specified) at Lot 2 (No. 21) Nella Place, Wellard, which would provide Focused Supports a premise to offer existing clients respite care in a stimulating environment.

This submission illustrates the low intensity of the proposed use; and demonstrates how the site would be managed to ensure the existing amenity of the locality is respected. Furthermore, this submission has sought to demonstrate how the proposed use, a 'use not specified' is consistent with the objectives of the Rural Residential zone, as well as the objectives of *State Planning Policy 2.3 – Jandakot Groundwater Protection*.

On the basis of the supporting rationale detailed within this report, as well as the attached report addressing bushfire management requirements, it is respectfully requested that the proposed use of the land be considered favourably. Should any further information be required to facilitate the assessment of this application, Harley Dykstra can make the necessary arrangements to ensure this information is made available.



ATTACHMENT C

Our Ref: D15655
Your Ref: DA9619

Chloe Johnston
City of Kwinana
customer@kwinana.wa.gov.au

Dear Ms Johnston

RE: VULNERABLE LAND USE - LOT 2 (NO. 21) NELLA PLACE, WELLARD – RESPITE CENTRE - DEVELOPMENT APPLICATION

I refer to your email dated 2 June 2020 regarding the submission of a Bushfire Management Plan (BMP) (Version 2), prepared by Envision Bushfire Protection and dated 13 May 2020, for the above development application.

It should be noted that this advice relates only to *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (Guidelines). It is the responsibility of the proponent to ensure that the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.

Assessment

- DFES acknowledge that the site currently operates as a Respite Centre and that the development application seeks retrospective approval.
- However, as the decision maker has confirmed this to be a vulnerable land use the application of SPP 3.7 is triggered.
- It should be noted that incorporating bushfire protection measures is generally harder to achieve where a development already exists as measures to reduce the bushfire risk may not be able to be implemented.
- Consequently, there is little influence DFES can advocate in relation to the full application of the acceptable solutions to address the bushfire protection criteria for the existing land use.
- However, it is critical the BMP and EEP address any non-compliance for the existing development.
- A section 70A notification should be placed on title advising future land owners of the presence of, and their obligations to comply with the BMP.
- Further clarification is required within the BMP of the requirements of SPP3.7 and the supporting Guidelines as outlined in our assessment below.

1. Policy Measure 6.5 a) (ii) Preparation of a BAL contour map

Issue	Assessment	Action
BAL Contour Map Methodology	<p>The BAL Contour Map has not been prepared in accordance with Appendix 3 of the Guidelines.</p> <p>The assessment should be on the future state of the site including any vegetation that will remain or be introduced when the works are complete. An Asset Protection Zone (APZ) should be identified that provides clarity to the landowner as to the minimum extent of area within which the stipulated management measures are to apply.</p>	Modification to the BMP is required.
Vegetation classification	<p>Vegetation plots 2 and 3 cannot be substantiated as Class G Grassland and Class D Scrub (respectfully) with the limited information and photographic evidence available.</p> <p>The BMP should detail specifically how the classification was derived particularly where the worst-case scenario is not applied (i.e. Woodland as opposed to Grassland, or Forest as opposed to Scrub). Attention is drawn to the canopy cover of portions of Grassland that exceed 10%, and to the limited photography for the Scrubland (Photo ID 7 only) and height of vegetation that exceeds 6 m. Photography should capture the height of the canopy cover and include a measuring stick to assist in scaling, and be supported by a canopy cover calculation when the precautionary principle is not applied.</p> <p>If unsubstantiated, the vegetation classification should be revised to apply the worst-case scenario as per AS3959, or the resultant BAL ratings may be inaccurate.</p>	Modification to the BMP is required.
Firebreak Notice	<p>The subject site exceeds 0.5 hectares in area. Notwithstanding that the BMP acknowledges that the acceptable solution has been met the current site conditions do not appear to match the requirement of the Firebreak Notice.</p>	Comment

2. Policy Measure 6.5 c) Compliance with the Bushfire Protection Criteria

Element	Assessment	Action
Location and Siting & Design	<p>A1.1 & A2.1 – insufficient information</p> <p>The BAL ratings cannot be validated.</p> <p>The vegetation classification inputs be modified as per the above table, and a revised/additional BAL Contour Map identifying an APZ should be prepared indicating the future state of the site.</p> <p>Given existing vegetation will need to be removed to achieve building and canopy separation distances, and potentially achieve an overall canopy cover of less than 15%, a Landscape Management Plan (LMP) should be prepared. The LMP would provide the landowner the necessary clarity as to how to achieve compliance, and the City an enforceable mechanism to ensure ongoing compliance.</p>	Modification to the BMP is required.
Vehicular Access	<p>A3.5 – insufficient information</p> <p>The length of the private driveway exceeds 50 m.</p> <p>The BMP must demonstrate compliance against the Technical Requirements of Table 6 Column 3 contained within the Guidelines, or provide substantiated evidence of a performance principle-based solution.</p>	Modification to the BMP is required.
Water	<p>A4.2 – not demonstrated</p> <p>The BMP has proposed a 10,000 L static water supply dedicated for fire-fighting purposes. This tank is proposed to be fitted with a non-compliant fitting.</p> <p>The tank must be fitted with a 100 mm Camlock and 125 mm Storz couplings. The tank and an adjacent hard-standing area should be located in an area with a BAL rating of 29 or lower.</p>	Water

3. Policy Measure 6.6.1 Vulnerable land uses

Issue	Assessment	Action
Bushfire Emergency Evacuation Plan (EEP)	<p>The referral has included an '<i>Bushfire Emergency Evacuation Document</i>' for the purposes of addressing the policy requirements. Consideration should be given to the Guidelines Section 5.5.2 'Developing a Bushfire Emergency Evacuation Plan'. This contains detail regarding what should be included in an EEP and will ensure the appropriate content is detailed when finalising the EEP to the satisfaction of the City.</p>	Comment.

Recommendation – not supported modifications required

It is critical that the bushfire management measures within the BMP are refined, to ensure they are accurate and can be implemented to reduce the vulnerability of the development to bushfire. The proposed development is not supported for the following reasons:

1. The development design has not demonstrated compliance to – Element 1: Location, Element 2: Siting and Design, or Element 4: Water.

If you require further information, please contact Joel Gajic, Senior Land Use Planning Officer on telephone number 9413 3715.

Yours sincerely



Sasha De Brito
A/DIRECTOR LAND USE PLANNING

26 June 2020

CC Chloe.Johnston@kwinana.wa.gov.au



Department of
**Primary Industries and
Regional Development**

ATTACHMENT D

Your reference: DA9619 –
21 Nella Place, Wellard
Our reference: LUP 865
Enquiries: Grant Stainer

Ms Chloe Johnston
Coordinator Statutory Planning
PO Box 21
Kwinana WA 6966
Chloe.Johnston@kwinana.wa.gov.au

Date: 10 June 2020

Dear Ms Johnston,

DA9619 - 21 Nella Place, Wellard - Proposed stock - Referral to DPIRD

Thank you for inviting the Department of Primary Industries and Regional Development (DPIRD) to comment on the above proposal.

DPIRD does not support the proposal to keep the specified animals on this property, and offers the following comments.

The property is located in the Peel-Harvey coastal plain policy area. Policy provision 6.2 of *State Planning Policy 2.1 Peel-Harvey coastal plain policy* (SPP2.1) covers rural-residential properties larger than 2000 m².

Section 6.2.5 states that "the keeping of horses, sheep, goats and other grazing animals shall be subject to the prior approval of the Council. Animal stocking rates shall not exceed the stocking rates recommended by the Department of Agriculture for the pasture type for the policy area." DPIRD, rather than the former Department of Agriculture, now provides this advice to planners.

Restrictions apply to keeping stock on the Jandakot Groundwater protection area. These restrictions are based on stocking rates in DPIRD's *Stocking rate guidelines for rural small holdings Swan Coastal Plain and Darling Scarp and surrounds Western Australia*.

The proposal to keep five stock animals as well as pets and poultry on a rural living property has the following equivalent stocking rates:

- Three alpacas, each being 0.8 Dry Sheep Equivalent (DSE), equals 2.4DSE.
- One cow, each cow being 8DSE, equals 8DSE.

3 Baron-Hay Court, South Perth 6151
Locked Bag 4 Bentley Delivery Centre 6983
Telephone +61 (0)8 9368 3333 enquiries@dpird.wa.gov.au
dpird.wa.gov.au

ABN: 18 951 343 745

- One mini pony, assumed to be about half the weight of a normal pony (5DSE), is equal to 2.5DSE.
- The 15 guinea pigs, 2 rabbits, 3 geese, and 4 chickens are not incorporated in this calculation, although these too will need space.

The total DSE for the alpaca, cow, and mini pony equals 12.9DSE

The property is 2 hectares (ha) in size, with about three quarters covered by native vegetation, buildings, and infrastructure. This reduces the pasture to about 0.5ha.

There are two soil-landscape units mapped for this property, each covering approximately half of the land. These are the Bassendean sands 212Bs_B1 and 212Bs_B3.

Bassendean B1 Phase (212Bs_B1) is characterised by “Extremely low to very low relief dunes, undulating sandplain and discrete sand rise with deep bleached grey sands, sometimes with a pale yellow B horizon or a weak iron-organic hardpan at depths generally greater than 2m, banksia dominant.” This stocking rate unit classification is a rapidly drained pale sand (SR3), and can support a dryland stocking rate of 2DSE/ha.

Bassendean B3 Phase (212Bs_B3) is characterised by “Closed depressions and poorly defined stream channels with moderately deep, poorly to very poorly drained bleached sands with an iron-organic pan, or clay subsoil. Surfaces are dark grey sand or sandy loam.” This stocking rate unit classification is a semi-wet soils -swamps (SR5.1) and can support a dryland stocking rate of 2DSE/ha.

Multiplying the soil type stocking rate (2DSE/ha) by the estimated area of pasture (0.5ha) gives a maximum stocking rate of 1DSE.

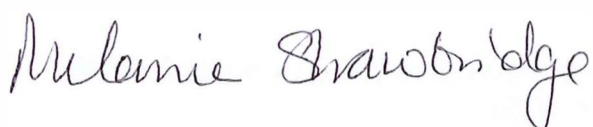
The proposed stocking rate of 12.9DSE greatly exceeds the maximum stocking rate (1DSE) for the land, which is likely to lead to land degradation including wind erosion and eutrophication, and is inconsistent with section 6.2.5 of SPP2.1.

There is also a mention in the proposal of the “construction of two (2) new horse stables in the front paddock.” This will reduce the area of pasture available for grazing and it is unclear why this stable is needed for a single mini pony. It may be that the cow and alpacas will also be housed in the stable.

In answer to your question about our preferred method of receiving referrals, please email them to landuse.planning@dpird.wa.gov.au.

For more information please contact Grant Stainer on 90813 113 or grantley.stainer@dpird.wa.gov.au

Yours sincerely,



Dr Melanie Strawbridge
**Director Agriculture Resource Management Assessment
Sustainability and Biosecurity**

ATTACHMENT E

Submitter	Submitter comments	Officer comment
31 Nella Place landowner	<ul style="list-style-type: none"> We have lived here in 31 Nella place for 22 years and it has been great with great neighbours and have never had a problem living with the piece and quite that you don't get in a normal area. In the last 12 months since the sale of 21 Nella Place everything has changed to the environment that we purchased. The new owner has set up a business. Since this business has been running we have had to put up with up to 10 to 20 cars a day plus delivery trucks delivering office materials beeping there horns on arrival. The business has been running 7 day a week 24 hours a day and there have been many occasions yelling and screaming at all hours of the night people playing basketball ball at 6-30 in the morning on a Sunday They have now installed 3 spot lights on the roof of the house. The amount of animals they currently have on the property and the conditions they are homed is also against all bylaws Submitter spoke to all of the other people living in the street and only one has received a letter about this and with the short time frame you have given us to reply I don't think it is right. 	<ul style="list-style-type: none"> Noted. The impact of the proposed land use on the amenity of the area is discussed in the report. The land use is currently subject to compliance action, which is on hold pending the outcome of this application. Noted. Traffic is discussed in the report. Noted. The impact of the proposed land use on the amenity of the area is discussed in the report. The issue of lighting has been referred to the City's Compliance team for investigation. Noted. Livestock capacity is discussed in report. Adjoining neighbours were posted letters notifying them of the application. The City's Compliance team issued the landowner with a Directions Notice to cease the use and this has now been appealed. The compliance process is ongoing.

ATTACHMENT E

	<ul style="list-style-type: none"> • Submitter concerned at safety and security given submitter has rural fencing and large dog that is there to protect the home. 	<ul style="list-style-type: none"> • Noted. Security and individual behaviour cannot be dealt with via planning controls.
6 Nella Place landowner	<ul style="list-style-type: none"> • Located directly across from the Respite Facility, we have felt the negative effects. While we are sympathetic and supportive of their cause, we feel that the location is not the best choice. Since Focused Supports purchased 21 Nella place there has been an excessive influx of cars going in and out, weekday and weekends. Up to 11 cars have been at the residence at one time and it is not just a once off it is a regular occurrence. • We decided to purchase on property because we ourselves have a son with a disability and having quiet streets was very appealing and we felt safer knowing it wouldn't be a high traffic area. Unfortunately that has changed since Focus Supports has moved in. • Submitters concerns about security and lighting feeling that having Focused Supports increases security and safety concerns. • In regards to day trips and cooking classes, it was not specified how many would be attending. Would there be a bus of 20 people attending? Plus carers? Such excursions as that would be more suited to a rural zoning on much bigger acreage or at a hall. • Submitter not against Focused Supports dramatically scaling back to 2 clients and 2 carers and not use Nella farm as an office with cars constantly coming and going. • Please note that we have no issues with the animals and enjoy seeing them when in the front paddock. 	<ul style="list-style-type: none"> • Noted. Traffic is discussed in the report. • Noted. • Noted. The issue of lighting has been referred to the City's Compliance team for investigation • Noted . These matters are discussed in the report. • Noted. • Noted.
41 Nella Place, landowner	<ul style="list-style-type: none"> • We note that we were not contacted by the Council to make a submission on the approval of the Facility. However, we feel the nature of the street, being a secluded cul de sac, will mean the 	<ul style="list-style-type: none"> • Adjoining neighbours were posted letters notifying them of the application

	<p>Facility will affect not just those neighbours directly adjacent but the whole street. Therefore, we have prepared this response.</p> <ul style="list-style-type: none"> • Before addressing the elements of the proposal, we wish to state that it is disappointing to note that this application for approval is retrospective and the operators of the Facility have been operating an unapproved business from a residential property, and did not obtain building permits for existing buildings on site. It was only the actions of a neighbour which have alerted the Council to the illegal activities at the residence and prompted this submission. • In the submission, there are several areas which seek to outline the number of participants, staff and maintenance personnel that will be attending the Facility. It is then stated that this number of personnel will not incur any more traffic than an 'average' rural property. However, we do not feel the proposal outlines the full extent of the traffic which could reasonably be expected at the Facility. For example, in 4.4 it states: As a maximum, the facility would generate the following traffic movements, as an absolute maximum: <ul style="list-style-type: none"> - Six (6) staff movements in and out of the site, for carers; and - Two (2) movements in and out of site, for maintenance staff. However, this is not an 'absolute maximum' as in section 5.4 the proposal states 'The Applicant does not consider the anticipated traffic movements inconsistent with the movements which would reasonably occur on a rural-residential property.' We do not feel this proposal takes into consideration carers and maintenance staff potentially leaving and returning to the facility several times during the day, it also does not allow for any outside activity facilitators who may come to the Facility to hold classes. It could also be reasonably expected that there will be other vehicles visiting the property including, but not limited to, vets to attend to animals, trades people and deliveries. We note there will be overnight accommodation available for both clients and permanent residence, the above 'absolute maximum' does not allow for any evening activities which could be expected and generate 	<ul style="list-style-type: none"> • The City's Compliance team issued the landowner with a Directions Notice to cease the use and this has now been appealed. The compliance process is ongoing. • Noted. Traffic is discussed in the report
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	<p>traffic in and out of the property. We do not believe that there would be 'an absolute maximum' of 8 cars each coming into the Facility and leaving the Facility one time only throughout the day. We would also like to note that in section 1.1 it is stated 'There would be a maximum of six participants and four staff on site at any time', this is inconsistent with the above and therefore it would be prudent to seek clarification as to the absolute maximum number of cars expected to enter and exit, and how many times, and be parked on the property during a 24hr period.</p> <p>In reference to the Western Australian Planning Commission (WAPC) Traffic Impact Assessment Guidelines for Subdivision (August 2016) which cites a standard daily trip rate of 8 vehicles (in and out) of a typical residential dwelling in Metropolitan Perth, the proposal seeks to assume that based on the location of the property that the surrounding dwellings would have a higher daily trip rate than that of the guidelines, therefore, the traffic generated by the Facility would not be any more than what could be expected for the area. We would like to refute the proposals hypothesis and ask that the Council does not accept this assumption based on no evidence of such activities or understanding by the proposal preparers of the local residents' personal circumstances. We can attest to the fact that there is not anywhere near the 8 vehicles coming and going from our property in a day.</p> <p>We therefore feel this facility will generate a much higher level of traffic to the area which is not appropriate for a small, rural cul de sac.</p> <ul style="list-style-type: none"> • While the proposal states 'This Application for Development Approval does not include any physical works to the site, nor an unreasonable increase to the site's capacity. All activities proposed on site are low impact and low intensity, and will not result in any ecological impact to the site or surrounds in a manner dissimilar to a residential building.' We question the true impact of such a facility on the ground water, on which all surrounding residence rely. • As mentioned above throughout the submission there are several areas which seek to outline the number of participants, staff and 	<ul style="list-style-type: none"> • Noted. The Septic system and environmental impacts are discussed in the report, and detailed assessment of capacity' and type would need to be undertaken in Environmental Health approvals.
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	<p>maintenance personnel who will be attending the Facility. In summary we have deduced:</p> <p>Daytime personnel total 16:</p> <ul style="list-style-type: none"> • 6 clients • 6 carers (assuming one carer per client) • 4 staff <p>Night time personnel total 12:</p> <ul style="list-style-type: none"> • 4 clients • 4 carers • 4 staff <p>These numbers are assuming absolutely no other visitors to the property. We consider this number of people at the property to be far higher than what is reasonable to expect at a residential property. We note that the residents of Nella Place ranges from 1 to maximum 5 people per dwelling. Therefore, the water usage will be substantially more than that of a normal residence.</p> <ul style="list-style-type: none"> • As the Council would be aware the rural properties in the designated area are not connected to the mains water system and waste water is managed by individual septic systems. Therefore, the quality of waste water is of importance to achieving the objectives of State Planning Policy 2.3. <ul style="list-style-type: none"> ○ To protect groundwater quality and quantity in the policy area in order to maintain the ecological integrity of important wetlands that are hydraulically connected to that groundwater, including wetlands outside the policy area; ○ To prevent, minimise, and manage in defined locations development and land uses that may result in contamination of groundwater; and ○ We believe that the nature of the proposed facility would create not only a much higher volume of waste water due to the number of occupants, but also waste water which is much higher in harmful contaminants than an average residence. Such a facility could be reasonably expected to need to use hospital grade disinfectants and other chemicals not required 	<ul style="list-style-type: none"> • Noted. The Septic system is discussed in the report, and detailed assessment of capacity' and type would need to be undertaken in Environmental Health approvals.
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	<p>in an average household to ensure the highest standard of cleanliness for client health, especially with the continued increased cleaning requirements due to Covid 19 and potentially immunity compromised cliental.</p> <p>We therefore feel this facility is not appropriate for placement within an area which is not connected to a mains waste water system.</p> <ul style="list-style-type: none"> • We would like to highlight point b) The keeping of more than two horses shall not be supported. As stated in the proposal the Facility currently keeps the following: <ul style="list-style-type: none"> ○ • three alpacas ○ • one cow ○ • one mini-pony <p>While not being in direct contravention of point b) above we suggest that the keeping of this many, of this type of animal, goes against the intent of this requirement.</p> <p>The proposal also outlines the intent to construct two new horse stables. It is noted in 5.2 of the proposal 'that keeping of animals of the site has the potential to be increased (subject to the attainment of the relevant approvals), with the success of the Respite Care Facility land use to support this'. We do not feel that the keeping of this many current animals, and certainly not the potential to increase, is consistent with the Rural Residential Zone objectives.</p> <ul style="list-style-type: none"> • The security of both the residents of the cul de sac, and the clients of the Facility are of a concern. • If this Facility is approved, as noted in Traffic Management above, there will be 10 unknown cars or more per day • The operators of the Facility have installed 3 industrial sized flood lights which light up their front yard, the property across the road and are clearly visible from all neighbouring properties. This action in itself 	<ul style="list-style-type: none"> • Noted. Stocking numbers are detailed in the report. • Noted. Security and individual behaviour cannot be dealt with via planning controls. • The Traffic impact of the proposed use is discussed in the report. • Noted. The lighting issue has been referred to the City's Compliance team to investigate under other legislation.
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ATTACHMENT E

	<p>is completely unreasonable and has effected the ambiance of the street.</p> <p>The submitter is concerned that Facility clients may be at risk as nearby properties contain water tanks, small equipment needed to maintain such a property, sheds containing chemical hazards and some have naturally occurring unsecured bodies of water.</p> <p>It is with regret that we ask the Council to not approve this retrospective application for the Proposed Respite Home Care Facility (use not specified), Lot 2 (No.21) Nella Place, Wellard. We are sympathetic to the need for such a facility, however believe that this location is not the right location to operate the Facility proposed.</p>	<ul style="list-style-type: none"> Noted
No. 51 Nella Place landowner	<ul style="list-style-type: none"> Although we were not invited to comment by the Council on the decision of the facility, we feel its important, as this was a quiet, residential cul-de-sac and given the there are only seven (7) houses on the street, I feel that this facility affects all residents. I am disappointed to learn that we were not contacted in regards to making this decision, but even more so that this is a retrospective application, and that they have been allowed to continue operation throughout the process of this decision being made. The submitter expresses other concerns are regarding their traffic management, lighting and security asking that the Council do not approve this retrospective application. 	<ul style="list-style-type: none"> Adjoining neighbours were posted letters notifying them of the application. The City's Compliance team issued the landowner with a Directions Notice to cease the use and this has now been appealed. The compliance process is ongoing and will recommence once a decision is made on this application. Noted/. Traffic is discussed in the report. Security and individual behaviour are not dealt with via planning controls. The impact of the proposed land use on the amenity of the area is discussed in the report. Further, the lighting issue has been referred to the City's Compliance team to investigate under other legislation.

ATTACHMENT E

	<ul style="list-style-type: none"> We are also concerned about risk to the Facilities clients given properties in the near vicinity all contain water tanks, small equipment needed to maintain such a property, sheds containing chemical hazards and some have naturally occurring unsecured bodies of water. In conclusion, we do not support the use of 21 Nella place for the “use not specified” Proposed care facility. I do not feel like this is the appropriate location, although we do understand that the idea in self is needed, this is not the street for it. I appreciate your time and effort in reading this and ask the Council does not approve this retrospective application for the Proposed Respite Care Facility at 21 Nella Place, Wellard. 	<ul style="list-style-type: none"> Noted Noted.
9 Nella Place, occupiers	<ul style="list-style-type: none"> Negative impact on general amenity Traffic is noticeably active, especially on weekends, with numbers coming and going throughout the day. Day events/parties are more disruptive with numbers in excess of twenty producing a deal of traffic and noise.. Negative impact on security and safety Submitter concerned that the security and safety. Submitter concerned that there is a safety risk for Respite residents or guests coming onto their property with their animals and dam. Modification of the boundary fence height to alleviate these risks may be at odds with the aesthetic of a rural environment. We consider that this application is not consistent with the intent and purpose of this zone and that it negatively impacts on our privacy, safety and quiet enjoyment of our property, and respectfully request that the development application be refused. 	<ul style="list-style-type: none"> Noted. Traffic is discussed in the report Noted. Security and individual behaviour are not dealt with via planning controls. Noted.

18 Reports – Civic Leadership

18.1 Monthly Financial Report May 2020

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 May 2020, has been prepared for Council acceptance.

OFFICER RECOMMENDATION:

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 31 May 2020, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 31 May 2020, 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 May 2020. The municipal surplus for this period is \$11,973,945 compared to a budget position of \$9,111,047. This is considered a satisfactory result for the City as it is maintaining a healthy budget surplus position.

Income for the May 2020 period year to date is \$66,219,467. This is made up of \$60,689,127 in operating revenues and \$5,530,340 in non-operating grants, contributions and subsidies received. The budget estimated \$65,343,618 would be received for the same period. The variance to budget is \$875,849. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

Expenditure for the May 2020 period year to date is \$72,477,658. This is made up of \$64,257,684 in operating expenditure and \$8,219,974 in capital expenditure. The budget estimated \$74,399,539 would be spent for the same period. The variance to budget is \$1,921,881. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

18.1 MONTHLY FINANCIAL REPORT MAY 2020

Changes to Monthly Reports

Councillors may notice that the monthly report format has slightly changed. As part of the City's normal continuous improvement approach to the business, changes have been made to the report to improve legibility for Councillors, noting that the reports are otherwise technically heavy. A key change is the inclusion of summary graphs on the first page of the report, with an executive summary included on the second page.

Councillors may note the unrestricted cash graph on the first page of the report. The graph shows that the City is tracking better than the 2018-19 financial year for availability of cash. However, the graph also shows that cash has been tight (negative) in July for the past two financial years. Although this is a lag graph (Council normally receives this report in the month following), this is an important graph to monitor, particularly through the 2020-21 financial year, with the identified higher risk of a cash shortage (note Council has previously authorised access to cash from the Waste reserve and the Western Australian Treasury Corporation short-term loan facility).

To assist Councillors to focus on material variances, throughout the report, blue triangles have been placed adjacent to the relevant financial line. The triangle direction showing whether a variance is positive (up) or negative (down).

Finally, Councillors should also monitor the outstanding rates and charges graph on page 10 of the report. This graph tracks the performance, predominantly of the Rates team, on rates collections. The current graph shows the City's rates collection is outperforming the 2018-19 financial year, creating an improved cash situation leading into a new financial year (as noted in the unrestricted cash graph on the first page).

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.

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.

18.1 MONTHLY FINANCIAL REPORT MAY 2020

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

There are no community engagement implications 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
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

18.1 MONTHLY FINANCIAL REPORT MAY 2020

COUNCIL DECISION

214

MOVED CR P FEASEY

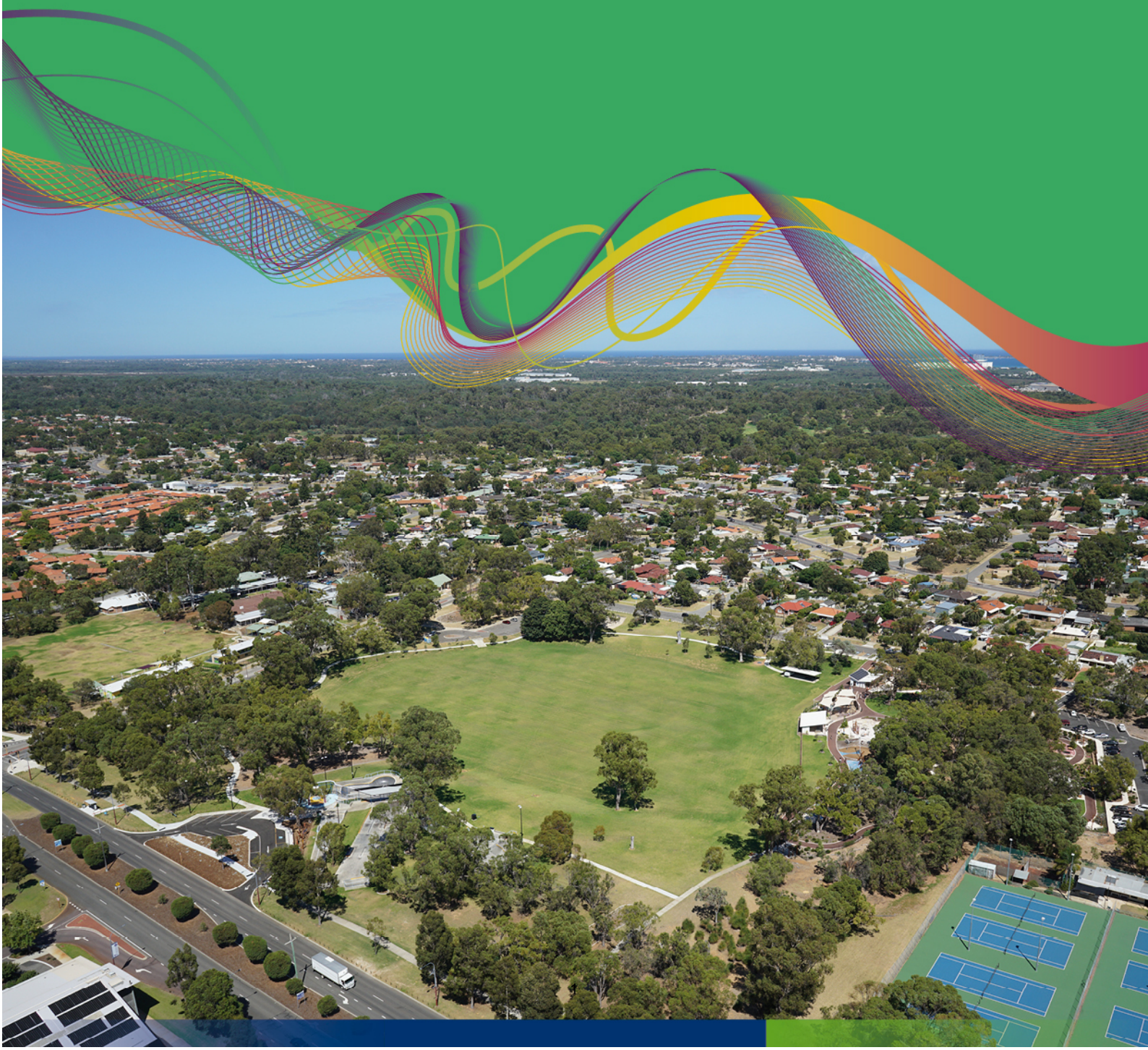
SECONDED CR S LEE

That Council:

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 31 May 2020, contained within Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 31 May 2020, contained within Attachment A.**

**CARRIED
7/0**

Monthly Financial Report



CITY OF KWINANA

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 May 2020

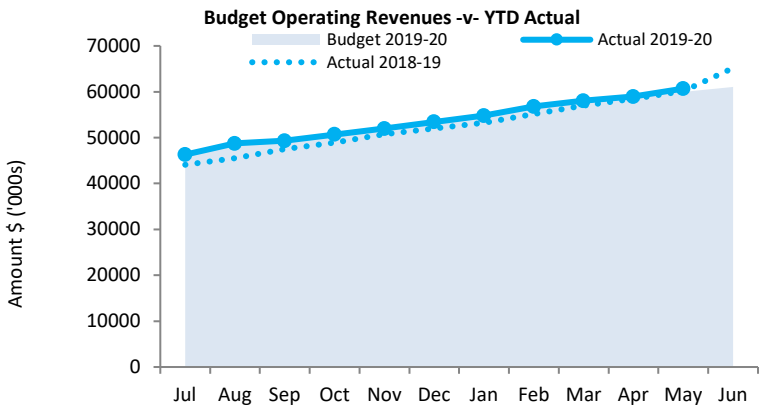
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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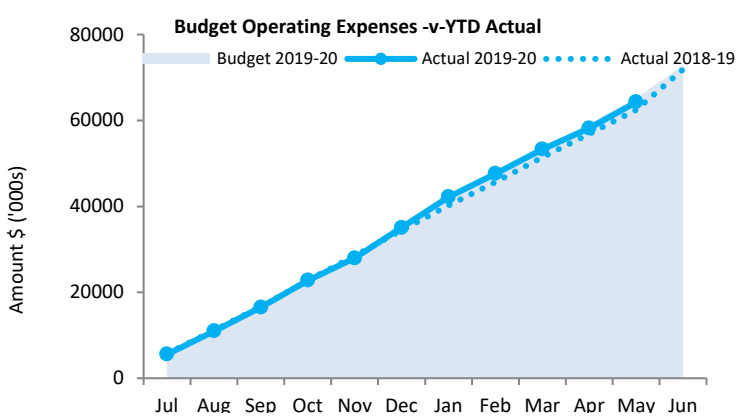
Statement of Financial Activity by Nature or Type	4
Statement of Financial Position	5
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Note 3 Cash and Financial Assets	8
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Note 9 Operating grants and contributions	19
Note 10 Non operating grants and contributions	20
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OPERATING ACTIVITIES

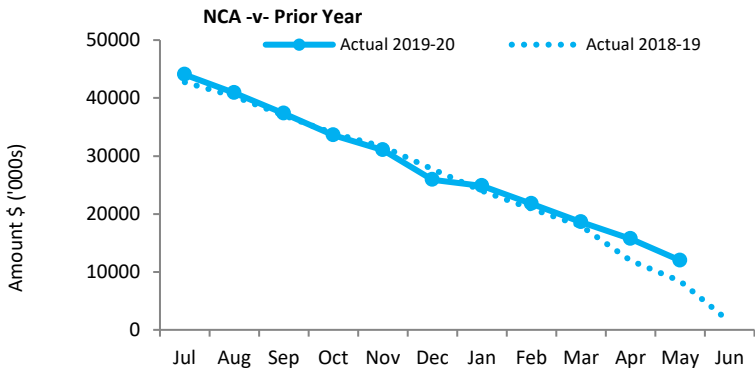
OPERATING REVENUE



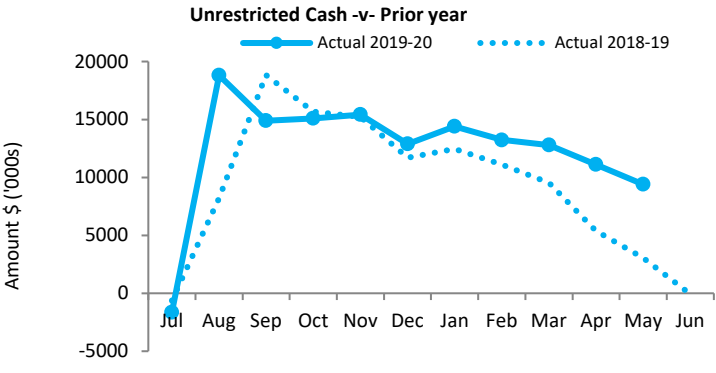
OPERATING EXPENSES



NET CURRENT ASSETS

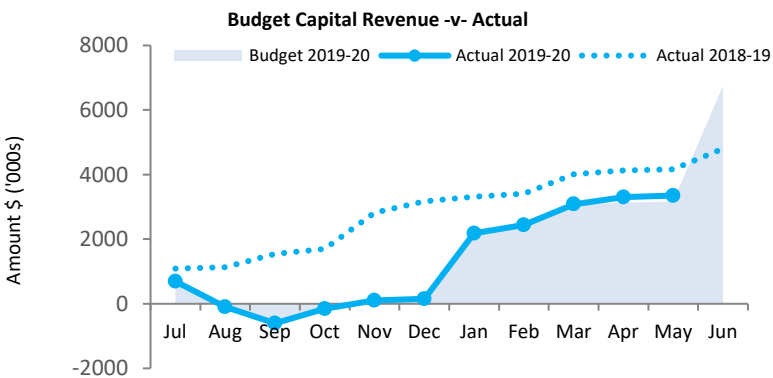


UNRESTRICTED CASH

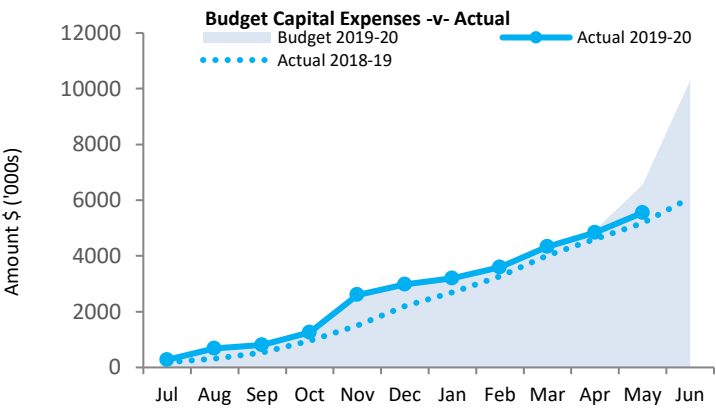


INVESTING ACTIVITIES

CAPITAL REVENUE

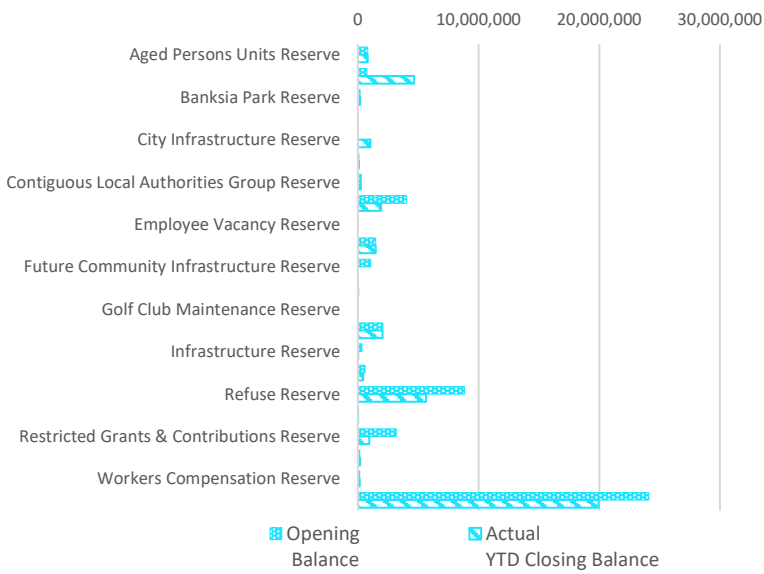


CAPITAL EXPENSES

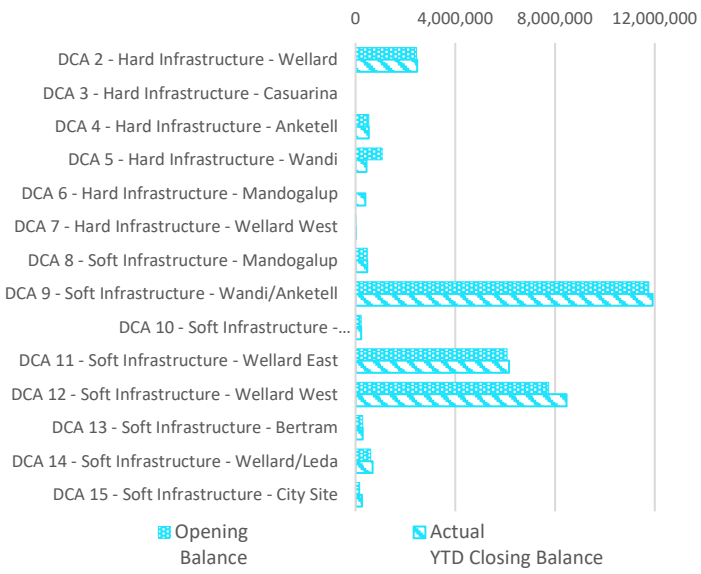


FINANCING ACTIVITIES

RESERVES



DCA RESERVES



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Current Budget	YTD Current Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.50 M	\$2.48 M	\$2.48 M	\$0.00 M
Closing	\$0.50 M	\$9.11 M	\$11.97 M	\$2.86 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$63.00 M	% of total
Unrestricted Cash	\$9.41 M	14.9%
Restricted Cash	\$53.59 M	85.1%

Refer to Note 3 - Cash and Financial Assets

Payables	
	\$2.96 M
Trade Payables	\$0.76 M
Bonds & Deposits Held	\$1.07 M
Other Accrued Expenses	\$1.14 M

Receivables		
	\$4.44 M	% Outstanding
Rates Receivable	\$4.01 M	7.1%
Trade Receivable	\$0.43 M	

Refer to Note 4 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.45 M	\$7.95 M	\$9.54 M	\$1.60 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$39.44 M	% Variance
YTD Budget	\$39.56 M	(0.3%)

Refer to Statement of Financial Activity

Operating Grants and Contributions		
YTD Actual	\$6.99 M	% Variance
YTD Budget	\$6.19 M	12.8%

Refer to Note 9 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$11.20 M	% Variance
YTD Budget	\$11.22 M	(0.2%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$9.05 M)	(\$3.38 M)	(\$2.18 M)	\$1.20 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.49 M	%
YTD Budget	\$0.49 M	0.3%

Refer to Note 5 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$5.55 M	% Spent
Current Budget	\$10.31 M	53.8%
Adopted Budget	\$20.34 M	27.3%

Refer to Note 6 - Capital Acquisition

Capital Grants		
YTD Actual	\$1.93 M	% Received
Current Budget	\$2.45 M	78.5%
Adopted Budget	\$1.42 M	135.2%

Refer to Note 6 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$6.71 M	\$2.07 M	\$2.13 M	\$0.07 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.73 M
Interest expense	\$0.55 M
Principal due	\$20.82 M

Refer to Note 7 - Borrowings

Reserves	
Reserves balance	\$19.93 M
DCA Reserve Balance	\$32.93 M
Interest earned	\$0.62 M

Refer to Note 8 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
Opening funding surplus / (deficit)		1,504,912	2,478,347	2,478,347	2,478,347	0	0.0%	
Revenue from operating activities								
Rates	5	39,802,378	39,652,000	39,559,021	39,435,048	(123,973)	(0.3%)	
Operating grants, subsidies and contributions	9	8,971,318	6,549,793	6,191,112	6,986,153	795,041	12.8%	▲
Fees and charges		12,254,403	11,517,799	11,219,323	11,196,373	(22,950)	(0.2%)	
Interest earnings		2,088,408	1,815,409	1,564,209	1,559,833	(4,376)	(0.3%)	
Other revenue		685,839	1,398,157	1,360,563	1,413,457	52,894	3.9%	
Profit on disposal of assets	5	42,863	120,630	101,202	98,263	(2,939)	(2.9%)	
		63,845,209	61,053,788	59,995,430	60,689,127	693,697		
Expenditure from operating activities								
Employee costs		(29,800,091)	(26,754,673)	(23,949,268)	(24,938,540)	(989,272)	(4.1%)	
Materials and contracts		(29,036,680)	(25,949,645)	(22,924,637)	(21,088,103)	1,836,534	8.0%	▲
Utility charges		(2,377,800)	(2,436,793)	(2,256,536)	(2,227,005)	29,531	1.3%	
Depreciation on non-current assets		(14,269,092)	(14,255,647)	(13,081,095)	(13,069,328)	11,767	0.1%	
Interest expenses		(1,054,610)	(1,054,608)	(547,065)	(551,336)	(4,271)	(0.8%)	
Insurance expenses		(575,863)	(574,494)	(574,502)	(574,494)	8	0.0%	
Other expenditure		(122,229)	(1,747,291)	(1,728,751)	(1,705,311)	23,440	1.4%	
Loss on disposal of assets	5	(101,926)	(130,113)	(102,861)	(103,567)	(706)	(0.7%)	
		(77,338,291)	(72,903,264)	(65,164,715)	(64,257,684)	907,031		
Non-cash amounts excluded from operating activities	2							
Depreciation		14,269,092	14,255,647	13,081,095	13,069,328	(11,767)	(0.1%)	
(Profit)/Loss on Disposal of Assets		59,063	9,483	1,659	5,304	3,645	219.7%	
Movement in deferred pensioner rates		0	35,722	35,722	38,470	2,748	7.7%	
Amount attributable to operating activities		835,073	2,451,376	7,949,191	9,544,545	1,595,354		
Investing activities								
Grants, Subsidies and Contributions	10	10,936,569	8,729,772	5,348,188	5,530,340	182,151	3.4%	
Reimbursement of Developer Contributions		0	(2,668,701)	(2,668,701)	(2,668,701)	0	0.0%	
Proceeds from disposal of assets	5	334,500	692,013	488,412	489,785	1,373	0.3%	
Self-Supporting Loan Principal	7	16,709	16,709	15,316	16,709	1,393	9.1%	
Payments for property, plant and equipment	6	(20,340,974)	(10,310,732)	(6,566,123)	(5,551,273)	1,014,850	15.5%	▲
Amount attributable to investing activities		(9,053,196)	(3,540,939)	(3,382,908)	(2,183,140)	1,199,768		
Financing Activities								
Proceeds from new debentures	7	2,268,000	0	0	0	0	0.0%	
Repayment of debentures	7	(1,451,093)	(1,451,093)	(727,735)	(727,735)	0	0.0%	
Payments for principal portion of lease liabilities		0	0	0	0	0	0.0%	
Transfer from reserves	8	21,765,512	16,408,185	11,092,612	11,319,200	226,588	(2.0%)	
Transfer to reserves	8	(15,869,208)	(15,845,875)	(8,298,460)	(8,457,272)	(158,812)	(1.9%)	
Amount attributable to financing activities		6,713,211	(888,783)	2,066,417	2,134,193	67,776		
Closing funding surplus / (deficit)		0	500,000	9,111,047	11,973,945	2,862,898		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 1 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2020**

		Closing 30 June 2019	Current Month 31 May 2020
	NOTE	\$	\$
CURRENT ASSETS			
Cash and cash equivalents	8	11,888,157	16,459,181
Trade and other receivables (<i>incl. allowance for impairment</i>)	4	4,541,131	4,193,365
Other financial assets		45,662,914	46,550,364
Inventories		32,920	43,758
Other assets		656,144	0
TOTAL CURRENT ASSETS		62,781,266	67,246,668
NON-CURRENT ASSETS			
Trade and other receivables		711,755	673,285
Other financial assets		3,468,175	3,453,482
Investment in associate		319,244	319,244
Property, plant and equipment		150,484,396	147,311,254
Infrastructure		362,312,960	357,472,959
Intangible assets		308,673	308,673
TOTAL NON-CURRENT ASSETS		517,605,203	509,538,897
TOTAL ASSETS		580,386,469	576,785,565
CURRENT LIABILITIES			
Trade and other payables		4,258,025	2,960,109
Banksia Park Unit Contributions		17,133,425	17,133,425
Borrowings	7	1,451,093	1,451,093
Employee related provisions		4,902,379	4,938,889
TOTAL CURRENT LIABILITIES		27,744,922	26,483,516
NON-CURRENT LIABILITIES			
Borrowings	7	20,101,305	19,373,570
Employee related provisions		469,604	469,604
TOTAL NON-CURRENT LIABILITIES		20,570,909	19,843,174
TOTAL LIABILITIES		48,315,831	46,326,690
NET ASSETS		532,070,638	530,458,875
EQUITY			
Retained surplus		244,608,437	245,858,602
Reserves - cash/financial asset backed	8	55,730,366	52,868,438
Revaluation surplus		231,731,835	231,731,835
TOTAL EQUITY		532,070,638	530,458,875

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

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 \$50,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Rates	(123,973)	(0.31%)	▲ Permanent/Timing	Interim Rural UV Rates adjustments.
Operating Grants, Subsidies and Contributions	795,041	12.84%	▲ Timing	Refer note 9.
Fees and Charges	(22,950)	(0.20%)	No Material Variance	
Interest Earnings	(4,376)	(0.28%)	No Material Variance	
Other Revenue	52,894	3.89%	Timing	
Profit on Disposal of Assets	(2,939)	(2.90%)	No Material Variance	
Expenditure from operating activities				
Employee Costs	(989,272)	(4.13%)	▲ Timing	Payroll paid on 3rd June was processed in May, however is budgeted in June.
Materials and Contracts	1,836,534	8.01%	▲ Permanent/Timing	\$1.9m Contractors under budget (\$707k Facilities Management, \$400k Environmental Health Services, \$178k Engineering Services, \$126k Rates valuations, \$120k Family Day Care, \$108k City Business Admin, \$62k Recquatic, \$53k Planning & Building Services, \$52k Community Development, \$29k Ranger & Emergency Services). Offset by Leases being \$96k over budget due to timing (\$70k ICT, \$26k Recquatic).
Utility Charges	29,531	1.31%	No Material Variance	
Depreciation on Non-Current Assets	11,767	0.09%	No Material Variance	
Interest Expenses	(4,271)	(0.78%)	No Material Variance	
Insurance Expenses	8	0.00%	No Material Variance	
Other Expenditure	23,440	1.36%	No Material Variance	
Loss on Disposal of Assets	(706)	(0.69%)	No Material Variance	
Investing activities				
Non-Operating Grants, Subsidies and Contributions	182,151	3.41%	▲ Timing	Refer note 9.
Reimbursement of Developer Contributions	0	0.00%	No Material Variance	
Proceeds from disposal of assets	1,373	0.28%	No Material Variance	
Self-Supporting Loan Principal	1,393	9.10%	No Material Variance	
Payments for property, plant and equipment	1,014,850	15.46%	▲ Timing	Refer note 6.
Financing activities				
Proceeds from new debentures	0	0.00%	No Material Variance	
Repayment of debentures	0	0.00%	No Material Variance	
Payments for principal portion of lease liabilities	0	0.00%	No Material Variance	
Transfer from reserves	226,588	(2.04%)	▲ Timing	\$243k City Infrastructure Reserve due to timing of capital projects. \$79k Asset Management Reserve due to timing of capital projects. \$21k Plant and Equipment Replacement Reserve due to timing of plant & vehicle purchases. (\$32k Restricted Grants & Contributions Reserve related to timing of projects and Grant spending. (\$78k) DCA Reserves due to timing of budgeted DCA expenditure.
Transfer to reserves	(158,812)	(1.91%)	▲ Timing	(\$129k) DCA Reserves due to timing of Developer Contributions. (\$25k) Plant & Equipment Replacement Reserve due to timing of Water Truck transfer.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 2
NET CURRENT FUNDING POSITION**

	Notes	Last Years Closing 30 June 2019	This Time Last Year 31 May 2019	YTD Actual 31 May 2020
		\$	\$	\$
Adjustments to net current assets				
Less: Reserves - restricted cash		(55,730,366)	(54,831,388)	(52,868,438)
Less: Financial assets at amortised cost - self supporting loans		(16,709)	(16,168)	(16,709)
Less: Banksia Park DMF Receivable		(297,819)	(346,925)	(297,819)
Less: Movement in Employee Leave Provisions		0	(15,836)	(36,510)
Add: Current Borrowings		1,451,093	777,133	1,451,093
Add: Current Provisions		4,902,379	4,643,110	4,938,889
Add: Mvmt in LG House Trust		0	0	2,017
Add: Banksia Park Unit Contributions		17,133,425	19,224,000	17,133,425
		(32,557,997)	(30,566,074)	(29,694,052)
Total Current Assets		62,781,266	66,349,066	67,246,668
Less: Current liabilities		(27,744,922)	(27,382,820)	(26,483,516)
Less: Total Adjustments to net current assets		(32,557,997)	(30,566,074)	(29,694,052)
Opening Surplus adj, July 1		0		904,842
Closing funding surplus / (deficit)		2,478,347	8,400,173	11,973,945

Description	Unrestricted	Restricted	Trust	Total Cash	Institution	S&P Rating	Interest Rate	Maturity Date	Days
	\$	\$	\$	\$					
Cash on hand									
CBA Municipal Bank Account	5,404,918	1,065,450		6,470,368	CBA	AA	Variable		
CBA Reserve Bank Account		1,009,920		1,009,920	CBA	AA	0.66%		
CBA Trust Bank Account			305,376	305,376	CBA	AA	N/A		
Cash On Hand - Petty Cash	4,570			4,570	PC	N/A	N/A		
Term Deposits - Investments									
CBA	2,000,000			2,000,000	BEN	AAA	0.95%	Jun 2020	60
CBA	2,000,000			2,000,000	CBA	AA	0.66%	Jun 2020	60
Reserve Funds Investments (Cash Backed Reserves)									
Family Day Care Reserve		1,501,498		1,501,498	NAB	AA	1.55%	Jun 2020	119
Renewable Energy Efficiency Reserve		62,521		62,521	NAB	AA	1.55%	Jun 2020	119
Plant and Equipment Replacement Reserve		603,121		603,121	NAB	AA	1.40%	Jun 2020	106
Refuse Reserve		5,639,315		5,639,315	NAB	AA	1.38%	Jun 2020	104
Asset Management Reserve		4,576,342		4,576,342	BEN	AAA	1.25%	Jun 2020	76
Community Services & Emergency Relief Reserve		89,571		89,571	NAB	AA	1.36%	Jun 2020	117
CLAG Reserve		277,500		277,500	NAB	AA	1.36%	Jun 2020	117
Workers Compensation Reserve		142,642		142,642	NAB	AA	1.36%	Jun 2020	116
Settlement Agreement Reserve		166,272		166,272	NAB	AA	1.36%	Jun 2020	116
Golf Course Cottage Reserve		29,132		29,132	NAB	AA	1.36%	Jun 2020	116
City Infrastructure Reserve		1,349,470		1,349,470	SUN	A	1.40%	Jun 2020	102
Information Technology Reserve		2,053,134		2,053,134	SUN	A	1.50%	Jun 2020	97
Employee Leave Reserve		1,914,567		1,914,567	SUN	A	1.50%	Jun 2020	97
Reserve Funds Investments (Developer Contributions)									
DCA - 4 Hard Infrastructure - Anketell		537,418		537,418	NAB	AA	1.55%	Jun 2020	119
DCA 5 - Hard Infrastructure - Wandi		444,998		444,998	NAB	AA	1.50%	Jun 2020	112
DCA 7 - Hard Infra Mandogalup		18,057		18,057	NAB	AA	1.50%	Jun 2020	112
DCA - 8 Soft Infrastructure - Mandogalup		475,169		475,169	NAB	AA	1.55%	Jun 2020	119
DCA - 9 Soft Infrastructure - Wandi/Anketell		11,909,128		11,909,128	NAB	AA	1.50%	Jun 2020	112
DCA - 10 Soft Infrastructure - Casuarina/Anketell		228,159		228,159	NAB	AA	1.55%	Jun 2020	124
DCA - 13 Soft Infrastructure - Bertram		286,885		286,885	NAB	AA	1.55%	Jun 2020	124
DCA - 14 Soft Infrastructure - Wellard/Leda		676,197		676,197	NAB	AA	1.55%	Jun 2020	124
DCA - 15 Soft Infrastructure - Townsite		239,076		239,076	NAB	AA	1.55%	Jun 2020	124
DCA - 1 Hard Infrastructure - Bertram		640,762		640,762	BEN	AAA	1.40%	Jun 2020	120
DCA - 2 Hard Infrastructure - Wellard - TD3088375		2,464,057		2,464,057	BEN	AAA	1.40%	Jun 2020	120
DCA 6 - Hard Infrastructure - Mandogalup		397,981		397,981	CBA	AA	0.45%	Jun 2020	31
DCA - 11 Soft Infrastructure - Wellard East - TD3088365		6,149,750		6,149,750	BEN	AAA	1.40%	Jun 2020	120
DCA - 12 Soft Infrastructure - Wellard West		8,337,439		8,337,439	BEN	AAA	1.40%	Jun 2020	114
Total	9,409,488	53,285,530	305,376	63,000,393					
	15%	85%	0.5%						
Comprising									
Cash and cash equivalents (Exclude Trust)	9,409,488	7,049,694	0	16,459,181					
Financial assets at amortised cost	0	46,235,836	0	46,235,836					
	9,409,488	53,285,530	0	62,695,017					

KEY INFORMATION

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

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

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

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

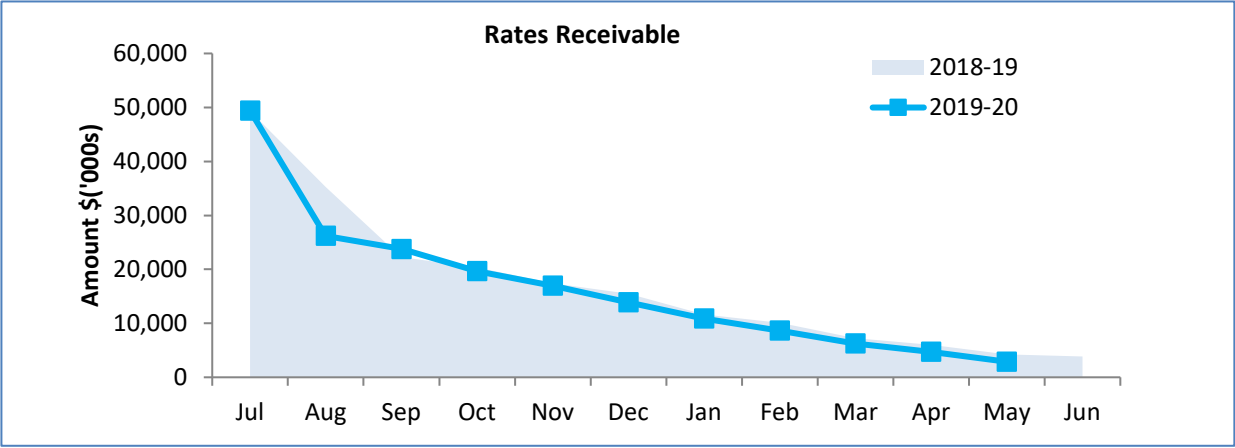
Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	24,168,349	38%	100%	✓
AA	33,510,303	53%	100%	✓
A	5,317,171	8%	60%	✓
BBB	-	0%	20%	✓
Unrated	4,570	0%	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	24,168,349	38%	45%	✓
NAB (AA)	23,326,658	37%	45%	✓
CBA (AA)	10,183,645	16%	45%	✓
SUN (A)	5,317,171	8%	45%	✓

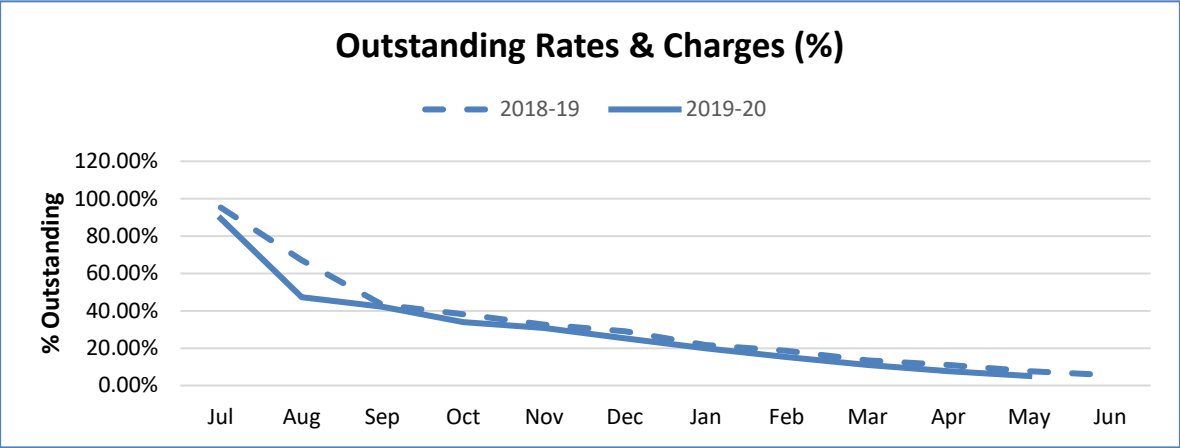
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates receivable	30 June 2019	31 May 2019	31 May 2020
	\$		\$
Opening arrears previous years	4,275,903	4,275,903	4,576,831
Levied this year	49,841,706	49,784,525	51,900,245
Rates & Charges to be collected	54,117,609	54,060,428	56,477,076
<u>Less</u> Collections to date	(48,635,958)	(48,444,170)	(51,790,313)
<u>Less</u> Pensioner Deferred Rates	(711,755)	(614,938)	(673,285)
Net Rates & Charges Collectable	4,769,896	5,001,320	4,013,479
% Outstanding	8.81%	9.25%	7.11%
<u>Prepaid</u> Rates received (not included above)	(904,842)	(799,399)	(1,130,993)



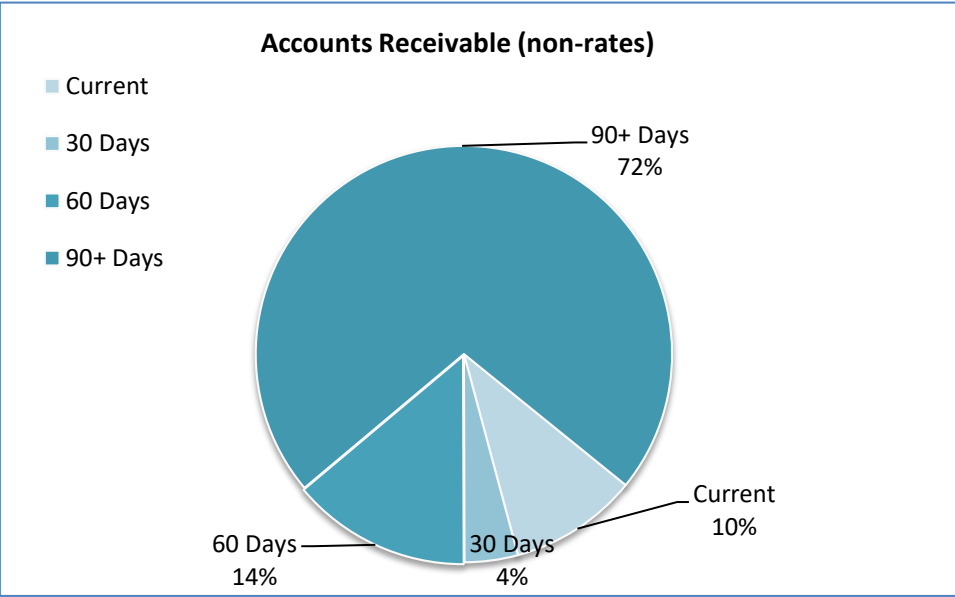
Outstanding Rates & Charges by Payment Arrangement Type	31 May 2020		
	No. of Assessments	\$	%
Ratepayers on no arrangement	1759	2,649,204	56.5%
Interim Rates payable	0	0	0.0%
Pensioners	266	389,206	8.3%
Weekly Direct Debit	0	0	0.0%
Fortnightly Direct Debit	0	0	0.0%
Other Arrangement	231	975,068	20.8%
	2,052	4,013,479	86%
Pensioner Deferred Rates	202	673,285	14.4%
	2,050	4,686,763	100%



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Receivables - general	Current	30 Days	60 Days	90+ Days	Total
Amounts shown below include GST (where applicable)	\$	\$	\$	\$	\$
Sundry receivable	37,232	12,672	52,997	102,975	205,876
Infringements Register	5,620	5,044	6,806	205,700	223,170
Total receivables general outstanding	42,852	17,716	59,803	308,675	429,046
	10%	4.1%	13.9%	71.9%	



KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

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.	1,163
2442.07	Prosecution Dog Act 1976	Registered with FER. Request sent to commence collection of outstanding debt.	5,732
3321.07	Prosecution and Infringement Dog Act 1976	Registered with FER. Regular fortnightly payments.	1,210
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 payments being received.	2,041
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. Fortnightly payment of \$105 being received.	6,832
4275.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER. Request sent to commence collection of outstanding debt.	14,350
4387.07	Prosecution Dog Act 1976	Registered with FER.	10,200
4465.07	Prosecution Dog Act 1976	Registered with FER. Regular payments being received.	6,890
4467.07	Prosecution Planning & Development Act	Registered with FER. Regular payments being received.	17,465
4545.07	Prosecution Dog Act 1976	Registered with FER. Regular payments being received.	1,620
			78,309
Other Sundry Debtors			
303.16	Principal & Interest payments - Loan	Legal handling this matter.	11,379
854.16	Lease & Outgoings	Property management to investigate and advise.	3,853
1573.10	Aged Persons Units # 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.	1,067
3884.03	Local Government Act 1995 abandoned vehicle	Payment arrangement in place as approved by Director City Business.	1,155
Total Debtors 90+ days > \$1,000			96,939

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020

OPERATING ACTIVITIES
NOTE 5
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Motor Vehicles								
5603	Plant Replacement - P429 KWN1956	20,000	15,055	0	(4,945)	20,000	15,055	0	(4,945)
5830	Plant Replacement - P456 KWN1986	0	0	0	0	22,434	15,736	0	(6,698)
5837	Plant Replacement - P454 1EWO610	23,390	18,918	0	(4,472)	23,390	18,918	0	(4,472)
5873	Plant Replacement - P452 KWN2023	22,000	19,145	0	(2,855)	22,000	19,145	0	(2,855)
6069	Plant Replacement - P482 1GDA257	9,088	11,496	2,408	0	9,088	11,496	2,408	0
5903	Plant Replacement - P450 KWN2063	13,089	21,873	8,784	0	13,089	21,873	8,784	0
5882	Plant Replacement - P451 KWN2025	11,879	20,509	8,630	0	11,879	20,509	8,630	0
5905	Plant Replacement - P480 KWN2027	10,318	18,691	8,372	0	10,318	18,691	8,372	0
5059	Plant Replacement - P409 KWN1896	20,000	16,418	0	(3,582)	20,000	16,418	0	(3,582)
6145	Plant Replacement - P520 KWN2049	19,264	25,509	6,245	0	19,264	25,509	6,245	0
5978	Plant Replacement - P491 1GCH843	11,175	13,964	2,789	0	11,175	13,964	2,789	0
6068	Plant Replacement - P486 KWN2067	11,996	25,055	13,059	0	11,996	25,055	13,059	0
6018	Disposal Only - P496 1GDR926	16,178	25,282	9,104	0	16,178	25,282	9,104	0
5869	Plant Replacement - P453 KWN1989	24,203	21,873	0	(2,330)	24,203	21,873	0	(2,330)
5931	Plant Replacement - P449 KWN2061	9,866	16,873	7,007	0	9,866	16,873	7,007	0
5932	K9 Kube Dog Catcher System - attached to KWN2061	23,757	0	0	(23,757)	23,757	0.00	0	(23,757)
5870	Plant Replacement - P458 KWN1991	26,802	21,191	0	(5,611)	26,802	21,191	0	(5,611)
5053	Plant Replacement - P408 KWN1899	22,000	19,827	0	(2,173)	22,000	19,827	0	(2,173)
5629	Plant Replacement - P431 KWN1982	26,610	14,000	0	(12,610)			0	0
5628	Plant Replacement - P434 KWN1981	28,000	20,282	0	(7,718)	28,000	20,282	0	(7,718)
5876	Plant Disposal Only - P457 KWN1981	8,616	12,600	3,984	0			0	0
6148	Plant Disposal Only - P513 1GIW674	21,289	38,320	17,031	0	23,874	38,321	14,446	0
6160	Plant Disposal Only - P526 1GJD112	0	0	0	0	28,763	27,782	0	(981)
	Plant & Equipment								
2455	Tfr of Bulk Water Truck P62 (Isuzu FTR 900 - KNW631) to Mandogalup Volunteer Bushfire Brigade	0	0	0	0			0	0
2452	Plant Disposal Only - P51 KWN650 Massey Ferguson 362 Tractor	0	5,000	5,000	0			0	0
2850	Plant Replacement - P208 3 PTL Hyd Drive Road Broom Hyd Angle	0	1,000	1,000	0			0	0
3130	Plant Replacement - P235 1TJO798 Mowing Dovetail Trailer	1,000	5,285	4,285	0	1,000	5,285	4,285	0
3287	Plant Disposal Only - P252 KWN1761	55,556	65,000	9,444	0			0	0
3408	Plant Disposal Only - P265 Footpath grinder	800	420	0	(380)	800	420	0	(380)
3522	Plant Disposal Only - P306 1TKU712 Boxtop trailer	1,131	656	0	(475)	1,131	656	0	(475)
3722	Plant Disposal Only - P324 KWN1833 Hino 300 Series 816 Crew Cab	32,993	20,379	0	(12,614)	32,993	20,379	0	(12,614)
3723	Plant Replacement - P323 1TLN489 Mowing Trailer Industrial Crew	2,548	5,285	2,736	0	2,548	5,285	2,736	0
3724	Plant Replacement - P325 1TLL524 Flat Top Trailer	2,596	5,285	2,688	0	2,596	5,285	2,688	0
3842	Plant Replacement - P333 KWN1835 Signage Truck	27,850	8,511	0	(19,340)	27,850	8,511	0	(19,340)
5810	Plant Replacement - P473 Piglet Mower - Environment	2,900	4,000	1,100	0	2,890	3,636	746	0
5981	Plant Disposal Only - P530 1GJU179 Toro Ground Master Ride On Mower	142,289	120,000	0	(22,289)			0	0
6153	Plant Replacement - P530 1GJU179 Toro Ground Master Ride On Mower	2,482	0	0	(2,482)			0	0
6154	Plant Replacement - P532 1GJU178 Toro Ground Master Mower	2,482	0	0	(2,482)			0	0
6163	Plant Replacement - P534 Trailer - Transportable Radar Speed Display Trailer	19,566	26,530	6,964	0	19,566	26,530	6,964	0
6160	Plant Disposal Only - P526 1GJD112 Mazda CX9	27,782	27,782	0	0			0	0
Various	Various minor furniture & equipment written off during fair value review	0	0	0	0	5,638	0	0	(5,638)
		701,495	692,013	120,630	(130,113)	495,089	489,785	98,263	(103,567)
				Net Profit/(Loss)	(9,483)			Net Profit/(Loss)	(5,304)




































**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**












































**INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Land and Buildings	5,309,694	1,473,614	1,245,432	1,085,334	(160,098)
Plant, Furniture and Equipment	2,788,666	1,731,665	1,447,520	1,358,120	(89,400)
Infrastructure - Roads	4,135,562	2,941,602	2,105,285	2,156,499	51,214
Infrastructure - Parks & Reserves	1,832,291	1,671,541	405,502	356,759	(48,743)
Infrastructure - Footpaths	215,000	206,845	181,845	181,845	(0)
Infrastructure - Car Parks	5,737,961	23,442	23,442	23,442	(0)
Infrastructure - Drainage	251,000	2,189,989	1,105,218	335,730	(769,488)
Infrastructure - Bus Shelters	19,800	15,397	15,397	15,397	(0)
Infrastructure - Street Lights	41,000	56,637	36,482	37,265	783
Infrastructure - Other	10,000	0	0	884	884
Payments for Capital Acquisitions	20,340,974	10,310,732	6,566,123	5,551,273	(1,014,850)
Right of use assets	0	0	0	0	0
Total Capital Acquisitions	20,340,974	10,310,732	6,566,123	5,551,273	(1,014,850)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,423,989	2,452,756	1,745,174	1,925,034	179,860
Borrowings	2,268,000	0	0	0	0
Lease liabilities	0	0	0	0	0
Disposal of Assets	334,500	376,572	375,572	376,945	1,373
Cash Backed Reserves	8,684,361	6,677,690	2,156,500	2,448,700	292,200
Municipal Funds	7,630,124	803,714	2,288,877	800,595	(1,488,283)
Capital funding total	20,340,974	10,310,732	6,566,123	5,551,273	(1,014,850)



































SIGNIFICANT ACCOUNTING POLICIES
















All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

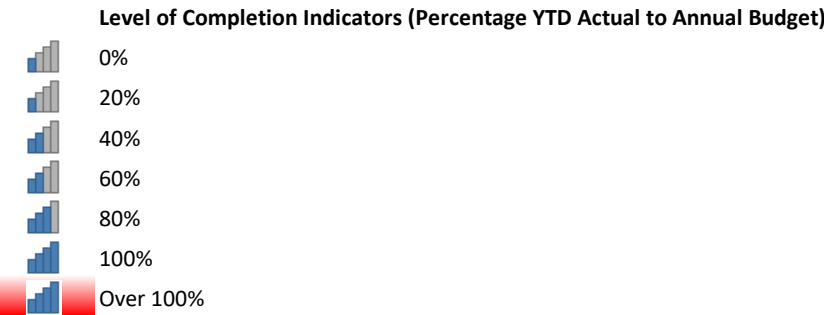
Capital Expenditure			Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			\$	\$	\$	\$	\$	
Buildings								
	13239	Administration & Civic Centre Refurbishment	2,268,000	65,854	65,854	65,854	0	Modified plan carried forward to FY20/21.
	13240	Arts & Cultural Centre Upgrade - Stage 2	92,700	92,700	66,254	45,322	(20,932)	In progress.
	13241	Budden Way carpet replacement	8,800	2,568	2,568	2,568	0	Project complete.
	13242	Budden Way ceiling replacement	25,000	27,996	27,996	27,996	0	Project complete.
	13243	Building Contingency	102,000	102,000	81,750	50,275	(31,475)	Reactive building works.
	13238	Administration Building - CCTV	15,000	0	0	0	0	Project completed prior year.
	13237	Medina Centre - CCTV and lighting improvements	100,000	100,000	100,000	89,993	(10,007)	In progress.
	13244	DCA 9 Local Sports Ground Clubroom - Honeywood Primary School Oval Pavillion	1,010,000	61,790	43,040	5,540	(37,500)	Project detailed design will carry forward to FY20/21, Reserve funded.
	13236	DCA 9 Local Sports Ground Clubroom Feasibility	88,411	0	0	0	0	Project budget consolidated above.
	13245	District C Sporting Ground - Changeroom Development	326,166	203,835	203,835	202,699	(1,136)	Project complete. Reserve and Grant funded.
	13246	District C Sporting Ground - Masterplan	100,000	0	0	0	0	Project to be undertaken in future years. Reserve funded.
	13247	Water / energy monitoring equipment	9,000	7,023	7,023	5,107	(1,916)	In progress.
	13248	Kwinana Tennis Club Ablutions	15,000	17,916	17,916	17,916	0	Project completed.
	13249	Kwinana South VBFB Station Extensions	356,000	54,800	54,800	54,800	0	Project to carry forward to FY20/21. Grant funded.
	13264	Kwinana South VBFB Station Upgrade	30,000	0	0	0	0	Project to carry forward to FY20/21. Grant funded.
	13265	Mandogalup VBFB Station Extensions	275,000	228,278	111,278	55,924	(55,354)	Project to carry forward to FY20/21. Claim 50% Grant this financial year.
	13266	Mandogalup VBFB Station Upgrade	25,000	25,000	11,849	11,849	0	Project to carry forward to FY20/21. Grant funded.
	13267	Recquatic Centre - Stadium Re-roof	242,462	202,919	202,919	202,919	(0)	Project complete. Reserve funded.
	13611	Recquatic Centre - Creche roof repairs	0	20,000	0	0	0	Budget Review project brought forward from FY21.
	13235	Recquatic Front Counter - Automated Gates	90,000	0	0	0	0	Project to carry forward to FY20/21. Reserve funded.
	13268	Recquatic Pool Hall Window Tinting	14,935	9,400	9,400	9,400	(0)	Project completed.
	13270	Sloan Heritage Cottage - internal paint	7,210	6,530	6,530	6,530	0	Project completed.
	13271	Sloan Reserve ablutions	52,530	39,601	39,601	39,601	(0)	Project completed.
	13272	Smirks Heritage Artefacts Shed	20,000	25,190	25,190	25,190	0	Project completed.
	13273	Wandi Resource Centre - UV water filter	6,180	6,180	180	180	0	In progress.
	13274	Wellard Pavilion Solar Panels	15,000	10,298	10,298	10,388	90	Project complete. Reserve funded.
	13275	William Bertram Auto Door Conversion	10,300	8,750	8,750	8,750	0	Project complete.
	13276	Works Depot - new PA system	5,000	0	0	0	0	Project complete. Transferred to operating budget, <\$5,000.
	13466	Kwinana Recquatic - Strip and Seal Stadium Floor	0	6,528	6,528	6,528	0	Project complete.
	13469	Margaret Feilman Building - Roof Replacement	0	51,700	51,700	51,693	(7)	Project complete.
	13473	Medina Hall - Floor Replacement	0	51,407	51,407	51,407	(0)	Project complete.
	13489	Family Day Care kitchen replacement	0	20,000	20,000	19,125	(875)	Project complete.
	13490	Fiona Harris Pavilion Solar Panels	0	12,421	12,421	12,421	(0)	Project complete. Reserve funded.
	13593	Sloans Heritage Cottage Electrical work	0	12,929	6,345	5,525	(820)	Project complete with outstanding invoices.
	Buildings Total		5,309,694	1,473,615	1,245,432	1,085,500	(159,932)	

Capital Expenditure				Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
				\$	\$	\$	\$	\$	
Plant, Furniture and Equipment									
Furniture and Equipment									
	13286	Design and Replacement of Mayoral Chains		8,000	11,500	960	960	0	In progress.
	13288	Library - self returns shelves		20,000	24,660	12,304	12,305	1	In progress.
	13289	Removal of Library Circulation Desk		55,000	55,000	0	23,614	23,614	In progress.
	13290	Library - Self Check Touchscreen Computer & Workstation		7,000	7,046	0	0	0	Project complete, awaiting outstanding invoices.
Computing Equipment									
	13292	City Website Redevelopment		193,000	258,000	208,001	141,341	(66,660)	In progress.
	13295	Computing Equipment - Various purchases as per ICT / City Requirements		23,000	23,000	13,000	5,628	(7,372)	In progress.
	13297	Corporate Business System Renewal - Implementation		1,298,566	161,779	98,574	83,583	(14,991)	Project to carry forward to FY20/21. Reserve funded.
Plant and Equipment									
	13299	Recquatic - Hydro pool cleaner replacement, upgrade to pool solar system heating		25,000	25,000	0	0	0	Quoting in progress.
	13300	Recquatic - Pool plant renewals		11,600	6,000	0	4,680	4,680	In progress. Reserve funded.
	13301	Recquatic - Scoreboard installation and replacement		10,000	0	0	0	0	Under capitalisation threshold.
	13304	Sound Level Meter for Environmental Health Team		12,000	20,680	20,680	20,681	1	Purchase completed.
	13306	Plant Replacement - P208 3 PTL Hyd Drive Road Broom Hyd Angle (New Plant 554)		17,000	15,874	15,874	15,874	0	Purchase completed.
	13307	Plant Replacement - P235 1TJO798 Mowing Dovetail Trailer (New Plant 562)		18,000	17,230	17,230	17,230	0	Purchase completed.
	13308	Plant Replacement - P323 1TLN489 Mowing Trailer Industrial Crew (New Plant 583)		18,000	17,230	17,230	17,230	0	Purchase completed.
	13309	Plant Replacement - P325 1TLL524 Flat Top Trailer (New Plant 584)		18,000	17,230	17,230	17,230	0	Purchase completed.
	13310	Plant Replacement - P333 KWN1835 Signage Truck (New Plant 585)		120,000	0	0	0	0	Cancelled.
	13313	Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333 (New Plant 559)		120,000	136,020	136,020	136,020	0	Purchase completed.
	13498	Speed Alert Mobile Trailer for Driver Speed Education		0	27,030	27,030	0	(27,030)	Potential carry forward of funds for speed calming equipment.
	13592	Plant Replacement - P473 Piglet Mower - Environment		0	25,046	25,046	22,769	(2,277)	Purchase completed.
	13595	Plant Purchase - 4.5T Plant Trailer		0	25,000	0	0	0	Due for delivery in June.
	13607	Advanced speed alert electronic traffic calming signs		0	20,000	0	0	0	Budget Variation OCM 27 May 2020
Motor Vehicles									
	13321	Plant Replacement - P408 KWN1899		38,500	34,984	34,984	34,984	0	Purchase completed.
	13323	Plant Replacement - P409 KWN1896		54,000	47,576	47,576	47,576	(0)	Purchase completed.
	13330	Plant Replacement - P429 KWN1956		45,000	42,913	42,913	42,913	0	Purchase completed.
	13324	Plant Replacement - P431 KWN1982		54,000	48,373	48,373	48,373	0	Purchase completed.
	13325	Plant Replacement - P434 KWN1981		54,000	48,284	48,284	48,284	(0)	Purchase completed.
	13332	Plant Replacement - P449 KWN2061		56,500	55,814	55,814	55,814	(0)	Purchase completed.
	13334	Plant Replacement - P450 KWN2063		56,500	55,784	55,784	55,784	0	Purchase completed.
	13326	Plant Replacement - P451 KWN2025		38,500	37,751	37,751	37,751	(0)	Purchase completed.
	13327	Plant Replacement - P452 KWN2023		38,500	36,993	36,993	36,993	(0)	Purchase completed.
	13328	Plant Replacement - P453 KWN1989		38,500	36,993	36,993	36,993	(0)	Purchase completed.
	13337	Plant Replacement - P454 1EWO610		41,500	39,121	39,121	39,121	0	Purchase completed.
	13338	Plant Replacement - P456 KWN1986		35,500	33,374	33,374	33,374	0	Purchase completed.
	13340	Plant Replacement - P458 KWN1991		36,500	34,329	34,329	34,329	(1)	Purchase completed.
	13341	Plant Replacement - P480 KWN2027		45,000	42,913	42,913	42,913	0	Purchase completed.
	13344	Plant Replacement - P482 1GDA257		25,500	25,077	25,077	25,077	(0)	Purchase completed.
	13342	Plant Replacement - P486 KWN2067		42,000	36,338	36,338	36,338	(0)	Purchase completed.
	13346	Plant Replacement - P491 1GCH843		25,500	25,341	25,341	25,341	0	Purchase completed.
	13347	Plant Replacement - P496 1GDR926		54,000	0	0	0	0	Disposal only - not being replaced.
	13339	Plant Replacement - P520 KWN2049		35,000	34,628	34,628	34,628	0	Purchase completed.
	13391	Plant Replacement - P525 1GJN991		0	54,514	54,514	54,514	0	Purchase completed.
	13594	New Facility Maintenance Vehicle		0	39,707	39,707	39,298	(409)	Purchase completed.
	13597	New Facility Maintenance Vehicle		0	27,533	27,533	28,577	1,044	Purchase completed.

Plant , Furniture and Equipment Total **2,788,666** **1,731,665** **1,447,519** **1,358,120** **(89,399)**

Capital Expenditure				Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
				\$	\$	\$	\$	\$	
Park and Reserves									
	13355	Bertram Street Tree Planting Program		110,000	110,000	10,000	10,000	0	In progress.
	13348	KIA Street Tree Planting Program		76,000	76,000	0	0	0	Design completed - planting program to commence in June.
	13349	Kwinana Loop Trail		80,000	80,000	0	6,224	6,224	In progress.
	13357	Parks for People Strategy - Upgrade of Harrison Park, Calista		81,000	81,000	7,364	9,426	2,062	In progress.
	13358	Parks for People Strategy - Upgrade of Morritt Park, Parmelia		81,000	81,000	7,364	7,364	0	In progress.
	13359	POS / Parks & Reserves Renewals - Bores		94,000	118,240	59,860	34,466	(25,394)	In progress.
	13360	POS / Parks & Reserves Renewals - Fencing, Gates & Bollards		73,200	75,027	75,027	75,547	520	In progress.
	13361	POS / Parks & Reserves Renewals - Infield Irrigation		222,200	197,960	178,301	106,701	(71,600)	In progress.
	13351	Ridley Green Disconnect Power and reconnect at Hewison Reserve for BBQ		14,000	8,837	8,837	8,837	0	Project complete.
	13353	Sporting Infrastructure - Wandi Playing Fields (Honeywood)		89,100	89,100	43,000	0	(43,000)	Project to carry forward to FY20/21. Reserve and Muni funded.
	13356	Streetscape Upgrade - Orelia Avenue		124,933	124,933	11,358	12,658	1,300	In progress
	13354	Thomas Oval Lighting		495,000	495,000	4,133	81,639	77,506	In progress
	13392	POS / Parks & Reserves Renewals - Wells Park Sports Shelter		8,858	8,858	258	258	0	In progress.
	13393	DCA 5 - Wandi Public Open Space		283,000	0	0	0	0	Project to carry forward to FY20/21. Reserve funded.
	13481	McWhirter Promenade and Johnson Road landscaping		0	125,585	0	3,640	3,640	In progress.
Parks and Reserves Total				1,832,291	1,671,541	405,502	356,759	(48,743)	
Roads									
Urban Road Grant Construction									
	13366	Anketell Road - MRRG - resurface Abercrombie to McLaughlan		410,300	370,408	367,068	371,587	4,519	Project completed with outstanding line-marking invoices.
	13367	Gilmore Avenue SB(1) - MRRG		258,940	206,710	204,984	204,984	(0)	Project completed.
	13368	Gilmore Avenue SB(2) - MRRG		201,850	192,966	191,239	191,239	(0)	Project completed.
	13369	Gilmore Avenue SB(3) - MRRG		206,140	216,571	206,612	210,558	3,946	Project completed with outstanding line-marking invoices.
	13370	Gilmore Avenue SB(4) - MRRG		285,780	302,854	301,127	301,127	(0)	Project completed.
	13371	Wellard Road Duplication Project MRRG / DCA Funded		880,125	112,671	112,671	115,985	3,314	Project to carry forward to FY20/21. Grant and Reserve funded.
Black Spot Grant Construction									
	13487	Gilmore Avenue Pedestrian Crossing		0	66,134	0	47,887	47,887	Carry forward 80% of works and grant funding.
Roads to Recovery Grant Construction									
	13372	Gilmore Service Road D - R2R		330,177	318,794	315,183	313,110	(2,073)	Project completed with outstanding invoices.
	13373	Pace Road - R2R		275,000	0	0	0	0	Project postponed to 20/21 and funding reallocated to Budden Way.
	13479	Budden Way (Medina Avenue to Atkinson Road) - R2R		0	282,580	282,581	283,749	1,168	In progress
DCA Funded Construction									
	13374	Roads - DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)		40,000	0	0	0	0	Budget consolidated to Wellard Road duplication project.
	13375	Roads - DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)		437,250	0	0	0	0	Project to carry forward to FY20/21. Reserve funded.
	13376	DCA 5 Lyon Road - Developer to complete		729,000	729,000	0	0	0	Developer to complete works.
Municipal Road Construction									
	13362	Traffic Management - Abingdon Crescent pedestrian crossing		15,000	14,097	14,097	14,097	(0)	Project complete.
	13363	Traffic Management - Breccia Parade speed calming		12,000	19,700	19,700	12,150	(7,550)	In progress
	13364	Traffic Management - Bronzite Lane		23,000	14,357	14,357	14,357	0	Project complete.
	13365	Traffic Management - Moombaki Ave between Mangart Road and Price Parkway		31,000	20,543	20,543	20,543	0	Project complete.
	13502	Anketell Road - resurface Mandogalup Road to McLaughlin Road		0	55,126	55,126	55,126	0	Project complete.
	13608	Illuminated Street Sign		10,000	19,091	0	884	884	
Roads Total				4,145,562	2,941,602	2,105,288	2,157,383	52,095	

Capital Expenditure			Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			\$	\$	\$	\$	\$	
Street Lighting								
	13377	Street Lighting - New - Leath Road	223,000	14,475	14,475	14,475	0	Project to carry forward to FY20/21. Reserve funded.
	13378	Street Lighting - Upgrade - Reactive work street light requests during the year	28,000	28,000	22,005	22,790	785	Reactive street lighting.
	13491	Replacement of damaged streetlight on Gilmore Avenue	0	14,162	0	0	0	Insurance claim.
Street Lighting Total			251,000	56,637	36,480	37,265	785	
Bus Shelter Construction								
	13379	Bus Shelters	19,800	15,397	15,397	15,397	(0)	Project completed.
Bus Shelter Construction Total			19,800	15,397	15,397	15,397	(0)	
Footpath Construction								
	13380	Footpath - New - Clark Way	105,000	104,744	104,744	104,744	(0)	Project complete.
	13381	Footpath - New - Perham Crescent	110,000	77,101	77,101	77,101	(0)	Project complete.
	13605	Footpath - New - Breccia Parade footpath to improve pedestrian facilities	0	25,000	0	0	0	Project complete.
Footpath Construction Total			215,000	206,845	181,845	181,845	(0)	
Drainage Construction								
	13382	Drainage - New - Spinner Lane eliminate run off from verge into properties	200,000	196,362	196,363	187,398	(8,965)	Project complete, awaiting outstanding invoices. Reserve funded.
	13383	Drainage - Upgrade - Drainage Nets x 3	53,750	48,627	48,627	48,627	(0)	Project completed.
	13384	DCA 1 Stormwater Management (nutrient stripping basin)	457,833	0	0	0	0	Legal agreement in progress, carry forward to FY21. Reserve funded.
	13385	Drainage - DCA 2 Peel Sub N Drain	1,945,000	1,945,000	860,229	99,705	(760,524)	In progress. Developer to complete works.
	13386	Drainage - DCA 2 - Peel Sub N1 Drain	334,000	0	0	0	0	Project to carry forward to FY20/21. Reserve funded.
	13387	DCA 3 Peel Sub P Drain (Developer Aigle Royal)	1,430,453	0	0	0	0	Project to carry forward to FY20/21. Reserve funded.
	13388	DCA 3 Peel Sub P1 drain (Developer Aigle Royal)	1,316,925	0	0	0	0	Project to carry forward to FY20/21. Reserve funded.
Drainage Construction Total			5,737,961	2,189,989	1,105,219	335,730	(769,489)	
Car Park Construction								
	13389	Carpark - Peace Park (Parmelia Ave) disabled car parking bays	41,000	23,442	23,441	23,442	1	Project complete.
Car Park Construction Total			41,000	23,442	23,441	23,442	1	
Capital Expenditure Total			20,340,974	10,310,732	6,566,123	5,551,439	(1,014,684)	



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

FINANCING ACTIVITIES

**NOTE 7
BORROWINGS**

Repayments - borrowings

Information on borrowings	Finalisation of Loan	1 July 2019	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
Loan 99 - Administration Building Renovations	2024/25	671,799	0	0	47,001	95,471	624,798	576,328	22,695	45,130
Education and welfare										
Loan 96 - Youth Specific Space	2022/23	122,474	0	0	13,404	27,312	109,070	95,162	4,725	9,556
Loan 100 - Youth Specific Space	2027/28	1,398,797	0	0	63,411	128,303	1,335,386	1,270,494	36,360	73,138
Recreation and culture										
Loan 94 - Wellard Sports Pavilion	2021/22	158,337	0	0	49,501	49,501	108,836	108,836	8,313	10,405
Loan 95 - Orelia Oval Pavilion	2022/23	293,938	0	0	32,169	65,549	261,769	228,389	11,339	22,932
Loan 97 - Orelia Oval Pavilion Extension	2024/25	1,486,497	0	0	104,000	211,250	1,382,497	1,275,247	50,217	99,859
Loan 102 - Library & Resource Centre	2028/29	7,421,567	0	0	297,321	601,391	7,124,246	6,820,176	188,017	379,163
Loan 104 - Recquatic Refurbishment	2029/30	3,350,000	0	0	0	0	3,350,000	3,350,000	77,805	159,190
Loan 105 - Bertram Community Centre	2029/30	1,296,840	0	0	0	27,568	1,296,840	1,269,272	35,528	50,847
Loan 106 - Destination Park - Calista	2030/31	1,420,420	0	0	49,190	99,153	1,371,229	1,321,267	26,452	53,612
Transport										
Loan 98 - Streetscape Beautification	2024/25	906,929	0	0	63,452	128,886	843,477	778,043	30,638	60,926
Loan 101 - City Centre Redevelopment	2021/22*	2,500,000	0	0	0	0	2,500,000	2,500,000	54,463	79,298
B/Fwd Balance		21,027,596	0	0	719,449	1,434,384	20,308,148	19,593,212	546,552	1,044,056
Self supporting loans										
Recreation and culture										
Loan 103B - Golf Club Refurbishment	2031/32	266,682	0	0	8,286	16,709	258,396	0	4,784	10,552
		266,682	0	0	8,286	16,709	258,396	0	4,784	10,552
**Share of SMRC Loan		258,120					258,120			
Total		21,552,398	0	0	727,735	1,451,093	20,824,664	19,593,212	551,336	1,054,608
Current borrowings		1,451,093					1,451,093			
Non-current borrowings		20,101,305					19,373,571			
		21,552,398					20,824,664			

*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.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

**OPERATING ACTIVITIES
NOTE 8
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
Municipal Reserves	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Units Reserve	807,624	13,319	12,984	194,479	0	(231,686)	0	783,736	820,608
Asset Management Reserve	762,988	188,422	146,707	5,909,463	4,729,426	(1,717,314)	(967,090)	5,143,559	4,672,031
Banksia Park Reserve	190,418	2,759	2,709	0	0	(110,245)	0	82,932	193,127
City Assist Initiative Reserve	0	0	0	0	0	0	0	0	0
City Infrastructure Reserve	0	19,415	14,136	1,566,924	1,566,924	(611,323)	(539,117)	975,016	1,041,943
Community Services & Emergency Relief Reserve	88,835	1,533	1,143	250,000	0	0	0	340,368	89,978
Contiguous Local Authorities Group Reserve	275,223	4,805	3,595	10,915	10,723	(27,942)	(28,780)	263,001	260,762
Employee Leave Reserve	4,033,993	0	0	0	0	(2,119,426)	(2,119,426)	1,914,567	1,914,567
Employee Vacancy Reserve	0	0	0	500,000	0	0	0	500,000	0
Family Day Care Reserve	1,489,179	19,906	12,319	0	0	(353,224)	(19,125)	1,155,861	1,482,373
Future Community Infrastructure Reserve	1,067,201	0	0	0	0	(1,067,201)	(1,067,201)	0	0
Golf Course Cottage Reserve	28,887	508	382	0	0	0	0	29,395	29,269
Golf Club Maintenance Reserve	0	0	0	8,842	0	0	0	8,842	0
Information Technology Reserve	2,068,659	31,733	23,548	957,987	0	(161,780)	(39,074)	2,896,599	2,053,133
Infrastructure Reserve	348,075	1,648	1,648	0	6,555	(349,723)	(349,723)	0	6,554
Plant and Equipment Replacement Reserve	579,628	11,051	8,551	624,081	583,699	(764,004)	(738,684)	450,756	433,194
Refuse Reserve	8,844,888	0	0	0	0	(3,242,000)	(3,200,000)	5,602,888	5,644,888
Renewable Energy Efficiency Reserve	53,983	829	513	8,025	8,025	(28,582)	(28,672)	34,255	33,849
Restricted Grants & Contributions Reserve	3,170,082	0	0	1,373,828	0	(2,852,580)	(2,222,307)	1,691,330	947,775
Settlement Agreement Reserve	164,874	2,897	2,178	0	0	0	0	167,771	167,052
Workers Compensation Reserve	141,443	2,485	1,869	0	0	0	0	143,928	143,312
Sub-Total Municipal Reserves	24,115,980	301,310	232,282	11,404,544	6,905,352	(13,637,030)	(11,319,200)	22,184,804	19,934,414
Developer Contribution Reserves									
DCA 1 - Hard Infrastructure - Bertram	228,688	11,672	8,723	389,495	389,495	(4,545)	0	625,310	626,906
DCA 2 - Hard Infrastructure - Wellard	2,435,413	39,985	28,643	1,945,000	0	(1,945,000)	0	2,475,398	2,464,056
DCA 3 - Hard Infrastructure - Casuarina	0	0	0	0	0	0	0	0	0
DCA 4 - Hard Infrastructure - Anketell	533,009	7,125	4,409	0	0	0	0	540,134	537,418
DCA 5 - Hard Infrastructure - Wandi	1,073,049	15,755	13,680	87,244	(641,756)	(733,545)	0	442,503	444,973
DCA 6 - Hard Infrastructure - Mandogalup	0	1,439	1,439	396,542	396,542	0	0	397,981	397,981
DCA 7 - Hard Infrastructure - Wellard West	2,988	168	85	15,009	15,009	0	0	18,165	18,082
DCA 8 - Soft Infrastructure - Mandogalup	471,270	6,300	3,899	0	0	0	0	477,570	475,169
DCA 9 - Soft Infrastructure - Wandi/Anketell	11,762,971	200,971	146,157	0	0	(60,795)	0	11,903,147	11,909,128
DCA 10 - Soft Infrastructure - Casuarina/Anketell	225,488	3,872	2,671	0	0	(4,545)	0	224,815	228,159
DCA 11 - Soft Infrastructure - Wellard East	6,079,450	98,606	70,300	0	0	(4,545)	0	6,173,511	6,149,750
DCA 12 - Soft Infrastructure - Wellard West	7,741,470	126,961	90,504	625,268	625,267	(4,545)	0	8,489,154	8,457,242
DCA 13 - Soft Infrastructure - Bertram	283,533	4,863	3,352	0	0	(4,545)	0	283,851	286,885
DCA 14 - Soft Infrastructure - Wellard/Leda	614,490	10,799	7,239	54,468	54,468	(4,545)	0	675,212	676,197
DCA 15 - Soft Infrastructure - City Site	162,567	3,191	1,932	95,288	97,579	(4,545)	0	256,501	262,077
Sub-Total Developer Contribution Reserves	31,614,386	531,707	383,033	3,608,314	936,606	(2,771,155)	0	32,983,252	32,934,025
Total Reserves	55,730,366	833,017	615,315	15,012,858	7,841,957	(16,408,185)	(11,319,200)	55,168,056	52,868,438

Operating grants, subsidies and contributions revenue			
Provider	Current Budget Revenue	YTD Revenue Actual	Comments
Operating grants, subsidies and contributions	\$	\$	
General purpose funding			
Local Government General Purpose Grant	421,538	863,222	FY21 part received this year
Local Government General Purpose Grant - Roads	337,806	756,731	FY21 part received this year
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	176,922	176,923	Received in April
Law, order, public safety			
Department Fire and Emergency Services - ESL	157,304	157,304	
Health			
Mosquito Management Contributions (CLAG)	10,915	10,786	
Education and welfare			
Banksia Park Operating Cost Contribution	346,320	317,460	
Family Daycare - Mainstream Childcare Benefit Subsidy	2,894,000	2,894,001	Reduced income offset by reduced expenditure.
Family Daycare - Subsidy Other	642,062	370,165	Business Continuity Subsidy in lieu of Childcare Benefit.
Family Daycare - Inclusion Subsidy Scheme	0	0	Reduced income offset by reduced expenditure.
In-Home Care - CCB Subsidy	574,452	588,252	Reduced income offset by reduced expenditure.
In-Home Care - Subsidy - Department of Communities	82,800	48,279	Business Continuity Subsidy in lieu of Childcare Benefit
Family Day Care Sustainability Grant	80,904	80,904	Grant received November & March.
NGALA My Time Program	11,060	11,060	
Operational Subsidy - Aboriginal Resource Worker	27,463	27,463	
Youth Social Justice Program	175,825	175,825	2019/20 Indexation letter received.
Youth Incentive Sponsorship - Lyrik	10,000	10,000	\$20k from Restricted Grants & Contributions Reserve - received FY19.
Community amenities			
PTA Bus Shelter Subsidy	7,000	0	Expected June 2020.
SMCC - KIC Coastcare in the KIA	10,000	10,000	
SMCC - BP Coastcare	10,000	10,000	
SMCC - Tronox Adopt a Beach	5,000	5,000	
SMCC - Suez/ProAlliance Adopt a Beach	5,000	5,000	
Bin Tagging Funding	0	5,600	
Recreation and culture			
Sponsorship - Big Concert	20,500	20,500	
Childrens Festival	31,000	15,000	Lotterywest funding received.
Metro Every Club Funding	15,000	15,000	
Library Contributions & Donations	925	925	
Shared Use Agreements	107,280	85,839	
Recquatic Holiday Program DEDU payments	59,065	59,065	Child Care Benefit Contribution.
Stay on Your Feet Program - Injury Matters	3,230	3,230	
Transport			
Main Roads Annual Direct Grant	189,478	189,478	
Main Roads Street Light Subsidy	5,000	6,197	Received annually in May.
Main Roads Maintenance Contribution	131,944	66,944	
TOTALS	6,549,793	6,986,153	

Provider	Non operating grants, subsidies and contributions revenue			Comments
	Current Budget Receivable	Current Budget Revenue	Actual YTD Revenue	
Non-operating grants, subsidies and contributions	\$	\$	\$	
Law, order, public safety				
Department Fire and Emergency Services - Kwinana South extensions	54,800	54,800	0	To be claimed after works are complete.
Department Fire and Emergency Services - Mandogalup extensions	228,278	228,278	179,860	50% claimed April 2020.
Recreation and culture				
Medina Oval Extension/Upgrade - Changeroom Development	72,160	72,160	0	Expected by June 2020.
Department of Education - Wandi Playing Fields	0	0	0	Received FY19, in Reserve
Lotterywest - Kwinana Loop Trail	37,670	37,670	0	Expected by June 2020.
Department of Infrastructure - Thomas Oval Lighting	150,000	150,000	0	Expected by June 2020.
Department of Education - McWhirter Promenade and Johnson Road landscaping	185,585	185,585	185,585	Budget variation OCM 13 November 2019.
Transport				
Roads to Recovery - Gilmore Service Road	222,903	222,903	222,903	
Roads to Recovery - Budden Way	275,000	275,000	275,000	Funding reallocated from Pace Rd to Budden Way.
State Road Grant - Anketell Road	248,667	248,667	198,934	Second claim completed, 80% of grant claimed.
State Road Grant - Gilmore Avenue SB (1)	156,933	156,933	125,546	Second claim completed, 80% of grant claimed.
State Road Grant - Gilmore Avenue SB (2)	122,333	122,333	97,866	Second claim completed, 80% of grant claimed.
State Road Grant - Gilmore Avenue SB (3)	124,933	124,933	99,946	Second claim completed, 80% of grant claimed.
State Road Grant - Gilmore Avenue SB (4)	172,660	172,660	138,560	Second claim completed, 80% of grant claimed.
State Road Grant - Wellard Road duplication	234,700	234,700	234,700	Second claim completed, 80% of grant claimed.
Black Spot - Gilmore Avenue Pedestrian Crossing	66,134	66,134	66,134	Initial 40% of grant claimed for Stage One.
Economic services				
Medina CCTV Grant	100,000	100,000	100,000	
Community amenities				
DCA 1 - Hard Infrastructure - Bertram	2,266,441	2,266,441	2,266,441	
DCA 2 - Hard Infrastructure - Wellard	1,945,000	1,945,000	0	
DCA 3 - Hard Infrastructure - Casuarina	0	0	0	
DCA 4 - Hard Infrastructure - Anketell	0	0	0	
DCA 5 - Hard Infrastructure - Wandi	879,000	879,000	150,000	
DCA 6 - Hard Infrastructure - Mandogalup	396,542	396,542	396,542	
DCA 7 - Hard Infrastructure - Mandogalup (west)	15,009	15,009	15,009	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	
DCA 9 - Soft Infrastructure - Wandi / Anketell	0	0	0	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	0	0	0	
DCA 11 - Soft Infrastructure - Wellard East	0	0	0	
DCA 12 - Soft Infrastructure - Wellard West	625,268	625,268	625,268	
DCA 14 - Soft Infrastructure - Wellard / Leda	54,468	54,468	54,468	
DCA 15 - Soft Infrastructure - Townsite	95,288	95,288	97,578	
TOTALS	8,729,772	8,729,772	5,530,340	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 11
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 1 July 2019	Amount Received	Amount Paid	Closing Balance 31 May 2020
	\$	\$	\$	\$
APU Security Bonds	15,591	4,020	(1,677)	17,934
Contiguous Local Authorities Group (CLAG)	3,594	0	0	3,594
Public Open Space Cash In Lieu	204,239	79,609	0	283,848
	223,424	83,629	(1,677)	305,376

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 12
BUDGET VARIATIONS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
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.			
	Governance (City Legal) - Advertising & Promotions	(10,000)	
	Governance (City Legal) - Land Administration	10,000	
		0	0
Correction of salary and superannuation to correct business units.			
		(476,682)	
	Operating Expense - Events & Stakeholder Management - Salaries	(57,200)	
	Operating Expense - Events & Stakeholder Management - Superannuation	476,682	
	Operating Expense - Community Engagement & Place - Salaries	57,200	
	Operating Expense - Community Engagement & Place - Superannuation	0	0
Transfer of salary savings in Infrastructure Management due to vacant position to obtain pavement design work consultancy.			
	Operating Expense - Infrastructure Management Overheads - Consultancy	(60,000)	
	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.			
	Operating Expense - Building Control/Approvals - Salaries Contract	(39,116)	
	Operating Expense - Building Control/Approvals - Salaries	39,116	
	Operating Expense - Building Control/Approvals - Salaries Contract	(40,418)	
	Operating Expense - Building Control/Approvals - Salaries Contract	40,418	
		0	0
Grant approval received from Injury Matters for the Stay on Your Feet program.			
	Operating Expense - Community Engagement & Place Projects - Contractors	(3,230)	
	Operating Revenue - Community Engagement & Place Projects - Grants	3,230	
		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.			
	Capital Expense - Plant and Equipment - Law Order & Public Safety	(56,500)	
	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.			
	Reserve Transfer - Computing Infrastructure - Plant and Equipment Replacement Reserve	(12,600)	
	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.			
	Capital Expense - Economic Services Facility - Building Construction	(145,000)	
	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.			
	Reserve Transfer - Executive Management - Plant and Equipment Replacement Reserve	(38,320)	
	Capital Revenue - Executive Management - Plant and Equipment - Insurance Reimbursement	38,320	
		0	0
25/09/2019 Transfer from Asset Management Reserve to repair Medina Hall floor.			
	Capital Expense - Recreation & Culture Facility - Building Construction	(60,000)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 12
BUDGET VARIATIONS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
	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.			
	Capital Expense - Transport Development - Roads to Recovery	(275,000)	
	Grants - Roads to Recovery - Budden Way	275,000	
	Capital Expense - Transport Development - Roads to Recovery	275,000	
	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.			
	Capital Expense - Infrastructure - Parks & Ovals - Transport Grounds	(185,585)	
	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.			
	Grant - Events and Stakeholder Management - Concert	(50,000)	
	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.			
	Reserve Transfer - Depot Operating Overheads - Plant and Equipment Replacement Reserve	(5,000)	
	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.			
	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.			
	Capital Expense - Infrastructure - Roads - Transport Development	(310,000)	
	Grant - Infrastructure - Revenue - Transport Development - Black Spot	206,667	
	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.			
	Capital Expense - Computing Infrastructure - Furniture and Equipment	(65,000)	
	Operating Expense - Computing Infrastructure - Corporate Applications	35,000	
	Operating Expense - Marketing & Communications - Community Public Relations	30,000	
		0	77,599
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.			
	Capital Expense - Building Construction - Law Order & Public Safety Facility	(20,000)	
	Operating Expense - Governance - Salaries	8,300	
	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.			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 12
BUDGET VARIATIONS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
	Operating Expense - Recquatic Dry Programs - Equipment Repairs	(3,700)	
	Operating Expense - Recquatic Dry Programs - Netball - General Expenses	(2,100)	
	Operating Expense - Recquatic Dry Programs - Soccer - General Expenses	(2,100)	
	Operating Expense - Recquatic Dry Programs - Expendable Equipment	(2,100)	
	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			
	Operating Expense - FESA ESL - Kwinana South - Vehicle Operating Expenses	(3,240)	
	Operating Expense - FESA ESL - Kwinana South - Clothing & Accessories	(1,000)	
	Operating Expense - FESA ESL - Kwinana South - Maintenance of Plant & Equipment	(3,000)	
	Operating Expense - FESA ESL - Kwinana South - Other Goods & Services	(1,000)	
	Operating Expense - FESA ESL - Kwinana South - Plant & Equipment Purchases \$1.2k - \$5k	(5,197)	
	Operating Expense - FESA ESL - Kwinana South - Utilities, Rates & Taxes	(2,071)	
	Operating Expense - FESA ESL - Mandogalup - Vehicle Operating Expenses	(2,240)	
	Operating Expense - FESA ESL - Mandogalup - Clothing & Accessories	(1,000)	
	Operating Expense - FESA ESL - Mandogalup - Maintenance of Plant & Equipment	(3,000)	
	Operating Expense - FESA ESL - Mandogalup - Other Goods & Services	(1,000)	
	Operating Expense - FESA ESL - Mandogalup - Plant & Equipment Purchases \$1.2k - \$5k	(8,560)	
	Operating Expense - FESA ESL - Mandogalup - Utilities, Rates & Taxes	(2,071)	
	Operating Revenue - FESA ESL Grant - Govt Grant State	33,379	
11/12/2019 The first quarter payment of the Department of Fire and Emergency Services 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.			
	Operating Revenue - FESA ESL Grant - Govt Grant State	(43,750)	
	Reserve Transfer -FESA ESL Grant - From Res Op - Restricted Grants & Contributions 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.			
	Capital Expense - Family Day Care General - Building Construction	(20,000)	
	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.			
	Capital Expense - Recreation & Culture Facility - Building Construction	(20,000)	
	Reserve Transfer - Recreation & Culture Facility - Renewable Energy Efficiency Reserve	20,000	
		0	77,599
29/01/2020 Anketell Road priority capital works have been identified. The works are to be funded from identified savings in other capital infrastructure projects, and the remainder from the Infrastructure Management consultancy budget.			
	Capital Expense - Transport Development - Infrastructure - Roads	(55,000)	
	Capital Expense - Recreation & Culture Development - Infrastructure - Car Parks	17,600	
	Capital Expense - Transport Development - Infrastructure - Footpaths	15,400	
	Operating Expense - Infrastructure Management Overheads Consultancy	22,000	
		0	77,599
29/01/2020 New speed alert trailer is to be purchased from insurance proceeds relating to the theft and damage of the City's existing speed alert trailer. The difference (due to insurance excess) to be funded from the trailer's plant operating budget.			
	Capital Expense - Depot Operating Overheads - Plant & Equipment	(27,030)	
	Capital Revenue - Depot Operating Overheads - Plant & Equipment Reimbursements	26,530	
	Operating Expense - Plant Operating Costs - Contractors	500	
		0	77,599

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 12
BUDGET VARIATIONS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
26/02/2020 As per Budget Review Report			
	Increase in Opening Funding Surplus	(1,051,034)	
	Operating Activities	329,798	
	Increase in Non-operating Grants, Subsidies and Contributions	(2,979,725)	
	Increase in Proceeds from Disposal of Assets	(277,825)	
	Reimbursement of Developer Contributions	2,654,846	
	Decrease in Capital Expenditure	(743,459)	
	Decrease in Financing Activities	3,687,839	
		1,620,439	1,698,038
26/02/2020 As per Budget Review resolution allocation of surplus			
	Operating Expense - Depot upgrade design work	(15,000)	
	Operating Revenue - Youth Festival funding shortfall	(45,000)	
	Transfer to Reserve - Asset Management Reserve (depot upgrade)	(500,000)	
	Transfer to Reserve - Employee Vacancy Reserve	(500,000)	
	Transfer to Reserve - Asset Management Reserve	(638,038)	
		(1,698,038)	0
26/02/2020 Increase in the scope of works for the Breccia Parade speed calming capital project. Additional costs to be funded from the Asset Management Reserve from savings in the Gilmore Avenue SB 1 capital project.			
	Capital Expense - Transport Development - Infrastructure - Roads	(7,700)	
	Capital Expense - Transport Development - Infrastructure - Roads	7,700	
	Reserve Transfer - Transport Development - Asset Management Reserve	7,700	
	Reserve Transfer - Transport Development - Asset Management Reserve	(7,700)	
		0	0
26/02/2020 The price for the Library self-return shelves has increased since the original quote. Additional costs to be transferred from identified savings in the online library collections budget.			
	Capital Expense - Library - Furniture & Equipment	(4,660)	
	Operating Expense - Library - Online Library Collection	4,660	
		0	0
11/03/2020 Additional funding to be received by Department of Fire and Emergency Services for the Mandogalup Fire Station extensions.			
	Capital Expense - Building Construction - Law Order & Public Safety Facility	(84,270)	
	Grant - Building Construction - Law Order & Public Safety Facility	84,270	
		0	0
25/03/2020 Transfer between Parks and Reserves renewals capital projects from infield irrigation to bores for replacement iron filter compounds.			
	Capital Expense - Reserve Development - Recreation & Culture Grounds	(24,240)	
	Capital Expense - Reserve Development - Recreation & Culture Grounds	24,240	
		0	0
08/04/2020 Sound level meter for the Environmental Health team needs to be issued with conformity certificates. Additional cost to be funded from savings in the Environmental Health legal expenses budget.			
	Capital Expense - Plant & Equipment - Public Health	(8,641)	
	Operating Expense - Public Health - Legal Expenses	8,641	
		0	0
08/04/2020 Purpose built trailer to be purchased to accomodate the new Razorback mower. Additional cost to be funded from savings in the purchase of a heavy duty 4.5T trailer.			
	Operating Expense - Depot Operating Overheads - Expendable Equipment	(4,950)	
	Capital Expense - Plant & Equipment - Depot Operating Overheads	4,950	
		0	0
27/05/2020 As per Budget Review Report April 2020			
	Operating Activities	1,913,509	
	Decrease in Non-operating Grants, Subsidies and Contributions	(5,271,242)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2020**

**NOTE 12
BUDGET VARIATIONS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
	Decrease in Proceeds from Disposal of Assets	(12,945)	
	Reimbursement of Developer Contributions	(13,855)	
	Decrease in Capital Expenditure	9,408,945	
	Increase in Financing Activities	(4,179,641)	
		1,844,771	1,844,771
27/05/2020 As per Budget Review April 2020 resolution allocation of surplus			
	Transfer to Reserve - Restricted Grants and Contributions (Covid-19 Recovery)	(250,000)	
	Transfer to Reserve - Community Serv. & Emergency Relief (Covid-19 contingency)	(1,094,771)	
		(1,344,771)	500,000
27/5/2020 Sale of P526 that was surplus to requirements. Proceeds to be transferred to Reserve			
	Sale Proceeds from sale of P526	27,782	
	Transfer to Reserve - Plant & Equipment Replacement Reserve	(27,782)	
		0	500,000
27/5/2020 Transfer Expenditure and DoE contribution towards McWhirter landscaping to Breccia Parade footpaths.			
	Capital Expense - Infrastructure Footpath	(25,000)	
	Capital Expense - Public Open Space, Streetscapes	25,000	
	Grants - Department of Education & Training - Breccia Parade Footpath	25,000	
	Grants - Department of Education & Training - McWhirter Promenade	(25,000)	
		0	500,000
27/5/2020 Purchase of advanced speed alert traffic calming funded from savings in Consulting			
	Capital Expense - Plant & Equipment	(20,000)	
	Operating Expense - Engineering Services - Consultants	20,000	
		0	500,000
27/5/2020 Illuminated Street sign moved to correct asset classification with additional \$9k funded from sign rental			
	Capital Expense - Infrastructure Roads	(19,091)	
	Capital Expense - Other Infrastructure	10,000	
	Operating Income - sign rental	9,091	
		0	500,000
		500,000	500,000

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2020

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

18.2 Accounts for payment for the month ended 30 June 2020

DECLARATION OF INTEREST:

Mayor Carol Adams declared an impartiality interest due to her husband's employer, Kwinana Industries Council, receiving a payment from the City of Kwinana for their School Based Traineeship program.

SUMMARY:

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 30 June 2020, as required by the *Local Government (Financial Management) Regulations 1996*.

OFFICER RECOMMENDATION:

That Council:

1. Accepts the list of accounts, totalling \$6,322,779.71, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 June 2020, as contained within Attachment A.
2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 30 June 2020, as contained within Attachment B.

DISCUSSION:

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the City's Municipal and Trust funds. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* a list of accounts paid is to be provided to Council, where such delegation is made.

The following table summarises the payments for the period by payment type, with full details of the accounts paid contained within Attachment A.

Payment Type	Amount (\$)
Automatic Payment Deductions	\$ 39,450.09
Cheque Payments #201009 to #201011	\$ 644.30
EFT Payments #4047 to #4057	\$ 5,112,516.18
Payroll Payments 14/06/20 and 28/06/20 and Interim Payroll Payment 18/06/20	\$ 1,170,169.14
Total Attachment A	\$ 6,322,779.71

Contained within Attachment B is a detailed transaction listing of credit card expenditure paid for the period ended 30 June 2020. This amount is included within the total payments, listed above.

18.2 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 30 JUNE 2020

LEGAL/POLICY IMPLICATIONS:

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction;*
and
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

18.2 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 30 JUNE 2020

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS

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

RISK IMPLICATIONS:

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

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

18.2 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 30 JUNE 2020

COUNCIL DECISION

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MOVED CR S WOOD

SECONDED CR M ROWSE

That Council:

- 1. Accepts the list of accounts, totalling \$6,322,779.71, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 30 June 2020, as contained within Attachment A.**
- 2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 30 June 2020, as contained within Attachment B.**

**CARRIED
7/0**

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Automatic Deductions			
Go Go On-Hold Pty Ltd	00041292	On hold phone message system June 2020	198.00
Commonwealth Bank	020620A	Credit card Functions Officer to 020620	14.80
Commonwealth Bank	020620B	Credit card Director City Legal to 020620	4,259.04
Commonwealth Bank	020620C	Credit card Director City Regulation to 020620	196.00
Commonwealth Bank	020620D	Credit card Manager Customer Communications to 020620	2,540.39
Commonwealth Bank	020620E	Credit card Director City Infrastructure to 020620	2,781.70
Commonwealth Bank	020620F	Credit card Chief Executive Officer to 020620	102.00
Commonwealth Bank	020620G	Credit card Director City Engagement to 020620	692.35
Commonwealth Bank	020620H	Credit card Manager Human Resources to 020620	6,304.50
BP Australia Pty Ltd	11086798	Fleet Fuel 01052020 to 31052020	12,332.59
iinet Technologies Pty Ltd	120068363	Monthly internet charges	589.93
Caltex Australia Petroleum Pty Ltd	0301855933	Fleet fuel 01052020 to 31052020	6,653.72
Fines Enforcement Registry	25953868	Lodgement fee for unpaid infringements	210.00
Fines Enforcement Registry	25988565	Lodgement fee for unpaid infringements	420.00
Wright Express Australia Pty Ltd	55	Fleet Fuel 01052020 to 31052020	861.02
Toyota Fleet Management	788724	Fleet management June 2020	1,194.07
TPG Internet Pty Ltd	I235186591	Kwinana South Station internet connection	49.99
TPG Internet Pty Ltd	I235187720	Mandogalup Station internet connection	49.99
Total Automatic Deductions			-39,450.09
Cheques			
City Of Kwinana - Pay Cash	200520 - FDC	Petty cash recoup to 200520 Bright Futures	181.65
City Of Kwinana - Pay Cash	050620 - Library	Petty cash recoup to 050620 Library	266.80
City Of Kwinana - Pay Cash	170620	Petty cash recoup to 170620 Retirement Village	195.85
Total Cheques			-644.30
EFT			
EFT TRANSFER: - 03/06/2020			47,287.92
Bright Futures Family Day Care - Pa	250520 to 310520	FDC Payroll 250520 to 310520	36,909.77
Bright Futures In Home Care - Payro	250520 to 310520	IHC Payroll 250520 to 310520	10,378.15
EFT TRANSFER: - 04/06/2020			428,875.59

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Mastec Australia Pty Ltd	00074953	162 x Mini bins with logo	718.37
DVA Fabrication	00005102	Various furniture for Library	17,980.60
Nilfisk Pty Ltd	PSVI016947	Call out to troubleshoot Nilfisk not driving	104.50
	PSVI016944	New squeegee for Nilfisk	135.30
Surjit Singh	A/N21206	Crossover subsidy rebate	365.40
Shred-X Pty Ltd	01444802	Exchange and destroy secure document bins	40.48
Sunbather WA	INV-2287	Troubleshoot pool solar system issue of low flow	300.00
Alex Krsnik	SQ200096	Litter pickup Rowley Road	330.00
	SQ200095	Litter pickup Worrall Court	220.00
	SQ00094	Litter pickup & maintenance Furgo & Murray Mews	338.80
	SQ200100	Rural roads litter collection May 20	9,120.39
	SQ200101	Litter collection in urban areas May 20	7,092.52
	SQ200099	City Centre litter collection May 20	3,204.83
	SQ200098	Landscape maintenance Hope Valley Road May 20	1,066.82
	SQ200097	Maintenance of public access ways	1,693.17
Napa (GPC Asia Pacific)	1380032740	Blade force beam	188.76
	1380032426	Rain anti fog cleanser	36.78
	1380032427	Blade force beams	156.75
Grow it Local	00000014	Grow It Local subscription progress payment 2	5,500.00
Sonic Health Plus	2068911	Pre-employment medical assessment 200520	198.00
Gavin Wade Scott	0023	Trailer services at Operations Depot	1,600.00
Turf Care WA Pty Ltd	INV-0377	Iron manganese treatments at various sports grounds	7,679.10
	INV-0339	Mowing of Gilmore College Hockey Oval	2,904.00
Travis Hayto Photography	00001668	Filming Mayor Story Time	420.75
i2C Design & Management	00010333	Services for Community Infrastructure Concept Plan	11,330.00
Ecoscape (Australia) Pty Ltd	1000776	Landscape design for Wellard Road	520.85
Epoch Training	20186	4 x Money Wellness webinars May 20	720.00
Natcha Thiangthae	05May20	Refund of dog registration	150.00
Repco (GPC Asia Pacific)	4330176610	Air fresheners for vehicles	348.74
Rockingham Betta Electrical & Gas	32410011159	Callistemon Villa 69 oven combo	2,050.00
First Home Builders	BP2020/248	Refund of incorrectly paid CTF	314.93
Marcelo Avila Herrera	BP2020/244 & 245	Refund of duplicate application	333.30
Seongjun Ahn	A/N24223	Crossover subsidy rebate	548.10
Fermin Fuentes Estrella	A/N23808	Crossover subsidy rebate	365.40
Lolita Formacion Delica	A/N23810	Crossover subsidy rebate	365.40
Angelika Petra Mekss	A/N5810	Crossover subsidy rebate	730.80
Gerard Mascarenhas	A/N23759	Crossover subsidy rebate	304.50
Pemusiri Saburi	A/N24212	Crossover subsidy rebate	304.50
David Fernando Malabo Telan	A/N24259	Crossover subsidy rebate	365.40
Pamela Anne McDonald	13.1	Rates refund	454.09
Australia Day Council Of WA	INV-0541	Gold membership to Auspire program 2020/21	594.00
Rockingham Kwinana Chamber of Comme	IV000105780	RKCC Regional Business Awards November 20	5,500.00
Telstra	1197198700May20	Mandogalup Fire Station to 080620	179.98
	1548725500May20	Feilman building alarm to 130620	19.25
Australian Home Childcare Associati	200	AHCA membership renewal 2020-2021	250.00
Toll Transport Pty Ltd	0395-T221490	Transport services food water sampling analysis	41.03
Total Eden Pty Ltd	410436641	Rhodes Park and Apex Park service location	78,760.00

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Water Corporation of Western Austra	9021239484May20	0U Ryhill water fountain	45.34
	9021923200May20	4U Aurora Park drink fountain	10.07
	9014096921May20	15U Wellard Pavilion	495.04
	9018600726May20	3U Wellard Community Centre	1,522.10
Westbooks	313961	Popular junior items	61.90
	313959	Popular junior items	21.25
	313962	Junior items for requests	28.65
	313958	Library adult books	35.51
	313956	Junior items for requests	3.41
	313957	Popular Adult items for collection	36.99
	313960	Library adult books	15.95
Western Australian Treasury Corpora	Loan#103B090620	Loan #103B due 060620 Capital and Interest	12,712.78
Greenacres Turf Group	00058170	Supply Village Green Kikuyu to Thomas Oval	3,058.00
Asbestos Masters WA	3364	Removal of dumped asbestos on Meares Ave	440.00
GlobalX Information Services Pty Lt	PS10169754	Legal name search for May 20	42.35
ZircoData Pty Ltd	ZDW0124323	Off site storage pick up and retrieval to 250520	996.57
ABCO Products	556853	Toilet roll dispenser for Recquatic	65.69
	554722	Replacement bins for toilets and rooms at Recquatic	216.77
Allcom Communications	29795	2 way removal from KWN650	231.00
	29796	Removal of 2 way/GPS unit from KWN1761	308.00
Bunnings Building Supplies	2442/01454287	Wall mounted soap dispensers various locations	174.80
Ixom Operations Pty Ltd	6253942	Supply of chlorine gas Recquatic	126.85
Wilson Security Pty Ltd	W00259277	Callistemon Court security patrols April 2020	873.90
	W00261222	Callistemon Court security patrols May 2020	873.90
Acurix Networks Pty Ltd	00002663	William Bertram NBN June 20	100.10
North Metropolitan TAFE	I0017062	Diploma of Community Development	2,224.40
Challenge Chemicals Australia	103656	Spray packs and labels	117.15
AAA Blinds Port Kennedy	7493	U7 Callistemon repair to blinds in bedroom	108.00
City of Rockingham	111269	Tip fees to 130520	2,439.15
Hays Specialist Recruitment Pty Ltd	9281928	Temp staff week ending 240520	296.34
	9281929	Temp staff week ending 240520	1,773.53
	9265318	Temp staff week ending 170520	1,421.18
	9278018	Temp staff week ending 170520	813.68
Foreshore Rehabilitation & Fencing	INV-4688	Fencing works at Wandi Equestrian Centre	33,585.75
HQ Limestone	0804	Banksia Park V66 soil conditioner	62.00
KAJ Installations & Services	00006387	U33 & U36 Callistemon repairs to garage doors	160.00
	00006400	U30 & U21 Callistemon repairs to garage doors	160.00
Winc Australia Pty Ltd	9032630494	Hand sanitiser for Administration building	368.45
Advanced Traffic Management (WA) Pt	00136183	Traffic management Burrows Place Parmelia	889.90
LD Total	106490	Additional irrigation works Orelia Ave	18,176.12
Data #3 Limited	01922063	Compliance security and training	38,222.49
Maddock Sports Pty Ltd	6554	All seasons cricket pitch	275.00
JB Hi-Fi Rockingham	103022919-100	Microphone and accessories	110.95
Landgate	356421-10001098	GRV chargeable schedule No G2020/9	1,601.62
Big W	176866	100 assorted balls	200.00
	176870	Thank you chocolate gifts for residents	320.45
Western Australia Genealogical Soci	2020/21	Annual institutional membership renewal 2020/21	100.00
EJ's Mini Excavator	13487	Repair drainage liner and pipe Abingdon Crescent	800.00

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Enzed Fremantle	59744	Hydraulic hose repairs KWN1847	339.81
	59752	Hydraulic hose repairs KWN1847	39.53
Name Badge World	BW10487	Employee name badges	99.94
Fire & Emergency Services, Dept of	020620	ESL collections May 2020 option A	11,974.78
Programmed Maintenance Services Ltd	SINV580571	BP and APU gardening and lawn mowing May 20	10,257.86
Accord Security Pty Ltd	00024749	Security services period ending 290420	396.00
Flexi Staff Pty Ltd	217569	Temp staff week ending 240520	1,868.30
	217418	Temp staff week ending 170520	1,127.61
ALSCO Pty Ltd	CPER2040176	Linen for catering	30.05
Imagesource Digital Solutions	452054	Recquatic banners for Group Fitness	749.10
	452091	Community support messaging flyers	1,520.20
Woolworths Group Limited	3732641	Items for Mooditj Kulungars	169.69
	3732647	Supplies Administration building	48.00
	373643	Items for Zone	30.38
	3732644	Items for Recquatic	10.60
	4045008	Cleaning products for Community Centres	110.70
	3732639	Items for Recquatic	45.60
Drainflow Services Pty Ltd	00005401	Gully eduction in Medina 180520	1,045.00
Elxacom	29565	Callistemon U58 & U59 replace broken bollard light	1,498.49
Safeway Building & Renovations Pty	3884	Supply and install leisure pool grate	2,189.00
Isentia Pty Limited	MN0797788	Media monitoring for June 20	1,254.00
Kylie Ilana Jesus	36	Creative minds facilitator fees for Term 1 2020	720.00
Gregs Glass	9451-19	Repair to window at Callistemon Villa 71	210.00
Colliers International	V127995	Indicative valuation advice	5,500.00
Sprayking WA Pty Ltd	00001855	Weed control streetscape gardens May 20	3,335.17
Wandi Anketell Holdings Pty Ltd	WAH0030	Reimbursement of water use Honeywood Avenue	321.74
Quantum Building Services	00003221	Koorliny Community Arts Centre door replacements	23,698.06
	00003223	Upgrades to downstairs Rec male change rooms	2,608.05
All Lines & Signs	I0420520	Banksia Park line marking	990.00
Foxtel Cable Television Pty Ltd	362966276	Foxtel for Recquatic June 2020	270.00
Blackwood & Sons Ltd	PE9338WL	Hand gel sanitiser	207.50
	PE9335WL	Hand gel sanitiser	207.50
	KW8811WL	Safety equipment for Depot	268.15
Flex Industries Pty Ltd	1002834	Diagnostic repairs 1TUP604	459.09
Calibre Professional Services	040433	Water bodies condition assessment at Abingdon Park	5,610.00
Jason Signmakers	208679	4 x No Stopping (on road or verge) signs	306.95
	208774	6 x moveable turtle crossing signs with stands	854.70
Walter J Pratt Pty Ltd	612123	Supply new level sensor for hydro pool	726.00
Moncrieff Technology Solutions Pty	00031323	Annual Webroot protection 010720 to 300621	7,476.48
The Smart Security Company P/L	68363	V35 Banksia replace battery to medi alarm system	165.00
Glen Flood Group Pty Ltd	INV-1261	Professional service and analysis	11,485.85
Perth Tactiles Pty Ltd	1500	Replace 37 tiles on the stairs at Orelia Oval	1,147.00
Chris Kershaw Photography	L2695	Photography for Stay Local Shop Local campaign	1,540.00
Majestic Plumbing	237093	Callistemon Court V7 replace oven	651.20
	237092	V54 Banksia repair hot water system	176.26
Department of Mines, Industry	210520	Building services levy April 20	12,764.69
Kearns Garden Supplies	24280520	Hardware items for City Operations	161.91

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Lo-Go Appointments	00421936	Temp staff week ending 230520	2,679.46
	00421912	Temp staff week ending 160520	1,629.05
	00421871	Temp staff week ending 090520	2,764.08
	00421935	Temp staff week ending 230520	2,967.80
	00421911	Temp staff week ending 160520	2,149.84
	00421937	Temp staff week ending 230520	3,301.54
	00421934	Temp staff week ending 230520	1,629.05
Accidental Health & Safety Perth	1513	Annual first aid re-stock May 2020	559.33
	1526	First aid equipment for KWN700	151.43
Sifting Sands	INV-1560	Sand cleaning services at various parks	1,709.40
EFT TRANSFER: - 04/06/2020			214,514.95
Australian Services Union	PY01-25-Aust Ser	Payroll Deduction	326.49
	PY01-25-Aust Ser	Payroll Deduction	71.70
Australian Taxation Office	PY99-17-Australi	PAYG tax withheld	458.00
	PY01-25-Australi	PAYG tax withheld	196,869.00
Maxxia Pty Ltd	PY01-25-Maxxia P	Payroll Deduction	1,484.06
	PY01-25-Maxxia P	Payroll Deduction	1,436.52
Health Insurance Fund of WA (HIF)	PY01-25-Health I	Payroll Deduction	1,115.50
City of Kwinana - Xmas fund	PY01-25-TOK Chri	Payroll Deduction	7,450.00
Child Support Agency	PY01-25-Child Su	Payroll Deduction	994.82
Easifleet	135220	Novated lease for June 20	3,919.09
LGRCEU	PY01-25-LGREC U	Payroll Deduction	379.51
	PY01-25-LGREC U	Payroll Deduction	10.26
EFT TRANSFER: - 10/06/2020			55,070.46
Bright Futures Family Day Care - Pa	010620 to 070620	FDC Payroll 010620 to 070620	44,261.56
Bright Futures In Home Care - Payro	010620 to 070620	IHC Payroll 010620 to 070620	10,808.90
EFT TRANSFER: - 11/06/2020			237,213.39

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
SuperChoice	May2020*-01	Superannuation-May2020*-01	168,132.10
	May2020*-03	Superannuation-May2020*-03	3,515.32
	May2020*-06	Superannuation-May2020*-06	1,110.54
	May2020*-07	Superannuation-May2020*-07	3,011.32
	May2020*-13	Superannuation-May2020*-13	1,344.90
	May2020*-14	Superannuation-May2020*-14	7,780.47
	May2020*-16	Superannuation-May2020*-16	558.31
	May2020*-17	Superannuation-May2020*-17	15,169.14
	May2020*-18	Superannuation-May2020*-18	3,042.22
	May2020*-21	Superannuation-May2020*-21	947.32
	May2020*-22	Superannuation-May2020*-22	164.72
	May2020*-24	Superannuation-May2020*-24	682.90
	May2020*-30	Superannuation-May2020*-30	1,079.34
	May2020*-32	Superannuation-May2020*-32	823.97
	May2020*-48	Superannuation-May2020*-48	447.14
	May2020*-49	Superannuation-May2020*-49	1,203.60
	May2020*-50	Superannuation-May2020*-50	1,610.92
	May2020*-54	Superannuation-May2020*-54	1,812.62
	May2020*-55	Superannuation-May2020*-55	4,284.40
	May2020*-56	Superannuation-May2020*-56	1,184.05
	May2020*-58	Superannuation-May2020*-58	949.32
	May2020*-59	Superannuation-May2020*-59	2,127.74
	May2020*-60	Superannuation-May2020*-60	1,018.84
	May2020*-61	Superannuation-May2020*-61	1,353.58
	May2020*-63	Superannuation-May2020*-63	293.38
	May2020*-64	Superannuation-May2020*-64	1,458.48
	May2020*-66	Superannuation-May2020*-66	345.95
	May2020*-70	Superannuation-May2020*-70	549.30
	May2020*-72	Superannuation-May2020*-72	974.74
	May2020*-73	Superannuation-May2020*-73	299.76
	May2020*-75	Superannuation-May2020*-75	206.60
	May2020*-79	Superannuation-May2020*-79	555.28
	May2020*-81	Superannuation-May2020*-81	558.30
	May2020*-83	Superannuation-May2020*-83	737.93
	May2020*-85	Superannuation-May2020*-85	693.74
	May2020*-89	Superannuation-May2020*-89	936.55
	May2020*-90	Superannuation-May2020*-90	594.74
	May2020*-91	Superannuation-May2020*-91	850.68
	May2020*-92	Superannuation-May2020*-92	1,659.74
	May2020*-93	Superannuation-May2020*-93	461.80
	May2020*-94	Superannuation-May2020*-94	2,195.64
	May2020A*-01	Superannuation-May2020A*-01	486.00
EFT TRANSFER: - 11/06/2020			692,805.89

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Remplan	2847	Subscription to July 2021	17,325.00
Donald Veal Consultants	19110004	Road safety audit for intersection Gilmore Ave	4,180.00
Patricia Sianzi	Refund	Callistemon Court vacate refund	310.00
Tutt Bryant Hire Pty Ltd	5073477	Hire of mini excavator	348.59
Go Doors Pty Ltd	86889	Repairs to auto door at Koorliny Arts Centre	203.50
Green Willows Industrial Cleaning a	17040620	Banksia Clubhouse and office cleaning	200.00
Canon Production Printing Australia	1499832	Colorwave 3500 scanner charges May 20	275.00
Bruce Carl Mentz	04thJune20	Operation De Haer Road Mandogalup	300.00
Danber Technical Services	00340	Remove street light poles Leath Road	6,037.90
Bay Concrete Grinding	00037141	Concrete grinding Medina Ave footpath	3,850.00
Rockingham Toyota	P122010017	Replace side mirror	234.03
M Watts Legal	1992	Legal matters in mining applications	1,087.90
Napa (GPC Asia Pacific)	1380033786	Engine oil	76.52
Strategic DCP Consulting	022	DCP consulting services for DCA	3,544.28
Sonic Health Plus	2072079	Pre-employment medical assessment 290520	198.00
Turf Care WA Pty Ltd	INV-0444	Control of sting nematodes various sportsgrounds	8,715.85
Travis Hayto Photography	00001685	Acknowledgement of Country video production	1,039.50
Red Sand Supplies Pty Ltd	00012733	Concrete tipping 130520	399.30
Windcave Pty Ltd	1513818	Monthly service fees May 20	55.00
Repco (GPC Asia Pacific)	4330177742	Battery and cloth bag	280.50
	4330176602	Waste oil drainer 90L	823.90
Datacom Solutions (AU) Pty Ltd	EXT00157500	Monthly website licence May 20	1,870.00
Eleanor Giles	04June20	Refund from swim lessons cancelled term 1	61.40
Roslyn Betty Williamson	1005666	Refund 360L recycle bin upgrade fee	50.00
Rockingham Kwinana Chamber of Comme	IV000105792	Chamber Chatter Networking event 180620	82.00
Australia Post	1009628076	Agency commission fees for period ending 310520	120.59
Sunny Sign Company Pty Ltd	434213	5 x street signs for various roads	371.25
Sylvia Ayton Snowden	881090620	Reimbursement of flowers staff condolences	94.00
Telstra	9385375010Jun20	Internet and data to 240620	2,491.62
	1355246271May20	Mobile/devices whole organisation May 20	12,349.86
Trisley's Hydraulic Services Pty Lt	100203210	Supply and install chlorine gen for self testing	2,535.50
Udia (WA)	00032048	UDIA online webinar	100.00
	00032049	UDIA online webinar	50.00
Waste Stream Management Pty Ltd	00426193	Tipping fees 190520	66.00
Youth Affairs Council of WA	ES31591586645	Membership renewal 2020	275.00
Quickmail	00042077	Collation and distribution of brochures	10,206.69
Kyocera Document Solutions Australi	2852502606	Copy costs May 2020 Admin City Leadership	128.66
	2852502607	Copy costs May 2020 Business Incubator	80.01
	2852502608	Copy costs May 2020 Community Centre	25.43
	2852502609	Copy costs May 2020 Library	109.79
	2852502610	Copy costs May 2020 Zone	21.45
	2852502611	Copy costs May 2020 Planning	254.93
	2852502612	Copy costs May 2020 Governance	261.55
	2852502613	Copy costs May 2020 Finance	189.09
	2852502614	Copy costs May 2020 Family Day Care	47.42
	2852502615	Copy costs May 2020 Depot Admin	58.40
	2852502616	Copy costs May 2020 Recquatic	44.43

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	2852502617	Copy costs May 2020 Admin	60.26
	2852502618	Copy costs May 2020 Depot demountable	83.55
	2852502619	Copy costs May 2020 Records	229.63
	2852502620	Copy costs May 2020 Banksia Park	73.41
	2852502621	Copy costs May 2020 Depot Mechanics	19.56
Taylor Tyres Pty Ltd	20895	Supply two new tyres for KWN2112	607.20
	21078	4 new tyres for KWN2073	1,487.20
	21079	2 new tyres for 1GCT302	50.60
Environmental Health Association	13814	Foodsafe online program subscription to 300621	550.00
Absolute Painting Services	INV-1458	Banksia Park V41-60 repaint gutters	88.00
	INV-1452	Painting services for Recquatic	1,815.00
	INV-1453	Callistemon U28 complete repaint	1,320.00
Australian Native Nurseries Group	00001650	Delivery of mixed tubestock	4,907.50
Snap Printing Rockingham	F144-177943	Special laminating of large poster for Zone	10.00
Beaver Tree Services Aust Pty Ltd	73170	General vegetation clearance various locations	3,465.00
	72961	General vegetation clearance various locations	6,930.00
	73080	General vegetation clearance various locations	3,465.00
	73083	Tree pruning Hefron Way	44.00
	73172	Tree pruning Koomba Rise	475.08
	73084	Tree removal Beauchamp Loop	4,862.00
	73085	Tree pruning Blay Rd	57.20
	73086	Tree pruning Canham Way	171.60
	73087	Tree pruning Bickner Way	171.60
	73088	Tree removal and stump grind Darius Drv	3,562.90
	73089	Tree removal Partridge Park	759.00
	73090	Tree removal and stump grind Chapman Rd	1,656.60
	73092	Vegetation clearance Leda	8,448.00
	73091	Tree removal and stump grind Soinner Lane	880.00
	73219	Tree removal and works Lyon Rd	49,303.43
	73082	Tree removal Wellard Oval	943.80
	73081	Tree pruning various locations	704.00
	73045	Tree removal and stump grind Nutter & Parsons Way	2,189.00
	73171	Tree removal Crofter Ct	2,200.00
	73173	Tree pruning Tidworth Grove	535.72
	73220	Vegetation clearance Lyon Rd	965.87
	72962	Vegetation clearance various locations	3,520.00
	73044	Tree removal and stump grind Christmas Ave	902.00
Synergy	177581220Jun20	48603U Recquatic	10,455.83
	135567600Jun20	29665U Darius Library/Resource Centre	7,048.86
	149872970Jun20	3493U Incubator	837.02
	141057240Jun20	10493U The Zone	2,657.59
	258360080Jun20	2023U Kwinana Adventure Park	476.72
	107029100Jun20	1572U Wellard Community Centre	379.01
	179469390Jun20	2264U Bertram Community Centre	554.09
	856518550Jun20	Decorative lighting	2,593.18
	118367820Jun20	3420U New Thomas Oval Pavilion	796.40
	422268910Jun20	6306U Depot	1,532.74
	693987550Jun20	248U Challenger Beach toilets	184.28
	792417950Jun20	Street lighting	113,185.56
Rankine Mosquito Management	KWI-01-11	Mosquito monitoring program May 2020	3,267.00
ABCO Products	558215	Hand sanitiser	599.50
	556608	Cleaning products for various facilities	707.37
	540306	Washroom disinfectant for Challenger toilets	110.09
	555998	Cleaning products for various facilities	757.97
Bunnings Building Supplies	2163/01538021	Hardware for Recquatic	52.50

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	2163/01617423	Castor centre brake wheels Darius Wells	18.64
Neverfail Springwater	590027	Admin building bottled water for dispensers	31.20
Acromat - CMO Trading Pty Ltd	41871	Cleaning out of 4 x netball post floor plates	1,007.60
Downer EDI Works Pty Ltd	6008774	Various asphalt for Casuarina road maintenance	1,009.94
Bolinda Publishing Pty Ltd	195893	Adult audio books for Library	117.77
	196540	Adult audio books for Library	395.78
Poly Pipe Traders	00105503	Reticulation supplies	14.64
Marketforce Pty Ltd	33385	Advertising 130520	848.24
	33391	Advertising 090520	3,301.12
	33384	Advertising various notices	2,101.00
	33390	Advertising 020520	513.39
	33388	Advertising 270520	352.75
	33386	Seek advertising 300420	225.50
	33389	Seek advertising 220520	225.50
	33387	Seek advertising 040520	225.50
Homebuyers Centre Pty Ltd	Refund BSL	BSL refund BP2020/199	224.67
Civica Pty Ltd	M/LA015539	Licence support & maintenance 010120 to 310320	330.00
Elsie Frank	Refund	Refund for duplicate payment	370.00
Coastline Mowers	23355#5	Socket mounts	108.90
	23399#5	Bar blade	178.20
Hays Specialist Recruitment Pty Ltd	9297507	Temp staff week ending 310520	3,759.65
	9297506	Temp staff week ending 310520	875.69
	9297508	Temp staff week ending 310520	1,585.61
Eclipse Soils Pty Ltd	KWIN01043982	20m3 topsoil	836.00
Risk Managment Technologies Pty Ltd	99038	Chem alert system licence renewal	4,833.40
Frogmat Landscape Construction	00000660	Morrit Park softfall	50,474.16
Kelyn Training Services	00028978	Traffic management plan training 230620	410.00
Wai Kei Vicky Chui	08062020	Food sampling reimbursements	79.30
Winc Australia Pty Ltd	9032660102	Safety glasses	18.48
	9032733135	Stationery Administration building	133.98
	9032717286	Stationery items for Library	601.89
	9032735696	Stationery items for Library	89.69
Advanced Traffic Management (WA) Pt	00136367	Traffic management Rockingham/Cockburn Road 230520	1,122.00
	00136485	Traffic management for Breccia Parade Wellard	2,910.05
Kennards Hire Rockingham - Generato	21523314	Hire of mini loader	906.50
LD Total	105534	Landscape maintenance Lambeth Circle	4,774.00
	106334	Landscape maintenance various locations May 20	10,085.75
	106343	Landscape maintenance various locations May 20	1,171.42
	106337	Landscape maintenance various locations May 20	817.84
	106335	Landscape maintenance various locations May 20	2,755.48
	106345	Landscape maintenance various locations May 20	32,759.53
	106330	Landscape maintenance various locations May 20	6,733.10
	106347	Landscape maintenance various locations May 20	1,986.75
	106332	Landscape maintenance various locations May 20	15,981.61
	106328	Landscape maintenance various locations May 20	5,078.39
	106341	Landscape maintenance various locations May 20	2,587.54
	106339	Landscape maintenance various locations May 20	9,370.17
	105520	Additional irrigation repair works Wellard Village	8,767.48
	105521	Additional irrigation repairs Emerald Park	1,133.44
	105519	Additional irrigation repair work Honeywood	755.99
	106344	Irrigation maintenance various locations May 20	7,621.39

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	106329	Irrigation maintenance various locations May 20	2,050.55
	106327	Irrigation maintenance various locations May 20	1,131.08
	106331	Irrigation maintenance various locations May 20	4,745.32
	106340	Irrigation maintenance various locations May 20	688.48
	106338	Irrigation maintenance various locations May 20	2,813.78
	106346	Irrigation maintenance various locations May 20	352.15
	106333	Irrigation maintenance various locations May 20	3,214.44
	106342	Irrigation maintenance various locations May 20	417.40
	106336	Irrigation maintenance various locations May 20	232.86
	105532	Landscape maintenance works Brentford Park	2,075.70
	106206	Landscaping maintenance May 2020	2,524.50
	105533	Landscape maintenance Henley Bld	4,241.16
	106221	Additional maintenance Honeywood Playground	2,156.00
Corporate Living	2137	Chair with high back and arms Admin Buiding	723.80
AC Cooling Services	6122	Callistemon Court U14 install AC unit	1,956.90
	6115	Callistemon Court U14 repair AC unit	121.00
ED Property Services	00001497	Callistemon Court U28 install wardrobe	3,080.00
	00001501	Callistemon U28 replace all door handles in unit	484.00
	00001503	Banksia Park V63 repairs to bi-fold door	77.00
	00001502	Banksia Park V34 install door handle to store room	165.00
Data #3 Limited	01923837	Dell adaptors with USB	3,014.66
Daniels Health Services Pty Ltd	1861512	Disposable sharps container	71.73
Complete Office Supplies Pty Ltd	09284542	Stationery Library	282.86
	09269468	Stationery The Zone	349.89
	09287094	Stationery Recquatic	491.41
	09269203	Stationery The Zone	138.77
Greensense Pty Ltd	20256	Supply and replace 3 x outpost loggers	1,650.00
Turner & Townsend Pty Ltd	000060225	Developer contribution plan cost review	2,059.20
Big W	176865	Purchase of food for animal care facility	141.50
Lasi Controls	2691	Annual Building Management System service	836.00
JB HiFi Commercial Division	103037856-100	Dashcam and equipment	282.00
Master Lock Service	00006937	Fit new lock with keys Callistemon Court V10	335.00
	00006936	Callistemon Court V24 repair sliding door	130.00
	00006875	Rekey electrical board Medina Oval	135.00
Accord Security Pty Ltd	00024787	Cash handling services for May 20	291.50
	00024792	Security services period ending 250520	990.00
Flexi Staff Pty Ltd	217680	Temp staff week ending 310520	1,503.48
Scott Printers Pty Ltd	144793	City of Kwinana letterhead	990.00
ALSCO Pty Ltd	CPER2042223	Linen for catering	30.05
Imagesource Digital Solutions	452143	Frosted window film installed group fitness room	2,150.50
	452157	Pull up banners and floor stickers for COVID19	1,608.20
Woolworths Group Limited	4045017	Supplies for Library	91.10
	4045018	Supplies for Mooditj Kulungars	117.25
	4045005	Supplies for Zone staff room	56.95
	4045006	Items for Mooditj Kulungars	49.36
	48751353	Supplies for City Operations Team	91.80
Drainflow Services Pty Ltd	00005456	Gully eduction program 26 to 290520 Calista	3,740.00
Elexacom	29669	Callistemon V14 replace broken light	89.51
	29604	Electrical testing Medina Oval May 20	118.64
	29599	RCD testing Trade Centre Auto One May 20	39.55
	29596	RCD testing Medina Oval	144.07
	29602	Electrical testing Parmelia House May 20	237.27

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	29601	RCD testing Parmelia House May 20	79.09
	29597	RCD testing Depot May 20	158.18
	29598	RCD testing Challenger Beach toilets May 20	48.02
	29563	RCD testing Recquatic May 20	192.08
	29556	Removed service tag on RCD at Depot	48.02
	29558	Repair to light breakers at Darius Wells	48.02
	29600	RCD testing Administration Building	144.07
	29555	Repair downlight to The Zone	48.02
	29603	Electrical testing Kwinana Trade Centre May 20	237.27
	29553	Repairs to external lights Fiona Harris Pavilion	395.21
	29551	Repair to HWS Bright Futures Day Care	238.68
StrataGreen	123966	Tree frame Bertram Street project	456.02
Josh Byrne & Associates	00002523	Kwinana Adventure Park condition assessment final	2,956.80
Slimline warehouse	327708	Recquatic brochure holders	369.63
Harmony Software	3-566	Harmony Web Educator subscription May 20	1,069.20
	3-580	In Home Care Educator subscription May 20	293.70
Heatley Sales Pty Ltd	C932037	Safety shoes	121.06
Quantum Building Services	00003222	John Wellard Community Centre floor replacement	10,976.08
	00003224	Install vents to Waste Education containers	2,563.55
HP Financial Services Pty Ltd	100001202998	Buyout of stolen tablet	2,290.20
Pickles Auctions	DI000186921	Towing pickup and delivery Orelia to Bibra Lake	110.00
	DI000186403	Towing pickup and delivery Wellard to Bibra Lake	121.00
Professional Trapping Supplies	31837	Illegal dumping surveillance cameras	5,347.00
Blackwood & Sons Ltd	KW7546VQ	Various sundries for Recquatic	46.75
	KW0468VR	Face masks for Recquatic	21.15
Adtech Holdings Pty Ltd	67248	iPhone 7 black screen replacement	248.95
Total Tools Rockingham	99779	Battery for drill	179.00
	99780	Planner blades Darius Wells Library	31.80
Ecospill Pty Ltd	INV00776533E	Emergency shower & eyewashing station Depot	1,023.00
	INV00776544E	Eye wash dust cover nozzle with aerator	82.50
Envirosweep	77670	Road sweeping various locations for May 20	1,480.00
Cancer Council WA	ID:532962	2020 proceeds from Australia's Biggest Morning Tea	434.25
Bushfire Prone Planning	BPP-19614	Bushfire Management Planning advice	1,430.00
Lamp Replacements	IN1028534	Recquatic and Administration lighting tubes	232.10
Landscape and Maintenance Solutions	INV-1653	Mowing maintenance of Dryland Reserves various	9,962.28
	INV-1654	Mowing maintenance various ovals May 20	11,738.72
	INV-1652	Mowing Rockingham / Patterson Roads April 20	1,878.56
	INV-1651	Passive and streetscape mowing various locations	8,813.76
Majestic Plumbing	236424	Replacement of filter cartridge in staff room	474.10
	236797	Repair leaking taps at Dog Pound	574.73
	236798	Repair blocked toilets Rhodes Park	372.53
	236800	Repair to oven Cafe Splash	176.26
	236802	Repair water pressure to Fiona Harris Pavilion	919.33
	236805	Repair leaking taps Koorliny Community Arts Centre	1,355.64
	237002	Repair urinal at Challenger Beach toilets	99.13
	236857	Repair water leak Fiona Harris Pavilion	88.13
	237027	Replace UV lamp Wandi Hall	312.11
	237028	The Zone mixer tap replacement	536.44
Vocus Communications	P573773	Monthly internet services June 20	1,694.00
McLeods	113843	Legal fees matter 45878	1,445.68
	113757	Legal fees matter 44887	882.49

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	113756	Legal fees matter 44459	1,124.42
	113752	Legal fees matter 42544	687.20
	113754	Legal fees matter 44448	616.07
	113755	Legal fees matter 44457	520.35
	113766	Legal fees matter 45358	345.88
	113763	Legal fees matter 45243	262.47
	113753	Legal fees matter 44400	5,102.12
	113842	Legal fees matter 44887	1,265.38
Kearns Garden Supplies	76&77-31/05/20	Hardware items for City Operations	221.62
Air Liquide Australia	W07545	Hire of medical oxygen Recquatic	72.56
Lo-Go Appointments	00421960	Temp staff week ending 300520	1,629.05
	00421959	Temp staff week ending 300520	1,780.68
	00421961	Temp staff week ending 300520	1,528.81
Main Roads Western Australia	Refund	Refund of duplicate payment	8,324.80
Sifting Sands	INV-1572	Sand cleaning services at various parks May 20	10,321.79
Fleetwood Pty Ltd	Refund BSL	BSL refund BP2020/1	894.15
EFT TRANSFER: - 17/06/2020			52,194.67
Bright Futures Family Day Care - Pa	080620 to 140620	FDC Payroll 080620 to 140620	39,812.02
Bright Futures In Home Care - Payro	080620 to 140620	IHC Payroll 080620 to 140620	12,382.65
EFT TRANSFER: - 18/06/2020			1,167,090.53

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Games World	309720	Board games for Library	677.87
	309721	Board games for Library	1,648.54
Keystart Loans Ltd-MIP Administrati	13.4	Rates refund	7,764.12
Green Willows Industrial Cleaning a	18	Retirement Village Clubhouse and Office cleaning	200.00
Wheelie Clean	6684	Rubbish bin clean for Administration	256.52
Bay Concrete Grinding	00037154	Asphalt grinding Pixie Lane Wandi	880.00
	00037051	Concrete grinding footpath Gilmore Ave Leda	3,850.00
Paint Industries	61768	Eco green gaffiti remover 5ltr	907.50
Retech Rubber	00003397	Repair softfall rubber in areas at Rhodes Park	275.00
Safemaster Safety Products Pty Ltd	00013048	Recertification height safety system at sites	6,488.00
Living Turf	49300/01	Nematode analysis at various locations	742.50
ABA Automatic Gates	IN087510	Repairs to Depot boom gate	240.00
Technifire 2000	23844	Maintenance to Madogalup LT vehicle	398.55
Napa (GPC Asia Pacific)	1380034735	12/24V Lithium jumpstarter	966.90
Meet PAT	INV-0888	Portable bottle refill station	3,762.00
	INV-0887	Portable bottle refill station	3,762.00
Community Information Support Servi	INV-0664	Council annual membership and support 20/21	14,872.00
Chorus Australia Ltd	CI047179	Mowing services at Bright Futures 080420 & 170420	152.46
	CI051069	Mowing services at Bright Futures May 20	304.92
Kleenheat	2576887	Monthly gas charges various locations June 2020	1,682.95
Sonic Health Plus	2078978	Pre-employment medical assessment 090620	198.00
Travis Hayto Photography	00001696	Promotional photo & video of Kwinana Recquatic	2,117.50
Hydroquip Pumps	INV-41460	Remove and reinstall pump at Sandringham Park	1,463.00
	INV-41461	Repair pump at Sandringham Park	357.50
RAC Motoring Pty Ltd t/a RAC Busine	323339	Upgrade RAC cover 1GIL472	45.00
i2C Design & Management	00010388	Services for Community Infrastructure Concept Plan	1,540.00
Holcim (Australia) Pty Ltd	9406959193	Supply N25 14mm mini load concrete	365.20
	9406961206	Supply N25 14mm GB concrete	336.16
	9406967578	Supply .6m3 of concrete to Medina	327.36
Gabriella & Ma Photography	001	Photographer for Medina events	220.00
Repco (GPC Asia Pacific)	4330178770	Various parts for minor plant items	1,035.76
Noongar Boodjar Language Cultural	2020 - 363	Noongar translations Kwinana Loop Trail signs	3,168.00
Ezereve	793	Music services for reopening of Library	150.00
Whadjuk Cultural Services	CM 020	Artwork depicting cultural connection stories	4,000.00
Debra Smith	11June20	Refund of towage and vehicle impound fee	375.50
Kym Gow Art	101602	Electronic scan of Aboriginal art piece	294.00
Nikeesha Cheah	1694967	Refund bond for The Patio	100.00
Stacie Krogoll	1694085	Refund bond for The Patio	100.00
Anna Yap Ah Moy	13.4	Rates refund	729.31
Royal Life Saving Society	114162	Lifeguard requalification	159.00
Satellite Security Services	IV008587	Repairs to smoke detector at Business Incubator	743.60
	IV008420	Replace detector and batteries at Darius Wells	380.20
	IV008519	Supplied access cards for Admin and Darius Wells	1,760.00
	IV008430	Replaced box tamper on DGP at Adventure Park	135.00
Trisley's Hydraulic Services Pty Lt	100203211	Service pool water treatment plant at Recquatic	851.13
Wormald Australia Pty Ltd	8218812	Routine inspection and testing at various sites	1,040.57

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Udia (WA)	00031847	UDIA annual membership renewal 20/21	2,250.00
Water Corporation of Western Austra	9021976142Jun20	5U Darling Park Wandi drink fountain	9.14
Western Australian Treasury Corpora	Loan#106-240620	Loan#106 due 240620 capital and interest	71,491.02
	Loan#96-180620	Loan#96 due 180620 capital and interest	18,014.69
	Loan#95-180620	Loan#95 due 180620 capital and interest	43,235.25
Taylor Tyres Pty Ltd	21179	Wheel alignment 1GWY489	270.00
	21180	Wheel alignment KWN2058	270.00
Construction Training Fund	INV-44190-Y1P0MC	CTF Levy for May 20	489.15
Beaurepaires Tyres Kwinana	6411356179	Jockey wheel tyres	327.18
Absolute Painting Services	INV-1475	Callistemon U30 repaint unit	1,078.00
	INV-1457	Bright Futures repainting of various walls	418.00
Benara Nurseries	228415	Advanced trees and tubestock 2020 planting	3,676.79
Beaver Tree Services Aust Pty Ltd	73364	Supply trees with full treatment on Orelia Avenue	60,322.55
	73365	Kwinana Industrial Area mass planting of trees	59,305.37
	72650	Tree pruning Wandi Community	2,948.00
	73360	Powerline clearance tree pruning in Medina	145,369.27
Suez	37651907	Green waste tipping fees May 20	3,661.01
	165104	Green waste tipping fees May 20	137,812.83
	37643202	Green waste tipping fees May 20	166,868.41
	37679061	General waste dry May 20	1,264.07
Synergy	294827290Jun20	16U Art sculpture Darling Park	121.84
	314938770Jun20	0U Woko Park bore	115.63
	198694990Jun20	33723U Admin/Arts/Parmelia	7,909.87
	259587970Jun20	1098U Honeywood Ave retic	423.14
	830669340Jun20	7U Wandi fire pump	114.00
	264244690Jun20	824U Gecko Park bore	347.29
	294428370Jun20	249U Mornington Park	188.11
	290833680Jun20	17U BBQ/lights Honeywood Park Wandi	122.11
	214467920Jun20	43U BBQ/lights Honeywood Park/Bruny Meander	129.31
	198511040Jun20	851U Bore/BBQ/lights Bruny Meander	352.98
	295922660Jun20	368U Willandra Park	217.50
	201813230Jun20	2883U Mandogalup Station/reserve bore	911.93
	938812910Jun20	4342U Wandi Reserve	1,052.14
	658514270Jun20	0U Wandi oval 3 phase power supply	115.63
Bob Jane Corporation Pty Ltd	0096153580	Tyres for 1GPL242 and thrust alignment	1,110.00
Bunnings Building Supplies	2163/01624180	Repairs to Tarzan Bridge at Wellard Park	45.98
	2163/01539542	Repair to Sloan Public Toilets	277.20
	2163/01539539	Repairs to Thomas Netball Club Rooms	76.48
	2163/00872416	Shade cloth	46.00
	2163/01271022	Storage for drone	50.35
	2163/01069307	Oil and materials for Emerald Park boardwalk	732.15
	2163/01069332	Filler & WD40 for Adventure Park	88.03
	2163/01615185	Torches and sander for Business Incubator	297.32
	2163/01096587	Assorted items for Family Day Care Centre	101.44
Quality Press	INV035359	T-Cards heavy, light and sector packs	193.60
Ausco Modular Pty Ltd	7228062	Demountable hire June 20	1,471.80
ID Consulting Pty Ltd	00013315	ID forecast 3 months subscription from June 20	13,200.00
Department of Health	LicenceNo:5807	Renewal Pest Management Licence No 5807	200.00
KC & C Jack	681	General service report of lockers on pool deck	305.25
CSR Gyprock Fibre Cement WA	918552114	Gyprock for ceiling repairs at Recquatic Centre	1,351.36
Connect CCS	00101813	After hours monitoring overcalls May 20	1,824.68
Challenge Chemicals Australia	103145	Ecosolve for Kwinana Recquatic Cafe Splash	21.71

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
City of Rockingham	111439	Tip fees to 270520	2,560.46
HECS Fire	67712	Replacement of batteries Koorliny Arts Centre	2,035.00
Coastline Mowers	24035#5	GTA 26 Battery pruning saw	186.75
	24031#5	Battery belt	64.00
	24029#5	Battery Belt	64.00
	24027#5	Battery belt	64.00
	23913#5	HSA 94 R Hedge Trimmer and accessories	1,450.95
	23987#5	Cap oil and Cap fuel	122.00
	24061#5	2 x Stihl HS 82T	1,073.50
	24034#5	2 x Edger LH cutting head Honda	2,434.00
	23914#5	2 x BR700 blower backpacks	1,298.50
	24036#5	10 x BG86C blower easy starts	2,542.50
	24032#5	2 x FS260 C-E clearing saws	1,498.50
Hays Specialist Recruitment Pty Ltd	9313633	Temp staff week ending 070620	875.69
	9324850	Temp staff week ending 140620	875.69
Foreshore Rehabilitation & Fencing	INV-4702	Install heavy duty galvanised gate Lussky Road	4,470.40
	INV-4703	Location services to Lussky Rd boom gate cables	1,743.50
Australian Institute of Company	10952662	Company Directors membership to 300621	825.00
	10953398	Company Directors course 200820	7,823.00
Kwinana Industries Council	00012096	School Based Trainee fortnight ending 050620	289.70
MRP Osborne Park-General Pest/Termi	91297	Pest control Admin building	139.70
	90990	Termite treatment of Margaret Feilman	246.17
	90991	Bi-annual termite inspection Wellard Pavilion	94.71
	90992	Pest control of Darius Wells	197.00
	90993	Pest control William Bertram Community Centre	464.00
	91002	Bi-annual termite inspection Calista Tennis Club	111.24
	91359	Termite spot treatment at Wellard Pavilion	139.70
	91191	Pest control Litchfield Gecko Park	150.00
	90946	Pest control Medina Snr Citizens	197.00
	90922	Pest control Wellard Oval	226.60
	90920	Pest control Hutchins Cove	205.00
	90919	Pest control Business Incubator	531.97
	90918	Pest control Kwinana Recquatic	609.25
	90923	Pest control John Wellard Community	472.00
	91003	Pest control Wheatfield and Taskers Cottage	581.00
	91070	Pest control Fiona Harris Pavilion	230.00
	91139	Pest control Fiona Harris Pavilion	341.75
	90921	Termite treatment Senior Citizens Centre	155.94
Hitachi Construction Machinery Aust	INV00031958	Hydraulic tank and hose repairs	2,133.82
Advanced Traffic Management (WA) Pt	00136479	Traffic management for Rowley Rd	633.60
	00136481	Traffic management for Gilmore Ave	411.40
	00136784	Traffic management for Beacham Cres	937.20
ED Property Services	00001505	Callistemon U70 replace damaged rear fence	2,420.00
Complete Office Supplies Pty Ltd	09280761	Stationery for City Operations Team	321.65
	09292422	Stationery for City Operations Team	32.49
Department of Transport	4135000	Disclosure of information fees May 20	17.00
Display Me	N0134963	Serving screen guard & retractable barriers	1,206.14
Domino's Pizza - Kwinana Market Pla	3/19/2020	Catering 190320	39.95
Department of Planning -DAP	15062020	JDAP Application DAP/20/01804 Lot 3 Casuarina	10,486.00
Master Lock Service	00006928	Rekey and supply padlock to Medina Oval	355.00
	00006938	Supply 15 x F padlocks using Lockwood 334/38	893.25
Totally Workwear Rockingham	RK25743.D1	Uniforms for City Assist Team	278.69

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Fire & Emergency Services, Dept of	48357501	False fire alarm attendance	920.00
Talis Consultants Pty Ltd	20749	Groundwater monitoring at Depot	2,355.41
	20751	Groundwater monitoring Banksia Road	419.94
Flexi Staff Pty Ltd	217822	Temp staff week ending 070620	1,492.43
Dismantle Inc	9June20	Kwinana Community Funding Program	5,000.00
CMS Engineering Pty Ltd	37799	Repair to AC in William Bertram Community Centre	534.71
	37800	Repairs to AC at Fiona Harris Pavilion	1,119.80
	37588	Air conditioning maintenance various May 20	3,155.09
	37591	Air conditioning maintenance various May 20	1,601.61
	37592	Air conditioning maintenance various May 20	1,081.85
ALSCO Pty Ltd	CPER2044123	Table cloths for breakfast meeting 180620	62.63
	CPER2044703	Tea towels	30.05
Isuscribe	INV-38392	2 year renewal of building connections magazine	79.00
	INV-38859	Magazine subscriptions 2020 to 2021	4,416.95
The Grant Finder	00141	Boredom Busters online workshops April & May	746.18
Woolworths Group Limited	4045031	Items for Mooditj Kulungars and Bright Futures	95.25
	4045029	Items for the Zone	12.45
	49098760	Items for Administration	119.09
	48922166	Items for Administration	218.18
	4045014	Recquatic phase 3 additional cleaning supplies	65.65
	4045013	Gift cards Recquatic customer experience survey	250.00
	49124934	Supplies for City Operations Team	92.30
Elexacom	29685	Replacement of damaged light pole Gilmore Ave	9,128.45
	29743	Repairs to hydro balance tank level sensor	96.04
	29691	Install light switch Magenup Equestrian Centre	1,128.26
	29674	Replace PA main amplifier	1,732.72
	29650	Repair leaking light at Recquatic Centre	369.46
	29649	Repairs to lights at John Wellard Community Centre	1,029.34
	29647	Programming of remotes for Recquatic Centre	362.51
StrataGreen	122825	Weeding supplies and equipment	1,192.20
Gregs Glass	9403-19	Callistemon U28 install a new shower door	625.00
	9485-19	Reglazing glass window Koorliny Community Arts	1,130.00
Sprayking WA Pty Ltd	00001860	Weed control on various hardstand surfaces May 20	13,097.97
	00001866	Weed control Daintree Stream Bertram	451.96
Shelford Constructions Pty Ltd	76MAN/2	Mandogalup Fire Station extension claim 2	107,987.00
Australia Post	1009637339	Postage for period ending 310520	1,939.71
Schindler Lifts Australia Pty Ltd	4678779627	Telealarm & line monitoring fee 010420 to 300620	118.75
	4678773096	Lift maintenance John Wellard Community Centre	703.79
	4678754759	Lift maintenance service Margaret Feilman Centre	2,342.14
	4678754283	Lift maintenance John Wellard Community Centre	687.29
	4678763317	Telealarm & line monitoring fee 010120 to 310320	115.96
Heatley Sales Pty Ltd	C932436	Uniforms for City Operations Team Depot	950.40
The Village at Wellard Residents	9June20	Kwinana Community Funding Program	4,500.00
Quantum Building Services	00003245	Repairs to gutter and windows Thomas Oval Pavilion	2,815.40
HP Financial Services Pty Ltd	100001207749	Printer fleet lease payments 010720 to 310321	2,216.50
	100001206944	IT Hardware lease 010720 to 310321	15,829.24
Exit Waste	4364TK	Empty deep fat fryers at Thomas Kelly Pavilion	198.00
	4230	Clean grease trap Fiona Harris Pavilion	434.50
Blackwood & Sons Ltd	KW6564WN	Respirator and vapour filters	585.92
	KW6775WO	Round synthetic slings	114.62
	PE8361WL	Purchase of hand sanitisers for City Assist	114.62

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	KW6801WL	Screw set with various attachments	704.00
	KW1315WP	Hardware items	14.98
	KW5429WO	Hardware items	14.98
	KW9717WK	Hardware items	5.90
	KW0182WK	Hardware items	11.79
	KW1387WO	Screw set piece with attachments	2,728.00
Flex Industries Pty Ltd	1003332	Repairs to hydraulic assisted ramps connection	248.88
	1003115	Diagnostic repairs for KWN2007	489.82
Starbucks Flooring	INV-000687	Callistemon U42 replace damaged vinyl to kitchen	110.00
	INV-000688	Callistemon U28 replace flooring of unit	1,571.00
GreenLite Electrical Contractors Pt	00012461	Supply & install electrical cabinet Ascot Park	14,265.39
	00012500	Western Power charges for electrical connections	2,062.50
Ecospill Pty Ltd	INV00776649E	Service and replenish spill kits at Depot	73.15
Perth Tactiles Pty Ltd	1515	Replace anti slip tape at Orelia Oval stairs	4,362.36
Kone Elevators Pty Ltd	193576836	Darius Wells lift service fee 010720 to 300920	1,507.57
Poolwerx Spearwood	128948-1	Splash pad water quality test Adventure Park May	422.89
Envirosweep	78455	Road sweeping various locations for May 20	5,240.00
	78367	Road sweeping various locations for May 20	2,502.50
	78369	Footpath sweeping various sites for May 20	3,652.00
	78368	Road sweeping various locations for May 20	4,097.50
SMS Broadcast Pty Ltd	83810	Dedicated number allocated to City for SMS contact	179.00
Connecting Community for Kids	Refund-110620	Refund of multiple bookings of room hire cancelled	339.00
Majestic Plumbing	236982	Backflow device testing Bullrush Park	220.00
	236668	Backflow device testing Margaret Feilman Centre	220.00
	236669	Backflow device testing William Bertram Centre	352.00
	236670	Backflow device testing Medina Hall	220.00
Department of Mines, Industry	May20	Building services levy May 20	11,713.53
Kearns Garden Supplies	44-June20	14 bags of general purpose concrete	94.50
	07030620	Medina Oval downpipe attachments	10.60
Lo-Go Appointments	00421962	Temp staff week ending 300520	2,802.47
	00421984	Temp staff week ending 060620	2,456.96
	00421784	Temp staff week ending 180420	2,303.40
	00421754	Temp staff week ending 110420	1,629.05
	00421982	Temp staff week ending 060620	1,780.68
	00421633	Temp staff week ending 140320	3,301.54
	00418630	Temp staff week ending 101118	1,366.44
Local Government Professionals	16,994	Weaving tapestries handbook	204.75
Plantrite	30560	Supply of various plants	693.00
Main Roads Western Australia	8009554	Signage and pavement markings Gilmore Avenue	6,392.60
	8009549	Signage and pavement markings Gilmore Avenue	5,431.65
Espresso Essential WA	146582/01	Supplies for the coffee machine	318.89
Native Plants WA	INV-0233	Native seedlings for Lake Magenup 2020 planting	876.60
	INV-0234	Native seedlings for Chalk Hill 2020 planting	245.60
	INV-0235	Native seedlings for Thomas Oval bush 2020	457.20
	INV-0236	Native seedlings for Sloans Reserve 2020	1,554.00
EFT TRANSFER: - 18/06/2020			209,420.90

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Australian Services Union	PY01-26-Aust Ser	Payroll Deduction	326.49
	PY01-26-Aust Ser	Payroll Deduction	71.70
Australian Taxation Office	PY01-26-Australi	PAYG tax withheld	195,876.00
Maxxia Pty Ltd	PY01-26-Maxxia P	Payroll Deduction	1,484.06
	PY01-26-Maxxia P	Payroll Deduction	1,436.52
	100329020200531	Net ITC 010520 to 310520	276.04
Health Insurance Fund of WA (HIF)	PY01-26-Health I	Payroll Deduction	1,115.50
City of Kwinana - Xmas fund	PY01-26-TOK Chri	Payroll Deduction	7,450.00
Child Support Agency	PY01-26-Child Su	Payroll Deduction	994.82
LGRCEU	PY01-26-LGREC UI	Payroll Deduction	379.51
	PY01-26-LGREC UI	Payroll Deduction	10.26
EFT TRANSFER: - 24/06/2020			48,287.79
Bright Futures Family Day Care - Pa	150620 to 210620	FDC Payroll 150620 to 210620	38,779.04
Bright Futures In Home Care - Payro	150620 to 210620	IHC Payroll 150620 to 210620	9,508.75
EFT TRANSFER: - 25/06/2020			1,960,489.09

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
History Council of Western Australi	18062020	Corporate membership for 2021 History Council WA	200.00
Antony Henry Triscari	13.7	Rates Refund	2,000.00
Green Willows Industrial Cleaning a	19-170620	Retirement Village Clubhouse and Office cleaning	200.00
Q2 Online	0620-002	Document accessibility & optimisation for website	2,970.00
Alex Krsnik	SQ200104	Roundabout maintenance June 20	3,525.28
	SQ200103	Landscape maintenance Hope Valley Road May 20	711.92
	SQ200102	City Centre litter collection	3,942.95
Paint Industries	61832	Touchup paint in changerooms at various sites	302.38
Retech Rubber	00003399	Repair softfall at Orelia Oval Playground	275.00
	00003384	Repair softfall at Wellard Park	302.50
	00003398	Repair softfall Rushbrook Park	324.50
Parks And Leisure Australia	W14633	Parks and leisure subscription to June 2021	825.00
Safemaster Safety Products Pty Ltd	00013190	Replace roof safety anchors Margaret Feilman	2,227.50
Lorette Jodie Trocinski	23June20	Payment of principal and interest Christmas Saver	1,801.19
Orbit Fitness	WC173063	Aerial leads and lead floor covering for Recquatic	493.36
Napa (GPC Asia Pacific)	1380035055	Power steering pump puller kit	75.97
PTE Group	INV-8968	Custom plant trailer 1TVG309	5,445.00
Port Printing Works	INV053719	Recquatic customer feedback forms and signage	160.60
Chanthira Sekar Suppiah	008	Online cartooning workshops	180.00
Dowsing Group Pty Ltd	13994	Construction of footpath Breccia Parade	21,248.73
Red Sand Supplies Pty Ltd	00012734	Tipping concrete for footpath Breccia Parade	77.00
Rockingham Betta Electrical & Gas	32410011162	Install cooker at Callistemon Court U69	2,050.00
Ainslie Gatt Art Consultancy	IV000022573	Art collection management	1,833.33
123 Developments Pty Ltd	1356268	Refund access way bond	8,800.00
Vanessa Jane Wiggin	17June20	Reimbursement of study fees	835.00
Cassie Martin	1695816	Refund bond on The Patio	100.00
Royal Life Saving Society	115787	Watch around water wristbands	401.50
Satellite Security Services	IV008636	Replace sensor at John Wellard Community Centre	391.60
	IV008637	Replace smoke detectors Business Incubator	279.95
	IV008651	Repair electrics to front door at Zone	2,517.99
Daimler Trucks Perth	6194542D	Assorted filter kit and air cleaners	949.50
	6194947D	Filter kit	836.35
Premier & Cabinet Department of	163276	Advertising in Government Gazette	157.04
Telstra	1548725500Jun20	Feilman Building to 130720	19.25
	0335568200Jun20	Banksia Park to 090720	46.85
Toll Transport Pty Ltd	1079327	Transport services food/water sampling analysis	36.86
	1079912	Transport services food/water sampling analysis	43.02
Waste Stream Management Pty Ltd	00426302	Tipping fees 020620 to 080620	264.00
Western Australian Treasury Corpora	Loan#99-250620	Loan #99 due 250620 capital and interest	67,994.91
	Loan#97-250620	Loan #97 due 250620 capital and interest	150,453.08
	Loan#98-250620	Loan #98 due 250620 capital and interest	91,793.12
	Loan#100-250620	Loan #100 due 250620 capital and interest	96,073.27
	Loan#102-250620	Loan #102 due 250620 capital and interest	465,790.55
	Loan#104-260620	Loan #104 due 250620 interest	67,837.50
	Loan#105-290620	Loan #105 due 250620 capital and interest	38,104.67
Weston Road Systems	PR78	Line marking Spinner Lane	495.00
	PR79	Line marking for speed hump Breccia Pde	990.00
Dennis Cleve Wood	ICTALLOW19/20	ICT allowance	291.67

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	MEETINGFEES19/20	Meeting fees	2,639.83
Sherilyn Wood	ICTALLOW19/20	ICT allowance	291.67
	MEETINGFEES19/20	Meeting Fees	2,639.83
Sandra Elizabeth Lee	MEETINGFEES19/20	Meeting fees	2,639.83
	ICTALLOW19/20	ICT allowance	291.67
Taylor Tyres Pty Ltd	21232	Replace tyre on 1GJU180	151.80
	21233	Replace tyre on 1GJU178	231.00
	21234	Replace all tyres on KWN2044	1,456.40
	21183	Workshop wheel balancer wheel weight kits	154.00
Absolute Painting Services	INV-1483	Recquatic painting stretch room and functional training room	2,200.00
Benara Nurseries	231279	Various plants for several sites	366.63
	229714	Various plants for several sites	320.93
Maia Financial Pty Ltd	C29813	Quarterly leasing for period 010820 to 311020	1,878.75
Palm Lakes Gardens & Landscape Serv	2132	Replace soak well Banksia Park U36 and 37	385.00
Beaver Tree Services Aust Pty Ltd	73278	Tree removal Chipping Cres	898.48
	73279	General vegetation clearance Newbold Rd	1,448.80
	73280	Tree removal Feilman Dv	1,684.65
	73275	Tree removal Gilmore Ave	534.60
	73276	Stump grinding various locations	1,320.00
	73384	Tree removal Mandogalup Rd	2,188.34
	73581	Tree removal and replacement Shaftsbury Way	1,020.66
	73273	Tree removal and stump grind Colchester Ave	402.05
	73547	Bertram mass planting trees	101,330.90
	73281	General vegetation clearance various locations	3,465.00
	73582	General vegetation clearance various locations	6,930.00
	73386	General vegetation clearance various locations	3,465.00
	73385	Tree removal Mortimer Rd Wellard	2,855.81
	73271	General vegetation clearance Wellard	1,280.33
	73372	Stump grinding Beauchamp Loop	84.24
	73525	Tree pruning Chilcott St	114.40
	73388	Tree removal from median island De Haer Rd	3,725.81
	73434	Tree pruning Tuart Ridge	987.80
	73387	Arbor report for Oakfield Gardens Parmelia	715.00
	73526	Tree pruning Leath St	880.53
	73274	Tree removal and stump grind Westhall St	267.30
	73277	Tree removal and vegetation clearance Chipper View	1,325.26
Synergy	144372270Jun20	1485U Thomas Oval retic	281.35
	114826720Jun20	75U Industrial s/scapes Naval Base	134.61
	129764890Jun20	7655U Abingdon Park	1,647.68
	566370150Jun20	730U Chipperton Park	306.21
	958335710Jun20	3571U Orelia Oval	969.86
	345523070Jun20	25U vacant U28 Callistemon Court	51.63
Bob Jane Corporation Pty Ltd	0096187163	Tyres and wheel alignment 1GIL472	674.99
Bunnings Building Supplies	2163/01626342	Hand basin parts for Challenger Beach Toilets	34.64
	2163/01544133	Gardening tools for Bushcare Planting	104.33
	2163/01626298	Building materials for Business Incubator	687.09
	2163/01620545	Building materials for Business Incubator	805.13
	2163/01617969	Building materials for Business Incubator	871.73
	2163/01617420	Building materials for Business Incubator	1,083.02
	2163/01626301	Repairs to Sloans Public Toilets	328.52
	2163/016065015	Various items for the Environment Team	230.72
	2163/01620542	Assortment of building materials Admin Building	990.35
	2163/01617417	Building and plumbing supplies Admin Building	611.49
	2163/01543739	Building and plumbing supplies Admin Building	691.24

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	2163/01617966	Building and plumbing supplies Admin Building	823.29
Ixom Operations Pty Ltd	6258942	Supply of chlorine gas Recquatic	1,008.68
Westrac Equipment Pty Ltd	PI4654892	Hydraulic seal kit	220.46
Natural Area Holdings P/L t/as Natu	00013369	Extra plants for 2020 planting season	3,239.50
	00013368	Specialist native seedlings 2020 planting season	2,379.80
	00013236	Grass weed control at various locations	17,523.00
	00013263	Peel sub and drain landscaping progress claim 2	6,625.42
	00013264	Peel sub and drain landscaping progress claim 1	20,913.20
	00013326	Peel sub and drain landscaping progress claim 3	247,033.47
Cannon Hygiene Australia Pty Ltd	96711912	Hygeine services 250520 to 050620	64.13
	96716552	Hygeine services 080620 to 300620	503.84
	96741078	Hygeine services 060720 to 050820	1,519.46
	96711798	Hygeine services 060620 to 300620	13.46
AITPM Inc	6957	Corporate business subscription	775.00
Downer EDI Works Pty Ltd	6008904	Asphalt 7mm Wandri	422.64
Bolinda Publishing Pty Ltd	197544	Library adult audio books for collection	316.62
Local Community Insurance Services	051-754841	Insurance for uninsured buskers and performers	610.00
Peter Edward Feasey	DEPMAYFEE19/20	Deputy Mayoral allowance	1,869.83
	ICTALLOW19/20	ICT allowance	291.67
	MEETINGFEES19/20	Meeting fees	2,639.83
Carol Elizabeth Adams	ICTALLOW19/20	ICT Allowance	291.67
	MAYALLOW19/20	Mayoral allowance	7,479.42
	MEETING19/20	Meeting fees	3,959.67
Austswim Limited	INV-2185	Teacher of adults Austswim Beatty Park	280.00
Poly Pipe Traders	00105520	PVC Pipe 25mm	26.13
	00105570	PVC piping 25mm	60.97
	00105591	PVC bushes assorted sizes	6.96
Daniels Printing Craftsmen	66971	Purchase of City Assist vehicle sticker books x10	478.50
Arbor Logic	00004398	Tree risk assessment at various playgrounds	4,807.00
City of Rockingham	111517	Tip fees to 150620	20,642.55
CJD Equipment Pty Ltd	2051420	L35B 1000HR service kit for Loader KWN1902	334.09
	2051419	L35B 1000HR service kit for Loader KWN1902	334.09
	2051423	L70F 2000HR service kit for Loader KWN624	625.54
	2051422	L70F 2000HR service kit for Loader KWN624	625.54
Andrea Harold	16June20	Reimbursement for farewell function	74.50
West Coast Shade	00010475	Dismantle shade sails at various sites for winter	6,677.00
Western Maze Pty Ltd	00000783	Junk and white goods collection	27,061.69
Coastline Mowers	24114#12	Picco micro pole saw chain 25ft for Depot	164.00
	24119#5	Chainsaw files with guide for Depot	248.80
Hays Specialist Recruitment Pty Ltd	9341587	Temp staff week ending 210620	875.69
	9313634	Temp staff week ending 070620	2,965.83
	9328814	Temp staff week ending 140620	3,159.52
Foreshore Rehabilitation & Fencing	INV-4719	Fence installed at Kwinana Beach and Wells Park	14,557.18
Eclipse Soils Pty Ltd	KWIN01R043982	Tipping general waste Breccia Parade	462.00
Bladon WA Pty Ltd	BWA144994	Uniform for Community Engagement Officers	2,300.46
	BWA144935	Battery bags for battery recycling drop off points	623.70
Infiniti Group	493082	Hand sanitiser for Recquatic	342.65
Winc Australia Pty Ltd	9032798052	Stationery items for Library	69.85
	9032835582	Stationery items for Library	26.40
	9032834100	Stationery items for Admin Building	452.18

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Advanced Traffic Management (WA) Pt	00136926	Traffic management Anketell Rd	544.50
	00137024	Traffic management Chisham Ave	1,335.40
	00136970	Traffic control Rockingham Rd and Macedonia St	2,187.35
	00136962	Traffic management Sulphur Road 100620	1,513.60
AC Cooling Services	6033	Banksia Park Clubhouse supplied 2 x split systems	3,737.80
ED Property Services	00001510	Callistemon U56 lower clothesline at rear	88.00
	00001518	Reseal shower screen Callistemon Crt U15	176.00
	00001517	Repair gate post and hinges Callistemon Crt U15	363.00
	00001509	Callistemon Crt U55 install insulated shield to oven	77.00
	00001508	Banksia Park V21 replace wooden picket on gate	77.00
	00001519	Repair roof vent flashing Callistemon Crt U67	88.00
Data #3 Limited	01926181	Latitude travel keyboard	223.54
T J Depiazzi & Sons	107816	Supply and deliver Pinebark mulch to Depot	3,259.85
Custom Built Saunas	1750	Service steam generator and clean valve	385.00
Stonehenge Ceramics	D1666	Re tile bathroom and laundry Callistemon U69	3,345.50
Complete Office Supplies Pty Ltd	09312799	Recquatic Stationery	2.42
Landgate	356708-10001098	GRV Revaluation roll 2020	160,777.80
Big W	176880	Paper shredder for Retirement Village	59.00
Aussie Clotheslines	17126-1	Repair clothesline Callistemon Crt U36	490.00
Quell Clean	00052685	Vacate clean U28 Callistemon Crt	230.00
	00052684	Vacate clean U30 Callistemon Crt	210.00
JB HiFi Commercial Division	BD0168520	iphone stronghold cases x 2	108.26
Wendy Gaye Cooper	ICTALLOW19/20	ICT allowance	291.67
	MEETINGFEES19/20	Meeting fees	2,639.83
Perth Audiovisual	00207643	Upgrades for Zone Youth Lounge	4,852.23
Business Foundations	00407338	Business support 9 sessions	1,980.00
Centrecare	22884	EAP annual registration and management fee	308.00
	22977	EAP annual registration and management fee	1,026.66
Master Lock Service	00006948	Repair front door at Darius Wells	90.00
	00006963	Lockwood padlocks keyed x 15	893.25
	00006959	Repair to security door U50 Callistemon Crt	185.00
Goodchild Enterprises	575034	Bosch batteries	286.00
	436890	Bosch batteries	198.00
Programmed Maintenance Services Ltd	SINV582623	BP and APU gardening and lawn mowing June 20	10,257.86
Flexi Staff Pty Ltd	217938	Temp staff week ending 140620	1,893.86
CMS Engineering Pty Ltd	37967	Repair to RHS unit blowing hot air	201.58
	37968	Repair AC in Team Leaders Room at Recquatic	762.30
	37969	Repair to AC in Function Room at Recquatic	931.70
ALSCO Pty Ltd	CPER2045623	Tablecloths	62.14
Imagesource Digital Solutions	452269	Community Support Line sign ACM panel for admin	390.50
	452271	Graphic decals printed for 2 bus shelters	105.60
	452270	Metal frames with corflute inserts	1,039.50
Woolworths Group Limited	4045045	Elder's participation Acknowledgement to Country	200.00
	49256518	Supplies for Admin Building	144.27
	49476112	Supplies for the City OperationsTeam	189.19
	4045036	Assorted cleaning products for Admin Building	88.50
	4045041	Milk	16.60
Drainflow Services Pty Ltd	00005580	Gully eduction works in Leda	3,025.00
	00005540	Gully eduction works in Leda	3,025.00

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
Ellexacom	29784	Inspect and repair street lights Wellard Road	333.31
	29847	Replace street lamp bulb at Banksia Park	304.32
	29849	Install outlet for HWS 63 Bright Rd	402.71
	29848	Replace light head to pole at Callistemon Crt U1	822.31
	29850	Repairs to oven lead Callistemon Crt U7	324.23
	29789	Repair tripped lights at Fiona Harris Pavilion	118.64
	29791	Repair external security lights at Darius Wells	788.38
	29748	Repair power pole to Challenger Beach Toilets	96.04
	29754	Repair to emergency lights at Recquatic Centre	1,062.28
	29785	Repair USB outlet at The Edge Skate Park	1,080.55
	29786	Repairs to BBQ No2 at Wells Park	158.18
	29787	Reignite BBQ's after Covid 19	480.21
	29750	Disposal of tubes at City Operations Depot	731.39
	29749	Service to microwave in Administration Building	96.04
	29745	Repair to light in chemical board at Recquatic	418.23
	29744	Maintenance repairs to spitfire Margaret Feilman	390.82
Beacon Equipment	54180#1	Crommelins hire pack Gen Set	7,090.00
Isentia Pty Limited	MN0793548	Media monitoring for April 20	1,254.00
StrataGreen	124133	Planting season materials for Environment	5,423.00
	124132	Tree guards and stakes for 2020 planting program	6,084.01
Gregs Glass	9568-19	Replace broken window at Sloans Cottage	180.00
	9356-19	Repair broken window at Bright Futures Day Care	380.00
Gail Catherine Godfrey	13.6	Rates refund	500.00
Alinta Gas	972215970Jun20	282U Banksia Park Clubhouse	77.45
Heatley Sales Pty Ltd	C934275	Safety boots for City Operations Team	4,232.61
AAA Windscreens & Tinting	INV-47776	Replace driver's side window KWN2003	383.00
Quantum Building Services	00003251	Modifications to raise height of desk Admin Building	1,094.50
	00003249	Flashing for Thomas Kelly Pavilion	514.25
	00003250	Install vision panels to doors at The Zone	1,894.75
	00003292	Repair Wandi Mens Shed verandah deck	2,510.31
Hunter Hyden Pty Ltd	100562	Supply door at Koorliny Community	420.00
Specialised Tree Lopping	200492-2	Tree pruning around Callistemon Crt	3,839.00
GPS Linemarking	INV-001500	Soccer line marking Thomas Oval	2,706.00
Blackwood & Sons Ltd	PE8958WQ	Various sundries for City Operations Depot	283.99
	KW8957WQ	Various sundries for City Operations Depot	128.30
	KW8338WM	Uniforms for City Operations Team	139.57
Flex Industries Pty Ltd	1003494	Anderson plug fitted to 1GWY489	865.32
VARIDESK	IVC-2-1492419	2 x Vari desks and 2 x monitor arms	1,377.50
	IVC-2-1492478	Active seat basic	261.25
Allied Pumps Pty Ltd	88037	Repair to water system at Wandi Pavilion	154.00
Starbucks Flooring	INV-000692	Callistemon U30 replace carpet to bedroom	360.00
Kwinana Veterinary Hospital Pty Ltd	87591	Animal services	45.00
	89244	Animal Services	70.00
	89177	Animal Services	70.00
	89150	Animal Services	200.00
	89149	Animal Services	140.00
	89066	Animal Services	45.00
	85113	Microchipping fee	65.00
	89072	Microchipping fee	65.00
	92009	Microchipping fee	65.00
	87910	Microchipping fee	65.00
	87909	Microchipping fee	65.00

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
GreenLite Electrical Contractors Pt	00012541	Install new pump control at Thomas Oval	9,629.14
Mervyn Thomas Kearney	MEETINGFEES19/20	Meeting fees	2,639.83
	ICTALLOW19/20	ICT allowance	291.67
Chris Kershaw Photography	L2704	Photography of new Library facilities 110620	220.00
	L2703	Promotional photographs for Bertram & Wellard	660.00
Lamp Replacements	IN1029104	Single starters for various site	212.48
Les Mills Australia	1070682	Contract fee 010620 to 300620	695.15
Majestic Plumbing	237263	Stormwater drain works Robbos Way	15,763.00
	237262	Install UV filter at Wandi Resource Centre	4,818.00
	237296	Repair to leaking toilet at Wells Park Toilets	99.13
	237198	Replace kitchen filter at Zone	88.13
	237197	Investigate drink fountain in the Zone Reception	88.13
	237199	Repair to blocked toilet at Admin Building	88.13
	237200	Repair blocked toilet at Darius Wells Centre	155.93
	237201	Install new dishwasher to Administration Building	176.26
	237202	Repair to HWS at City Operations Team	88.13
	237257	Repair men's urinal at Rhodes Park Toilets	99.13
	237259	Repair HWS in staffroom at Administration Bldg	363.53
	237260	Install UV filter at Wellard Fire Station	312.11
	237137	Banksia Park V53 cleared pan line blocked	267.34
	237130	Repair to burst water main at Admin Building	1,836.16
	237133	Repair to mens basin in toilets at Recquatic	375.65
	237127	Repair to drains at the Business Incubator	1,191.63
	237128	Repair cistern at John Wellard Community Centre	489.46
	237134	Repair HWS at Wellard Fire Station	659.16
	237125	Repair blocked toilets at Challenger Beach	240.61
	237138	Banksia Park V65 repair toilet	110.13
	237123	Repairs to HWS at Administration Building	451.95
	237126	Repair to HWS at Bright Futures Family Day Care	176.26
	237131	Repair to cistern at Banksia Park V61	121.00
	237132	Repair to water service in roof	314.93
	237129	Install and test care pan Banskia Park V46	1,242.60
	237124	Repair to leaking tap U36 Callistemon Crt	132.13
	237135	Replace HWS 63 Bright Road Calista	2,387.39
	237136	Banksia Park V21 replaced kitchen mixer	181.63
	237261	Unblock shower drain U28 Callistemon Crt	99.13
	237203	Service tap and repair toilet 61 Bright Rd Calista	231.26
	237204	Replace new sink base at 31 Bright Rd Calista	269.76
	237205	Recheck trap on laundry sink U67 Callistemon Crt	88.13
Kelli Anne Small	23June20	Reimbursement of professional membership	735.00
The Rigging Shed	93379	Load binder 10mm Maxibinder 6000kg	654.50
Kearns Garden Supplies	53May20	APU Purchase of various hardware	67.72
	54May20	Purchase of various hardware for Banksia Park	58.77
Lo-Go Appointments	00422007	Temp staff week ending 130620	1,629.05
	00422009	Temp staff week ending 130620	3,147.98
	00422006	Temp staff week ending 130620	2,967.80
	00422008	Temp staff week ending 130620	2,688.94
Charles Service Company	00032773	Cleaning consumables for various locations May	2,220.20
Kwinana Smash Repairs	16,106	Insurance excess for KWN2050	500.00
Sanyati Property Services	00231481	Cleaning of electronic equipment 050620	465.30
People Solutions Australasia Pty Lt	00013945	Psychometric testing	715.00
Accidental Health & Safety Perth	1693	Bi-annual medical kit servicing for the Zone	340.21
Matthew James Rowse	MEETINGFEES19/20	Meeting fees	2,639.83

Payment Listing

Payments made between 01/06/2020 and 30/06/2020

Payee	Invoice	Description	Amount
	ICTALLOW19/20	ICT allowance	291.67
Apace Aid (Inc)	00011881	Native seedlings for Lake Magenup planting	2,939.20
	00011905	Native seedlings for Thomas Oval planting 2020	860.86
Native Plants WA	INV-0243	Native seedlings Homestead Ridge 2020 Planting	237.20
	INV-0244	Native seedlings Belgravia Dampland 2020 Planting	798.30
The Worm Shed	00005655	Purchase of 20 worm farms for residents	4,865.00
EFT TRANSFER: - 25/06/2020		Payment Reversal creditor #8878	-735.00
Total EFT			-5,112,516.18
Payroll			
Payroll			575,473.32
Payroll - Interim			6,820.89
Payroll			587,874.93
Total Payroll			-1,170,169.14
Grand Total			-6,322,779.71

Credit Card Transactions

1/06/2020 to 30/06/2020

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
Credit card Functions Officer to 020620				\$14.80	
4819494	Invoice	020620A	02/06/2020	\$5.00	Catering items Elected Member Briefing Session
4819494	Invoice	020620A	02/06/2020	\$9.30	Milk for staff
4819494	GST	020620A	02/06/2020	\$0.50	GST
Credit card Director City Legal to 020620				\$4,259.04	
4819499	Invoice	020620B	02/06/2020	\$30.00	FOI application
4819499	Invoice	020620B	02/06/2020	\$435.45	Library Books purchased online from Big W
4819499	Invoice	020620B	02/06/2020	\$595.44	Library console games purchased online from Big W
4819499	Invoice	020620B	02/06/2020	\$1,242.73	Library Books purchased online from Big W
4819499	Invoice	020620B	02/06/2020	\$1,570.96	Library CDs purchased online from Big W
4819499	GST	020620B	02/06/2020	\$384.46	GST
Credit card Director City Regulation to 020620				\$196.00	
4819501	Invoice	020620C	02/06/2020	\$178.18	Headset
4819501	GST	020620C	02/06/2020	\$17.82	GST
Credit card Manager Customer Communications to 020620				\$2,540.39	
4819508	Invoice	020620D	02/06/2020	\$0.78	International transaction fee
4819508	Invoice	020620D	02/06/2020	\$1.37	International transaction fee
4819508	Invoice	020620D	02/06/2020	\$25.00	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$31.24	Zapier licence
4819508	Invoice	020620D	02/06/2020	\$33.51	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$33.60	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$50.00	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$51.07	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$54.92	Typeform subscription
4819508	Invoice	020620D	02/06/2020	\$100.00	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$122.37	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$144.82	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$185.27	Transmit SMS corporate SMS system recharge
4819508	Invoice	020620D	02/06/2020	\$198.93	Facebook advertising

Credit Card Transactions

1/06/2020 to 30/06/2020

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4819508	Invoice	020620D	02/06/2020	\$234.58	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$361.93	Mailchimp email marketing software
4819508	Invoice	020620D	02/06/2020	\$442.47	Facebook advertising
4819508	Invoice	020620D	02/06/2020	\$450.00	Facebook advertising
4819508	GST	020620D	02/06/2020	\$18.53	GST
Credit card Director City Infrastructure to 020620				\$2,781.70	
4819512	Invoice	020620E	02/06/2020	\$10.81	International transaction fee
4819512	Invoice	020620E	02/06/2020	\$23.40	International transaction fee
4819512	Invoice	020620E	02/06/2020	\$33.63	International transaction fee
4819512	Invoice	020620E	02/06/2020	\$432.45	Team milestone event City Strategy
4819512	Invoice	020620E	02/06/2020	\$936.09	Remote Desktop Manager subscription
4819512	Invoice	020620E	02/06/2020	\$1,345.32	Remote access software licence
Credit card Chief Executive Officer to 020620				\$102.00	
4819514	Invoice	020620F	02/06/2020	\$12.73	Parking for meeting with Development WA
4819514	Invoice	020620F	02/06/2020	\$80.00	Cover for CEO work mobile phone
4819514	GST	020620F	02/06/2020	\$9.27	GST
Credit card Director City Engagement to 020620				\$692.35	
4819517	Invoice	020620G	02/06/2020	\$39.40	Disposable keyboard and mouse sleeves Darius
4819517	Invoice	020620G	02/06/2020	\$165.46	Facebook advertising
4819517	Invoice	020620G	02/06/2020	\$439.59	2 x A frame sign holders
4819517	GST	020620G	02/06/2020	\$47.90	GST
Credit card Manager Human Resources to 020620				\$6,304.50	
4819520	Invoice	020620H	02/06/2020	\$27.05	Gift card fees
4819520	Invoice	020620H	02/06/2020	\$69.00	Flowers for staff member
4819520	Invoice	020620H	02/06/2020	\$70.82	Flowers for staff member
4819520	Invoice	020620H	02/06/2020	\$598.14	LinkedIn recruitment advertising
4819520	Invoice	020620H	02/06/2020	\$2,295.00	Gift cards for service awards x 3
4819520	Invoice	020620H	02/06/2020	\$2,880.00	2 x Certificate in Business Excellence training
4819520	GST	020620H	02/06/2020	\$364.49	GST

Credit Card Transactions



1/06/2020 to 30/06/2020

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
			Grand Total:	\$16,890.78	

18.3 Chief Executive Officer 2020/2021 Key Performance Indicators

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Following the departure of the City's Chief Executive Officer (CEO), Joanne Abbiss on 30 September 2019, the City appointed an Acting CEO, Graeme Mackenzie, as a suitably qualified person for the position of CEO until the commencement of the new CEO. The City's new CEO commenced on 6 April 2020.

In July 2019, the Elected Members worked with CEO Ms Abbiss to formulate the 2019/2020 Key Performance Indicators which were endorsed by the Council on 14 August 2019. During the transition period for the commencement of the new CEO, the Acting CEO assumed the pre-determined Key Performance Indicators and the employment contract for the new CEO included the Key Performance Indicators as a contractual obligation. The outcomes of the 2019/20 Key Performance Indicators have now been presented to Council.

It is now appropriate for the Council to formalise Key Performance Indicators and strategic direction for the CEO, Wayne Jack, for the 2020/2021 financial year.

OFFICER RECOMMENDATION:

That Council adopt the 2020/2021 Chief Executive Key Performance Indicators as detailed in Attachment A.

DISCUSSION:

The City's Chief Executive Officer Wayne Jack commenced on 6 April 2020, coupled with the beginning of a new financial year and the finalisation of the 2019/20 Key Performance Indicators, it is now appropriate for the Council to formalise CEO Key Performance Indicators and the strategic direction of the City.

During the Elected Members Briefing on 24 June 2020, a presentation from the CEO, provided clarity for setting of Key Performance Indicators. Accordingly, the Key Performance Indicators should be developed collaboratively, reflect the Council's strategic goals and concerns about risk, be revised regularly to incorporate any changes and contain four or six 'big picture Key Performance Indicators'. In addition, the outcomes should focus on achieving impact, forwards and future orientation and contain a measurement of success.

The four 'big picture Key Performance Indicators' include leadership and strategy, service delivery, innovation and excellence and financial and risk management. The list of Key Performance Indicators have been formulated (Attachment A) and is now attached for adoption by the Council. The outcomes from the Key Performance Indicators will form the basis of the CEO's annual review.

18.3 CHIEF EXECUTIVE OFFICER 2020/2021 KEY PERFORMANCE INDICATORS

LEGAL/POLICY IMPLICATIONS:

Local Government Act 1995 section 5.38 states:

5.38 *Annual review of certain employee's performances*

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

The CEO's *Employment Contract* section 5.4 states:

"Any performance review conducted shall be based upon Key Performance Indicators (KPIs) agreed to by the parties at the end of each performance review."

FINANCIAL/BUDGET IMPLICATIONS:

No financial/budget implications have been identified as a result of this report.

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of the following outcomes and objectives detailed in the Strategic Community Plan and Corporate Business Plan.

Plan	Outcome	Objective
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.

18.3 CHIEF EXECUTIVE OFFICER 2020/2021 KEY PERFORMANCE INDICATORS

RISK IMPLICATIONS:

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

Risk Event	Not being compliant with the development of future KPIs to guide the City's direction.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Inadequate project/change management Inadequate engagement practices
Risk Effect/Impact	Service Delivery Financial Environment Reputation Compliance
Risk Assessment Context	Strategic Operational
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk Share - Share with another party
Response to risk treatment required/in place	Dissemination of CEO KPIs throughout the organisation. The desired outcomes reflected in the Strategic Community Plan ,Corporate Business Plan and associated business unit plans
Rating (after treatment)	Low

COUNCIL DECISION

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That Council adopt the 2020/2021 Chief Executive Key Performance Indicators as detailed in Attachment A.

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CEO KPIs 2020 - 2021

Focus	Key Result Areas	Actions	Timeframe
Leadership and Strategy Provide innovative and inspirational leadership and smart strategy to assist in achieving the vision of the Council.	1.1 Develop an enabling Local Planning Strategy	1.1.1 Council to adopt the draft Local Planning Strategy for submission to the Western Australian Planning Commission (WAPC)	December 2020
	1.2 Effective implementation of Community Strategic Plan	1.2.1 Develop and implement engaging community engagement plan for the development of the Strategic Community Plan	December 2020
		1.2.2 Develop Strategic Community Plan	June 2021
	1.3 Develop an organisation that is a high performing team based on a culture of customer service and excellence	1.3.1 Demonstrated improvement in employee engagement survey results	Ongoing – report to Council June 2021
		1.3.2 Benchmark City of Kwinana through LG Performance Excellence Program	Second quarter 2021
	1.4 Develop plans to enhance Economic and Social inclusion in the community	1.4.1 Develop a local Economic Strategy that is aligned to a regional economic strategy through the South West Group	Timeframe to be adopted by SWG
		1.4.2 Implement the COVID-19 recovery plan and through advocacy pursue COVID-19 economic and social stimulus initiatives	Ongoing. Quarterly reports
Service Delivery Foster and drive a culture of a can-do attitude and openness in the delivery of services to our community and stakeholders with a focus on providing exceptional customer service	1.5 Prepare plans for climate change adaptation/mitigation	1.5.1 Review the Climate Change Mitigation and Adaptation Plan	March 2021
	1.6 Develop an advocacy framework that supports council's strategic advocacy priorities in an integrated approach	1.6.1 Develop a strategic advocacy framework for adoption by Council	November 2020
	2.1 Development of Waste Plans for management of City waste	2.1.1 Council to adopt the Draft Waste Plan	February 2021
		2.1.2 Undertake a review of Bulk Waste collection scheme for development of tender	Report – December 2020 Tender release – first quarter 2021
	2.2 Develop an enabling operating model	2.2.1 Investigate opportunities to support small businesses through integrated approval processes	Ongoing – quarterly report
	2.3 Ensure service delivery has exceptional customer service	2.3.1 Customer satisfaction results achieve an improvement from the previous results	Report in June 2021
Innovation and Excellence Ensure innovation and excellence is demonstrated in an environment of transparency, trust and openness	3.1 Enhance corporate business planning and reporting	3.1.1 Implement the Corporate Business System	1 July 2021
	3.2 Ensure the City is a leader in transparency, accountability and governance	3.2.1 Ensure systems and processes are in place for the City to be a leader in good governance, transparency and accountability	Ongoing – quarterly report updates
	3.3 Strengthen and enhance community engagement	3.3.1 Develop and build a culture that recognises community engagement and the benefits that it delivers	Ongoing – quarterly report updates
Financial and Risk Management Lead the management and implementation of appropriate frameworks, systems and procedures to identify, assess and address risks	4.1 Manage the City's finances operationally and strategically to maintain and improve the City's financial sustainability	4.1.1 Deliver a high quality annual budget process in collaboration with Council	Budget process
		4.1.2 Provide Council with a draft budget to support the LTFP and the SCP that meets the community's needs and levels of service while also ensuring financial sustainability	Budget process

18.4 Elected Member Mandatory Training Report

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

On 27 June 2019, changes to the Local Government Act 1995 were passed by Parliament, introducing the requirement for all Elected Members to undertake training within the first 12 months of being elected. These changes were introduced in recognition of the unique and challenging role of Councillors.

Councillors are required to complete the training course, Council Member Essentials, which was developed to provide Councillors with the skills and knowledge to perform their role as leaders in their community. At the City's 2019 Local Government Election, held on 19 October 2019, Councillors Peter Feasey, Wendy Cooper, Dennis Wood and Sherilyn Wood were elected, and have been enrolled in the WA Local Government Association (WALGA) Council Member Essentials course.

In accordance with Section 5.127 of the Local Government Act 1995 and Regulation 35 of the Local Government (Administration) Regulations 1996, the Local Government must prepare a report for each financial year, on the mandatory training completed by Councillors during the financial year. The report must be published on the City's website within one month after the end of the financial year to which the report relates. The report, included at Attachment A, notes the completion of the Council Member Essential course by the newly elected Councillors.

OFFICER RECOMMENDATION:

That Council:

1. Notes and accepts the mandatory Elected Member Training Report, as included at Attachment A.
2. Notes the publishing of the Elected Member Training Report (Attachment A) on the City's website, by the Chief Executive Officer, within one month of the end of the financial year to which the report relates.

DISCUSSION:

All four newly elected Councillors of the City have been enrolled in the WALGA Council Member Essentials course, with full details included in the Training Report, at Attachment A. The Training Report has been prepared as per the legislative requirements of the Local Government to prepare such a report for each financial year on the mandatory training completed by Elected Members.

18.4 ELECTED MEMBER MANDATORY TRAINING REPORT

LEGAL/POLICY IMPLICATIONS:**Local Government Act 1995***5.126. Training for council members*

- (1) *Each council member must complete training in accordance with regulations.*
- (2) *Regulations may —*
 - (a) *prescribe a course of training; and*
 - (b) *prescribe the period within which training must be completed; and*
 - (c) *prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*
 - (d) *provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5 000 for the offence.*

5.127. Report on training

- (1) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
- (2) *The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.*

Local Government (Administration) Regulations 1996*35. Training for council members (Act s. 5.126(1))*

- (1) *A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).*
- (2) *The course of training is the course titled Council Member Essentials that —*
 - (a) *consists of the following modules —*
 - (i) *Understanding Local Government;*
 - (ii) *Serving on Council;*
 - (iii) *Meeting Procedures;*
 - (iv) *Conflicts of Interest;*
 - (v) *Understanding Financial Reports and Budgets; and*
 - (b) *is provided by any of the following bodies —*
 - (i) *North Metropolitan TAFE;*
 - (ii) *South Metropolitan TAFE;*
 - (iii) *WALGA.*
- (3) *The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.*

FINANCIAL/BUDGET IMPLICATIONS:

The total cost to the City for all four newly elected Members to complete the Council Member Essentials was \$6,990. Full cost details of each newly Elected Members Mandatory Training is provided at Attachment A.

ASSET MANAGEMENT IMPLICATIONS:

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

18.4 ELECTED MEMBER MANDATORY TRAINING 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	Elected Members do not complete the Mandatory Elected Member Training
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Elected Members enrolled in the Mandatory Elected Member Training in accordance with the City's Elected Members and Chief Executive Officer Training and Development Council Policy, Local Government Act 1995 and Local Government (Administration) Regulations 1996.
Rating (after treatment)	Low

18.4 ELECTED MEMBER MANDATORY TRAINING REPORT

Risk Event	The City does not prepare and/or publish the Elected Member Mandatory Training Report on the City's website
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	The Mandatory Elected Member Training Report is prepared and published in accordance with the City's Elected Members and Chief Executive Officer Training and Development Council Policy, Local Government Act 1995 and Local Government (Administration) Regulations 1996.
Rating (after treatment)	Low

COUNCIL DECISION**217****MOVED CR P FEASEY****SECONDED CR W COOPER****That Council:**

- 1. Notes and accepts the mandatory Elected Member Training Report, as included at Attachment A.**
- 2. Notes the publishing of the Elected Member Training Report (Attachment A) on the City's website, by the Chief Executive Officer, within one month of the end of the financial year to which the report relates.**

CARRIED
7/0

Mandatory Elected Member Training Report

As at 30 June 2020

Following the 2019 Local Government Election and in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, all newly Elected Members are required to attend Mandatory Training.

The period within which the course of training must be completed is 12 months, beginning on the day on which the Elected Member is elected.

The City must prepare a report for each financial year on the training completed by the Elected Members, within that financial year.

The Chief Executive Officer must publish the report on the City's official website within one month, after the end of the financial year, to which the report relates.

Results of the City's 2019 Local Government Election, held on 19 October 2020, saw the election of Councillors Peter Feasey, Wendy Cooper, Dennis Wood and Sherilyn Wood. Each of these newly Elected Members have been enrolled in the WA Local Government Association (WALGA) course titled Council Member Essentials that consists of the following modules —

- (i) Understanding Local Government;
- (ii) Serving on Council;
- (iii) Meeting Procedures;
- (iv) Conflicts of Interest; and
- (v) Understanding Financial Reports and Budgets.

The mandatory training is valid for five years.

An Elected Member is exempt from the requirements outlined in section 5.126(1) of the *Local Government Act 1995* if the Elected Member passed either of the following courses within the period of five years ending immediately before the day on which the Elected Member commences their term of office:

- Council Member Essentials;
- 52756WA Diploma of Local Government (Council Member);
- The Elected Member passed the course titled LGASS00002 Council Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Elected Member commences their term of office.

There were no exemption conditions met by any of the City's newly Elected Members resulting in all of them having to complete the mandatory training.

WALGA offered both eLearning and 'in house' options for some modules and each Elected Member as able to select their preferred option, where possible. With the COVID-19 pandemic options for 'in house' training were no longer available for a period of time and therefore eLearning being the only available option for a period of time.

As at the 30 June 2020, the newly Elected Members have been enrolled as follows:

Elected Member Name	Module	Date completed / Status	Cost (GST free)
Deputy Mayor Peter Feasey Total cost of the Council Member Essentials course is \$1,255	Understanding Local Government (eLearning)	Completed module via eLearning	\$195.00
	Conflicts of Interest (eLearning)	Completed module via eLearning	\$195.00
	Serving on Council (eLearning)	Enrolled	\$195.00
	Understanding Financial Reports and Budgets (eLearning)	To be enrolled once registrations open in July/August 2020	\$195.00
	Meeting Procedures	Completed, attended training at WALGA on 28 January 2020	\$475.00

Elected Member Name	Module	Date completed / Status	Cost (GST free)
Councillor Wendy Cooper Total cost of the Council Member Essentials course is \$1,255	Understanding Local Government (eLearning)	Completed module via eLearning	\$195.00
	Conflicts of Interest (eLearning)	Completed module via eLearning	\$195.00
	Serving on Council (eLearning)	Enrolled	\$195.00
	Understanding Financial Reports and Budgets (eLearning)	To be enrolled once registrations open in July/August 2020	\$195.00
	Meeting Procedures	Part completed, attended training at WALGA on 28 January 2020 assessment still to be completed.	\$475.00
Councillor Dennis Wood Total cost of the Council Member Essentials course is \$2,240	Understanding Local Government (eLearning)	Enrolled	\$195.00
	Conflicts of Interest (eLearning)	Completed module via eLearning	\$195.00
	Serving on Council	Part completed, attended training at WALGA on 5-6 December 2019, assessment still to be completed.	\$900.00
	Understanding Financial Reports and Budgets	Part completed, attended training at WALGA on 9 December 2019, assessment still to be completed.	\$475.00
	Meeting Procedures	Part completed, attended training at WALGA on 17 February 2020, assessment still to be completed.	\$475.00

Elected Member Name	Module	Date completed / Status	Cost (GST free)
Councillor Sherilyn Wood Total cost of the Council Member Essentials course is \$2,240	Understanding Local Government (eLearning)	Enrolled	\$195.00
	Conflicts of Interest (eLearning)	Enrolled	\$195.00
	Serving on Council	Part completed, attended training at WALGA on 5-6 December 2019, assessment still to be completed.	\$900.00
	Understanding Financial Reports and Budgets	Part completed, attended training at WALGA on 9 December 2019, assessment still to be completed.	\$475.00
	Meeting Procedures	Part completed, attended training at WALGA on 17 February 2020, assessment still to be completed.	\$475.00

The total cost to the City for all four newly Elected Members to complete the Council Member Essentials was \$6,990 (GST free).

In summary, the remaining modules of the Council Member Essentials to be completed by each Elected Member are as follows:

Deputy Mayor Peter Feasey

- Serving on Council (eLearning)*
- Understanding Financial Reports and Budgets (eLearning)*

Councillor Wendy Cooper

- Serving on Council (eLearning)*
- Understanding Financial Reports and Budgets (eLearning)*

In house training completed, assessment still outstanding for the Meeting Procedures module.

Councillor Dennis Wood

- Understanding Local Government (eLearning)

In house training completed, assessments still outstanding and need to be completed for:

- Serving on Council
- Understanding Financial Reports and Budgets
- Meeting Procedures

Councillor Sherilyn Wood

- Understanding Local Government (eLearning)
- Conflicts of Interest (eLearning)

In house training completed, assessments still outstanding and need to be completed for:

- Serving on Council
- Understanding Financial Reports and Budgets
- Meeting Procedures

Elected Members are required to have all modules of the Council Member Essentials completed within 12 months of the day they were elected, the City will be continuing to work with the Elected Members to ensure that the legislative requirement is met.

**It should be noted that the Serving on Council module only became available via eLearning in May 2020. The Understanding Financial Reports and Budgets is currently not available as an eLearning module, with its development currently in progress it is expected that registrations will open in July/August 2020, once the module is available for eLearning both Elected Members will be enrolled.*

Deputy Mayor Peter Feasey and Councillor Wendy Cooper were originally booked in for 'in house' training for both of these modules but due to COVID-19 the 'in house' training became unavailable due to social distancing restrictions.

19 Notices of motions of which previous notice has been given

Nil

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 and mentioned that the members were hoping to install air conditioning to their facility prior to their annual Christmas function, with the aid of the City. The Deputy Mayor added that he was pleased to report that the Kwinana Senior Citizens had welcomed 12 new members recently.

22.2 Councillor Wendy Cooper

Councillor Wendy Cooper reported that she had the fortune to participate in the judging of the 'Love My Neighbourhood' photographic competition recently. Councillor Cooper explained that the results will be announced this week and an exhibition of the entries will be displayed for all to enjoy.

23 Answers to questions which were taken on notice

Nil

24 Mayoral Announcements

Mayor Carol Adams reported that she has participated in a video recap of the Ordinary Council Meeting held on 8 July 2020.

The Mayor advised that she participated in a media promotion with the City of Rockingham Mayor, Barry Sammels to promote joint interagency response to Homelessness in Rockingham and Kwinana.

The Mayor mentioned that she had attended the Outer Metropolitan Joint Development Assessment Panel Meeting.

24 MAYORAL ANNOUNCEMENTS

The Mayor reported that she had attended the Citizens Advice Bureau Meeting.

The Mayor advised that she had attended the Kwinana Local Recovery Coordination Meeting.

25 Confidential items

Nil

26 Close of meeting

The Mayor declared the meeting closed at 6:15pm.