

Ordinary Council Meeting

24 June 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
MR T HOSSEN - Acting Director City Legal
MS A MCKENZIE - Council Administration Officer

Members of the Press 1 Members of the Public 1

1 Opening and announcement of visitors

Presiding Member declared the meeting open at 5:31pm and welcomed all in attendance.

Acting Director City Legal entered the Council Chambers at 5:32pm.

2 Acknowledgement of country

Presiding Member read the Acknowledgement of county

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

3 Dedication

Councillor Sherilyn Wood 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:

Nil

7 Confirmation of minutes

7.1 Ordinary Meeting of Council held on 10 June 2020:

COUNCIL DECISION

187

MOVED CR P FEASEY

SECONDED CR S LEE

That the Minutes of the Ordinary Meeting of Council held on 10 June 2020 be confirmed as a true and correct record of the meeting.

CARRIED 7/0

7.2 Special Meeting of Council held on 8 June 2020:

COUNCIL DECISION

188

MOVED CR M KEARNEY

SECONDED CR M ROWSE

That the Minutes of the Special Meeting of Council held on 8 June 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		
	Nil		

9 Requests for leave of absence

Nil

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

Nil

11 Any business left over from previous meeting

Nil

12 Recommendations of committees

Nil

13 Enbloc reports:

Nil

14 Reports - Community

14.1 Heritage Facilities Management Agreement

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Kwinana Heritage Group is a volunteer run not-for-profit organisation that has been the custodian of Sloan's and Smirk's Heritage sites since the early 1990's. The City resolved in 2015, that a Management Agreement should be put into place and that the Group should be appointed to manage the cottages for a term, to assist in maintaining, conserving and promoting the heritage sites and collection. The current term of the Agreement is five years, commencing on 1 July 2015 and expiring on 30 June 2020, with the option to continue with a further term of five years.

A previous report to Council on 24 October 2018 recommended and authorised a new Management Agreement to be prepared for the sites. Due to range of circumstances, these actions have not been finalised. Progress has been made, however this report seeks Council approval for the Chief Executive Officer to effect a variation to vary the further term of five years to one year, including continuation of the payment of the operating subsidy for the further term. This will allow the City to undertake more work to effectively review the terms of the Agreement, while continuing to strengthen volunteer capacity and governance within the Group and negotiate a new Agreement.

OFFICER RECOMMENDATION:

That Council authorise the Chief Executive Officer of the City of Kwinana to effect a deed of variation to the existing Management Agreement for Heritage Facilities between the City of Kwinana and Kwinana Heritage Group Inc, varying the further term of five years to one year.

DISCUSSION:

The key premise of the previous, 24 October 2018 report to Council was to authorise negotiation of a new Management Agreement with the Kwinana Heritage Group for the Smirk's Heritage Site and to advertise for Expressions of Interest (EOI) for new management of Sloan's Heritage Site by a group whose purpose is compatible with the objectives of the heritage nature of the site. The previous report is attached (Attachment A).

During the period between the previous report and the present, good progress has been made on works to Sloan's Heritage Site in making the buildings compliant and accessible for public use; however, there are still outstanding works to be undertaken which prevent the EOI from being advanced at this time.

14.1 HERITAGE FACILITIES MANAGEMENT AGREEMENT

For the Smirk's Heritage Site there has been diminished opportunity to review the current agreement thoroughly, strengthen volunteer participation and enhance the governance of the Group to successfully negotiate the new Management Agreement that is required.

This report requests Council authorization for the Chief Executive Officer to effect a deed of variation (as detailed in table below) to the existing Heritage Facilities Management Agreement between the City of Kwinana and Kwinana Heritage Group Inc.

The deed of variation will amend the option of the further term of five years down to one year; and exercise the further one year term.

Existing	Variation
Item 4 – Further Term	
Subject to Clause 5.2, five years commencing on 1 July 2020 and expiring on 30 June 2025.	Subject to Clause 5.2, one year commencing on 1 July 2020 and expiring on 30 June 2021.

During the further term of one year, the City will continue to build capacity with the Kwinana Heritage Group, and review the objectives of the existing Management Agreement with the Group, using the outcomes of the review to inform the revised terms of a new Agreement to include Smirk's Heritage Site only. By understanding more clearly the Group's current capability and position, the City will be in a more informed position to determine whether a further term of management of the Site and the Collection by the Kwinana Heritage Group could be supported, or whether an alternative business/management model may be required. The review would also include an assessment of whether the current \$10,000 operating subsidy included in the current Agreement would still be appropriate for the management of only one site (Smirks Heritage Site), instead of both sites. There is a concern that a reduction in the operating subsidy could potentially result in further decline in volunteer participation, and therefore jeopardise the care, integrity and promotion of the entire Kwinana History Collection.

Concurrent with the review of the Management Agreement, works at Sloan's Heritage Site will continue so that the Expression of Interest process can proceed.

LEGAL/POLICY IMPLICATIONS:

Management Agreement for Heritage Facilities – City of Kwinana, Kwinana Heritage Group

Clause 10 Variation states:

A variation to the contract must be in writing and signed by both parties.

FINANCIAL/BUDGET IMPLICATIONS:

The City currently provides an operating subsidy for the management of the facilities of \$2,500 quarterly as per the Agreement, and it is recommended that this continue for the one year variation. This amount has already been proposed for inclusion within the 2020-21 budget, as such, there are no additional financial implications.

14.1 HERITAGE FACILITIES MANAGEMENT AGREEMENT

ASSET MANAGEMENT IMPLICATIONS:

The asset management implications of this report are the ongoing management, maintenance and care of the City's significant heritage assets.

Recent and planned works include:

2020/21

Sloan Cottage accessibility works – compliancy to make the building fit for public use Sloan Cottage – further conservation works as per conservation maintenance plan Smirks – nothing noted in the budget

2019/20

Sloan Public Toilet – converted storage area into an accessible toilet

Sloan Cottage – upgraded electrical works, power and lighting to meet regulations

Smirk Cottage – construction of tractor shed

Smirk Cottage - installation of urinal

2018/19

Sloan Cottage – conservation works as per conservation maintenance plan e.g. scotia/facia & gutter repairs/replacement
Smirk Cottage – construction of modular accessible toilet facility

Smirk Cottage – construction of BBQ shelter

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

Plan	Outcome	Objective
Strategic Community Plan A sense of place and heritage		1.9 Respect and promote
		Kwinana's unique Heritage.

COMMUNITY ENGAGEMENT:

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

The City will continue to actively communicate with Kwinana Heritage Group throughout this process in order to secure the best mutual outcome.

PUBLIC HEALTH IMPLICATIONS:

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

14.1 HERITAGE FACILITIES MANAGEMENT AGREEMENT

RISK IMPLICATIONS:

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

Risk Event	That Council does not support the variation to the Heritage Facilities Management Agreement and either grants a further term without review or gives notice to terminate the Agreement, which possibly results in inadequate management of Heritage Facilities.
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Financial Property
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	This report seeks Council to resolve that the Chief Executive Officer may effect a variation and amend the further term from five years to one year. This is to allow the City to effectively review the terms of the Agreement to create a new Agreement, to ensure the management of the facility is in-line with the community and the City's values with respect to its cultural heritage.
Rating (after treatment)	Low

COUNCIL DECISION

189

MOVED CR W COOPER

SECONDED CR S WOOD

That Council authorise the Chief Executive Officer of the City of Kwinana to effect a deed of variation to the existing Management Agreement for Heritage Facilities between the City of Kwinana and Kwinana Heritage Group Inc, varying the further term of five years to one year.

CARRIED 7/0

12 Reports - Community

12.1 Management of Sloan's and Smirk's Heritage Sites

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Kwinana Heritage Group has been the custodian of Sloan's and Smirk's Heritage Sites since the early 1990's, maintaining, conserving and promoting these sites of significant cultural heritage to the Kwinana community. Due to the diminished volunteer capacity, Kwinana Heritage Group have contracted their activities back to Smirk's Heritage Site. A Business Plan to provide direction for the future management and development of these heritage sites has been prepared, recommending continued community management of the sites, with support from the City of Kwinana. To that end, this report recommends entering into a new Agreement with the Kwinana Heritage Group for the Management of Smirk's Heritage Site, and advertising for Expressions of Interest from properly constituted community organisations for the management of the buildings located at Sloan's Heritage Site.

OFFICER RECOMMENDATION:

That Council:

- 1. Authorise the Chief Executive Officer of the City of Kwinana to negotiate a new Management Agreement with the Kwinana Heritage Group Inc for the management of Smirk's Heritage Site. The new Management Agreement is to outline the community benefit to be realised from the conservation, management and use of the City's cultural heritage assets located at the Smirk's Heritage Site, and include appropriate key performance indicators and reporting mechanisms for reporting on outcomes to the City, on a regular basis. A report seeking approval to enter into the new Agreement is to be presented to Council at the conclusion of the negotiation process. -
- Advertise for Expressions of Interest from properly constituted community
 organisations engaged in activities consistent and compatible with the purpose of
 Sloan's Cottage and Sloan's Heritage House, to manage the facilities for community
 benefit, with a report to be presented to Council on the outcome of the Expression
 of Interest process.

DISCUSSION:

Since the early1990s the Kwinana Heritage Group (incorporating Sloan's Reserve Restoration Group) has been the custodian of two of Kwinana's significant heritage sites, Sloan's Heritage Site in Leda and Smirk's Heritage Site in Medina.

Sloan's Reserve is a parcel of land bordered by Wellard Road and Sloan Drive. Sloan's Reserve incorporates a restored limestone cottage (Sloan's Cottage) and a second building, Sloan's Heritage House, which is an example of a 1950's worker's cottage transported from Medina.

Smirk's Heritage Site is on a small parcel of land bordered by the City of Kwinana's Works Depot in Beacham Crescent, Medina. It includes the limestone cottage (Smirk's Cottage) which functions as a museum, the restored Soldiers Cottage, a building donated by Alcoa which houses the Collection, and sheds where a variety of moveable heritage items are stored.

Both Sloan's Reserve and Smirk's Heritage Site are vested with Council. However, the Kwinana Heritage Group were given responsibility for the management of both sites in the early 1990's for the purpose of preserving and promoting Kwinana's heritage. Various management agreements have been in place since then to guide the relationship and outline the roles and responsibilities between the then Town, now City of Kwinana and the Kwinana Heritage Group.

In 2006 the then Town of Kwinana commissioned a review of the management arrangements surrounding the various properties in order to further clarify roles, responsibilities and expectations. The prime recommendation from the review was that all existing management agreements should be amalgamated into one overarching agreement encompassing all buildings situated at both heritage sites. This subsequently occurred in 2008, with one agreement covering both sites being developed. This Agreement has since been reviewed and a new Agreement covering both sites was executed in 2015. The current Agreement expires on 30 June 2020 and provides for a further term of 5 years, to 30 June 2025.

In terms of managing the sites, the current Agreement allows for the Kwinana Heritage Group to:

- Preserve the heritage value of the Cottages and promote the use of the Cottages by the community;
- Accept and co-ordinate bookings for the use and hire of the various facilities within the Cottages by individuals or groups whose intended use is consistent and /or compatible with the purpose of the Cottages:
- Manage the Collection;
- Clean, repair and maintain the Cottages;
- Maintain the grounds.

The Agreement also makes provision for a \$10,000 subsidy to be paid to the Kwinana Heritage Group by the City of Kwinana to cover the cost of activities.

In 2014 a community group, Kwinana Community Share (now known as Kwinana In Transition), emerged and members joined the Kwinana Heritage Group in order to establish a community garden at Sloan's Heritage Site and undertake workshops and activities using sustainable practices at Sloan's Cottage.

Over the past two years the Kwinana Heritage Group have experienced dwindling volunteer numbers and through lack of volunteer capacity have had to retract their activities back to Smirk's Heritage Site.

The situation with the management of the two sites currently is that Kwinana Heritage Group are managing and maintaining Smirk's Heritage Site, however no longer have the capacity to manage Sloan's Heritage Site as per the current Agreement with the City of Kwinana, and Kwinana In Transition are undertaking limited activities at Sloan's Heritage Site as volunteers of the City of Kwinana.

In order to resolve the governance issues this situation presents, the City of Kwinana commissioned the development of a Business Plan to guide the strategic direction for the development and management of these two significant cultural heritage sites, including the updating of the Conservation and Management Plans for the sites.

The Business Plan sets out a strategy to facilitate the ongoing use of the sites in a business context whilst still conserving and managing the cultural heritage significance of the places.

It outlines five key goals:

- Improve governance at a macro and micro level to create transparency and certainty in operations;
- Maintain and conserve the places with due regard to their cultural heritage significance;
- Enhance the presentation and interpretation of the places and associated collections to enhance understanding of Kwinana's history and heritage;
- Identify and make visible to relevant audiences the unique characteristics of Kwinana's history and heritage;
- Develop memorable and distinctive experiences based on authentic interpretation of the Kwinana History and Heritage Collection.

The Business Plan makes 75 recommendations in total covering the areas of governance, place and setting, collection management and interpretation, marketing and promotion, and visitation.

The top five enabling changes the Business Plan recommends are:

- Matching the activity to the heritage site at which it is being undertaken so as to adequately manage and conserve the exceptional cultural heritage significance of the places for the community of Kwinana.
- Enhancing use of the sites in terms of visitor amenity, setting, wayfinding, access, and interpretation.
- Co-ordination of activities between heritage places.
- A brand name and simplified badging to encompass both of the sites. Promotion
 of the sites within Kwinana's historical and heritage context.
- Enhanced and more comprehensive interpretation with distinct storylines and opportunities for self-guided understanding of the places and associated settings.

In terms of the future management model for the heritage sites, the Business Plan recommends continued community management of both sites by groups engaged in activities compatible with cultural heritage conservation, preservation and interpretation, with support from the City in the areas of capacity building and knowledge sharing, marketing and promotion and governance.

The Business Plan further recommends a separate management agreement for each group involved in the management of the places – including clearly articulating "community benefit through cultural heritage" in the agreement. The Plan recommends the setting of achievable goals for each group/place, and the establishment of monitoring and reporting mechanisms to assist groups to secure appropriate funding levels.

In light of the recommended management model, and the current capacity of the Kwinana Heritage Group outlined above, this Report recommends that Council enter into a new Management Agreement with the Kwinana Heritage Group for the management of Smirk's Heritage Site. The new Management Agreement should outline the community benefit to be realised from the conservation, management and use of the City's cultural heritage assets located at Smirk's Heritage Site and include appropriate key performance indicators and reporting mechanisms for reporting on outcomes to the City, on a regular basis.

This Report further recommends that Expressions of Interest be called for from properly constituted community organisations engaged in activities consistent and compatible with the purpose of Sloan's Cottage and Sloan's Heritage House, to manage the facilities for community benefit. Such uses could include, for example, arts studios, community workshop spaces, craft groups. After assessment of the Expressions of Interest received, a report is to be prepared for Council to consider the outcome of the Expressions of Interest process with respect to identification of suitable groups.

LEGAL/POLICY IMPLICATIONS:

Sloan's Reserve, Class A Reserve 25132 is set aside for 'Parklands and Recreation' and is managed by the City of Kwinana for the designated purpose of 'Park Land and Recreation'. Whilst the City does have the power to lease over this reserve, such powers are limited to purposes ancillary or beneficial to the reserve purpose only. The use of the reserve (and the buildings) for residential purposes falls outside of the purpose of Reserve 25132, hence Sloan's Heritage House, for example, cannot be leased as a residential tenancy.

FINANCIAL/BUDGET IMPLICATIONS:

The cost of advertising for Expressions of Interest is estimated to be \$500 and this amount is proposed to be funded from the Heritage Expenses budget allocation in the Community Engagement area.

It is proposed to enter into a new Agreement with the Kwinana Heritage Group for the management of Smirk's Heritage Site. The new Management Agreement will outline the community benefit to be realised from the conservation, management and use of the City's cultural heritage assets and include appropriate key performance indicators and reporting mechanisms for reporting on outcomes to the City, on a regular basis. The intention is to retain the provision of a \$10,000 subsidy to the Kwinana Heritage Group by the City of Kwinana (provided for in the current Agreement) to assist with the costs incurred by the Group in managing the heritage assets and grounds located at this site. The Museum and Collection are housed at this site which incur collection development, interpretation and management costs, and grounds maintenance costs are high given the visitation levels to the site.

Maintenance requirements for Sloan's Heritage Site will be managed within existing City of Kwinana budget allocations. Community groups expressing an interest in operating from the buildings will be required to self-fund their activities.

ASSET MANAGEMENT IMPLICATIONS:

Conservation and Management Plans have been recently updated for both Heritage Sites and recommendations have been factored into relevant Asset Management Plans.

ENVIRONMENTAL IMPLICATIONS:

There are no environmental implications as result of this report or its recommendations.

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	,	1.8 Respect and promote
		Kwinana's unique heritage

COMMUNITY ENGAGEMENT:

The development of the Business Plan for Kwinana History and Heritage – Smirk's and Sloan's Heritage Sites involved consultation with affected groups such as Kwinana Heritage Group and Kwinana In Transition, as well as the hosting of two community visioning workshop sessions. The general community were invited to participate in and contribute to these sessions and the feedback provided was used to inform the development of the recommendations included in the Business Plan.

PUBLIC HEALTH IMPLICATIONS:

Implementation of the recommendations of this report could result in increased community connection and sense of community belonging by individuals and groups engaging with Kwinana's history and heritage, and increased levels of volunteering, which are all factors that impact positively on people's health, particularly their mental health.

RISK IMPLICATIONS:

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

Risk Event	Management of Kwinana's heritage sites is compromised.
Risk Theme	Ineffective management of facilities/venues/events

Risk Effect/Impact	Service Delivery
·	Reputation
	Property
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment	Implementation of Business Plan
required/in place	recommendations.
	Advertise for Expressions of Interest from
	community organisations to manage facilities.
Rating (after treatment)	Low

COUNCIL DECISION 304 MOVED CR W COOPER

SECONDED CR S LEE

That Council:

- 1. Authorise the Chief Executive Officer of the City of Kwinana to negotiate a new Management Agreement with the Kwinana Heritage Group Inc for the management of Smirk's Heritage Site. The new Management Agreement is to outline the community benefit to be realised from the conservation, management and use of the City's cultural heritage assets located at the Smirk's Heritage Site, and include appropriate key performance indicators and reporting mechanisms for reporting on outcomes to the City, on a regular basis. A report seeking approval to enter into the new Agreement is to be presented to Council at the conclusion of the negotiation process.
- 2. Advertise for Expressions of Interest from properly constituted community organisations engaged in activities consistent and compatible with the purpose of Sloan's Cottage and Sloan's Heritage House, to manage the facilities for community benefit, with a report to be presented to Council on the outcome of the Expression of Interest process.

CARRIED 8/0

Management Agreement for Heritage Facilities

City of Kwinana

Kwinana Heritage Group Inc



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Details

Parties

City of Kwinana

PO Box 21, Kwinana, Western Australia 6966 (**City**)

Kwinana Heritage Group Inc

of PO Box 430, Kwinana, Western Australia 6966

(Group)

Background

- A The City is the registered proprietor of Lot 115 Seabrook Way Medina and has care, control and management of the Reserve 25132 at 1204 Wellard Road Leda;
- B Constructed on Lot 115 and the Reserve are the Cottages.
- C To assist in the heritage conservation of the Cottages, the City resolved at its meeting of 24 June 2015 to appoint the Group to manage the Cottages for the Term, on the terms and conditions of this Contract.

Agreed terms

Definitions

Unless otherwise required by the context or subject matter the following words have these meanings in this Contract:

Business Day means a day other than a Saturday, Sunday or public holiday in Perth, Western Australia;

Commencement Date means the date of commencement of the Term specified in Item 2 of the Schedule;

Contract means this contract as varied, amended, supplemented, novated or replaced from time to time;

Collection means all historical artefacts and similar located in the Cottages;

Cottages means Sloan's Cottage and Smirk's Cottage;

Further Term means each further term specified in Item 4 of the Schedule;

Group's Agents includes:

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- (a) the employees, agents, contractors, invitees and licensees of the Group; and
- (b) any person on the Cottages by the authority of a person specified in paragraph (a).

Lot 115 means Lot 115 on Deposited Plan 189850 being the whole of the land comprised in Certificate of Title Volume 1884 Folio 390;

Reserve means Reserve 25132 being more particularly Lot 1876 on Deposited Plan 218082 being the land comprised within Crown Land Title Volume LR 3051 Folio 99, known generally as Sloan's Reserve;

Schedule means the schedule to this Contract;

Sloan's Cottage means the building known as Sloan's Cottage constructed on the Reserve and for the purpose of this Contract includes the immediate surrounding area as outlined on the plan annexed to this Contract as **Annexure 2** and includes all historical artefacts, carpets, floor coverings, curtains, blinds, and other fixtures and fittings belonging to the City (if any) and all additions or modifications and replacements on such area;

Smirk's Cottage means the building known as Smirk's Cottage constructed on Lot 115 and for the purpose of this Contract includes the immediate surrounding area, including Soldier's Settler Cottage, Museum and other buildings as outlined on the plan annexed to this Contract as **Annexure 1** and includes all historical artefacts, carpets, floor coverings, curtains, blinds, and other fixtures and fittings belonging to the City (if any) and all additions or modifications and replacements on such area;

Term means the term of this Contract as stipulated in **Item 1** of the Schedule and any Further Term; and

Termination means expiry by effluxion of time or sooner determination of the Term or any period of holding over.

2. Appointment

The City appoints the Group, and the Group accepts the appointment, to manage the Cottages for the Term under the terms and conditions provided by this Contract.

3. Group's Obligations

3.1 Management of Bookings and Use of Cottages

- (1) The Group agrees to:
 - (a) preserve the heritage value of the Cottages and promote the use of the Cottages by the community, in particular promoting the Cottages to local and state schools and providing free tours to school groups;
 - (b) accept and co-ordinate bookings for the use and hire of the various facilities within the Cottages by any persons and or groups whose intended use of the Cottages or part thereof is consistent with the purpose of the Cottages; and
 - (c) ensure that hirers of the Cottages comply with the terms and conditions of hire set by the Group and approved by the City from time to time.

- (2) The City and the Group acknowledge and agree that any user and/or hirer, shall pay hire fees in accordance with the schedule of fees and charges for the Cottages as set by the Group and approved by the City from time to time.
- (3) The City agrees that the Group may retain all hire and other charges it collects from the Cottages.
- (4) The Group will not be required to pay a fee for the use or hire of the Cottages for its own use; however the Group must keep accurate records, and provide such records to the City on written demand, of the intended dates and actual dates of use of the Cottages facilities by the Group.
- (5) The Group will permit the City use of the Cottages at no charge for the purpose of conducting City business.

3.2 Management of Collection

The Group agrees to manage the Collection to the satisfaction of the City in accordance with the terms provided by the City and amended from time to time.

3.3 Permitted Purpose of Cottages

The Group agrees to ensure that the use of the Cottages is at all times consistent with the permitted purpose of the Cottages, as specified in **Item 3** of the Schedule.

3.4 Compliance with Legislation

The Group agrees to comply with all laws, local laws and regulations including (but not limited to) restrictions and obligations imposed by the *Liquor Licensing Act* 1988.

3.5 Cleaning and repair of Cottages

The Group at its expense will at all times during its use and occupation of the Cottages be responsible to:

- (a) keep the Cottages in a clean, safe and tidy state free from dirt and rubbish;
- (b) keep the City's fixtures and fittings including but not limited to furniture, in good repair and condition; and
- (c) comply with the maintenance and repair obligations outlined in **Annexure 3** of this document; and
- (d) comply with the ground maintenance obligations outlined in **Annexure 4** of this deed.

3.6 No alterations

The Group agrees not to, without the written consent of the City, make or allow to be made any alteration, addition or improvements to or demolish any part of the Cottages.

3.7 Security of Cottages

The Group agrees to ensure at all times that the Cottages are kept secure and that proper care is taken for the security of fixtures, fittings, plant and equipment owned by the City within the Cottages.

3.8 Inspection of Cottages

The Group agrees to permit the City and its agents with or without workmen and others, and with or without plant and equipment at all reasonable times to enter upon the Cottages and all parts thereof to view the condition thereof and to take inventories of the City's fixtures therein and to effect such repairs, maintenance and amendments as shall be required by the City.

3.9 Report to City

The Group must immediately report to the City:

- (a) any act of vandalism or any incident which occurs on or near the Cottages which involves or is likely to involve a breach of the peace or become the subject of a report or complaint to the police and of which the Group is aware or should be aware;
- (b) any occurrence or circumstances in or near the Cottages of which it becomes aware, which might reasonably be expected to cause, in or on the Cottages, pollution of the environment; and
- (c) all notices, orders and summonses received by the Group and which affect the Cottages and immediately deliver them to the Lessor.

3.10 Management and Supervision of Staff

The Group agrees to be fully responsible for the appointment, supervision, training and remuneration of staff for the Cottages.

3.11 Establishment of Bank Accounts and Collection of Income

The Group agrees:

- (a) to establish and maintain a separate bank account(s) for the Cottages; and
- (b) to collect all income from the Cottages in accordance with the fees and charges approved by the City.

3.12 Recording of Income and Expenditure

The Group agrees:

- (a) to accurately and transparently record all income and expenditure associated with the operation of the Cottages and this Contract. If requested by the City in writing, the income and expenditure records will need to presented to the City, in an agreed format, on a quarterly basis; and
- (b) to ensure that all financial reports for the Cottages are prepared in accordance with accepted accounting standards, reconciled and reflect a true statement of the financial performance of this Contract and the Cottages; and
- (c) that all records associated with the Cottages are to be made available to the City upon written request.

3.13 Reports

(1) The Group agrees to prepare reports in a form and in such detail as may be specified by the City in relation to all income derived from the use of the Cottages and all expenditure associated with

the Cottages (and in particular all records relating to casual hire charges and receipts) and provide copies to the City on a quarterly basis or at such other interval as may be agreed by the City.

- (2) The Group agrees to provide annual audited financial statements for the Cottages.
- (3) The Group agrees to provide a report on an annual basis which outlines the Groups' performance in promoting and hiring the Cottages.

3.14 Insurance Obligations

- (1) The Group must effect and maintain with reputable insurers:
 - (a) adequate public liability insurance, in the name of the Group and noting the City's interest in the Cottages, for a sum not less than twenty million dollars (\$20,000,000) in respect of any one claim;
 - (b) a policy of employers' indemnity insurance, including workers' compensation insurance in respect of all employees (including part-time and casual employees) of the Group employed in or in connection with the Cottages;
 - (c) a policy of personal accident insurance, including insurance in respect of all volunteers of the Cottages in, or in connection with the Cottages; and
 - (d) insurance to cover the Lessee's fixtures, fittings, equipment and stock against loss or damage by fire, fusion, smoke, lightning, flood, storm, tempest, earthquake, sprinkler leakage, water damage and other usual risks against which a lessee can and does ordinarily insure in their full replacement value, and loss from theft or burglary.
- (2) In respect of the insurances required by paragraph (1) of this clause, the Group must:
 - (a) Provide to the City details of the insurances copies of the certificates of currency in relation to those insurances from commencement of the Management Agreement
 - (b) promptly pay all premiums and produce to the City each renewal policy or certificate of currency and each receipt for premiums or certificate of currency issued by the insurers; and
 - (c) notify the City immediately:
 - (i) when an event occurs which gives rise or might give rise to a claim under or which could prejudice a policy of insurance; or
 - (ii) when a policy of insurance is cancelled or declined.

3.15 **Indemnity**

The Group will indemnify and keep indemnified the City from and against all claims, actions, demands, loss, damages, costs and expenses incurred by the City in respect of anything done or omitted to be done in good faith in the exercise of the powers conferred on the Group by this document or in the carrying out of the duties and functions of the Group under this Contract.

3.16 Obligations upon Termination

Upon the Group's management of the Cottages ceasing, the Group covenants and agrees as follows:

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- (a) the Group must restore the Cottages and all fixtures, fittings and plant belonging to the City to a condition as outlined in the property condition report provided on commencement of this Management Agreement, consistent with the observance and performance by the Group of its covenants under this Contract; and
- (b) surrender to the City all keys and security access devices held by the Group in respect of the Cottages.

4. City's obligations

4.1 Provide access

The City covenants and agrees with the Group to provide all necessary keys to allow the Group to safely and securely operate the Cottages.

4.2 Insure Cottages

The City shall effect and keep effected policies of insurance in relation to any risk relating to the City's ownership or interest in the Reserve and the Cottages including, without limitation, insurance for fire and insurance for the City's fixtures and fittings.

4.3 Major Maintenance and Structural Repair

- (1) The City will maintain the Cottages in accordance with the City's maintenance standards.
- (2) Maintenance for the purposes of **clause 4.3(1)** covers:
 - (a) all structural maintenance of the Cottages;
 - (b) general building repairs, as outlined in **Annexure 3**;
 - (c) the ongoing repair and replacement of fixtures and fittings, as outlined in **Annexure 3**;
- (3) The standard of the maintenance and the frequency of the repairs and replacements identified in clause 4.3(2) will be dependent on the City's general building maintenance program and budgetary considerations and may vary from time to time.

Mutual Covenants

5.1 No Assignment

The City and the Group acknowledge and agree that this Contract is personal to the parties and is not transferable without the express written agreement of both parties.

5.2 Exercise of Option

If the Group at least one month, but not earlier than 6 months, prior to the date for commencement of the Further Term gives the City a Notice to grant the Further Term and:

- (a) all consents and approvals required by the terms of this Contract or at law have been obtained;
- (b) there is no subsisting default by the Group at the date of service of the Notice in the performance or observance of any of the Group's obligations under this Contract; and

(c) the City, following a review of its business plans and strategic operations, agrees to the grant of the Further Term,

the City will appoint the Group to manage the Cottages for the Further Term on the same terms and conditions other than this clause in respect of any Further Term previously taken or the subject of the present exercise and on such other terms and conditions as the City may consider appropriate.

5.3 No Exclusive Possession of Cottages

The Group is entitled to access the Cottages in the discharge of its obligations under this Contract; however this Contract does not confer exclusive possession or use of the Cottages on the Group.

5.4 Use of Cottages

The Group will comply with any reasonable direction by the City as to who may use the Cottages and in what circumstances, having regard to any applicable policy prescribed by the City from time to time.

5.5 **Default by Group**

If, in the view of the City, the Group has failed to comply with its obligations under **clause 3**, the City shall give Notice of the default and specify a reasonable time within which such obligation is to be carried out to rectify the default. Failure to comply with the requirements specified in the Notice within the time stipulated therein shall enable the City to terminate the management contract immediately.

5.6 Damage or destruction

If at any time during the Term, the Cottages are totally or partially destroyed so as to require major rebuilding, or the Cottages are declared unfit or unsafe by a competent authority, then either party may within two (2) months of the destruction, damage or declaration, terminate the Term with immediate effect by giving Notice to the other party.

5.7 Heritage Acknowledgement

The parties acknowledge that the Cottages have significant heritage value and the use of the Cottages, and additionally any development or alteration to the Cottages must be consistent with that heritage value and as per Clause 3.6 of this Management Agreement.

5.8 Right to terminate

The parties covenant and agree that the City or the Group may terminate this Contract upon twelve months written notice to the other party, and upon such termination clause 3.16 will apply.

6. Disputes

6.1 Referral of Dispute: Phase 1

Except as otherwise provided any dispute arising out of this Contract is to be referred in the first instance in writing to the City's representative as set out in **Item 6** of the Schedule (**City's Representative**) who shall convene a meeting within 10 days of receipt of such notice or such other period of time as is agreed to by the City's Representative and the Group's Representative for the purpose of resolving the dispute (**Original Meeting**).

6.2 Referral of Dispute: Phase 2

In the event the dispute is not resolved in accordance with **clause 6.1** then the dispute shall be referred in writing to the City's Chief Executive Officer who shall convene a meeting within 10 days of the Original Meeting or such other date as is agreed to by the parties between the City's Chief Executive Officer and the Group's President for the purpose of resolving the dispute.

6.3 Appointment of Arbitrator: Phase 3

In the event the dispute is not resolved in accordance with **clause 6.2** then the dispute shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act* 1985 (as amended from time to time) and the Group and the City may each be represented by a legal practitioner.

7. GST

7.1 Definitions

In this Clause:

- (a) "GST", "Input Tax Credit", and "Taxable Supply" have the meaning they bear in *A New Tax System* (Goods and Services Tax) *Act 1999* ("the GST Act").
- (b) "GST Rate" means a percentage equal to the rate of GST imposed on a taxable supply by the GST Act.

7.2 Liability

- (1) The parties acknowledge that GST is payable in respect of each taxable supply made under this Contract
- (2) All amounts payable under any provision of this Contract (other than a reimbursement of any GST inclusive payment or outgoing made by this reimbursed party and in respect of which the reimbursed party is entitled to an input tax credit) are expressed in amounts that do not include the GST payable.
- (3) In respect of each taxable supply made under this Contract the provider of the supply must pay any GST required to be paid for that taxable supply.

8. Relationship

- (a) This Contract constitutes a relationship of principal (on the part of the City) and independent contractor (on the part of Group) and no agency employment, partnership or joint venture is hereby constituted.
- (b) The Group must not hold itself or its employees or agents out to be employees or agents of the City.
- (c) The Group is responsible for its own staff and carries out the management services at its own risk.

Notice

- (1) Any communication under or in connection with this Contract:
 - (a) must be in writing;

- (b) must be addressed to the address of the relative party as set out in this Contract, or other such address as specified in writing from time to time;
- (c) must be signed by the party making the communication or on its behalf by the solicitor for, or by any attorney, director, secretary, or authorised agent or officer of, any party;
- (d) must be delivered or posted by prepaid post to the address, or sent by fax to the number, of the addressee, in accordance with paragraph (b) of this clause; and
- (e) will be deemed to be given or made:
 - (i) if by personal delivery, when delivered;
 - (ii) if by leaving the Notice at an address specified in paragraph (b) of this clause, when left at that address unless the time of leaving the Notice is not on a Business Day or after 5 pm on a Business Day, in which case it will be deemed to be given or made on the next following Business Day;
 - (iii) if by post, on the second Business Day following the date of posting of the Notice to an address specified in paragraph (b) of this clause; and
 - (iv) if by facsimile, when despatched by facsimile to a number specified in paragraph (b) of this clause unless the time of dispatch is not on a Business Day or after 5 pm on a Business Day, in which case it will be deemed to be given or made on the next following Business Day.
- (2) A Notice sent by facsimile transmission shall be deemed to have been received by the addressee on the date of its transmission.

10. Variation

A variation to this Contract must be in writing and signed by the parties.

11. Further Assurances

Each party must execute and deliver all such documents, instruments and writings and must do and must procure to be done all such acts and things as may be necessary or desirable to implement and give full effect to the provisions and purpose of this Contract.

12. Severance

If any part of this Contract is, or becomes, void or unenforceable that part is or will be, severed from this Contract to the extent that all parts that are not, or do not become, void or unenforceable remain in full force and effect and are unaffected by that severance.

13. Waiver

The parties mutually covenant and agree that:

- (a) no right under this Contract is waived or deemed to be waived except by notice in writing signed by the party waiving the right;
- (b) a waiver by one party under paragraph (a) of this clause does not prejudice its rights in respect of any subsequent breach of this Contract by the other party; and

(c) a party does not waive its rights under this Contract because it grants an extension or forbearance to the other party.

14. Applicable Law

This document shall be governed by and construed and interpreted according to the law in force in the State of Western Australia from time to time and the parties hereby submit to the exclusive jurisdiction of the court of that State including the appellate courts thereof.

15. Interpretation

In this Contract, unless the context otherwise requires:

- (a) headings, underlines and numbering do not affect the interpretation or construction of this Contract;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any gender;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate;
- (e) references to parts, clauses, parties, annexures, exhibits and schedules are references to parts and clauses of, and parties, annexures, exhibits and schedules to, this Contract;
- (f) a reference to any statute, regulation, proclamation, ordinance or local law includes all statutes, regulations, proclamations, ordinances or local law varying, consolidating or replacing them, and a reference to a statute includes all regulations, proclamations, ordinances and local laws issued under that statute:
- (g) no rule of construction shall apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this Contract or any part of it; and
- (h) a reference to any thing (including any real property) or any amount is a reference to the whole and each part of it;
- (i) reference to the parties includes their personal representatives, successors and lawful assigns;
- (j) where a reference to a party includes more than one person the rights and obligations of those persons shall be joint and several;
- $\hbox{$(k)$} \qquad \hbox{the Schedule and Annexures (if any) form part of this Contract.}$

Schedule

Item 1 Term

5 years commencing on 1 July 2015 and expiring on 30 June 2020

Item 2 Commencement Date

1 July 2015.

Item 3 Permitted Purpose

Display to the public of historical buildings and artefacts and the casual hire of the Cottages provided the hire is not inconsistent nor will have any impact upon the historical value of the Cottages.

Item 4 Further Term

Subject to Clause 5.2, 5 years commencing on 1 July 2020 and expiring on 30 June 2025.

Item 5 Operating Subsidy

The City covenants and agrees to pay to the Group an operating subsidy of \$2,500 quarterly, during the term of the agreement and any further term. To be paid quarterly at the beginning of each quarter from the date of commencement of the Management Agreement.

Item 6 City's Representatives and Group's Representatives for Notices

City of Kwinana

Property Management Officer

Ph: (08) 9439 0200

Fax:(08) 9439 0222

admin@kwinana.wa.gov.au

PO Box 21, Kwinana, WA 6966

Kwinana Heritage Group

President

Ph: (08) 9439 6342

kwinanaheritagegroup@gmail.com

PO Box 430, Kwinana, WA 6966

EXECUTED by the parties as a Deed

2015

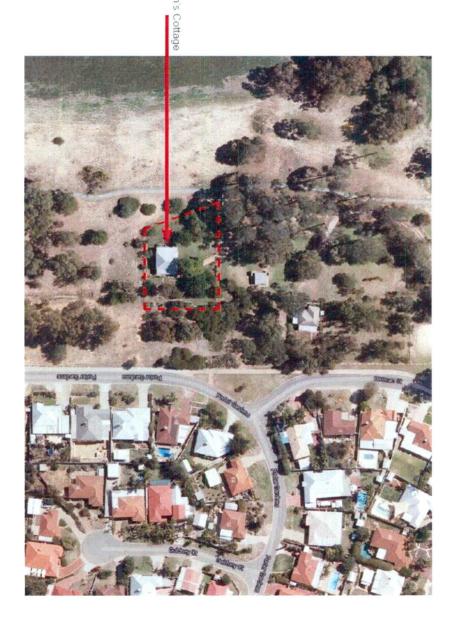
THE COMMON SEAL of the City of Kwinana	
is affixed in the presence of -	
Signature of Mayor	Name of Mayor (print)
Alban MMON SE	JOANNE ABBUSS. Name of Chief Executive Officer
Name of Chief Executive Officer	Name of Chief Executive Officer
THE COMMON SEAL of the Kwinana Heritage Group Inc was hereunto affixed pursuant to the constitution of the Kwinana Heritage Group Inc in the presence of each of the undersigned each of whom hereby declares by the execution of this document that he or she holds the office in the Kwinana Heritage Group Inc. indicated under his or her name -	The Common Seal of Office Holder Sign
MORRIS DANKS Name:	JOHN M. RICHARDSON
204 MORTIMER RD Address: WELLARD 6170	16 PRESTON 2D, PARTEELIA Address:
PRESIDENT Office Held:	VICE PRESEDENT. Office Held:

Annexure 1 – Sketch of Smirks Cottage

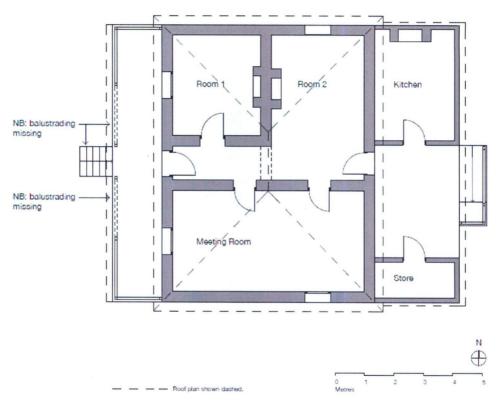
Part of Lot 115 Seabrook Crescent, Medina, Plan 189850 115



Annexure 2 – Sketch of Sloans Cottage



Sloan's Cottage, Leda Conservation Management Strategy





Annexure 3 – Maintenance Obligations

Maintenance Type	City	Group
	General	
All Structural Repairs	Yes	No
Cleaning & Cobweb Removal (Hygienic &	No	Yes
tidy condition at all times)		
Supply of Sanitary Bins, Paper Towel, Soap &	No	Yes
Dispenser and Toilet Paper.		
Vermin Control (Rats, Insects etc)	No	Yes
Vandalism	Yes (external only)*	Yes (internal only)*
Windows (Except malicious damage by	Yes	No
patron)		
Graffiti	Yes (external only)*	Yes (internal only)
Emergency Exit Lighting & Doors, Public	No	Where found to be illegally
Safety & Compliance.		locked, costs for
		reinstatement to be the
		Group
Fire Extinguishers, smoke detectors & Hoses	Maintenance &	No
	Replacement*	
Security Monitoring & Equipment	No	Yes
Oven & Exhaust Vent	No	Yes
Kitchen Appliances (i.e. Fridges, Dishwasher)	No	Yes
	Ceiling / Roof	
Ceiling	Yes (structural repairs only)	Yes (excluding structural
		repairs)
Roof (including leaks, broken tiles etc)	Yes	No
Gutters & Downpipes	Yes (replacement only)	Yes (cleaning only)
Air-conditioning / Heating (Servicing)	Yes	No
Air-conditioning / Oven Vents	Yes (repair only)	Yes (cleaning only)
Exhaust Fans	Yes (repair only)	Yes (cleaning only)
Skylights	Yes*	No
	Walls	
Walls	No	To be washed down
		quarterly
Window Cleaning	No	Yes – Including tracks &
		flyscreens
Security Screens	Yes (repair only)*	Yes (cleaning only)
Flyscreens	Yes (repair only)*	Yes (cleaning only)
Doors (external)	Yes*	Yes (cleaning only)
Doors (internal)	No	Yes
Locks	No	Yes
Replacement Keys	No	Yes
External Painting	Yes	No
Internal Painting	No	Yes (additional painting by
		Group requires prior
		approval on location and
		colour choice by the City.
Cupboards	Replacement*	Cleaning Only
Blinds / Curtains	Replacement*	Cleaning Only
Mirrors	No	Yes
Honour Boards / Notice Boards	No	Yes

Appendix "B" - Maintenance Obligat	tions (cont.)	
Maintenance Type	City	Group
	Floors	
Carpet**	Replacement if damaged under an insurable event	Annually Dry Cleaned
Vinyl Floors	Replacement if damaged under an insurable event	Mopped at least once per week
Wooden Floors**	Replacement if damaged under an insurable event and/or Stripping and/or Resealing when required	Buffed & Polished half yearly
Tiled Floors	Replacement if damaged under an insurable event	Mopped at least once per week
	Electrical	•
Fittings (i.e. lights, power points, switches)	Yes – Fittings Only	Yes – replacement of globes, testing and tagging and costs for additional points
Wiring (Excluding damage or use causing overloading).	Yes	Overloading
	Plumbing	
Replacement of Fixtures & Cisterns	Yes Blockages caused by roots*	Leaking Taps & Cisterns
Hot Water System	Replacement*	Maintenance
	External	
Security Lighting		Replacement including repairs to time clocks & photoelectric cells Replacement of globes
Perimeter Fencing	Replacement or Repair (i.e. stand alone facilities surrounding Cottages Replacement or repair*	No

^{*} Any damage to the building internally by misuse or any replacements will be fixed by City and any costs will be charged to the Group.

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^{**} If evidence cannot be presented to demonstrate that the Group has fulfilled their obligations contained under this condition then the responsibility to undertake the replacement will be that of the Group.

^{**} Electrical work undertaken by Lessee's electrical contractor must be approved by the City of Kwinana prior to works commencing.

Annexure 4 – Grounds Maintenance Obligations

Maintenance Responsibilities					
Checklist	Smirks Cottage		Sloans		
Organisation	City	Group	City	Group	
Maintenance Tasks					
Mowing	Х	✓	X	√	
Garden maintenance	x	✓	X	✓	
Provision of new plants for garden as required	×	√	Х	✓	
Reticulation maintenance	✓	X	X	×	
Reticulation replacements	As required	✓	As required	✓	
General lawn maintenance (fertilising etc)	x	✓	Х	√	
Tree maintenance (e.g. lopping)	✓	Х	√	×	
	As requested		As requested		
	or deemed necessary		or deemed necessary to		
	to prevent		prevent		
Tree removal	damage to the Cottage	Х	damage to the Cottage	x	

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Annexure 5 – Collection Management Terms

Statement

The Collection Management Terms are developed in accordance with the City of Kwinana **Art Collection Conservation Policy,** recognizing responsibilities for the preservation and conservation of the Heritage Collection. The City of Kwinana Art Collection Conservation Policy must be read in conjunction with the **Art Collection Policy.**

The Heritage Group will endeavour to provide the best physical environment, preventative maintenance programs to meet its responsibilities to the Collection.

Acceptance of material into the Collection

"Objects", as referenced in this document, refers to artefacts, books, artworks and other similar items. Objects accepted by the Heritage Group will automatically by part of the **Reserve Collection** which consists of items pending assignment.

The provision of status for items to be moved to the Permanent Collection (or to be de-accessioned) is under the authority of the Director – City Living on the advice of the Cultural Development Coordinator and the Art Advisory Group.

To be accepted in the Collection, Objects must satisfy at least one of the following criteria:

- Objects that are representative of known social and domestic life in the area
- Objects that are representative of the cultural history of the wider Kwinana region but have little or no provenance to the history of Kwinana

Other factors to consider:

- Objects shall only be considered for acceptance into the Collection if it is determined that the Heritage Group has sufficient resources to conserve, store and treat the Objects in accordance with the Art Collection Conservation Policy.
- Intending donors must have legal title to the object and the object should be free of encumbrances.
- Objects may only be accepted on a temporary basis, without accessioning, for short terms displays / exhibitions and research purposes.

Assessment of cultural significance

The Heritage Group will designate a suitable person, referred to as the Curator, to determine the significance of Objects. While the assessment process is to be independently run by the Curator, the final assessment and inclusion of Objects must be endorsed by the Heritage Group as a whole.

The Curator will have the flexibility to be able to call on specific expertise when required, including from the City's Local History Librarian and Coordinator Cultural Development.

A comprehensive report must be presented to the Coordinator Cultural Development for each Object accepted in the Collection, pending final assignment by the Director – City Living.

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De-accessioning and disposal of Objects

De-accessioning only applies to works in the Permanent Collection and the Research Collection, and is regulated in accordance with the Art Collection Policy.

The Heritage Group has the authority to remove Objects from public displays, but not to de-accession or dispose any Objects in the Collection.

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14.2 Banksia Park Retirement Village Clubhouse Application for Gaming Activities

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The Banksia Park Retirement Village has made an application (Attachment A) to the Department of Racing, Gaming and Liquor (DRGL) to renew the approval of the premises for gaming activities at The Banksia Park Retirement Village Clubhouse, Lot 5, 18 Sawyer Road, Calista which expires on 17 July 2020. This premises is owned by the City of Kwinana.

As part of the application process for the DRGL, a Certificate of Local Government Authority (Attachment B) is required to be issued in accordance with Section 55 of the *Gaming and Wagering Commission Act 1987* certifying that the premises conforms with the required Health and Planning legislations.

The gaming that takes place onsite is in the form of Two-Up on ANZAC Day, Sweepstakes on Melbourne Cup Day and Bingo once every month. The gaming is mainly for the Retirement Village residents; these activities facilitate socialisation and participation. The City has not received complaints in any form about the Centre's gaming activities. Council approval is therefore sought to complete the required local government certification, which precedes the determination by the DRGL.

OFFICER RECOMMENDATION:

That Council:

Authorise the Director City Regulation to complete the Section 55 Certificate of Local Government Authority, at Attachment B for the Department of Racing, Gaming and Liquor to make a determination on The Banksia Park Retirement Village gaming application, at Attachment A.

DISCUSSION:

The Banksia Park is a Retirement Village that holds an existing premises approval for gaming. The approval is due to expire on 12 July 2020 and the village is seeking to renew the approval for gaming to be conducted in the Clubhouse of the premises for a five-year period from the date of approval by the DRGL.

Subsection 3 of Section 55 of the *Gaming and Wagering Commission Act 1987* specifies that the grant of a premises approval for gaming requires:

a) a local government report to certify that conformance requirements to the Health (Miscellaneous Provisions) Act 1911, to the relevant Act relating to sewerage and drainage and to any subsidiary legislation made under those Acts or the Local Government Act 1995: and

14.2 BANKSIA PARK RETIREMENT VILLAGE CLUBHOUSE APPLICATION FOR GAMING ACTIVITIES

b) a report from the authority responsible for local planning matters affecting the premises certifying that the proposed or actual use does not contravene any written law relating to local planning; or where a proposed use will not contravene such a written law only if a specified consent be given, whether or not that consent will be given and as to any conditions relating to that consent.

There is no delegation in place for an officer to complete the Section 55 Certificate of Local Government Authority. The certificate requires the local government to state that the part of the premises, which is subject to the application, conforms with the *Health (Miscellaneous Provisions) Act 1911* and the use of the premises for gaming activities does not contravene City Planning matters.

To facilitate Council's decision, the following supporting information is provided:

Conformance with the Health (Miscellaneous Provisions) Act 1911 -

- 1. A Certificate of Approval was issued to The Banksia Park Clubhouse on 13 April 2000 pursuant to Section 178(1) of the *Health (Miscellaneous Provisions) Act 1911* for the premises including the main hall for a maximum accommodation of 155 persons for the purposes of a an activity room for recreation and meetings. Gaming use is covered under this activity room.
- 2. An inspection of the premises by an Environmental Health Officer on 28 May 2020 demonstrated compliance with the requirements of the *Health (Public Buildings)*Regulations 1992. These inspections are conducted on a regular basis to ensure ongoing compliance.
- 3. The premises is connected to the main sewers and there are no further local government requirements in relation to sewage and drainage at the premises.

Local planning matters affecting the premises -

- 1. The Banksia Park Retirement Village was granted planning approval to use the premises in March 2010.
- 2. The subject land is zoned Commercial under the City of Kwinana Local Planning Scheme No. 2 (LPS 2)
- 3. The proposed gaming activities does not contravene the LPS 2.

Following a request for information from the City, The Retirement Village Manager informed the City that:

 The intent of the gaming permit is for the venue to be able to host the following activities for the residents; Two - Up on ANZAC Day, Sweepstakes on Melbourne Cup Day and Bingo once a month at the venue.

It is therefore recommended that Council authorise the Director City Regulation to issue a Section 55 Certificate of Local Government Authority supporting The Banksia Park Retirement Village application to be further determined for approval by the DRGL.

14.2 BANKSIA PARK RETIREMENT VILLAGE CLUBHOUSE APPLICATION FOR GAMING ACTIVITIES

LEGAL/POLICY IMPLICATIONS:

Gaming and Wagering Commission Act 1987

Section 55. Approving premises for gaming

- (3) The Commission may in relation to any premises require an applicant for the grant of approval or the holder of the approval to produce to the Commission
 - (a) a report from the local government of the district in which the premises are situated, certifying that those premises conform, or if not conforming in what respect they do not conform, to the Health (Miscellaneous Provisions) Act 1911, to the relevant Act relating to sewerage and drainage and to any subsidiary legislation made under those Acts or the Local Government Act 1995; and
 - (b) a report from the authority responsible for local planning matters affecting the premises certifying
 - that the proposed or actual use does not contravene any written law relating to local planning; or
 - (ii) where a proposed use will not contravene such a written law only if a specified consent be given, whether or not that consent will be given and as to any conditions relating to that consent;

FINANCIAL/BUDGET IMPLICATIONS:

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

ASSET MANAGEMENT IMPLICATIONS:

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

ENVIRONMENTAL IMPLICATIONS:

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

STRATEGIC/SOCIAL IMPLICATIONS:

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

Plan	Outcome	Objective
Corporate Business Plan	Regulatory and legal	6.8 Provide services and advice to
		the community and all stakeholders
		to comply with statutory obligations
		to achieve a healthy community and
		environment.

14.2 BANKSIA PARK RETIREMENT VILLAGE CLUBHOUSE APPLICATION FOR GAMING ACTIVITIES

COMMUNITY ENGAGEMENT:

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

PUBLIC HEALTH IMPLICATIONS:

The recommendations of this report have the potential to help improve the following determinant of health factors –

Health Behaviours – Participation;

However, they also have the potential to negatively impact on the following determinant of health factors –

• Socio-economics - Income and Social Support

RISK IMPLICATIONS:

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

Risk Event	Anti-social problems arise as a result of the gaming approval.
Risk Theme	Ineffective management of facilities/venues/events
Risk Effect/Impact	Compliance
Risk Assessment	Operational
Context	
Consequence	Minor
Likelihood	Possible
Rating (before	Moderate
treatment)	
Risk Treatment in place	Reduce - mitigate risk
Response to risk	The Environmental Health team to keep a record
treatment required/in	of complaints against the venue and report them to
place	the venue and the DRGL.
	Where complaints are not managed effectively by
	the venue, request the DRGL to revoke the
	approval.
Rating (after treatment)	Low

COUNCIL DECISION

190

MOVED CR P FEASEY

SECONDED CR S WOOD

That Council:

Authorise the Director City Regulation to complete the Section 55 Certificate of Local Government Authority, at Attachment B for the Department of Racing, Gaming and Liquor to make a determination on The Banksia Park Retirement Village gaming application, at Attachment A.





Paid Date:	
Receipt No.:	
Amount Paid:	

RENEWAL APPLICATION FOR A PREMISES CERTIFICATE Gaming and Wagering Commission Act 1987 (Section 55)

City of Kwinana

/ Cianatural

Permit No.: PR003127 PO Box 21 KWINANA WA 6966 The abovementioned certificate will expire on 12 July 2020. If you wish to renew this certificate please verify/complete this form and forward to this office with the prescribed fee before the expiry date. Holder Details: City of Kwinana DOB: PO Box 21 KWINANA WA 6966 Phone (M): Phone (W): 08 9439 0200 Phone (H): Signature If the permit holder is different to above please complete the following details (Please print neatly in BLOCK LETTERS with a black ball point pen only) Full name of holder _____ DOB / 364346 (W) (M) 04174235 Phone (H) age @ kwimana. Wa.gov Signature **PREMISES** Banksia Park Clubhouse 18 SAWYER ROAD CALISTA WA 6167 OWNER/LESSEE TITLE & FULL NAME as owner/lessee of the abovementioned premises, hereby apply to have the premises as named above to be approved to enable: BINGO D TWO-UP II GAMING T (Two-Up can only be conducted outside a 100km radius of Crown Casino) Gaming to be conducted in Orning Room Clubby (Please name the specific area where the gaming activity is to take place, eg Main Hall, Dining room, Lounge Area etc)

·- · ·



PERIOD OF CI	ERTIF	ICAT	ION					
For the period	12	_/_	7	_/_ <u>2020</u> to	121	7	<u>1</u> 2025	,

Note: The lessee is the person who occupies the premises on an on-going basis. It does not include a person who hires the premises for a specific function.





Ref No: 80.2020 Doc: D20/27479 Officer: GN

CERTIFICATION OF LOCAL GOVERNMENT AUTHORITY GAMING AND WAGERING COMMISSION ACT 1987, SECTION 55

This section is to be completed by the appropriate Local Government Authority for the area in which the premises, known as <u>Banksia Park Retirement Village, Lot 5</u> (18) Sawyer RD, CALISTA within the City of Kwinana is situated.

The part of the premises which are subject to this application conforms to the *Health* (*Miscellaneous Provisions*) *Act 1911* and the use of the premises for Gaming activities does not contravene City Planning matters.

Signea:	
Ū	Maria Cooke
	DIRECTOR CITY REGULATION
Date:	

15 Reports - Economic

Nil

16 Reports – Natural Environment

Nil

17 Reports - Built Infrastructure

17.1 Agreement to Maintain Vegetation along Thomas Road and Rockingham Road (Melville Mandurah Highway) on Behalf of Main Roads Western Australia

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

For a number of years, the City has managed roadside and median vegetation, including grass, along Thomas Road and Rockingham Road. These two roads are under the care, control and management of Main Roads Western Australia (MRWA), including the verges. The maintenance of the vegetation is by agreement, with the City paid an annual amount to deliver an agreed service.

Relevantly, the City provides a level of service greater than required under the agreement. The greater level of service is a deliberate decision to maintain key thoroughfares within the City to a particular standard. The agreement with MRWA allows the City to maintain a higher standard, although compensation for the work is capped at the MRWA standard. This approach is considered a win-win, as it provides the authority for the City to manage the land to its desired standard (with payment to MRWA standard), while reducing the land management burden on the State (particularly the benefit of locally based City staff being able to respond in an emergency).

It is recommended that Council authorise the Chief Executive Officer to enter into the agreement, on behalf of the City. A copy of the agreement is included at attachment A.

OFFICER RECOMMENDATION:

That Council authorise the Chief Executive Officer to execute a formal agreement with Main Roads Western Australia, for the management of vegetation along Thomas Road and Rockingham Road (Melville Mandurah Highway), as per Attachment A.

DISCUSSION:

Nil

LEGAL/POLICY IMPLICATIONS:

The agreement with MRWA is not considered purchasing, so does not fall within the normal delegations to enter into a contract. The entering into of agreements is a general power of Council, provided for by section 2.7 of the *Local Government Act 1995* (Act) being the role of Council, and section 2.5, which establishes a Local Government as a body corporate.

17.1 AGREEMENT TO MAINTAIN VEGETATION ALONG THOMAS ROAD AND ROCKINGHAM ROAD (MELVILLE MANDURAH HIGHWAY) ON BEHALF OF MAIN ROADS WESTERN AUSTRALIA

Section 9.49A(4) of the Act provides a power to delegate the entering into of agreements to the Chief Executive Officer, other employee or agent.

FINANCIAL/BUDGET IMPLICATIONS:

Under the proposed agreement, MRWA will pay the City \$131,779.34 (plus GST) per annum, for the management of vegetation along the Thomas Road and Rockingham Road.

ASSET MANAGEMENT IMPLICATIONS:

The land the subject of the agreement is not under the management of the City. Undertaking this work allows the City to control the level of service applying to these key thoroughfares. Works paid for by others assists with the payment of organisational overheads, resulting in lower overall cost to the ratepayer.

ENVIRONMENTAL IMPLICATIONS:

Limited. Part of the management will include weed management.

STRATEGIC/SOCIAL IMPLICATIONS:

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

Plan	Outcome	Objective
Strategic Community Plan	Well-kept green spaces	4.2 The community has easy
		access to well equipped,
		quality parks and public open
		spaces.

COMMUNITY ENGAGEMENT:

Nil. This agreement will be a continuation of current practice.

PUBLIC HEALTH IMPLICATIONS:

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

17.1 AGREEMENT TO MAINTAIN VEGETATION ALONG THOMAS ROAD AND ROCKINGHAM ROAD (MELVILLE MANDURAH HIGHWAY) ON BEHALF OF MAIN ROADS WESTERN AUSTRALIA

RISK IMPLICATIONS:

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

Risk Event	State details of the potential risk event that may
	occur
Risk Theme	Inadequate supplier/contract management
Risk Effect/Impact	Service Delivery
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Nil Prepare Contingent Plans - in event risk occurs
Response to risk treatment required/in place	Seek Council endorsement for agreement.
Rating (after treatment)	Low

COUNCIL DECISION

191

MOVED CR W COOPER

SECONDED CR S LEE

That Council authorise the Chief Executive Officer to execute a formal agreement with Main Roads Western Australia, for the management of vegetation along Thomas Road and Rockingham Road (Melville Mandurah Highway), as per Attachment A.

CARRIED 7/0





Vegetation Maintenance Agreement

This Maintenance Agreement dated	, which supersedes Maintenance Agreements
111, and 121, is made between:	

City of Kwinana, a body corporate incorporated pursuant to the provisions of the *Local Government Act 1995* (as amended) and having its registered office situated at Corner Gilmore Avenue and Sulphur Road, Kwinana, Western Australia 6167 (the City)

and

Main Roads Western Australia, a body corporate pursuant to the provisions of the *Main Roads Act 1930* (as amended) pursuant to the provisions of the Commissioner through its Director Metropolitan Operations in the Metropolitan Region situated at Waterloo Crescent, East Perth, Western Australia 6004 (Main Roads).

Background

- Historically vegetation maintenance agreements such as this one have been entered into between Main Roads and Local Government Authorities (LGA). The purpose of these agreements is to enable an LGA to maintain Main Roads' verges and medians within their local authority to a higher standard than Main Roads' general standard. Main Roads has historically contributed towards this maintenance up to the cost of their general standard with the LGA funding the balance.
- 2 Main Roads is responsible for verge and median maintenance on the following roads located within the City's boundary:
 - a. Melville Mandurah Highway (H2); and
 - b. Thomas Road (H38).
- Both parties recognise their respective roles as significant community organisations and have agreed to assist one another in the verge and median maintenance. Main Roads and the City have agreed that the City will undertake the verge and median maintenance responsibilities from Main Roads in accordance with the terms contained below.

Formal Agreement

- The parties agree that in consideration of the annual contribution of \$131,779.34 (+GST) payable by Main Roads to the City, the City will assume responsibility for the verge and median landscape maintenance on the following section(s) of road:
 - a. Melville Mandurah Highway verge and medians within the City's boundaries approx. 90m south of Usher Place to Office Road (SLK 15.09 to SLK 24.00) with a Main Roads contribution of \$55.599 (+GST) per annum; and
 - Thomas Road verge and median from Melville Mandurah Highway to the Kwinana Freeway On/Off ramp. (SLK 0.00 to SLK 6.20) including median only on eastern side of Kwinana Freeway approx. 400m (SLK 6.37 to SLK 6.77) with a Main Roads contribution of \$76,180.34 (+GST) per annum.

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- The term of the agreement will be for a period of five (5) years unless terminated earlier as set out in clauses 10 to 12 of this agreement. This term shall be subject to the continuation of Main Roads' statutory responsibly for road maintenance on the Roads specified in clause 1.
- The sums specified in clause 4 shall be an annual contribution made to City commencing on May 2020 and shall be paid by Main Roads via a Recipient Created Tax Invoice (RCTI) arrangement on a biannual basis.

The City shall submit their request for payment to Main Roads nominated officer utilising Certificate of Completion form (Appendix C) in or about December and June of each year. The City's Certificate of Completion form will also include a detailed breakdown of costs to substantiate expenditure for that period.

Payment of the sums detailed in clause 4 are for the term of this agreement and shall be indexed annually based on the Perth All Groups Consumer Price Index (CPI). Main Roads will review the CPI at the end of each financial year to determine any increase for the immediately ensuing period. Main Roads will advise the City at the start of each financial year of any increase.

If there is a decrease in CPI having regard to the relevant CPI publications the contribution payable from the relevant review date will be the same as the contribution payable during the immediately preceding period.

Main Roads contribution covers activities detailed in Appendix A3-1. Costs associated with activities over and above what is specified in item Appendix A3-1 and shown in Appendix A3-2 are the responsibility of the City.

- 7 The City agrees that maintenance of the verge and median will be in accordance with the requirements detailed in Appendices to this agreement.
- Main Roads acknowledges that the City has adopted a higher standard than the minimum prescribed by Main Roads under its Network Contract for maintenance and may wish to implement further streetscape planting to improve presentation of the verge and median within the sections of road prescribed in clause 5. The City acknowledges that to implement a higher streetscape planting plan to the current level of landscaping, the City will be required to seek approval and submit their plans to Main Roads for review to ensure plant species meet Main Roads guidelines and road safety is not compromised. The City agrees that such approval may be refused at the absolute discretion of Main Roads.
- 9 Main Roads agree to pay the City for any additional costs incurred by the City as a result of carrying out additional works as specified in A3-1 c. Main Roads will upon receipt of a Recipient Created Tax Invoice, pay to the City of Kwinana the supplementary costs plus any amount of GST that is required to be paid.

Termination

- 10. On the date that this agreement is executed by the last party to execute it, either party may terminate this agreement wholly or in part by firstly meeting with the other party to discuss the situation in good faith and if a satisfactory resolution cannot be reached giving the other party ninety (90) days written notice to terminate.
- 11. The City acknowledges that termination of any of the locations under this agreement may result in aspects of the landscaped area being removed to meet Main Roads landscape standards.
- 12. The City acknowledges that termination of part or the whole of this agreement may be necessitated due to changes to the road network as a result of road improvements by Main Roads.
- 13. If this agreement is terminated pursuant to clause 10, Main Roads will, upon receipt of a Recipient Created Tax Invoice, pay the City for any verge and median maintenance works undertaken by the City up to and including the date of termination. In addition to such payment, Main Roads will pay any amount of GST that is required to be paid. Payment to be made at the next scheduled bi-annual payment date following the date of termination.

Document No: D20#320141 Page **2** of **25**

Executed for and on behalf of City of Kwinana:	
Chief Executive Officer	 Date
Name of Chief Executive Officer	
Executed for and on behalf of Main Roads:	
Director of Metropolitan Operations Main Roads	Date
Peter Sewell	

Executed as a Maintenance Agreement

APPENDICES

Appendix A - Scope and Requirements

Appendix B - Plans, Maps and Details Showing Extent of Agreement

Appendix C - Certificate of Completion

Appendix D - Audit Report

NB In these Appendices, any references to clauses are reference to clauses within the main body of the agreement on pages 1 and 2.

Appendix A - Scope and Requirements

Areas Included within Agreement

A1 The road verges and median areas covered in this agreement exclude items outlined in Appendix A2

The City is responsible for maintaining the road verges and median as detailed within clause 4a of this agreement

Areas already included in other Main Roads contracts

- A2 Within the area of the agreement, the following activities are the responsibility of other Main Roads contractors.
 - a) Drainage associated with the pavement, with the exception of open drainage swales
 - b) Pedestrian crossing facilities at signalised intersections (Grab rails and associated signage),
 - c) Signs relating to Highways and Main Roads,
 - d) Road Pavement and road shoulders, or, the road pavement extending to the back of kerb where kerbing exists,
 - e) Herbicide treatment along face of kerbing,
 - f) Graffiti removal.

Scope of Works

The requirements of this undertaking of verge and median maintenance include the following:

- A3-1 Extent of works covered by Main Roads contribution:
 - a) Mowing / slashing of open grass areas 4 times per annum verge treatment to a distance of 5m from the edge line (as per Appendix B1) and full width of median. Pedestrian paths within median to be kept free of grass and debris. Areas within sites that are not accessible (i.e. areas between trees and shrubs or on batters and open drainage swales) with normal mechanical mowers, and have a gradient no greater than 1:3, are to be brush cut. Grass within these areas are not to exceed 300mm in height and will be cut to achieve a height no more than 100mm above ground surface.
 - b) Pruning one visit per annum to maintain clearance widths, sight lines for vehicles, pedestrians and signs in accordance with clearance requirements in drawings in Appendix B, current horticultural practices and A4, A5 and A12 of this agreement.
 - c) Application of herbicide to control weed and declared plant control 4 times per annum as per A8 to A11 to areas that cannot be mowed or brush cut (i.e. in front and behind barriers, sign posts and areas of hard landscaping). A8 contains details of any known weed species and declared plants to be controlled within the areas under this agreement. Control of declared noxious weeds, pests and pathogens as required by the relevant State government department. Should an infestation or outbreak of any declared noxious weeds, pests and pathogens occur that the City considers on reasonable grounds beyond standard maintenance control, documentary evidence of the infestation or outbreak will be obtained together with an estimate of the additional costs to deal with the infestation and will be forwarded to Main Roads for consideration and approval. These additional costs plus GST will be in addition to Main Roads contribution as specified in clause 4a.

In the event that the herbicide currently used by the City is banned for use by the governing authorities and the costs of alternative products to meet Main Roads requirements under this agreement are more expensive, the City shall advise Main Roads in writing of the options available for its review and approval. The additional costs plus GST if approved would be additional to Main Roads' contribution as specified in clause 4a. In the event that the City makes an internal determination to exclude a herbicide

- from use to areas within this agreement and alternative products are more expensive, Main Roads will only contribute to the value of the current herbicide product, unless otherwise agreed.
- d) Environmentally sound management of vegetation, such as, pruning to maintain clearance widths, mowing and slashing of open grass areas and removal and disposal of unwanted vegetation (i.e. dead or dying vegetation). Clearance requirements in accordance with A4, A5, A6 and A12 of this agreement,
- e) Road verges and median areas shall be kept free of dead vegetation. Dead trees or shrubs that are greater than 3m in height and that require specialised equipment will be supplementary to the sums specified in clause 4A and an estimate of the costs to undertake these works shall be obtained by the City and forwarded to Main Roads for approval. These costs will be in addition to Main Roads contribution as specified in clause 4a.
- f) Minimal environmental damage during delivery of works and timely and suitable rehabilitation where necessary,
- g) Protection of Special Environmental areas designated by Main Roads. This includes protection of known Declared Rare flora on roadsides, as required by the *Wildlife Conservation Act 1950 (as amended)*, and other areas as listed. A8 contains details of any known areas.
- h) Prevention of land degradation resulting from soil erosion and notify Main Roads should such erosion be observed.
- i) Removal and disposal of litter from the verge and full width of median,
- j) Maintenance strip as shown Appendix B12 shall be herbicide treated at least 2 times per annum to allow suitable access for vehicles. Pruning to reduce vegetation encroachment into adjacent properties and contact with electrified fence.
- A3-2 Works undertaken at the City's own cost include the following:
 - a) Any additional visit for an activity to that prescribed in A3-1,
 - b) Additional planting (subject to Main Roads approval),
 - c) Any maintenance required to City's entry statements, including all associated infrastructure.

Any works required that fall outside of this agreement i.e. 6m clearance requirements for trees overhanging carriageway, vegetation encroaching power lines and vegetation affecting street lighting, which require more specialised plant and machinery, repairs to hard landscaping, damage due to unforeseen events, such as extreme rains or drought will be dealt with on a case by case basis.

The City will notify Main Roads when any of the above have been identified and advise if the City is in a position to undertake the required works. A price to undertake the works can be included in the notification to assist in obtaining approval to proceed with the required works. These costs if approved would be in addition to Main Roads contribution as detailed in clause 4a.

An annual program, detailing schedules for all activities detailed in A3-1 will be submitted to Main Roads at the start of each financial year. The City will notify Main Roads of any changes to the schedule at least 1 week prior to works commencing. Confirmation of works undertaken as part of this schedule will be detailed in the Certificate of Completion form (C1) as part of the City's claim.

Details from this program shall be incorporated in the City's yearly update of their Permit to work within the Main Roads road reserve as detailed in A13.

Main Roads will undertake periodic audits of roads under this agreement. These audits will be scheduled to align with the City's annual program and are intended to assist the City in giving an overview of the condition of the road verges and median areas and identifying any of the requirements under A3-1 that may have been missed or require further attention. On completion of the audit, a report will be forwarded to the City detailing the condition of the verge and median areas and any actions that will need to be addressed to meet the requirements stipulated in this agreement. The City will notify Main Roads utilising the report form to respond to any of the issues or comments detailed in the report within 21 days of receiving the report from Main Roads.

Vegetation Clearance Requirements

- A4 Vegetation control throughout the road extents shown in clause 4 must be maintained in accordance with drawings in Appendix B and Main Roads 'Vegetation Control Guideline April 2016. This document will be made available to the City to assist in the management of vegetation.
- A5 Specific vegetation clearance requirements as shown in the table below must be complied with. The clearances indicated are made with reference to the painted edge line (if one exists) or to the edge of the seal if a painted edge line does not exist.

Action to prune or remove limbs must be initiated prior to vegetation encroaching within the clearance limits indicated.

			Minimum Clearance Requirements			
Road	Start SLK	End SLK	L/H Verge	Median	R/H Verge	Comments
Melville Mandurah Highway	15.09	24.00	3m	2m	3m	
Thomas Road	0.00	6.20	2m	2m		
	0.00	2.10		2m	1m	
	2.10	5.44		2m	2.5m	
Thomas Road	6.37	6.77		2m		

Areas Requiring Specific Treatments

A6 The table below sets out locations covered by this agreement that require specific treatments or treatments undertaken at specific times or frequency

Road	Start SLK	End SLK	Comments
Melville Mandurah Highway	21.74	21.08	Pruning and two (2) herbicide treatments along maintenance strip to prevent vegetation coming in contact with electrified fence (refer to B12)
Melville Mandurah Highway	11.15	24.00	Designated as a High Wide Load corridor. Vegetation clearance to be in accordance with Vegetation clearance envelope (refer to B10 & B11)

Designated Special Environmental Areas (SEA)

A7 Main Roads have identified the following Designated Special Environmental Areas (SEA) covered by this agreement. SEA can include Threatened Flora, Aboriginal Heritage, Contaminated Sites, Trees of Regional Significance, European Heritage and Offset Areas

Road	Start SLK	End SLK	Comments
-	-	ē - .	-

High Risk Weeds

A8 Main Roads has a policy for controlling and reducing all weeds within the road reserve. The table below contains details of weeds considered as 'High Risk' within the region either because of their establishment or spread causing, or having the potential to cause, significant detrimental effects.

The weeds listed below are to be controlled and reduced throughout the area(s) covered by this agreement. Notable additional resourcing requirements associated with the eradication of high risk weeds shall be dealt with on a case-by-case basis, with the City to notify Main Roads of any such requirements.

Horticultural Name	Common Name	
Conyza.sp	Fleabane	
Cortaderia selloana	Pampas Grass	
Dittrichia graveoleris	Stink Wort	
Euphorbia terracina	Geraldton Carnation Weed	
Foeniculum vulgare	Fennel	
Gomphocarpus fruticosus	Cotton bush	
Leptospermum laevigatum	Victorian Tea Tree	
Melia azedarach	Cape Lilac	
Nicotiana glauca	Tree Tabacco	
Pennisetum setaceum	Fountain Grass	
Ricinus communis	Castor Oil	
Schinus terebinthifolius	Brazilian Pepper	
Tecoma stans	Tecoma	
Tribulus terrestris	Caltrop	
Washingtonia filifera	Cotton Palm	

Main Roads has produced a document specific to the weeds shown in this table that provides details on these species and suggested methods of management and control. This document will be made available to the City to assist in the management of these weeds.

- A9 All weed control will be carried out at optimum weed stage development and at the optimum season to allow for high control effectiveness.
- An alternative control method to herbicide will be used within sensitive areas such as Public Water Source Areas, Vineyards, and Special Environmental Areas (SEA) etc.

Declared Plants

A11 Main Roads is legally required under the *Biosecurity and Agriculture Management Act 2007* to control or eradicate plant species within the road reserve that are nominated as "Declared" plants in the regulations.

The City is responsible under this agreement for ensuring that the City's activities within the maintenance area is compliant with its obligations under the 2007 Act, and that operational staff and contractors are familiar with "Declared" plants which occur, or could occur, in the area.

For the avoidance of doubt, should an infestation or outbreak of any declared noxious weeds, pests and pathogens occur that the City considers on reasonable grounds beyond standard maintenance control, documentary evidence of the infestation or outbreak will be obtained together with an estimate of the supplementary costs to deal with the infestation or outbreak and will be forwarded to Main Roads for consideration and approval. These additional costs plus GST will be in addition to Main Roads contribution as specified in clause 4a.

Technical Specifications

Works are to be undertaken in accordance with Main Roads 'Vegetation Placement within the Road Reserve Guideline' which is located on the Main Roads WA website at: ~

https://www.mainroads.wa.gov.au/Documents/Vegetation%20placement%20within%20the%20road%20res erve%20guideline.RCN-D12%5E23157580.DOCX

Traffic Management

- A13 The City will, at all times supply, use and place all necessary traffic control devices to control the traffic movement along the relevant sections of roads H2 and H38 when work is in progress. All such devices shall be selected and placed in accordance with
 - a) the Main Roads Western Australia Traffic Management for Roadworks Code of Practice, and
 - b) AS 1742.3, Manual of Uniform Traffic Control Devices Part 3 Traffic Control Devices for Works on Roads

All Local Government Authorities undertaking works under a Maintenance Agreement with Main Roads will be required to be registered or have a registered Traffic Management company undertaking their Traffic Management requirements.

A list of registered companies that are currently permitted to install Traffic Management on the Main Roads Network, as well as information regarding the scheme is on the Main Roads WA website at: ~ https://www.mainroads.wa.gov.au/OurRoads/TrafficManagement/Pages/Company-Registration.aspx

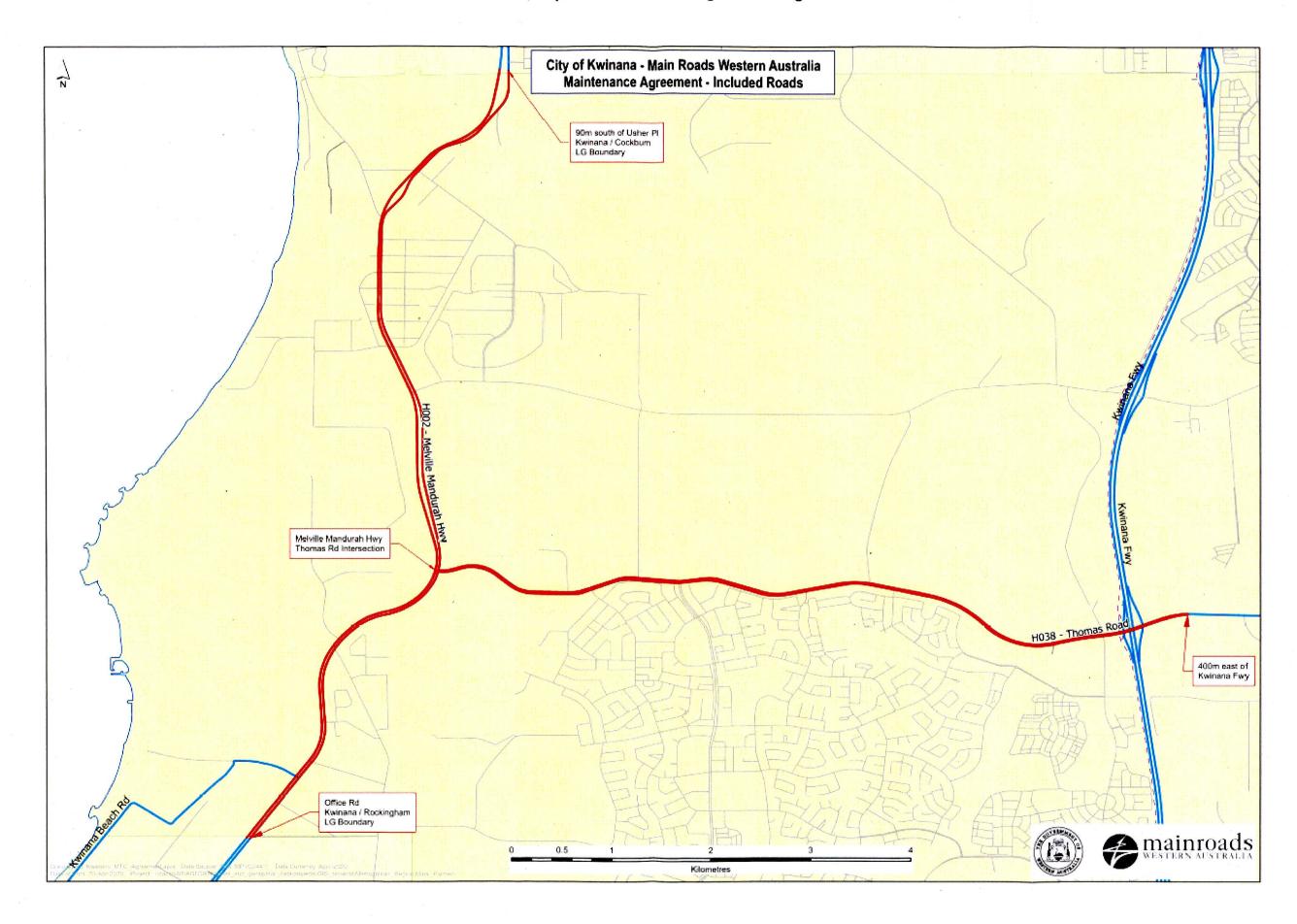
In addition, any company or agency wishing to undertake works within the Main Roads Road Reserve is required to submit an application request to obtain a permit. The information to be supplied to Main Roads when applying for a permit assists in co-ordinating future activities on the network and minimising potential conflicts with other works. As the City undertakes verge and median maintenance work on behalf of Main Roads, a permit to access our network is required.

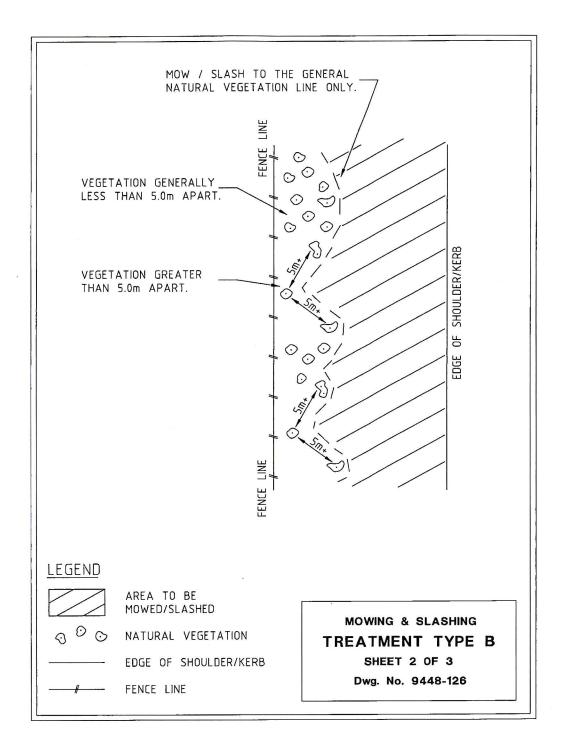
To seek access, the City will need to submit the following documents to Main Roads: ~

- An Application Form "Utility Service Providers and Local Governments to Undertake Works within Road Reserves Managed by Main Roads Western Australia" (refer to Main Roads website: www.mainroads.wa.gov.au > Our Roads > Conducting Works on Roads).
 - Please ensure the Maintenance Agreement number provided in the Application.
- <u>A certified Traffic Management Plan (TMP)</u> including relevant traffic control drawings. To obtain acceptance of the TMP, it must be in accordance with "AS 1742.3 Manual of uniform traffic control devices – Traffic control for works on roads" and "MRWA Traffic Management for Works on Roads - Code of Practice". The TMP may need to be endorsed by an RTM (please refer to clause 5.2.2 in the Code of Practice).

- Please take into account that no maintenance works will be permitted in peak traffic times on weekdays between 5am - 9am and 3pm - 7pm, with actual work hours to be determined by following AS 1742.3 and through Main Roads' review of the TMP.
- Please submit the Application and TMP to enquiries@mainroads.wa.gov.au marked attention to: Road Reserve Access Management Officer, and allow a minimum of 10 working days for the submission to be processed and a Permit issued.
- The submission will only be valid for a maximum of 12 months. Therefore, the TMP should be resubmitted by your Local Authority nearing the expiry of the Permit (every 12 months) with the latest traffic volumes and to the latest standards, to be reviewed and accepted by Main Roads WA -Metropolitan Region "Works by Others".

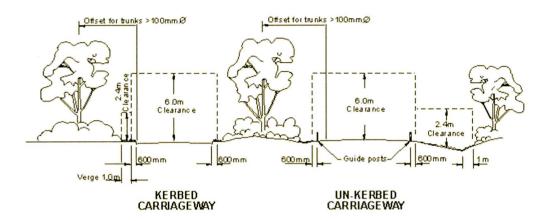
B1





ATTACHMENT 2

TYPICAL VEGETATION CLEARANCE ENVELOPES FOR HIGHWAYS & MAIN ROADS



ENVELOPE DIMENSIONS

- The width of the 6.0m high carriageway vegetation clearance envelope is measured between:
 - o Points 600mm behind the face of kerb on kerbed carriageways.
 - o Points 600mm beyond the guideposts on non-kerbed carriageways.
 - Points 600mm beyond the outer edge of shoulders on non-kerbed and non-guide posted carriageways;
 - 600mmbeyond the outer edge of the unsealed shoulder where both sealed and unsealed shoulders exist.
- A 2.4 metre high by 1.0metre wide roadside verge vegetation clearance enveloped, measured from the edge of the carriageway envelope is required on both kerbed and un-kerbed carriageways.
- Guardrails or table drains located within the verge or median require a 2.4 metre high clearance
 envelope extending from the carriageway envelope to 0.5 metre beyond the rear extremity of any
 guardrail or barrier or 1.0 metre up any table drain back slope.

OFFSETS FOR TREE TRUNKS > 100mm 20

The minimum planting offsets (from the edge of the closest traffic lane) for new trees with mature trunk diameters greater than 100mm are:

DESIGN SPEED (kph)	SETBACK FROM CLOSEST TRAFFIC LANE (m)
60	4.0
70	5.0
80	6.0
90	7.0
100+	9.0

NOTES

- These clearances apply to all main roads and highways that are built to lower than Freeway Standards.
- These highway and main road vegetation envelopes must also be maintained through roadside stopping places, vehicle arrester beds and where traffic is diverted through sidetracks or detours.
- Road shoulders and formations constructed with materials resistant to erosion or scouring must be maintained vegetation free.
- 4. Low growing vegetation cover that is easy to maintain and non-invasive should be used to control erosion on sandy road shoulders and formations. The height of this vegetation must not exceed 100mm in urban areas or 200mm in rural areas. Vegetation must not encroach onto the sealed pavement. Herbicide may be used to keep the first 600mm from the edge of seal vegetation free.
- 5. Woody plant regrowth, such as suckers and seedlings must be removed from all clearance

VEGETATION CLEARANCE FOR SIGHT LINES AT INTERSECTIONS (Apples ball intersections, stagged Tand4 wayvi to without nedians, traficilights or tights) Vegetation growth is controlled to the height normated for the location within the region (10.100m/ Clearing zone Clearing zone Clearing zone Clearing to the location within the region (10.100m/">10.100m/ Clearing zone Clea

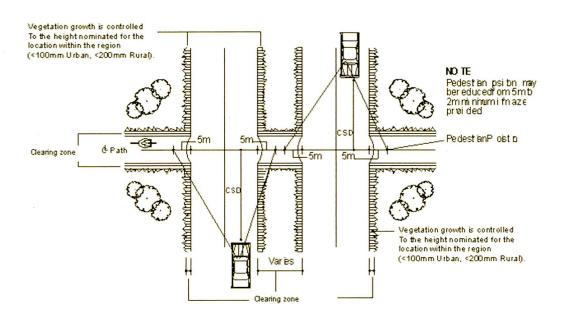
DESIGN SPEED LIMIT (kph)	ENTERING SIGHT DISTANCE PREFERRED (m)	SAFE INTERSECTION SIGHT DISTANCE MINIMUM (m)
40	100	70
50	125	100
60	160	120
70	220	150
80	300	180
90	400	215
100	500	255
110	500	300
120	500	345

NOTES

- Sight lines at U-turns facilities, median crossings and emergency intersection crossings must be maintained to intersection standards.
- Although landowners fund the establishment of sight lines to intersection standards at new driveways and road entries to private property, MAIN ROADS is responsible for ongoing maintenance of the sight lines.

ATTACHMENT 10

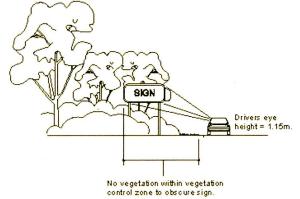
VEGETATION CLEARANCE FOR SIGHT LINES AT CYCLE/PEDESTRIAN CROSSINGS



POSTED APPROACH SPEED (kph)	CROSSING SIGHT DISTANCE (m)
40	40
50	55
60	70
70	90
80	115
90	140
100	170
110	205
120	245

ATTACHMENT 11

VEGETATION CLEARANCE FOR SIGHT LINES TO SIGNS

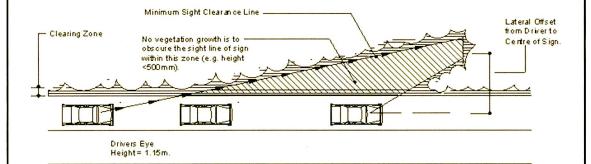


NOTE

Sight distance to direction and other signs is measured from where the whole sign is visible to the driver in the lane closest to the vergewith the sign.

Additional clearing may be permitted at discretion of MAINROADS to reduce frequency of maintenance subject to:

- vegetation quality and rarity
 aesthetics of additional trimming
 other visual and physical factors

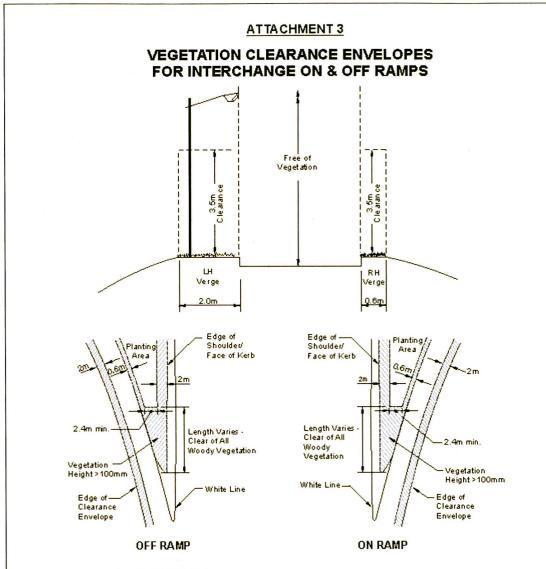


Sight Distance

POSTED SPEED LIMIT (kph)	SIGHT DISTANCE (m)	
60 - 70	165	
80 - 90	180	
100 - 110	195	

NOTE

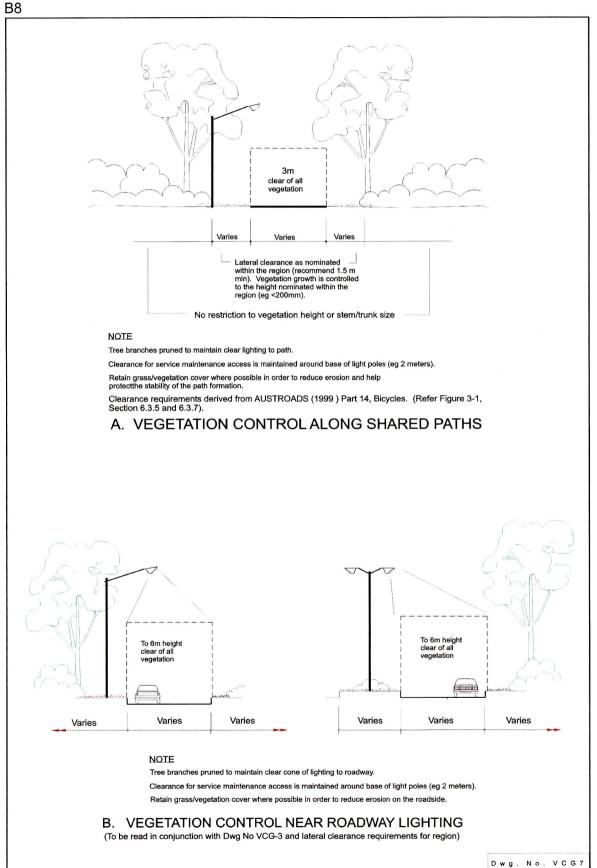
Refer AUSTROADS Part 8 (1988) Traffic Control Devices, Traffic Signs, Page 4 Figure 3.1 Sign Legibility Distance if the lateral distance to the centre of sign from the centre of the traffic lane is greater than 8.75m.



ENVELOPE DIMENSIONS

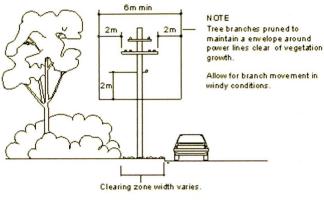
- No vegetation above vehicle lanes.
- A 3.5m high left hand verge clearance envelope extending:
 - o 2.0m (minimum) beyond the edge of shoulder or face of kerb, or
 - o 600mm (minimum) beyond guideposts, or
 - o from the face of kerb or edge of shoulder to 500mm (minimum) beyond the rear extremity of any wire rope barrier or guardrail.
- A 3.5m high right hand verge clearance envelope extending:
- o 800mm (minimum) beyond the face of kerb or edge of shoulder, or o 600mm (minimum) beyond guideposts, or o 2.0m (minimum) from the face of kerb or edge of shoulder where carriageway lighting
- is placed in the median, or
- o from the face of kerb or edge of shoulder to 500mm (minimum) beyond the rear extremity of any wire rope barrier or guardrail.

Low growing vegetation cover that is easy to maintain and non-invasive should be used to control erosion on sandy road shoulders and formations. The height of the vegetation must not exceed 100mm. Vegetation must not encroach onto the sealed pavement. Herbicide may be used to keep the first 600mm from the edge of seal vegetation free.



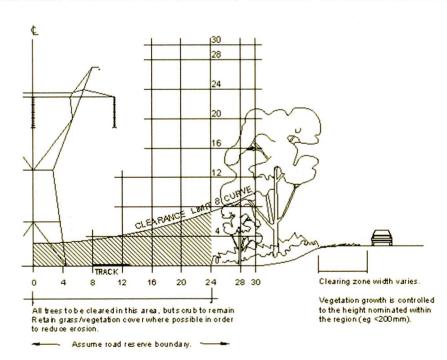
ATTACHMENT 7

A. VEGETATION CONTROL BELOW MINOR OVERHEAD SERVICES



Vegetation growth is controlled to the height nominated within the region (eg <200mm).

B. VEGETATION CONTROL BELOW HIGH VOLTAGE TRANSMISSION LINES

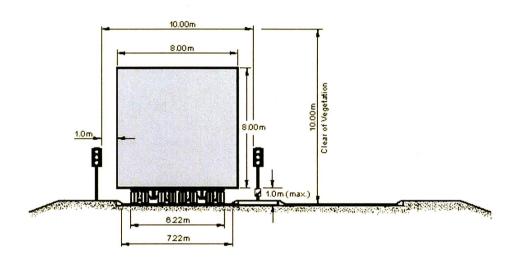


NOTES

- 1. Example for overlapping transmission and road corridor boundaries.
- 2. Difference in ground level between centreline and base of tree to be included in height of tree.
- Tree clearance within boundary of transmission corridor takes precedence over Main Roads vegetation placement and control guidelines within road corridor (refer Western Power Guidelines).

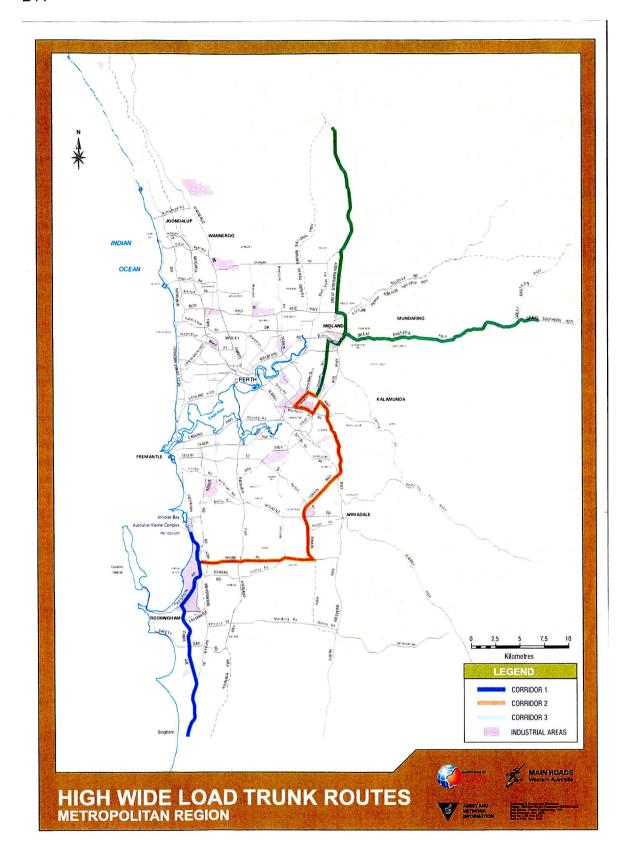
ATTACHMENT 8

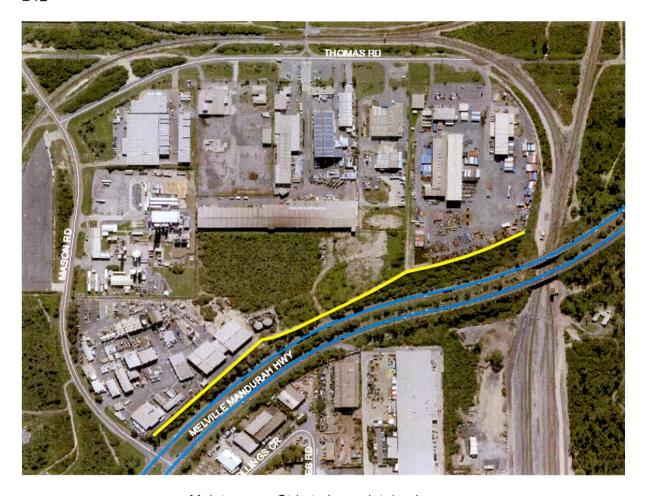
VEGETATION CLEARANCE ENVELOPE FOR HIGH WIDE LOAD CORRIDORS



NOTES

- A 10.0m high by 10.0m wide vegetation clearance erwelope must be maintained along designated high wide load corridors. The edges of the erwelope are offset 5.0m either side of the pavement centreline.
- Where the envelope extends beyond the kerb line or edge of shoulder, vegetation and road fumiture must not exceed 1.0m in height.





Maintenance Strip to be maintained





CERTIFICATE of COMPLETION

		For I	Main Roads Contributions only.		
X Main I	Roads Contribution				
Road	Project Grant				
Black	Spot Program (Sta	te and National)			
				THE	The state of the s
			Project Details		
Local Governmer	nt: City of Kwinana			Financial Year:	
Road Nam	e: Melville Mandu	rah Hwy and Thomas Roa	d	PO No.:	
Description		ntenance Agreement			
completed work	s:			Section (Slks):	
	Approved Contributi	ons		Claimed Main Roads Cor	ntribution
Total Maintenance Allocation	MRWA Contribution	LG Contribution	Claim No. 1st Half	Claim No. 2 nd Half - Final	Total Funds Claimed
\$	\$0,000	\$	\$	\$	\$
			L		1
certify that the v	vorks have been co	mpleted by the Council ar	d that the total funds claimed		
		,			
ignature		Name			
Namica Coma-:!-	/Ei	Date			
Vorks Supervis	or/Engineer	Date			

Audit Report



WAINTENA	NCE AGREEMENT - LANDSCAPE MAINTENANCE AUDIT
SITE INSPECTION	DETAILS
Date:	
LGA / Authority:	
Location:	
Agreement No:	
Purpose:	Roadside Vegetation Management Audit.
Site Inspector:	
AUDITS UNDERT	AKEN
- Line of Si	Envelope Audit ght Audit Services & Lighting Audit
- Clearance - Line of Si	Envelope Audit te Audit Services & Lighting Audit

SITE DESCRIPTION

AUDIT FINDINGS	the first term of the parameters that the property of the property of the property of the property of the parameters of the property of the parameters of th
Clearance Envelope Audit As per Attachment 2.	
Mowing / Slashing	No issues observed.

AUDIT FINDINGS	
Species / Type of Trees in vicinity	
Overhead Services & Lighting Audit	No issues observed.
Line of Sight Audit As per Attachments 9 & 11.	
Pruning	
Litter	
Misc	
SUMMARY	
LGA RESPONSE	
S.	

18 Reports - Civic Leadership

18.1 Accounts for payment for the month ended 31 May 2020

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 31 May 2020, as required by the *Local Government* (Financial Management) Regulations 1996.

OFFICER RECOMMENDATION:

That Council:

- 1. Accepts the list of accounts, totalling \$4,904,299.98, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management)* Regulations 1996 for the period ended 31 May 2020, as contained within Attachment A.
- 2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 May 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	\$ 39,284.30	
Cheque Payments #201007 to #201008	\$ 414.25	
EFT Payments #4035 to #4046	\$ 3,741,607.09	
Payroll Payments 03/05/20 and 17/05/20 and		
Interim Payroll Payment 17/05/20	\$ 1,122,993.34	
Total Attachment A	\$ 4,904,299.98	

Contained within Attachment B is a detailed transaction listing of credit card expenditure paid for the period ended 31 May 2020. This amount is included within the total payments, listed above.

18.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 MAY 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.

18.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 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 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	Operational		
Context			
Consequence	Minor		
Likelihood	Possible		
Rating (before	Low		
treatment)			
Risk Treatment in place	Reduce – mitigate risk		
Response to risk	Officers provide a full detailed listing of payments		
treatment required/in	made in a timely manner		
place			
Rating (after treatment)	Low		

18.1 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 MAY 2020

COUNCIL DECISION 192 MOVED CR S LEE

SECONDED CR M ROWSE

That Council:

- 1. Accepts the list of accounts, totalling \$4,904,299.98, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government* (*Financial Management*) Regulations 1996 for the period ended 31 May 2020, as contained within Attachment A.
- 2. Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 May 2020, as contained within Attachment B.

CARRIED 7/0

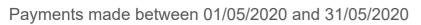




Payments made between 01/05/2020 and 31/05/2020

Payee	Invoice	Description	Amoun
Automatic Deductions			
Go Go On-Hold Pty Ltd	00040720	On hold phone message system May 2020	198.00
Caltex Australia Petroleum Pty Ltd	0301847952	Fleet fuel 010420 to 300420	6,447.93
Commonwealth Bank	040520A	Credit card Director City Legal to 040520	174.70
Commonwealth Bank	040520B	Credit card Executive Assistant to 040520	107.85
Commonwealth Bank	040520C	Credit card Manager Corp Communications to 040520	707.36
Commonwealth Bank	040520D	Credit card Director City Infrastructure to 040520	7,621.12
Commonwealth Bank	040520E	Credit card Director City Business to 040520	228.30
Commonwealth Bank	040520F	Credit card Director City Engagement to 040520	1,095.64
Commonwealth Bank	040520G	Credit card Manager Human Resources to 040520	2,259.60
BP Australia Pty Ltd	11062027	Fleet fuel 010420 to 300420	9,130.12
iinet Technologies Pty Ltd	119414812	Monthly internet charges May 2020	563.63
Windcave Pty Ltd	1498024	Monthly service fees April 2020	55.00
Fines Enforcement Registry	25829569	Lodgement fee for unpaid infringements	140.00
Fines Enforcement Registry	25899052	Lodgement fee for unpaid infringements	910.00
Wright Express Australia Pty Ltd	54	Fleet fuel 010420 to 300420	1,051.00
Toyota Fleet Management	778818	Fleet management May 2020	1,194.07
Library Idea, LLC	A1901	Music and streaming subscription	7,300.00
TPG Internet Pty Ltd	1232772862	Kwinana South Station internet connection	49.99
TPG Internet Pty Ltd	1232773992	Mandogalup Station internet connection	49.99
City Of Kwinana - Pay Cash	06052020	Petty cash recoup to 060520 Village	181.50
City Of Kwinana - Pay Cash	260520 - Admin	Petty cash recoup to 260520 Admin	232.75
		Total Cheques	-414.25
EFT			
EFT TRANSFER: - 06/05/2020			57,799.26
Bright Futures Family Day Care - Pa	270420 to 030520	FDC Payroll 270420 to 030520	51,536.01
Bright Futures In Home Care - Payro	270420 to 030520	IHC Payroll 270420 to 030520	6,263.25
EFT TRANSFER: - 07/05/2020			211.989.13
Australian Services Union	PY01-23-Aust Ser	Payroll Deduction	301.24
	PY01-23-Aust Ser	Payroll Deduction	71.70
Australian Taxation Office	PY01-23-Australi	PAYG tax withheld	196,460.00
	PY01-23-Maxxia P	Payroll Deduction	1,490.16
Mayvia Dty I td		Fayron Deduction	
Maxxia Pty Ltd		Payroll Deduction	1 430 42
	PY01-23-Maxxia P		1,430.42
Health Insurance Fund of WA (HIF)	PY01-23-Maxxia P PY01-23-Health I	Payroll Deduction	1,115.50
Health Insurance Fund of WA (HIF) City of Kwinana - Xmas fund	PY01-23-Maxxia P PY01-23-Health I PY01-23-TOK Chri	Payroll Deduction Payroll Deduction	1,115.50 7,240.00
Health Insurance Fund of WA (HIF) City of Kwinana - Xmas fund Child Support Agency	PY01-23-Maxxia P PY01-23-Health I PY01-23-TOK Chri PY01-23-Child Su	Payroll Deduction Payroll Deduction Payroll Deduction	1,115.50 7,240.00 994.82
Health Insurance Fund of WA (HIF) City of Kwinana - Xmas fund	PY01-23-Maxxia P PY01-23-Health I PY01-23-TOK Chri	Payroll Deduction Payroll Deduction	1,430.42 1,115.50 7,240.00 994.82 2,495.52
Health Insurance Fund of WA (HIF) City of Kwinana - Xmas fund Child Support Agency	PY01-23-Maxxia P PY01-23-Health I PY01-23-TOK Chri PY01-23-Child Su	Payroll Deduction Payroll Deduction Payroll Deduction Novated lease for May 20 Payroll Deduction	1,115.50 7,240.00 994.82

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Payee	Invoice	Description	Amount
Green Willows Industrial Cleaning a	13050520	Retirement Village clubhouse and office cleaning	50.00
Shred-X Pty Ltd	01429898	Exchange and destroy secure document bins	50.60
Retech Rubber	00003074	Repair soft fall rubber at Orelia Pavilion	275.00
Kent Street Senior High School	040420	Lyrik educational scholarship	400.00
Reconciliation WA	00000521	Reconciliation WA membership for 1 year	1,650.00
Strategic DCP Consulting	020	DCP consulting services for DCAs	6.206.73
	2576		77.00
Outback Handyman		Banksia U38 door repairs	
Victor John Little	01MAY20	Payment of principal and interest Christmas Saver	2,312.07
Sonic Health Plus	2046021	Pre-employment medical assessment 170420	198.00
Turf Care WA Pty Ltd	00101508	Supply and apply fertiliser to various grounds	7,679.10
Terrestrial Ecosystems	00001312	Provision of animal control services	15,180.00
i2C Design & Management	00010232	Additional works for Community Infrastructure	1,925.00
Dowsing Group Pty Ltd	13330	Replace ACM on Telstra Pit at Budden Way	1,394.87
	13687	Construction footpaths & crossovers Spinner Lane	14,129.73
Holcim (Australia) Pty Ltd	9406883171	Supply of 1.20m3 concrete to Beauchamp Loop	416.24
Ecoscape (Australia) Pty Ltd	1000732	Landscape design for Wellard Road	3,645.95
All Flags Signs & Banners	62278	Corflute lamp post wraps	2,776.40
Rhonda Marie Janczyk	13March20	Senior security subsidy scheme 2019/2020	250.00
Wayne Neil Jack	01May20	Reimbursement as per negotiated contract	10,000.00
			95.04
Megan Naomi Hinchcliffe	30April20	Swimming lessons refund for Term 1	
Martha Bako	12.5	Rates refund	438.96
Elizabeth Jordan	12.5	Rates refund	667.15
Sai Global Ltd	SAIG1IS-1028939	SAI Global online subscription renewal	10,318.66
	SAIG1IS-1031596 SAIG1IS-1031597	Licence renewal Access to AS/NZS1158.3.1 online	76.45 293.06
Catallita Caguity Comings			50.00
Satellite Security Services	IV008179	Adventure Park toilets make inaccessible to public	
Australia Post	1009545332	Agency commission fees to 300420	173.57
Stewart & Heaton Clothing Co Pty Lt		Purchase of uniform jackets for Mandogalup Brigade	3,222.76
Sunny Sign Company Pty Ltd	432100	Banding stainless steel 13mm	71.50
		Bi monthly pool plant service Recquatic April	550.00
Truck & Car Panel & Paint		Insurance excess for KWN2044	500.00
Wormald Australia Pty Ltd	8203914	Investigate fault on panel at Darius Wells	253.00
	8202689	Repair fire alarm system fault at Recquatic	1,410.20
Udia (WA)			
Waste Stream Management Pty Ltd	00425966	Tipping fees 210420 to 300420	363.00
Water Corporation of Western Austra		Feilman Building service charges	320.08
	9000345691Apr20	9U Waste Stream	22.66
	9000343688Apr20		281.91
	9000358839Apr20		570.99
	9000358310Apr20 9000348470Apr20		849.99 1,756.17
	· ·	0U Old St John Ambulance	91.45
	· ·	72U Kwinana Senior Citizens	546.72
	· ·	1U Girl Guides Hall	2.52
		3U Boy Scouts Hall	7.55
	9000354133Apr20	61U Thomas Oval Pavilion/Tucker St Reserve	1,616.85
	9000354002Apr20	23U BMX Track amenities	149.36
	9000357641Apr20	22U Orelia Oval	969.54

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
	9000356366Apr20	16U Bright Futures	223.20
Taylor Tyres Pty Ltd	20884	Repair tyre puncture 1ERM600	110.00
Greenacres Turf Group		Supply and delivery of turf for Beacham Cres	530.00
	17116	11-1	
Absolute Deinting Services	INIV 1410	Legal fees matter No 004825 Painting services to Banksia U1 & Callistemon U42	275.00
Absolute Painting Services	11117-1410		
Palm Lakes Gardens & Landscape Serv	2522	Paving and gardening service Banksia U20&66	2,492.50
Beaver Tree Services Aust Pty Ltd	72743	Stump grinding at various locations	2,601.50
	72544	Emergency call to make safe Paul Way	1,320.00
	72744	Orelia Stump grinding at various locations	2,007.50
	72742 72741	Emergency call to make safe Ridley Green Tree removal and stump grind Shaftesbury Way	1,650.00 267.30
Synergy	521814530Apr20	3598U Wellard Pavilion	775.92
	254890650Apr20	22U Malden Park BBQs 6U Rushbrooke Park BBQs	116.38
	254890320Apr20 516172020Apr20	1672U Pump 1 near Thomas	113.73 403.78
	819683070Apr20	1066U Car park lighting Harley Way	405.38
	272150100	1012U Prince Regent Gate Reserve	311.80
	7657749010Apr20	1374U Bright Futures	492.4
	382919470Apr20	336U Medina Centre Reserve	187.2
	861503150Apr20	3995U Medina Oval	712.7
	543072120Apr20	513U Pump 2 near Thomas Rd	266.7
	461218120Apr20	2070U Nye Way	430.7
	113658350Apr20	199U Hennessy Park	160.0
	256732610Apr20	159U Hoyle Rd Park (estimated)	154.3
	526240500Apr20	1886U Thomas Rd pump 2	418.5
	332324250Apr20	151U Hewison Park BBQ	152.09
	832505320Apr20	678U Ascot Park	292.63
	169026580Apr20	2398U Johnson/Gemstone bore	777.6
	187992920Apr20 169027190Apr20	582U Bertram Rd bore 0U Johnson Rd entry statement lighting	273.1° 66.1°
	169027190Apr20	0U Gemstone/Johnson entry statement lighting	113.8
	312758410Apr20	644U Epidote Park/Emerald Park	285.0
	331026880Apr20	846U Daybreak Park bore	339.1
	566336000Apr20	0U Millar Rd fire pump	112.0
	450583710Apr20	2823U Bertram Oval	564.98
	282690350Apr20	4942U Casuarina Wellard Station/Hall/bore	1,480.1
	168917550May20	4951U Wells Park toilets	902.5
	685078510May20	199U Gawler Way	168.9
	856518550May20	Decorative lighting	2,679.6
	223615720May20	1102U Banksia Park Clubhouse	417.1
	925767370May20	1742U Gilmore Ave retic	413.3
	285940430May20	2265U Rhodes Park	631.8
	652922630May20	246U Change rooms Model Railways	180.1
	165493420May20 224882670May20	134U Smirks Museum 828U Little Rascals	149.10 341.2
	845563650May20	16U BBQ Apex Park	114.7
	157165580May20	458U Thomas Oval Pavilion lights	238.8
	221037310May20	1731U Thomas Oval Pavilion	591.2
	192738060May20	0U Price Parkway floodlights	112.0
	023172940May20	656U Bertram Park POS	291.89
	219451010May20	733U Millbrooke Ave bore	314.9
	219451580May20	478U Price Parkway bore	242.6
	191359550May20	2013U Ridley Park	438.44
	766868640May20	363U Smirks Cottage	212.5
	412205870May20	0U Oakley Hollow	112.07
	219451200May20	478U Sulphur Rd bore	244.39

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amount
	792417950May20	Street lighting	117,050.75
	544003140Apr20	913U Wellard Road verge	312.35
	676621320Apr20	4404U Feilman Building (lighting and security)	461.96
	127609840Apr20	939U Feilman Building (top floor)	370.23
	334678810Apr20	0U Shop 23/40 Meares Ave	110.29
	334820750Apr20	1676U Shop 24/40 Meares Ave	574.24
	970964040Apr20 504616220Apr20	143U Feilman Building ground floor 756U Rogan Park	149.88 296.67
	661366430Apr20	1316U Leda Community Hall and bore	425.43
	345401020Apr20	36788U Feilman Building (DFES)	10,712.30
	958312220Apr20	1280U Djilba View	345.39
	786264020Apr20	1151U Bore Sutherland Pde/Chisham Ave	340.86
	690941950Apr20	572U Gabor Park	268.63
	151027420Apr20	131U Brandon Mews Reserve	146.55
	479742820Apr20	107U Parmelia verge bore	139.91
	821437900Apr20	2U POS lighting near Wellard Village	110.84
	846031050Apr20	1316U The Strand street lights	474.58
	488212530Apr20 963532150Apr20	926U Chisham Oval 2342U Town Centre Park	309.93 758.60
	809178030Apr20	233U Warner Rd sump	174.79
	882174540Apr20	1U The Strand POS lighting	110.56
	166216150Apr20	447U Sloan Reserve bore pump 3	234.03
	618835230Apr20	0U Sloan Caretakers Cottage (old bore)	110.29
	144348440Apr20	207U Sutherland Pde bore	165.81
	200144210Apr20	227U Sloan Caretakers Cottage	129.49
	829280210Apr20	1575U Street lights	520.85
	201352990Apr20	479U Newstead Park	262.89
	824098750Apr20	2240U Thomas Road entry	730.37
	114826050Apr20	881U Industrial s/scapes Kwinana Beach	323.75
	704953470Apr20	479U Barney Court	241.11 361.27
	126641430Apr20 151880770Apr20	919U Robbos Place car park lighting 268U Stidworthy way car park lighting	252.01
	558638440Apr20	73U Challenger/Bertram entry statement	130.49
	546496270Apr20	1179U Skottowe Park	436.66
	473346610Apr20	2012U Wellard Park	440.69
	705629830Apr20	416U Bournan Heights Reserve	225.45
	228715140Apr20	1920U Wellard Village/Pimlico Gardens	617.46
Bob Jane T-Mart Kwinana	145630	Replacement tyres x 2 240120	234.00
Rankine Mosquito Management	KW1-01-10	Mosquito monitoring for April 20	2,849.00
ZircoData Pty Ltd	ZDW0120518	Off site storage pick up and retrieval to 250420	607.79
ABCO Products	539616	Cleaner products for various locations	440.34
Bunnings Building Supplies	2163/01035185	Paint supplies for the Recquatic Centre	199.83
3 3 11	2163/01267335	Handheld vacuum cleaner	65.00
	2163/01269373	Consumables for Depot	649.37
Ixom Operations Pty Ltd	6244185	Supply of chlorine gas Recquatic	122.76
Ausco Modular Pty Ltd	7224130	Demountable hire Depot May 20	1,471.80
Neverfail Springwater	560694	Admin building bottled water for dispensers	124.80
	560008	Admin building bottled water for dispensers	293.97
Department of Health	1802 / 20	Renewal of chlorine gas permit	127.00
Flooring Xtra	00006309	Flooring for the Koorliny Arts Centre	8,370.00
Acurix Networks Pty Ltd	00002633	William Bertram NBN May 20	100.10
Bolinda Publishing Pty Ltd	195408	Adult audio books for library	261.27
Marketforce Pty Ltd	33011	Advertising 180420	598.97
-	33009	Seek advertising 300320	225.50
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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
	32590	Seek advertising 130320	225.50
	32588	Seek advertising 060320	676.50
	32591	Tender advertising 110320	451.77
	32593	Tender advertising 250320	429.96
	32586	Advertising 110320	382.32
	32589	Advertising 18032020	441.45
	32585	Advertising for Banksia Park Mar to June	947.50
	32592	Tender advertising 140320	609.66
AAA Blinds Port Kennedy	7471	Repair to curtain at Medina Hall	150.00
City of Rockingham	111000	Tip fees to 300420	64,422.88
Civica Pty Ltd	C/LA017519	Online catalogue training	990.00
Coastline Mowers	23340#5	Mower parts	211.85
Garrards Pty Ltd	PEI - 1053917	Items for pest control	123.75
Hays Specialist Recruitment Pty Ltd	9216194	Temp staff week ending 260420	889.02
laye openialist reoraliment by Eta	9199443	Temp staff week ending 190420	2,152.15
	9216196	Temp staff week ending 260420	2,008.18
	9166203	Temp staff week ending 050420	3,271.13
	9216195	Temp staff week ending 260420	3,710.81
Infiniti Group	48519	Consumables for Recquatic Centre	637.91
Wai Kei Vicky Chui	05052020	SD card sound level meter	29.00
Advanced Traffic Management (WA) Pt	00135350	Traffic management for Postans Road	3,172.40
	00135496	Traffic management Gilmore Ave Medina	2,344.10
_D Total	104898	Additional irrigation works Wellard Village	9,043.09
	104938	Additional irrigation works Wellard Village	2,919.69
	104900	Additional irrigation works Wellard Village	283.46
	104899	Additional irrigation works Wellard Village	366.80
	104965	Landscape maintenance April 20	2,964.50
	105733	Landscape maintenance April 20	7,621.39
	105720	Landscape maintenance April 20	2,050.5
	105718	Landscape maintenance April 20	1,131.08
	105722	Landscape Maintenance April 20	4,745.32
	105729	Landscape maintenance April 20	688.48
	105727	Landscape maintenance April 20	2,813.78
	105735	Landscape maintenance April 20	352.15
	105754	Landscape maintenance April 20	2,033.10 417.40
	105731 105725	Landscape maintenance April 20	232.86
	105725	Landscape maintenance April 20 Landscape maintenance April 20	32,759.53
	105721	Landscape maintenance April 20	6,733.10
	105719	Landscape maintenance April 20	5,078.39
	105723	Landscape maintenance April 20	15,981.6
	105730	Landscape maintenance April 20	2,587.54
	105728	Landscape maintenance April 20	9,370.17
	105736	Landscape maintenance April 20	1,986.75
	105755	Landscape maintenance April 20	7,233.03
	105732	Landscape maintenance April 20	1,171.42
	105726	Landscape maintenance April 20	817.84
	105724	Landscape maintenance April 20	2,755.48
Data #3 Limited	01914991	Logitech webcam	1,466.24
NearMap Pty Ltd	INV00186325	Subscription to 210421	16,500.00
Kelly Asphalt Contracting		Supply and lay asphalt Spinner Lane Wellard	2,200.00
	00020214	Rehabilitation submissions for 2021-2022	4,290.00
Porter Consulting Engineers Natsync Environmental	00002962	Provision of guided night walks for two events	880.00

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
	00002961	Feral bee control service in reserves	1,475.00
	00002960	Removal of feral bees at various locations	900.00
Elliotts Irrigation Pty Ltd	B17873	Filter manifold on the aeration pump Wellard No 3	698.50
JB HiFi Commercial Division	BDO124970	Case for Iphone	93.59
Susan Michele Wiltshire	29April20	Reimbursement of membership fees	396.00
Accord Security Pty Ltd	00024715	Cash handling services for April 20	165.00
Flexi Staff Pty Ltd	217072	Temp staff week ending 260420	1,868.30
		2020 crack sealing program completed 220420	16,390.00
Supersealing Pty Ltd			
CMS Engineering Pty Ltd	37261 37262	Business Incubator AC repair to server room Business Incubator AC repair to battery room	386.10 577.50
Diame 9 Condan Dantala			
Plants & Garden Rentals	00015058	Plant hire Darius Wells May 20	110.00
Imagesource Digital Solutions	451827	Community messaging SAV/ACM signs	771.10
	451826	SAV/ACM Sign for admin and PVC Banners	885.50
Frank James Gorman	04May20	Reimbursement of drivers licence fee	44.05
Woolworths Group Limited	47222525	Items for Administration	77.86
	3592820	Food for Zone Drop In Term 1	61.00
	3592849 47183349	Items for Boredom Busters Term 1 Items for Depot	85.50 73.18
	3592814	Items for Local Planning workshops	87.67
Elexacom	29268	Electrical testing Wellard Pavilion April	144.07
Liexacom	29269	Electrical testing John Wellard April	192.08
	29270	Electrical testing Rotary April	168.07
	29271	Electrical testing Senior Citizens April	96.04
	29272	Electrical testing William Bertram April	192.08
	29274	Repair to emergency lights William Bertram	571.82
	29276	Electrical testing Thomas Kelly April	192.05
	29278	RCD testing Sloan Reserve toilets April	48.02
	29279	RCD testing Sloan Cottage April	48.02
	29280	RCD testing Goldney Velodrome April	48.02
	29281	Electrical testing Depot April	96.04
	29282	Electrical testing Thomas Oval April	96.04
	29283	Electrical testing Fiona Harris April	316.36
	29284 29285	Electrical testing Medina Girl Guides April	276.82
	29286	Electrical testing Koorliny Community Arts April Thomas Oval security light control repairs	316.36 783.34
	29334	Repair to lights at Callistemon U10 & Banskia U12	183.36
	29333	Repairs to Cafe Splash GPOs	229.25
	29332	Display out of order sign to BBQ at Willandra Park	49.12
	29330	Display out of order sign to BBQ at Apex Rotary	49.12
	29315	Isolation of lights at The Edge Skate Park	151.77
	29276	Electrical testing Thomas Kelly April	0.03
Isentia Pty Limited	MN0795730	Media monitoring for May 20	1,254.00
Gregs Glass	9244-19	Callistemon Court 35 repair to sliding door	180.00
	00001848		451.96
Sprayking WA Pty Ltd		Weed control Daintree POS April 20	
Alyka Pty Ltd	INV-27181	Website design and development	
Shelford Constructions Pty Ltd	76MAN/1	Mandogalup Fire Station extension claim 1	39,833.00
Cubic Promote	INV-2156	Recquatic branded promotional items	1,397.00
Exit Waste	0990	Service grease traps at various locations	1,573.00
Foxtel Cable Television Pty Ltd	360275913	Foxtel for Recquatic May 2020	270.00
WCP Civil Pty Ltd	22692	Drainage works Spinner Lane	103,855.35

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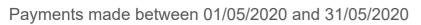
Payee	Invoice	Description	Amoun
Housing Authority	1420835	Refund land subdivision bond	22,043.09
	1420835	Refund land subdivision bond	5,829.83
	1553704	Refund part land subdivision bond	19,470.00
Premier Photo Booths	INV-2093	Photo booth hire for Recquatic open day	699.00
Pickles Auctions	D1000180796	Collection of vehicle 1CDA055	121.00
Blackwood & Sons Ltd	PE4211WE	Safety vests for City Operations	47.88
	PE2342WB	Depot 5 x 20 Pack masks	259.55
	KW7118VW	Coveralls and face shields	161.60
	KW7517VX	Coveralls	218.99
Flex Industries Pty Ltd	1001073	Service of KWN2035	280.50
Calibre Professional Services	039744	Water bodies condition assessment	12,100.00
Allied Pumps Pty Ltd	86903	Service of submersible storm water pumps various	1,875.50
	67583		170.29
Frontline Fire and Rescue Equipment			
Kerb Direct Kerbing Pty Ltd	26269	Supply & lay concrete kerbing Gilmore Ave	13,511.85
Glen Flood Group Pty Ltd	INV-1244	Environment Services review	2,513.19
Envirosweep	76790	Road sweeping at Gilmore Ave Medina	574.75
Delta T Technologies WA Pty Ltd	2263	Replace hydro heat exchanger at Recquatic	3.938.00
ABCorp Australasia Pty Ltd	30825	5000 stock item barcodes	467.50
Source Separation Systems P/L		Multisort bins x 14	1,807.94
Coffee Works	3039	Coffee machine servicing September 2019	370.48
	3244 3009	Coffee machine servicing February 20 Coffee machine servicing August 2019	370.48 370.48
MA-1			
McLeods	113688 113554	Legal fees matter 45199 Legal fees matter 42542	983.08 249.65
	113555	Legal fees matter 42544	691.76
	113556	Legal fees matter 42545	263.58
	113593	Legal fees matter 44400	2,408.34
	113594	Legal fees matter 44442	1,103.94
	113595	Legal fees matter 44443	1,190.81
	113557	Legal fees matter 44444	331.25
	113558	Legal fees matter 44445	1,066.04
	113601 113559	Legal fees matter 44446 Legal fees matter 44447	123.45 744.95
	113596	Legal fees matter 44448	1,440.41
	113560	Legal fees matter 44449	512.68
	113561	Legal fees matter 44451	341.35
	113562	Legal fees matter 44453	389.23
	113563	Legal fees matter 44455	592.78
	113564	Legal fees matter 44458	207.95
	113565	Legal fees matter 44459	469.33
	113566	Legal fees matter 45233	293.40
	113567	Legal fees matter 45234	125.65
	113568	Legal fees matter 45235	1,031.49
Air Liquide Australia	WM8349	Hire of medical oxygen Recquatic	70.22
Lo-Go Appointments	00421814	Temp staff week ending 250420	2,471.87
	00421815	Temp staff week ending 250420	3,147.98
	00421813 00421696	Temp staff week ending 250420 Temp staff week ending 280320	2,039.32 2,456.96
Tandari jak			
TenderLink	AU-327679	Upload of tender documents	201.30
Charles Service Company	00032558	Cleaning services for April 20	44,384.64
	00032741	Cleaning of disabled toilet for William Bertram	1,650.00
	00032668	Cleaning services April 20	43,330.08
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Payee	Invoice	Description	Amour
	00032669	Carpet cleaning John Wellard Community Centre	159.5
Main Roads Western Australia	8009429	Works Anketell Road	4,971.4
Parkers WA	INV-1770	Installation of bollards at Breccia Parade	1.313.1
LyPa Pty Ltd	000428	Landscaping to Harrison Park	2.267.8
	00010298	Banksia U1&2 curtain cleaning	428.0
Amazing Clean Rockingham	00010290	Daliksia 0102 cuitaiii cleaniiig	420.0
EFT TRANSFER: - 13/05/2020			239,142.0
SuperChoice	April2020-32	Superannuation-April2020-32	823.9
	April2020-01	Superannuation-April2020-01	171,310.4
	April2020-03	Superannuation-April2020-03	3,132.2
	April2020-06	Superannuation-April2020-06	1,651.9
	April2020-07	Superannuation-April2020-07	3,030.1
	April2020-13	Superannuation-April2020-13	1,338.6
	April2020-14	Superannuation-April2020-14	7,305.3
	April2020-16	Superannuation-April2020-16	559.3
	April2020-17	Superannuation-April2020-17	14,963.0
	April2020-18	Superannuation-April2020-18	3,260.2
	April2020-21	Superannuation-April2020-21	960.8
	April2020-22	Superannuation-April2020-22	222.3
	April2020-24	Superannuation-April2020-24	682.9
	April2020-30	Superannuation-April2020-30	1,079.3
	April2020-46	Superannuation-April2020-46	1,466.6
	April2020-48	Superannuation-April2020-48	437.2
	April2020-49	Superannuation-April2020-49	1,203.6
	April2020-50	Superannuation-April2020-50	1,640.5
	April2020-54	Superannuation-April2020-54	1,721.3
	April2020-55	Superannuation-April2020-55	4,356.7
	April2020-56	Superannuation-April2020-56	1,202.8
	April2020-58	Superannuation-April2020-58	949.3
	April2020-59	Superannuation-April2020-59	2,127.7
	April2020-60	Superannuation-April2020-60	989.5
	April2020-61	Superannuation-April2020-61	1,353.5
	April2020-63	Superannuation-April2020-63	263.5
	April2020-64	Superannuation-April2020-64	1,458.4
	April2020-66	Superannuation-April2020-66	70.2
	April2020-70	Superannuation-April2020-70	729.2
	April2020-72	Superannuation-April2020-72	974.7
	April2020-73	Superannuation-April2020-73	380.3
	April2020-75	Superannuation-April2020-75	206.6
	April2020-81	Superannuation-April2020-81	558.3
	April2020-83	Superannuation-April2020-83	429.9
	April2020-85	Superannuation-April2020-85	693.7
	April2020-89	Superannuation-April2020-89	936.5
	April2020-90	Superannuation-April2020-90	600.3
	April2020-91	Superannuation-April2020-91	850.6
	April2020-92	Superannuation-April2020-92	1,659.7
	April2020-93	Superannuation-April2020-93	461.8
	April2020-94	Superannuation-April2020-94	1,097.8
EFT TRANSFER: - 13/05/2020			47,450.4
Bright Futures Family Day Care - Pa	040520 to 100520	FDC Payroll 040520 to 100520	40,938.8
Bright Futures In Home Care - Payro	040520 to 100520	IHC Payroll 040520 to 100520	6,511.6
			-,

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Payee	Invoice	Description	Amoun
Legal Practice Board of WA	080520Mark	Practising certificate renewal	1,250.00
	01052020Bell	Practising certificate renewal	1,250.00
	11052020Hossen	Practising certificate renewal	1,270.00
Tutt Bryant Hire Pty Ltd	5068850	Hire of smooth drum roller	764.10
Armed For Life Pty Ltd	INV-5628	Resilience workshops for Unique As program	880.00
Green Willows Industrial Cleaning a	14110520	Banksia Park clubhouse and office cleaning	50.00
ASV Sales and Service	235518	800mm sieve buckets	275.00
ASV Sales and Service	235518AA	800mm sieve buckets	1,993.75
Canon Production Printing Australia	1497929	Colorwave 3500 scanner charges April 20	275.00
FE Technologies Pty Ltd	1008208	RFID Tags	462.00
Alex Krsnik	SQ200090	Litter pick up on Wellard Service Road	407.00
	SQ20008	Moombaki Ave nature strip litter pick up	141.90
	SQ200088 SQ200087	Litter pickup at bunkers on Wellard Road Slash and litter pickup Whitebread & Dalrymple	440.00 726.00
	SQ200091	City Centre litter collection April 20	3,204.83
	SQ200092	Roundabout Maintenance April 20	3,525.26
	SQ200093	Landscape maintenance Hope Valley Road April 20	711.92
Napa (GPC Asia Pacific)	1380030190	Wiper blades	635.69
Kleenheat	3400177	Monthly gas charges various locations May 2020	1,307.40
Raeco International Pty Ltd	553183	Core labels for Library	545.33
Holcim (Australia) Pty Ltd	9406896112	.8m3 concrete to Chipping Court	336.16
Red Sand Supplies Pty Ltd	00012725	Concrete tipping Spinner Lane	473.00
Ive Distribution Pty Ltd	1000709587	Kwinana COVID response flyer	900.09
Midstream Hardware	12237246	Hand sanitiser	627.00
Insight Electrical Technology Pty L	28963	Installation of lighting towers to Thomas Oval	7,002.74
	29352	Installation of lighting towers to Thomas Oval	7,150.00
	29672	Installation of lighting towers to Thomas Oval	68,902.91
Kissane & Co	INV-200028	Process serving of means enquiry summons	385.00
	INV-200034	Minor case claims affidavit of attempted service	308.00
Red Oxygen Pty Ltd	CI00206-490-4508	Licence and message charges 270619 to 260719	45.32
	CI00206-490-4543	Licence and message charges 270719 to 260819	45.32
	CI00206490-45775	Licence and message charges 270819 to 260919	45.32
		Licence and message charges 270919 to 261019	45.32
		Licence and message charges 271019 to 261119	45.32
		Licence and message charges 271119 to 261219	45.32
		Licence and message charges 271219 to 260120 Licence and message charges 270120 to 260220	45.32 45.32
Daniel (ODO Asia Davida)			
Repco (GPC Asia Pacific)	4330173563	Brake pads for 1CGW117	
Sportfix Pty Ltd	5296	Provision of online sports software 12 months	612.48
Minus 18 Foundation Ltd	INV-0760	Online leadership workshop for Unique As program	605.00
Sandy Wilson	06May20	Pigeon subsidy scheme rebate	150.00
Barbara Muscariello	Refund	Home occupation application cancelled	222.00
Philippa Louise Murie	A/N23655	Crossover subsidy rehate	548 10
Ryan John De Guzman Conde	A/N22537	Crossover subsidy rebate	548.10
Solili De Guzillali Colide			
Lula Mauriaa Anuraa	A/N24260		
Lyle Maurice Anwar			
Lyle Maurice Anwar Telstra	1355246271Apr20	Mobile/devices whole organisation April 20	13,513.4
Telstra	1355246271Apr20	Various tools for Facility Maintenance Team	250.95
Telstra	1355246271Apr20		250.95

Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
Water Corporation of Western Austra	9000294409May20	6U Leda Hall	303.50
	9013156996May20	119U Darius Library/Resource Centre	1,762.5
	9000341922May20	Service charges Shop 24/40 Meares Ave	151.1
	9000339427May20	85U Victory for Life	351.2
	9000340874May20	852U Callistemon Court	3,679.8
	9000341201May20	1112U Banksia Park	4,540.7
		75U Sloans Cottage	188.8
		34U Wells Park toilets	85.6
	9000342570May20		205.5
		119U Tennis Club/Adventure Park toilets	299.6
	,	469U Recquatic/Zone	4,747.2
		1U Hawkeswood Blvd water fountain	2.5
		Service charges Shop 23/40 Meares Ave	151.1
Duly all Automotic Design			
Rubek Automatic Doors	00025255	Repair to main entry door to Library	786.5
Westbooks	313480	Library books	40.6
	313478	Library junior books	17.0
	313484	Library adult books	33.3
	313485	Library adult books	27.3
	313481	Library adult books	34.0
	313486	Library adult books	37.7
	313488	Library adult books	30.3
	313487	Library adult books	96.7
	313490	Library junior books	18.4
	313491	Library junior books	47.1
Western Power Corporation	CORPB0492026	Design fee MP190844	1,320.0
Kyocera Document Solutions Australi	2852496077	Copy costs April 2020 Admin City Leadership	65.1
	2852496008	Copy costs April 2020 Incubator	49.3
	2852496009	Copy costs April 2020 Library staff	34.9
	2852496010	Copy costs April 2020 Zone Staff	22.3
	2852496011	Copy costs April 2020 Planning	138.0
	2852496012	Copy costs April 2020 Governance	126.7
	2852496013	Copy costs April 2020 Finance	120.7
	2852496014	Copy costs April 2020 Bright Futures	48.4
	2852496015	Copy costs April 2020 Depot	61.7
	2852496016	Copy costs April 2020 Recquatic	116.6
	2852496017	Copy costs April 2020 CSO	22.8
	2852496018	Copy costs April 2020 Depot demountable	85.8
	2852496019	Copy costs April 2020 Records	186.8
	2852496020	Copy costs April 2020 Records Copy costs April 2020 Banksia Park	154.2
Tordon Trans Divilled			
Taylor Tyres Pty Ltd		Replaced tyre and wheel balance for Plant #481	
Officeworks BusinessDirect	48324744	Facility maintenance stationery	42.4
Arteil	00074989	Essential Services office chair	687.5
Absolute Painting Services	INI\/_1/13	Banksia Park gutter painting to various units	572.0
Palm Lakes Gardens & Landscape Serv	2525	Reticulation repairs to Banksia U66&34	295.0
	1453	Callistemon Court reticulation repairs U2,11&2	88.0
Beaver Tree Services Aust Pty Ltd	72511	Stump grinding at various locations	1,347.5
•	72509	Remove white ants Wittering Court Wellard	440.0
	72507	Fire mitigation works Frederick Street Naval Base	3,784.0
	72543	Install root barrier Westmoreland Circle Bertram	924.0
	72506	Vegetation clearance Beacham Crescent Medina	5,266.8
	72508	Tree pruning and vegetation clearance Oatfield Gdn	1,819.4
	72505	Vegetation clearance Burlington Street	3,916.0
	72505	Vegetation clearance burnington street Vegetation clearance various sites	10,395.0
	72401	Tree pruning Medina Oval	3,784.0
	72510	Clear cycle ways De Haer Road Wandi	1,698.4
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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
	72402	Pruning and clearance of drainage Johnson Road	7,568.00
	72745	Vegetation clearance various locations Bertram	3,465.00
	72746	Vegetation clearance various locations Calista	6,930.00
Synergy	118367820May20	4814U New Thomas Oval Pavilion	1,087.55
	141057240May20	12341U The Zone	3,196.7
	258360080May20	4407U Kwinana Adventure Park	810.44
	422268910May20	6562U Depot	1,635.85
	149872970May20	4224U Incubator	994.81
	107029100May20	1582U Wellard Community Centre	387.28
	185126570May20	210U Borthwick Park	175.54
	098975100May20	572U Sandringham Park	324.46
	700373810May20	627U Rutherford Park	290.97
	882732750May20	0U Harrison Way	112.07
	179469390May20	1878U Bertram Community Centre	447.00
	177581220May20	54560.6U Recquatic	11,813.62
	135567600May20	29142.19U Darius Library/Resource Centre	6,955.22
	130957780May20	445U Retirement Village office	193.36
	345523070May20	0U Vacant U28 Callistemon Court renovations	44.13
	884861450May20	Callistemon Court outside lighting and bore	1,698.49
	277773560May20	Banksia Park outside lighting and bore	1,416.18
	198694990May20	37383U Admin/Arts/Parmelia	9,013.36
Bob Jane T-Mart Kwinana	146149	Puncture repair KWN1994	40.00
Bullet Sign Shop	00022848	Supply galvanized posts with signage blades	5,126.00
			43.14
Bunnings Building Supplies	2163/01196244 2163/01047762	Shower curtain supplies for Recquatic	96.36
	2163/01645474	Shower curtain supplies for Recquatic Items for Cafe Splash	99.00
	2163/01133021	Aluminium extension ladder & water storage	254.85
	2163/01530452	Various hardware for Facility Maintenance Team	633.96
	2163/01192115	Sandpaper and inserts	40.72
	2442/00129835	Decking oil and brushes for Adventure Park	1,378.50
	2163/01168710	Materials for reactive works at Admin building	472.61
	2163/01520273	Masking tape	21.00
	2163/01532266	Waste education storage	386.33
Westran Equipment Dty Ltd		· · · · · · · · · · · · · · · · · · ·	24.27
Westrac Equipment Pty Ltd	PI4487439	Auto parts	24.27
Cannon Hygiene Australia Pty Ltd	96652370	Hygiene services 060520 to 050620	1,274.51
Toyota Fleet Management	77094	Fleet management April 2020	1,194.07
Downer EDI Works Pty Ltd	6008582	Asphalt supply April 2020	73.11
,	6008583	Asphalt supply April 2020	75.64
	6008613	Asphalt supply April 2020	75.64
	6008637	Asphalt supply April 2020	64.82
	6008638	Asphalt supply April 2020	301.06
	6008648	Asphalt supply April 2020	451.59
PILA Group Pty Ltd	25536	4 x back supports for PILA type soccer goals	456.50
Marketforce Pty Ltd	32581	Seek advertising 250220	225.50
Marketiorce Fty Ltu	32582	Seek advertising 270220	225.50
	32583	Seek advertising 270220	225.50
	32584	Seek advertising 270220 Seek advertising 280220	225.50
	32587	Seek advertising 200220 Seek advertising 050320	225.50
	125123	Advertising 040520 and 060420	920.00
	125383	Advertising 040320 and 010720	920.00
Oliman March			
Signaltech	3672	Service TV antenna U52 Banksia Park	231.00
City of Gosnells	22804	Long service leave liability	13,103.93
			41,580.58

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
CJD Equipment Pty Ltd	1968807	Items for KWN624	1,372.80
Western Maze Pty Ltd	00000697	Hard waste collection	160.62
	00000662	E-waste collection April 20	685.23
	00000661	Hard waste collection area 3	71,817.33
Hays Specialist Recruitment Pty Ltd	9166204	Temp staff week ending 050420	1,604.17
Chamber Of Commerce & Industry	411670	Membership renewal 010720 to 300621	11,624.50
Infiniti Group	489825	Paper towel and hand sanitiser	273.69
Winc Australia Pty Ltd	9032404898	Stationery Administration building	11.77
	9032408161	Antibacterial wipes	418.88
	9032407662	Stationery Administration building	92.47
	9032407299	Stationery Administration building	62.83
Advanced Traffic Management (WA) Pt	00134790 00135495	Traffic management Spinner Lane Wellard Traffic Management Anketell Road	6,717.15 3,182.30
Atom Supply	P0691851	Shoes lace up ladies black slip resistant	6.75
Data #3 Limited	01915697	IT equipment for various locations	9,182.41
	01915937	Annual production support & subscription fee	4,782.45
	01915805	Latitude 2 in1 travel keyboard	447.08
Kott Gunning	246252	Legal fees matter 200309/BLO	5,451.60
Web In A Box	54960	Domain registration	30.00
	54959	Domain registration	30.00
Department of Transport	4133096	Disclosure of information fees April 20	10.20
Go Go On-Hold Pty Ltd	00041104	Voice recording for Rates 2020 on hold message	605.00
Koori Kids Pty Ltd	N045/20	NAIDOC school initiatives annual fee	450.00
Master Lock Service	00006854	Re-code digital lock on workshop toilet at Depot	120.00
Totally Workwear Rockingham	RK22278.D1	Uniforms for City Assist	231.19
Fire & Emergency Services, Dept of	010520	ESL collections April 2020 option A	30,552.41
Forpark Australia Pty Ltd	45628	Maldon Playground replacement of parts	2,167.00
Zenien Pty Ltd T/as ATFT Astuta Tru	17507	CCTV maintenance Darius Wells	264.00
Zenien Fty Ltu 1/as ATT i Astuta Tiu	17484	Wellard CCTV storage repairs	909.70
CMS Engineering Pty Ltd	37446	Coil cleans in cool rooms at Thomas Kelly Pavilion	2,004.20
	101639		769.00
Adventure 4 x 4 Pty Ltd		Supply and fit parts 1DUX631	
ALSCO Pty Ltd	CPER2037065 CPER2037066	Linen for catering Linen for catering	16.85 0.64
Woolworths Group Limited	3732603	Woolworths vouchers for online programming prizes	240.00
	47484132	Items for Administration	111.60
	47550870	Items for Depot	70.93
	46853215	Kitchen supplies for City Operations Team	89.41
Elexacom	29361	Tool shop testing at Depot	679.54
	29351	Disconnect hot water system Arts Centre	168.07
	29347	Changed mains exit tube at Smirks Cottage	61.94
	29343	Repairs to CCTV at Skate Park	48.02
	29341 29156	Emergency & evacuation light testing Smirks Cottage Testing John Wellard Community Centre	158.18 557.95
	28954	RCD repairs Incubator	48.02
	29394	Safety certificate for Margaret Feilman Building	120.05
	29331	Repaired communications socket in Planning area	50.22
	28953	Repairs to lighting and cables at Recquatic	850.43
Total Green Recycling	INV7633	E waste recycling	252.78
	INV7614	E waste recycling	573.38
StrataGreen	120243	McWhirter Promenade landscape upgrade	4,004.00

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120242 120868 121098 C928225 12.8 INV-1691 76565 80739 80501 79496 79924 76130	Orelia Avenue landscape upgrade Depot garden supplies Depot garden supplies Uniform for City Operations Rates refund Bean bag hire Children Festival Animal services Animal services Animal services Animal services Animal services	544.61 104.45 592.09 547.50 65.00 65.00 65.00
121098 C928225 12.8 INV-1691 76565 80739 80501 79496 79924 76130	Depot garden supplies Uniform for City Operations Rates refund Bean bag hire Children Festival Animal services Animal services Animal services Animal services Animal services	592.09 547.50 65.00 65.00 65.00
C928225 12.8 INV-1691 76565 80739 80501 79496 79924 76130	Uniform for City Operations Rates refund Bean bag hire Children Festival Animal services Animal services Animal services Animal services Animal services	104.45 592.09 547.50 65.00 65.00 65.00
12.8 INV-1691 76565 80739 80501 79496 79924 76130	Rates refund Bean bag hire Children Festival Animal services Animal services Animal services Animal services Animal services	
INV-1691 76565 80739 80501 79496 79924 76130	Bean bag hire Children Festival Animal services Animal services Animal services Animal services Animal services	547.50 65.00 65.00 65.00 65.00
76565 80739 80501 79496 79924 76130	Animal services Animal services Animal services Animal services Animal services	65.00 65.00 65.00 65.00
80739 80501 79496 79924 76130	Animal services Animal services Animal services Animal services	65.00 65.00
80501 79496 79924 76130	Animal services Animal services Animal services	65.00 65.00
79496 79924 76130	Animal services Animal services	65.00
79924 76130	Animal services	65.00
76130		0.4.40
		31.40
	Animal services	120.00
80862	Animal services	159.65 250.00
79995		
100165	·	899.00
		1,024.00
		60.00
L2692	Photography for Stay Local Shop Local campaign	1,540.00
INV-0490	Road sweeping and tip fees	5,016.94
86	Pens as gifts at citizenship ceremonies	1,125.00
236902	Banksia Park U56 repair to leaking tap	187.26
236903	Callistemon U56 repair to leaking tap	436.41
P560865	Monthly internet services May 20	1,694.00
00009790	Labour and materials for vehicle fit outs	7,458.00
00421843	Temp staff week ending 020520	1,957.58
INV-0981	Supply various tube stock for winter planting	4,215.42
00010299	Banksia Park U2 curtain cleaning	194.00
		47,522.03
110520 to 170520	FDC Payroll 110520 to 170520	40,341.35
		7,180.68
PV01-24-Δust Ser	Payroll Deduction	202,980.90 326.49
		71.70
		189,513.00
		199.04 1,484.06
		1,436.52
		1,115.50
		7,450.00
		994.82
		379.51 10.26
. 101-24-LGINLO UI		830,776.71
	79995 100165 100079 99780 AA L2692 INV-0490 86 236902 236903 P560865 00009790 00421843 INV-0981 00010299 110520 to 170520 110520 to 170520 110520 to 170520 PY01-24-Aust Ser PY01-24-Aust Ser PY01-24-Aust Ser PY01-24-Aust Ser PY01-24-Health I PY01-24-Health I PY01-24-TOK Chri PY01-24-Child Su PY01-24-Child Su	79995 Animal services 100165 Bosch combo kit for Depot 100079 3 piece combination battery set & socket set 99780 AA Planer blade L2692 Photography for Stay Local Shop Local campaign INV-0490 Road sweeping and tip fees 86 Pens as gifts at citizenship ceremonies 236902 Banksia Park U56 repair to leaking tap 236903 Callistemon U56 repair to leaking tap P560865 Monthly internet services May 20 00009790 Labour and materials for vehicle fit outs 00421843 Temp staff week ending 020520 INV-0981 Supply various tube stock for winter planting 00010299 Banksia Park U2 curtain cleaning 110520 to 170520 FDC Payroll 110520 to 170520 110520 to 170520 IHC Payroll 110520 to 170520 PY01-24-Aust Ser Payroll Deduction PY01-24-Aust Ser Payroll Deduction PY01-24-Australi PAYG tax withheld 100329020200430 Net ITC 010420 to 300420 PY01-24-Maxxia P Payroll Deduction PY01-24-Maxxia P Payroll Deduction

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Payee	Invoice	Description	Amount
Eric Joseph Figredo	2019-Scholarship	2019 Lyrik educational scholarship payment	1,175.00
Bunnings Group Limited	2685/01586579	Wall mounted hand sanitiser dispensers	131.10
Green Willows Industrial Cleaning a	15190520	Banksia Park clubhouse and office cleaning	50.00
Workpower	14708	Various plants delivered to Depot	508.75
ABA Automatic Gates	IN087154	Repairs to boom gate at Depot	253.17
Napa (GPC Asia Pacific)	1380031056	Various filters	110.47
	1380031055	Various filters	205.87
	1380031054 1380031053	Various filters Various filters	205.87 205.87
	1380031053	Various filters	205.87
	1380031050	Various filters	85.26
	1380031074	Various filters	57.75
	1380031069	Various filters	94.87
	1380031068	Various filters	104.24
	1380031086	Various filters	105.83
	1380031085	Various filters	205.87
	1380031089	Various filters	224.72
	1380030696	Killrust white 300g	58.30
	1380030737	Killrust in various colours	457.05
	1380031087 1380031091	Various filters for Plant #502 Various filters for Plant #487	205.87 205.87
	1380031091	Various filters for Plant #544	205.87
	1380031092	Various filters for Plant #542	97.69
	1380031093	Various filters for Plant #576	205.87
	1380031095	Various filters for Plant #479	205.87
	1380031088	Various filters for Plant #577	205.87
	1380031094	Various filters for Plant #493	205.87
Strategic DCP Consulting	021	DCP consulting services for DCAs	4,663.54
Sonic Health Plus	2058521	Pre-employment medical assessment 110520	198.00
Perth Materials Blowing	362	120m3 pine bark at Kwinana Adventure Park	4 862 00
Turf Care WA Pty Ltd	INV-0308	Kwinana Adventure Park lawn maintenance	1,628.00
Ningi Ventures WA	0007	Job seeker online course 120520	230.00
TVIIIgi Veritares VVA	0007	Job Seeker online course 120520	390.00
	0006	Job Seeker online course 130520	230.00
Travis Hayto Photography	00001647	Environmental social media video for composting	695.75
Dowsing Group Pty Ltd	13813	Construct footpaths Gilmore Ave bus stop	5,271.06
Biffa Mini Bins	INV-0081	Supply skip bin to Callistemon Court	476.00
	INV-0087	Supply skip bin to Callistemon Court	475.00
Belenus Pty Ltd	8109	Solar panels for Fiona Harris Pavilion	13,662.94
	8110	Solar panels for Wellard Pavilion	11,427.24
WA Carmax Pty Ltd	RI11301098	2020 Isuzu D-Max 4x2 ute	30,135.46
David Castelanelli Pty Ltd	INV-1032	Educational youth online training	377.00
Thai Meals on Wheels	Refund	Refund of Traders Permit	357.00
Estate of Darryl Powell	838720	Refund bond on Unit 16 Callistemon Court	580.00
Estate of Evelyn Cobbett	931038	Refund bond on Unit 69/10 Barrick Road	684.00
Portner Press Pty Ltd	INV-5758 INV-4521	Health and safety handbook Employment law handbook	595.00 739.00
Dynat Industrias			
Rynat Industries	50821	Recquatic 3 x baby change tables and straps	1,892.53
Adam Davies	19May20	120 x gloves cotton liner	132.00
Rockingham Holden	GMFSR267862	CV boot repair KWN2111	303.80

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Payee	Invoice	Description	Amoun
Royal Life Saving Society	114700 111707	Hone pool barrier inspections 010420 to 300420 Home pool barrier inspections 010120 to 310120	7,920.00 528.00
Sunny Sign Company Pty Ltd	433002	Various street signs	222.7
Telstra	1170168000Apr20	Usage to 160420 corporate phone account	36,212.20
		Internet and data to 180520	2,491.62
Thomson Reuters (Professional)	6134013776	E-Recruitment solutions 290420 to 280421	4,950.00
Toll Transport Pty Ltd	0394-T221490	Courier charges 210420 to 220420	64.06
T-Quip	92417#12	Belts for base deck	390.40
Twights Plumbing Pty Ltd	G3229	Reticulation repairs to Banksia Park U41	377.00
Wormald Australia Pty Ltd	8212769	Repair fault on fire panel at Admin	410.96
Water Corporation of Western Austra	9012573982May20	7U Incubator	291.60
	9000313235May20	3U Peace Park	7.55
	9000323724May20	56U Frank Konecny	415.37
		90U Admin/Arts/Parmelia	2,146.75
	9000334589May20	8U Feilman Building	705.65
Taylor Tyres Pty Ltd	20117	Tyre repair vehicle KWN624	1.00
	20117	Tyre repair vehicle KWN624	342.20
Benara Nurseries	222228	Cottage succulents for atrium gardens at Admin	456.72
Beaver Tree Services Aust Pty Ltd	72851	Tree removal Cheltenham Loop Bertram	841.50
	72820	Vegetation clearance various locations Wellard	6,099.50
	72790	Tree pruning Tyndale Loop Wellard	436.70
	72791	Stump grinding Brougham Cres Orelia	880.00
	72789	Tree removal Latitude 32 Hope Valley	3,784.00
	72788	Tree removal Conellan Terrace Parmelia	3,784.00
	72849	Vegetation clearance Casuarina	3,465.00
	72850	Vegetation clearance Kwinana Beach	3,465.00
	72852	Vegetation clearance Leda	6,930.00
Asbestos Masters WA	3363	Removal of asbestos Rockingham Road	1,210.00
Suez	165062	Commercial recycle and waste for April 20	144,372.92
	37210255	Green waste tipping fees April 20	1,345.78
	37237925	General waste dry for April 20	994.79
	37201691	Mixed waste for April 20	176,793.97
Synergy	127764890May20	8005U Lambeth Park	1,679.89
	144372270May20	4902U Thomas Oval retic	702.10
	970964040May20	1376U Feilman Building ground floor	341.31
	676621320May20	4873U Feilman Building lift and security lighting	129.82
	566370150May20	1015U Chipperton Park	399.17
Bunnings Building Supplies	2163/01257956	Storage container set	20.92
	2163/01257962	Storage container set	20.92
	2163/12257965	Storage container set	20.92 20.92
	2163/01257959 2163/01257946	Storage container set Storage container set	20.92
	2163/01257951	Storage container set	20.92
	2163/01257970	Storage container set	5.23
	2163/01053361	Dulux 4 litre paint enamel high gloss	104.50
	2442/0120226	Command hooks	12.32
	2163/01058453	Wall mounted hand sanitiser dispensers	65.31
	2163/01610139	Cordless LED torch	84.55
Park Motor Body Builders (WA) Pty L	9214	Toolbox lock for KWN2007	146.08
Westrac Equipment Pty Ltd	PI4448903	Pump seals for P263	86.19
	PI4457121	Pump seals for P263	63.05

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
ID Consulting Pty Ltd	00013289	Demographic catchment analysis	2,200.0
Connect CCS	00101431	After hours monitoring over calls April 2020	1,485.0
Coastline Mowers	23721	Service of razor back mower	462.30
Hays Specialist Recruitment Pty Ltd	9231960	Temp staff week ending 030520	592.6
	9244466	Temp staff week ending 100520	1,726.5
	9259995	Temp staff week ending 170520	889.02
	9248381	Temp staff week ending 100520	889.02
	9231962	Temp staff week ending 030520	1,186.2
	9248382	Temp staff week ending 100520	3,697.50
	9231961	Temp staff week ending 030520	2,835.0
Foreshore Rehabilitation & Fencing	INV-4677	Medina Oval gate repairs	529.1
MRP Osborne Park-General Pest/Termi	89803	Treatment of bees at Animal Facility	139.7
Winc Australia Pty Ltd	9032507176	Wet screen wipes and heavy duty stick on hooks	98.19
	9032525071	Stationery Administration building	763.38
Advanced Traffic Management (WA) Pt	00135738	Traffic management Hope Valley Road	1,587.85
	00135603	Traffic management Orton Road Casuarina	2,126.8
	00135904	Traffic management Beacham Cresent Medina	1,739.10
AC Cooling Services	5989	Callistemon Court U10 install new A/C unit	1,956.90
ED Property Services	00001479	Banksia Park U41-60 gutter replacement	792.00
	00001477	Callistemon Court 10 x gutter cleaning	3,740.0
	00001483	Callistemon Court U69 ceiling repair and paint	90.0
	00001483	Callistemon Court U69 ceiling repair and paint	900.00
T J Depiazzi & Sons	107115	Supply and deliver mulch to Depot	3,259.8
	107152	Supply/deliver mulch to Kwinana Adventure Park	7,823.64
JB Hi-Fi Rockingham	308525295-170	Door bell for Darius Wells	598.00
Elliotts Irrigation Pty Ltd	B17986	Service iron filters various locations April 20	1,614.80
,	B17985	Service iron filters various locations April 20	254.0
	B17985	Service iron filters various locations April 20	25.40
Big W	176875	USB drives for City Assist	43.00
Department of Planning -DAP	19052020	Coogee Chemicals development costs	18,822.00
Nateis Contracting Pty Ltd	00002212	Demolition works of fire damaged house	8,800.00
Centrecare	22824	EAP registration and management fee April 20	1,026.66
Centrecare	22744	FAP approved sessions	154 00
Talis Consultants Pty Ltd	20546	Pavement design manual	1,980.00
Accord Security Pty Ltd	00024573	Security services Darius Wells to 150320	2,900.37
Flexi Staff Pty Ltd	217200	Temp staff week ending 030520	1,116.50
	217280	Temp staff week ending 100520	1,757.7
CMS Engineering Pty Ltd	37297	Air conditioning maintenance various April 20	3,155.09
	37298 37299	Air conditioning maintenance various April 20 Air conditioning maintenance various April 20	1,601.6 ⁻ 1,081.8
	37470	Repairs at Darius Wells	762.30
Imagescures Digital Solutions	451958	Distance floor decals for COVID	1,074.1
Imagesource Digital Solutions	451955	Supply and install City logo to vehicles	808.50
	451957	Recquatic banners for COVID	319.00
Woolworths Group Limited	3732613	Items for Moorditi Kulungars	131.4
Woodworkiis Group Ellillied	3732622	Disinfectant wipes and sanitiser	50.00
	3732623	Additional Sanitiser x 4	60.00
	3732620	Items for Mooditj Kulungars	171.0
	47747568	Items for Catering Team	115.30
			F0.04
	3732626	Gift card for The Zone	50.00

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
	3732629	Items for Darius Wells Resource Centre	84.50
Drainflow Services Pty Ltd	00005220	Gully educting Medina May 2020	3,795.00
Elexacom	29456	RCD testing at Medina Hall	144.07
	29459	RCD testing at Rotary building	72.03
	29458	RCD testing at Darius Wells	384.16
	29455	RCD testing at Casuarina Hall	96.04
	29419	Repairs to zone 2 of fire system at Admin	648.27
Safeway Building & Renovations Pty	3856	Spa balance tank lid replacement	5,148.00
Beacon Equipment	53531#1	10 edger blades	475.00
Sprayking WA Pty Ltd	00001823	Weed control Anketell March 20	1,898.23
Australian Grown	S128944	Bright Futures uniform with logo	22.17
Schindler Lifts Australia Pty Ltd	4678764404	Alarm & line monitoring fee 010420 to 300620	231.94
Pickles Auctions	D1000183998	Collection of vehicle 1CGE113	77.00
Flex Industries Pty Ltd	1001687	Service of 1EFA503	4,495.83
	1000298	Replace and rewire tail light on KWN2134	313.42
Jason Signmakers	208404	JSE single sided bus shelter installed	14,080.00
Leederville Cameras	472882	Rode wireless microphone system	279.00
Integrity Management Solutions Pty	INV-0120	Attain 2 database starter package	23,738.00
Walter J Pratt Pty Ltd	612054	Troubleshooting related to power outage at Recquatic	300.00
Kerb Direct Kerbing Pty Ltd	28277	Kerbing various locations	3,278.00
Note Billott Note in ing 1 ty Eta	28282	Kerbing in Medina various locations	2,193.40
Total Tools Rockingham	101051	Various garden tools for Depot	118.95
Total Tools Roskingham	100080	Sharpening of planer blade	69.00
Emerald Gardens and Landscaping	120520	Repair to fence at Lion Road Reserve	396.00
Kwinana Model Railway Club Inc	overpayment	Payment of invoice not raised due to COVID	125.44
Koorliny Arts Centre	00004236	Operating subsidy for Quarter 4 2019/2020	111,983.29
Poolwerx Spearwood	126820-1	Splash pad water quality test Adventure Park April	596.30
Envirosweep	77402	Footpath sweeping various sites for April 20	3,652.00
	77399	Road sweeping various sites April 20	1,708.00
	77397	Road sweeping various locations for April 20	4,097.50
	77394	Car park sweeping various locations 300420	2,502.50
Preview Industries Pty Ltd	A00056312	Library supplies	436.84
Kwinana Signs & Engraving	00014085	Disabled parking signs	110.00
Landscape and Maintenance Solutions	INV-1611	Passive/street scape mowing various ovals Mar/Apr	10,506.45
	INV-1613	Mowing maintenance various ovals April 20	19,403.77
	INV-1612	Mowing Rockingham/Patterson Roads April 20	1,878.56
Majestic Plumbing	236959	Repair blocked sink Banksia Park U25	187.26
	236801	Investigate gas leak at Callistemon Court U45	203.76
	236843	Repair to kitchen outlet at Callistemon Court U43	233.46
	236858	Repair laundry tap Banksia Park U38	256.56
	236285	Repair toilet basin at Rhodes Park	387.71
	236803	Repair leaking hot water system	156.88
	236856	Callistemon U28 repair to hot water tap	203.76
	236799	Callistemon Court U51 repair to leaking garden tap	128.83
	236906	Reinstate stolen mains at Senior Citizens Centre	1,360.22
	236905 236904	Install a scheme water tap to Admin atriums	742.72
	Z.3D9U4	Works to drain in bin store at Medina Hall	99.13
		Renairs to urinal at William Bertram Centre	272 75
Lo Go Appointments	236245	Repairs to urinal at William Bertram Centre	328.75
Lo-Go Appointments		Repairs to urinal at William Bertram Centre Temp staff week ending 090520 Temp staff week ending 090520	328.75 651.62 2,468.36

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Payee	Invoice	Description	Amount
	00421870	Temp staff week ending 090520	2,940.47
	00421844	Temp staff week ending 020520	2,422.40
	00421841	Temp staff week ending 020520	2,533.74
	00421842	Temp staff week ending 020520	808.49
Charles Service Company	00032681	Cleaning consumables for April 20	510.84
Accidental Health & Safety Perth	1409	Disinfectant Animal Management Facility	102.19
Bright Light Signs Pty Ltd	00015241	COVID messaging May to June 20	2,255.00
EFT TRANSFER: - 28/05/2020			598,162.49

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Payee	Invoice	Description	Amoun
Web Track	INV-4619	Fit GPS unit to KWN1933	253.00
Green Willows Industrial Cleaning a	16260520	Banksia Park clubhouse and office cleaning	50.00
NVMS Pty Ltd	1000-1883-2020	Calibration of various items	22,749.56
Q2 Online	0520-002	Document optimisation	1,980.00
Wheelie Clean	6685	Rubbish bin clean for Darius Wells	359.48
Bay Concrete Grinding	00037093	Concrete grinding Medina Ave footpath	3,850.00
Napa (GPC Asia Pacific)	1380031717 1380031718	Various filters Various filters	105.98 73.98
Netstar Australia Pty Ltd	93491	EZ annual fee	7,617.72
Port Printing Works	INV052989 INV052866	Bushfire permit books A2 size posters for community helplines	286.00 81.40
Outback Handyman	2598	Banksia Park U61 maintenance to patio posts	154.00
Pyro Panther Entertainment ATT: Jos	2019-9-5-CITrev	Sword fighting arena/activity 070320	350.00
Travis Hayto Photography	00001652	Kwinana Recquatic promotional videos	1,512.50
Holcim (Australia) Pty Ltd	9406920011	Supply 2m3 concrete to Sloan Drive Leda	576.40
Centrepoint Church	25052020	Cancellation of rooms due to COVID	2,304.45
	1597137	Bond refund Ken Jackman Hall	300.00
AE Hoskins Building Services	435756	Final claim Medina Oval change rooms	106,025.38
Ive Distribution Pty Ltd	1000710766	Kwinana COVID flyers	972.81
D1 Store Pty Ltd	7803	Purchase of various equipment	3,154.52
Mr Chilly Cones	Refund	Refund of traders permit	319.50
Carolyn Howell	1612712 26May20	Refund bond The Patio Refund of cancelled hire of The Patio 020520	100.00 39.00
Helen Diclaudio	13.0	Rates refund	793.03
Michelle Clare Wilson	13.0	Rates refund	
			777.29
Satellite Security Services	IV008361 IV008362	Replace main panel at the Darius Wells Security services various locations	2,681.80 12,875.65
	IV008387	Remote programming to Thomas Kelly Pavilion	50.00
	IV008390	Remote programming to Wellard and Thomas Pavilions	50.00
	IV007932	Repair door to Toddler Town at Darius Wells	120.00
Rockingham Kwinana Chamber of Comme	1081	Annual membership	3,630.00
Southern Metropolitan Regional Coun	14696	Annual contributions 2019 to 2020	39.427.30
Telstra	0335568200 May20	Banksia Park Clubhouse to 090620	45.65
The Good Guys	D0921479601	Kelvinator 230L top mount refrigerator	395.00
Total Eden Pty Ltd	410384180	Cutter sprinkler surround 75mm	75.06
S & F Treeby	12May20	Phone allowance Dec 19 to May 20	180.00
Trisley's Hydraulic Services Pty Lt	100203204	Supply and install lamp to Hydrotherapy Pool	2,156.00
Wormald Australia Pty Ltd	8209272 8218199	Investigate fault on panel at Koorliny Community Repair fault to Administration Building alarm	4,489.76 1,647.80
	8218219	Replace sensors to Administration Building alarm	1,490.50
Western Australian Local Government	I3082150	Serving on Council eLearning online training	195.00
western Australian Essai Government	13082151	Serving on Council eLearning online training	195.00
Waste Stream Management Pty Ltd	00426077	Tipping fees	264.00
Water Corporation of Western Austra	9014249617Mav20	1U Bertram Oval club facility	551.24
•		6U Bertram Community Centre	563.44
		56U Chisham Oval toilets	141.01
Dennis Cleve Wood	ICTALLOW19/20	ICT allowance	291.67

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice MEETINGFEES19/2	Description Meeting fees	Amoun 2,639.83
Sherilyn Wood	ICTALLOW19/20 MEETINGFEES19/2	ICT allowance Meeting Fees	291.67 2,639.83
Sandra Elizabeth Lee	ICTALLOW19/20 MEETINGFEES19/2	ICT allowance Meeting fees	291.67 2,639.83
Taylor Tyres Pty Ltd	21023	Puncture repair 1GFP948	88.00
. ay	21024	Replace 2 front tyres 1ERM600	1,157.20
	20975	Puncture repair KWN2110	44.00
	20976	Puncture repair 1TGU178	44.00
	20977	Puncture repair 1TGX700	44.00
	20980	Tyre replacement 1TUP290	282.70
	20979	Tyre replacement 1GJU178	119.90
	20978	Puncture repair KWN2111	44.00
Construction Training Fund	INV40589-Z5Z3T3	CTF Levy for April 20	5,596.68
Maia Financial Pty Ltd	C29535	Quarterly leasing for period 010720 to 300920	92,822.53
The University of Western Australia	41909441528	Fees trimester 1	4,812.00
	41909441529	Fees trimester 2	4,812.00
Palm Lakes Gardens & Landscape Serv	3596	Banksia U34 reticulation maintenance	110.00
	1543	Removal of tree roots and brick paving repairs	1,320.00
	4587	Removal of tree roots and brick paving repairs	880.00
ABCO Products	553774	Sanitisers for Recquatic	163.35
	551923	Hand sanitiser and cleaning products Darius Wells	388.77
Xercise Pro	2260520	Annual licence fees	2,555.00
Bunnings Building Supplies	2163/01109465	Measuring tape	64.84
Building Supplies	2163/01066336	Accessories for vehicle KWN1933	1,532.35
	2163/01054997	Shade cloth 70% proof	198.40
	2163/01102008	Bayer 350g ant and wasp dust for retic cabinets	73.12
	2163/01056744	Shade cloth fasteners	27.33
	2163/01100010	Box of hex screws 1410 x 65mm	107.83
	2163/01611036	Wheels	45.60
	2163/01604092	Sanding belts for Darius Wells	79.80
	2163/01105965	Various items for Bright Futures	61.28
	2163/01105968	Storage containers for Bright Futures	20.92
	2163/01105971	Storage boxes for Bright Futures	10.46
	2163/01614462	Callistemon Court various hardware supplies	438.68
Westrac Equipment Pty Ltd	SI1484933	1DDW108 cat roller repairs and seal kits	1,962.51
	SI1483862	Mechanical repairs for road roller 1DDW108	850.08
Natural Area Holdings P/L t/as Natu	00013067	Peel sub and drain landscaping progress claim 1	2,319.09
	00013110	Peel sub and drain landscaping progress claim 2	64,752.02
Rebel Sport Ltd	066101065451	Pool cues and accessories for Zone	97.97
Cannon Hygiene Australia Pty Ltd	96695192	Hygiene services 060620 to 050720	558.55
,	96673816	Nappy unit services Darius Wells 300320 to 050420	71.60
	96673817	Hygiene services Darius Wells 010420 to 050420	49.86
	96673818	Hygiene services Darius Wells 060420 to 300420	547.65
Peter Edward Feasey	DEPMAYFEE19/20	Deputy Mayoral allowance	1,869.83
,	ICTALLOW19/20	ICT allowance	291.67
	MEETINGFEES19/2	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
Troy Benjamin Morley	20May20	Team improvement challenge reward	100.00
	<i>y</i> -	,	

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
	00105423	Reticulation parts	1,529.4
	00105476	Reticulation parts	75.3
	00105426	Reticulation parts	1,256.4
	00105186	Reticulation parts	6.30
	00105387	Reticulation parts	4.00
Craig Treeby	12May20	Balance of phone & internet allowance 2019/2020	360.00
Marketforce Pty Ltd	32580	Advertising 110320 & 250320	2,431.0
	33012	Advertising 220420	328.1
	3308	Advertising 280420	286.6
	33010	Public notice Ordinary Council Meeting	401.8
	33006	Sound Telegraph Advertising various	2,431.0
BGC Residential Pty Ltd	Refund	2020/17 & 2019/494 duplicate payments	1,377.6
Civica Pty Ltd	M/LG015402	AFL Performance Manager Licence	9,349.7
	M/LG015408	Licence support & maintenance 010720 to 310720	9,005.4
Coastline Mowers	23755#5	Honda GX 160 motor replacement for spray unit	695.5
Envirocare Systems Pty Ltd	48406	Waterless urinal service Recquatic	283.80
Foreshore Rehabilitation & Fencing	INV-4683	Install new football goal posts Gilmore Oval	3,498.0
To control to habilitation a 1 choing	INV-4684	Fence repairs along public access way Pedder	484.00
	INV-4685	Way Install colorbond gate to public access way	822.8
Bladon WA Pty Ltd	BWAI44675	Caps embroidered with white Edge Skate logo	3,575.0
MRP Osborne Park-General Pest/Termi	90777	Pest control for City Operations Depot	627.9
with Osbother ark-General restriction	90779	Pest control for Sloans Cottage	341.0
	90782	Pest control for Out of School Care	128.5
	90783	Pest control for Thomas Kelly Sports Pavilion	257.0
	90778	Pest control for Medina Hall	289.9
	90784	Pest control Sloan Cottage	708.3
	90776	Pest control Administration Building	724.79
	907080	Pest control Smirk Cottage	624.2
	90785 90775	Pest control The Zone Youth Centre Pest control for Thomas Oval	434.00 235.60
	90775	Pest control for Fromas Oval	283.2
Wai Kei Vicky Chui	22May20	SD card for new sound level meter	29.0
Winc Australia Pty Ltd	9032436142	Stationery for Incubator	210.14
David Mario Boccuzzi	22May20	Reimbursement of fuel for 1GIL601	66.0
ED Property Services	00001493	Callistemon Court U70 & 71 fence repairs	1,650.0
ED Frapolty Corvious	00001485	Banksia Park Villa 20 & 66 garden retaining wall	770.00
	00001486	Callistemon Court U28 repair to rear fence	385.0
Rockingham Skylights	12330	Callistemon Court U17 repair to skylight ducting	300.00
Stonehenge Ceramics	D1325	Tiling renewal U28 Callistemon	3,345.50
JB Hi-Fi Rockingham	303032355-100	Various supplies for Environmental Health Officer	1,352.0
Elliotts Irrigation Pty Ltd	B18161	Service on iron filters at various locations	209.0
Greensense Pty Ltd	20234	Annual renewal 070719 to 300620	4,224.0
Spotlight Pty Ltd	22052020	Craft items for Bright Futures	146.7
Wendy Gaye Cooper	ICTALLOW19/20		291.6
Eddio Mouno		19/2 Meeting fees	2,639.8
Eddie Mouna Duane Mark Erver	12May20	Balance of phone & internet allowance 2019/2020	360.00 180.00
Duane Mark Fryer	12May20	Phone allowance Dec 19 to May 20	
Forpark Australia Pty Ltd	45724 45725	Pommel anchor and chain for Wellard Park	1,217.70 467.50
		Replace buffer and fittings for Djilba Reserve	
CMS Engineering Pty Ltd	37518	Locate fire sensor in Administration Building	894.30

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Payments made between 01/05/2020 and 31/05/2020



Payee	Invoice	Description	Amoun
ALSCO Pty Ltd	CPER2038855	Table linen hire	30.05
	CPER2037903	Table linen hire	29.81
Woolworths Group Limited	3732631	Items for Mooditj Kulungars and Bright Futures	153.30
	3732630	Items for Administration building	20.12
	3732633	Items for Administration building	54.15
	48323152	Items for City Operations	180.69
	48143053	Items for Administration building	67.13
Drainflow Services Pty Ltd	00005368	Gully eduction works Medina 110520 to 150520	5,060.00
Elexacom	29562	Callistemon Court U57 replace broken diffuser	144.07
	29550	Callistemon Court U8 repairs to wiring	776.02
	29554	Retirement Village U48 replace faulty smoke alarm	120.84
	29490	Sloan's and caretakers cottage electrical works	6,077.75
	29457	Repair security light at Rotary building	75.33
Green Skills Inc / Ecojobs	P2005	Green stock maintenance for native seedlings	3,187.80
Gregs Glass	9402-19	Replace glass pane at Recquatic	395.00
Crogo Class	9405-19	Callistemon U17 replace rollers to sliding door	180.00
Australia Post	1009559498	Postage for period ending 300420	1,232.85
Harmony Software	3-554	In home care subscription April 20	247.50
	3-540	Educator electronic subscription April 20	907.50
Mark David Heath	12May20	Phone allowance Dec 19 to May 20	180.00
HP Financial Services Pty Ltd	100001199600	Printer fleet lease	2,216.50
,	100001198714	Monthly lease contract 5389066248AUS2 July 20	15,933.50
GPS Linemarking	INV-001450	Line marking at various ovals	4,141.50
Pickles Auctions	DI000184298	Collection of vehicle Toyota Camry with no rego	110.00
Flying Canape	11531	Catering 210520	377.50
Blackwood & Sons Ltd	KW2225WJ	Hi vis vest	5.91
DIACKWOOD & SOIIS ELU	KW5415WF	Disposable latex gloves	23.33
	PE5416WF	Prosafe spectacles and disposable latex gloves	55.88
	PE5272WF	Danger tape	448.80
GreenLite Electrical Contractors Pt	00012410		
Greenille Electrical Contractors Pt	00012410	Disconnect and reconnect pump at Sandringham Park Supply & install new 13kw VFD cabinet Town Park	344.30 13,481.88
	00012393	Supply & install 15.5kw pump cabinet Town Park	16,383.76
Manager Theorem 1/2 and 1/2			
Mervyn Thomas Kearney	ICTALLOW19/20	ICT allowance	291.67
	MEETINGFEES19	// Meeting lees	2,639.83
Total Tools Rockingham	101051AA	Shovels for Depot	148.50
	102820AA	Pruning equipment for Depot	168.90
	101048	Pruning equipment for Depot	59.95
Envirosweep	77404	Extra sweeping at various locations	1,391.50
Genie Australia	INV0381059	Genie scissor lift service and replace batteries	1,959.44
John Scarfe	88	Pens as gifts at citizenship ceremonies	1,050.00
Links Modular Solutions	23224	SMS credits for Kwinana Recquatic	1,980.00
Majestic Plumbing	236958	Repair to gas meter box at Medina Hall	528.02
Wajestie Flambing	236960	Repair to water service at Adventure Playground	238.41
	237036	Callistemon U28 repairs to bathroom and laundry	2,801.07
	236804	Banksia Park U65 repair to leaking taps	335.76
	237003	Callistemon U50 replace leaking kitchen outlets	133.78
	237064	Banksia Park U12 repair leaking taps	521.25
	237004	Banksia Park U5 repair leaking toilet system	132.13
	237037	Callistemon U54 replace leaking garden tap	128.83
Kearns Garden Supplies	73	Kevs cut for Thomas Kelly Pavilion	37.50
Kearns Garden Supplies	73 326052020	Keys cut for Thomas Kelly Pavilion Hardware items for Banksia Park	37.50 12.42

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Payee	Invoice	Description	Amount
	0426052020	Hardware items for Banksia Park	36.76
Lo-Go Appointments	00421909	Temp staff week ending 160520	1,780.68
	00421910	Temp staff week ending 160520	2,489.43
Natsales Advertising Pty Ltd	00343417	COVID various messages	500.50
Charles Service Company	00032694	Carpet cleaning at various pavilions	129.36
Major Motors	902460	Various filters and elements for Plant #443	541.96
Matthew James Rowse	ICTALLOW19/20	ICT allowance	291.67
	MEETINGFEES19/	/2 Meeting fees	2,639.83
Kompan Playscape	S1217678	Replace damaged panel Lambeth Playground	220.00
EFT TRANSFER: - 28/05/2020			51,233.04
Bright Futures Family Day Care - Pa	180520 to 240520	FDC Payroll 180520 to 240520	39,501.44
Bright Futures In Home Care - Payro	180520 to 240520	IHC Payroll 180520 to 240520	11,731.60
EFT TRANSFER: - 28/05/2020			853.60
Bright Futures Family Day Care - Pa	180520 to 240520	FDC Payroll 180520 to 240520	853.60
		Total EFT	-3,741,607.09

	 _	11

	Grand Total	-4,904,299.98
	Total Payroll	-1,122,993.34
Payroll - Interim		1,846.85
Payroll		556,717.60
Payroll		564,428.89

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Credit Card Transactions



1/05/2020 to 31/05/2020

Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
Credit card Director C	ity Legal to 040520			\$174.70	
4801098	Invoice	040520A	04/05/2020	\$158.82	Landgate lodgement fee for caveat
4801098	GST	040520A	04/05/2020	\$15.88	GST
Credit card Executive	Assistant to 040520			\$107.85	
4801100	Invoice	040520B	04/05/2020	\$98.05	Anzac wreath
4801100	GST	040520B	04/05/2020	\$9.80	GST
Credit card Manager (Corporate Communicat	tions to 040520		\$707.36	
4801103	Invoice	040520C	04/05/2020	\$0.80	International transaction fee
4801103	Invoice	040520C	04/05/2020	\$1.46	International transaction fee
4801103	Invoice	040520C	04/05/2020	\$15.19	Facebook advertising
4801103	Invoice	040520C	04/05/2020	\$15.68	Facebook advertising
4801103	Invoice	040520C	04/05/2020	\$31.92	Zapier licence
4801103	Invoice	040520C	04/05/2020	\$58.52	Typeform subscription
4801103	Invoice	040520C	04/05/2020	\$185.27	Corporate SMS system recharge
4801103	Invoice	040520C	04/05/2020	\$379.99	Mailchimp email marketing software
4801103	GST	040520C	04/05/2020	\$18.53	GST
Credit card Director C	ity Infrastructure to 04	0520		\$7,621.12	
4801107	Invoice	040520D	04/05/2020	\$452.65	Western Power LED installations Wellard/Calista
4801107	Invoice	040520D	04/05/2020	\$7,123.20	Court fees for lodgement of means inquiry summons
4801107	GST	040520D	04/05/2020	\$45.27	GST
Credit card Director C	ity Business to 040520			\$228.30	
4801109	Invoice	040520E	04/05/2020	\$228.30	Google advertising
Credit card Manager H	Human Resources to 04	40520		\$2,259.60	
4801113	Invoice	040520G	04/05/2020	\$21.64	Service award gift voucher fees
4801113	Invoice	040520G	04/05/2020	\$63.55	Flowers for staff member
4801113	Invoice	040520G	04/05/2020	\$63.64	Gift for staff member
4801113	Invoice	040520G	04/05/2020	\$67.18	Flowers for staff member
4801113	Invoice	040520G	04/05/2020	\$220.00	Institute of Public Works Engineering membership
4801113	Invoice	040520G	04/05/2020	\$359.09	Taxation and payroll training webinar

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Credit Card Transactions





Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
4801113	Invoice	040520G	04/05/2020	\$1,385.00	Service award gift vouchers
4801113	GST	040520G	04/05/2020	\$79.50	GST
Credit card Director Ci	ity Engagement to 0405	520		\$1,095.64	
4804101	Invoice	040520F	04/05/2020	\$22.41	Subscription for Library digital West Australian
4804101	Invoice	040520F	04/05/2020	\$97.99	Facebook advertising
4804101	Invoice	040520F	04/05/2020	\$145.00	Local history Soundcloud subscription
4804101	Invoice	040520F	04/05/2020	\$752.73	Yearly Survey Monkey subscription
4804101	GST	040520F	04/05/2020	\$77.51	GST
			Grand Total:	\$12,194.57	

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18.2 Review of Council Policy – Use of Corporate Credit Cards

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

A review of Council Policy – Use of Corporate Credit Cards, was undertaken in response to the Auditor General's credit card recommendations report, Controls Over Purchasing Cards, issued in March 2020. The policy was last reviewed in 2018. This latest review ensures that the City's policy is aligned with the recommendations of the Auditor General with regard to credit cards (purchasing cards). In addition, minor changes are made to the policy to remove operational elements, and to clarify purchasing oversight.

It is recommended that Council adopt the revised Use of Corporate Credit Card policy, as included at Attachment A. A copy of the current policy is included at Attachment B, for Council reference.

OFFICER RECOMMENDATION:

That Council adopt the amended Council Policy - Use of Corporate Credit Cards, as detailed in Attachment A.

DISCUSSION:

Noted above, predominantly, the policy changes are related to ensuring the Council Policy incorporates all the recommendations of the Auditor General.

Key changes to include:

- Prohibition on corporate credit cards being linked to Paypal or rewards systems;
- Prohibition on splitting of payments (avoid purchasing or card limits);
- Prohibition on sharing of credit cards (being used by an officer, other than the officer named on the card);
- Clarity around independent expenditure review (this currently occurs monthly, but is now recognised in the policy); and
- Clarity around the returning of credit cards during periods of leave (revised to one month).

A copy of the Auditor General's report is included at Attachment C.

Other changes include clarifying the responsibility for overseeing credit card expenditure ("one up" where the line manager is responsible for oversight) and clarity around the determination of credit card limits and applications.

18.2 REVIEW OF COUNCIL POLICY – USE OF CORPORATE CREDIT CARDS

LEGAL/POLICY IMPLICATIONS:

The use of corporate credit cards is not specifically mentioned in the *Local Government Act 1995*. However, the impacts of the use and control of corporate credit cards are related to the following sections of the *Local Government Act 1995*:

- 1. Section 2.7(2)(a) and (b) requires the Council to oversee the allocation of the local government's finances and resources and determine the local government's policies; and
- 2. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government.

Local Government (Financial Management) Regulations 1995 Section 11(1)(a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts, to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

FINANCIAL/BUDGET IMPLICATIONS:

There are no budget implications associated with this report.

ASSET MANAGEMENT IMPLICATIONS:

There are no asset management implications associated with this report.

ENVIRONMENTAL IMPLICATIONS:

There are no environment implications associated with this report.

STRATEGIC/SOCIAL IMPLICATIONS:

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

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

COMMUNITY ENGAGEMENT:

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

18.2 REVIEW OF COUNCIL POLICY – USE OF CORPORATE CREDIT CARDS

PUBLIC HEALTH IMPLICATIONS:

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

RISK IMPLICATIONS:

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

Risk Event	Council fails to have an adequate Use of Corporate Credit Card Policy in place that is regularly reviewed enhancing the risk of misappropriation of the City's resources.	
Risk Theme	Failure to ensure the safeguarding of the City's resources.	
Risk Effect/Impact	Financial Impact/Compliance	
Risk Assessment Context	Operational	
Consequence	Minor	
Likelihood	Unlikely	
Rating (before treatment)	Low	
Risk Treatment in place	Reduce (mitigate the risk)	
Response to risk	Review of Policy every two years; and ensuring	
treatment required/in	the controls identified in the Policy are reviewed	
place	and maintained.	
Rating (after treatment)	Low	

COUNCIL DECISION 193

MOVED CR S WOOD

SECONDED CR S LEE

That Council adopt the amended Council Policy - Use of Corporate Credit Cards, as detailed in Attachment A.

CARRIED 7/0



Council Policy

Use of Corporate Credit Cards





Council Policy

Use of Corporate Credit Cards

D13/69878[v5]

1. Title

Use of Corporate Credit Cards

2. Purpose

To provide a clear framework that enables authorised City officers to use corporate credit cards for the purchase of goods and services.

3. Scope

This policy applies to all City Officers that are authorised corporate credit card holders.

4. Definitions

Nil.

5. Policy Statement

5.1. Issuing of Corporate Credit Cards

- 5.1.1. Other than for the Chief Executive Officer (CEO), approval for the issue of a credit card to a City Officer, including credit limits, is to be determined by the Chief Executive Officer.
- 5.1.2. Approval for the issue of a credit card to the CEO, including credit limit, is to be determined by the Mayor.

5.2. Cardholder Responsibilities

- 5.2.1. The cardholder must sign the City's Corporate Credit Cardholder's Agreement form, outlining the cardholder's responsibilities, prior to receiving the corporate credit card.
- 5.2.2. Cardholders are not to use the corporate credit card for cash advances.
- 5.2.3. Cardholders are not to use the corporate credit card for private purposes.
- 5.2.4. Cardholders are not to link corporate credit cards to Paypal accounts.
- 5.2.5. The use of the corporate credit card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
- 5.2.6. The corporate credit card shall only be used for purchasing goods and services on behalf of the City, which are authorised within the current budget.
- 5.2.7. Cardholders are not to split payments of invoices between credit cards.
- 5.2.8. Cardholders are not to share their credit card with other City of Kwinana Officers. Purchases are to be made by the cardholder only.
- 5.2.9. Purchases must be expended in line with all other Council Policies.

- 5.2.10. Cardholders are to obtain a compliant tax invoice/receipt, which records an adequate description of goods/services obtained.
- 5.2.11. Cardholders are to provide, for approval, a detailed summary of all purchases, reconciling to each monthly statement, no later than seven (7) days after receiving the monthly statement.
- 5.2.12. Other than for the CEO, credit card statements are to be authorised by the cardholder's superior line manager.
- 5.2.13. The CEO's credit card statement is to be approved by the Mayor.
- 5.2.14. In the event that a cardholder is on leave, for longer than one (1) month, the credit card is to be handed to the Manager responsible for the City's finances, to hold until they return.
- 5.2.15. In the event that a cardholder's employment ceases with the City, the credit card is to be handed to the Manager responsible for finance, where arrangements are to be made for the cancellation of the account and destruction of the card.

5.3. Finance Responsibilities

- 5.3.1. The CEO will ensure process are in place for the coordination of the issue, replacement and cancellation of all corporate credit cards, including:
 - Requiring the provision of a copy of this policy, at the time of issuing a credit card; and
 - Ensuring the signing of a Corporate Credit Cardholder's Agreement form by the cardholder, which will be registered in the City's record keeping system.
- 5.3.2. A register of cardholders is to be maintained and stored in the City's record keeping system.
- 5.3.3. A review of monthly expenditure undertaken by each cardholder is to be undertaken monthly, by the team responsible for managing the City's finances. All receipts and documentation will be reviewed, and any expenses that do not appear to represent fair and reasonable business expenses are to be referred to the senior manager responsible for the City's finances (or to the CEO or Mayor as relevant) for review/decision.

6. Financial/Budget Implications

There are no financial/budget implications directly associated with this Policy. All expenditure incurred through the use of a corporate credit card must be in line with approved budget allocations.

7. Asset Management Implications

There are no asset management implications associated with this Policy.

8. Environmental Implications

There are no environmental implications associated with this Policy.

9. Strategic/Social Implications

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

10.

Occupational Safety and Health Implications
There are no OSH implications associated with this Policy.

11. **Risk Assessment**

Risk Event	Inadequate management of the City's resources.		
Risk Theme	Failure to ensure the safeguarding of the City's		
	resources.		
Risk Effect/Impact	Financial Impact/Compliance		
Risk Assessment Context	Operational		
Consequence	Minor		
Likelihood	Unlikely		
Rating (before treatment)	Low		
Risk Treatment in place	Reduce - mitigate risk		
Response to risk treatment	Review of Policy every two years; and ensuring		
required/in place	the controls identified in the Policy are reviewed		
	and maintained.		
Rating (after treatment)	Low		

12. References

Name of Policy	Use of Corporate Credit Cards
Date of Adoption and	27/09/2006 #519
resolution No	
Review dates and resolution	28/04/2010 #105
No #	11/07/2012 #163
	20/01/2016 #099
	28/02/2018 #107
	28/11/2018 #347
New review date	30/06/2022
Legal Authority	s2.7 – Role of Council of the <i>Local Government</i>
	Act 1995
Directorate	City Business
Department	Finance
Related documents	Acts/Regulations
	Local Government Act 1995
	Other documents
	D09/121494[v5] – Corporate Credit Cardholder
	Agreement Form
	D14/27718[v5] – Corporate Credit Card Register

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



Council Policy

Use of Corporate Credit Cards





Council Policy

Use of Corporate Credit Cards

D13/69878[v4]

1. Title

Use of Corporate Credit Cards

2. Purpose

To provide a clear framework that enables authorised City officers to use corporate credit cards for the purchase of goods and services.

3. Scope

This policy applies to all City Officers that are authorised corporate credit card holders.

4. Definitions

Nil.

5. Policy Statement

5.1. Issuing of Corporate Credit Cards

- 5.1.1. The Chief Executive Officer may approve an application by a City of Kwinana employee.
- 5.1.2. In the case of the Chief Executive Officer, the Mayor must approve the application.
- 5.1.3. The credit limit on a corporate credit card issued to the Chief Executive Officer, Directors and Manager Human Resources is to be set at a maximum of \$10,000.
- 5.1.4. The credit limit on a corporate credit card issued to other employees is to be up to a maximum of \$5,000.

5.2. Cardholder Responsibilities

- 5.2.1. The cardholder must sign the City's Corporate Credit Cardholders Agreement form, outlining the cardholder's responsibilities, prior to receiving the corporate credit card.
- 5.2.2. Cardholders are not to use the corporate credit cards for cash advances.
- 5.2.3. Cardholders are not to use the corporate credit cards for private purposes.
- 5.2.4. The corporate credit card shall only be used for purchasing goods and services on behalf of the City which are authorised within the current budget.
- 5.2.5. Purchases must be expended in line with Council Policy Procurement.

- 5.2.6. Cardholders are to obtain a compliant tax invoice/receipt which records an adequate description of goods/services obtained.
- 5.2.7. Cardholders are to provide for approval a detailed summary of all purchases reconciling to each monthly statement no later than seven (7) days after receiving the monthly statement. Statements for City Officers are to be approved by the Chief Executive Officer; whilst the Chief Executive Officer's statements are to be approved by the Mayor and Deputy Mayor.
- 5.2.8. In the event that a cardholder's employment ceases with the City, the credit card is to be handed to the Manager Finance where arrangements will be made for the cancellation of the account and destruction of the card.

5.3. Finance Responsibilities

- 5.3.1. The City's finance team will coordinate the issue, replacement and cancellation of all corporate credit cards.
- 5.3.2. A register of cardholders is to be maintained and stored in the City's record keeping system.
- 5.3.3. The finance team will provide cardholders with a copy of Council Policy Use of Corporate Credit Cards and ensure that a Corporate Credit Cardholder Agreement form is signed and registered in the City's record keeping system prior to issuing the Officer with the corporate credit card.
- 5.3.4. Statements authorised by the CEO and/or the Mayor and Deputy Mayor are to be provided to the relevant finance officer no later than seven (7) days after receiving the statement and detailed summary from the cardholder, to enable the transactions to be entered into the City's corporate business system.

6. Financial/Budget Implications

There are no financial/budget implications directly associated with this Policy. All expenditure incurred through the use of a corporate credit card must be in line with approved budget allocations.

7. Asset Management Implications

There are no asset management implications associated with this Policy.

8. Environmental Implications

There are no environmental implications associated with this Policy.

9. Strategic/Social Implications

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

10. Occupational Safety and Health Implications

There are no OSH implications associated with this Policy.

11. Risk Assessment

Risk Event	Inadequate management of the City's resources.

Risk Theme	Failure to ensure the safeguarding of the City's resources.		
Risk Effect/Impact	Financial Impact/Compliance		
Risk Assessment Context	Operational		
Consequence	Minor		
Likelihood	Unlikely		
Rating (before treatment)	Low		
Risk Treatment in place	Reduce - mitigate risk		
Response to risk treatment required/in place	Review of Policy every two years; and ensuring the controls identified in the Policy are reviewed and maintained.		
Rating (after treatment)	Low		

12. References

Name of Policy	Use of Corporate Credit Cards
Date of Adoption and	27/09/2006 #519
resolution No	
Review dates and resolution	28/04/2010 #105
No #	11/07/2012 #163
	20/01/2016 #099
	28/02/2018
	28/11/2018 #347
New review date	12/12/2020
Legal Authority	s2.7 – Role of Council of the <i>Local Government</i>
	Act 1995
Directorate	City Strategy
Department	Finance
Related documents	Acts/Regulations
	Local Government Act 1995
	Other documents
	D09/121494[v5] – Corporate Credit Cardholder
	Agreement Form
	D14/27718[v5] – Corporate Credit Card Register

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



Western Australian Auditor General's Report



Controls Over Purchasing Cards



Report 17: 2019-20

27 March 2020

Office of the Auditor General Western Australia

Audit team:

Carly Meagher Joanne Clarke Carol Brownfield Fatima Padia Charmain Lin Michelle Lai Paula Du Plessis Jojo Liew

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The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT **Controls Over Purchasing Cards**



THE PRESIDENT LEGISLATIVE COUNCIL

THE SPEAKER LEGISLATIVE ASSEMBLY

CONTROLS OVER PURCHASING CARDS

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 200*6.

This focus area audit assessed if sampled entities have effective controls over expenditure using corporate purchasing cards.

I wish to acknowledge the entities' staff for their cooperation with this report.

CAROLINE SPENCER AUDITOR GENERAL

27 March 2020

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Executive summary

Background

Western Australian government purchasing cards are an important part of the public sector purchasing system. Purchasing cards offer significant benefits to State government entities (entities), suppliers and the environment. They can reduce costs and streamline business processes associated with authorising, tracking, purchasing, payment and reconciling entity purchases and can also significantly reduce the use of paper.

However, if not managed correctly, there is potential for improper, wasteful or unauthorised expenditure. Entities need to ensure that appropriate controls are in place and be continually vigilant against misuse, and that the controls are assessed on a regular basis.

The use of WA government purchasing cards is governed by the *Financial Management Act 2006* and Treasurer's Instructions (TI) particularly TI 321 *Credit Cards – Authorised Use.*

We last reported an across government audit of State government purchasing cards in 2017. In that audit we identified a range of findings but concluded that there had been some improvement since our previous report in 2014.

Conclusion

Entities generally have appropriate policies and administrative systems in place to manage the use of purchasing cards. Although our findings indicate a general improvement in controls compared to our last report on this topic in 2017, we still identified examples of poor practice. Entities still need to improve their policies, the monitoring of purchasing card use, and better manage transaction limits.

What we did

The focus of our audit was to assess whether sampled entities have effective controls over expenditure using corporate purchasing cards, using the following criteria:

- Do entities have appropriate policies and administrative systems in place for government purchasing cards?
- Are suitable controls in place to monitor and manage the use of cards and the timely approval of transactions?
- Do entities periodically review their use of purchasing cards and act on any identified shortcomings?

As part of this audit, we used data analytics to review large volumes of transactions and data for unusual items, patterns and events that could indicate fraud. We then further investigated the transactions or events.

Detailed findings have been reported to audited entities. Entity audit committees should follow up to ensure the audit findings and recommendations are appropriately addressed by management in a timely manner.

We conducted this audit under section 18 of the *Auditor General Act 2006* and in accordance with Australian Auditing and Assurance Standards. The approximate cost of undertaking the audit and reporting is \$220,000.

Entities included in our audit

Focus area audits assess entities against common business practices to identify good practices, and control weaknesses and exposures so that all entities, including those not audited, can evaluate their own performance.

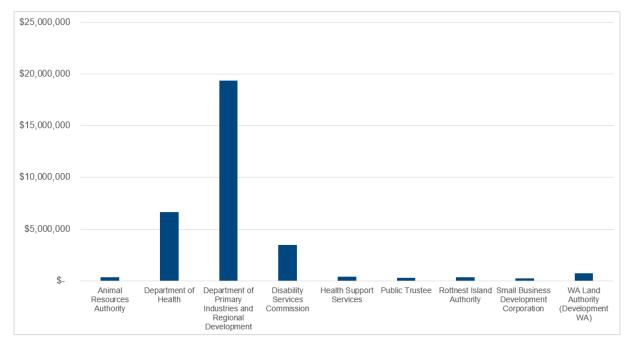
We selected a sample of 9 entities for this focus audit. When selecting the entities to be included, we considered the size of the entities and the different levels of purchasing card use to ensure that we were covering a wide variety in our sample.

Entity	Number of purchasing cards	Total purchasing card expenditure 1 July 2018 - 30 June 2019
Animal Resources Authority	8	\$317,772
Department of Health	111	\$6,662,154
Department of Primary Industries and Regional Development	1,022 \$19,361,424	
Disability Services Commission	772	\$3,460,601
Health Support Services	47	\$395,034
Public Trustee	25	\$652,458
Rottnest Island Authority	62	\$362,440
Small Business Development Corporation	14	\$219,896
WA Land Authority (Development WA)	103	\$739,269

Source: OAG

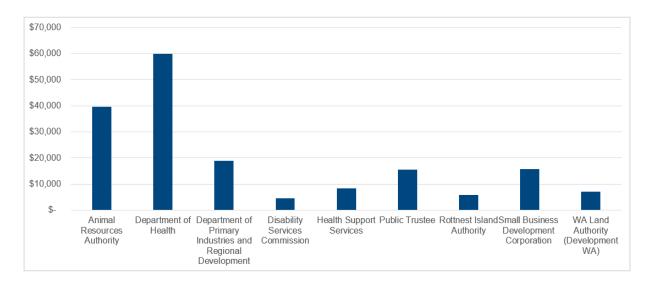
Table 1: Entities included in our sample

Figure 1 shows entities' total purchasing card expenditure during 2018-19 and Figure 2 shows the average spend on the purchasing cards we sampled.



Source: OAG

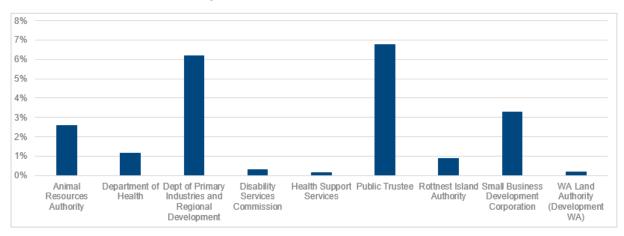
Figure 1: Total purchasing card spend per entity during 2018-19



Source: OAG

Figure 2: Average spending on purchasing cards during 2018-19

Figure 3 shows the total purchasing card expenditure at the entities for the period 1 July 2018 to 30 June 2019 as a percentage of total expenditure.



Source: OAG

Figure 3: Purchasing card expenditure as a percentage of total expenditure

What we found

All entities had up to date and approved policies and procedures for the use of purchasing cards, however some aspects were not included

Good policies and procedures provide essential guidance for staff to manage purchasing cards in accordance with management's expectations. They should cover matters such as controls over issuing and cancelling cards as well as approving and acquitting purchases.

In 5 of the entities sampled, there was no policy or clarification regarding the return of cards while on extended leave. The policy should state what length of time represents extended leave and the need for the cardholder to return the card to the finance area while they are on leave.

Four of the entities also did not have a policy regarding the use of Paypal. Paypal can be an effective method of payment for certain purchases. However, its use creates an increased risk as the purchasing card is required to be linked to a Paypal account, which could result in the officer's personal expenses being recorded with the entity's transactions. If an entity uses Paypal, then it should have a more detailed policy on what can be purchased, and the type of evidence required for these purchases.

In 4 of the entities tested, the policy around hospitality and entertainment expenses needed to be clearer. Our data analytics testing noted a number of purchases in relation to food, gifts and alcohol. The policy at these entities is not clear on what is acceptable expenditure for hospitality, and delegated limits for these types of expenditure have not been set.

Most entities need to apply better controls over the use of cards

We tested a sample of 100 purchasing card transactions per entity and noted that a large number of them were supported by appropriate documentation, acquitted and approved in a timely manner, and were for business purposes. However, we still found a number of poor practices that had not been identified by the entities.

At 2 of the entities sampled, we noted instances where grocery store rewards program cards had been used when purchasing groceries. Public sector guidelines on gifts, benefits and hospitality require that purchasing cards should not be used to gain private advantage through the transaction. When rewards programs are used in conjunction with government purchasing cards, there is an increased risk of individuals making purchases through a particular supplier to gain a private advantage.

As part of our data analytics, we reviewed the purchasing card transactions to identify if expenditure on the card had occurred while the cardholder was on leave. Our testing identified that purchasing cards were being shared between staff at 5 of the entities sampled while the cardholder was on leave. One low value transaction was made when the cardholder was on leave, which was an allegedly fraudulent transaction that had not been reported. The risk of sharing a card is that an entity cannot hold a cardholder accountable for all of the transactions paid for using that card.

Our data analytics further identified instances of splitting payments at 3 entities. This occurs where the cardholder splits the payment of a transaction into 2 or more instances to circumvent the transaction limit set on the purchasing card. The risk of splitting a payment is that the cardholder is making a purchase at a value that they are not delegated to make.

We also found instances of personal use on purchasing cards in 3 of the entities where the cardholder did not notify the appropriate authority in a timely manner. We also noted a number of instances at these 3 entities where the money had not been repaid within 5 days of notification, as required by Treasurer's Instruction 321 Credits Cards - Authorised Use. If personal use of a government purchasing card is not tightly controlled, it is possible that amounts may not be reimbursed.

Five entities had purchases that were not acquitted and approved in a timely manner

Of 600 transactions tested at 6 entities, 155 were not acquitted and approved in a timely manner (within 30 days). When transactions are not acquitted and approved in a timely manner, there is an increased risk that unauthorised transactions are not identified and resolved promptly.

We also noted that transaction limits were not applied to purchasing cards in 7 of the 9 entities sampled. The purchasing card system is set up to implement a transaction limit on cards, but these entities are not implementing or enforcing these limits. Not implementing a transaction limit increases the risk of a large monetary loss, as large inappropriate transactions can be processed in 1 transaction. For example, if a purchasing card has a \$100,000 limit with no transaction limit, the card holder could use the entire purchasing card limit in the 1 transaction.

None of the entities sampled had a formal review process to identify any shortcomings

Most of the entities sampled stated that they performed a periodic review of their purchasing cards, but none had formal records to evidence this.

From our review of the activity on purchasing cards across the 9 entities, we noted 475 cardholders who had used their purchasing card less than 12 times in the last 12 months, suggesting that they may not have a need for a purchasing card.

We also noted instances where business items were bought on the purchasing card that were outside the entity's purchasing card policy, for example, the purchase of IT equipment and fuel.

Regular formal reviews would identify similar issues in a timely manner, and enable an entity to take appropriate corrective action, including training for card users.

Recommendations

All entities should:

- 1. have appropriate polices and administrative systems in place for the use of government purchasing cards
- 2. ensure that they have suitable controls in place to monitor and manage the issue and use of cards and the timely approval of card transactions
- 3. periodically review the use of purchasing cards within the entity to identify and act on any shortcomings, such as whether there are too many cards within the entity, or that they are not being utilised to their full advantage.

Response from State government entities

Entities in our sample generally accepted the recommendations and confirmed that, where relevant, they have amended policies and administrative systems, or will improve practices for managing purchasing cards.

Appendix 1: Better practice principles

The following table shows control principles on which our audit focused. They are not intended to be an exhaustive list.

Controls over purchasing cards	Focus area	What we expected to see				
Policy	Policies and procedures	Entities should have a purchasing card policy that is up to date and accessible to all staff. The policy should include items such as:				
		 processes and controls for the issue, management and cancellation of a credit card, including credit card limits, validation and acquittal of expenditure 				
		o purposes for which a card may, or may not, be used				
		 cardholder's obligations (including during leave periods) 				
		 processes for discharging any debt for personal expenditure on a credit card 				
		o process for online purchases, including Paypal.				
	Delegations	There are appropriate delegations in place for monetary limits on cards, monitoring the use of purchasing cards and approval of expenditure.				
		Where appropriate, delegations should also be set for certain types of expenditure.				
Use of purchasing cards	Managing and monitoring	All purchasing card transactions should be valid, properly incurred, certified and accounted for in accordance with the entity's purchasing card policies.				
	the use of cards	New cards should be properly authorised before use.				
		Cancelled cards should be cancelled on a timely basis to ensure unauthorised transactions do not occur.				
		When employees go on leave, purchasing cards should be returned to the Card Administrator or another approved officer, and not shared with other employees.				
		All transactions should be within the delegated transaction limits and transactions should not be split to circumvent these limits.				
Monitoring of purchasing	Appointment of a reviewer	The entity should have an appointed reviewer as required by TI 321.				
cards		A review of purchasing cards should be carried out on a regular basis and evidence of the review should be retained.				
		Management should periodically review credit card activity to identify inactive or under-used cards that may warrant cancellation.				

Source: OAG

Auditor General's reports

Report number	2019-20 reports	Date tabled
16	Audit Results Report – Annual 2018-19 Financial Audit of Local Government Entities	11 March 2020
15	Opinion on Ministerial Notification	28 February 2020
14	Opinion on Ministerial Notification	31 January 2020
13	Fee-setting by the Department of Primary Industries and Regional Development and Western Australia Police Force	4 December 2019
12	Audit Results Report – Annual 2018-19 Financial Audits of State Government Entities	14 November 2019
11	Opinion on Ministerial Notification	30 October 2019
10	Working with Children Checks – Follow-up	23 October 2019
9	An Analysis of the Department of Health's Data Relating to State-Managed Adult Mental Health Services from 2013 to 2017	9 October 2019
8	Opinions on Ministerial Notifications	8 October 2019
7	Opinion on Ministerial Notification	26 September 2019
6	Opinions on Ministerial Notifications	18 September 2019
5	Fraud Prevention in Local Government	15 August 2019
4	Access to State-Managed Adult Mental Health Services	14 August 2019
3	Delivering Western Australia's Ambulance Services – Follow-up Audit	31 July 2019
2	Opinion on Ministerial Notification	26 July 2019
1	Opinions on Ministerial Notifications	19 July 2019



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Office of the Auditor General for Mestern Australia

18.3 Adoption of Policy – Financial Hardship Policy for Ratepayers

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

At the 22 April 2020 Ordinary Council Meeting, Council noted that a Hardship Policy would need to be developed, prior to the issuing of the 2020/2021 rate notices. Although this policy should exist generally, the current COVID-19 pandemic has highlighted the need to have in place a policy that guides staff in the management of ratepayers in positions of financial stress and hardship.

City Officers have developed a policy, as contained in Attachment A, which addresses issues such as vulnerability and ratepayer capacity to pay their rates account. The Policy has been developed in accordance with the Ombudsman Report titled *Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance* (as contained in Attachment B) and the modifications to the *Local Government Act 1995* as prescribed in the *Local Government (COVID-19 Response) Order 2020.* In preparing the draft policy, Officers have had regard to the WALGA draft Hardship Policy Template, and has incorporated the WALGA template application and assessment process, into the draft internal assessment process.

OFFICER RECOMMENDATION:

That Council adopt the Financial Hardship Policy for Ratepayers as contained in Attachment A.

DISCUSSION:

The Ombudsman of Western Australia released a report in 2019 titled *Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance* (report contained within Attachment B). In alignment with this report, City Officers have prepared a Financial Hardship Policy for Ratepayers (Policy) to assist in assessing cases of financial hardship for ratepayers in regards to payment of rates and service charges. The purpose of developing a hardship policy is to provide a framework that embeds an empathetic culture to support and serve the community that are in genuine need. The Policy will be available to all ratepayers, and will target specific groups of the community who are struggling financially due to certain life situations and/or due to vulnerability. Vulnerability can arise from:

- Disability
- Illiteracy / innumeracy
- Unemployment or under-employment
- Serious or chronic illness
- Bereavement
- Exposure to family or domestic violence
- Low English language proficiency

Ratepayers in a vulnerable state often avoid their bills, especially if they are in such a predicament that they are struggling to survive day to day. They may feel embarrassed, and may be unwilling to disclose their situation. An empathetic approach, that allows for flexibility and accessibility, could go a long way in achieving a positive outcome for both the ratepayer and the City.

Development of this Policy has been expedited due to the impact of the COVID-19 pandemic, but was intended to be developed as a way of supporting the City's ratepayers in cases of financial hardship. The Policy has been written so that it covers the life situation and not necessarily the cause (i.e. the Policy is written to support a ratepayer who might have lost their job, regardless of whether the loss of job was caused by COVID-19 or other circumstances). This Policy will continue to operate, even after the impact of COVID-19 dissipates.

To be eligible under the Policy, ratepayers are required to be the owner and occupier of the property. This includes small businesses who operate their business from their property. When assessing an application for hardship, the following considerations will also contribute to the determination:

- Size of debt and span of time over which the debt has accumulated;
- Freehold ownership or mortgaged;
- Sole residence:
- Advertised for lease and/or sale; and
- Profile and history of the ratepayer such as:
 - Pensioner status;
 - Any previous communications with the City;
 - Demonstration of historical genuine efforts to pay; and
 - History of default and/or non-responsiveness.

A ratepayer will be considered to be in financial hardship if paying their rates account will affect their ability to meet their basic living needs; the ratepayer has the intention but not the financial capacity to pay. It is important to note that the City will support the ratepayer as much as possible, however, if any debt cannot be paid within 3 years, with future rates being managed in the relevant year, it is unlikely that any form of arrangement will be agreed. It is important that the City does not exacerbate a ratepayer's financial stress by allowing a rates and service charge debt to grow to the point that they cannot possibly financially recover. This is consistent with the advice of the Ombudsman and the draft Hardship Policy developed by WALGA.

Under the Policy, the delegated officer will have the authority to offer the following concessions, on a case-by-case basis:

- Acceptance of temporarily reduced repayments;
- A moratorium on interest charges for up to 6 months, and after such time as agreed, enter into a payment arrangement for a maximum of 3 years, provided future year's rates are paid each year within arrangement;
- Waiving of administration fees;
- Write off up to \$250 per calendar year of interest accrued during that financial year;
 and
- Suspension of any pending court actions in relation to debt recovery.

The above considerations will give the ratepayer some breathing space to enable them to sort out their situation with the hope of getting back on track.

In response to the COVID-19 pandemic, the Minister for Local Government; Culture and the Arts initiated modifications to the *Local Government Act 1995* to assist in providing relief to the ratepayers of Western Australia for the 2020/2021 financial year. In particular, sections 6.13 and 6.51 of the *Local Government Act 1995* were modified to prescribe that the maximum rate of interest to be charged on overdue amounts owed to the City (including rates and service charges) be set at 8%, from the previous prescribed rate of 11%. In addition to this, interest will not be charged on overdue rates during the 2020/2021 financial year where the ratepayer is suffering financial hardship as a consequence of the COVID-19 pandemic. Section 6.45 was also modified to prescribe that the maximum interest rate on instalment plans has been reduced from 5.5% to 3%, unless the local government has adopted a financial hardship policy.

Finally, it is relevant to note that the policy is not intended to apply to investors, including property investors. This policy is aimed at assistance to owner/occupiers, as this is a person's primary place of residence. The policy also applies to small business owners operating from their own premises, within the City of Kwinana.

LEGAL/POLICY IMPLICATIONS:

Ombudsman Western Australia report: Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance.

The following sections in the *Local Government Act 1995* have been modified and are prescribed in the *Local Government (COVID-19 Response) Order 2020* (published in the Government Gazette 8 May 2020:

6.13. Interest on money owing to local governments

- (1) Subject to any other written law, a local government may resolve* to require a person to pay interest at the rate set in its annual budget on any amount of money (other than rates and service charges) which
 - (a) that person owes to the local government; and
 - (b) has been owed for the period of time referred to in subsection (6).

 * Absolute majority required.
- (2) A resolution under subsection (1) is to be included in the annual budget.
- (3) The rate of interest that may be set by the local government under this section is not to exceed the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of this section.
- (4) Where a local government imposes interest under subsection (1) on any outstanding amount of money the local government is not to also impose an additional charge in relation to that amount.
- (5) Accrued interest is, for the purpose of its recovery, taken to form part of the money owed to the local government on which it is charged.
- (6) A local government is not to impose interest on any amount of money under subsection (1) until the money has been owed to the local government for the period of time set by the local government in its annual budget (not being less than 35 days) after the date which is stated on the relevant account for payment as being the date the account was issued.
- (7) Regulations may provide for the method of calculation of interest.

Section 6.13 modified (interest on money owing to local governments)

- (1) Section 6.13 is modified as set out in this clause in relation to a resolution of a local government under section 6.13(1) that is to be included in its 2020/21 annual budget.
- (2) The resolution
 - (a) Cannot require a person who is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic to pay interest; and
 - (b) Is to specify that the requirement to pay interest does not apply to a person who is considered by the local government to be suffering financial hardship as a consequence of the COVID-19 pandemic.
- (3) The rate of interest that may be set by the local government under section 6.13 in its 2020/21 annual budget is not to exceed 8%.
- (4) Subclause (3) applies despite the Local Government (Financial Management) Regulations 1996 regulation 19A.

6.51. Accrual of interest on overdue rates or service charges

- (1) A local government may at the time of imposing a rate or service charge resolve* to impose interest (at the rate set in its annual budget) on
 - (a) a rate or service charge (or any instalment of a rate or service charge); and
 - (b) any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.
 - * Absolute majority required.
- (2) The rate of interest that may be set by the local government under this section is not to exceed the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of this section.
- (3) Accrued interest is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.
- (4) If a person is entitled under the Rates and Charges (Rebates and Deferments)
 Act 1992 or under this Act (if the local government in a particular case so resolves)
 to a rebate or deferment in respect of a rate or service charge
 - (a) no interest is to accrue in respect of that rate or service charge payable by that person; and
 - (b) no additional charge is to be imposed under section 6.45(3) on that person.
- (5) Regulations may provide for the method of calculation of interest.

Section 6.51 modified (accrual of interest on overdue rates or service charges)

- (1) Section 6.51 is modified as set out in this clause in relation to a resolution made under section 6.51(1) by a local government at the time of imposing a rate or service charge for the 2020/21 financial year.
- (2) The resolution
 - (a) Cannot impose interest in respect of a rate or service charge payable by an excluded person; and
 - (b) Is to specify that the imposition of interest does not apply in respect of a rate or service charge payable by an excluded person.

- (3) The rate of interest that may be set by the local government under section 6.51 is not to exceed 8%.
- (4) Subclause (3) applies despite the Local Government (Financial Management) Regulations 1996 regulation 70.

6.45. Options for payment of rates or service charges

- (1) A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by
 - (a) 4 equal or nearly equal instalments; or
 - (b) such other method of payment by instalments as is set forth in the local government's annual budget.
- (2) Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge
 - (a) by a single payment; or
 - (b) by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.
- (3) A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.
- (4) Regulations may
 - (a) provide for the manner of making an election to pay by instalments under subsection (1) or (2); and
 - (b) prescribe circumstances in which payments may or may not be made by instalments; and
 - (c) prohibit or regulate any matters relating to payments by instalments; and
 - (d) provide for the time when, and manner in which, instalments are to be paid; and
 - (e) prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and
 - (f) provide for any other matter relating to the payment of rates or service charges.

Section 6.45 modified (options for payment of rates or service charges)

- (1) In this clause
 - **financial hardship policy**, in relation to a local government, means a policy addressing the manner in which the local government will deal with financial hardship that may be suffered by ratepayers and other persons who are required to make payments to the local government.
- (2) Section 6.45 is modified as set out in this clause in relation to payment by instalments of a rate or service charge imposed by a local government in the 2020/21 financial year.
- (3) The local government cannot impose an additional charge (including an amount by way of interest under section 6.45(3) in respect of payment by instalments made by an excluded person.

- (4) If the local government has not adopted a financial hardship policy, the maximum rate of interest that may be imposed by the local government under section 6.45(3) is 3%.
- (5) Subclause (4) applies despite the Local Government (Financial Management) Regulations 1996 regulation 68.

FINANCIAL/BUDGET IMPLICATIONS:

Collection of rates is vital to the operations of the City, however, supporting our ratepayers is also critical. Through the development of a Financial Hardship Policy, the Officers expect ratepayers who are in arrears, to come forward and make an arrangement to pay off their rates. Without a Policy, a ratepayer may have ignored City correspondence and not paid anything towards their rates account.

The change to interest receivable on payments through instalment payment plans is also a consideration for the 2020/2021 financial year. If this Policy is not adopted, interest for ratepayers choosing the instalment options will be capped at 3%. However, in recognition of the financial difficulties facing the community in the current environment, the City is choosing to offer the 3% for those ratepayers selecting one of the instalment options (down from an allowable 5.5%). This is estimated to be approximately \$150,000 in lost income to the City.

Interest on overdue rates will also be reduced for those directly affected by the COVID-19 pandemic. In these cases, interest is not to be charged and in other cases, where rates are overdue and ratepayer is not eligible for any hardship concessions, interest on overdue rates will be reduced from 11% to 8%. This is estimated to be approximately \$200,000 in lost income to the City.

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.

The Hardship Policy, and the basis on which it should apply, has been discussed with Councillors as part of the budget briefing and development program.

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	Ratepayers claiming financial hardship to avoid	
	paying their outstanding rates	
Risk Theme	Failure to fulfil statutory regulations or compliance requirements	
Risk Effect/Impact	Financial	
Risk Assessment	Operational	
Context		
Consequence	Moderate	
Likelihood	Likely	
Rating (before	High	
treatment)		
Risk Treatment in place	Avoid - remove cause of risk	
Response to risk	Adopt the Financial Hardship Policy that will	
treatment required/in	provide clear guidelines on eligibility and	
place	concessions available to ratepayers	
Rating (after treatment)	Low	

COUNCIL DECISION

194

MOVED CR S WOOD

SECONDED CR M KEARNEY

That Council adopt the Financial Hardship Policy for Ratepayers as contained in amended Attachment A.

CARRIED

Council amended the Officer recommendation to enhance clarity of the definition of hardship and the considerations by officers, within the policy.



Council Policy

Financial Hardship Policy for Ratepayers





Council Policy

Financial Hardship Policy for Ratepayers

D20/27488[v2]

1. Title

Financial Hardship Policy for Ratepayers

2. Purpose

Council recognises that certain ratepayers in the community may have difficulty in meeting their commitments regarding the payment of rates and/or charges.

This Financial Hardship Policy for Ratepayers outlines how the City will assist ratepayers experiencing financial hardship.

The purpose of this policy is to:

- 2.1 enable a ratepayer liable for rates and service charges, who is experiencing financial hardship or in situations of vulnerability, to make application for assistance relating to any unpaid rates or service charges levied on their property under the *Local Government Act 1995*;
- 2.2 ensure all ratepayers are treated fairly and consistently with respect and compassion when the City is considering their circumstances in recognising financial hardship and vulnerability;
- 2.3 provide financial relief to Council debtors who claim genuine hardship in meeting their obligation to pay their Rates and/or Charges and prescribes the procedures to be followed in providing financial assistance to these ratepayers.
- 2.4 provide a decision making framework for the appropriate assessment of hardship applications.

3. Scope

This policy is applicable to all ratepayers within the City of Kwinana.

- 3.1 used as a reference by all employees of the City of Kwinana who interact with ratepayers with outstanding rates and service charges experiencing financial hardship or in situations of vulnerability as prescribed in the definition contained.
- a guide used for external stakeholders when assisting customers in financial hardship e.g. financial counsellors.

4. Definitions

Rates Debtor

A rates debtor is defined as a ratepayer of the City of Kwinana. Must be owner or part owner of the property and be liable for payment of rates.

Small Business

A small business has the same meaning as under the *Small Business Development Corporation Act 1983*: a business undertaking which is wholly owned and operated

by an individual person or by individual persons in partnership or by a proprietary company within the meaning of the *Corporations Act 2001* of the Commonwealth and which:

- a. has a relatively small share of the market in which it competes;
- b. is managed personally by the owner or owners or directors, as the case requires; and
- c. is not a subsidiary of, or does not form part of, a larger business or enterprise and

Financial Hardship

A ratepayer will be considered to be in financial hardship if paying their rates account will affect their ability to meet their basic living needs, for themselves, family or other dependents. The ratepayer has the intention but not the financial capacity to pay.

Financial Hardship Payment Arrangement

An agreement made with a ratepayer who is willing and has the intention to pay, but is unable to meet their repayments or existing financial obligations due to serious and/or exceptional hardship or vulnerability.

Recognised Financial Counselling Service

Agencies that provide free and independent financial counselling and advocacy services to people in financial difficulty. They are generally community-based non-government organisations funded by government or community sector organisations, such as welfare organisations (ASIC definition).

Financial Counsellors' Association of WA (FCAWA)

FCAWA is a recognised service that can refer applicants to a financial counsellor in their area, or alternatively they can refer the applicant to their Financial Counselling Helpline.

5. Policy Statement

The City recognises that ratepayers may, at times, suffer from financial stress, and experience difficulty in paying their debts owed to the City. The City is committed to working with ratepayers to find an appropriate payment solution, for rates and service charges, where they are in Financial Hardship.

6. Identifying Ratepayers in Financial Hardship

A ratepayer is encouraged to contact the City as soon as possible if they think they are experiencing financial hardship whether it be temporary or ongoing. Alternatively, the ratepayer's financial counsellor may contact the City directly on their behalf with authorisation.

A ratepayer must provide convincing and tangible evidence of genuine financial hardship to satisfy the City. The ratepayer need not be in arrears to apply for financial hardship support.

The ratepayer can only apply for Financial Hardship in relation to rates and charges levied:

- on their principal place of residence (owner and occupier);or
- on their small business (owner and operator with full-time occupation of the premises within the City of Kwinana)

that the applicant is responsible for the payment of.

The City will exercise due diligence in assessing and identifying genuine hardship based on circumstances that vary in each ratepayer's situation.

7. Applying For Financial Hardship

To progress a ratepayer's application for financial hardship, the ratepayer is required to submit a Financial Hardship Application. The CEO is to develop and maintain an application form based on clause 8.1 Ratepayers Consideration.

8. Review & Assessment Process

A ratepayer's application will be reviewed within ten (10) business days and if it meets the policy's criteria will proceed to the assessment stage. An application may be referred back to the ratepayer or the ratepayer's financial counsellor for further information or discussion.

An application will be assessed by applying the principles of fairness, integrity and confidentiality, whilst complying with statutory requirements. The delegated officer will exercise due diligence in assessing and identifying genuine hardship based on circumstances that vary in each ratepayer's situation.

8.1 Ratepayers Consideration

In addition to financial hardship, the following will be considered in assessing an application for a concession under this policy:

- size of debt and span of time over which the debt has accumulated;
- freehold ownership or mortgaged;
- sole residence;
- advertised for lease and/or sale:
- profile and history of the ratepayer such as; pensioner status, any previous communications, demonstration of historical genuine efforts to pay; and history of default and/or non-responsiveness.

9. Application Approval

The ratepayer's application will be referred to the delegated officer for final approval and signoff. The delegated officer can waive or write off monies owed to a maximum amount of \$250 per calendar year, or to the limit of the delegation, whichever is the lower.

The following concessions may be applied on a case-by-case basis:

- a) acceptance of temporarily reduced repayments;
- b) a moratorium on interest charges for up to 6 months, after such time as agreed, enter into a payment arrangement for a maximum of three (3) years, provided the current year's rates are paid each year within arrangement;
- c) waiving of administration fees;

- d) write off up to \$250 per calendar year of interest accrued during that financial year;
- e) suspension of any pending court actions in relation to debt recovery.

10. Non Compliance to Payment Plan

If a ratepayer does not comply with their payment arrangement and fails to contact the City to renegotiate the terms, the City will make all reasonable attempts to contact the ratepayer.

If the ratepayer misses three consecutive payments and fails to contact the City, the City reserves the right to cancel the payment arrangement for noncompliance. If an arrangement has been cancelled, penalty interest will recommence and the relevant cancellation fee will be applied (as per the Fees and Charges Schedule).

The City is not obligated to offer a Hardship Payment Arrangement if the ratepayer has had three (3) Payment Arrangements cancelled because of non-payment or declined payments.

11. Debt Collection

The City will suspend debt recovery processes whilst negotiating a suitable payment arrangement with a ratepayer.

The City will not commence any legal proceedings whilst the ratepayer's financial application is being reviewed and assessed. The City will not commence any legal proceedings to recover a debt where the ratepayer is complying with their payment plan.

12. Legal Proceedings

If legal proceedings have been commenced, and the ratepayer lodges a financial hardship application, these proceedings will be temporarily suspended whilst the ratepayer's application for hardship is reviewed and assessed. If the ratepayer is successful with their application, no further legal action will be taken whilst the ratepayer is complying with their payment arrangement.

The City reserves the right to recommence the legal proceedings if the ratepayer's payment arrangement is cancelled for noncompliance. The City will make all reasonable attempts to contact the ratepayer to advise them of the next course of action.

13. Right to Appeal

A ratepayer dissatisfied with the outcome of their application has the right to appeal to the Chief Executive Officer.

14. Deferment of Rates and Charges

Under the Rates and Charges (Rebates and Deferments) Act 1992, eligible and registered pensioners may be able to defer payment of the rates and Emergency Service Levy charges (note that the Emergency Services Levy is a State Government charge). An applicant should register an entitlement with the City as soon as they become eligible for a rebate or deferment.

15. Legal Costs and Recovery Action

All legal costs and expenses incurred in recovering outstanding rates and charges will be charged against the property in accordance with section 6.56(1) of the Local Government Act 1995.

When collecting a debt, the City will comply with Part 2 of the Australian Competition and Consumer Commission (ACCC) and Australian Securities and Investments Commission (ASIC) Debt collection guidelines for collectors and creditors.

16. Complaints Handling

The City is committed to solving issues as quickly as possible. If a ratepayer has a complaint, please contact the Rates Team on (08) 9439 0200 or email rates@kwinana.wa.gov.au.

If the ratepayer is not satisfied with the way the City has handled their complaint, the ratepayer may refer their complaint to the Ombudsman. The Ombudsman will investigate their complaint and may mediate the dispute between the ratepayer and the City.

The Ombudsman's contact details are:

PO Box Z5386 St Georges Terrace, Perth WA 6831 Phone: (08) 9220 7555 Free Call: 1800 117 000 TIS (Translating and Interpreting Service) 131 450

TTY (National Relay Service) 133 677 Email: mail@ombudsman.wa.gov.au

Website: http://www.ombudsman.wa.gov.au/Complaints/Making complaints.htm

17. Financial Counselling

The City will advise a ratepayer of any financial counselling services or other organisation that may be available to them.

18. Additional Information

Schedule of Fees and Charges <u>Fees and Charges 2019/20</u>
Rates Debt Recovery Policy - City of Kwinana Debt Collection Policy

19. Financial/Budget Implications

Waiving of administration fees, suspension of interest and accrued interest charges up to \$250 per calendar year removed from ratepayer's accounts on a case by case basis. Loss of interest on monies owed. Unpaid rates impact the City's cashflow, reducing the funds available for the City to meet its financial obligations.

20. Asset Management Implications

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

21. Environmental Implications

There are no specific environmental implications associated with this Policy.

22. Strategic/Social Implications

Implementation of this policy will assist ratepayers by addressing overdue rates through the early intervention approach, without resorting to court recovery

processes, minimises legal and court costs to individual ratepayers.

23.

Occupational Safety and Health Implications
There are no specific OSH implications associated with this Policy.

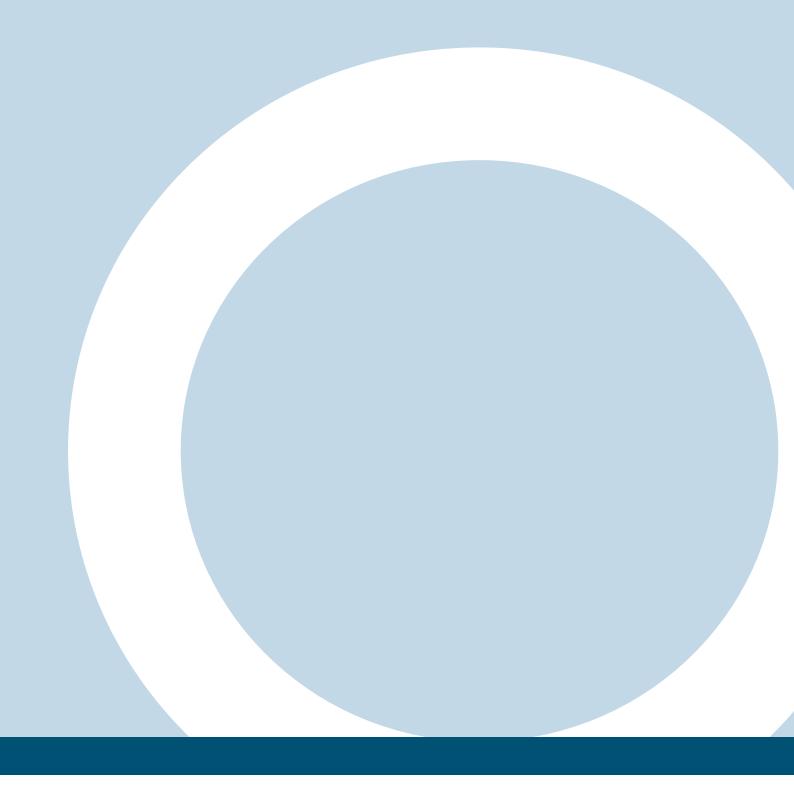
24. **Risk Assessment**

Potential risk of ratepayer noncompliance to financial hardship arrangement.

25. References

Name of Policy	Financial Hardship Policy for Ratepayers				
Date of					
Adoption					
and					
resolution					
No					
Review					
dates and					
resolution					
No #					
New review					
date					
Legal	Local Government Act 1995				
Authority					
Directorate	City Business				
Department	Finance - Rates Department				
Related	Acts/Regulations				
documents	Local Government Act 1995 – Sections 6.12, 6.13, 6.45, 6.51, 6.56,				
	6.60, and 6.64.				
	Local Covernment (Fina	ncial Management) Page	ulations 1006		
	Local Government (Financial Management) Regulations 1996.				
	Rates and Charges (Rebates and Deferments) Act 1992				
	ACCC and ASIC guidelines for debt collection.				
	Delegation 2.9 Write off grant a consession or sutherrise a continue for				
	Delegation 2.8 Write off, grant a concession, or authorise a waiver for				
	monies owing.				
	Plans/Strategies				
	Plan	Objective	Strategy		
	Corporate Business	Business	5.4 Ensure the		
	Plan	Performance	financial		
			sustainability of the		
			City of Kwinana into		
			the future		
	Policies Debt Collection Policy (D17/36155[v2])				
	Work Instructions				
	Monitoring of Arrangement				

Debt Collection Procedures Financial Hardship Regulations



Ombudsman Western Australia

Serving Parliament – Serving Western Australians

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Our commitment to Aboriginal and Torres Strait Islanders

The office of the Ombudsman acknowledges Aboriginal and Torres Strait Islander people of Australia as the traditional custodians of Australia. We recognise and respect the exceptionally long history and ongoing cultural connection Aboriginal and Torres Strait Islander people have to Australia, recognise the strength, resilience and capacity of Aboriginal and Torres Strait Islander people and pay respect to Elders past, present and future.

The Office is committed to working in a collaborative and transparent manner and by respecting Aboriginal people's right to self-determination. The Office is committed to working with, and for, Aboriginal Western Australians to build understanding of the unique vulnerability and disadvantage faced by Aboriginal people due to past wrongs.

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1 Background

The office of the Western Australian Ombudsman (**the Office**) has, over a period of time, received complaints regarding the collection of overdue rates for people in situations of vulnerability. Following an investigation by the Office, including considering relevant legislative and regulatory requirements, a review of relevant literature, analysis of good practice and consultation with local governments, the Office has developed Good Practice Guidance for local governments regarding their role in collecting overdue rates owed by people in situations of vulnerability.

2 Local government rates

2.1 Collection of rates

A property owner's liability to pay local government rates arises from section 6.44(1) of the *Local Government Act* 1995 (**Local Government Act**), which provides that:

The owner for the time being of land on which a rate or service charge has been imposed is liable to pay the rate or service charge to the local government.

Rates are the primary source of revenue for local governments. As shown in Figure 1, rates comprised 46 per cent (\$2.25 billion) of the \$4.9 billion in revenue of the 137 Western Australian local governments in 2016-17.¹

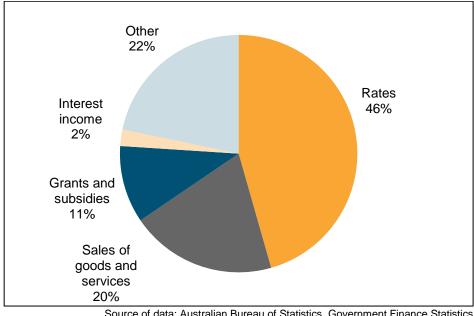


Figure 1: Sources of revenue for Western Australian local governments, 2016-17²

Source of data: Australian Bureau of Statistics, Government Finance Statistics,
Australia, 2016-17, (Cat. no. 5512.0)

For many households, rates represent a considerable annual expense. To assist ratepayers to meet their payment obligations, the *Local Government Act* empowers local governments to collect rates through a single payment (section 6.45(1)), four

¹ Australian Bureau of Statistics, *Government finance statistics, Australia, 2016-17*, cat. no. 5512.0, ABS, Canberra, April 2018.

² Percentages do not add to 100 due to rounding.

equal or nearly equal instalments (section 6.45(1)(a)) or, such other method of payment by instalments as is set forth in the local government's annual budget (section 6.45(1)(b)). Further, section 6.49 of the *Local Government Act* provides that a local government may accept payment in accordance with an agreement made with the person.

Payment by instalments can incur additional charges. Section 6.45(3) of the *Local Government Act* empowers a local government to impose an additional charge for the payment of rates by instalments, typically referred to as 'administration charges'.

2.2 Overdue rates

The Local Government Act specifies the due date of rates. Section 6.50(1) of the Local Government Act provides that '...a rate or service charge becomes due and payable on such date as is determined by the local government.' Section 6.50(2) further states that the due date '...is not to be earlier than 35 days after the date noted on the rate notice as the date the rate notice was issued'. Rates that remain unpaid after they are due and payable are referred to as 'overdue rates' in this report.

As rates are the primary source of revenue for local governments, overdue rates represent a significant opportunity cost for local governments and can impact adversely on their ability to fund the service delivery priorities identified in their annual budget.

2.2.1 Interest and rebates

Under section 6.51(1) of the *Local Government Act*, local governments can impose interest on overdue rates.

The *Local Government Act* also provides local governments with considerable discretion in relation to interest and additional charges. Section 6.51(4) of the *Local Government Act* provides that no interest is to accrue or additional charge to be imposed on a person 'if the local government in a particular case so resolves...'.

The Rates and Charges (Rebates and Deferments) Act 1992 permits '...administrative authorities to allow rebates on, or the deferral of payment of, certain amounts payable by way of rates or charges by pensioners and other eligible persons...'. Eligible pensioners and other eligible persons can pay rates by instalments without incurring additional charges and are not charged interest if their rates are overdue.

2.2.2 Means of collecting overdue rates

The *Local Government Act* provides local governments with significant powers in relation to the collection of overdue rates. These powers include:

- Garnishing of rent from the lessee of a property (section 6.60);
- Recovering rates and services charges, as well as the costs of proceedings, in a court of competent jurisdiction (section 6.56);
- Taking possession of the land to which the overdue rates apply, including the power to lease or sell the land (section 6.64);

- Lodging a caveat that precludes dealings in respect of land that it has an interest
 in (for example, selling or refinancing the property) until the overdue rates have
 been paid (section 6.64 (3)); and
- Writing off any amount of money owed (section 6.12(1)(c)).

3 People in situations of vulnerability

Local governments in Western Australia engage with ratepayers from a wide range of backgrounds and circumstances. Some ratepayers may be in situations of vulnerability and require a different approach from local government officers involved in collecting overdue rates.

A person in a situation of vulnerability may have low income or, as a result of their circumstances, be experiencing a financial shock, leading to difficulties in paying rates by the due date. This can take the form of 'payment difficulties' or 'financial hardship'.

Payment difficulties can be defined as:

a state of **immediate** financial disadvantage that results in a [debtor] being unable to pay an outstanding amount ... by reason of a *change in personal circumstances*.³ [Original emphasis]

Financial hardship can be defined as:

a state of **more than immediate** financial disadvantage which results in a [debtor] ... being unable to pay an outstanding amount ... without affecting the ability to meet the *basic living needs* [of the debtor] or a dependant...⁴ [Original emphasis]

Payment difficulties therefore reflect short term financial constraints while financial hardship may reflect financial constraints with longer term or broader implications. It is important to note that in both cases, there is willingness to pay, but an inability to do so. The Office's Good Practice Guidance is not designed to inform the collection of rates from people who are able, but unwilling, to pay their rates in accordance with their obligations under the *Local Government Act*.

_

³ Economic Regulation Authority Western Australia, *Financial Hardship Policy Guidelines - Electricity* & Gas *Licences*, Perth, March 2015, p. 4.

⁴ Ibid, p. 5.

What do we mean by vulnerability?

A person experiencing vulnerability is particularly susceptible to experiencing harm, loss or disadvantage.⁵ Vulnerability is influenced by a person's capacity to defend against, and cope with, harm, loss or disadvantage.⁶

Vulnerability arises from the interaction of individual characteristics, circumstances and the actions (or inaction) of institutions.⁷ The following risk factors are commonly associated with increasing the potential for vulnerability:

- Disability;
- Illiteracy/innumeracy;
- Unemployment;
- Serious or chronic illness;
- Bereavement;
- Exposure to family or domestic violence; and
- Low English language proficiency.⁸

Of course, such risk factors do not necessarily result in vulnerability, but are more prevalent in those people in our community in situations of vulnerability. This includes Aboriginal and Torres Strait Islander people, who as a result of historical and systemic wrongs are more likely to experience disadvantage and be in situations of vulnerability.

Why have we used the phrase 'people in situations of vulnerability'?

This report uses the phrase 'people in situations of vulnerability' to reflect the fact that anyone, given a certain combination of circumstances, can find themselves in a situation of vulnerability.

Ofwat, the economic regulator of the water sector in England and Wales, encourages this conceptualisation of vulnerability. Ofwat note that such language provides '...a foundation...to view vulnerability as a transient state without labelling customers, but also leaves room for companies to engage with their customers, develop agile, tailor made and inclusive services for their entire customer base'. They also note '...the term vulnerability may be a loaded one...customers do not want to be termed as vulnerable, and using the 'label' could lead to them feeling vulnerable and not seeking assistance'.⁹

8

⁵ Consumer Affairs Victoria, *Discussion Paper: What do we mean by 'vulnerable' and 'disadvantaged' consumers?*, 2004, p. 4; Fitch, C, Evans, J and Trend, C, *Vulnerability: a guide for debt collection: 21 questions, 21 steps*, 2017, Personal Finance Research Centre, University of Bristol, p. 8.

⁶ Consumer Affairs Victoria, *Discussion Paper: What do we mean by 'vulnerable' and 'disadvantaged' consumers?*, 2004, p. 4.

⁷ *Vulnerability: a guide for debt collection: 21 questions, 21 steps, 2017, Personal Finance Research Centre, University of Bristol, pp. 8-9.*

⁸ Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015. p. 23; Consumer Utilities Advocacy Centre Ltd., *Helping not hindering: Uncovering domestic violence and utility debt*, August 2014, p. 2. ⁹ Ofwat, *Vulnerability focus report*, 2016, p. 20.

Appendix A: Good Practice Guidance for the collection of overdue rates for people in situations of vulnerability

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Good Practice Guidance for the collection of overdue rates for people in situations of vulnerability

Overview of the guidance

The Office has identified four principles reflecting contemporary good practice in the collection of overdue rates for people in situations of vulnerability. These principles are:

- 1. Good culture:
- 2. Good decisions;
- 3. Good support; and
- 4. Good service.

For each principle, further underpinning guidance is presented. Where helpful, specific initiatives are suggested that reflect potential approaches to implement the guidance.

The Good Practice Guidance is designed to assist local governments to:

- Consider their own policies and practices for the collection of rates and overdue rates in respect to people in situations of vulnerability; and
- Identify any aspects of these policies and practices that may present opportunities for improvement to ensure that the process is efficient and effective for local governments and is fair and equitable for all ratepayers, subject to the following two overarching principles.

Overarching principles applicable to the Good Practice Guidance

Overarching Principle 1: Overdue rates must be paid, nonetheless, fair, reasonable and flexible approaches to payment are beneficial.

All ratepayers have a responsibility to pay overdue rates. The guidance in no way overrides, detracts from, or diminishes, the responsibility of ratepayers to pay overdue rates, consistent with the *Local Government Act.*¹⁰ Nonetheless, a large body of research demonstrates that a fair, reasonable and flexible approach leads to better repayment outcomes and fewer resources expended in the collection of payments.¹¹ Greater efficiency and predictability in the collection of rates thereby assists local governments to plan and fund their service delivery priorities. Furthermore, addressing overdue rates through an early intervention approach without resorting to court recovery processes minimises legal and court costs to individual ratepayers, councils and ultimately, to the wider community who fund the court system through the payment of taxes.¹²

Overarching Principle 2: Good Practice Guidance should not impose unreasonable regulatory cost burdens on local governments and should be fit for size and circumstance.

Implementation of the Good Practice Guidance can, and should, be done in a way that does not impose any unreasonable or inappropriate regulatory costs on local governments (which, of course, are paid for by ratepayers).

It is absolutely appropriate for local governments to consider the relevance, costs and benefits of implementing the four Good Practice Principles and tailor areas of the Good Practice Guidance to their specific circumstances. In particular:

- Local governments may have already implemented good practice frameworks in relation to assisting people in situations of vulnerability, including in the collection of overdue rates. Where this is the case, the Good Practice Guidance can be used to ensure these existing frameworks adequately address the issues contained in the Good Practice Guidance, rather than the need to write new guidance;
- 2. Local governments may have either more or less ratepayers in situations of vulnerability and therefore the extent of adoption of guidance underpinning principles may appropriately vary; and
- It is completely appropriate and reasonable for smaller local governments to consider the practicalities and resources required to tailor the guidance to their specific circumstances.

-

¹⁰ It is noted that the Department of Local Government, Sport and Cultural Industries is currently undertaking a review of the *Local Government Act 1995*.

¹¹ Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015, pp. 71-72.

¹² Footscray Community Legal Centre and Federation of Community Legal Centres (Victoria) Inc, *Council debt collection: Alternatives to suing ratepayers in hardship*, 2012, p. 3.

The good practice principles for the collection of overdue rates by local governments are summarised in Table 1.

Table 1: Good practice principles and guidance for the collection of overdue rates from people in situations of vulnerability

Principle	Guidance	
1. Good culture A culture of achieving positive outcomes in the collection of overdue rates from people in situations of vulnerability is embedded throughout the organisation and the subject of leadership.	 Local government senior management, including the CEO, should communicate, and model, the organisation's commitment to achieving positive outcomes for people in situations of vulnerability in respect to the collection of overdue rates. Governance frameworks and systems should reflect and support the local government's commitment to achieving positive outcomes for people in situations of vulnerability. Good practice should be shared internally and externally to promote continuous improvement in the support provided to people in situations of vulnerability. 	
2. Good decisions Decisions in respect to overdue rates from people in situations of vulnerability are lawful, reasonable, transparent, result in proportionate outcomes, reflect contemporary practice and are capable of being reviewed.	 Local governments should ensure that decision making is consistent with applicable legislation and regulations and accord procedural fairness to people in situations of vulnerability. If they have not already done so, local governments should develop and publish a financial hardship policy that is responsive to the needs of people in situations of vulnerability, including Aboriginal and Torres Strait Islander people in situations of vulnerability. Local governments should ensure that policies and practices relating to the collection of overdue rates, including the practices of external collection agencies, follow a fair and transparent process that is supported by good record keeping. Ratepayers should be informed of their rights to internal and external review of decisions regarding overdue rates and their right to complain about the decision making process. 	
3. Good support Staff are supported in all of their interactions with people in situations of vulnerability.	Staff responsible for assisting people in situations of vulnerability should have access to training, be supported and recognised.	
4. Good service Accessible and flexible service provision supports the early identification and provision of support to people in situations of vulnerability.	 Local governments should encourage the proactive, early identification of people in situations of vulnerability to minimise the accumulation of debt. Where practicable and available, local governments should develop proactive working relationships with financial counsellors, community legal centres and other relevant organisations to facilitate timely referrals of ratepayers in situations of vulnerability. Local governments should be flexible and accessible in their communication methods. Wherever practicable, people in situations of vulnerability, including those with disability or who require translation services, should be able to use the channel that best reflects their individual needs and preferences. For ratepayers in situations of vulnerability, local governments should negotiate a flexible alternative payment arrangement that reflects their actual capacity to pay. 	

Principle 1: Good culture

A culture of achieving positive outcomes in the collection of overdue rates from people in situations of vulnerability is embedded throughout the organisation and the subject of leadership.

Overview of principle

A local government's efforts to improve outcomes for people in situations of vulnerability is underpinned by its organisational culture. Organisational culture can be defined as:

...the implicit values, beliefs, and assumptions that employees infer guide behaviour...[based] on the stories, myths, and socialization experiences they have and the behaviors they observe (especially on the part of leaders) that prove to be useful and promote success.¹³

Put simply, efforts to improve outcomes in relation to the collection of overdue rates from people in situations of vulnerability are unlikely to be successful if staff observe that it is not valued or considered an organisational priority.

There are many factors that contribute to the emergence or change in an organisation's culture. The research literature clearly supports the central role of leadership in embedding a culture that is committed to achieving positive outcomes for people in situations of vulnerability. ¹⁴ Governance frameworks and systems should also reflect and support the organisation's commitment to achieving positive outcomes for people in situations of vulnerability. This includes, but is not limited to, a local government's strategic planning, delegations of authority, risk management, employee performance management, employee selection, policies and quality assurance processes. Senior management should also establish mechanisms for employees to collaborate and cooperate in order to minimise the emergence of cultural silos and promote continuous improvement. ¹⁵

Good Practice Guidance underpinning principle

Good Practice Guidance 1

Local government senior management, including the CEO, should communicate, and model, the organisation's commitment to achieving positive outcomes for people in situations of vulnerability in respect to the collection of overdue rates.

In implementing this guidance, local governments could consider the following initiatives where practical to do so and resources allow:

 Reporting on progress in implementing vulnerability initiatives at senior leadership meetings; and

¹³ Schneider, B, Ehrhart, M and Macey, W, 'Organisational culture and climate', *Annual Review of Psychology*, vol. 64, 2013, p. 381.

¹⁴ Ofwat, *Vulnerability focus report*, 2016, p. 34; Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015. p. 85.

¹⁵ Victorian State Services Authority, *Organisational culture*, 2013, p. 14.

Communicating the organisation's commitment to supporting people in situations
of vulnerability during staff meetings and in organisation-wide correspondence.

Good Practice Guidance 2

Governance frameworks and systems should reflect and support the local government's commitment to achieving positive outcomes for people in situations of vulnerability.

In implementing this guidance, local governments could consider the following initiatives where practical to do so and resources allow:

- Ensuring that the values, priorities and measures of success in strategic planning reflect the local government's commitment to achieving positive outcomes for people in situations of vulnerability;
- Ensuring a process to assess and review policies on a periodic basis related to the collection of overdue rates from people in situations of vulnerability; and
- Developing relevant outcome measures that are reported at senior leadership meetings.

Good Practice Guidance 3

Good practice should be shared internally and externally to promote continuous improvement in the support provided to people in situations of vulnerability.

Principle 2: Good decisions

Decisions in respect to overdue rates from people in situations of vulnerability are lawful, reasonable, transparent, result in proportionate outcomes, reflect contemporary good practice and are capable of being reviewed.

Overview of principle

The *Local Government Act* provides local governments with considerable powers in relation to their collection of overdue rates. It is of course essential that the decision making of local governments in respect to overdue rates complies with all applicable legislation, regulations and established codes of conduct.

The Local Government Act also provides local governments with considerable discretion in their decision making. This includes the discretion to offer alternative payment arrangements and to impose (or not impose) additional charges and/or interest. Such decisions should be fair, transparent and consistent and be supported by clearly documented reasons, as well as complying with relevant statutory requirements and limitations.

Overall, the collection of overdue rates should reflect contemporary good practice and achieve a positive and proportionate outcome that is in the best interest of the individual ratepayer and all ratepayers in the local government district. Established practice and evidence demonstrates that a process that is respectful, fair and reasonable and takes into account individual circumstances is more likely to engage ratepayers with overdue rates and lead to outcomes that better serve organisational goals.¹⁶

Good Practice Guidance underpinning principle

Good Practice Guidance 4

Local governments should ensure that decision making is consistent with applicable legislation and regulations and accord procedural fairness to people in situations of vulnerability.

In implementing this guidance, local governments could consider the following initiatives:

- Clear instruments of delegation that ensure that decisions regarding overdue rates are made by staff with the power to do so;
- Clear policies and procedures on managing actual or perceived conflicts of interest between a decision maker and a person in a situation of vulnerability that is affected by the decision;
- Clear and consistent criteria for what constitutes 'financial hardship', including evidence requirements;

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¹⁶ Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015. pp. 71-72.

- Clear guidance on the situations where staff can reduce, waive or defer additional charges and/or interest and the ability of the ratepayer to afford additional costs arising from the decision;
- Clear procedures on what steps are to be taken prior to further collections activity (such as legal proceedings) being commenced against a ratepayer and the cessation of further collections activity where the ratepayer is compliant with a payment arrangement or where a payment arrangement is in the process of being considered and in the context of commencing legal action, whether the legal costs are proportionate to the amount of overdue rates;
- Providing the ratepayer or their representative with timely written confirmation of any payment agreement to minimise any ambiguities or misunderstandings; and
- Providing the ratepayer with the opportunity to contact the local government to clarify any aspect of a payment agreement or if their circumstances change.

Good Practice Guidance 5

If they have not already done so, local governments should develop and publish a financial hardship policy that is responsive to the needs of people in situations of vulnerability, including Aboriginal and Torres Strait Islander people in situations of vulnerability.

In implementing this guidance, local governments could consider the following initiatives where practical to do so and resources allow:

- Developing the policy in consultation with key community stakeholders such as financial counsellors, other non-government organisations and community legal centres;
- Conducting a gap analysis of the policy compared to best practice in other sectors;
- Providing training to staff on the practical implementation of the policy to enable them to achieve the best outcomes for the recovery of overdue rates;
- Publishing the policy in an easy to find location on the local government's website, such as under its own page and/or accessible via a prominent link on the homepage; and
- Working with Aboriginal and Torres Strait Islander people in the development of the policy and subsequent training of staff to ensure that the local government's practices are culturally informed and appropriate.

Aboriginal and Torres Strait Islander people

Aboriginal and Torres Strait Islander communities are particularly at risk of experiencing vulnerability. The research literature indicates that Aboriginal and Torres Strait Islander people experience traumatic events at significantly higher rates than non-Aboriginal Australians.¹⁷

In considering ways to work with Aboriginal and Torres Strait Islander people in situations of vulnerability in respect to overdue rates, local governments should ensure that Aboriginal and Torres Strait Islander people lead any work that involves Aboriginal and Torres Strait Islander communities and that Aboriginal and Torres Strait Islander people are listened to, respectfully engaged, involved in the development, delivery and evaluation of services.

Good Practice Guidance 6

Local governments should ensure that policies and practices relating to the collection of overdue rates, including the practices of external collection agencies, follow a fair and transparent process that is supported by good record keeping.

In implementing this guidance, local governments should note that this includes, but is not limited to:

- Communicating with ratepayers about overdue rates only for reasonable purposes associated with the debt collection process;
- Using a means of contact that is appropriate and reasonable for the purposes of the debt collection process and has been agreed with the ratepayer;
- Contacting the ratepayer or a third party by telephone at reasonable times, or in accordance with their reasonable wishes (for example, the ratepayer is a shift worker, or a carer, or does not wish to be contacted when other people are present);
- Ensuring the privacy of ratepayers in a manner consistent with privacy legislation;
- Ensuring that authorised agents acting on behalf of a ratepayer (such as a financial counsellor or advisor, a community worker, solicitor, guardian or carer) have provided reasonable evidence of their authority to act; and
- Ensuring that external collection agencies are provided with accurate and up-to-date information in respect to overdue rates.

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¹⁷ For example, Aboriginal and Torres Strait Islander people are two to five times more likely than non-Aboriginal people to experience violence as victims or offenders. See Willis, M, "Non-disclosure of violence in Australian Indigenous Communities," Australian Institute of Criminology, Trends & Issues in Crime and Criminal Justice, No, 405, Canberra, 2011, viewed 21 August 2018, http://www.aic.gov.au/publications/current%20series/tandi/401-420/tandi405.html.

Good Practice Guidance 7

Ratepayers should be informed of their rights to internal and external review of decisions regarding overdue rates and their right to complain about the decision making process.

In implementing this guidance, local governments should provide ratepayers who are dissatisfied with a decision regarding rates with:

- Information about, and access to, an internal review process;
- Information about, and access to, a complaints management system that conforms
 to the principles of the Australian and New Zealand Standard, Guidelines for
 complaint management in organizations (AS/NZS 10002:2014) and the Public
 Sector Commissioner's Circular 2009:27: Complaints Management;
- An explanation of the outcomes of the complaints handling and internal review procedures, including clear reasons for the decision; and
- Information about the availability of any external review of the outcomes of the complaints handling and internal review procedures, including the correct agency and procedure for seeking such a review.

Principle 3: Good support

Staff are supported in all of their interactions with people in situations of vulnerability.

Overview of principle

Given a certain combination of circumstances, anyone can find themselves in a situation of vulnerability. Vulnerability can arise as result of any number of difficult life events, including bereavement, serious illness, unemployment and exposure to family or domestic violence. Accordingly, people in situations of vulnerability should be treated in a compassionate, supportive and non-judgemental manner. This not only contributes to the wellbeing of the person approaching the local government for assistance; it also encourages full disclosure of their circumstances and needs.¹⁸

At the same time, staff have an important and challenging task in responding to disclosures of vulnerability. If staff are inadequately equipped for this task, there is the potential for vicarious trauma, poor staff retention and a failure to appropriately respond to disclosures. As part of an organisation's duty of care to staff and in order to attain optimal outcomes for ratepayers and the organisation, it is essential that staff are appropriately trained, supported and recognised.

Good Practice Guidance underpinning principle

Good Practice Guidance 8

Staff responsible for assisting people in situations of vulnerability should have access to training, be supported and recognised.

In implementing this guidance, local governments could consider the following initiatives:

- Ensuring training for staff in recognising people in situations of vulnerability and effectively communicating with people in situations of vulnerability;
- Having peer support and debriefing opportunities;
- Recognising the work of staff who assist people in situations of vulnerability (for example, senior management acknowledgement in staff meetings); and
- Having training and support for staff that may be subject to unreasonable behaviour of ratepayers.

¹⁹ Financial Conduct Authority, *Consumer Vulnerability*, Occasional Paper No. 8, 2015, p. 73.

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¹⁸ Ofwat, *Practitioner's pack for water companies: To accompany Ofwat's vulnerability focus report*, 2016, p. 8; British Banker's Association, *Improving outcomes for customers in vulnerable circumstances*, 2016, p. 8.

Support for women experiencing family or domestic violence

Women experiencing family and domestic violence require specific support from local governments to ensure their often complex and vulnerable circumstances are managed sensitively and appropriately. This may include support in relation to financial abuse.

Women are primarily the victims of family and domestic violence and men are primarily the perpetrators.²⁰ It is also acknowledged that certain groups are at an increased risk of experiencing family and domestic violence, including Aboriginal and Torres Strait Islander Australians, people with disability and lesbian, gay, bisexual, transgender and intersex people.²¹

Processes and systems that are appropriate and responsive to the particular needs of women experiencing family and domestic violence may involve:

- Ensuring confidentiality so that updated contact details are not accidently passed on to the alleged perpetrator of violence;
- Being aware of the potential difficulties in accessing mail or certain documentation due to homelessness;
- Being aware of the risk of vicarious trauma among staff; and
- Having systems in place that minimise the likelihood of people having to disclose their circumstances multiple times.²²

In order to support staff to appropriately assist women experiencing family or domestic violence, local governments should consider conducting specific staff training and developing family and domestic violence guidance material and policies.

²⁰ The Australian Institute of Health and Welfare note that 1 in 6 women have experienced physical and/or sexual violence by a current or previous partner compared to 1 in 16 men. In addition, 3 in 4 victims of domestic violence reported the perpetrator as male, while 1 in 4 reported the perpetrator as female. See Australian Institute of Health and Welfare, *Family, domestic and sexual violence in Australia*, 2018, Cat. no. FDV 2. Canberra: AIHW, pp. ix, 31. ²¹ ibid, p. xii.

The Consumer Utilities Advocacy Centre provides extensive guidance on the management of debts of women experiencing family or domestic violence, see Consumer Utilities Advocacy Centre Ltd., *Helping not hindering: Uncovering domestic violence and utility debt*, August 2014, pp. 37-40.

Principle 4: Good service

Flexible and accessible service provision supports the early identification and provision of support to people in situations of vulnerability.

Overview of principle

Local governments are in a strong position to make a positive difference to the lives of people in situations of vulnerability. However, many people in situations of vulnerability are unable or unwilling to disclose their circumstances. Research and industry guidance indicate that people in situations of vulnerability often do not consider themselves 'vulnerable' or proactively seek out assistance.²³ Compassionate and well trained staff are essential in overcoming such barriers, but it is also important that the systems themselves are flexible and accessible to encourage self-identification and reduce the accumulation of debt.

Ideally, local government processes should support early identification and intervention, avoiding the need for more expensive and stressful debt collection and legal proceedings. Strong working relationships with independent financial counsellors, community legal services and other relevant non-government organisations are key to achieving early and sustainable resolution of debt issues.

A flexible and accessible approach should be present in all aspects of service, including communication methods and payment arrangements. An approach raised during the procedural fairness process was the possibility for payment of rates on a periodic basis or a greater frequency, for example, monthly. Certain local governments at the moment allow ratepayers to 'smooth' payments over the course of the year by weekly, fortnightly or monthly payments.

An approach that is tailored to the specific needs of people in situations of vulnerability is more likely to lead to positive outcomes for both the person experiencing vulnerability and the local government in their recovery of debt. In contrast, an inflexible approach is likely to exacerbate existing health concerns or stress, further entrench disadvantage and result in unsustainable payment arrangements.²⁴

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²³ ESRO Ltd, *Vulnerability exposed: The consumer experience of vulnerability in financial services*, 2014, p. 3; Insurance Council of Australia, *Interim Report: Review of the General Insurance Code of Practice*, 2017, p. 80; Australian Banker's Association Inc., *Industry guideline - Promoting understanding about banks' financial hardship programs*, Version 2.0, 2015, p. 12.

²⁴ Footscray Community Legal Centre and Federation of Community Legal Centres (Victoria) Inc, *Council debt collection: Alternatives to suing ratepayers in hardship*, 2012, p. 21.

Good Practice Guidance underpinning principle

Good Practice Guidance 9

Local governments should encourage the proactive, early identification of people in situations of vulnerability to minimise the accumulation of debt.

In implementing this guidance, local governments could consider the following initiatives:

- Ensuring guidance state that ratepayers do not have to already be in debt before assistance is made available;
- Encouraging ratepayers to disclose difficulty in paying rates by the due date on the website and rates notices, reassuring them that disclosures will be treated seriously, non-judgementally and taken into account;
- Setting up an alert on the ratepayer record system that shows when rates are overdue and advising ratepayers (and the availability of assistance) accordingly; and
- Wherever practicable to do so, proactively contacting ratepayers in areas affected by natural disasters or economic events to see if they require any hardship assistance.

Good Practice Guidance 10

Where practicable and available, local governments should develop proactive working relationships with financial counsellors, community legal centres and other relevant organisations to facilitate timely referrals of ratepayers in situations of vulnerability.

In implementing this guidance, local governments could consider the following initiatives:

- Developing a protocol for the sensitive referral of ratepayers to financial counselling and community legal services;
- Developing memoranda of understanding with financial counsellors, community legal centres and other relevant stakeholders;
- Conducting engagement and awareness activities in partnership with relevant organisations, including organisations relevant to Aboriginal and Torres Strait Islander Australians and people from culturally and linguistically diverse backgrounds; and
- Ensuring policies stipulate that it is unnecessary for people to be referred to fee-charging debt management firms given the existence of free (to ratepayer) services.

Good Practice Guidance 11

Local governments should be flexible and accessible in their communication methods. Wherever practicable, people in situations of vulnerability, including those with disability or who require translation services, should be able to use the channel that best reflects their individual needs and preferences.

In implementing this guidance, local governments could consider the following initiatives wherever resourcing allows:

- Ensuring policies and communications are written in simple and clear language;
- Providing a free-call number or a call-back service for customers who cannot afford the cost of being placed on hold;
- Providing longer appointment times and agreeing to talk at specific times of the day in order to meet the specific needs of ratepayers;
- Making financial hardship policies and communications with ratepayers available in alternative formats (for example, large print, audio) on request;
- Providing financial hardship policies and communications in other languages;
- Providing an interpreting service and ensuring staff are trained to recognise when an interpreter may be required; and
- In consultation with the local Aboriginal and Torres Strait Islander community, designing information sheets about the rates recovery process that is culturally appropriate for Aboriginal and Torres Strait Islander people.

Good Practice Guidance 12

For ratepayers in situations of vulnerability, local governments should negotiate a flexible alternative payment arrangement that reflects their actual capacity to pay.

In implementing this guidance, local government staff could consider the following during the decision making process:

- The likelihood that the ratepayer may have other debts;
- The likely impact of the proposed payment arrangement on the basic living needs of the ratepayer and any dependents;
- The ratepayer's eligibility for any concessions or rebates;
- The availability, costs and benefits of rate smoothing options, including Centrepay;
 and
- Any advice received from an independent financial counsellor.

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18.4 Kwinana 2030 – Corporate Business Plan 2020-2025

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

Following the major review of the Corporate Business Plan (CBP) in 2019, an annual minor review has been undertaken. The Corporate Business Plan mirrors the structure of the Strategic Community Plan and goes into further detail on how the City will go about achieving the community's vision. The City aims to create a clear link between the activities it carries out every day and the progression towards the aspirations and vision of the future.

OFFICER RECOMMENDATION:

That Council adopt the Corporate Business Plan 2020-2025 as detailed in Attachment A.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED.

DISCUSSION:

All local governments in Western Australia are required to have developed and adopted a Strategic Community Plan and a Corporate Business Plan. These two plans combine to form the City's 'Plan for the Future – Kwinana 2030'.

The Strategic Community Plan outlines the community's long-term vision and aspirations for the area, while the Corporate Business Plan details how that vision will be achieved by linking the City's business operations to the community's vision. Both plans were originally created from the outcomes of the Kwinana 2030 community visioning process in 2012.

As stated in the *Local Government (Administration) Regulations 1996*, each local government is to review its Corporate Business Plan every year with a major review occurring every two years. This minor review of the Corporate Business Plan, as detailed in Attachment A, will achieve this requirement. City Officers have extensively reviewed the 2019 Corporate Business Plan and have made minor changes to ensure the City's operations are aligned to the community's vision for the future.

Notable changes made to the Corporate Business Plan as part of the review include:

 Utilising the enhanced structure of the new Corporate Business System to consolidate actions. This will have the effect of significantly decreasing the amount of actions within the organisation, enabling staff to focus on key actions. This will also decrease the amount of actions reported to Council, whilst retaining the quality of reporting.

18.4 KWINANA 2030 - CORPORATE BUSINESS PLAN 2020-2025

 Increasing the City's strategic awareness by removing sections of the Corporate Business Plan that are solely dedicated to tracking progress of operational actions. This will generate a renewed focus on achieving the Strategic Community Plan as the Corporate Business Plan will only include actions designed to achieve the Strategic Community Plan. Operational actions will still be tracked internally.

The Corporate Business Plan also obtains information from various informing strategies, such as, the:

- Long Term Financial Plan;
- Workforce Plan:
- Asset Management Plans;
- Various area specific plans and strategies; and
- Integrated Team Business Plans.

Once adopted, the City will ensure printed copies of the Corporate Business Plan will be available in the Kwinana Library, Administration Centre and on the City's Website.

Reporting on the City's achievements towards the vision set out in the Strategic Community Plan will still occur in the Annual Report each year, as will any changes to the Corporate Business Plan. A Performance Report will also be presented to Council every six months to report on the progress made on actions and measures in the Corporate Business Plan.

LEGAL/POLICY IMPLICATIONS:

The Integrated Planning and Reporting Framework is governed by the *Local Government* (Administration) Regulations 1996, which sets out the minimum requirements for a Corporate Business Plan. The minimum requirements are:

Local Government (Administration) Regulations 1996: Regulation 19DA states:

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

18.4 KWINANA 2030 - CORPORATE BUSINESS PLAN 2020-2025

- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Further to these legislative requirements, the Integrated Planning and Reporting Framework and Guidelines set out the standards to which the Corporate Business Plan will be rated. The three rating categories can be seen in the table below:

Achieving Standard

Achieving Standard is met when:

- A Council has adopted a Corporate Business Plan that meets all of the listed regulatory requirements
- Year 1 of the Corporate Business Plan establishes the Annual Budget
- The local government also has in place:
 - a Workforce Plan that meets the Achieving Standard Achieving Standard is met when:
 - Council has a current Workforce Plan
 - The Workforce Plan identifies the current workforce profile and organisational structure
 - The Workforce Plan identifies gaps between the current profile and the organisation's requirements
 - The Workforce Plan identifies organisational activities to foster and develop workforce
 - The Workforce Plan is budgeted for in the Corporate Business Plan and Long Term Financial Plan
 - asset management key performance indicators that meet the Achieving Standard

Achieving Standard is met when:

- Asset Consumption Ratio can be identified and the ratio is 50% or greater
- Asset Sustainability Ratio can be calculated and the ratio is at least 90% or greater
- Asset Renewal Funding Ratio can be identified and the ratio is greater than 75%
- a Long Term Financial Plan

18.4 KWINANA 2030 - CORPORATE BUSINESS PLAN 2020-2025

Intermediate Standard

Intermediate Standard is met when:

- The Corporate Business Plan meets the Achieving Standard
- Core informing strategies (Workforce Plan, Asset Management Plans, Long Term Financial Plan) have been integrated to drive activities and service delivery
- The Workforce Plan meets Intermediate Standard Intermediate Standard is met when:
 - Council has a Workforce Planning policy
 - Council has a system to collect and analyse workforce information
 - Organisational activities to foster and develop the workforce are being implemented as planned
 - The Workforce Plan is integrated with other plans
 - Reports to Council identify workforce requirements and implications and Council decision making takes these into account
 - Employees have the opportunity to participate in the workforce planning process
- Asset key performance indicators are at "Standard is improving" Standard is improving when:
 - Asset Consumption Ratio (ACR) can be identified and the ratio is between 60% and 75%
 - Asset Sustainability Ratio (ASR) is between 90% and 100%
 - Asset Renewal Funding Ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%.
- Financial management key performance indicators meet Achieving Standard

Achieving Standard is met when:

- Operating Surplus Ratio is between 0% and 15%
- Current Ratio is 100% or greater
- Debt Service Cover Ratio is greater than or equal to 2
- Own Source Revenue Coverage Ratio is between 0.4 and 0.9

Advanced Standard

Advanced Standard is met when:

- The Corporate Business Plan meets the Achieving Standard and Intermediate Standard
- All activities and services delivered are integrated through the Corporate Business Plan
- Asset key performance indicators are at "Standard is improving" and all financial performance indicators meet Advanced Standards (where applicable)

Advanced Standard for financial performance indicators is met when:

- Operating Surplus Ratio is greater than 15%
- Current Ratio is 100% or greater
- Debt Service Cover Ratio is greater than 5
- Own Source Revenue Coverage Ratio is greater than 0.9

18.4 KWINANA 2030 - CORPORATE BUSINESS PLAN 2020-2025

Advanced Standard	The Workforce Plan meets Advanced Standard Advanced Standard is met when:
Standard	Workforce planning, policy and practices are a high priority for the organisation and are incorporated into all planning, decision making, systems, policies and procedures Managers include workforce considerations as an integral part of the local government's operations for which they are responsible and accountable

The Corporate Business Plan, as presented to Council, will achieve the Achieving Standard with the exception of the Asset Sustainability Ratio. The City will progress towards the Advanced Standard by implementing asset management and financial strategies to achieve the ratio results set as the benchmark for the Advanced Standard.

FINANCIAL/BUDGET IMPLICATIONS:

The Corporate Business Plan guides the City's budget for the next five years, ensuring that major community aspirations are taken into account through the Long Term Financial Plan.

ASSET MANAGEMENT IMPLICATIONS:

Broad asset management implications are identified as a result of this Corporate Business Plan, however no specific asset management implications exist as a result of this recommendation that have not already been identified.

ENVIRONMENTAL IMPLICATIONS:

Broad environmental implications are identified as a result of this Corporate Business Plan, however no specific environmental implications exist as a result of this recommendation that have not otherwise been identified.

STRATEGIC/SOCIAL IMPLICATIONS:

This proposal will support the achievement of all of the outcomes and objectives of the Strategic Community Plan and Corporate Business Plan.

COMMUNITY ENGAGEMENT:

There are no specific requirements to conduct community engagement when reviewing the Corporate Business Plan. However, it is proposed that advertising through the available media channels will occur following approval of the Corporate Business Plan 2020-2025.

18.4 KWINANA 2030 - CORPORATE BUSINESS PLAN 2020-2025

PUBLIC HEALTH IMPLICATIONS:

There are no implications on any determinants of health as a result of this report. Consideration of the City's Public Health Plan has been taken into account when reviewing the Corporate Business Plan 2020-2025.

RISK IMPLICATIONS:

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

Risk Event	The City does not comply with the regulatory obligation of adopting a minor review of the
	Corporate Business Plan.
Risk Theme	Errors omissions delays
Risk Effect/Impact	Compliance
Risk Assessment	Strategic
Context	
Consequence	Moderate
Likelihood	Unlikely
Rating (before	Low
treatment)	
Risk Treatment in place	Reduce - mitigate risk
Response to risk	The City currently employs an Integrated Planning
treatment required/in	Officer to oversee the Corporate Business Plan
place	reviews.
Rating (after treatment)	Low

COUNCIL DECISION

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MOVED CR W COOPER

SECONDED CR S WOOD

That Council adopt the Corporate Business Plan 2020-2025 as detailed in amended Attachment A, to include 4.2.4, to investigate and commence implementation of upgrades and improvements to the Kwinana Loop Trail within area 4, It's All Here.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL

7/0

Council amended the Officer recommendation to insert the Kwinana Loop Trail project into the Corporate Business Plan.



DRAFT

Corporate Business Plan 2020-2025

Message from the Chief Executive Officer

I am pleased to present the City of Kwinana's Corporate Business Plan for 2020-2025. It provides clarity on the initiatives and services that the City is working towards over the next five years, with emphasis on the delivery of the strategic priorities outlined in our Strategic Community Plan 2020-2025 and the recovery of the City in the wake of COVID-19 impacts. To lessen the impacts of COVID-19 on the community, the City has resolved to forego a rate increase for the 2020-2021 financial year. This presents the City with the familiar challenge of balancing the budget with the needs of the community, yet on a more intense scale.

Despite these challenges, the City of Kwinana is continuing to grow and evolve as it proves to be a desirable place to live, work and play. As a community, we can look forward to a promising future of prosperity, health, economic growth and sustainability.

The past few years have been an exciting time for the City of Kwinana, with a number of state-of-the art facilities such as the Edge Skatepark and the award winning Adventure Park being popular destinations not only for the community but for others who live outside of Kwinana.

The Kwinana Industrial Area's future is looking very bright with State Government recognising the importance of the Outer Harbour and responding with the establishment of the Westport Taskforce. Additionally, interest from international investors has seen the area dubbed as 'Lithium Valley' as a number of large players in the lithium industry establish themselves in Kwinana. Both of these opportunities will create long-term job opportunities for our residents and will attract new families to settle within the community.

However, rapid growth brings its own set of challenges, particularly in the areas of service provision and infrastructure development, which makes our task of balancing priorities critical. Moving forward, I am confident the City will handle this task with maturity and creativity.

The Corporate Business Plan 2020-2025 gives us clear direction for delivering the services and programs our community needs in order to prosper. Our City's workforce will strive to deliver actions from the plan, to ensure the broadest range of high quality services are provided at the lowest possible cost to meet community needs.

Long-term financial sustainability and affordability of the City's commitments remain a primary focus for us moving forward, as we advance the future for Kwinana and its people.

I would like to thank the community for joining us on this exciting journey. We look forward to delivering on our commitments.

Wayne Jack
Chief Executive Officer

The City of Kwinana

The City of Kwinana is located in Perth's outer southern suburbs, around 35 kilometres south of the Perth CBD. The area is made up of residential, industrial, rural areas as well as a major retail and commercial centre at the Kwinana City Centre. The City includes one of Perth's largest employment areas in the Kwinana Industrial Area. Settlement in Kwinana dates from the 1950s, when the Western Australian Government signed an agreement with Anglo-Persian Petroleum (now BP) to construct an oil refinery on the shores of Cockburn Sound. The development of the refinery provided the catalyst for substantial industrial development. To complement this industrial development, the State Government began construction of an initial 333 houses in the townships of Medina and Calista in 1952. The refinery itself provided employment for over 1,000 workers.

It is a unique community, set among extensive native bushland and public open space. The City is currently undergoing rapid growth in population, investment and industrial expansion. Western Australia's premier heavy industry zone, the Kwinana Industrial Area, continues to generate billions of dollars each year for the State's economy.

COVID-19 Impact and Recovery

The global pandemic of COVID-19 has brought many challenges and opportunities to the City of Kwinana. Challenges exist in the balancing of the City's strategic goals with emergency response and support for the community while maintaining a balanced budget. Opportunities exist in the chance to re-engage with the community on our rapidly changing future. The impacts of COVID-19 have been considered in this plan with the development of carefully budgeted integrated recovery plans to ensure that the City can both endure the pandemic and grow in its wake. For this reason the City has also resolved to forego a rate increase for the 2020/2021 financial year. The City remains dedicated to improving the lives of its community, even in the most uncertain times.

The Integrated Planning and Reporting Framework

The Strategic Community Plan outlines the community's long term vision and aspirations for the area, while the Corporate Business Plan details how that vision will be achieved. Both plans have been significantly influenced by the outcomes of several community visioning processes and have been reviewed against the City of Kwinana's Long Term Financial Plan and other adopted strategies.

The objective of the Department of Local Government, Sport and Cultural Industries approach to Integrated Planning and Reporting is to create a process of continuous improvement. The Department of Local Government, Sport and Cultural Industries anticipates that over time, local governments will progress to an advanced level in their planning and integration. To aid the process of continuous improvement and alignment with community aspirations, the Strategic Community Plan and Corporate Business Plan must be periodically reviewed and the City's performance regularly monitored and reported.

Figure 1 demonstrates how the Strategic Community Plan and Corporate Business Plan make up the Plan for the Future and how the Integrated Business Plans for each of the City's business units contain actions that will deliver on the objectives and strategies of each Plan. The relationship each plan has to the various informing strategies such as the City's Long Term Financial Plan and Workforce Plan is also shown.

The Corporate Business Plan is a more detailed document than the Strategic Community Plan as it contains information about the specific actions that will be undertaken to achieve the community's aspirations whilst still providing essential services. To include every specific action that each service team will undertake is not the intent of the Corporate Business Plan as it would make for a very lengthy document. Instead this plan generally includes only those actions that are beyond "business as usual" or are a part of an existing strategy, those actions that are seeking to improve the services we deliver or provide new services to meet the aspirations of our community. The extensive detail of how each business unit operates and all the functions they undertake as part of their day-to-day services will be contained in their integrated business plans. All business units have a responsibility to deliver their integrated business plans and to stretch themselves to achieve the key actions identified in the Corporate Business Plan and ultimately the Strategic Community Plan.

It is through implementation of this Plan for the Future, that the City will achieve a sustainable future for the Kwinana community.

Vision Strategic Strategic review Community 10+ YEARS 2, 4 years Plan Long Term Financial Plan Corporate Asset Management Plans **Business Workforce Plan** Plan Issue or Area-specific Plans **4 YEARS** Annual Annual 1 YEAR Report **Budget** Quarterly Reports

Figure 1 – Integrated Planning and Reporting Framework

*Source: Department of Local Government, Sport and Cultural Industries – Integrated Planning and Reporting: Framework and Guidelines, 2016

The Key Informing Plans

Long Term Financial Plan

The Long Term Financial Plan informs the Corporate Business Plan by identifying and forecasting the City's finances over the next 20 years. The City of Kwinana is planning for a positive and sustainable future. The City seeks to maintain, and where possible, improve service levels into the future, while maintaining a healthy financial position. The aim is to achieve this with the imposition of the least possible financial burden for the Kwinana community. This has been considered as a part of the Corporate Business Plan.

Workforce Plan

The Workforce Plan informs the Corporate Business Plan by identifying trends in the City's workforce and forecasting the needs for additional staff over the next 20 years. In addition to this, workforce planning is centred on the aspirations, objectives and strategies that the community has identified in the Strategic Community Plan as well as the statutory obligations the City is responsible to administer and deliver which have been identified in the Corporate Business Plan. The Workforce Plan is required to be flexible and forward thinking

whilst acknowledging the current trends in the workforce that will affect the demands and influences of employers and employees. During this ongoing process, the projected financial constraints that the organisation may face will need to be reviewed and assessed as this will possibly affect the continued delivery of the Workforce Plan and ultimately the services provided to the community.

Asset Management Plans

The Asset Management Plans focus on the management of the City of Kwinana's many assets. The City currently has Asset Management Plans for the following asset categories:

- Buildings
- Parks and Reserves
- Public Lighting
- Roads and Transport
- Stormwater Drainage

These plans specify the life cycle requirements for the effective management, inspection and replacement of these asset groups whilst outlining the financial implications and standards that need to be adhered to. This Corporate Business Plan is intended to demonstrate how Council will achieve this outcome by applying the principles of responsible asset management planning.

Our Strategic Context

Through extensive community engagement the community's vision for the future is:

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

The vision has provided the structure for the Strategic Community Plan, with each part of the vision becoming a specific community aspiration. To achieve these aspirations, clearly defined community outcomes have been identified. These outcomes further illustrate how the community would like the City of Kwinana to look like in 10 years' time.

COMMUNITY ASPIRATION - Rich in spirit

Community Outcomes

- A unique identity
- A City alive with activity
- A safe and welcoming place
- Services for an active community
- Strong community leaders
- A community who help each other
- A vibrant arts culture
- A sense of place and heritage
- Accessibility for everyone

COMMUNITY ASPIRATION - Alive with opportunities

Community Outcomes

- Varied job opportunities
- · Quality education for all ages
- · A bustling retail scene
- A powerhouse industrial area
- A thriving local economy
- An innovative approval system

COMMUNITY ASPIRATION - Surrounded by nature

Community Outcomes

- A beautiful natural environment
- An energy efficient City
- A water-wise City
- A City adapted to climate change

COMMUNITY ASPIRATION - It's all here

Community Outcomes

- · Great public places
- Well-kept green spaces
- A well serviced City
- A well planned City
- A well maintained City
- A connected transport network

To aid in the alignment towards the community's vision, the City will live its values in all aspects of its operations. In 2015, the City launched a set of refreshed organisational values, based on the findings of numerous staff workshops and thousands of employee contributions.

Our values are:

Lead from where you stand "Leadership is within us all"

Act with compassion

"Show that you care"

Make it fun

"Seize the opportunity to have fun"

Stand strong, stand true

"Have the courage to do what's right"

Trust and be trusted

"Value the message, value the messenger"

Why not yes?

"Ideas can grow with a yes!"

Capital Projects Year One

The City is committed to making a positive impact in the community each and every year of this five year plan. Capital projects that will be undertaken over the next financial year are:

Capital Projects	Budget (\$)
DCA Capital Projects	5,405,766
Building Construction	1,753,398
Computing Equipment	1,606,441
Urban Road Grant Construction	1,400,701
Plant and Equipment	719,500
Reserve Development	575,793
Roads to Recover Grant Construction	526,000
Transportation Vehicles	500,000
Drainage Construction	373,422
Black Spot Grant Construction	294,729
Footpath Construction	191,075
Municipal Roadworks Construction	81,400
Furniture and Equipment	44,793
Bus Shelter Construction	36,630
Street Lighting Construction	27,980

Five Year Action Plan

Refer to Corporate Business Action Plan, starting on page 16.

Risk Management

The City has adopted a Risk Management Policy which will drive the City's commitment towards taking a Strategic Risk Management approach across all of its operations. A register

of significant risks and corrective actions is maintained by the City and reported to the Audit Committee quarterly.

How will we know if the plan is succeeding?

Reporting all actions generated from the Integrated Planning and Reporting Framework will be entered into the City's corporate planning software to be reported on in a variety of different ways. As can be seen below, strategically important actions will be reported back to Council on a quarterly basis. Actions within Integrated Business Plans will be reported internally on a monthly basis.

Strategic Community Plan and Corporate Business Plan

Type: Strategic Progress and Corporate Progress

Frequency: Annual Report and Biannual Performance Report

Who is the report for? The Community and Council

Integrated Business Plans

Type: Progress and Target Specific Frequency: Quarterly and Monthly

Who is the report for? Senior Management and Executive

City Measures

The City, in addition to the Community perceptions indicator outlined in the Strategic Community Plan, also tracks Key Performance Indicators that are vital to business improvement.

DLGSC Indicators	Measure	Achieving Benchmark Standard	Current*
	Asset Consumption Ratio (%)	Greater than 50%	79%
Asset Management Indicators	Asset Renewal Funding Ratio (%)	Greater than 75%	91%
	Asset Sustainability Ratio (%)	90% or Greater	22%
Financial Indicators	Current Ratio (%)	Greater than 100%	25%

	Debt Service Cover Ratio	Greater than or equal to 2	4.55
	Operating Surplus Ratio (%)	Between 0% and 15%	-14%
	Own Source Revenue Coverage Ratio	Between 0.4 and 0.9	0.77
City Indicators	Measure	City Target	Current*
	Development Applications assessed within statutory timeframes (%)	100%	99%
	Local Development Plans assessed within statutory timeframes (%)	100%	98%
Business	Subdivision Applications assessed within statutory timeframes (%)	100%	99%
Performance	Building Approval Certificates processed and issued within 10 days (%)	100%	99.2%
	Certified Building Permits processed and issued within 10 days (%)	100%	98.8%
	Uncertified Building Permits processed within 25 days (%)	100%	99.6%

^{*}Current values for Business Performance and Assets are as at 30 June 2019. DLGSC – Department of Local Government, Sport and Cultural Industries.

Review

The Corporate Business Plan is reviewed annually as it is the main 'driver' for the City of Kwinana's annual budget. The annual review will also seek to improve the functionality of the document and will further prioritise key actions.

Aspiration s	Community Outcomes	Objectives	Key Strategies / Plans	Key Actions and Projects	Responsible Area	20/21	21/22	22/23	23/24	24/25
				1.1.1 Develop and implement Place Plans for City areas	Community Engagement	Implement	Review	Implement	Review	Implement
			Place Plans	1.1.2 Implement actions from the COVID-19 Recovery Plan	Community Engagement			Implement		
			Place Plans	1.1.3 Develop and implement the Love My Neighbourhood Framework	Community Engagement		Implement			Review
				1.1.3 Implement high priority actions within the Multicultural Action Plan - Objective 1: Full Participation and inclusion of CaLD communities in social, economic and cultural life (add end date, and review action)	Community Engagement		Implement		Review	Implement
		1.1 Develop and strengthen	Multicultural Action Plan	1.1.4 Implement high priority actions within the Multicultural Action Plan - Objective 2: Remove the barriers to equity experienced by CaLD communities	Community Engagement		Implement		Review	Implement
	A unique identity	community identity to create a sense of belonging		1.1.5 Implement high priority actions within the Multicultural Action Plan - Objective 3: Promote the benefits of Kwinana's cultural and linguistic diversity	Community Engagement		Implement Review			Implement
				1.1.6 Implement actions within the Conciliation Action Plan - Relationships	Community Engagement	Implement	Review	Review Implem		Review
1. Rich in spirit			Conciliation Action Plan	1.1.7 Implement actions within the Conciliation Action Plan - Respect	Community Engagement	Implement	Review	Impler	nent	Review
				1.1.8 Implement actions within the Conciliation Action Plan - Opportunity	Community Engagement	Implement	Review Implement		nent	Review
				1.1.9 Implement actions within the Conciliation Action Plan - Governance and Tracking	Community Engagement	Implement	Review	Impler	nent	Review
			Youth Strategy	1.1.10 Implement actions within the Youth Strategy relating to youth education and employment	Youth and Community Wellbeing	Review	Implement			
			Community Engagement Framework	1.1.11 Review and update the Community Engagement Policy and Framework	Community Engagement	Review				
				1.2.1 Host an Australia Day Celebration event	Community Engagement			Indicated	in budgets	
		1.2 Inchire and		1.2.2 Host a Youth Festival	Community Engagement			Indicated	in budgets	
		1.2 Inspire and strengthen		1.2.3 Host a Children's Festival event	Community Engagement			Indicated in budgets		
	A City alive with activity	community spirit through	Events Strategy	1.2.4 Host a Big Concert event	Community Engagement			Indicated in budgets		
		community activities and events	es and	1.2.5 Host the Christmas Lolly Run	Community Engagement	(Dependent on COVID-19 Restrictions)		Indicated in budgets		
				1.2.6 Provide a program of small local neighbourhood events	Community Engagement	Indicated	d in budgets			11

Aspiration s	Community Outcomes	Objectives	Key Strategies / Plans	Key Actions and Projects	Responsible Area	20/21	21/22	22/23	23/24	24/25	
				1.2.7 Provide a Community Event Funding Program for local community groups to host local events in their communities	Community Engagement			Indicated	in budgets		
			Community Engagement Team Business Plan	1.2.8 Activate the Kwinana Adventure Park	Community Engagement			Implement			
			Youth Strategy	1.2.9 Activate the Edge Skatepark	Youth and Community Wellbeing			Indicated	d in budgets		
			City Strategy Team Business Plan	1.2.10 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	City Strategy		Indicated in budgets				
			Multicultural Action Plan	1.2.11 Ensure all City provided events and activities are inclusive of cultural groups	Community Engagement			Implement			
				1.3.1 Implement actions within the Community Safety and Crime Prevention Plan - Safety and City Partnerships	Community Engagement		Implement		Review	Implement	
		ning community	Community Safety and	1.3.2 Implement actions within the Community Safety and Crime Prevention Plan - Safety and City Spaces	City Infrastructure	Implement Review Implement			Implement		
	A safe and welcoming		Crime Prevention Plan	1.3.3 Implement actions within the Community Safety and Crime Prevention Plan - Safety through Community Education and Awareness	Community Engagement	Implement Review			Implement		
	place			1.3.4 Implement actions within the Community Safety and Crime Prevention Plan - Safety and Community Connection	Community Engagement	Implement			Review	Implement	
			Welcoming Diversity Strategy	1.3.5 Implement actions from the Welcoming Diversity Community Liaison Model	Youth and Community Wellbeing		Implement				
			Youth Strategy	1.3.6 Implement actions within the Youth Strategy relating to facilitation of Youth Safety	Youth and Community Wellbeing	Review		Impl	ement		
				1.4.1 Implement actions within the Recquatic Team Business Plan - Business Development	Requatic			Implement			
			Recquatic Team	1.4.2 Implement actions within the Recquatic Team Business Plan - Program Development	Requatic			Implement			
	Services for an	1.4 A healthy and active	Business Plan	1.4.3 Implement actions within the Recquatic Team Business Plan - Centre Operations	Requatic			Implement			
	active community	community with services		1.4.4 Implement actions within the Recquatic Team Business Plan - Aligned Services	Requatic	Implement					
		for everyone's needs	Children and Families Policy	1.4.5 Implement a range of initiatives focussing on families and children	Community Resource Centres			Implement			
			Active Ageing Strategy	1.4.6 Develop and implement an Active Ageing Strategy	Community Engagement	Develop		Imple	ement		
			Community Resource	1.4.7 Implement actions from the Community Resource Centres Team Business Plan	Community Resource Centres			Implement			

Aspiration s	Community Outcomes	Objectives	Key Strategies / Plans	Key Actions and Projects	Responsible Area	20/21	21/22	22/23	23/24	24/25		
			Centres Team Business Plan									
			Youth Strategy	1.4.8 Implement actions within the Youth Strategy relating to Youth programs and service provision	Youth and Community Wellbeing	Review		Impl	ement			
			Multicultural Action Plan	1.4.9 Implement high priority actions within the Multicultural Action Plan - Objective 1: Full Participation and inclusion of CaLD communities in social, economic and cultural life	Community Engagement	Implement	Review		Implemen	t		
			Every Club Program	1.5.1 Implement actions within the Every Club Program	Community Engagement			Implement				
		Strong work with the community leaders build local capacity		Community Development Fund	1.5.2 Deliver the Community Funding Program in two funding rounds per annum	Community Engagement			Implement			
	Strong work with the community to		Strong work with the		1.5.3 Implement actions within the Youth Strategy relating to Youth Capacity Building	Youth and Community Wellbeing	Review		Impl	ement		
	•		Multicultural Action Plan	1.5.4 Implement high priority actions within the Multicultural Action Plan - Objective 2: Remove the barriers to equity experienced by CaLD communities	Community Engagement	Implement	Review		Implemen	t		
			Economic Development Strategy	1.5.5 Develop and implement actions within an Economic Development Strategy relating to local capacity building	City Strategy	Develop		Impl	ement			
	A community who help each other	1.6 Increase the prevalence of volunteering in Kwinana	Active Citizenship Strategy (Part of Community Resource Centres Business Plan)	1.6.1 Provide support to volunteers and volunteer based organisations to increase the community volunteering base	Community Resource Centres			Implement				
			Youth Strategy	1.6.2 Implement actions within the Youth Strategy aimed at improving Youth Volunteering	Youth and Community Wellbeing	Review Implement						
	A vibrant arts	1.7 Develop and celebrate	Public Art Masterplan	1.7.1 Review and implement the City's Public Art Masterplan	Community Engagement	Review		Imple	ement			
	culture	arts in Kwinana	Multicultural Action Plan	1.7.2 Implement actions in the Multicultural Action Plan relating to arts	Community Engagement			Implement				
				1.8.1 Implement actions within the Heritage Implementation Plan - Governance	Community Engagement	Imp	lement	Review	In	nplement		
	A sense of a place and K heritage u	1.8 Respect and promote	Heritage	1.8.2 Implement actions within the Heritage Implementation Plan - Place and Setting	Community Engagement	Imp	lement	Review	In	nplement		
		place and Kwinana's	Kwinana's I unique F	Kwinana's Ir unique P	Kwinana's In unique Pl	ana's Implementation In Plan	1.8.3 Implement actions within the Heritage Implementation Plan - Collection and Interpretation	Community Engagement	Imp	lement	Review	In
				1.8.4 Implement actions within the Heritage Implementation Plan - Promotion and Visitation	Community Engagement	Imp	lement	Review	In	nplement		

Aspiration s	Community Outcomes	Objectives	Key Strategies / Plans	Key Actions and Projects	Responsible Area	20/21	21/22	22/23	23/24	24/25	
		' Laccess and L		1.9.1 Implement actions within the Access and Inclusion Plan - Outcome 1 - People with disability have the same opportunities as other people to access the services of, and any events organised by the City of Kwinana.	Community Engagement	Review		Impl	ement		
				1.9.2 Implement actions within the Access and Inclusion Plan - Outcome 2 - People with disability have the same opportunities as other people to access the buildings and other facilities of the City of Kwinana	Community Engagement	Review	Implement				
				1.9.3 Implement actions within the Access and Inclusion Plan - Outcome 3 - People with disability receive information from the City of Kwinana in a format that will enable them to access the information as readily as other people are able to access it.	Community Engagement	Review	Implement				
	•		Access and Inclusion Plan	1.9.4 Implement actions within the Access and Inclusion Plan - Outcome 4 - People with disability receive the same level and quality of service from the staff of the City of Kwinana as other people receive from the staff at the City of Kwinana.	Community Engagement	Review	Review Implement				
					1.9.5 Implement actions within the Access and Inclusion Plan - Outcome 5 - People with disability have the same opportunities as other people to make complaints to the City of Kwinana	Community Engagement	Review		Impl	ement	
				1.9.6 Implement actions within the Access and Inclusion Plan - Outcome 6 - People with disability have the same opportunities as other people to participate in public consultations conducted by the City of Kwinana	Community Engagement	Review	Implement				
				1.9.7 Implement actions within the Access and Inclusion Plan - Outcome 7 - People with disability have the same opportunities as other people to obtain and maintain employment with a public authority	Community Engagement	Review	Implement				
			Economic Development Strategy	2.1.1 Develop and implement a regional and local Economic Development Strategy	City Strategy	De	evelop		Implemen	t	
2. Alive with opportunities	Varied job opportunities	i amnie ion	Kwinana Outer Harbour Project	2.1.2 Work with the State and Commonwealth governments, and non-government agencies, in progressing the Kwinana Outer Harbour Project to improve job prospects to the community	City Leadership	Implement					
		locally	COVID-19 Recovery Plan	2.1.3 Implement actions from the COVID-19 Recovery Plan	City Strategy		Implement				
			Multicultural Action Plan	2.1.4 Develop and implement a CaLD Employment Strategy	Human Resources	Develop		Impl	ement		

Aspiration s	Community Outcomes	Objectives	Key Strategies / Plans	Key Actions and Projects	Responsible Area	20/21	21/22	22/23	23/24	24/25	
		2.2 The community has a choice of	Lifelong Learning Strategy	2.2.1 Implement the Lifelong Learning Strategy	Community Resource Centres	Develop		Implement			
	Quality	quality public and private	Multicultural Action Plan	2.2.2 Advocate for the training and development requirements of CaLD community members	Community Engagement			Implement			
	all ages meet the education training returning	facilities to meet their education and training needs throughout their lifetime	Economic Development Team Business Plan	2.2.3 Ensure Private Sector Education providers are aware of opportunities that population growth in the region bring by creating a prospectus annually	City Strategy		Implement				
		scene		2.3.1 Improve Local Commercial and Activity Centres by providing a small business grant program annually	City Strategy			Indicated in budg	ets		
			Local Commercial	2.3.2 Progress the Medina Town Centre Revitalisation Project including the achievement of a better urban outcome for the Pace Road sheds	City Strategy	Implement					
	A bustling retail scene		family	ng family	and Activity Centres	2.3.3 Develop a report to revitalise the Orelia Local Commercial Centre	City Strategy	Develop			
		venues and an active nightlife while neighbourhood centres are revitalised	ctive nightlife vhile eighbourhood entres are	2.3.4 Develop a report to revitalise the Calista Local Commercial Centre	City Strategy	Develop					
		2.4 The Western Trade Coast Precinct	Local Planning Strategy	2.4.1 Consider the most appropriate Strategy to progress the objectives and the intent of the Postans Precinct Study	Planning and Development	Indicated in budget					
	A powerhouse	is developed with maximum leverage being gained from investments in new infrastructure	Kwinana Outer Harbour Project	2.4.2 Continue to lobby for the Kwinana Outer Harbour Project	City Leadership		Indicated in budgets				
	A thriving local economy	2.5 Stimulate economic development and encourage diversification	Economic Development Strategy	2.5.1 Develop and implement a regional and local Economic Development Strategy	City Strategy	Develop Implement			t		
	Innovative approval system	2.6 Provide a best practice development approval system that attracts and retains business investment in the area	Planning and Development Team Business Plan	2.6.1 Develop and implement an approval process to support small business	Planning and Development	De	velop				

Aspiration s	Community Outcomes	Objectives	Key Strategies / Plans	Key Actions and Projects	Responsible Area	20/21	21/22	22/23	23/24	24/25		
			Local Biodiversity Strategy	3.1.1 Develop and implement the Local Biodiversity Strategy	Environment and Health	Develop		Impl	ement			
				3.1.2 Implement actions from the Natural Areas Management Plan - Weed Control Program	City Operations	Review		Impl	ement			
				3.1.3 Implement actions from the Natural Areas Management Plan - Access Control	City Operations	Review		Impl	ement			
		3.1 Improve conservation of biodiversity	Natural Areas	3.1.4 Implement actions from the Natural Areas Management Plan - Retention, Regeneration and Revegetation	Environment and Health	Review		Impl	ement			
		and protection of native vegetation whilst	Management Plan	3.1.5 Implement actions from the Natural Areas Management Plan - Fire Management and Fuel Reduction	City Operations	Review		Impl	ement			
	A beautiful	achieving high levels of		3.1.6 Implement actions from the Natural Areas Management Plan - Pest and Biosecurity	Environment and Health	Review		Impl	ement			
	natural environment	environmental	environmental protection in		3.1.7 Implement actions from the Natural Areas Management Plan - Community Education and Volunteer	Environment and Health	Review	w Implement			nent	
3. Surrounded			Perth Natural Resource Management Swan Region Strategy	3.1.8 Advocate for the continued hosting of the Coastcare position	Environment and Health	Implement						
by nature			Emergency Services Team Business Plan	3.1.9 Implement actions from the Emergency Services Team Business Plan	Emergency Services	Implement						
			Environmental Education Strategy	3.2.1 Implement actions from the Environmental Education Strategy	Environment and Health	Indicated in budgets			Review			
		3.3 Promote the use of	Revolving Energy Fund	3.3.1 Prepare a Facility Plan that identifies energy and water efficiency measures in new and existing facilities	Environment and Health			Indicated in budg	ets			
	An energy efficient City	renewable energy within the City of	Climate Change Mitigation and Adaptation Plan	3.3.2 Implement actions from the Climate Change Mitigation and Adaptation Plan	Environment and Health	Review	Indicated in budgets					
	A water-wise	3.4 Encourage and exercise best practice	Sustainable Water Management Plan	3.4.1 Implement actions from the Sustainable Water Management Plan	Environment and Health		Indicated in budge	ts	Review	Indicated in budgets		
	City	City best practice Water Gromanagement Ope		3.4.2 Implement actions from the Ground Water Operating Strategy	City Operations		Indicated in	n budgets		Review		

Aspiration s	Community Outcomes	Objectives	Key Strategies / Plans	Key Actions and Projects	Responsible Area	20/21	21/22	22/23	23/24	24/25
			City Operations Team Business Plan	3.4.3 Compile asset data necessary for the maintenance of good water management practices	City Operations			Implement		
		3.5 Understand the impacts of	Kwinana Local Emergency Management Plan	3.5.1 Review the Kwinana Local Emergency Management Plan annually	Emergency Services	Review	Review	Review	Review	Review
	A City adapted to climate change	climate change and take a risk management approach to addressing	Community Emergency Services Coordinator Business Plan	3.5.2 Review the Emergency Services Community Emergency Services Coordinator Business Plan	Emergency Services	Review	Review	Review	Review	Review
		these effects in	Climate Change Mitigation and Adaptation Plan	3.5.3 Implement actions from the Climate Change Mitigation and Adaptation Plan relating to future planning	Environment and Health	Review		Indicated	in budgets	
		4.1 Residents are provided	Community Infrastructure Plan	4.1.1 Progress projects as identified in the Community Infrastructure Plan	Asset Management Services	t Indicated in budgets				
	Great public spaces	with a range of multifunctional community places and	Asset Management Services Team Business Plan	4.1.2 Complete condition auditing of the City's building portfolio	Asset Management Services	Indicated in budget		Indicated in budget		Indicated in budget
		accessible facilities	Community Engagement Team Business Plan	4.1.3 Implement recommendations from the Wells Park Beach Foreshore feasibility study report	Community Engagement	Implement				
			Parks and Reserves Asset Management Plan	4.2.1 Implement actions from the Parks and Reserves Asset Management Plan	Asset Management Services	Review		Impl	ement	
4. It's All Here!	Well-kept	4.2 The community has easy access to well equipped,	Depot Service Review Improvement Plan	4.2.2 Implement actions from the Depot Service Review Improvement Plan	City Operations	Review		Impl	ement	
	green spaces	quality parks and public open spaces	Kwinana Parks Renewal and Upgrade Strategy	4.2.3 Implement the Kwinana Parks Renewal and Upgrade Strategy	Engineering		Implement			Review
			Kwinana Loop Trail	4.2.4 Investigate and commence implementation of upgrades and improvements to the Kwinana Loop Trail	Community Engagement		Investigate		lı	mplement
		4.3 Ensure the Kwinana community is	Strategic Waste Management Plan	4.3.1 Conduct a full review of waste management contracts	Environment and Health		Rev	iew		
	A well serviced City	well serviced L by government C	Land Optimisation Strategy	4.3.2 Manage and maintain the City of Kwinana Aged Persons Accommodation	City Strategy			Indicated in budg	ets	
		government services	Lobbying Strategy	4.3.3 Develop and implement a Lobbying Strategy	City Strategy	Develop		Imple	ement	

Aspiration s	Community Outcomes	Objectives	Key Strategies / Plans	Key Actions and Projects	Responsible Area	20/21	21/22	22/23	23/24	24/25
			Community Engagement Team Business Plan	4.3.4 Work with community, non-government and government agencies to identify gaps, monitor service levels and advocate to government to ensure the community is adequately serviced	Community Engagement			Implement		
			Local Planning Strategy	4.4.1 Develop and implement the Local Planning Strategy	Planning and Development	Develop		Impl	ement	
		4.4 Create diverse places	Public Open Space Policy	4.4.2 Develop Landscape Development Guidelines	Engineering	Develop				
	A well planned City	and spaces where people can enjoy a variety of	Parking Strategy	4.4.3 Assess parking needs and approaches	Planning and Development	Develop				
		lifestyles with	Local Planning Scheme	4.4.4 Develop a new Local Planning Scheme	Planning and Development	De	evelop			
		amenity Strategic Waste Management Plan		4.4.5 Review the Strategic Waste Management Plan in the form of a Waste Plan	Environment and Health	Review				
		4.5 Actively improve the	City Operations	4.5.1 Implement the Depot Annual Maintenance Works Program	City Operations	ns Indicated budgets		ts		
	A well maintained	appearance of public areas	Team Business Plan	4.5.2 Review Landscape Maintenance Agreements with Main Roads Western Australia	City Operations	Review		Review		Review
	City	and streetscapes throughout the City	Public Lighting Asset Management Plan	4.5.3 Implement actions from the Public Lighting Asset Management Plan	Asset Management Services	Review		Impl	ement	
		4.6 Provide a safe and efficient integrated	Roads and Transport Asset Management Plan	4.6.1 Implement actions from the Roads and Transport Asset Management Plan	Asset Management Services	Review		Impl	ement	
	A connected transport network	network of roads, footpaths and	Engineering Team Business Plan	4.6.2 Complete the construction of all capital civil infrastructure projects as per the adopted budget	Engineering			Indicated in budg	ets	
		cycle routes supported by a good public transport system	Multicultural Action Plan	4.6.3 Advocate to the Department of Transport to develop more bus routes/more frequent buses in Kwinana	City Leadership	Implement				

18.5 Endorsement of Application for Access to Treasury Short-term Loan Facility for the Purpose of Ensuring Liquidity (Availability of Cash)

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

While the City adopts a balanced budget each year, ensuring budget allocations for the programs and services delivered by the City, due to the timing of cash inflows (rates, grants, fees and charges) and cash outflows (salaries, contracts and supplies), at times throughout a financial year, the City can have a shortage of cash. A normal annual pattern is a cash shortage at the beginning of a financial year, due the lag between a budget being adopted (normally June), and rates income (normally late August), and a cash shortage at the end of a financial year, due to less than full receipt of income.

Although cash flow is something that is carefully monitored each year, and in some years interventions are required to manage cash, there is heightened concern for the 2020/2021 financial year, due to the possible impacts of the Covid-19 pandemic. In particular, there is increased risk of payment default, due to lower levels of employment in the City. In addition, State and Federal government budget adoptions have been delayed, which could impact on the availability of operating and project grants, and there is a risk that fees and charges incomes will be reduced. Recognising the cash flow risk, the State Government has established a short-term lending facility for Local Government. In effect, the short-term lending facility is an overdraft facility, with an interest between 0.25% and 0.35%, and without the normal additional cost of the loan guarantee surcharge (0.7%).

In view of the borrowing costs being less than the City's current return on invested cash, the offer by the State Government for access to low-cost, short-term, liquidity loans is positive and helpful. While ideally the City will not need to draw on the facility, it is recommended that Council resolve to apply for access to the facility, and endorse the cash flow prediction, as included in Attachment A (the endorsement is needed for access to the short-term lending facility).

OFFICER RECOMMENDATION:

That Council:

- Request the Chief Executive Officer apply to the Western Australia Treasury Corporation for access to the Short-term Lending Facility for the 2020/2021 financial year;
- 2. Endorse the cash flow model, as included at Attachment A;
- 3. Acknowledges that a State of Emergency is in place; and
- 4. Notes that, as a consequence of the hazard, there is a need to address cash flow risks resulting from economic impacts and State and Federal budget delays.

DISCUSSION:

Cash flow risk has been discussed with Council on a number of occasions in the preparation of the 2020/2021 budget. Recognising this risk, Officers have highlighted cash management initiatives that can be utilised, including delaying large expenditures, and borrowing funds from reserve. Another initiative proposed by Officers was to approach the State Government, through the West Australian Local Government Association, for the establishment of a low or no cost overdraft facility through the Western Australian Treasury Corporation (WATC). The proposal, in this case initiated by the State Government, is consistent with the recommendation of Officers, and is considered to be a helpful and useful initiative, in what is likely to be a difficult 12 months for the City.

Although access to the short-term lending facility will assist with cash shortages across the financial year, normal cash management initiatives will be employed, to reduce the likelihood that the facility will be required. These initiatives include the delaying of major expenditures, reducing services, and short-term loans from City reserves (predominately the Waste Reserve – up to \$3m), as has occurred in previous financial years. In addition, new financial monitoring processes will ensure cash availability is actively monitored by all of senior management throughout the year.

The following are relevant considerations for Council:

- Currently, the short-term lending facility only covers the 2020/2021 financial year;
- Although the facility is intended as an overdraft, being short-term access to cash, the initiative will allow repayment of the loan up to 30 June 2023;
- Alternatively to drawing on the loan facility for cash, existing loan repayment commitments can be postponed, with the applicable interest on the postponement being 0.25%-0.35%;
- There are no costs if the City applies, but does not use the facility; and
- Drawing on the facility will create a loan liability, impacting on the City's ability to raise future loans (however, if used for short-term cash flow management, this is not an issue of significance).

Required for access to the facility, is a cash flow prediction, based on a WATC template. The cash flow model, from the completed template, is included at Attachment A. To model the predicted cash flow, a number of assumptions are required regarding income levels, income timing, expenditure levels, and expenditure timing. The final model assumes 100% expenditure of budgets by the end of the financial year, with a 2.5% default on rates payments, and an average delay in income receipts of one month. Expenditure assumptions are based on normal expenditure patterns across the year. This is considered to be a conservative approach, as the City does not normally achieve 100% expenditure in a financial year. While a 2.5% rates recovery value is likely to be an underestimation, this is offset significantly by the expenditure predictions (the model allows sensitivity analysis on assumptions, but does not easily allow a measured adjustment to expenditure, so the underestimation of rates defaults is offset by the overestimation of expenditure). Based on these assumptions, the City will have a \$5m cash deficit at 30 June 2021. In the case that rates defaults were 5%, with 100% of budget expended, the cash deficit will be \$6m.

The adoption of the model with a \$5m cash deficit is considered to be a reasonable worst case, which is unlikely to be realised. Aside from 100% expenditure being unlikely, the normal cash and budget management processes will occur, including monthly reports to Council, and a mid-year budget review. Furthermore, budget and cash is being more closely monitored by Senior Management, with any concerns being raised with Council for direction

It is recommended that Council resolve to make application to access the short-term lending facility, and endorse the cash flow model.

LEGAL/POLICY IMPLICATIONS:

Section 6.2 of the *Local Government Act 1995* (LG Act) provides a power to borrow funds, obtain credit, or access other financial instruments, in order to perform the functions and exercise the powers under the LG Act or other written law. Ordinarily, outside of adopting a proposal to borrow funds as part of the annual budget, a Local Government is required to give public notice. However, regulation 20(3) of the *Local Government (Financial Management) Regulations 1996* removes this requirement in the case of a State of Emergency, where it is considered by the Local Government that access to borrowings is required to address the impacts or consequences of the hazard, and this is recorded in the minutes. In this case, the consequence of the hazard is an economic impact, and delay in State and Federal budget adoption, affecting cash flow.

FINANCIAL/BUDGET IMPLICATIONS:

The short-term lending facility provides access to cash on a short-term basis. The funds will not be used for new projects or services. If the facility is accessed, the cost of the cash will be 0.25%-0.35% on the cash borrowed, equating to \$17,500 for \$5m at 0.35% over 12 months. Relevantly, the borrowing rate is less than the return on invested cash, so is not considered to be a significant burden. Relevantly though, if the facility is used, it is required to be paid back by 30 June 2023.

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	Insolvency due to cash deficit
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Financial
Risk Assessment Context	Operational
Consequence	Major
Likelihood	Possible
Rating (before treatment)	High
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Apply for access to Short-term Lending Facility
Rating (after treatment)	Low

COUNCIL DECISION 196 MOVED CR M ROWSE

SECONDED CR P FEASEY

That Council:

- 1. Request the Chief Executive Officer apply to the Western Australia Treasury Corporation for access to the Short-term Lending Facility for the 2020/2021 financial year;
- 2. Endorse the cash flow model, as included at Attachment A;
- 3. Acknowledges that a State of Emergency is in place; and
- 4. Notes that, as a consequence of the hazard, to which the state of emergency declaration relates, there is a need to address cash flow risks resulting from economic impacts and State and Federal budget delays.

CARRIED

Council amended the Officer recommendation to clarify that the "hazard" at point 4 is related to the current state of emergency.

ATTACHMENT A

Cash Balance Summary															
	Total	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Opening Balance	_	2,000,000	0	0	1,722,969	6,597,252	6,018,897	1,520,625	0	0	5,317,768	3,231,205	2,651,075	0	(
Change in Cash	(2,000,000)	-2,000,000	0	1,722,969	4,874,283	-578,354	-4,498,273	-1,520,625	0	5,317,768	-2,086,563	-580,131	-2,651,075	0	
Closing Cash Balance - Unrestricted	27,059,791	0	0	1,722,969	6,597,252	6,018,897	1,520,625	0	0	5,317,768	3,231,205	2,651,075	0	0	(
Closing Cash Balance - Total		0	0	1,722,969	6,597,252	6,018,897	1,520,625	0	0	5,317,768	3,231,205	2,651,075	0	0	(
Cash Balance by CF Type															
	Total	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Opening Cash Balance	_	2,000,000	0	0	1,722,969	6,597,252	6,018,897	1,520,625	0	0	5,317,768	3,231,205	2,651,075	0	(
Change in Cash - Operating	(1,014,554)	-2,910,798	-1,835,185	2,459,089	5,008,951	-310,428	-2,091,271	-1,242,201	-1,263,100	5,842,525	-1,682,574	-329,480	-2,660,082	0	(
Change in Cash - Investing	(3,284,010)	192,977	40,413	-666,110	-133,604	-237,484	-1,144,904	-286,195	-353,274	-454,023	-402,292	-219,484	379,969	0	
Change in Cash - Financing	2,298,565	717,821	1,794,773	-70,010	-1,065	-30,443	-1,262,098	7,771	1,616,374	-70,733	-1,697	-31,167	-370,962	0	
Closing Cash Balance - Total		0	0	1,722,969	6,597,252	6,018,897	1,520,625	0	0	5,317,768	3,231,205	2,651,075	0	0	(
Short Term Loan Facility Summary															
	Total	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
Opening STLF Balance		0	717,821	2,512,898	2,512,898	2,512,898	2,512,898	2,512,898	2,521,734	4,139,073	4,139,073	4,139,073	4,139,073	0	
Drawdown/(Repayment)	5,030,841	717,821	1,795,077	0	0	0	0	8,836	1,617,339	0	0	0	891,768	0	
Closing STLF Balance		717,821	2,512,898	2,512,898	2,512,898	2,512,898	2,512,898	2,521,734	4,139,073	4,139,073	4,139,073	4,139,073	5,030,841	0	(

18.6 Adoption of 2020/2021 Annual Budget

DECLARATION OF INTEREST:

There were no declarations of interest declared.

SUMMARY:

To consider and adopt the proposed budget for Municipal, Trust and Reserve Funds for the 2020/2021 financial year, together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of Elected Members fees for the year, and other consequential matters arising from the budget papers.

The 2020/2021 draft budget (Budget) has been prepared taking into consideration the impact of COVID-19 and in the context of the City's Long Term Financial Plan (LTFP), detailed business cases, organisational service reviews and budget workshops. The presented budget for 2020/2021 is a balanced budget.

This Budget document has been prepared in accordance with the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

OFFICER RECOMMENDATION:

That Council:

- Adopt the 2020/2021 Budget, including the Statement of Comprehensive Income by Nature and Type, Statement of Comprehensive Income by Program, Statement of Cash Flows, Rate Setting Statement, supporting notes to and forming part of the Statutory Budget, Capital Expenditure Budget by project and Transfers to/from Reserve Funds for the year ending 30 June 2021, as detailed in Attachment A.
- 2. Adopt differential rates, based on zoning of the land and the purpose for which the land is held or used, with the imposition of the following rates in the dollar and minimum payments for the 2020/2021 financial year:

Rating Category	Minimum Payment (\$)	Rate in the Dollar (\$)
GRV Rating Categories		
Improved Residential	1,062	0.09665
Improved Special Residential	1,062	0.08801
Improved Commercial and Industrial	1,382	0.09641
Vacant Residential	1,062	0.17346
Vacant Non Residential	1,062	0.13116
UV Rating Categories		
General Industry	1,382	0.01803
Mining and Industrial	1,382	0.00868
Rural	1,062	0.00520

- 3. Pursuant to the provisions of the *Waste Avoidance and Resource Recovery Act* 2007 Part 6, Division 3, section 67:
 - a) Levy a charge of \$297 in respect of the removal of the contents of two refuse bins from rateable property, one being weekly collection of 240L bin for general waste, and the other fortnightly collection of 240L or 360L bin for recyclable material, ending 30 June 2021; and
 - b) Levy a charge of \$297 in respect of the removal of the contents of one 240L refuse bin each week for general waste and one 240L or 360L refuse bin fortnightly for recyclable material from non-rateable property during the year ending 30 June 2021.

4. Instalments

Endorse the due dates for payment of instalment options as:

- a) one (1) instalment option Friday 21 August 2020;
- b) two (2) instalment option first instalment Friday 21 August 2020 and second instalment Thursday 31 December 2020;
- c) four (4) instalment option first instalment Friday 21 August 2020, second instalment Friday 23 October 2020, third instalment Thursday 31 December 2020, and fourth instalment Tuesday 2 March 2021;
- d) twenty (20) fortnightly instalments (for direct debits only) commencing on Friday 21 August 2020; and
- e) forty (40) weekly instalments (for direct debits only) commencing on Friday 21 August 2020.

5. Administration Charge

Impose a fixed administration charge of \$50.00, where an alternative payment arrangement becomes necessary, other than in the case that the alternative payment arrangement is determined in accordance with the Council's Hardship Policy.

6. Interest

Pursuant to section 6.45(4) (e) of the *Local Government Act 1995*, impose interest of three percent (3%), as provided in regulation 68 of the *Local Government* (*Financial Management*) *Regulations 1996*, on all accounts where the owner elects to pay rates and charges by instalments, other than rates and charges attributable to a property owned by an entitled pensioner/senior under the *Rates and Charges* (*Rebates and Deferments*) *Act 1992*.

7. Penalty Interest

Pursuant to section 6.51(1) of the *Local Government Act 1995*, impose an interest rate of eight percent (8%), as provided in regulation 70 of the *Local Government (Financial Management) Regulations 1996*, and costs of proceedings to recover such charges, on all rates and charges that remain unpaid after becoming due and payable; either unpaid due to no election being made to pay the rates by instalments; or, where an election has been made to pay rates and charges by instalments, and an instalment remains unpaid after it is due and payable [other than rates and charges attributable to a property owned by an entitled pensioner/seniors under the *Rates and Charges (Rebates and Deferments) Act 1992*].

8. Sundry Debtor Interest

Pursuant to section 6.13 of the *Local Government Act 1995*, impose an interest rate of eight percent (8%), as provided in regulation 19A of the *Local Government* (*Financial Management*) *Regulations 1996*, on all money owed to the local government (other than rates and service charges) that is outstanding for more than 35 days after the date of issue of invoice.

9. Swimming Pool Inspection Fees

Impose a fee of \$46 per annum, to cover the actual costs of mandatory swimming pool inspections, which occur every four years.

10. Elected Members' Fees and Allowances

Note the review of Councillor fees and allowances, by the Western Australian Salaries and Allowances Tribunal, and adopt the following:

- a) Set the annual attendance fee at \$31,678 for 2020/2021, to be paid monthly in arrears to Councillors, or at such intervals as determined by individual Councillors, pursuant to section 5.99 of the Local Government Act 1995 and regulation 30 of the Local Government (Administration) Regulations 1996;
- b) Set the annual attendance fee at \$47,516 for 2020/2021, to be paid monthly in arrears to the Mayor, pursuant to section 5.99 of the *Local Government Act* 1995 and regulation 30 of the *Local Government (Administration) Regulations* 1996;
- c) Set the annual Mayoral Allowance at \$89,753 for 2020/2021, to be paid monthly in arrears, pursuant to section 5.98(5) of the *Local Government Act* 1995 and the Western Australia Salaries and Allowances Tribunal Determination pursuant to *Western Australia Salaries and Allowances Act* 1975 section 7A and 7B;
- d) Set the annual Deputy Mayoral Allowance at \$22,438 for 2020/2021, to be paid monthly in arrears, pursuant to section 5.98A of the *Local Government Act 1995* and the Western Australia Salaries and Allowances Tribunal Determination pursuant to *Western Australia Salaries and Allowances Act 1975* section 7A and 7B; and

e) Set an annual Information and Communications Technology Allowance of \$3,500 for 2020/2021, to be paid monthly in arrears, pursuant to section 5.99A of the Local Government Act 1995 and the Western Australia Salaries and Allowances Tribunal Determination pursuant to Western Australia Salaries and Allowances Act 1975 section 7A and 7B.

11. Fees and Charges

Pursuant to section 6.16 of the *Local Government Act 1995*, adopts the fees and charges set out in Attachment B.

12. <u>Material Variance for 2020/2021 Financial Year</u> Adopts the following:

- a) In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* adopts the level to be used in the monthly statements of financial activity in 2020/2021 for reporting material variances to be the greater of:
 - i) 5%; or
 - ii) \$50,000;

applicable to each revenue and expenditure item within the Nature and Type classification and capital income and expenditure.

b) Approve the Budget Variation Report to Council process map that explains when a budget variation will be required to be approved by Council as detailed in Attachment C.

13. <u>Budget Variation – Carried Forward Projects Transfer to Reserves</u> Adopt a variation to the 2019/2020 budget to reflect the below carried forward projects and required transfer of funds to the Restricted Grants and Contributions Reserve, totalling \$538,961:

Project/Program	Operating/ Capital	Amount (\$)
Coast Care Projects	Operating	32,518
Mandogalup VBFB Station Upgrade - Local Projects Local Jobs Grant	Capital	25,000
Library Self Check Touchscreen Computer	Capital	7,000
Gilmore Avenue Pedestrian Crossing	Capital	34,740
Kwinana Loop Trail Upgrade	Capital	10,000
Thomas Oval Lighting Upgrade	Capital	263,361
Library Self Return Shelves	Capital	12,355
Traffic Management – Traffic Equipment	Capital	26,530
Wellard Road Duplication Project	Capital	65,647
Website Project	Capital	61,810
Total Restricted Grants and Contributions Transfer to Reserve		(538,961)

14. Reserves

Adopts the following:

- a) Interest of the Refuse Reserve and the Employee Leave Reserve, earned during the 2020/2021 financial year, be transferred to the Asset Management Reserve; and
- b) Refuse Reserve cash balance be made available as a no interest loan to municipal funds, to cover any short term cash deficit as a result of rates, grants or other incomes not being received in a timely manner during the 2020/2021 financial year, with any monies utilised being reimbursed to the Refuse Reserve, in full, by 30 June 2021.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

DISCUSSION:

The 2020/2021 budget was prepared under unique circumstances. As the COVID-19 Pandemic unfolded, the Minster for Local Government issued a number of Orders, a number of changes were made to Local Government Regulations, and the Government made a number of requests to Local Government. Notably, Local Government was asked to freeze rates, fees and charges. Despite this request, the Government is actively encouraging increased infrastructure investment, encouraging drawdown on reserves and the taking up of loans to fund increased expenditure. In addition, Local Government is being asked to preserve employment, and to manage local social and economic recoveries. In this context, the 2020/2021 draft budget has departed from the previously adopted Long Term Financial Plan (LTFP).

In response to the effects of the COVID-19 Pandemic, and the request of the State Government, at the Ordinary Council Meeting of 22 April 2020, among other things, Council resolved to advertise differential rates on the basis of a 0% change in the rates yield from the 2019/2020 financial year. In the same resolution, Council resolved to endeavour to also freeze fees and charges. This direction from Council has had a significant effect on the revenue expectations that underpin the Long Term Financial Plan. Further revisions have been made to income expectations, resulting from changes to interest charges for unpaid rates, and instalment plans, administrative charges related to instalment plans, and changes to fees and charges intended to assist with economic recovery (e.g. food business registration fees). At the same time, income expectations from Council services, such as the Recquatic facility, have required revision, due to the likelihood of reduced utilisation. As a result of these impacts on revenue, in order to deliver a balanced budget, it has been necessary to revise a number of services, and projects and initiatives, planned within the LTFP.

In order to produce a balanced budget, planned expenditure has been reduced through, though identification of efficiencies, reducing services and the delaying of planned capital and operational initiatives. Some significant variations to the LTFP and normal services are:

- Delaying the recruitment of vacant positions;
- No annual increase in salaries or wages for 2020/2021;
- Utilisation of stimulus funding for renewal of City assets;
- Reduced events program for 2020/2021;
- Revised coverage hours of the City Assist Team;
- Reduced programming across Community Centres and Community Engagement; and
- Reduced operating hours of the Library.

The City is estimated to generate \$39.9 million in rate income in the 2020/2021 financial year. The rate income generated by the City for this budget comprises 66.16% of total revenue sources. In addition to rates revenue, funding is sourced from grants and contributions for operating purposes (10.72%), fees and charges (19.74%), interest earnings (2.02%) and other revenue, such as reimbursements (1.36%).

The LTFP had factored in a 2.5% increase of rates so that the impact of freezing of rates revenue collected was a \$1.68m reduction in expected income. Other reductions of income have also been forecast due to the freeze on fees and charges (\$518k) and a reduction of expected interest to be received (\$793k). The interest deficit is due to a reduction of the instalment interest rate to help ease the burden of ratepayers (\$150k), the statutory reduction of penalty interest to 8% (\$200k) and reduced investment interest (\$436k) due to low interest rates and a reduction in funds being invested due to a decrease in expected cash received, as a result of the economic pressures of COVID-19 on the community.

The City will continue to implement economic development initiatives and support youth, home based businesses and local commercial businesses. The City will support and promote the benefits of businesses in the Kwinana community by supporting and hosting networking functions and sponsoring the Rockingham Kwinana Chamber of Commerce (RKCC) Small Business Awards.

Total capital expenditure for 2020/2021 will be \$19.12 million, with \$2.9 million being funded from non-operating grants and contributions. The balance of the funding for the capital works program is from sale of assets, reserve funds, developer contributions, municipal funds and loan borrowings.

2019/2020 Forecast Carried Forward Surplus and Carried forward Projects

With the pandemic impacting the City after the mid-year budget review was adopted in February, it was deemed necessary to reforecast the remainder of the year, taking into account the change in circumstances. The outcome of this second budget review calculated a forecast surplus of \$1,844,771. This was allocated as per the table below

Outcome	Comment	Amount (\$)
Transfer to Community Services &	Surplus funds put aside for use in	250,000
Emergency Relief Reserve	20/21 for COVID recovery projects	
Transfer to Restricted Grants &	Surplus funds quarantined in	1,094,771
Contributions Reserve	Reserve to mitigate the risks of	
	reduced cash flow, reduced income	
	from fees & charges	
Budgeted Surplus at 30 June 2020	Budgeting a surplus for opening 1	500,000
	July 2020 as per the LTFP forecast	

The estimated surplus carried forward from the 2019/2020 financial year includes the early payment of Financial Assistance Grants of \$860,000. Combined with the latest budget review figures, the City's expected carry forward surplus amount to \$1,360,000. The early payment of the Financial Assistance Grant, is offset by a reduced payment of the grant in the 2020/20201 financial year (i.e. it is an early payment, resulting in an increase surplus in the 2019/2020 financial year, and a reduced income in the 2020/2021 financial year).

As part of the review to forecast the 2019/2020 estimated carried forward surplus, the following projects have been identified as being unable to be completed prior to the 30 June 2020, and it is proposed that a budget variation is approved by Council to transfer the unspent funds into the Restricted Grants and Contributions Reserve, to enable the expenditure to be finalised as part of the 2020/2021 Budget:

Project / Program	Operating / Capital	Amount (\$)
Coast Care Projects	Operating	32,518
Mandogalup VBFB Station Upgrade - Local Projects Local Jobs Grant	Capital	25,000
Library Self Check Touchscreen Computer	Capital	7,000
Gilmore Avenue Pedestrian Crossing	Capital	34,740
Kwinana Loop Trail Upgrade	Capital	10,000
Thomas Oval Lighting Upgrade	Capital	263,361
Library Self Return Shelves	Capital	12,355
Traffic Management – Traffic Equipment	Capital	26,530
Wellard Road Duplication Project	Capital	65,647
Website Project	Capital	61,810
Total Restricted Grants and Contributions Transfer to Reserve		(538,961)

Major Projects, Services and Programs

The major projects, services and programs that have been included in the 2020/2021 Budget include:

Projects/Initiatives	Description	Budget Allocation (\$)
Road Renewal and Upgrades	Including Pace Road, Orton Road, Ocean Street, Leath Road and Wellard Road duplication project	2.47m
Volunteer Bush Fire Brigade building upgrades	Kwinana South and Mandogalup Fire Stations to be upgraded. The project is fully funded by grants received by DFES and the State Government	759k
Honeywood Oval Pavilion	Construction of a pavilion at the Honeywood Primary School Oval. 99% funded by the Developer Contribution Scheme	3.72m
Corporate Business System	Implementation of a new Corporate Business System to enable efficiencies, better analytics and improved user interface for external customers	1.52m
Street Tree Program	Tree planting in Bertram and the Kwinana Industrial Area	188k
Parks for People Program	Continuation of upgrades to the City's parks	160k
Place Management	Implementation of place management initiatives	1.194m
Community Centres	Providing programs, events, crèche and facility hire.	2.37m
Safety and Security	Including expansion of CCTV coverage, community education initiatives, illegal dumping control, compliance operations and City Assist service	2.22m

Youth Centre	Management and facilitation of The Zone and associated activities including the Community Liaison service.	2.27m
Local Business Grants and Programs	Initiatives to support and help local business grow including the Local Commercial and Activity Centre Grant and COVID recovery activities.	708k

Proposed Rates

Council resolved, at the Special Council Meeting held on 8 June 2020, that the budget preparations proceed on the basis of a 0% increase in the rate yield to all rating categories. Rate harmonisation has been put on hold for the 2020/2021 financial year.

Officers have received the revaluation roll for all properties within the City, which prevents the freezing of rates payable for individual ratepayers. Consequently, some ratepayers will see an increase in rates payable from the prior year, and others will have a decrease. To help offset those negatively impacted, and following Council's guidance, Officers have prepared the budget on the basis of waiving the administration fee on instalment payment plans, and reducing the interest rate on instalment plan options from 5.5% down to 3%. Penalty interest rates have also been reduced to 8% from 11%, as directed by changes to the *Local Government Act 1995*.

The City offers a choice of options to pay rates, including a direct debit system that can be utilised to pay rates, waste disposal fees and the State Government's Emergency Services Levy, in weekly (40 payments) or fortnightly (20 payments) repayment options.

The City has also developed a Hardship Policy accessible to all ratepayers to ensure that those in financial stress or position of vulnerability have the City's support.

The minimum payment has not changed since last year. In accordance with section 6.35(3) of the *Local Government Act 1995*, the local government is to ensure that not more than 50% of the total of separately rated properties in the district or 50% of the number of properties in each category are on the minimum rate. The 2020/2021 Vacant Residential differential rate category has more than 50% of vacant properties on the minimum payment, requiring Ministerial approval, which has been provided.

In accordance with section 6.33(3) of the *Local Government Act 1995* the local government is not to, without the approval of the Minister, impose a differential general rate, which is more than twice the lowest differential general rate imposed by it. The 2020/2021 UV General Industry differential rate category is more than twice the lowest UV differential rate, being Rural, also requiring Ministerial approval, which has been provided.

The following rating categories, rates in the dollar and minimum payments for 2020/2021 are recommended for adoption:

Rating Category	Minimum Payment (\$)	Rate in the Dollar (\$)
GRV Rating Categories		
Improved Residential	1,062	0.09665
Improved Special Residential	1,062	0.08801
Improved Commercial and Industrial	1,382	0.09641
Vacant Residential	1,062	0.17346
Vacant Non Residential	1,062	0.13116
	,	

UV Rating Categories		
General Industry	1,382	0.01803
Mining and Industrial	1,382	0.00868
Rural	1,062	0.00520

Refuse Collection

Respecting the freeze requested on fees and charges, the rubbish collection charge has not increased this year, remaining at \$297 per household for a standard service, being the removal of the contents of two refuse bins, one being weekly collection of 240L bin for general waste, and the other fortnightly collection of 240L or 360L bin for recyclable material. The rubbish charge of \$297 per annum is levied to all ratepayers who receive a waste service and covers the cost of providing domestic refuse, refuse verge collection and recycling program services within the City.

However, the cost to provide this service has increased. The shortfall in providing the service will be transferred from the Refuse Reserve with the intent that next financial year it would be reviewed by Council as part of the Annual Plan and Budget to determine how the full cost of the rubbish collection charge will be transitioned to.

Swimming Pool Inspection Fee

The mandatory swimming pool inspection fee will remain at \$46 per year in the 2020/2021 financial year. The City has reviewed the cost of the swimming pool inspection fee and on average it costs the City \$184 per inspection. A swimming pool is inspected once every four years.

Budget Variation Report to Council Process Map

City Officers have prepared a process map that details when budget variations are required to be presented to Council (detailed in Attachment C). This will assist City Officers when determining when Council are required to approve any budget variations that arise during the 2020/2021 financial year. It is proposed that there are two circumstances where a Council resolution is not required:

- 1. a) The item is classed as operating and is being proposed to be transferred to another operating account; and
 - b) The item is not within the same program and nature and type account; and
 - c) Is less than 5% or \$50,000 (whichever is the greater of) of the program and nature and type account.
- 2 a) The item is classed as operating and is being proposed to be transferred to another operating account; and
 - b) The item is within the same program and nature and type account.

This is in accordance with the Officer Recommendation included in this report, where City Officers are recommending a reporting material variance of 5% or \$50,000, whichever is the greater, that will be used in the monthly financial statements of financial activity. Any budget variations where a Council resolution is not required will still be included in the budget variations note that is included in the monthly financial statements of financial activity for transparency and balancing purposes.

Reserve Transfers

The future impact of the COVID-19 pandemic on the community is still unknown. The City is proposing to mitigate some of the risk of ratepayers being unable to pay rates, impacting cash flow and total cash received, by accessing the Refuse Reserve funds to cover any cash flow shortage during the year, with the intent of monies being repaid before 30 June 2021. To this end, \$3m has been budgeted to transfer out of Reserve and subsequently be repaid from Municipal funds at the end of the year.

As per the previous year, it is proposed that the interest of the Refuse Reserve and the Employee Leave Reserve earned during the 2020/2021 financial year will be transferred to the Asset Management Reserve.

LEGAL/POLICY IMPLICATIONS:

This Budget has been prepared in accordance with the Local Government Act 1995, the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards.

Section 6.2 of the *Local Government Act 1995* requires Council to prepare an annual budget.

FINANCIAL/BUDGET IMPLICATIONS:

All financial implications have been included in the budget report as detailed in Attachment A.

ASSET MANAGEMENT IMPLICATIONS:

The allocation of funds towards the upgrading, renewal and maintenance of existing City assets in the budget is in line with the LTFP.

ENVIRONMENTAL IMPLICATIONS:

Broad environmental implications are identified as a result of this Budget. No specific environmental implications exist as a result of this recommendation that have not otherwise been identified.

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:

Community Engagement for the intention to levy differential rates was carried out in accordance with the *Local Government Act 1995* requirements which included public notice in The West Australian on 9 May 2020 and, additionally, local public notice in the Sound Telegraph on the 13 May 2020. The notice was also available for perusal by appointment at the City Administration Building, due to the COVID-19 restrictions.

The following additional engagement also took place:

- Information was made available on the City's Website outlining the intention to raise differential rates and minimum payments and details on how to make a submission.
- Landowners within the General Industry (UV) rate category were also written to regarding the proposed differential rate for their properties.

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

PUBLIC HEALTH IMPLICATIONS:

Broad public health implications are identified as a result of this Budget. No specific environmental implications exist as a result of this recommendation that have not otherwise been identified.

RISK IMPLICATIONS:

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

Risk Event	The City does not adopt the Statutory Budget within the statutory timeframes impacting the City's ability to maintain its current services and its cash flow for the 2020/2021 financial year.
Risk Theme	Errors omissions delays
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk	City Officers conduct workshops and budget papers to
treatment required/in	allow Elected Members to make an informed decision
place	promptly to ensure programs can commence as close to the start of the new financial year as possible.
Rating (after treatment)	Low

COUNCIL DECISION

197

MOVED CR P FEASEY

SECONDED CR W COOPER

That Council:

- 1. Adopt the 2020/2021 Budget, including the Statement of Comprehensive Income by Nature and Type, Statement of Comprehensive Income by Program, Statement of Cash Flows, Rate Setting Statement, supporting notes to and forming part of the Statutory Budget, Capital Expenditure Budget by project and Transfers to/from Reserve Funds for the year ending 30 June 2021, as detailed in Attachment A.
- 2. Adopt differential rates, based on zoning of the land and the purpose for which the land is held or used, with the imposition of the following rates in the dollar and minimum payments for the 2020/2021 financial year:

Rating Category	Minimum	Rate in the
realing bategory	Payment (\$)	Dollar (\$)
GRV Rating Categories		
Improved Residential	1,062	0.09665
Improved Special Residential	1,062	0.08801
Improved Commercial and Industrial	1,382	0.09641
Vacant Residential	1,062	0.17346
Vacant Non Residential	1,062	0.13116
UV Rating Categories		
General Industry	1,382	0.01803
Mining and Industrial	1,382	0.00868
Rural	1,062	0.00520

- 3. Pursuant to the provisions of the *Waste Avoidance and Resource Recovery Act 2007* Part 6, Division 3, section 67:
 - a) Levy a charge of \$297 in respect of the removal of the contents of two refuse bins from rateable property, one being weekly collection of 240L bin for general waste, and the other fortnightly collection of 240L or 360L bin for recyclable material, ending 30 June 2021; and
 - b) Levy a charge of \$297 in respect of the removal of the contents of one 240L refuse bin each week for general waste and one 240L or 360L refuse bin fortnightly for recyclable material from non-rateable property during the year ending 30 June 2021.

4. Instalments

Endorse the due dates for payment of instalment options as:

- a) one (1) instalment option Friday 21 August 2020;
- b) two (2) instalment option first instalment Friday 21 August 2020 and second instalment Thursday 31 December 2020;

- c) four (4) instalment option first instalment Friday 21 August 2020, second instalment Friday 23 October 2020, third instalment Thursday 31 December 2020, and fourth instalment Tuesday 2 March 2021;
- d) twenty (20) fortnightly instalments (for direct debits only) commencing on Friday 21 August 2020; and
- e) forty (40) weekly instalments (for direct debits only) commencing on Friday 21 August 2020.

5. Administration Charge

Impose a fixed administration charge of \$50.00, where an alternative payment arrangement becomes necessary, other than in the case that the alternative payment arrangement is determined in accordance with the Council's Hardship Policy.

6. Interest

Pursuant to section 6.45(4) (e) of the *Local Government Act 1995*, impose interest of three percent (3%), as provided in regulation 68 of the *Local Government (Financial Management) Regulations 1996*, on all accounts where the owner elects to pay rates and charges by instalments, other than rates and charges attributable to a property owned by an entitled pensioner/senior under the *Rates and Charges (Rebates and Deferments) Act 1992*.

7. Penalty Interest

Pursuant to section 6.51(1) of the Local Government Act 1995, impose an interest rate of eight percent (8%), as provided in regulation 70 of the Local Government (Financial Management) Regulations 1996, and costs of proceedings to recover such charges, on all rates and charges that remain unpaid after becoming due and payable; either unpaid due to no election being made to pay the rates by instalments; or, where an election has been made to pay rates and charges by instalments, and an instalment remains unpaid after it is due and payable [other than rates and charges attributable to a property owned by an entitled pensioner/seniors under the Rates and Charges (Rebates and Deferments) Act 1992].

8. Sundry Debtor Interest

Pursuant to section 6.13 of the Local Government Act 1995, impose an interest rate of eight percent (8%), as provided in regulation 19A of the Local Government (Financial Management) Regulations 1996, on all money owed to the local government (other than rates and service charges) that is outstanding for more than 35 days after the date of issue of invoice.

9. <u>Swimming Pool Inspection Fees</u>

Impose a fee of \$46 per annum, to cover the actual costs of mandatory swimming pool inspections, which occur every four years.

10. <u>Elected Members' Fees and Allowances</u>

Note there will be NIL increase of Councillor fees and allowances, following a review by the Western Australian Salaries and Allowances Tribunal, and adopt the following:

- a) Set the annual attendance fee at \$31,678 for 2020/2021, to be paid monthly in arrears to Councillors, or at such intervals as determined by individual Councillors, pursuant to section 5.99 of the Local Government Act 1995 and regulation 30 of the Local Government (Administration) Regulations 1996;
- b) Set the annual attendance fee at \$47,516 for 2020/2021, to be paid monthly in arrears to the Mayor, pursuant to section 5.99 of the Local Government Act 1995 and regulation 30 of the Local Government (Administration) Regulations 1996;
- c) Set the annual Mayoral Allowance at \$89,753 for 2020/2021, to be paid monthly in arrears, pursuant to section 5.98(5) of the *Local Government Act 1995* and the Western Australia Salaries and Allowances Tribunal Determination pursuant to *Western Australia Salaries and Allowances Act 1975* section 7A and 7B;
- d) Set the annual Deputy Mayoral Allowance at \$22,438 for 2020/2021, to be paid monthly in arrears, pursuant to section 5.98A of the *Local Government Act 1995* and the Western Australia Salaries and Allowances Tribunal Determination pursuant to *Western Australia Salaries and Allowances Act 1975* section 7A and 7B; and
- e) Set an annual Information and Communications Technology Allowance of \$3,500 for 2020/2021, to be paid monthly in arrears, pursuant to section 5.99A of the *Local Government Act 1995* and the Western Australia Salaries and Allowances Tribunal Determination pursuant to Western Australia Salaries and Allowances Act 1975 section 7A and 7B.

11. Fees and Charges

Pursuant to section 6.16 of the *Local Government Act* 1995, adopts the fees and charges set out in Attachment B.

12. <u>Material Variance for 2020/2021 Financial Year</u> Adopts the following:

- a) In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* adopts the level to be used in the monthly statements of financial activity in 2020/2021 for reporting material variances to be the greater of:
 - iii) 5%; or
 - iv) \$50,000;

applicable to each revenue and expenditure item within the Nature and Type classification and capital income and expenditure.

b) Approve the Budget Variation Report to Council process map that explains when a budget variation will be required to be approved by Council as detailed in Attachment C.

13. <u>Budget Variation – Carried Forward Projects Transfer to Reserves</u> Adopt a variation to the 2019/2020 budget to reflect the below carried forward projects and required transfer of funds to the Restricted Grants and Contributions Reserve, totalling \$538,961:

Drainat/Dragram	Operating/	Amount (\$)
Project/Program	Capital	Amount (\$)
Coast Care Projects	Operating	32,518
Mandogalup VBFB Station Upgrade - Local Projects Local Jobs Grant	Capital	25,000
Library Self Check Touchscreen Computer	Capital	7,000
Gilmore Avenue Pedestrian Crossing	Capital	34,740
Kwinana Loop Trail Upgrade	Capital	10,000
Thomas Oval Lighting Upgrade	Capital	263,361
Library Self Return Shelves	Capital	12,355
Traffic Management – Traffic Equipment	Capital	26,530
Wellard Road Duplication Project	Capital	65,647
Website Project	Capital	61,810
Total Restricted Grants and Contributions Transfer to Reserve	-	(538,961)

14. Reserves

Adopts the following:

- a) Interest of the Refuse Reserve and the Employee Leave Reserve, earned during the 2020/2021 financial year, be transferred to the Asset Management Reserve; and
- b) Refuse Reserve cash balance be made available as a no interest loan to municipal funds, to cover any short term cash deficit as a result of rates, grants or other incomes not being received in a timely manner during the 2020/2021 financial year, with any monies utilised being reimbursed to the Refuse Reserve, in full, by 30 June 2021.

CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL 7/0

Council amended the Officer recommendation to clarify that the Counicllor fees and allowances would not increase in the 2020-21 financial year from the 2019-20 financial year.



Adopted Budget 2020/21



CITY OF KWINANA

BUDGET

FOR THE YEAR ENDED 30 JUNE 2021

LOCAL GOVERNMENT ACT 1995

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CITY'S VISION

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

CITY OF KWINANA STATEMENT OF COMPREHENSIVE INCOME BY NATURE OR TYPE FOR THE YEAR ENDED 30 JUNE 2021

		2020/21	2019/20	2019/20
	NOTE	Budget	Actual	Budget
		\$	\$	\$
Revenue				
Rates	1(a)	39,933,543	39,652,000	39,802,378
Operating grants, subsidies and				
contributions	10(a)	6,617,653	7,263,193	8,971,318
Fees and charges	9	11,913,171	11,508,708	12,254,403
Interest earnings	12(a)	1,220,577	1,815,409	2,088,408
Other revenue	12(b)	709,222	1,399,834	685,839
		60,394,166	61,639,144	63,802,346
Expenses				
Employee costs		(28,033,854)	(26,718,953)	(29,800,091)
Materials and contracts		(27,604,630)	(25,860,742)	(29,036,680)
Utility charges		(2,557,908)	(2,436,793)	(2,377,800)
Depreciation on non-current assets	5	(14,691,676)	(14,361,222)	(14,269,092)
Interest expenses	12(d)	(987,579)	(1,059,529)	(1,054,610)
Insurance expenses		(583,736)	(574,494)	(575,863)
Other expenditure		(446,888)	(2,278,998)	(122,229)
		(74,906,271)	(73,290,731)	(77,236,365)
Subtotal		(14,512,105)	(11,651,587)	(13,434,019)
Non-operating grants, subsidies and				
contributions	10(b)	13,434,461	5,068,524	10,936,569
Profit on asset disposals	4(b)	124,510	120,630	42,863
Loss on asset disposals	4(b)	(83,085)	(130,113)	(101,926)
		13,475,886	5,059,041	10,877,506
Net result		(1,036,219)	(6,592,546)	(2,556,513)
Other comprehensive income			_	_
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		(1,036,219)	(6,592,546)	(2,556,513)

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

CITY OF KWINANA FOR THE YEAR ENDED 30 JUNE 2021

BASIS OF PREPARATION

The budget has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations. The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this budget. This is not in accordance with the requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 13 to the budget.

2019/20 ACTUAL BALANCES

Balances shown in this budget as 2019/20 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

CHANGE IN ACCOUNTING POLICIES

On the 1 July 2020 the following new accounting policies are to be adopted and may impact the preparation of the budget:

AASB 1059 Service Concession Arrangements: Grantors

AASB 2018-7 Amendments to Australian Accounting Standards - Materiality

AASB 1059 is not expected to impact the annual budget. Specific impacts of AASB 2018-7 have not been identified

KEY TERMS AND DEFINITIONS - NATURE OR TYPE

REVENUES

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. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

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.

Excludes 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.

REVENUES (CONTINUED)

PROFIT ON ASSET DISPOSAL

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refer 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 non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

FEES AND CHARGES

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

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, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

EXPENSES

EMPLOYEE COSTS

All costs associated 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, memberships, periodicals, publications, hire expenses, rentals, leases, postage and freight etc.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Excludes 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

Loss on the disposal of fixed assets includes loss on disposal of long term investments.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation and amortisation 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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

CITY OF KWINANA STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM FOR THE YEAR ENDED 30 JUNE 2021

		2020/21	2019/20	2019/20
	NOTE	Budget	Actual	Budget
Revenue	1,9,10(a),12(a),12(b)	\$	\$	\$
Governance	1,0,10(a),12(a),12(b)	69,728	369,521	31,786
General purpose funding		42,182,728	43,561,725	43,734,955
Law, order, public safety		388,050	547,323	345,445
Health		117,705	143,332	166,229
Education and welfare		7,115,493	6,445,491	8,408,713
Community amenities		5,884,872	5,978,693	6,074,580
Recreation and culture		2,547,762	2,425,008	2,980,825
Transport		330,000	356,982	324,478
Economic services		1,308,015	1,193,628	1,260,737
Other property and services		449,813	617,441	474,598
,		60,394,166	61,639,144	63,802,346
Expenses excluding finance costs	4(a),5,12(c),(e),(f),(g)			
Governance		(4,117,231)	(4,823,570)	(4,750,355)
General purpose funding		(981,665)	(1,123,701)	(1,099,586)
Law, order, public safety		(3,257,074)	(3,158,544)	(3,318,431)
Health		(931,464)	(851,269)	(940,939)
Education and welfare		(11,124,719)	(10,324,485)	(12,652,758)
Community amenities		(10,967,514)	(11,838,254)	(10,410,075)
Recreation and culture		(21,263,137)	(20,691,377)	(22,117,455)
Transport		(15,406,121)	(13,904,877)	(14,935,910)
Economic services		(1,875,875)	(1,492,792)	(1,742,856)
Other property and services		(3,993,892)	(4,022,333)	(4,213,390)
		(73,918,692)	(72,231,202)	(76,181,755)
Finance costs	7,6(a),12(d)			
Governance		(52,164)	(49,612)	(45,130)
Education and welfare		(74,362)	(82,941)	(82,693)
Recreation and culture		(729,860)	(786,752)	(786,562)
Transport		(131,193)	(140,224)	(140,225)
		(987,579)	(1,059,529)	(1,054,610)
Subtotal		(14,512,105)	(11,651,587)	(13,434,019)
Non-analysis of the second	40/1	40.404.404	E 000 504	10 000 500
Non-operating grants, subsidies and contributions	10(b)	13,434,461	5,068,524	10,936,569
Profit on disposal of assets	4(b)	124,510	120,630	42,863
(Loss) on disposal of assets	4(b)	(83,085)	(130,113)	(101,926)
		13,475,886	5,059,041	10,877,506
Net result		(1,036,219)	(6,592,546)	(2,556,513)
Not result		(1,030,219)	(0,332,340)	(2,330,313)
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		(4.026.040)	(C EOO E4C)	(2 EEC E42)
Total comprehensive income		(1,036,219)	(6,592,546)	(2,556,513)

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

CITY OF KWINANA FOR THE YEAR ENDED 30 JUNE 2021

KEY TERMS AND DEFINITIONS - REPORTING PROGRAMS

In order to discharge its responsibilities to the community, Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Community Vision, and for each of its broad activities/programs.

OBJECTIVE

GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

HEALTH

To provide an operational framework for environmental and community health.

EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

COMMUNITY AMENITIES

To provide services required by the community.

RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

ECONOMIC SERVICES

To help promote the City and its economic wellbeing.

OTHER PROPERTY AND SERVICES

To monitor and control the City's overhead operating accounts.

ACTIVITIES

Members of Council & Governance (includes Audit & other costs associated with reporting to council). Administration, Financial and Information Technology Services are included.

Rates Income and Expenditure, Grants Commission and Pensioner Deferred Rates interest and interest on investments.

Supervision of various local laws, fire prevention and animal control.

Prevention and treatment of human illnesses, including inspection of premises/food control, immunisation and child health services.

Provision, management and support of services for families, children and the aged and disabled within the community; including pre-school playgroups, day and after school care, assistance to schools, and senior citizens support groups.

City planning and development, rubbish collection services, storm water drainage, the provision of public conveniences, bus shelters, roadside furniture and litter control.

Provision of facilities and support for organisations concerned with leisure time activities and sport, support for the performing and creative arts and the preservation of the national estate. This includes maintenance of halls, aquatic centre, recreation and community centres, parks, gardens, sports grounds and the operation of Libraries.

Construction, maintenance and cleaning of streets, roads, bridges, drainage works, footpaths, parking facilities, traffic signs and the City depot, including plant purchase and maintenance.

Tourism and area promotion, rural services and pest control and the implementation of building controls.

Private works, public works overheads, City plant operations, materials, salaries and wages. With the exception of private works, the above activities listed are mainly summaries of costs that are allocated to all works and services undertaken by the City.

CITY OF KWINANA STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2021

		2020/24	2040/20	2040/20
	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
-	NOTE	_		
CASH FLOWS FROM OPERATING ACTIVITIES		\$	\$	\$
Receipts				
Rates		41,633,543	40,717,056	41,502,378
Operating grants, subsidies and contributions		209,359	7,409,793	9,121,318
Fees and charges		11,913,171	11,508,708	12,254,403
Interest earnings		1,220,577	1,815,409	2,088,408
Other revenue		709,222	1,399,834	685,839
Other revenue		55,685,872	62,850,800	65,652,346
Payments		33,003,072	02,030,000	03,032,340
Employee costs		(28,033,854)	(26,718,953)	(29,800,091)
Materials and contracts		(27,504,630)	(26,293,626)	(29,536,680)
Utility charges		(2,557,908)	(2,436,793)	(2,377,800)
Interest expenses		(987,579)	(1,059,529)	(1,054,610)
Insurance expenses		(583,736)	(574,494)	(575,863)
Other expenditure		(446,888)	(2,278,998)	(122,229)
Cutor experience		(60,114,595)	(59,362,393)	(63,467,273)
Net cash provided by (used in)		(00,111,000)	(00,002,000)	(00, 101,210)
operating activities	3	(4,428,723)	3,488,407	2,185,073
speciality and a second		(', '==', '==')	2,122,121	_,,,,,,,,
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of intangibles	4(a)	(622,809)	(314,136)	0
Payments for purchase of property, plant & equipment	4(a)	(7,575,835)	(2,809,333)	(8,098,360)
Payments for construction of infrastructure	4(a)	(10,923,191)	(6,847,038)	(12,242,614)
Non-operating grants, subsidies and contributions		13,434,461	6,592,777	10,936,569
Proceeds from sale of plant and equipment	4(b)	473,350	664,230	334,500
Proceeds on financial assets at amortised cost - self	2()	47.000	40 700	40.700
supporting loans	6(a)	17,269	16,709	16,709
Net cash provided by (used in)		(5.400.755)	(0.000.704)	(0.050.400)
investing activities		(5,196,755)	(2,696,791)	(9,053,196)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	6(a)	(6,889,259)	(1,451,093)	(1,451,093)
Principal elements of lease payments	7	(229,206)	(105,657)	0
Proceeds on disposal of financial assets at amortised	•	(-,,	(,,	· ·
cost - term deposits		12,183,943	(10,103,023)	0
Proceeds from new borrowings	6(b)	5,000,000	0	2,268,000
Net cash provided by (used in)				
financing activities		10,065,478	(11,659,773)	816,907
Net increase (decrease) in cash held		440,000	(10,868,157)	(6,051,216)
Cash at beginning of year		1,020,000	11,888,157	54,690,424
Cash and cash equivalents				
at the end of the year	3	1,460,000	1,020,000	48,639,208

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

CITY OF KWINANA RATE SETTING STATEMENT FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
OPERATING ACTIVITIES		4 000 000	0.470.047	4 = 2 4 2 4 2
Net current assets at start of financial year - surplus/(deficit)		1,360,000	2,478,347	1,504,912
Barrers from a continue of the		1,360,000	2,478,347	1,504,912
Revenue from operating activities (excluding rates)		78,904	395,656	37,438
Governance		2,249,185	3,909,725	3,932,577
General purpose funding		401,662	563,114	357,487
Law, order, public safety Health		117,705	147,316	166,229
Education and welfare		7,119,907	6,445,491	8,408,713
Community amenities		5,899,455	6,001,224	6,081,141
Recreation and culture		2,547,762	2,427,797	2,983,041
Transport		330,000	356,982	324,478
Economic services		1,312,816	1,196,036	1,261,187
Other property and services		527,737	664,433	490,540
Other property and services		20,585,133	22,107,774	24,042,831
Expenditure from operating activities		20,000,100	, ,	21,012,001
Governance		(4,174,355)	(4,873,182)	(4,795,486)
General purpose funding		(981,665)	(1,123,701)	(1,099,585)
Law, order, public safety		(3,259,022)	(3,182,301)	(3,318,431)
Health		(931,464)	(856,880)	(949,882)
Education and welfare		(11,199,081)	(10,407,426)	(12,735,451)
Community amenities		(10,967,514)	(11,847,671)	(10,423,143)
Recreation and culture		(21,992,997)	(21,478,129)	(22,904,017)
Transport		(15,537,314)	(14,045,101)	(15,076,180)
Economic services		(1,875,875)	(1,492,792)	(1,742,856)
Other property and services		(4,070,069)	(4,113,661)	(4,293,260)
		(74,989,356)	(73,420,844)	(77,338,291)
Non-cash amounts excluded from operating activities	2 (a)(i)	8,241,957	16,041,559	14,328,155
Amount attributable to operating activities	2 (4)(1)	(44,802,266)	(32,793,164)	(37,462,393)
ranount aunivariation to operating activities		(11,002,200)	(02,700,701)	(01,102,000)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	10(b)	13,434,461	5,068,524	10,936,569
Purchase intangibles	4(a)	(622,809)	(314,136)	0
Purchase property, plant and equipment	4(a)	(7,575,835)	(2,809,333)	(8,098,360)
Purchase and construction of infrastructure	4(a)	(10,923,191)	(6,847,038)	(12,242,614)
Purchase right of use assets	7	(553,030)	(247,662)	0
Proceeds from disposal of assets	4(b)	473,350	664,230	334,500
Proceeds from self supporting loans	6(a)	17,269	16,709	16,709
Amount attributable to investing activities		(5,749,785)	(4,468,706)	(9,053,196)
FINANCING ACTIVITIES				
FINANCING ACTIVITIES Populment of horrowings	6(a)	(6,889,259)	(1,451,093)	(1,451,093)
Repayment of borrowings	6(a)	(229,206)	(1,431,093)	(1,451,093)
Principal elements of finance lease payments	7 (%)	5,000,000	(103,037)	2,268,000
Proceeds from new loanes liabilities	6(b)	553,030	247,662	2,200,000
Proceeds from new leases liabilities Transfers to each backed recovers (restricted assets)	7 8(a)	(8,215,624)	(16,129,227)	(15,869,208)
Transfers to cash backed reserves (restricted assets)	8(a)	20,399,567	16,408,185	21,765,512
Transfers from cash backed reserves (restricted assets) Amount attributable to financing activities	8(a)	10,618,508	(1,030,130)	6,713,211
Amount attributable to illialicing activities		10,010,500	(1,030,130)	0,713,211
Budgeted deficiency before general rates		(39,933,543)	(38,292,000)	(39,802,378)
Estimated amount to be raised from general rates	1	39,933,543	39,652,000	39,802,378
Net current assets at end of financial year - surplus/(deficit)	2 (a)(iii)	0	1,360,000	0
			· · · · · · · · · · · · · · · · · · ·	

CITY OF KWINANA RATE SETTING STATEMENT FOR THE YEAR ENDED 30 JUNE 2021

	NOTE	2020/21 Budget	2019/20 Actual	2019/20 Budget
		\$	\$	\$
OBERATING ACTIVITIES				
OPERATING ACTIVITIES Net current assets at start of financial year - surplus/(deficit)		1,360,000	2,478,347	1,504,912
Het current assets at start of infancial year - surplus/(deficit)		1,360,000	2,478,347	1,504,912
Revenue from operating activities (excluding rates)		, ,	, -,-	, , -
Operating grants, subsidies and	10(a)			
contributions		6,617,653	7,263,193	8,971,318
Fees and charges	9	11,913,171	11,508,708	12,254,403
Interest earnings	12(a)	1,220,577	1,815,409	2,088,408
Other revenue	12(b)	709,222	1,399,834	685,839
Profit on asset disposals	4(b)	124,510	120,630	42,863
		20,585,133	22,107,774	24,042,831
Expenditure from operating activities				
Employee costs		(28,033,854)	(26,718,953)	(29,800,091)
Materials and contracts		(27,604,630)	(25,860,742)	(29,036,680)
Utility charges		(2,557,908)	(2,436,793)	(2,377,800)
Depreciation on non-current assets	5	(14,691,676)	(14,361,222)	(14,269,092)
Interest expenses	12(d)	(987,579)	(1,059,529)	(1,054,610)
Insurance expenses		(583,736)	(574,494)	(575,863)
Other expenditure	400	(446,888)	(2,278,998)	(122,229)
Loss on asset disposals	4(b)	(83,085)	(130,113)	(101,926)
Out and the most of letters are already of from the adverted of a first and a		(74,989,356)	(73,420,844)	(77,338,291)
Operating activities excluded from budgeted deficiency	0 (-)(:)	0 244 057	16 041 550	14 220 155
Non-cash amounts excluded from operating activities	2 (a)(i)	8,241,957	16,041,559	14,328,155
Amount attributable to operating activities		(44,802,266)	(32,793,164)	(37,462,393)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	10(b)	13,434,461	5,068,524	10,936,569
Purchase intangibles	4(a)	(622,809)	(314,136)	0
Purchase property, plant and equipment	4(a)	(7,575,835)	(2,809,333)	(8,098,360)
Purchase and construction of infrastructure	4(a)	(10,923,191)	(6,847,038)	(12,242,614)
Purchase right of use assets	4(a)	(553,030)	(247,662)	0
Proceeds from disposal of assets	4(b)	473,350	664,230	334,500
Proceeds from self supporting loans	6(a)	17,269	16,709	16,709
Amount attributable to investing activities		(5,749,785)	(4,468,706)	(9,053,196)
FINANCING ACTIVITIES				
Repayment of borrowings	6(a)	(6,889,259)	(1,451,093)	(1,451,093)
Principal elements of finance lease payments	6	(229,206)	(105,657)	0
Proceeds from new borrowings	6(b)	5,000,000	0	2,268,000
Proceeds from new leases liabilities	7	553,030	247,662	0
Transfers to cash backed reserves (restricted assets)	8(a)	(8,215,624)	(16,129,227)	(15,869,208)
Transfers from cash backed reserves (restricted assets)	8(a)	20,399,567	16,408,185	21,765,512
Amount attributable to financing activities		10,618,508	(1,030,130)	6,713,211
Budgeted deficiency before general rates		(39,933,543)	(38,292,000)	(39,802,378)
Estimated amount to be raised from general rates	1(a)	39,933,543	39,652,000	39,802,378
Net current assets at end of financial year - surplus/(deficit)	2 (a)(iii)	0	1,360,000	0
			•	

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

CITY OF KWINANA INDEX OF NOTES TO THE BUDGET FOR THE YEAR ENDED 30 JUNE 2021

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1. RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2020/21 Budgeted rate revenue	2020/21 Budgeted interim rates	2020/21 Budgeted back rates	2020/21 Budgeted total revenue	2019/20 Actual total revenue	2019/20 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$
Differential general rate or general rate									
Gross rental valuations									
Improved Residential	0.09665	13,125	195,779,304	18,922,078	500,000	0	19,422,078	20,151,189	20,218,903
Improved Special Residential	0.08801	823	16,764,588	1,475,451	0	0	1,475,451	1,487,441	1,477,596
Improved Commercial and Industrial	0.09641	485	104,411,988	10,066,360	0	0	10,066,360	10,105,612	10,017,187
Vacant Residential	0.17346	347	7,065,590	1,225,597	0	0	1,225,597	1,303,548	1,324,927
Vacant Non Residential	0.13116	38	2,755,750	361,444	0	0	361,444	358,627	353,095
Unimproved valuations									
General Industrial	0.01803	3	121,200,000	2,185,236	0	0	2,185,236	2,185,236	2,185,236
Mining and Industrial	0.00868	25	39,960,000	346,853	0	0	346,853	346,853	346,853
Rural	0.00520	138	208,530,000	1,084,356	0	0	1,084,356	1,106,769	1,260,537
Sub-Totals		14,984	696,467,220	35,667,375	500,000	0	36,167,375	37,045,275	37,184,334
	Minimum								
Minimum payment	\$								
Gross rental valuations									
Improved Residential	1,062	2,470	24,228,012	2,623,140	0	0	2,623,140	1,519,466	1,520,784
Improved Special Residential	1,062	7	79,040	7,434	0	0	7,434	4,248	4,248
Improved Commercial and Industrial	1,382	59	542,737	81,538	0	0	81,538	87,032	84,302
Vacant Residential	1,062	908	4,233,720	964,296	0	0	964,296	887,432	917,568
Vacant Non Residential	1,062	3	4,320	3,186	0	0	3,186	3,186	3,186
Unimproved valuations									
Mining and Industrial	1,382	15	188,050	20,730	0	0	20,730	21,632	22,112
Rural	1,062	62	8,862,600	65,844	0	0	65,844	83,729	65,844
Sub-Totals	,	3,524	38,138,479	3,766,168	0	0	3,766,168	2,606,725	2,618,044
		18,508	734,605,699	39,433,543	500,000	0	39,933,543	39,652,000	39,802,378
Total rates							39,933,543	39,652,000	39,802,378

All land (other than exempt land) in the City of Kwinana is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV).

The general rates detailed for the 2020/21 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of local government services/facilities.

The 2019/20 Actual total revenue in rate category Improved Commercial and Industrial includes 2018/2019 back rates charged to the categories of Light Industrial and Commercial, General Industry and Service Commercial.

(b) Interest Charges and Instalments - Rates and Service Charges

The following instalment options are available to ratepayers for the payment of rates and service charges.

Due to the economic impact of the COVID-19 pandemic on the community, the City has resolved to waive instalment fees for the 2020/2021 financial year.

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Option one				
1st instalment	21/08/2020	\$0.00	3.0%	8.0%
Option two				
1st instalment	21/08/2020	\$0.00	3.0%	8.0%
2nd instalment	31/12/2020	φυ.υυ	3.076	6.0%
Option three				
1st instalment	21/08/2020			
2nd instalment	23/10/2020	#0.00	0.00/	0.00/
3rd instalment	31/12/2020	\$0.00	3.0%	8.0%
4th instalment	2/03/2021			
Option four				
Option four's Direct Debit	20 fortnightly			
option is available on a	instalments	\$0.00	3.0%	8.0%
fortnightly deduction cycle.	commending 21/08/2020			
Option five	= • • · · · •			
Option five's Direct Debit option is available on a weekly deduction cycle.	40 weekly instalments commending 21/08/2020	\$0.00	3.0%	8.0%

Instalment plan admin charge revenue
Instalment plan interest earned
Unpaid rates and service charge interest earned

2020/21 Budget revenue	2019/20 Actual revenue	2019/20 Budget revenue
\$	\$	\$
0	175,764	142,000
150,000	313,584	295,000
249,161	478,223	448,408
399,161	967,571	885,408

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the City the following rate categories have been determined for the implementation of differential rating.

Differential general rate

Description	Characteristics	Objects	Reasons
Gross Rental Value (GRV)			
Improved Residential	This differential rate category imposes a differential general rate on land valued on a gross rental value basis, which is zoned for the purpose of:	The object of this rate is to apply a base differential general rate to land zoned and used for residential purposes and to	The reason for this rate is to ensure that all ratepayers make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities throughout the City. It is
	(a) Residential under Local Planning Scheme No 2 and is not vacant land, excluding land held or used for Commercial purposes; or	act as the City's benchmark differential rate by which all other GRV rated properties are assessed.	also lower than vacant land as the City is endeavouring to encourage landowners to develop vacant land.
	(b) Special Residential under Local Planning Scheme No 2 and is not vacant land; or		
	(c) Town Centre Residential under Local Planning Scheme No 3 and is not vacant land; or		
	(d) Kwinana Town Centre under Local Planning Scheme No 2 and is held or used for residential purposes or is residential under an approved Local Structure Plan and is not vacant land; or		
	(e) Development under Local Planning Scheme No 2 and Residential under an approved Local Structure Plan and is not vacant land; or		
	(f) Development under Local Planning Scheme No 2 and Mixed Use under an approved Local Structure Plan and is held or used for residential purposes and is not vacant land.		
Improved Special Residential	This differential rate category imposes a differential general rate on land valued on a gross rental value basis, which is: (a) zoned for the purpose of:	The object of this rate category is to provide a lower differential rate for	The reason for this rate is to reflect the lower demand on City resources, such as, lower impacts on transport infrastructure, when
rtesideriliai	(i) Special Rural under Local Planning Scheme No 2 and is not vacant land; or	proposed characteristics under Improved	compared to the other GRV differential rating categories. It is also
	(ii) Urban or Urban Deferred under the Metropolitan Region Scheme and is not vacant land; or	Special Residential a) (i) to (vi) which is	lower than vacant land as the City is endeavouring to encourage
	(iii) Rural A under Local Planning Scheme No 2 and is not vacant land; or	consistent with access to and provision	landowners to develop vacant land.
	(iv) Rural Water Resource under Local Planning Scheme No 2 and is not vacant land; or	of services to residential properties in a	'
	(v) Rural under the Metropolitan Regional Scheme and is not vacant land; or	rural setting.	It must be noted that the Valuer-General provides a discount to the
	(vi) Development under Local Planning Scheme No 2 and is not vacant land; or	-	valuation due to these properties not having access to services in
	(vii) Park, Recreation and Drainage under Local Planning Scheme No 2 and is not vacant land; or		residential areas. The City then provides a further discount by applying a reduced rate in the dollar to these properties and
	(b) held or used for residential purposes under a Master Plan adopted pursuant to Part 3 of the Hope Valley-Wattleup		therefore these properties receiving a discount in both instances.
	Redevelopment Act 2000 and is not vacant land; and		The intention over the next five years is to harmonise this GRV rating category to ensure that any properties impacted financially
	(c) held or used for residential purposes referred to in paragraphs (a) or (b).		will transition over time and not receive a significant financial burden in any one year and that the valuation will be the determining factor in the rates payable.

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the City the following rate categories have been determined for the implementation of differential rating.

Differential general rate

Description	Characteristics	Objects	Reasons		
Improved Commercia and Industrial	al This differential rate category imposes a differential general rate on land valued on a gross rental value basis, which is: (a) zoned for the purpose of: (i) Light Industry under Local Planning Scheme No 2; or (ii) Commercial under Local Planning Scheme No 2; or (iii) Kwinana Town Centre under Local Planning Scheme No 2 and held or used for Light Industrial or Commercial purposes; or (iv) Mixed Business under Local Planning Scheme No 2; or (v) Special Use under Local Planning Scheme No 3; or (vi) General Town Centre under Local Planning Scheme No 3; or (vii) Market Square under Local Planning Scheme No 3; or (viii) Market Square under Local Planning Scheme No 3; or (vii) Mixed Use under Local Planning Scheme No 2; or (x) Residential under Local Planning Scheme No 2 and held or used for Light Industrial or Commercial purposes; or (xi) Development under the Local Planning Scheme No 2 and Mixed Use or any other purpose referred to in paragraph (a)(i)-(ix) under an approved Local Structure Plan; or (xii) Parks and Recreation under the Metropolitan Regional Scheme; or (xiii) General Industry or Service Commercial under Local Planning Scheme No. 2; or (xiv) Public purposes under Local Planning Scheme No. 2 and held or used for Light Industrial or Commercial purposes; or (xv) Park recreation and drainage under Local Planning Scheme No. 2 and held or used for Light Industrial or Commercial purposes (xvi) Special Rural under Local Planning Scheme No. 2 and held or used for Light Industrial or Commercial purposes (xvii) Industrial use under a Master Plan adopted pursuant to Part 3 of the Hope Valley-Wattleup Redevelopment Act 2000; or (xxi) Industrial under the Metropolitan Regional Scheme; or (xxi) Rural A under Local Planning Scheme No. 2; and (b) is not vacant land.	The object of this rate category is to apply a higher differential rate so as to raise additional revenue to offset the increased costs associated with service provision to these properties.	Reasons The reason for this rate is that a higher differential rate is required to meet the higher level of service costs associated with Commercial and Industrial properties and the localities within which they are situated, including costs of: (a) provision and maintenance of transport and streetscape infrastructure including renewal/refurbishment infrastructure, car parking and traffic treatments; and (b) the management, administration and delivery of marketing activities aimed at enhancing the economic and social viability, and the general amenity of the Kwinana commercial and industrial areas.		
Vacant Residential	This differential rate category imposes a differential general rate on land valued on a gross rental value basis, which is vacant land and is zoned for residential uses.	The object of this rate is to promote the development of vacant land within the City's district.	The reason for this rate is to impose a higher differential general rate on vacant land that acts as a disincentive to persons who are land banking and not actively developing vacant residential land.		
Vacant Non Residential	This differential rate category imposes a differential general rate on land valued on a gross rental value basis, which is vacant land and is zoned for any other purposes/uses other than residential.	The object of this rate is to promote the development of vacant land within the City's district.	The reason for this rate is to impose a higher differential general rate on vacant land that acts as a disincentive to persons who are land banking and not actively developing vacant land.		

(c) Objectives and Reasons for Differential Rating

To provide equity in the rating of properties across the City the following rate categories have been determined for the implementation of differential rating.

Differential general rate

Description	Characteristics	Objects	Reasons
Unimproved Value (UV)			
General Industrial	Zoned for the purpose of General Industry under Local Planning Scheme No 2.	The object of this rate category is to raise additional revenue to offset the costs associated with increased maintenance of infrastructure and higher levels of service provided to or associated with properties in this category.	The reason for this rate is to meet a significant proportion of the additional costs involved in servicing properties within this rate category, which include but are not limited to major outlays for transport infrastructure maintenance and renewal/refurbishment and significant costs relating to monitoring of land use and environmental impacts.
Mining and Industrial	This differential rate category imposes a differential general rate on land valued on an unimproved value (UV) basis, which is:	The object of this rate category is to raise additional revenue to offset the costs	The reason for this rate is the need to offset the higher level of costs associated in servicing these properties, including the costs
	(a) zoned for the purpose of Rural B under Local Planning Scheme No 2; or	associated with increased maintenance of infrastructure and higher levels of	of transport infrastructure maintenance and renewal/refurbishment, and costs relating to monitoring of land use and environmental
	(b) held or used for industrial, extractive industry or quarrying purposes under a Master Plan adopted pursuant to Part 3 of the Hope Valley-Wattleup Redevelopment Act 2000.	service provided to properties in this category.	impacts.
Rural	This differential rate category imposes a differential general rate on land valued on an unimproved value (UV) basis which is predominantly used or held for rural pursuits, rural industry or intensive agriculture, and:	The object of this rate category is to impose a differential rate commensurate with the rural use of land, which	The reason for this rate is to ensure that all ratepayers on rural land make a reasonable contribution towards the ongoing maintenance and provision of works, services and facilities
	(a) is not zoned for the purpose of General Industry under Local Planning Scheme No 2; or	additionally is to act as the City's benchmark differential UV rate and is	throughout the City.
	(b) is not zoned for the purpose of Rural B under Local Planning Scheme No 2; or	considered to be the base rate by which all other UV rated properties are	
	(c) is not held or used for industrial, extractive industry or quarrying purposes under a Master Plan adopted pursuant to Part 3 of the Hope Valley-Wattleup Redevelopment Act 2000.	assessed.	

(d) Specified Area Rate

The City did not raise specified area rates for the year ended 30 June 2021.

(e) Service Charges

The City did not raise service charges for the year ended 30 June 2021.

(f) Waivers or concessions

The City does not anticipate any waivers or concessions for the year ended 30 June 2021.

2 (a). NET CURRENT ASSETS

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the Local Government Act 1995 the

Section 6.2 (2)(c) of the Local Government Act 1995 the				
following amounts have been excluded as provided by		2020/21	2019/20	2019/20
Local Government (Financial Management) Regulation 32		Budget	Actual	Budget
which will not fund the budgeted expenditure.	Note	30 June 2021	30 June 2020	30 June 2020
		\$	\$	\$
(i) Operating activities excluded from budgeted deficiency				
The following non-cash revenue or expenditure has been exclude	d			
from operating activities within the Rate Setting Statement.				
Adjustments to operating activities				
Less: Profit on asset disposals	4(b)	(124,510)	(120,630)	(42,863)
Less: Change in accounting policies		0	(31,614,385)	0
Add: Loss on disposal of assets	4(b)	83,085	130,113	101,926
Add: Depreciation on assets	5	14,691,676	14,361,222	14,269,092
Movement in operating contract liabilities associated with restricte	d cash	(146,600)	146,600	0
Movement in non-operating contract liabilities associated with res	tricted cash	(6,261,694)	33,138,639	0
Non cash amounts excluded from operating activities		8,241,957	16,041,559	14,328,155
(ii) Current assets and liabilities excluded from budgeted deficie	ncy			
The following current assets and liabilities have been excluded				
from the net current assets used in the Rate Setting Statement.				
Adjustments to net current assets				
Less: Cash - restricted reserves	3	0	0	(48,632,038)
Less: Financial assets - restricted	3	(43,267,466)	(55,451,409)	0
Less: Current assets not expected to be received at end of year				
- current portion of self supporting loans receivable		(17,847)	(17,269)	(17,269)
- Banksia Park DMF receivable		(297,819)	(297,819)	0
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings		1,983,866	1,889,259	1,889,259
 Current portion of contract liability held in reserve 		0	301,987	0
- Prepaid rates		904,844	904,844	0
- Current portion of lease liabilities		171,310	103,404	0
- Employee benefit provisions		4,902,379	4,902,379	4,241,502
- Banksia Park Unit Contribution		17,133,425	17,133,425	0
Total adjustments to net current assets		(18,487,308)	(30,531,199)	(42,518,546)

2 (a). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

		2020/21	2019/20	2019/20
		Budget	Actual	Budget
	Note	30 June 2021	30 June 2020	30 June 2020
		\$	\$	\$
(iii) Composition of estimated net current assets				
Current assets				
Cash and cash equivalents- unrestricted	3	1,460,000	1,020,000	7,170
Cash and cash equivalents - restricted				
Cash backed reserves	3	0	0	48,632,038
Financial assets - unrestricted		315,666	315,088	0
Financial assets - restricted	3	43,267,466	55,451,409	0
Receivables		1,776,075	3,476,075	2,621,779
Prepayments / Accrued Income		656,144	656,144	0
Inventories		32,920	32,920	34,928
		47,508,271	60,951,636	51,295,915
Less: current liabilities				
Trade and other payables		(21,963,408)	(21,863,408)	(2,646,608)
Contract liabilities		0	(301,987)	0
Lease liabilities		(171,310)	(103,404)	0
Long term borrowings		(1,983,866)	(1,889,259)	(1,889,259)
Provisions		(4,902,379)	(4,902,379)	(4,241,502)
		(29,020,963)	(29,060,437)	(8,777,369)
Net current assets		18,487,308	31,891,199	42,518,546
Less: Total adjustments to net current assets	2 (a)(ii)	(18,487,308)	(30,531,199)	(42,518,546)
Closing funding surplus / (deficit)	. , . ,	0	1,360,000	0

2 (b). NET CURRENT ASSETS (CONTINUED)

SIGNIFICANT ACCOUNTING POLICIES

CURRENT AND NON-CURRENT CLASSIFICATION

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

TRADE AND OTHER PAYABLES

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

CONTRACT ASSETS

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

PROVISIONS

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

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

INVENTORIES

General

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

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

Superannuation

The City of Kwinana contributes to a number of superannuation funds on behalf of employees.

All funds to which the City of Kwinana contributes are defined contribution plans.

LEASE LIABILITIES

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

TRADE AND OTHER RECEIVABLES

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

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 doubtful debts is raised when there is objective evidence that they will not be collectible.

EMPLOYEE BENEFITS

Short-term employee benefits

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

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

LAND HELD FOR RESALE

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

CONTRACT LIABILITIES

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to be controlled by the City are recognised as a liability until such time as the City satisfies its obligations under the agreement.

3. RECONCILIATION OF CASH

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Estimated cash at the end of the reporting period is as follows:

	Note	2020/21 Budget	2019/20 Actual	2019/20 Budget
_		\$	\$	\$
Cash at bank and on hand		1,460,000	1,020,000	7,170
Term deposits		0	0	48,632,038
		1,460,000	1,020,000	48,639,208
- Unrestricted cash and cash equivalents		1,460,000	1,020,000	7,170
- Restricted cash and cash equivalents		0	0	48,632,038
		1,460,000	1,020,000	48,639,208
- Restricted financial assets at amortised cost - term deposits	6	43,267,466	55,451,409	0

The following restrictions have been imposed by regulation or other externally imposed requirements on cash and cash equivalents and financial assets at amortised cost:

	2020/21	2019/20	2019/20
	Budget	Actual	Budget
Aged Persons Units Reserve	798,818	783,736	708,014
Asset Management Reserve	3,244,437	5,143,560	3,713,894
Banksia Park Reserve	12,878	82,932	51,517
City Assist Initiative Reserve	0	0	277
City Infrastructure Reserve	986,716	975,016	616,957
Community Services & Emergency Relief Reserve	94,452	340,368	89,197
Contiguous Local Authorities Group Reserve	258,153	263,001	262,962
Employee Leave Reserve	1,914,567	1,914,567	1,610,357
Employee Vacancy Reserve	506,000	500,000	0
Family Day Care Reserve	1,123,027	1,155,861	1,172,525
Golf Club Maintenance Reserve	8,950	8,842	0
Golf Course Cottage Reserve	29,747	29,395	29,004
Information Technology Reserve	777,553	2,896,599	1,199,170
Plant & Equipment Replacement Reserve	29,250	422,974	290,204
Refuse Reserve	5,123,373	5,602,888	5,686,629
Renewable Energy Efficiency Reserve	34,667	34,255	35,831
Restricted Grants & Contributions Reserve	1,132,494	2,002,464	43,000
Settlement Agreement Reserve	169,783	167,771	165,545
Workers Compensation Reserve	145,656	143,928	140,186
DCA 1 - Hard Infrastructure - Bertram	169,662	625,311	1,468,896
DCA 2 - Hard Infrastructure - Wellard	409,786	2,475,398	4,235,751
DCA 3 - Hard Infrastructure - Casuarina	26,951	0	0
DCA 4 - Hard Infrastructure - Anketell	523,569	540,134	642,735
DCA 5 - Hard Infrastructure - Wandi	7,516	442,503	809,202
DCA 6 - Hard Infrastructure - Mandogalup	379,708	397,981	0
DCA 7 - Hard Infrastructure - Wellard West/Bertram	45,336	18,165	24,286
DCA 8 - Soft Infrastructure - Mandogalup	459,182	477,570	0
DCA 9 - Soft Infrastructure - Wandi/Anketell	8,703,664	11,903,147	10,947,133
DCA 10 - Soft Infrastructure - Casuarina/Anketell	203,395	224,815	232,230
DCA 11 - Soft Infrastructure - Wellard East	6,223,474	6,173,510	5,724,637
DCA 12 - Soft Infrastructure - Wellard West	8,566,906	8,489,154	7,313,178
DCA 13 - Soft Infrastructure - Bertram	263,139	283,851	291,168
DCA 14 - Soft Infrastructure - Wellard/Leda	659,197	675,213	615,711
DCA 15 - Soft Infrastructure - City Site	235,460	256,500	511,842
	43,267,466	55,451,409	48,632,038

3. RECONCILIATION OF CASH

Reconciliation of net cash provided by operating activities to net result

Net result

Depreciation
(Profit)/loss on sale of asset
(Increase)/decrease in receivables
Increase/(decrease) in payables
Increase/(decrease) in contract liabilities
Non-operating grants, subsidies and contributions
Net cash from operating activities

SIGNIFIC		

CASH AND CASH EQUIVALENTS

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

Bank overdrafts are shown as short term borrowings in current liabilities in Note 2 - Net Current Assets.

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	(1,036,219)	(6,592,546)	(2,556,513)
5	14,691,676	14,361,222	14,269,092
4(b)	(41,425)	9,483	59,063
	1,700,000	1,065,056	1,850,000
	100,000	471,958	(500,000)
	(6,408,294)	766,011	0
	(13,434,461)	(6,592,777)	(10,936,569)
	(4,428,723)	3,488,407	2,185,073

FINANCIAL ASSETS AT AMORTISED COST

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

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

4. FIXED ASSETS

(a) Acquisition of Assets

The following assets are budgeted to be acquired during the year.

Reporting program

								Other			
	Governance	Law, order, public safety	Education and welfare	Community amenities	Recreation and culture	Transport	Economic services	property and services	2020/21 Budget total	2019/20 Actual total	2019/20 Budget total
Asset class	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Property, Plant and Equipment											
Buildings - specialised	141,750	844,629	0	0	4,192,166	0	53,025	0	5,231,570	1,473,614	5,309,694
Furniture and equipment	1,045,442	0	0	0	44,793	0	0	0	1,090,235	165,039	1,616,566
Plant and equipment	121,000	82,000	27,500	27,500	0	0	40,000	956,030	1,254,030	1,170,680	1,172,100
	1,308,192	926,629	27,500	27,500	4,236,959	0	93,025	956,030	7,575,835	2,809,333	8,098,360
<u>Infrastructure</u>											
Infrastructure - roads	0	0	0	0	0	3,642,090	0	0	3,642,090	2,673,187	6,882,940
Infrastructure - footpaths	0	0	0	0	0	191,075	0	0	191,075	181,845	215,000
Infrastructure - drainage	0	0	0	0	0	5,822,737	0	0	5,822,737	2,189,989	2,990,583
Infrastructure - car parks	0	0	0	0	0	0	0	0	0	23,442	1,832,291
Infrastructure - bus shelters	0	0	0	0	0	36,630	0	0	36,630	15,397	251,000
Infrastructure - street lights	0	0	0	0	0	236,505	0	0	236,505	56,637	41,000
Infrastructure - parks & ovals	0	0	0	0	994,154	0	0	0	994,154	1,696,541	19,800
Infrastructure - other	0	0	0	0	0	0	0	0	0	10,000	10,000
	0	0	0	0	994,154	9,929,037	0	0	10,923,191	6,847,038	12,242,614
Right of use assets											
Right of use - plant and equipment	0	0	68,122	0	484,908	0	0	0	553,030	247,662	0
	0	0	68,122	0	484,908	0	0	0	553,030	247,662	0
Intangible Assets											
Website / Corporate business system	622,809	0	0	0	0	0	0	0	622,809	314,136	
	622,809	0	0	0	0	0	0	0	622,809	314,136	0
Total acquisitions	1,931,001	926,629	95,622	27,500	5,716,021	9,929,037	93,025	956,030	19,674,865	10,218,169	20,340,974

A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this budget document.

SIGNIFICANT ACCOUNTING POLICIES

RECOGNITION OF ASSETS

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

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

4. FIXED ASSETS

(b) Disposals of Assets

The following assets are budgeted to be disposed of during the year.

	2020/21	2020/21	0000/04	0000/04	2019/20	2019/20	0040/00	0040/00	2019/20	2019/20	0040/00	0040/00
	Budget Net Book	Budget Sale	2020/21 Budget	2020/21 Budget	Actual Net Book	Actual Sale	2019/20 Actual	2019/20 Actual	Budget Net Book	Budget Sale	2019/20 Budget	2019/20 Budget
	Value	Proceeds	Profit	Loss	Value	Proceeds	Profit	Loss	Value	Proceeds	Profit	Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
By Program												
Governance	47,084	51,300	9,176	(4,960)	16,179	42,314	26,135	0	15,848	21,500	5,652	0
Law, order, public safety	24,336	36,000	13,612	(1,948)	46,711	38,745	15,791	(23,757)	26,958	39,000	12,042	0
Health		0	0	0	26,802	25,175	3,984	(5,611)	26,443	17,500	0	(8,943)
Education and welfare	6,386	10,800	4,414	0		0	0	0		0	0	0
Community amenities	7,467	22,050	14,583	0	77,220	90,334	22,531	(9,417)	71,007	64,500	6,561	(13,068)
Recreation and culture		0	0	0	11,175	13,964	2,789	0	11,784	14,000	2,216	0
Transport		0	0	0	0	0	0	0	19,545	19,500	0	(45)
Economic services	14,999	19,800	4,801	0	9,088	11,496	2,408	0	9,550	10,000	450	0
Other property and services	331,653	333,400	77,924	(76,177)	486,538	442,202	46,992	(91,328)	212,428	148,500	15,942	(79,870)
	431,925	473,350	124,510	(83,085)	673,713	664,230	120,630	(130,113)	393,563	334,500	42,863	(101,926)
By Class												
Property, Plant and Equipment												
Plant and equipment	431,925	473,350	124,510	(83,085)	673,713	664,230	120,630	(130,113)	393,563	334,500	42,863	(101,926)
	431,925	473,350	124,510	(83,085)	673,713	664,230	120,630	(130,113)	393,563	334,500	42,863	(101,926)

A detailed breakdown of disposals on an individual asset basis can be found in the supplementary information attached to this budget document.

SIGNIFICANT ACCOUNTING POLICIES

GAINS AND LOSSES ON DISPOSAL

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

5. ASSET DEPRECIATION

By Program

Governance

Law, order, public safety

Health

Education and welfare

Community amenities

Recreation and culture

Transport

Economic services

Other property and services

By Class

Buildings - specialised

Furniture and equipment

Plant and equipment

Infrastructure - roads

Infrastructure - footpaths

Infrastructure - drainage

Infrastructure - car parks

Infrastructure - bus shelters

Infrastructure - street lights
Infrastructure - parks & ovals

Infrastructure - other

Right of use - plant and equipment

2020/21	2019/20	2019/20
Budget	Actual	Budget
\$	\$	\$
588,856	571,865	613,116
224,044	227,275	232,692
15,214	15,200	16,428
1,534,780	1,534,469	1,540,752
98,043	99,575	103,932
4,770,653	4,616,545	4,518,336
6,730,454	6,671,558	6,604,188
25,573	25,356	24,120
704,059	599,379	615,528
14,691,676	14,361,222	14,269,092
4,526,249	4,496,777	4,489,788
214,173	197,931	454,980
1,008,203	906,667	890,784
5,037,719	5,056,793	4,927,807
589,746	586,109	571,159
616,053	588,678	573,663
348,651	347,479	338,616
45,876	45,106	43,956
66,313	64,048	62,414
1,910,466	1,868,052	1,820,403
98,354	98,021	95,522
229,873	105,561	0
14,691,676	14,361,222	14,269,092

SIGNIFICANT ACCOUNTING POLICIES

DEPRECIATION

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

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

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

Major depreciation periods used for each class of depreciable asset are:

Buildings - specialised	2 to 100 years
Furniture and equipment	2 to 15 years
Plant and equipment	3 to 20 years
Infrastructure - roads	0 to 80 years
Infrastructure - footpaths	40 to 80 years
Infrastructure - drainage	80 years
Infrastructure - car parks	5 to 20 years
Infrastructure - bus shelters	20 to 25 years
Infrastructure - street lights	15 to 30 years
Infrastructure - parks & ovals	10 to 50 years
Infrastructure - other	30 to 40 years
Right of use - plant and equipment	Based on the remaining lease

AMORTISATION

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

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

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

6. INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

Purpose	Loan Number	Institution	Interest n Rate	Budget Principal 1 July 2020	2020/21 Budget New Loans	2020/21 Budget Principal Repayments	Budget Principal outstanding 30 June 2021	2020/21 Budget Interest Repayments	Actual Principal 1 July 2019	2019/20 Actual New Loans	2019/20 Actual Principal Repayments	Actual Principal outstanding 30 June 2020	2019/20 Actual Interest Repayments	Budget Principal 1 July 2019	2019/20 Budget New Loans	2019/20 Budget Principal Repayments	Budget Principal outstanding 30 June 2020	2019/20 Budget Interest Repayments
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance																		
Administration Office Renovations	99	WATC	6.25%	576,328	0	(101,532)	474,796	(38,476)	671,799	0	(95,471)	576,328	(45,130)	671,799	0	(95,471)	576,328	(45,130)
Administration / Chambers Building Refurbishment	107	WATC	n/a	0	0	0	0	0	0	0	0	0	0	0	2,268,000		2,268,000	0
Short Term Lending Facility	TBA	WATC	0.35%	0	5,000,000	(5,000,000)	0	(11,371)	0	0	0	0	0	0	0	0	0	0
Education and welfare																		
Youth Specific Space	96	WATC	7.53%	95,162	0	(,,	65,755	(7,290)	122,474	0	(27,312)	95,162	(9,556)	122,474	0	(,,	95,162	(9,555)
Youth Specific Space	100	WATC	4.67%	1,270,494	0	(134,365)	1,136,129	(66,272)	1,398,797	0	(128,303)	1,270,494	(73,138)	1,398,797	0	(128,303)	1,270,494	(73,138)
Recreation and culture																		
Wellard Sports Pavilion	94	WATC	6.38%	108,836	0	(- , ,	56,127	(6,728)	158,337	0	(10,001)	108,836	(10,405)	158,337	0	(10,001)	108,836	(10,406)
Orelia Oval Pavilion	95	WATC	7.53%	228,389	0	(,,	157,813	(17,497)	293,938	0	(65,549)	228,389	(22,932)	293,937	0	(65,549)	228,388	(22,933)
Orelia Oval Pavilion Extension	97	WATC	6.25%	1,275,244	0	(', ' ' ' '	1,050,584	(85,135)	1,486,494	0	(211,250)	1,275,244	(99,859)	1,486,493	0	(211,250)	1,275,243	(99,859)
Library & Resource Centre	102	WATC	4.54%	6,820,176	0	(323,333)	6,191,171	(347,778)	7,421,567	0	(601,391)	6,820,176	(379,163)	7,421,567	0	(601,391)	6,820,176	(379,164)
Recquatic Refurbishment	104	WATC	4.05%	3,350,000	0	(=::,0::0)	3,072,151	(155,846)	3,350,000	0	0	3,350,000	(159,190)	3,350,000	0	0	3,350,000	(159,190)
Bertram Community Centre	105	WATC	3.25%	1,269,272	0	(1.12,000)	1,156,742	(48,147)	1,296,840	0	(27,568)	1,269,272	(50,847)	1,296,840	0	(27,568)	1,269,272	(50,846)
Destination Park - Calista	106	WATC	3.14%	1,321,267	0	(102,291)	1,218,976	(49,749)	1,420,420	0	(99,153)	1,321,267	(53,612)	1,420,421	0	(99,153)	1,321,268	(53,613)
Transport			/					<i>,</i> _,_,					()		_			()
Streetscape Beautification	98	WATC	6.25%	778,044		(137,066)	640,978	(51,943)	906,930	0	(120,000)	778,044	(60,926)	906,930	0	(128,886)	778,044	(60,927)
City Centre Redevelopment	101	WATC	2.47%	2,500,000		0	2,500,000	(79,250)	2,500,000	0		2,500,000	(79,298)	2,500,000	0	0	2,500,000	(79,298)
				19,593,212	5,000,000	(6,871,990)	17,721,222	(965,482)	21,027,596	0	(1,434,384)	19,593,212	(1,044,056)	21,027,595	2,268,000	(1,434,384)	21,861,211	(1,044,059)
Self Supporting Loans																		
Recreation and culture																		
Golf Club Refurbishment	103B	WATC	3.32%	249,973	0	(17,269)	232,704	(9,869)	266,682	0	(16,709)	249,973	(10,552)	266,682	0	(16,709)	249,973	(10,551)
				249,973	0	, ,	232,704	(9,869)	266,682	0		249,973	(10,552)	266,682	0		249,973	(10,551)
						, , ,		,			, ,		, , ,			, , ,		, ,
				19,843,185	5,000,000	(6,889,259)	17,953,926	(975,351)	21,294,278	0	(1,451,093)	19,843,185	(1,054,608)	21,294,277	2,268,000	(1,451,093)	22,111,184	(1,054,610)
Share of Southern Metropolitan Regional Council (S	iMRC) loan	ı		258,120	0	0	258,120	0	258,120	0	0	258,120	0	0	0	0	0	0
				20,101,305	5,000,000	(6,889,259)	18,212,046	(975,351)	21,552,398	0	(1,451,093)	20,101,305	(1,054,608)	21,294,277	2,268,000	(1,451,093)	22,111,184	(1,054,610)

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

The self supporting loan repayment will be fully reimbursed.

Non current portion includes \$258,120 which represents the City's share of the Southern Metropolitan Regional Council (SMRC) Administration Building loan with WATC.

Administration of this loan, including repayments, sit with the SMRC and the actual movement is recognised at the end of financial year.

6. INFORMATION ON BORROWINGS

(b) New borrowings - 2020/21

Particulars/Purpose	Institution	Loan type	Term (years)	Interest rate	Amount borrowed budget	Total interest & charges	Amount used budget	Balance unspent
				%	\$	\$	\$	\$
Short Term Lending Facility	WATC	Debenture	1	0.35%	5,000,000	(11,371)	5,000,000	0
					5,000,000	(11,371)	5,000,000	0

The WA Treasury Corporation is offering short term lending facility to help in the event of cash shortages due to the potential delay in receiving rate payments. The City intends to apply for this facility, with the intent that it will be used only if necessary, and repaid in full by 30 June 2021.

(c) Unspent borrowings

The City had no unspent borrowing funds as at 30 June 2020 nor is it expected to have unspent borrowing funds as at 30 June 2021

(d) Credit Facilities

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
Undrawn borrowing facilities			
credit standby arrangements			
Bank overdraft limit	0	0	0
Bank overdraft at balance date	0	0	0
Credit card limit	86,000	86,000	80,000
Credit card balance at balance date	(40,000)	(22,000)	(22,000)
Total amount of credit unused	46,000	64,000	58,000
Loan facilities			
Loan facilities in use at balance date	17,953,926	19,843,185	22,111,184
Share of Southern Metropolitan Regional Council (SMRC) loan	258,120	258,120	0

SIGNIFICANT ACCOUNTING POLICIES

BORROWING COSTS

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

7. LEASE LIARII ITIES

7. LEASE LIABILITIES			Lease		Budget Lease	2020/21 Budget	2020/21 Budget Lease	Budget Lease Principal	2020/21 Budget Lease	Actual	2019/20 Actual	2019/20 Actual Lease	Actual Lease Principal	2019/20 Actual Lease	Budget	2019/20 Budget	2019/20 Budget Lease	Budget Lease Principal	2019/20 Budget Lease
	Lease		Interest	Lease	Principal	New	-	outstanding	Interest	Principal	New	Principal	outstanding	Interest	Principal	New	Principal	outstanding	Interest
Purpose	Number	Institution	Rate	Term	1 July 2020	Leases	Repayments	30 June 2021	Repayments	1 July 2019	Leases	repayments	30 June 2020	repayments	1 July 2019	Leases	repayments	30 June 2020	repayments
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance																			
Computing infrastructure	E6N0160168	Alleasing	2.00%	48	57,708	0	(57,708)	0	(723)	114,276	0	(56,568)	57,708	(1,863)	0	0	0	0	0
Computing infrastructure	E6N0160185	Alleasing	2.00%	60	20,999	0	(10,395)	10,604	(342)	31,188	0	(10,189)	20,999	(548)	0	0	0	0	0
Photocopiers / equipment	5389066248AUS1	Kyocera	3.65%	48	44,694	0	(22,928)	21,766	(1,252)	66,803	0	(22,109)	44,694	(2,071)	0	0	0	0	0
Education and welfare																			
Bright Futures vehicle	1EYT548	Toyota Fleet	2.00%	60	2,537	0	(2,537)	0	(17)	6,819	0	(4,282)	2,537	(97)	0	0	0	0	0
Bright Futures vehicle	TBA	TBA	2.20%	60	0	34,061	(2,700)	31,361	(300)	0	0	0	0	0	0	0	0	0	0
Youth Services vehicle	1EQZ823	Easifleet	2.00%	60	2,872	0	(2,872)	0	(12)	11,373	0	(8,501)	2,872	(150)	0	0	0	0	0
Youth Services vehicle	TBA	TBA	2.20%	60	0	34,061	(4,329)	29,732	(471)	0	0	0	0	0	0	0	0	0	0
Recreation and culture																			
Gym equipment	TBA	TBA	2.79%	48	0	484,908	(118,773)	366,135	(8,875)	0	0	0	0	0	0	0	0	0	0
Nilfisk floor scrubber	3510183300688	Nilfisk	1.70%	36	17,036	0	(6,964)	10,072	(236)	0	21,044	(4,008)	17,036	(192)	0	0	0	0	0
					145,846	553,030	(229,206)	469,670	(12,228)	230,459	21,044	(105,657)	145,846	(4,921)	0	0	0	0	0

SIGNIFICANT ACCOUNTING POLICIES

LEASES

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

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

8. CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2020/21	2020/21	2020/21	2020/21	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20	2019/20
	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing	Opening	Transfer	Transfer	Closing
	Balance	to	(from)	Balance	Balance	to	(from)	Balance	Balance	to	(from)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Units Reserve	783,736	205,082	(190,000)	798,818	807,624	207,798	(231,686)	783,736	721,244	176,770	(190,000)	708,014
Asset Management Reserve	5,143,560	151,936	(2,051,059)	3,244,437	762,989	6,099,533	(1,718,962)	5,143,560	637,921	5,028,582	(1,952,609)	3,713,894
Banksia Park Reserve	82,932	175,996	(246,050)	12,878	190,418	2,759	(110,245)	82,932	120,249	21,268	(90,000)	51,517
City Assist Initiative Reserve	0	0	0	0	0	0	0	0	15,083	194	(15,000)	277
City Infrastructure Reserve	975,016	11,700	0	986,716	0	1,586,339	(611,323)	975,016	0	1,547,468	(930,511)	616,957
Community Services & Emergency Relief Reserve	340,368	4,084	(250,000)	94,452	88,835	251,533	0	340,368	88,063	1,134	0	89,197
Contiguous Local Authorities Group Reserve	263,001	24,660	(29,508)	258,153	275,223	15,720	(27,942)	263,001	278,100	13,862	(29,000)	262,962
Employee Leave Reserve	1,914,567	0	0	1,914,567	4,033,993	0	(2,119,426)	1,914,567	3,729,783	0	(2,119,426)	1,610,357
Employee Vacancy Reserve	500,000	6,000	0	506,000	0	500,000	0	500,000	0	0	0	0
Family Day Care Reserve	1,155,861	13,872	(46,706)	1,123,027	1,489,179	19,906	(353,224)	1,155,861	1,400,660	18,036	(246,171)	1,172,525
Future Community Infrastructure Reserve	0	0	0	0	1,067,201	0	(1,067,201)	0	1,032,565	0	(1,032,565)	0
Golf Club Maintenance Reserve	8,842	5,112	(5,004)	8,950	0	8,842	0	8,842	0	0	0	0
Golf Course Cottage Reserve	29,395	352	0	29,747	28,887	508	0	29,395	28,635	369	0	29,004
Information Technology Reserve	2,896,599	34,760	(2,153,806)	777,553	2,068,659	989,720	(161,780)	2,896,599	2,145,970	27,633	(974,433)	1,199,170
Infrastructure Reserve	0	0	0	0	348,075	0	(348,075)	0	345,032	198	(345,230)	0
Plant & Equipment Replacement Reserve	422,974	360,426	(754,150)	29,250	579,628	607,350	(764,004)	422,974	588,784	514,020	(812,600)	290,204
Refuse Reserve	5,602,888	3,000,000	(3,479,515)	5,123,373	8,844,888	0	(3,242,000)	5,602,888	8,928,629	0	(3,242,000)	5,686,629
Renewable Energy Efficiency Reserve	34,255	2,447	(2,035)	34,667	53,983	8,854	(28,582)	34,255	60,058	773	(25,000)	35,831
Restricted Grants & Contributions Reserve	2,002,464	0	(869,970)	1,132,494	3,170,082	1,684,962	(2,852,580)	2,002,464	1,573,326	0	(1,530,326)	43,000
Settlement Agreement Reserve	167,771	2,012	0	169,783	164,874	2,897	0	167,771	163,440	2,105	0	165,545
Workers Compensation Reserve	143,928	1,728	0	145,656	141,443	2,485	0	143,928	138,404	1,782	0	140,186
DCA 1 - Hard Infrastructure - Bertram	625,311	257,504	(713,153)	169,662	228,689	401,167	(4,545)	625,311	2,131,883	32,766	(695,753)	1,468,896
DCA 2 - Hard Infrastructure - Wellard	2,475,398	29,704	(2,095,316)	409,786	2,435,413	1,984,985	(1,945,000)	2,475,398	2,574,546	3,940,205	(2,279,000)	4,235,751
DCA 3 - Hard Infrastructure - Casuarina	0	3,499,637	(3,472,686)	26,951	0	0	0	0	0	2,747,378	(2,747,378)	0
DCA 4 - Hard Infrastructure - Anketell	540,134	6,484	(23,049)	523,569	533,009	7,125	0	540,134	633,006	9,729	0	642,735
DCA 5 - Hard Infrastructure - Wandi	442,503	25,312	(460,299)	7,516	1,073,049	102,999	(733,545)	442,503	1,232,061	1,030,936	(1,453,795)	809,202
DCA 6 - Hard Infrastructure - Mandogalup	397,981	4,776	(23,049)	379,708	0	397,981	0	397,981	0	0	0	0
DCA 7 - Hard Infrastructure - Wellard West/Bertram	18,165	50,220	(23,049)	45,336	2,988	15,177	0	18,165	23,918	368	0	24,286
DCA 8 - Soft Infrastructure - Mandogalup	477,570	5,732	(24,120)	459,182	471,270	6,300	0	477,570	0	0	0	0
DCA 9 - Soft Infrastructure - Wandi/Anketell	11,903,147	142,840	(3,342,323)	8,703,664	11,762,971	200,971	(60,795)	11,903,147	11,770,673	180,905	(1,004,445)	10,947,133
DCA 10 - Soft Infrastructure - Casuarina/Anketell	224,815	2,700	(24,120)	203,395	225,488	3,872	(4,545)	224,815	233,191	3,584	(4,545)	232,230
DCA 11 - Soft Infrastructure - Wellard East	6,173,510	74,084	(24,120)	6,223,474	6,079,449	98,606	(4,545)	6,173,510	5,642,461	86,721	(4,545)	5,724,637
DCA 12 - Soft Infrastructure - Wellard West	8,489,154	101,872	(24,120)	8,566,906	7,741,470	752,229	(4,545)	8,489,154	7,206,957	110,766	(4,545)	7,313,178
DCA 13 - Soft Infrastructure - Bertram	283,851	3,408	(24,120)	263,139	283,533	4,863	(4,545)	283,851	291,237	4,476	(4,545)	291,168
DCA 14 - Soft Infrastructure - Wellard/Leda	675,213	8,104	(24,120)	659,197	614,491	65,267	(4,545)	675,213	622,193	9,563	(16,045)	615,711
DCA 15 - Soft Infrastructure - City Site	256,500	3,080	(24,120)	235,460	162,566	98,479	(4,545)	256,500	170,270	357,617	(16,045)	511,842
•	55,451,409	8,215,624	(20,399,567)	43,267,466	55,730,367	16,129,227	(16,408,185)	55,451,409		15,869,208	(21,765,512)	48,632,038

8. CASH BACKED RESERVES (CONTINUED)

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

	Anticipated	
Reserve name	date of use	Purpose of the reserve
Aged Persons Units Reserve	Ongoing	to be used to provide funds for the capital acquisition and maintenance of the Aged Persons Units, Callistemon Court.
Asset Management Reserve	Ongoing	to be used to provide funds for renewal projects for the City's building and infrastructure assets, thereby extending the useful economic life of such assets.
Banksia Park Reserve	Ongoing	to be used to provide funds for the capital acquisitions and maintenance of the Banksia Park Retirement Village.
City Assist Initiative Reserve	Ongoing	to be used to provide for infrastructure and other initiatives to enhance the safety and security of the City.
City Infrastructure Reserve	Ongoing	to be used to fund the City's contributions to community infrastructure projects.
Community Services & Emergency Relief Reserve	Ongoing	to be used to provide funding to alleviate the effect of any disaster within the City of Kwinana boundaries and to provide funds to develop community service
Contiguous Local Authorities Group Reserve	Ongoing	to be used to restrict funds received for the prevention, control and education of mosquito management.
Employee Leave Reserve	Ongoing	to be used to ensure that adequate funds are available to finance employee leave entitlements.
Employee Vacancy Reserve	Ongoing	to be used to ensure that adequate funds are available to finance employee costs.
Family Day Care Reserve	Ongoing	to be used to provide for the capital acquisitions and maintenance of this facility.
Future Community Infrastructure Reserve	Ongoing	to be used to accumulate the City's contributions for the capital funding of future community infrastructure in accordance with Town Planning Scheme #2.
Golf Club Maintenance Reserve	Ongoing	to be used to provide funds for the maintenance of this building.
Golf Course Cottage Reserve	Ongoing	to be used to provide funds for the maintenance of this building.
Information Technology Reserve	Ongoing	to be used for the implementation and maintainance of the City's software requirements.
Infrastructure Reserve	Ongoing	to be used to provide funds to create new City assets or for the major upgrade of City assets to increase the service level provided by the asset.
Plant & Equipment Replacement Reserve	Ongoing	to be used to replace existing fleet, plant and other City assets.
Refuse Reserve	Ongoing	to be used to provide funds for the costs and subsidy of Waste Management in the City.
Renewable Energy Efficiency Reserve	Ongoing	to be used to provide funds for renewable energy and water efficiency iniatives.
Restricted Grants & Contributions Reserve	Ongoing	to be used to restrict funds, being city funds, grants and contributions, required to complete projects from prior financial years.
Settlement Agreement Reserve	Ongoing	to be used to provide funds to account for future negotiated settlement agreement payments.
Workers Compensation Reserve	Ongoing	to be used to fund workers compensation costs incurred by the City where the maximum contribution amount for a previous year has been reached and the is a claim which remains open and requires to City to pay costs relating to the open claims in the current and future years.
DCA 1 - Hard Infrastructure - Bertram	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 1 - Hard Infrastructure Bertram.
DCA 2 - Hard Infrastructure - Wellard	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 2 - Hard Infrastructure Wellard.
DCA 3 - Hard Infrastructure - Casuarina	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 3 - Hard Infrastructure Casuarina.
DCA 4 - Hard Infrastructure - Anketell	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 4 - Hard Infrastructure Anketell.
DCA 5 - Hard Infrastructure - Wandi	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 5 - Hard Infrastructure Wandi.
DCA 6 - Hard Infrastructure - Mandogalup	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 6 - Hard Infrastructure Mandogalup.
DCA 7 - Hard Infrastructure - Wellard West/Bertram	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 7 - Hard Infrastructure Mandogalup West.
DCA 8 - Soft Infrastructure - Mandogalup	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 8 - Soft Infrastructure Mandogalup.

8. CASH BACKED RESERVES (CONTINUED)

(b) Cash Backed Reserves - Purposes

	Anticipated	
Reserve name	date of use	Purpose of the reserve
DCA 9 - Soft Infrastructure - Wandi/Anketell	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 9 - Soft Infrastructure Wandi/Anketell.
DCA 10 - Soft Infrastructure - Casuarina/Anketell	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 10 - Soft Infrastructure Casuarina/Anketell.
DCA 11 - Soft Infrastructure - Wellard East	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 11 - Soft Infrastructure Wellard East.
DCA 12 - Soft Infrastructure - Wellard West	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 12 - Soft Infrastructure Wellard West.
DCA 13 - Soft Infrastructure - Bertram	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 13 - Soft Infrastructure Bertram.
DCA 14 - Soft Infrastructure - Wellard/Leda	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 14 - Soft Infrastructure Wellard/Leda.
DCA 15 - Soft Infrastructure - City Site	Ongoing	to be used to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 15 - Soft Infrastructure City Site.

(c) Cash Backed Reserves - Change in Use

The City has resolved to make the following changes in the use of part of the money in a reserve account. This money is to be used or set aside for a purpose other than the purpose for which the account was established.

Cash Backed Reserve	Proposed new purpose of the reserve	Objects of changing of the reserve	Reasons for changing the use of the reserve	2020/21 Budget amount to be used	Budget amount change of purpose
Refuse Reserve	No change to the purpose of the Reserve.	To temporarily allow the City to access the cash held in Reserve.	To mitigate the risk of reduced cashflow due to the COVID-19 pandemic.	\$ 3,000,000	\$
		Funds to be repaid before 30 June 2021.		(3,000,000)	0
				0	0

2020/21

9. FEES & CHARGES REVENUE

	2020/21	2019/20	2019/20
	Budget	Actual	Budget
	\$	\$	\$
Governance	8,810	5,088	8,800
General purpose funding	40,896	252,750	181,600
Law, order, public safety	169,860	297,385	146,095
Health	84,001	124,385	145,959
Education and welfare	2,012,456	1,565,927	1,966,551
Community amenities	5,848,424	5,912,026	5,938,370
Recreation and culture	2,356,491	2,063,914	2,507,170
Economic services	1,221,291	1,134,059	1,199,560
Other property and services	170,942	153,174	160,298
	11,913,171	11,508,708	12,254,403

10. GRANT REVENUE

Unspent grants, subsidies and contributions liability

Grants, subsidies and contributions revenue

	0113	pent grants, se	absidies and e	onthibations hab	, iii cy	and co	na ibadons re	venae
		Increase	Liability	Total	Current			
	Liability	in	Reduction	Liability	Liability	2020/21	2019/20	2019/20
	1 July 2020	Liability	(As revenue)	30 June 2021	30 June 2021	Budget	Actual	Budget
By Program:	\$	\$	\$	\$	\$	\$	\$	\$
(a) Operating grants, subsidies and contributions								
General purpose funding	0	0	0	0	0	906,754	1,649,666	1,580,138
Law, order, public safety	0	0	0	0	0	181,180	157,304	163,650
Health	0	0	0	0	0	23,504	10,915	12,150
Education and welfare	10,000		(10,000)	0	0	5,068,304	4,844,886	6,406,485
Community amenities	133,370	0	(133,370)	0	0	7,000	37,000	107,000
Recreation and culture	3,230	0	(3,230)	0	0	100,911	237,000	377,417
Transport	0	0	0	0	0	330,000	326,422	324,478
	146,600	0	(146,600)	0	0	6,617,653	7,263,193	8,971,318
(b) Non-operating grants, subsidies and contributions								
Law, order, public safety	55,000	0	(55,000)	0	0	704,159	283,078	631,000
Community amenities	32,983,252	4,215,457	(10,321,764)	26,876,945	0	10,321,764	2,771,155	8,015,014
Recreation and culture	0	0	0	0	0	550,000	259,830	279,836
Transport	100,387	0	(100,387)	0	0	1,858,538	1,654,461	1,910,719
Economic services	0	0	0	0	0	0	100,000	100,000
	33,138,639	4,215,457	(10,477,151)	26,876,945	0	13,434,461	5,068,524	10,936,569
Total	33,285,239	4,215,457	(10,623,751)	26,876,945	0	20,052,114	12,331,717	19,907,887

(c) Unspent grants, subsidies and contributions were restricted as follows:

Developer Contribution Reserves
Unspent grants, subsidies and contributions

	Budget	Actual			
	Closing	Closing			
	Balance	Balance			
	30 June 2021	30 June 2020			
ı	26,876,945				
	20,070,945	32,983,252			
	20,676,945	32,983,252 301,987			
		, ,			

11. REVENUE RECOGNITION

SIGNIFICANT ACCOUNTING POLICIES Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source

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

12. OTHER INFORMATION

	2020/21 Budget	2019/20 Actual	2019/20 Budget
	\$	\$	\$
The net result includes as revenues			
(a) Interest earnings			
Investments			
- Reserve funds	641,416	833,017	860,000
- Other funds	180,000	190,585	485,000
Other interest revenue (refer note 1b)	399,161	791,807	743,408
01	1,220,577	1,815,409	2,088,408
(b) Other revenue	000 500	4.050.044	040.050
Reimbursements and recoveries	663,568	1,356,614	640,959
Other	45,654	43,220	44,880
	709,222	1,399,834	685,839
The net result includes as expenses			
(c) Auditors remuneration			
Audit services	60,000	60,000	60,000
Other services	27,991	23,572	5,000
	87,991	83,572	65,000
(d) Interest expenses (finance costs)			
Borrowings (refer Note 6(a))	975,351	1,054,608	1,054,610
Interest expense on lease liabilities	12,228	4,921	0
	987,579	1,059,529	1,054,610
(e) Elected members remuneration			
Meeting fees	276,462	278,263	276,462
Mayor/President's allowance	89,753	89,754	89,753
Deputy Mayor/President's allowance	22,438	22,438	22,438
Travelling expenses	6,000	3,631	6,000
Telecommunications allowance	28,000	28,005	28,000
Other reimbursements	6,000	5,277	6,000
	428,653	427,368	428,653
(f) Write offs	40.000	0.400	0.400
General rate	10,868 200	2,139	2,400
Fees and charges		9,957	200
(w) Low Value loose expenses	11,068	12,096	2,600
(g) Low Value lease expenses	212 969	300,613	375,527
Office equipment	212,868 1,338		
Demountable - Building Services	12,542	16,423 78,904	0 63,136
Gymnasium equipment			
	226,748	395,940	438,663

13. TRUST FUNDS

Funds held at balance date over which the local government has no control and which are not included in the financial statements are as follows:

		Estimated	Estimated	Estimated
	Balance	amounts	amounts	balance
Detail	30 June 2020	received	paid	30 June 2021
_	\$	\$	\$	\$
APU Security Bonds	18,608	1,000	(500)	19,108
Contiguous Local Authorities Group (CLAG)	5,094	1,500	(100)	6,494
Public Open Space Cash In Lieu	283,848	38,000	(76,000)	245,848
_	307,550	40,500	(76,600)	271,450

14. SIGNIFICANT ACCOUNTING POLICIES - OTHER INFORMATION

GOODS AND SERVICES TAX (GST)

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

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

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

CRITICAL ACCOUNTING ESTIMATES

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

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

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

COMPARATIVE FIGURES

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

BUDGET COMPARATIVE FIGURES

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

	Pr	oject Expenditu	re	Project Funding					
		Project			DCA				
20/24 2 2/4 2 2/4	Capital	Management	Total Project	Sale of	Reserve	Reserve	Grant	Muni	Total Project
20/21 Capital Projects	Purchase	Fee	Expenditure	Asset	Funded	Funded	Funded	Funded	Funding
Building Construction	5,213,879	17,691	5,231,570	0	(3,318,203)	(494,250)	(1,104,159)	(314,958)	(5,231,570)
Recquatic Front Counter - Automated Gates	90,000	0	90,000	0	0	(90,000)	0	0	(90,000)
Building & Parks Contingency	101,750	0	101,750	0	0	(101,750)	0	0	(101,750)
DCA 9 Local Sportsground Clubroom	3,718,203	0	3,718,203	0	(3,318,203)	0	(400,000)	0	(3,718,203)
Honeywood Primary School Oval		_			_	_		_	
Kwinana South VBFB Station Extensions	376,000	0	376,000	0	0	0	(376,000)	0	(376,000)
Kwinana South VBFB Station Upgrade	30,000	0	30,000	0	0	(30,000)	0	0	(30,000)
Mandogalup VBFB Station Extensions	328,159	0	328,159	0	0	0	(328,159)	0	(328,159)
Mandogalup VBFB Station Upgrade	25,000	0	25,000	0	0	(25,000)	0	0	(25,000)
John Wellard Community Centre External Paint	6,000	300		0	0	(6,300)	0	0	(6,300)
Parmelia House Roof Renovation	45,500	2,275		0	0	(47,775)	0	0	(47,775)
Medina Oval Toilet Refurbishment	25,000	1,250		0	0	(26,250)	0	0	(26,250)
Darius Wells Stormwater System	26,000	1,300		0	0	(27,300)	0	0	(27,300)
John Wellard Community Centre Stormwater System	21,000	1,050		0	0	(22,050)	0	0	(22,050)
Darius Wells Roof Fall Arrest System	20,000	1,000		0	0	(21,000)	0	0	(21,000)
Darius Wells Automate Disabled Toilet Doors	20,000	1,000		0	0	(21,000)	0	0	(21,000)
Calista Oval Tennis Clubrooms	130,822	6,541		0	0	0	0	(137,363)	(137,363)
Darius Wells Room Conversion	9,666	0	9,666	0	0	0	0	(9,666)	(9,666)
Sloans Cottage Accessibility Works	26,709	0	26,709	0	0	0	0	(26,709)	(26,709)
Administration Building Refurbishment	40,000	0	40,000	0	0	0	0	(40,000)	(40,000)
Rhodes Park Accessible Toilet Design	15,750	0	15,750	0	0	0	0	(15,750)	(15,750)
Animal Care Facility Refurbishment	85,470	0	85,470	0	0	0	0	(85,470)	(85,470)
Challenger Beach Ablutions Structural Renewal	10,000	500	10,500	0	0	(10,500)	0	0	(10,500)
18 Maydwell Way Asbestos Removal Program	5,000	250	5,250	0	0	(5,250)	0	0	(5,250)
Wandi Resource Centre Asbestos Removal Program	15,000	750	15,750	0	0	(15,750)	0	0	(15,750)
Recquatic Resurface Floor	7,500	375	7,875	0	0	(7,875)	0	0	(7,875)
Recquatic Spa balance tank lid and ladder	8,000	400	8,400	0	0	(8,400)	0	0	(8,400)
Recquatic 25m backwash tank lid Replacement	7,000	350	7,350	0	0	(7,350)	0	0	(7,350)
Sloans Heritage (Caretaker) Cottage Accessibility Works	20,350	350	20,700	0	0	(20,700)	0	0	(20,700)
Bus Shelter Construction	33,300	3,330	36,630	0	0	0	0	(36,630)	(36,630)
Bus Shelter Upgrades	33,300	3,330	36,630	0	0	0	0	(36,630)	(36,630)
Computing Equipment	1,668,251	0	1,668,251	0	0	(1,581,763)	0	(86,488)	(1,668,251)
City Website Redevelopment Stage 3 of 3	122,860	0	122,860	0	0	(61,810)	0	(61,050)	(122,860)
Computing Equipment as required	25,438	0	25,438	0	0	0	0	(25,438)	(25,438)
Corporate Business System Implementation	1,519,953	0	1,519,953	0	0	(1,519,953)	0	0	(1,519,953)

	Project Expenditure Project Funding								
20/21 Capital Projects	Capital Purchase	Project Management Fee	Total Project Expenditure	Sale of Asset	DCA Reserve Funded	Reserve Funded	Grant Funded	Muni Funded	Total Project Funding
DCA Capital Projects	6,531,627	0	-	0	(6,471,627)	(60,000)	0	0	
Roads - DCA 5 - Lyon Road - Cassowary to Kenby	437,250	0		0	(437,250)	0	0	0	(437,250)
Drainage - DCA 2 Peel Sub N Drain - Lot 64 Woolcoot Road & Lot 379	1,093,205	0		0	(1,093,205)	0	0	0	(1,093,205)
Drainage - DCA 2 - Peel Sub N1 Drain - Lot 378 & 90	334,000	0		0	(334,000)	0	0	0	(334,000)
DCA1 Stormwater Management Infrastructure	572,473	0		0	(512,473)	(60,000)	0	0	
DCA 3 Peel Sub P1 Drain Casuarina	1,164,627	0		0	(1,164,627)	0	0	0	(1,164,627)
DCA 3 Peel Sub P1A Drain Casuarina	1,098,363	0		0	(1,098,363)	0	0	0	(1,098,363)
DCA 3 Peel Sub P Drain Anketell South & Casuarina	1,186,647	0		0	(1,186,647)	0	0	0	(1,186,647)
DCA 2 Millar Road Chg 470 to 577 Developer to Complete	293,983	0		0	(293,983)	0	0	0	(293,983)
DCA 2 Sunrise Boulevard Internal Collector Road (b) Lot 59	351,079	0		0	(351,079)	0	0	0	(351,079)
(Developer to complete)	,		ŕ		, , ,				
Drainage Construction	339,475	33,947	373,422	0	0	(373,422)	0	0	(373,422)
Drainage New Ocean Street	193,500	19,350	212,850	0	0	(212,850)	0	0	(212,850)
Drainage New Pace Road	145,975	14,597	160,572	0	0	(160,572)	0	0	(160,572)
Footpath Construction	191,075	0	191,075	0	0	(50,875)	(70,100)	(70,100)	(191,075)
Footpath Renewals	50,875	0	50,875	0	0	(50,875)	0	0	(50,875)
Gilmore Avenue Shared Path Stage 1 Design	81,400	0	81,400	0	0	0	(40,700)	(40,700)	(81,400)
(Perth Bicycle Network LG Grants Program)									
Parmelia Avenue Shared Path Stage 1 Design	58,800	0	58,800	0	0	0	(29,400)	(29,400)	(58,800)
(Perth Bicycle Network LG Grants Program)									
Furniture & Equipment	44,793	0	44,793	0	0	(19,355)	0	(25,438)	(44,793)
Library - self returns shelves	12,355	0	12,355	0	0	(12,355)	0	0	(12,355)
Library - self check out touchscreen computer & workstation	7,000	0	7,000	0	0	(7,000)	0	0	(7,000)
Library - self check out stations for Community Centres	25,438	0	25,438	0	0	0	0	(25,438)	(25,438)
Plant & Equipment	746,030	0	746,030	(220,700)	0	(525,330)	0	0	(746,030)
Plant Replacement P275 Trailer Roller	23,500	0	23,500	(4,000)	0	(19,500)	0	0	(23,500)
Plant Replacement P499 DECK - Toro Ride on mower	5,500	0	5,500	0	0	(5,500)	0	0	(5,500)
Plant Replacement P500 DECK - Toro Ride on mower	5,500	0	5,500	0	0	(5,500)	0	0	(5,500)
Plant Replacement P531 DECK - Toro Ride on mower	5,500	0	5,500	0	0	(5,500)	0	0	(5,500)
Plant Replacement P114 Tandem Axle Tilt Trailer	15,000	0	15,000	(2,000)	0	(13,000)	0	0	(15,000)
Plant Replacement P120 Trailer Box top - Coastcare	3,500	0	3,500	(700)	0	(2,800)	0	0	(3,500)
Plant Replacement P148 Trailer box 7x4 with water tank and Pump	10,500	0		(2,000)	0	(8,500)	0	0	(10,500)
Plant Replacement P199 Trailer box 7x4 with water tank and pump	10,500	0	-,	(2,000)	0	(8,500)	0	0	(10,500)
Plant Replacement P351 Mitsubishi Canter Tip Truck	135,000	0	,	(25,000)	0	(110,000)	0	0	(135,000)
Plant Replacement P392 Mitsubishi Canter Fuso	95,000	0	/	(25,000)	0	(70,000)	0	0	(95,000)
Plant Replacement P443 Isuzu Tip Truck 6x4	150,000	0	/	(80,000)	0	(70,000)	0	0	(===,==,
Plant Replacement P223 Volvo Loader L70	260,000	0	/	(80,000)	0	(180,000)	0	0	(260,000)
Traffic Management - Traffic Equipment	26,530	0	26,530	0	0	(26,530)	0	0	(26,530)

	P	roject Expenditu	ire	Project Funding					
20/21 Capital Projects	Capital Purchase	Project Management Fee	Total Project Expenditure	Sale of Asset	DCA Reserve Funded	Reserve Funded	Grant Funded	Muni Funded	Total Project Funding
Reserve Development	974,335	19,819	994,154	0	0	(655,916)	(150,000)	(188,238)	(994,154)
KIA Street Tree Planting Program	72,679	3,634		0	0	0	0	(76,313)	
Kwinana Loop Trail	10,000	0		0	0	(10,000)	0	(70,010)	
Thomas Oval Lighting	413,361	0		0	0	(263,361)	(150,000)	0	
Bertram Street Tree Planting Program	106,595	5,330		0	0	0	0	(111,925)	
Parks for People Strategy Ascot Park	145,000	0		0	0	(145,000)	0	0	
Parks for People Strategy Peace Park	10,000	0		0	0	(10,000)	0	0	
POS / Parks & Reserves Renewals Bores, Fencing, Irrigation	216,700	10,855		0	0	(227,555)	0	0	
Street Lighting Construction	236,505	0	236,505	0	0	(208,525)	0	(27,980)	(236,505)
Street Lighting - New - Leath Road	208,525	0	208,525	0	0	(208,525)	0	0	(208,525)
Street Lighting Upgrade reactive work street light requests	27,980	0		0	0	0	0	(27,980)	
Transportation Vehicles	508,000	0	508,000	(252,650)	0	(255,350)	0	0	(508,000)
Plant Replacement P551	43,000	0	43,000	(24,300)	0	(18,700)	0	0	(43,000)
Plant Replacement P483	27,500	0	27,500	(10,800)	0	(16,700)	0	0	(27,500)
Plant Replacement P511	43,000	0	43,000	(27,000)	0	(16,000)	0	0	(43,000)
Plant Replacement P515	35,000	0	35,000	(18,000)	0	(17,000)	0	0	(35,000)
Plant Replacement P492	27,500	0	27,500	(22,050)	0	(5,450)	0	0	(27,500)
Plant Replacement P448	42,000	0	42,000	(17,100)	0	(24,900)	0	0	(42,000)
Plant Replacement P479	40,000	0	40,000	(15,500)	0	(24,500)	0	0	(40,000)
Plant Replacement P484	45,000	0	45,000	(18,900)	0	(26,100)	0	0	(45,000)
Plant Replacement P485	40,000	0	40,000	(18,900)	0	(21,100)	0	0	(40,000)
Plant Replacement P487	40,000	0	40,000	(19,800)	0	(20,200)	0	0	(40,000)
Plant Replacement P493	40,000	0	40,000	(19,800)	0	(20,200)	0	0	(40,000)
Plant Replacement P494	40,000	0	40,000	(20,700)	0	(19,300)	0	0	(40,000)
Plant Replacement P432	45,000	0	45,000	(19,800)	0	(25,200)	0	0	(45,000)
Municipal Roadworks Construction	80,699	7,400	88,099	0	0	(88,099)	0	0	(88,099)
Traffic Management - Breccia Parade speed calming	6,699	0	6,699	0	0	(6,699)	0	0	(6,699)
General Traffic Management - Traffic calming	74,000	7,400	81,400	0	0	(81,400)	0	0	(81,400)
Roads to Recovery Grant Construction	478,182	47,818	526,000	0	0	(28,097)	(497,903)	0	(526,000)
Road Reseal Renewals RTR Pace Road	250,000	25,000	275,000	0	0	0	(275,000)	0	(275,000)
Road Reseal Renewals RTR Orton Road	158,182	15,818	174,000	0	0	0	(174,000)	0	(174,000)
Road Reseal Renewals RTR Milton Place	70,000	7,000	77,000	0	0	(28,097)	(48,903)	0	(77,000)
Black Spot Grant Construction	262,073	0	262,073	0	0	(138,073)	(124,000)	0	(262,073)
Gilmore Avenue Pedestrian Crossing	262,073	0		0	0	(138,073)	(124,000)	0	

	Project Expenditure Project Funding			unding					
20/21 Capital Projects	Capital Purchase	Project Management Fee	Total Project Expenditure	Sale of Asset	DCA Reserve Funded	Reserve Funded	Grant Funded	Muni Funded	Total Project Funding
Urban Road Grant Construction	1,556,270	127,336	1,683,606	0	(177,631)	(494,827)	(1,011,148)	0	(1,683,606)
Wellard Road Duplication Project MRRG / DCA Funded	282,905	0	282,905	0	(177,631)	(27,924)	(77,350)	0	(282,905)
Road Reseal Renewals MRRG Ocean Street	313,818	31,382	345,200	0	0	(115,067)	(230,133)	0	(345,200)
Road Reseal Renewals MRRG Mandurah Road SB1	171,182	17,118	188,300	0	0	(62,767)	(125,533)	0	(188,300)
Road Reseal Renewals MRRG Cockburn Road NB	42,182	4,218	46,400	0	0	(15,467)	(30,933)	0	(46,400)
Road Reseal Renewals MRRG Leath Road 3	359,364	35,936	395,300	0	0	(131,767)	(263,533)	0	(395,300)
Road Reseal Renewals MRRG Leath Road 1	90,273	9,027	99,300	0	0	(33,100)	(66,200)	0	(99,300)
Road Reseal Renewals MRRG Mandurah Road NB 2	58,909	5,891	64,800	0	0	(21,600)	(43,200)	0	(64,800)
Road Reseal Renewals MRRG Leath Road 2	45,182	4,518	49,700	0	0	(16,567)	(33,133)	0	(49,700)
Road Reseal Renewals MRRG Mason Rd	192,455	19,246	211,701	0	0	(70,568)	(141,133)	0	(211,701)
Total 20/21 Capital Expenditure	18,864,494	257,341	19,121,835	(473,350)	(9,967,461)	(4,973,882)	(2,957,310)	(749,832)	(19,121,835)

APPENDIX ONE - GRANTS, CONTRIBUTIONS AND SUBSIDIES

Operating Grants, Subsidies & Contributions	20/21 Budget
Community Amenities	
PTA Bus Shelter Subsidy	7,000
Greening fund	62,852
Bin tagging	12,000
Grow it local	19,000
Sustainability workshops	7,000
SMCC funding	32,518
Education and Welfare	
Banksia Park Operating Cost Contribution	346,320
Bright Futures - Mainstream Childcare Benefit Subsidy	3,436,608
Bright Futures - Subsidy Other	46,476
Bright Futures - Inclusion Subsidy Scheme	5,160
Bright Futures - In Home Operational Subsidy	62,360
Bright Futures - In Home CCB Subsidy	900,000
Bright Futures - In Home Subsidy Other	10,320
NGALA My Time Program	10,560
Operational Subsidy - Aboriginal Resource Worker	31,500
Youth Social Justice Program	174,000
Youth Intervention Program	20,000
Youth Leadership and Development LYRIK	30,000
Youth Spaces Activation	5,000
General Purpose Funding	
Local Government General Purpose Grant	314,584
Local Government General Purpose Grant - Roads	270,000
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	175,570
Health	
Mosquito Management Contributions (CLAG)	21,504
Department of Health - Larvicide	2,000
Law Order & Public Safety	
Department Fire and Emergency Services - ESL	181,180
Recreation & Culture	
Shared Use Agreements	100,911
Stay On Your Feet	3,230
Transport	
Main Roads Annual Direct Grant	190,000
Main Roads Street Light Subsidy	6,000
Main Roads Maintenance Contribution	134,000
Total Operating Grants, Subsidies & Contributions	6,617,653

APPENDIX ONE - GRANTS, CONTRIBUTIONS AND SUBSIDIES

Non-Operating Grants, Subsidies & Contributions	20/21 Budget
Community Amenities	
DCA 1 - Hard Infrastructure - Bertram	713,153
DCA 2 - Hard Infrastructure - Wellard	2,095,316
DCA 3 - Hard Infrastructure - Casuarina	3,472,686
DCA 4 - Hard Infrastructure - Anketell	23,049
DCA 5 - Hard Infrastructure - Wandi	460,299
DCA 6 - Hard Infrastructure - Mandogalup	23,049
DCA 7 - Hard Infrastructure - Mandogalup (west)	23,049
DCA 8 - Soft Infrastructure - Mandogalup	24,120
DCA 9 - Soft Infrastructure - Wandi / Anketell	3,342,323
DCA 10 - Soft Infrastructure - Casuarina/Anketell	24,120
DCA 11 - Soft Infrastructure - Wellard East	24,120
DCA 12 - Soft Infrastructure - Wellard West	24,120
DCA 13 - Soft Infrastructure - Bertram	24,120
DCA 14 - Soft Infrastructure - Wellard / Leda	24,120
DCA 15 - Soft Infrastructure - Townsite	24,120
Law, Order & Public Safety	
DFES - Mandogalup VBFB Station Extensions	328,159
DFES - Kwinana South VBFB Station Extensions	376,000
DFES - Station Upgrades	55,000
Recreation & Culture	
CSRFF Funding	400,000
Department of Infrastructure	150,000
Transport	
Roads to Recovery	497,903
Urban Road Grants	1,076,795
Black Spot Funding	158,740
Perth Bicycle Network LG Grants Program	40,700
Perth Bicycle Network LG Grants Program	29,400
	,
Total Non-Operating Grants, Subsidies & Contributions	13,434,461



Fees and Charges 2020/21



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Pensioners who qualify for the 50% rebate on their rates are also entitled to a 50% discount on fees and charges not included in their rates assessment notice. The fees & charges must be directly attributable to activities at their principle place of residence, which must also be their rateable property.

FEES AND CHARGES	EXPLANATORY COMMENT			
		STATUTORY	GST	2020/21 DRAFT
		FEE	GST	BUDGET (\$)
ALL CITY SERVICES				
Photocopying and printing				
Photocopying and printing - Black and white.	Per A4 page.	No	Yes	0.40
Photocopying and printing - Black and white.	Per A3 page.	No	Yes	1.60
Photocopying and printing - Colour.	Per A4 page.	No	Yes	1.20
Photocopying and printing - Colour. **Administration**	Per A3 page.	No	Yes	2.30
Freedom of Information Act 1992 - Application fee.		.,		
		Yes	No	30.00
Freedom of Information Act 1992 - Time taken to deal with the application.	Per hour.	Yes	No	30.00
Photocopying for FOI Applications.	Per A4 page.	Yes	No	0.20
Delivery, packaging and postage for FOI Applications.	Actual cost of postage.	No	Na	
		No	No	Actual cost
Council Minutes: Hard copy.	Each.	No	No	As per Administration photocopying
				charges
Council Agenda's or Minutes: Email. Kwinana Third Time Lucky History book.	Per month.	No No	No Yes	No charge No charge
Professional Fees		NO	165	No charge
Professional Advice (Expert Witness Statement, Reports etc.).				
Costs per hour for professional services provided by Officers:	Professional Level.			
Professional Fees.	Chief Executive Officer.	No	Yes	284.50
Professional Fees.	Director.	No	Yes	226.50
Professional Fees.	Corporate Lawyer (internal).	No	Yes	168.00
Professional Fees.	Manager.	No	Yes	168.00
Professional Fees. Professional Fees.	Senior Officer/Coordinator. Technical Officer.	No No	Yes Yes	116.00 95.50
Professional Fees.	Administration Officer.	No	Yes	84.50
Lease Administration Fees	Administration Officer.	NO	163	04.50
Lease administration fees for service providers may be less than indicated as				
determined on an individual basis by resolution of Council.	Commercial Crowns	Ma	Vaa	715.00
Lease. Deed of Renewal.	Commercial Groups.	No No	Yes Yes	715.00 595.00
Deed of Variation.	Commercial Groups.	No	Yes	595.00
Deed of Assignment.	Commercial Groups.	No	Yes	479.00
Deed of Sub-Lease.	Commercial Groups.	No	Yes	595.00
Easement and other documents.	Commercial Groups.	No	Yes	179.00
Caveat lodgement and withdrawal.	Commercial Groups.	No	Yes	179.00
Landgate fees.	Commercial Groups.	No	Yes	Actual cost
Legal fees.	Commercial Groups.	No	Yes	Actual cost
Professional Valuation Fee (for Commercial Groups only).	Commercial Groups.	No	Yes	Actual cost
Lease (Includes Professional Valuation Report). Deed of Renewal.	Sporting, Community & Service Groups. Sporting, Community & Service Groups.	No No	Yes Yes	479.00 358.00
Deed of Variation.	Sporting, Community & Service Groups.	No	Yes	358.00
Deed of Assignment.	Sporting, Community & Service Groups.	No	Yes	289.00
Deed of Sub-Lease.	Sporting, Community & Service Groups.	No	Yes	358.00
Easement and other documents.	Sporting, Community & Service Groups.	No	Yes	158.00
Caveat lodgement and withdrawal.	Sporting, Community & Service Groups.	No	Yes	158.00
Landgate fees.	Sporting, Community & Service Groups.	No	Yes	Actual cost
Legal fees.	Sporting, Community & Service Groups.	No	Yes	Actual cost
Peppercorn Rent. Promotional Street Banners - Gilmore Avenue	As per Policy - Leasing of Community Facilities.	No	No	111.00
Hire fees (per Banner Pole):	Costs per monthly period as stated.	No	Yes	
Initial period (3 months).	Coole por monany poriou ao otatou.	No	Yes	946.00
3 month block.		No	Yes	946.00
6 month block.		No	Yes	1,577.00
12 month block.		No	Yes	2,522.00
Month by month.	Per month.	No	Yes	316.00
Hire Fee for not-for-profit or community groups or where it is deemed the use is primarily for a social or community benefit.		No	No	No charge
Private Works				
Private Works.	Includes Administration Fee (% is based on total cost of works	No	Yes	Actual cost + 30%
Other	carried out. GST added after % calculated.			admin fee
Dishonoured Cheque/ Direct Debit Processing Fee.		No	Yes	15.00
				10.00
RATING SERVICES				
Property Ownership Details - Rate book/electoral roll enquiry.	Other than by inspection at local government office (1 property).	No	No	16.75
Donate Over and in Dataila Data had been been been been been been been bee		140	140	10.70
Property Ownership Details - Rate book/electoral roll enquiry.	Other than by inspection at local government office (for 5 or more properties).	No	No	84.25
Property Ownership Details - Rate book/electoral roll enquiry.	No charge for inspection at local government office.			No charge
Rate Enquiry.	Oters dend	No	No	39.10
Copy of Certificate of Title. Administration fee on rates instalments – 4 instalments.	Standard. Instalment Plan.	No	No	Actual cost
Administration roo on rates instantioned instantiones.	motaline it ian.	No	No	21.00
Administration fee on rates instalments – 2 instalments.	Instalment Plan.	No	No	10.50
Administration fee on rates instalments - Direct Debit Arrangement (Option 4 &	Instalment Plan.	No	No	21.00
5). Administration fee on special rates navment arrangements	Per year, per arrangement			
Administration fee on special rates payment arrangements.	Per year, per arrangement.	No	No	50.00
Legal Fees - Title Search Fee.	Actual legal fees incurred. At cost.	No No	No No	Actual cost Actual cost
Direct Debit Arrangement Cancellation Fee.	Cancellation of Direct Debit after 3 dishonours due to non			
	compliance.	No	No	55.00
Adhoc Arrangement Cancellation Fee.	Cancellation of Ad Hoc Arrangement due to non compliance.	No	No	55.00
Notice of Discontinuance.	Actual cost incurred.	No No	No No	Actual cost
Debt Clearance Letter		No	No	26.50

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		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Attendance at Settlement.	City Officer attendance at settlement (per attendance).	No	Yes	290.0
ANIMAL CONTROL				
Dogs Dog impound for	Derenimal			00.0
Dog impound fee.	Per animal.	No	No	80.00
Dog surrender fee.	Per animal.	No	No	120.00
Daily sustenance of dog in pound.	Per animal per day.	No	No	25.00
Destruction/disposal of dog.		No	No	90.00
Sale of dog (excluding registration).	_	No	Yes	50.00
Registration fees: Unsterilised dog - One year.	For one year.	Yes	No	50.00
Registration fees: Unsterilised dog - Three years.	For three years.	Yes	No	120.00
Registration fees: Unsterilised dog - Life.	For the life of the animal.	Yes	No	250.00
Registration fees: Sterilised dog - One year.	For one year.	Yes	No	20.00
Registration fees: Sterilised dog - Three years.	For three years.	Yes	No	42.50
Registration fees: Sterilised dog - Life.	For the life of the animal.	Yes	No	100.00
Dog Registration concessions: Pensioner Concession Card Holders - Half fee.	Half fee.	Yes	No	50% of Full
Dogs hand fide used for drawing and tanding livestock	Quarter fee.			Registration 25% of Full
Dogs bona fide used for droving and tending livestock.	Quarter lee.	Yes	No	Registration
State Emergency Services tracker dogs.	For one year.	No	No	1.00
Section 26 Application - 3 dog applications.	Application to keep up to 6 dogs permanently.	No	No	230.50
Dog microchipping fee.	When claimed from Pound.	No	Yes	Actual cost
Dangerous dog inspection fee.	An annual fee placed on owners of dangerous dogs that needs to			
G-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	be paid annually for inspections by City's officers.	No	No	50.00
Cats				
Cat impound fee.	Per animal.	No	No	50.00
Cat surrender fee. Daily sustenance of cat in pound.	Per animal. Per animal per day.	No	No	60.00
Daily susteriance of cat in pound.	Per animai per day.	No	No	15.00
Sale of cat (excluding registration).		No	Yes	30.00
Registration fees: Cat - One year.	For one year only.	Yes	No	20.00
Registration fees: Cat - One year (after 31st May) - Half fee.	Less than six months registration.			50% of Full
regionation root. Out one your (and one may) than root.	2000 than old monard rogical allorin	Yes	No	Registration
Registration fees: Cat - Three years.	For three years.	Yes	No	42.50
Registration fees: Cat - Life.	For the life of the animal.	Yes	No	100.00
Cat Registration concessions: Pensioner Concession Card Holders - Half fee.	As per Cat Act 2011/Regulation 2012.	Yes	No	50% of Full
	A			Registration
Application fee to grant or renewal of approval to breed cats (per cat).	As per Cat Act 2011/Regulation 2012.	Yes	No	100.00
Cat microchipping fee.	When claimed from Cat Facility. As per Cat Act 2011/Regulation 2012.	No	Yes	Actual cost
I transfer alla	2012.			
Livestock Roaming Livestock Attendance Fee.	City Assist to attend to roaming livestock.	No	No	328.50
Livestock Impound Fee.	Per animal.	No	No	80.00
Livestock Surrender Fee.	Per animal.	No	No	90.00
Livestock Impound Sustenance Fee.	Per animal per day.	No	No	25.00
Livestock Sale Fee.		No	Yes	70.00
LAW ORDER AND DURING CAFETY				
LAW, ORDER AND PUBLIC SAFETY				
Abandoned Trolleys Shopping trolley removal.	Each.	No	No	120.00
Abandoned Vehicles	Lacii.	NO	NO	120.00
Impounded vehicles - Penalty Fee.	Per day.	No	No	36.50
Impounded vehicles Admin Fee.	•	No	No	245.00
Daily Vehicle Impound Fee.	Private.	No	No	30.00
Off Road Vehicles				
Administration Fee.		No	No	245.00
Towing Fee - Vehicle. Towing Fee - Trail Bike.		No No	No No	130.50 130.50
Daily Vehicle Impound Fee - Off Road Vehicles.	Private.	No	No	30.00
Illegal Signs				33.30
Impounded illegal signs.		No	No	60.00
City Assist Call Out Fee				
Call out Fee to City's Facilities (User Error).	May be imposed on users of Council facilities who set off City alarms due to neglect or without due care and attention at the discretion of Manager Essential Services.	No	No	100.00
FIRE AND EMERGENCY MANAGEMENT				
Emergency Services Charges				
Deliberate False alarm.	Per hour.	No	No	278.00
Direct Brigade alarm - False alarm.	Per hour.	No	No	278.00
Call out to illegal burn.	Per hour.	No	No	326.00
Reconnaissance Vehicles.	Per hour.	No	No	63.45
Light tanker equivalent.	Per hour.	No	No	79.15
1.4 Equivalent	Per hour.	No No	No No	122.00
2.4 Equivalent. 3.4 Equivalent.	Per hour. Per hour.	No No	No No	267.00 323.00
3.4 Equivalent. Bulk Water Tanker Equivalent.	Per hour.	No	No	323.00 267.00
Specialist Equipment Equivalent	Per hour.	No	No	556.00
Pumper Vehicles Equivalent.	Per hour.	No	No	556.00
Incident Control Vehicle Equivalent.	Per hour.	No	No	556.00
Air support equipment.	At cost plus % administration fee.	No	No	At cost plus 5% administration fee
Earth moving and general equipment.	At cost plus % administration fee.	No	No	At cost plus 5% administration fee
	At cost plus % administration fee.			At cost plus 5%

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FEES AND CHARGES	EXPLANATORY COMMENT			
		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Fire Inspection		Ma	Na	110.00
Fire Inspection fee - Prescriptions.		No	No	110.00
ENVIRONMENTAL HEALTH				
General Administration, Certification and Inspection Fees All completed applications are to be lodged allowing for 10 business days processing time. Refusals, cancellations and withdrawals (in writing) - no refund of administrative fees will occur in the event of an application, referred to below, being refused, cancelled or withdrawn in writing, except where specified. An expedited fee applies for less than 10 days processing time.	If Council approval is required, a minimum of 90 days are required for processing the approval.			
Expedited Service Fee for applications received between 3-10 working days before the approval is required.	This fee applies to all late applications including from charitable and community organisations. Applications received between 0-2 working days before the required approval will not be approved.	No	Yes	146.00
Swimming Pool Fees for <i>Health (Miscellaneous Provisions) Act</i> Aquatic Facilities where an EHO conducts inspections and sampling for <i>Health (Miscellaneous Provisions) Act</i> , Regulation & Code of Practice compliance.	Inspection fee may include site audit, site inspection and may also include chemical and bacteriological sampling as required with delivery of samples to the Laboratories, each session, as specified by Dept. of Health WA. Routine inspection allows for 1 hour inspection time of fee listed per hour and additional time may be charged at the specified rate or part thereof after 1 hour via a Tax Invoice to the Strata Company or site owner.	No	No	146.00
Inspection Fee associated with a Public Pool Closure Notice, aquatic facility reopening assessment prior to rescinding a Notice and/or annual summer reopening assessment of a Swimming pool/aquatic facility carried out by an EHO. This may be in conjunction with the Office of Executive Director Public Health.	Inspection fee includes sampling and delivery of samples to Laboratories each session as specified by Dept. of Health WA. Applicable to Public Pools and Aquatic facilities including strata Pools in complexes where more than 30 units are located and require compliance by EHO. Fee allows for maximum of 2 hours EHO Work and any additional work will be charged at fee listed per hour or part thereof via a tax invoice.	No	No	292.00
Water samples on request: Bacteriological analysis.		No	No	146.00
Water samples on request: Chemical analysis.		No	Yes	487.00
Water samples on request: All other samples at cost charged to City, plus labour & transportation.	Min charge/per hour or part thereof after the first hour plus sample costs and administration fee.	No	Yes	\$146 minimum charge per hour + cost of analysis per sample as quoted by laboratory + administration fee of 30% of the cost
Liquor Act Certification – Environmental Health.	In addition to a food Business application or notification.	No	No	146.00
Gaming and Wagering Commission Act – Section 55 Certificate of Local Government Authority (new application or renewal).	Public Building Health approval. Completion of the Certificate requires Council determination. Application should be lodged 90 days before proposed gaming activities.	No	No	104.00
Pyrotechnics and Fireworks Permits.	All pyrotechnic and fireworks permit requires Council acknowledgement. Application should be lodged 90 days before the event.	No	No	292.00
Health (Miscellaneous Provisions) Act and Food Act - Re-issue, replacement or issue of amended approval registration or other Documentation where not elsewhere specified.		No	No	73.00
Any type of Local Government Certification or Letter of Support / Permission of any application to an external Department, Agency or Approving Authority.	For an Activity or Service being carried out within the City including Wildlife Carers or any type of voluntary or business operations.	No	No	73.00
Late applications - additional fee.	Excluding Statutory timeframes - see Noise Legislation.	No	No	73.00
Re-inspection fee to resolve any non-compliance(s) following the issue of an improvement notice; prohibition order and/ or infringement notice, charged at the hourly rate or part thereof until compliance is reached to the satisfaction of the EHO or authorised officer.	Per hour or part thereof after the first hour - minimum fee.	No	No	146.00
Mosquito Management Contribution Fees & Charges Tax invoice shall be issued and authorised by the Manager Environmental				
Health Service.				
Developer contribution per Lot including subsequent lots being subdivided or developed as strata lots where each allotment shall pay a contribution by the development prior to lot clearance.	To be paid prior to the signing of the approval of the subdivision plan.	No	No	63.00
Land owner contribution per Lot to be paid where no fees have been paid at the time of subdivision. Tax Invoice to be raised and authorised by the Manager Environmental Health Services.	The fees shall be paid prior to granting a Building Licence for development on the Lot and interest is payable where not paid by the due date.	No	No	63.00
Mosquito Investigation Fees.	Min charge/per hour or part thereof after the first two hours plus sample costs.	No	No	146.00
Lodgement for approval of the Mosquito and Midge Management Plan and any ongoing or repeat assessment of written responses to the initial Assessment of Mosquito Midge Management Plan for each hour of assessment and site verification time to achieve final approval of the Plan.	•	No	No	Minimum fee of \$584 for 4 hours: Plus \$146 per hour or part thereof
Properties and Premises Activities				
Property inspection on request or as result of a customer action request to resolve a nuisance, non-compliance or complaint under any statute administered by Council and its authorised officers: No report required or requested; Notices or directions may be issued by authorised officer and Tax Invoice to be authorised by the Manager Environmental Health Services.	Min charge/per hour or part thereof after the first hour.	No	No	146.00
Detailed written report with recommendations.	Min charge/per hour or part thereof after the first hour.	No	No	146.00
Temporary Accommodation application fee where no caravan is provided on site (associated with a building licence for a proposed permanent dwelling on	For each period of six months.	No	No	146.00
the property).	Min phorago/per hour or next there of effect the first to a second			
Plus Inspection fee. Renewal of Temporary Accommodation where no caravan is provided (accommodation where no caravan is provided)	Min charge/per hour or part thereof after the first hour. For each period of six months.	No	No	146.00
(associated with a building licence for a proposed permanent dwelling on the property). Plus Inspection fee.	Min charge/per hour or part thereof after the first hour.	No No	No No	146.00 146.00
r ido mapodion i cc .	with Gharge/per flour of part thereof after the IIIst flour.	INU	INO	140.00

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FEES AND CHARGES	EXPLANATORY COMMENT			
		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Temporary Accommodation application fee where caravan is provided (associated with a building licence for a proposed permanent dwelling on the property).	For each period of 12 months.	No	No	146.00
Plus Inspection fee.	For 12 month period.	No	No	292.00
Renewal of Temporary Accommodation application fee where caravan is provided (associated with a building licence for a proposed permanent dwelling on the property).	For each period of 12 months.	No	No	146.00
Plus Inspection fee.	For 12 month period.	No	No	292.00
approved events.	Initial Application fee for one month or any period less than one month and includes one off or annual events approved by	No	No	146.00
Application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights in any period of 28 consecutive days) - Three	Manager Environmental Health Services (per event). Initial Application fee for up to three months and each three month renewal thereafter. Under Regulation 11 (2) (a) of the Caravan Parks and Camping Grounds Regulations 1997.	No	No	146.00
Application for approval to camp other than at a Caravan Park or Camping Ground (longer than three nights any period of 28 consecutive days) - Six	Initial Application for up to six months and each six month renewal thereafter. Under Regulation 11(2)(c) of the Caravan Parks and	No	No	292.00
Application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights any period of 28 consecutive days) - Nine	Camping Grounds Regulations 1997. Initial Application for up to nine months and each nine month renewal thereafter. Under Regulation 11(2)(c)of the Caravan Parks and Camping Grounds Regulations 1997.	No	No	432.00
Application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights any period of 28 consecutive days) - 12 months.	Initial Application for up to 12 months and each 12 renewal thereafter. Under Regulation 11(2)(c) of the Caravan Parks and Camping Grounds Regulations 1997.	No	No	852.00
Plus inspection fee associated with application for approval to camp other than at a Caravan Park or Camping Ground (longer than 3 nights in any period of 28	Per hour.	No	No	146.00
	Annual fee under Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45.	Yes	No	Minimum \$200 or cost of different category of camp sites by the maximum number of sites, whichever is the greater amount.
, ,	Annual fee under Caravan Parks and Camping Grounds Act 1995	Yes	No	6.00
	and Regulations 1997 Schedule 3 - Regulation 45. Annual fee under Caravan Parks and Camping Grounds Act 1995	Yes	No	6.00
	and Regulations 1997 Schedule 3 - Regulation 45. Annual fee under Caravan Parks and Camping Grounds Act 1995			
	and Regulations 1997 Schedule 3 - Regulation 45. Annual fee under Caravan Parks and Camping Grounds Act 1995	Yes	No	3.00
	and Regulations 1997 Schedule 3 - Regulation 45.	Yes	No	1.50
penalty for renewal after expiry.	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 45. Caravan Parks and Camping Grounds Act 1995 and Regulations	Yes	No	20.00
one year).	1997 Schedule 3 - Regulation 54. Pro rata amount of the fee payable under annual licence for the period of time for which the licence is to be in force.	Yes	No	Minimum \$100
	Caravan Parks and Camping Grounds Act 1995 and Regulations 1997 Schedule 3 - Regulation 55.	Yes	No	100.00
Miscellaneous Applications Application for Skin Penetration Premises.		No	No	146.00
Application for Family Day and Child Care.		No	No	73.00
Application for Hairdressing Premises, including mobile hairdressing. Public Buildings - Fixed Structures		No	No	146.00
Maximum Fee permitted for consideration of the application for approval.	Maximum amount to be charged for the application & inspection fees.	Yes	No	871.00
Initial application for public building approval (no Building Licence).		No	No	411.00
Public Building inspection for approval certification, transfer & variation of uses.		No	No	146.00
Variation to any existing Public Building and includes variation of approved uses. Public Building - Events		No	No	330.00
Initial application for public building approval (markets and events). Initial application for public building approval (markets and events)- charitable, not-for-profit and community groups organising community events.	Annual application for ongoing event/market. Available at no cost. The completed event application form must be lodged with the City more than 10 working days prior to the event. Applications received between three to ten working days prior to the event will be charged the standard rate. Applications received	No No	No No	292.00 No charge
Based on the maximum numbers of persons on the Occupancy Certificate issued under the <i>Health (Miscellaneous Provisions) Act 1911</i> . When any Public Building, defined in the Act, is monitored during an event as determined by the Manager Environmental Health, a service fee shall be charged.	between zero to two days will not be approved. Minimum fee is hourly rate or part thereof after the first hour during working hours. Min three hours on weekends and public holidays shall be charged plus penalty rates where applicable. No fee for charitable, not-for-profit and community groups organising community events.	No	No	146.00
Issue of Certificate of Approval with maximum accommodation numbers for markets and events (include transfer and variation of uses).	Community Svories.	No	No	146.00
Issue of Certificate of Approval with maximum accommodation numbers for events - charitable, not-for-profit and community groups organising community events.	Available at no cost. The completed event application form must be lodged with the City more than 10 working days prior to the event. Applications received between three to ten working days prior to the event will be charged the standard rate. Applications received between zero to two days will not be approved.	No	No	No charge
Tax invoice shall be issued and authorised by the Manager Environmental Health.				

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FEES AND CHARGES	EXPLANATORY COMMENT			
		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
All Other Applications and Work Not Specified Tax invoice shall be issued and authorised by the Manager Environmental Health.				
All other applications, assessments, analysis, approvals and enquiries on Licences, Registrations or properties where fees are not prescribed by Legislation. Where site inspections and any site verification is required to make a determination it will be costed at the hourly rate or part thereof.	Per hour or part thereof after the first hour - minimum fee.	No	No	146.00
Where re-inspection of compliance work is required by EHO or authorised officer due to incomplete or unsatisfactory work and requires more than 2 visits, the 3rd and subsequent visits shall be charged at the Hourly Rate or pathereof until compliance is reached to the satisfaction of the EHO.	Per hour or part thereof after the first hour - minimum fee.	No	No	146.00
Overdue & Expired Notices Tax invoice shall be issued and authorised by the Manager Environmental Health.				
Ongoing inspection fee after a statutory Notice has expired more than seven days and is not compliant.	Fee for each inspection per hour or part thereof for the EHO inspection and issued by Tax Invoice to the Owner or Occupier as the case requires.	No	No	146.00
Interest charge for overdue notices issued to property owner or occupier.	Interest will apply as per Regulation 19A of the Local Government (Financial Management) Regulations 1996 for any money owing after the due date for overdue amount on tax invoice on outstanding fees on non compliances with notices or service requests.	Yes	No	Outstanding fee + interest
Food Section Tax invoice shall be issued and authorised by the Manager Environmental				
Health. FoodSafe Training Program package Posted direct.	EHA (WA) supplied training material	No	Yes	Fee upon quotation
Food safe training provided as per written quotation on request based on rate	Minimum fee per hour or part thereof.			
per hour. Analysis of food samples and other samples on request (rate per_sample unit		No	Yes	146.00 \$292 minimum +
as confirmed by the Laboratory approved by NATA to carry out the test analysis) + Administration fees.	reporting by a NATA accredited analyst - up to two hours officer time. Charges will be upon quotation + administration cost.	No	Yes	analysis fee by quotation + administration cost 30%
Verification of Food Safety Programs required by Food Standards Code.	Including but not limited to Food Safety Programs for Vulnerable Persons and Primary Production and Processing Standards.	No	No	146.00
Food Act Fees and Charges Food Proprietor Notification Fee.	Food Proprietor Notification to conduct a food business under			
	Section 107 (3) and notification for certain changes to a food business under Section 113.	No	No	73.00
Food Business Registration - Application Fee. Proprietor Notification Fee to conduct a retail pet meat shop or animal food	Registration requirements as per Section 110. Notification as per requirement under Regulation 40 of the <i>Food</i>	No No	No No	73.00 73.00
processing plant. Initial application lodgement fee for classification, assessment and approval o a medium and high risk Food Business upon lodgement of a set of detailed	Regulations 2009. Includes two site inspections if required, classification, assessment and approval of plans and specifications with or without conditions		No	365.00
plans and specifications. Initial application lodgement fee for classification, assessment & approval of a retail pet meat shop or animal food processing plant upon lodgement of a set	of approval.	No	No	365.00
of detailed plans and specifications . Site inspection fee for retail pet meat shop or animal food processing plant.	of approval. Annual surveillance fee for notified retail pet meat shop or animal			
Multiple site visits made by a Food Act Authorised Officer (Env Health Officer	food processing plant. Where more than the allocated 2 site visits by authorised Officer	No	No	146.00
to any proposed Food Business up to the stage of the approval being granted Additional food business risk classification fee.	charges will be applied at the minimum hourly rate or part thereafter for each 15 minute in attendance. For businesses with more than one classification under a	- No	No	146.00
	Certificate of Registration issued to the same business owner.	No	No	146.00
High Risk Food Business /Food vehicle with an audited Food Safety Plan.	Above requirements apply.	No	No	438.00
Annual Fees - Food Business (Payable prior to the commencement of or continued operation of a Food Business) Renewal letter will advise of the annual fee payment due date for the financial year, as below.	ie			
WA Department of Health 'Food Business Risk Profiling' Version 1.0 is used to classify food businesses by risk. The Manager Environmental Health may reclassify businesses based on maintenance/non-maintenance of good food hygiene standards.	Annual Inspection & Ongoing Surveillance Fees for any Registered Food Business paid after 30 September each year shall be calculated on a pro-rata basis by the month. For food businesses of continued operation, payment by due date of invoice + interest after due date. Refund of annual fees will be upon request and calculated on a pro-rata basis by the month.	f		
High Risk Food Business /Food vehicle with no Food Safety Plan. High Risk Food Business /Food vehicle with an audited Food Safety Plan.	Above requirements apply. Above requirements apply.	No	No	584.00
		No	No	438.00
Medium Risk Food Business - Premises/Vehicle. Low Risk Business-Premises/Vehicle.	Above requirements apply. Above requirements apply.	No No	No No	438.00 146.00
Medium and Low risk Food Business-Premises/Vehicle conducted by community, charitable and educational organisations may have their annual fee waived in the interest of community development except where they are the holder of any class of liquor licence to generate an income stream.	The annual fees levied on all medium and low risk food businesses conducted by community, charitable, sporting clubs and educational organisations may be waived at the discretion of the Manager Environmental Health Services in the interest of	No	No	No charge
	community development. The Fee value shall be reported and debited as a donation of services to the community and credited to the Health - Food Act fees from Community Services Donation Account.			

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		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
	er hour. Minimum fee one hour or part thereof after one hour onsultation including site visits.	No	No	146.00
Initial application lodgement fee for classification, assessment and approval of a low risk food business upon lodgement of a set of detailed plans and an	ncludes one site inspection if required, classification, assessment nd approval of plans and assessment with and without conditions pproval.	No	No	146.00
Very Low Risk Food Business - Premises/ Vehicle. Very Low Risk Food Business - Premises/ Vehicle.	Yery low risk food businesses are exempt from registration but are till required to notify. This category covers businesses that sell nly packaged low risk foods.	No	No	No charge
Not-For-Profit Organisations and Community Groups including School Canteens Food Business	Thy paokaged low flox roods.			
Note: Registration Fees paid after 30 September each year shall only pay a pro rata fee based on a per month or part thereof basis. Alterations & variations of conditions to Food Business. Section 112 Food Act Alterations	Iterations and variations of conditions.	No	No	284.00
Re-inspection fee to resolve any non-compliance(s) following the issue of an improvement notice; prohibition order and/ or infringement notice, charged at the hourly rate or part thereof until compliance is reached to the satisfaction of	er hour or part thereof after the first hour - minimum fee.	No	No	146.00
the EHO or authorised officer. Search for any Food Business notification, application or related documentation, labelling requirements, plans, conditions, Improvement rec	In fee per hour or part thereof after the first hour for each search equested in writing and includes copying and supply of the ocumentation.	No	No	146.00
like. Assessment and advice to prospective purchasers and proponents establishing, amending or altering Food businesses and Food Vehicles including Residential Food businesses prior to the lodgement of formal	fin fee one hour or part thereof after one hour consultation acluding site visits.	No	No	146.00
legislative report requested by Settlement Agents, Lawyers, Vendors and/or Purchasers and other parties to a settlement for property enquiries without an	Desktop review per request per legislative enquiry without aspection per hour or part thereof.	No	No	73.00
legislative report requested by Settlement Agents, Lawyers, Vendors and/or Purchasers and other parties to a settlement for property enquiries with an	Pesktop review per request per legislative enquiry with site, roperty or business inspection per hour or part thereof.	No	No	219.00
(Fi	nterest will apply as per Regulation 19A of the Local Government Financial) Regulations for any money owing after the due date for verdue amount on tax invoice on outstanding food business aspection and surveillance fees.	Yes	No	Outstanding fee + interest
imposed overdue fees may result in the Food Business having the Registration cancelled and the Business being closed. Charitable Groups & Food Business Fee Exemptions - Food Act 2008 & Food Regulation 2009 Exemption All Charitable groups, not for profit groups, including all school canteens and community groups, shall be exempt from all the Food Act Fees and Charges. Note: This exemption does not confer or provide any exemption to any of the above mentioned groups from lodging notifications, applications, registrations and variations to a Food Business with plans and specifications or provide any exemption from compliance with the other statutory requirements and the Food Act 2008, Food Regulations 2009 and any provision of Food Standards Code.				
entertainment purposes etc. Environmental Protection (Noise) Regulation 18	Ion complying event Application Fee specified under Regulation 8 (6)(b) Lodged 60 days before event.	Yes	No	530.00
Dir iss De	Minimum (3 hours@1.5) payable where a Noise Abatement Direction is issued to an owner or occupier named in the written ssued Noise Direction for unreasonable noise emission by a Department of Environment and Regulation(DER) authorised erson.	No	No	657.00
Assessment of Noise Management Plan more than specified assessment time. Mi	lin fee per hour or part thereof.	No	No	146.00
complaint for similar types of unreasonable noise emissions & complaints inv	ee is payable for each subsequent inspection required to every remises is deemed to comply with noise legislation.	No	No	146.00
Application Fee for Approval of a Noise Management Plan applicable to an Occupier - Noise Management Plan Lodgement Fee .	Construction Sites Reg 13 under <i>Environmental Protection (Noise)</i> Regulation 1997 from 5 December 13.	No	No	219.00
Public Notice for carrying out class 2 works applicable to a person, other than a Local Government - Noise Management Plan Lodgement Fee Includes two CE	Vaste Collection and Other Works Reg 14A Environmental Protection (Noise) Regulation 1997 from 5th December 2013. The EEO may, in the CEO's discretion waive or reduce the Fee as per Reg 14A (7).	Yes	No	500.00
Application Fee for Approval of Noise Management Plan or for Approval to Amend an Approved Noise Management Plan for the Motor Sports Venue Re	Motor Sports Venue Reg 16AA Environmental Protection (Noise) Regulation 1997 from 5th December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 14A (7).	Yes	No	500.00
Application Fee for Approval of Noise Management Plan or for Approval to Amend an Approved Noise Management Plan for the Shooting Venue Re	Shooting Venue Reg 16BA <i>Environmental Protection (Noise)</i> Regulation 1997 from 5th December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 16BA (2).	Yes	No	500.00
		Yes	No	1,000.00

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FEES AND CHARGES	EXPLANATORY COMMENT	STATUTODY		2020/24 DBAET
		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Application Fee for Approval of a Sporting, Cultural or Entertainment Event that is open to the Public and the application is lodged between 59 and 21 days	Environmental Protection (Noise) Regulation 1997 from 5th			
before the event is proposed to commence and there are exceptional circumstances for the application not being made earlier a late fee is also payable equal to one quarter of the Application Fee .	December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 18(15) payable underReg18(7A).	Yes	No	1,250.00
Application Fee for Approval of a Sporting, Cultural or Entertainment Event that is open to the Public and the application is lodged less than 21 days before	Approved Sporting, Cultural or entertainment Events Reg 18(3) Environmental Protection (Noise) Regulation 1997 from 5th			
the event is proposed to commence a late fee is also payable equal to one quarter of the Application Fee.	December 2013. The CEO may, in the CEO's discretion waive or reduce the Fee as per Reg 18(15) payable under Reg18(7B).	Yes	No	1,250.00
Noise Monitoring Fee for Sporting, Cultural or Entertainment Events .	Fee to be specified by the CEO as per Reg 18(8) as condition of an approved Event.	Yes	No	Maximum of \$5,000
Environmental Protection Noise Fees Application Fee for Approval of a Venue for Sporting, Cultural or Entertainment				
for a number of Notifiable Events that would be open to the Public, the noise emissions do not comply with the standard prescribed under regulation 7 and is not an approved event or for which an application for approval under Regulation 18 has been made. The Occupier may apply for approval of the venue or an amendment of a venue approval (other than an amendment of the	number of Notifiable Events Reg 19(B) and after the application is made the CEO is to estimate the cost of assessing and processing the application under Reg19B(3) and paid by the applicant before the assessment commences. <i>Environmental Protection (Noise)</i> Regulation 1997 from 5 December 2013.	Yes	No	Maximum of \$15,000
period of the approval). Lodgement of a Notice in a form approved by the CEO to hold an event at an Approved venue that is a Notifiable event of a type specified in the conditions	Notice to hold an event at an approved venue that is a notifiable event for the approved venue approved under Reg 19B(12(a))			
of approval of the Venue under regulation 19B(12)(a) of the <i>Environmental</i> Protection (Noise) Regulations 1997 to be lodged not later than 60 days before the event is proposed to commence.	Environmental Protection (Noise) Regulation 1997 from 5	Yes	No	Maximum of \$5,000
Lodgement of a Notice in a form approved by the CEO to hold an event at an Approved venue that is a Notifiable event of a type specified in the conditions	Late Fee for giving Notice to hold an event at an approved venue that is a notifiable event for the approved venue approved under			
of approval of the Venue under regulation 19B(12)(a) of the <i>Environmental Protection (Noise) Regulations 1997</i> may be given between 59 and 21 days before the event to which the Notice relates is proposed to commence and the Notice is accompanied by a late fee.	Reg 19B(12(a))where given less than 60 days. <i>Environmental Protection (Noise) Regulation 1997</i> from 5 December 2013.	Yes	No	Maximum of \$15,000
Lodgement of a Notice in a form approved by the CEO to hold an event at an Approved venue that is a Notifiable event of a type specified in the conditions	Late Fee for giving Notice to hold an event at an approved venue that is a notifiable event for the approved venue approved under			
of approval of the Venue under regulation 19B(12)(a) of the <i>Environmental Protection (Noise) Regulations 1997</i> may be given less than 21 days before	Reg 19B(12(a)) where less than 21 days and CEO is satisfied exceptional circumstances for the notice not being given earlier	Yes	No	500.00
the event to which the Notice relates is proposed to commence and the Notice is accompanied by a late fee .	than within that period . <i>Environmental Protection (Noise)</i> Regulation 1997 from 5 December 2013. Late fee as specified			
Noise Monitoring Fee for a person who gives the CEO Notice of a Notifiable Event as per regulation19D(1).	under Reg 19D(3) and 19D(4). Person must pay the CEO within the time specified by the CEO, any noise monitoring fee specified by the CEO for that Notifiable			Fee determined for
	Event under Reg 19D(8). If not paid in time specified the venue is not approved venue for the purpose of that Event. The Monitoring Fee is based on the Event as determined by CEO.	Yes	No	each Notifiable Event at an approved venue
Treatment of Sewerage and Disposal of Effluent and Liquid Waste				
(Health Regulations) Application for Approval – Local Government.	For each septic application including any application to vary or	Yes	No	118.00
Application for Approval – EDPH - with Local Government report.	amend an application.	Yes	No	46.50
Application for Approval – EDPH - without Local Government report. Application for Approval – EDPH - provision of Local Government Report by		Yes	No	110.00
Council EHO Reg.4A.		Yes	No	118.00
Issue of a "Permit to Use an Apparatus" by EHO. Fee for any compliance inspection of an apparatus after corrective works have been issued by an EHO before or after the issue of a Permit to use an	Issued when all work is completed and compliant. Min fee per hour or part thereof after the first hour.	Yes	No No	118.00 146.00
Apparatus. Lodging Houses - Health (Miscellaneous Provision) Act		110	110	110.00
Registration of lodging house each year. Offensive Trades (set by Health Regulation)	Approval fee payable by 1 July each year.	Yes	No	320.00
Slaughterhouses.		Yes Yes	No No	298.00 298.00
Piggeries. Artificial Manure Depots.		Yes	No	211.00
Bone Mills.		Yes	No	171.00
Places for storing, drying or preserving bones. Fat melting, fat extracting or tallow melting establishments.	Butcher shops and similar.	Yes Yes	No No	171.00 171.00
Fat melting, fat extracting or tallow melting establishments.	Larger establishments.	Yes	No	298.00
Blood Drying.		Yes	No	171.00
Gut scraping, preparation of sausage skins. Fellmongeries.		Yes Yes	No No	171.00 171.00
Manure Works.		Yes	No	211.00
Fish Curing establishments.		Yes	No	211.00
Laundries, Dry-cleaning establishments.		Yes	No	147.00
Bone Merchant premises. Flock Factories.		Yes Yes	No No	171.00 171.00
Knackeries.		Yes	No	298.00
Poultry Processing establishments.		Yes	No	298.00
Poultry Farming. Rabbit Farming.		Yes Yes	No No	298.00 298.00
Fish Processing establishments in which whole fish are cleaned and prepared.		Yes	No	298.00
Shellfish & Crustacean processing est.		Yes	No No	298.00
Any other Offensive Trade not specified. Equine Premises Initial application fee for approval, transfer or to vary an Equine Premises.		Yes	No	298.00
		No	No	146.00
Initial Equine Premises Registration Fee. Renewal of Equine Premises Registration - one year.	Per property. Per property.	No No	No No	146.00 98.45

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EFEC AND CHARGES	EVEL ANATORY COMMENT			
FEES AND CHARGES	EXPLANATORY COMMENT	STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Poultry and Pigeon Licence Fees				
Initial Application fee: up to 20 birds poultry or pigeons.		No	No	No charge
Initial Application for: 20 to 150 birds poultry or pigeons.	With certificate from an accredited organisation.	No	No	35.00
Site inspection fee initial visit prior to approval for keeping birds.	For over 20 birds.	No	No	146.00
Site inspection fees after initial approval for annual inspection.	For over 20 birds.	No	No	73.10
Poultry and Pigeon Annual Registration Fee				
When Planning approval is granted in Rural Zone and special rural zone in excess of 20 poultry or pigeons and up to maximum of 150 birds not including young up to three months of age contained within pens and cages. Where not	With certificate from an accredited organisation.	No	No	61.90
for commercial purposes. Removal of pigeons based on quote in response to written request or Notice to remove issued by Manager Environmental Health Services.	Requires written quotation.	No	No	\$146 + Cost of Contractor + administration fee of 30% of the cost
Bees Tax invoice shall be issued and authorised by the Manager Environmental				0070 01 410 0000
Health Service.				
Application for Permit to keep Bees.	For up to two hives.	No	No	No charge
Application for Permit to keep Bees.	For more than two hives.	No	No	73.00
Site inspection fee.	For more than two hives.	No No	No	146.00
Permit Fee.	Paguiros written guetation and latter of agreement from owner or	No	No	73.00 \$146 + Cost of
Removal of bees based on quotation in response to written request or Notice to remove bees issued by Manager Environmental Health Services.	Requires written quotation and letter of agreement from owner or occupier. Any outstanding service Fees and charges remaining after the due date shall have imposed a late fee.	No	No	Contractor + administration fee of 30% of the cost
Trading activities on Thoroughfares and Public Places and Local Government Properties				30% of the cost
All categories of Traders, Stall Holders and Service Providers are due for paymeter certificate to be provided with the application and be valid for the duration any Charitable or community Not For Profit organisations for a community ever Certificate held by the event co-ordinator and provided with the event application public places application will cover the whole event subject to applicant providing	of the licence. Where an Insurance Certificate is not available by at it shall be provided and be covered by a separate Public Liability on. For events with multiple traders and activities, one trading in			
Trading & Services Fees and Charges Trading Location Inspection fee payable on Initial and Renewals.	A. All categories of Traders, Stall Holders and Service Providers are due for renewal with current public liability insurance cover certificate to be provided with application .	No	No	73.00
Trading Location Inspection - no fee payable for Mobile Food Vendors trading at Designated Trading Area, approved markets/ events and/or Itinerant vendors.	No fee payable where food assessment or inspection report is provided showing a compliant inspection report issued by a Local Government Food Act Authorised Officer within 12 months of proposed trading.	No	No	No charge
Initial Application fee.	B. All categories of Traders, Stall Holders and Service Providers with current public liability insurance cover certificate to be provided with application. Also applicable for Umbrella Trader's Permits and Mobile Food Vendors (Food Trucks) Permits for Designated Trading Area.	No	No	35.00
Renewal Application fee.	C. All categories of Traders, Stall Holders and Service Providers are due 1 July for renewal with current public liability insurance cover certificate to be provided with application.	No	No	35.00
Plus Licence Fees: Daily fee.	D. All categories of Traders, Stall Holders and Service Providers for any day in a given financial year.	No	No	30.00
Plus Licence Fees: one week.	E. All categories of Traders, Stall Holders and Service Providers for any week in a given financial year.	INO	No	117.00
Plus Licence Fees: one month. Plus Licence Fees: three months.	F. All categories of Traders, Stall Holders and Service Providers fo any month in a given financial year.G. All categories of Traders, Stall Holders and Service Providers	NO	No	249.00
55 2.55.155 . 555. 41156 Mondio.	for any three months in a given financial year.	No	No	370.00
Plus Licence Fees: six months.	H. All categories of Traders, Stall Holders and Service Providers for any six months in a given financial year. May include designated trading area with no additional fee	No	No	493.00
Licence Fees: one year - all categories of traders including designated trading area and approved markets/ events.	I. All categories of Traders, Stall Holders and Service Providers are due for renewal with current public liability insurance cover certificate to be provided with application. May include designated trading area and approved markets/ events.	No	No	944.00
Plus Licence Fees - Mobile Food Vendors at Designated Trading Area - six months	Applies to mobile Food Vendors (Food Trucks) - exclusive to Designated Trading Area	No	No	146.00
Plus Licence Fees - Mobile Food Vendors at Designated Trading Area and approved markets/ events - one year. Licence Fee, for a notified or registered food business to attend any approved.	Applies to mobile Food Vendors (Food Trucks) - exclusive to Designated Trading Area and approved markets/ events.	No	No	249.00
Licence Fee for a notified or registered food business to attend any approved markets/events - one year.	Includes application and one inspection per annum. No fee payable by charitable/ community groups.	No No	No	100.00
Licence Fee: one year for approved markets/ events. Charitable and not for profit organisations and community events available free of charge to the community.	Applies to event organiser.	No No	No No	292.00 No charge
Charge per non-food stall holder/trader trading under an Umbrella Trading Permit issued to the event organiser - one year.	J. Event organisers are to provide a list of all stall holders and traders trading at the event at least two weeks prior to the event.	No	No	10.00
Licence fee for a notified or registered food business to attend any approved	Includes application and one inspection per annum. No fee payable	1		
markets/ events – one year. Licence fees: one year for approved markets/ events.	by charitable/ community groups. Applies to the event organiser. No fee payable by charitable/	No No	No No	100.00 292.00
	community groups.	140	140	292.00

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FEES AND CHARGES	EXPLANATORY COMMENT			
		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Trading in Public Places - Outdoor Dining				
Initial Application or Variation Dining Area on Public Land.	With plans & specifications.	No	No	73.00
Outdoor Dining Area on Public Land Annual fee for renewal application. Outdoor Eating Area Fee per square metre of outdoor dining area allocated.	Note - introductory charge to encourage Alfresco dining.	No	No	No charge
Cutdoor Lating Area receptor square metre or outdoor dirining area allocated.	Note - introductory charge to checurage Amesco dining.	No	No	No charge
Transfer application for Outdoor Dining Area on Public Land.	Application shall be lodged 10 days before change of proprietor.	No	No	73.00
Cleaning Fee for Outdoor Eating Area for up to 30 square metres & part thereof thereafter for non compliance of cleaning notice.	Per incident.	No	No	\$180 + administration fee + 30% overheads
Provision of Alfresco Area boundary delineators (per disk)	Per disk.	No	No	No charge
Contaminated Sites & Environmental Management Tax invoice shall be issued and authorised by the Manager Environmental Health Service.				
Application fee for Contaminated Site desk top audit with report based on 3 hours minimum officer time, then hourly rate per additional hours.	Per Desk top Audit.	No	No	438.00
Application fee for Contaminated Site audit with report (site inspection extra) site inspection fee based on a minimum hourly rate per hour.	Per site inspection based Audit.	No	No	146.00
Site inspection fee (where requested).	Per site inspection based Audit.	No	No	146.00
Any samples at client cost per hour or part thereof.	Per set of samples per hour or part thereof.	No	No	146.00 \$146 + Actual cost
All sample collection and analysis at client's cost plus transportation fees, all charged at cost of service/s plus GST based on confirmed written quotation/invoice.	As per agreed sampling requirements for site.	No	No	of sampling + admin
Assessment of any Environmental Management Plans consisting of but not limited to the impacts from the following topics; Contaminated Sites, Dust, Acid Sulphate Soils, Odour emissions, Asbestos contamination, Lead or any other likely chemicals use or associated activity, Noise (excluding outside hours) and Vibration impacts, Light spill, handling and management of Waste and Resource Recycling, and any other potential impacts that may adversely affect the local or regional environment or the health comfort and amenity of the community.	Generally these Management Plans are imposed on development approvals or other licences and approvals to limit the impact of the development or activity. The minimum fee allows for 2 hours processing and any additional time is to be charged at fee listed per hour or part thereof plus any sampling/time costs.	No	Yes	Minimum fee of \$146 includes 1 hour assessment time, plus \$146 per hour or part thereof after the first hour. Plus actual cost of any expert referrals.
Approval of Air Handling and Water Supply Systems				
Note: Does not apply to private dwellings. Tax invoice shall be issued and authorised by the Manager Environmental Health Service.				
Application for approval of the installation or modification of an air handling system or water supply system for air and or water based on plans submitted		No	No	146.00
for approval. Inspection of premises.	Minimum fee per hour or part thereof after one hour.	No	No	146.00
WASTE MANAGEMENT General				
Bokashi starter kit – Subsidised.	Bokashi starter kits for residents. Includes Bokashi bucket and 1 x	No	Yes	50.00
0 + 10 0000 0 + 15: (111 + 1 + 1 + 1)	1kg Bokashi Mix packet.			
Set of 2 x 220lt Compost Bins (available only at workshops). Worm Café package (available only at workshops).		No No	Yes Yes	60.00 100.00
Rubbish & Recycling - Annual fees				
Waste Services Charge per property or tenement (pursuant to s67 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act 2007)).	Includes Waste and Recycling 240L bins, bulk and green verge collections for residential properties and promotional and educational items. Annual Fee for all waste services provided excluding extra bins.	No	No	297.00
Additional Bins - Waste 240 litre additional bins.	Annual Fee per extra bin.	No	No	238.00
Additional Bins - Recycling 240 litre bin.	Annual Fee per extra bin.	No	No	59.00
Additional Bins - Recycling 360 litre bin.	Annual Fee per extra bin.	No	No	59.00
Changeover - Recycling 360 litre bins (from 240L). Event Waste and Recycling Bins Provision, Collection and Disposal	One off changeover fee.	No	No	No charge
Services For provision of event WASTE AND RECYCLING services on weekdays, weekends & public holidays from 240 litre MGB's only to and from stock with bins delivered prior to the event during the preceding week by the contractor. Bins collected after the weekend on Monday, emptied, cleaned and returned to stock for reuse. Waste and recycling bin services must be requested a				
minimum of 10 days prior to the event. Events - All 240 litre waste bins - for bin supply and waste collection and for disposal of waste.	Per bin. This is a contracted service. Minimum 10 days notice applies to this service. Interest will apply where less than 10 days notice is provided and is subject to contractor acceptance of the service request.	No	Yes	73.00
Events - All 240 litre recycling bins - for bin supply, collection of resources for recycling processing and disposal.	Per bin. This is a contracted service.	No	Yes	58.50
Events - Replacement bin for event waste and recycling services where stolen or damaged so as to be unsuitable for services.	Per bin. As determined by the Manager Environmental Health Services.	No	Yes	95.50
New Bins or Replacement Bins for Waste or Recycling Services - Supply and Delivery for all Properties Supply and delivery of new waste or recycling 240L bin for replacement when	Half the cost of purchase and supply irrespective of fault.		. ,	
lost or stolen. Supply and delivery of used waste or recycling 240L bin for replacement when		No No	No No	40.00 No charge
lost or stolen. Supply and delivery of new recycling 360L bin for replacement when lost or	Half the cost of purchase and supply irrespective of fault.	No	No	67.50
stolen. Supply and delivery of used recycling 360L bin for replacement when damaged or stolen.	Reuse of older clean bins when available.	No	No	No charge
Supply and delivery of new waste or recycling 660L bin for replacement when lost or stolen.	New service.	No	No	Actual cost
Waste & Recycling Services Establishment fee.	240L Waste and 240L Recycle bins delivered to new client - Price	No	No	153.00
Waste & Recycling Services Establishment fee.	for two bins. 240L Waste and 360L Recycle bins delivered to new client - Price for two bins.	No	No	153.00
	for two bins.			

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FEES AND CHARGES	EXPLANATORY COMMENT			
TEES AND STIANCES	EXI LANATORT COMMENT	STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Bulk Waste and Recycling bin services in excess of 360L. Customers requesting this shall submit their request in writing 10 days prior to the services commencement date and approved by the Manager Environmental Health.	Bulk collection services for either waste or recycling shall be based on a written quotation from council and shall be carried out by the appointed contractor from an agreed commencement date. Tax invoice shall be paid within 30 days of commencement of services.	No	No	Quote + 5% administration fee
Public Waste Collection Sheds/Bins /Containers Permit and Clean up of Council Reserves, Streets or Public Places from Associated Littering or Illegal Dumping. Local Government Permit.				
Tax invoice shall be issued and authorised by the Manager Environmental				
Health. Charitable organisations.	Local Government Permit -Application to install and maintain Public Disposal Waste sheds/Bins /containers for location on or access from Council properties, Street verges or Reserves per shed/Bin /container with contact details, signage and designated number on each item.	No	No	No Charge for all the permits numbered 1 -
Commercial participant/businesses.	1. Local Government Permit -Application to install and maintain Public Disposal Waste Sheds/Bins /containers for location on or access from Council properties, Street verges or Reserves per Shed/Bin/container with contact details, signage and designated number on each item per year expiring 30th June.	No	No	\$540 per bin/ shed/ container per year
Commercial participant/businesses.	2. Local Government Permit -Application to install and maintain Disposal Waste Sheds/Bins /Bulk containers for location on or access from Council properties, Street verges or Reserves per Shed/Bin/container with contact details, signage and designated number on each item per six months.	No	No	\$310 per bin/ shed/ bulk container per six months
Commercial participant/businesses	3. Local Government Permit -Application to install and maintain Disposal Waste Sheds/Bins /Bulk containers for location on or access from Council properties, Street verges or Reserves per Shed/Bin/Bulk container with contact details, signage and designated number on each item per three months.	No	No	\$182 per bin/shed/bulk container per three months
Commercial participant/businesses	4. Local Government Permit -Application to install and maintain Disposal Waste Sheds/Bins /Bulk containers for location on or access from Council properties, Street verges or Reserves per bin with contact details, signage and designated number on each item per month	No	No	\$78 per bin/shed/bulk container per month
Commercial participant/businesses	5. Local Government Permit -Application to install and maintain Disposal Waste Sheds/Bins /bulk containers for location on or access from Council properties, Street verges or Reserves per Shed/Bin/bulk container with contact details, signage and designated number on each item per week.	No	No	\$26.50 per bin/shed/bulk container per week
Commercial participant/businesses	6. Local Government Permit -Application to install and maintain Disposal Waste Sheds/Bins /bulk containers for location on or access from Council properties, Street verges or Reserves per Shed/Bin/bulk container with contact details, signage and designated number on each item per day.	No	No	\$8 per bin/shed/bulk container per day
Application for a Permit under the Activities on Thoroughfares and Public Places Local Laws where not elsewhere specified in these Fees and Charges.	Application for a Permit to carry on any Activities on Thoroughfares and Public Places pursuant to the Local Law.	Yes	No	\$26 per prescribed activity per week to a maximum of \$1,000
Unauthorised use of reserves, streets and street verges. Clean up fee for any residual matter, waste or unwanted materials including soils, tyres, oils, solid or liquid chemicals, household hazardous waste, asbestos, any light globe, chemicals of any nature, sand, vegetative materials, plastics, metals, furniture, bedding, clothing, household products, white goods, electronic products, cardboard, newspaper and magazines and any other product whatsoever left on any reserves, streets including verges, or other public places without approval of Council or is non complaint with a Notice shall be charged a fee for the full cost of a clean up including treatment and any disposal costs. Does not preclude any other charges/penalties that may apply in accordance with other legislation.	treat and dispose of the matter as required. The minimum fee allows for 2 hours processing and any additional time is to be charged at rate per hour or part thereof plus any sampling/time costs. Any residual fee remaining will be credited to the Payee where a smaller fee is valid.	No	Yes	per year Actual Cost (\$216 Minimum Fee)
Health Air handling and Water supply (systems) Application & Assessment fees.	Health Regulatory requirement.	Yes	No	400.00
FAMILY DAY CARE				
Family Day Care - General Books and materials for Educators.	At cost price- reimbursement only.	No	No	Actual cost
Family Levy to part cover the cost of care in FDC.		No	No	\$10 per week per child
Educator Levy to part cover the cost of care in FDC.	Per hour of care sold.	No	No	1.00
New Educator Application Fee. Educator Training.		No No	Yes No	205.00 Actual cost
Educator Yearly Membership Fee.	Per year.	No	No	200.00
Family Day Care - In Home Care Family Levy.		No	No	\$2.00 per hour of care provided
New Educator Application Fee.		No	Yes	205.00
Training. Educator Levy.	Per week.	No No	No No	Actual cost 20.00
CALLISTEMON COURT AGED PERSONS UNIT				
Rental Charges - Set by Council	Per fortnight. For set by Department of Hausing 9 Marks	Voo	No	205.00
One Bedroom unit. Two Bedroom unit.	Per fortnight. Fee set by Department of Housing & Works. Per fortnight. Fee set by Department of Housing & Works.	Yes Yes	No No	295.00 350.00
Carports (enclosed).	Per fortnight.	No	No	15.00

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		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
ANKSIA PARK RETIREMENT ESTATE				
ees				
deferred Management fee of 2.5% per annum for a maximum of 10 years is	Subject to market value.	No	No	Subject to Mark
narged when the resident sells the lease to another person.	Total aget of maintanance is divided by the number of units 70	110	140	Val
aintenance fee charged per month.	Total cost of maintenance is divided by the number of units - 78 Units.	No	No	370.
OMMUNITY SERVICES				
us Hire				
us Bond.	Extra abarga if hus not returned with a full tonk	No	No	500.
ommunity Group Half Day Hire (four hours). ommunity Group Full Day Hire (eight hours).	Extra charge if bus not returned with a full tank. Extra charge if bus not returned with a full tank.	No No	Yes Yes	77. 114.
ommercial/Private Use Half Day Hire (four hours).	Extra charge if bus not returned with a full tank.	No	Yes	210
ommunity Bus Hire - driver fee.	At cost as charged by external provider.	No	Yes	Actual c
ommercial/Private Use Full Day Hire (eight hours).	Extra charge if bus not returned with a full tank.	No	Yes	315
us Km Rate.	Charge per kilometre.	No	Yes	0
dditional Fuel Charge.	Additional Charge if bus not returned with a full tank of fuel, plus			
	cost of filling the bus with fuel.	No	Yes	59
all Bonds and Permits	Individual in hall bond if booking taken	No	No	EC
ey Bond (applicable to key borrowed to view halls without a booking).	Included in hall bond if booking taken.	No	No	50
ireable Space Bond - One off charge plus hire fee.	Amount depending on level of risk associated with hire.	No No	No No	\$0-\$2,0 35
quor Permit Casual Hire (consumption only). quor Permit - Seasonal Hire (consumption only).	Permit fee only plus hire fee. Permit fee only.	No No	No No	35 47
ommunity Halls and Centres Hire Fees & Charges	1 Sittlice to Offig.	INU	NO	41
efinitions:	Community - Any Not For Profit organisation, Charitable			
	organisation, charitable event or bookings made by individuals for			
	private bookings.			
	Commercial - Government Departments & Agencies, Business, or			
	where individuals will collect profit as a result of the booking			
	Off Peak: 8am-6pm, Peak: 6pm-1am.			
dministration Fee.	Charge for making more than six changes to a regular hire booking.			
ATTIMIOU GUIDIT T GO.	Charge for each additional change including cancellations and late			25
agular Hiror Foo Chango Discount (all facilities)	payment.			
egular Hirer Fee Change Discount (all facilities).	To harmonise the transition of the new few structure for regular hirers who were impacted at 30 June 2018.	No	Yes	0-100% Disco
ther Fees & Charges	Tillers wild were impacted at 30 Julie 2010.			
ecurity Fee.	Fee charged per call out.	No	Yes	100
leaning Fee.	Hourly rate for cleaning fee if additional cleaning of facility is	No	Yes	Actual c
hange room Hire Only - All Facilities - Thomas Wellard Medina Orelia	required. Minimum two hours charge.			
ommunity.	Hourly rate.	No	Yes	13
ommercial. easonal Hire.	Hourly rate. Seasonal fee entitles hirer to one hire per week.	No No	Yes Yes	19 294
iosk Hire	Seasonal fee entities filler to one fille per week.	NO	163	234
ommunity User.	Per hour.	No	Yes	13
ommercial User.	Per hour.	No	Yes	19
easonal Hire.	Per season.	No	Yes	637
ports Ground Hire - All venues - minimum hire 1 hour				
ommunity User: Activity.	Per hour.	No	No	No cha
ommunity User: Sport. ommercial User: Hourly Rate.	Per hour. Per hour.	No No	Yes Yes	27 50
easonal Hire.	Fei iloui.	No	Yes	800
utdoor Netball Court Hire		140	100	000
asual Hire.	Per hour. Per court.	No	Yes	8
easonal Hire.	Per season. Per court.	No	Yes	52
ublic Open Space Bonds & Hire Fees				
ublic Open Space General Bond.		No	No	100
ublic Open Space Special Event Bond.	04	No	No	\$1,000-\$2,
ublic Open Space Community Hire Fee. ublic Open Space Commercial Hire Fee.	Cost per hour. Cost per hour.	No No	No Yes	No cha
ublic Open Space Special Event Hire Fee.	Cost per hour.	No	Yes	35
ublic Open Space Special Event Weekly Hire Fee.	Cost per week.	No	Yes	1,177
ublic Open Space Personal Trainer Hire Fee.	Cost per three month period.	No	Yes	, 58
torage - only available to Regular Users				
egular User: Yearly Rate.		No	Yes	60
•	Don't com	N1-	\/	4.
lood Lights	PAT DOUE	No	Yes	11
val/Sporting Grounds/Outdoor courts.	Per hour.			A = = = 0 = =
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees	rei lioui.			
val/Sporting Grounds/Outdoor courts.	rei nour.			•
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees	rei noui.	No	Yes	Policy 109
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees	rei lioui.	No	Yes	Policy 10% maintenance cost
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees	rei nour.	No	Yes	Policy 109 maintenance cost facility, plus \$
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees	remoun.	No	Yes	Policy 109 maintenance cost facility, plus \$ bond per o
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees easonal Tenant Seniors.	remoun.	No	Yes	As per Cou Policy 10% maintenance cost facility, plus \$ bond per cou As per Cou
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees easonal Tenant Seniors.	remoun.			Policy 109 maintenance cost facility, plus \$ bond per of As per Cou
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees easonal Tenant Seniors.	remoun.	No No	Yes Yes	Policy 109 maintenance cost facility, plus \$ bond per 6 As per Cou Policy 29 maintenance cost
lood Lights val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees easonal Tenant Seniors.	Fel liour.			Policy 109 maintenance cost facility, plus \$ bond per of As per Cou Policy 29 maintenance cost facility, plus \$
val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees easonal Tenant Seniors. easonal Tenant Junior.				Policy 109 maintenance cost facility, plus \$ bond per 6 As per Cou Policy 29 maintenance cost
val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees easonal Tenant Seniors. easonal Tenant Junior. There a club has both juniors and seniors, they are charged each rate based				Policy 109 maintenance cost facility, plus \$ bond per of As per Cou Policy 29 maintenance cost facility, plus \$
Val/Sporting Grounds/Outdoor courts. Innual Seasonal Fees Peasonal Tenant Seniors. Peasonal Tenant Junior. There a club has both juniors and seniors, they are charged each rate based in the percentage of juniors to seniors, i.e. if a club has 60% seniors (based)				Policy 10 maintenance cos facility, plus \$ bond per As per Cor Policy 2 maintenance cos facility, plus \$
val/Sporting Grounds/Outdoor courts. nnual Seasonal Fees easonal Tenant Seniors. easonal Tenant Junior. There a club has both juniors and seniors, they are charged each rate based				Policy 10 maintenance cos facility, plus 3 bond per As per Co Policy 2 maintenance cos facility, plus 3

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FEES AND CHARGES	EXPLANATORY COMMENT			
		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
ZONE VOUTU CENTRE				
ZONE YOUTH CENTRE Hire Fees				
Definitions:	Community - Any not For profit organisation, charitable organisation, charitable event or bookings made by individuals for private bookings.			
	Commercial - Government departments & agencies, business, or where individuals will collect profit as a result of the booking.			
Zone Multi Purpose Hall (half north or south) - Community.	Off peak: 8am-6pm. Peak: 6pm-1am Peak, per hour.	No	Yes	17.70
Zone Multi purpose Hall (half north or south) - Commercial.	Peak, per hour.	No	Yes	23.40
Zone Multi Purpose Hall (half north or south) - Community.	Off peak, per hour.	No	Yes	11.70
Zone Multi Purpose Hall (half north or south) - Commercial.	Off peak, per hour.	No	Yes	17.70
Zone Indoor Multi Purpose Court (Gilmore College) - Casual hire.	Per hour, per court.	No	Yes	33.60
Zone Activity Room (half room) - Community.	Peak, per hour.	No	Yes	17.70
Zone Activity Room (half room) - Commercial.	Peak, per hour.	No No	Yes Yes	23.40 11.70
Zone Activity Room (half room) - Community. Zone Activity Room (half room) - Commercial.	Off peak, per hour. Off peak, per hour.	No	Yes	17.70
Zone Meeting Room Level one - Community.	Peak, per hour.	No	Yes	17.70
Zone Meeting Room Level one - Commercial.	Peak, per hour.	No	Yes	23.40
Zone Meeting Room Level one - Community.	Off peak, per hour.	No No	Yes Yes	11.70 17.70
Zone Meeting Room Level one - Commercial. Zone Multi Media Room - Community.	Off peak, per hour. Peak, per hour.	No	Yes	17.70
Zone Multi Media Room - Commercial.	Peak, per hour.	No	Yes	23.40
Zone Multi Media Room - Community.	Off peak, per hour.	No	Yes	11.70
Zone Multi Media Room - Commercial. Zone Counselling Room - Community.	Off peak, per hour. Peak, per hour.	No No	Yes Yes	17.70 17.70
Zone Counselling Room - Commercial.	Peak, per hour.	No	Yes	23.40
Zone Counselling Room - Community.	Off peak, per hour.	No	Yes	11.70
Zone Counselling Room - Commercial.	Off peak, per hour.	No	Yes	17.70
Zone Stage Rehearsal Area - Community. Zone Stage Rehearsal Area - Commercial.	Peak, per hour. Peak, per hour.	No No	Yes Yes	23.40 29.20
Zone Stage Rehearsal Area - Community.	Off peak, per hour.	No	Yes	17.70
Zone Stage Rehearsal Area - Commercial.	Off peak, per hour.	No	Yes	23.40
Zone Lounge - Community.	Peak, per hour.	No	Yes	23.40
Zone Lounge - Community.	Peak, per hour. Off peak, per hour.	No No	Yes Yes	29.20 17.70
Zone Lounge - Commercial.	Off peak, per hour.	No	Yes	23.40
Stage Hire.	Per day. Use of portable stage only in Zone building.	No	Yes	58.90
Other Fees and Charges	Eac charged per call out	No	Yes	100.00
Security fee. Storage.	Fee charged per call out. Cost per m² per month.	No	Yes	5.90
Tea & coffee.	Cost per person.	No	Yes	3.10
Additional equipment hire Conference hire.	Hourly rate per piece of equipment. Continuous hire for 2 days or more will receive a 20% discount.	No	Yes	5.90
Program, Activities and Events Fees and Charges				
School Holiday program. Youth Programs.	Amount depending on cost of delivery of the program activity Amount depending on cost of delivery of the program activity.	No No	Yes Yes	\$2.80-\$16.70 \$2.30-\$22.10
Youth Events.	Amount depending on cost of delivery of the event .	No	Yes	\$5.55 -\$60.00
DARIUS WELLS LIBRARY & RESOURCE CENTRE				
Ken Jackman Hall whole - Community.	Off peak, per hour.	No	Yes	44.00
Ken Jackman Hall whole - Commercial.	Off peak, per hour.	No	Yes	49.50
Ken Jackman Hall whole - Community.	Peak, per hour.	No	Yes	49.50
Ken Jackman Hall whole - Commercial Ken Jackman Hall half (north or south) - Community.	Peak, per hour. Off peak, per hour.	No No	Yes Yes	56.05 22.55
Ken Jackman Hall half (north or south) - Commercial.	Off peak, per hour.	No	Yes	28.20
Ken Jackman Hall half (north or south) - Community.	Peak, per hour.	No	Yes	28.20
Ken Jackman Hall half (north or south) - Commercial.	Peak, per hour.	No No	Yes Yes	33.80 17.65
John Slinger - Community. John Slinger - Commercial.	Off peak, per hour. Off peak, per hour.	No	Yes	23.35
John Slinger - Community.	Peak, per hour.	No	Yes	23.35
John Slinger - Commercial.	Peak, per hour.	No	Yes	29.15
David Nelson - Community. David Nelson - Commercial.	Off peak, per hour.	No No	Yes Yes	17.65 23.35
David Nelson - Community.	Off peak, per hour. Peak, per hour.	No	Yes	23.35
David Nelson - Commercial.	Peak, per hour.	No	Yes	29.15
Toddler Town Crèche - Community.	Off peak, per hour.	No	Yes	17.65
Toddler Town Crèche - Commercial. Toddler Town Crèche - Community.	Off peak, per hour. Peak, per hour.	No No	Yes Yes	23.35 23.35
Toddler Town Crèche - Commercial.	Peak, per hour.	No	Yes	29.15
Alf Lydon and Frank Baker - Community.	Off peak, per hour.	No	Yes	11.65
Alf Lydon and Frank Baker - Commercial.	Off peak, per hour.	No	Yes	17.65
Alf Lydon and Frank Baker - Community. Alf Lydon and Frank Baker - Commercial.	Peak, per hour. Peak, per hour.	No No	Yes Yes	17.65 23.35
Frank Baker - Community.	Off peak, per hour.	No	Yes	11.65
Frank Baker - Commercial.	Off peak, per hour.	No	Yes	17.65
Frank Baker - Community.	Peak, per hour.	No	Yes	17.65
Frank Baker - Commercial. Alf Lydon - Community.	Peak, per hour. Off peak, per hour.	No No	Yes Yes	23.35 11.65
Alf Lydon - Commercial.	Off peak, per hour. Off peak, per hour.	No	Yes	17.65
Alf Lydon - Community.	Peak, per hour.	No	Yes	17.65
Alf Lydon - Commercial.	Peak, per hour.	No	Yes	23.35
Frank Konecny - Community.	Off peak, per hour.	No	Yes	11.65

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FEES AND CHARGES	EXPLANATORY COMMENT			
TELS AND CHARGES	EAFLANATORT COMMENT	STATUTORY		2020/21 DRAFT
		FEE	GST	BUDGET (\$)
		N	V	47.05
Frank Konecny - Commercial. Frank Konecny - Community.	Off peak, per hour. Peak, per hour.	No No	Yes Yes	17.65 17.65
Frank Konecny - Commercial.	Peak, per hour.	No	Yes	23.35
Library Activity Room	Handrada			
Library Activity Room - Community - Entitles hirer to: tables, chairs, widescreen monitor.	Hourly rate.	No	Yes	17.70
Library Activity Room - Commercial - Entitles hirer to: tables, chairs,	Hourly rate.	No	Yes	23.40
widescreen monitor.		NO	168	23.40
Exhibition Space Hire Exhibition Hire - Entitles hirer: to use of the Ken Jackman Hall half for up to	Free to encourage local artists and community groups to book the			
three hours for the exhibition opening including set up and pack up.	exhibition space throughout the year.	No	No	No charge
Toddler Town Centre Crèche			.,	
Toddler Town Crèche - First child. Toddler Town Crèche - Additional child.	Cost per hour. Cost per hour.	No No	Yes Yes	3.90 3.30
Toddler Town - After hours group bookings, minimum two staff x two hours.	Minimum charge.	140	103	0.00
		No	Yes	38.70
Other Fees and Charges				
After hours staff support.	Hourly rate if City of Kwinana staff member is required after hours	No	Voc	25.00 49.70
	to be present in the facility for a booking to provide security and assistance in closing processes (e.g. Darius).	No	Yes	25.00 - 48.70
Booking support.	Hourly rate for City of Kwinana staff to set up and pack up and			
	direct support to hirer. Charge per staff member needed to assist.	No	Yes	50.00
Tea & coffee.	Cost per person.	No	Yes	3.10
Commercial Hotdesk.	Hourly rate.	No	Yes	11.30
Community Hotdesk.	Hourly rate.	No	Yes	7.20
Program, Activities and Events Fees and Charges Programs.	Depending on cost of delivery of the program activity.	No	Yes	\$0.00-\$27.00
	on out of dontory of the program donvity.	.10	, 00	ψυ.συ-ψε1.συ
JOHN WELLARD COMMUNITY CENTRE AND WILLIAM BERTRAM				
COMMUNITY CENTRE Boronia Room - Community.	Off peak, per hour.	No	Yes	22.60
Boronia Room - Commercial.	Off peak, per hour.	No	Yes	28.20
Boronia Room - Community.	Peak, per hour.	No	Yes	28.20
Boronia Room - Commercial.	Peak, per hour.	No	Yes	33.80
Wisteria - Community. Wisteria - Commercial.	Off peak, per hour.	No	Yes Yes	17.70
Wisteria - Community.	Off peak, per hour. Peak, per hour.	No No	Yes	23.40 23.40
Wisteria - Commercial.	Peak, per hour.	No	Yes	29.20
Hovea - Community.	Off peak, per hour.	No	Yes	17.70
Hovea - Commercial.	Off peak, per hour.	No	Yes	23.40
Hovea - Community. Hovea - Commercial.	Peak, per hour. Peak, per hour.	No No	Yes Yes	23.40 29.20
Pixie Mops - Community.	Off peak, per hour.	No	Yes	17.70
Pixie Mops - Commercial.	Off peak, per hour.	No	Yes	23.40
Pixie Mops - Community.	Peak, per hour.	No	Yes	23.40
Pixie Mops - Commercial. Tuart Room - Community.	Peak, per hour. Off peak, per hour.	No No	Yes Yes	29.20 22.55
Tuart Room - Commercial.	Off peak, per hour.	No	Yes	28.20
Tuart Room - Community.	Peak, per hour.	No	Yes	28.20
Tuart Room - Commercial.	Peak, per hour.	No No	Yes Yes	33.80 11.65
Marri Room - Community. Marri Room - Commercial.	Off peak, per hour. Off peak, per hour.	No	Yes	17.65
Marri Room - Community.	Peak, per hour.	No	Yes	17.65
Marri Room - Commercial.	Peak, per hour.	No	Yes	23.35
Bertram Consult Room - Community. Bertram Consult Room - Commercial.	Off peak, per hour. Off peak, per hour.	No No	Yes Yes	11.65 17.65
Bertram Consult Room - Community.	Peak, per hour.	No	Yes	17.65
Bertram Consult Room - Commercial.	Peak, per hour.	No	Yes	23.35
Crèche - Community Centres	Ocat a subsection	NI-	V	2.00
Crèche - First child. Crèche - Additional child.	Cost per hour. Cost per hour.	No No	Yes Yes	3.80 3.20
Crèche - Group bookings.	Minimum charge.	No	Yes	38.70
Other Fees and Charges				
Variable tea and coffee rate for Community Centres.	Fee for coin operated coffee machines and cost recovery for event	No	Yes	0.50 - 3.00
Commercial Hotdesk.	and program hospitality. Hourly rate.	No	Yes	11.30
Community Hotdesk.	Hourly rate.	No	Yes	7.20
OTHER HIDEARI E CRACES				
OTHER HIREABLE SPACES Fiona Harris Ground floor - Community.	Off peak, per hour.	No	Yes	17.70
Fiona Harris Ground floor - Commercial.	Off peak, per hour.	No	Yes	23.40
Fiona Harris Ground floor - Community.	Peak, per hour.	No	Yes	23.40
Fiona Harris Lovel one Community	Peak, per hour.	No No	Yes	29.20
Fiona Harris Level one - Community. Fiona Harris Level one - Commercial.	Off peak, per hour. Off peak, per hour.	No No	Yes Yes	22.60 28.20
Fiona Harris Level one - Community.	Peak, per hour.	No	Yes	28.20
Fiona Harris Level one - Commercial.	Peak, per hour.	No	Yes	33.80
Isabella Corker - Community.	Off peak, per hour.	No	Yes	17.70
Isabella Corker - Commercial. Isabella Corker - Community.	Off peak, per hour. Peak, per hour.	No No	Yes Yes	23.40 23.40
Isabella Corker - Commercial.	Peak, per hour.	No	Yes	29.20
	Off peak, per hour.	No	Yes	22.60
Medina Hall - Community.	O# 1		Yes	28.20
Medina Hall - Commercial.	Off peak, per hour.	No No		
Medina Hall - Commercial. Medina Hall - Community.	Peak, per hour.	No	Yes	28.20
Medina Hall - Commercial.				

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EFFO AND OUADOED	EVEL ANATORY COMMENT			
FEES AND CHARGES	EXPLANATORY COMMENT	STATUTORY FEE	GST	2020/21 DRAFT
		FEE		BUDGET (\$)
Thomas Hall - Community.	Peak, per hour.	No	Yes	23.40
Thomas Hall - Commercial.	Peak, per hour.	No	Yes	29.20
Thomas Kelly Pavilion - Community. Thomas Kelly Pavilion - Commercial.	Off peak, per hour. Off peak, per hour.	No No	Yes Yes	22.60 28.20
Thomas Kelly Pavilion - Community.	Peak, per hour.	No	Yes	28.20
Thomas Kelly Pavilion - Commercial.	Peak, per hour.	No	Yes	33.80
Wellard Pavilion - Community.	Off peak, per hour.	No	Yes	17.70
Wellard Pavilion - Commercial.	Off peak, per hour.	No	Yes	23.40
Wellard Pavilion - Community.	Peak, per hour.	No	Yes	23.40
Wellard Pavilion - Commercial.	Peak, per hour.	No	Yes	29.20
COMMUNITY EVENTS AND ACTIVITIES Hire Fees				
Definitions: Community - Any Not For Profit organisation, Charitable organisation, charitable event or bookings made by individuals for private bookings.				
Commercial - Government Departments & Agencies, Business, or where individuals will collect profit as a result of the booking. Public Liability Insurance				
Public Liability Insurance.	Fee Charged per stall to provide Public Liability cover for a stall holder/ exhibitor	No	Yes	31.75
Stall Holder Power Charge - All Events				
2 x 10 Amp.	Fee charged per stall.	No	Yes	35.35
2 x 15 Amp.	Fee charged per stall.	No	Yes	41.20
1 x 3 Phase. Stallholder Hire Fees - Level 1 Events	Fee charged per stall.	No	Yes	47.10
Kwinana Community Groups and Residents.	Fee charged per stall.	No	Yes	52.55
Other District Community Groups.	Fee charged per stall.	No	Yes	63.05
Commercial and All Other.	Fee charged per stall.	No	Yes	94.55
Stallholder Hire Fees - Level 2 Events				
Kwinana Community Groups and Residents.	Fee charged per stall.	No	Yes	29.45
Other District Community Groups.	Fee charged per stall.	No	Yes	40.00
Commercial and All Other. Stallholder Hire Fees - Level 3 Events	Fee charged per stall.	No	Yes	57.80
Kwinana Community Groups and Residents.	Fee charged per stall.	No	Yes	11.55
Other District Community Groups.	Fee charged per stall.	No	Yes	17.25
Commercial and All Other.	Fee charged per stall.	No	Yes	28.70
RECQUATIC				
Concession discount.	Health Care Card, Seniors Card, Veteran, Students.			15%
Group discount.	Corporate, community groups, family etc Minimum of four people.			15%
Facility Hire				
Cleaning Cost.	Per hour.	No	Yes	47.10
Promotional Activities.	Centre Marketing Activities.	No	Yes	0-100% Discount
Locker Use at Recquatic.	Lockers take \$1.00 for single use.	No	Yes	1.00
Hire of Staff.	e.g. Swim instructor or Lifeguard. Amount subject to individual employee pay rate and oncosts. Rate per hour. Minimum 2 hours.	No	Yes	10 - 100
Recquatic Hireable Spaces				
Definitions:	Community - Any Not For Profit organisation, Charitable organisation, charitable event or bookings made by individuals for private bookings. Commercial - Government Departments & Agencies, Business, or where individuals will collect profit as a result of the booking.			
	, , , , , , , , , , , , , , , , , , ,			
December Himschile Conservation III and the Co	Off Peak: 8am-6pm, Peak: 6pm-1am.	A.I	V.	
Recquatic Hireable Spaces - Community.	Off peak.	No	Yes Yes	17.40 23.40
Recquatic Hireable Spaces - Commercial. Recquatic Hireable Spaces - Community.	Off peak. Peak.	No No	Yes	23.40
Recquatic Hireable Spaces - Commercial.	Peak.	No	Yes	29.20
Gym				
Casual Gym Entry (No joining fee applicable).	Per person.	No	Yes	15.00
Carer/Companion.	Per person.	No	No	No charge
Group Fitness 60 minute class	Per person.	No	Yes	15.00
30 minute class	Per person.	No	Yes	8.20
0 5" 10 1 "				404.50
Group Fitness 10 visit.	Per purchase.	No	Yes	134.50
Group Fitness 1.5 hrs. Membership	Per person.	No	Yes	18.40
Replacement of Membership Frequency Operated Button (FOB). Standard - Fitness	Per item. Includes: Gym, Cardio Room, Group Fitness classes, Aquatic	No	Yes	5.00
	group fitness classes, Assessment and Program, 25% discount on Crèche.			
Adult - Twelve month upfront.	Twelve months. 15% discount from direct debit.	No	Yes	707.00
Adult - Direct debit.	Per fortnight.	No	Yes	32.00
Concession - Twelve month upfront.	Twelve months. 15% discount from direct debit.	No	Yes	601.00
Concession - Direct debit. Standard - Aquatics	Per fortnight. Includes: 25m Pool, Leisure Pool, Hydro Pool (during public hours) Aquatic group fitness classes, Spa*, Steam Room*, 25% discount on Crèche.	No ,	Yes	27.20
Adult Turalya month unfront	* Must be over 16 to use.	Na	Ves	707.00
Adult - Twelve month upfront. Adult - Direct debit.	Twelve months. 15% discount from direct debit.	No No	Yes Yes	707.00 32.00
Addit - Direct debit.	Per fortnight		>	J∠.UU
Concession - Twelve month unfront	Per fortnight. Twelve months, 15% discount from direct debit.			
Concession - Twelve month upfront. Concession - Direct debit.	Per fortnight. Twelve months. 15% discount from direct debit. Per fortnight.	No No	Yes Yes	601.00
	Twelve months. 15% discount from direct debit.	No	Yes	601.00 27.20 349.00

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FEES AND CHARGES EXPLANATORY COMMENT				
FLLS AND CHARGES	LAFLANATORT COMMENT	STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Premium - Recquatic	Includes: All fitness access, All aquatics access, Free Crèche, 15% discount on casual sports stadium bookings.			
	* Must be over 16 to use.			
Adult - Twelve month upfront.	Twelve months. 15% discount from direct debit.	No	Yes	906.00
Adult - Direct debit.	Per fortnight.	No	Yes	41.00
Concession - Twelve month upfront. Concession - Direct debit.	Twelve months. 15% discount from direct debit. Per fortnight.	No No	Yes Yes	770.00 34.85
FIFO Membership.	Per person. Annual up front payment only. 50% discount on			
The Membership.	Premium - Recquatic membership.	No	Yes	453.00
Senior Off-Peak Memberships - 12 months up front.	Monday to Sunday - 12pm-3pm and Monday to Friday 5.30am-	No	Yes	349.00
Senior Off-Peak Memberships - Direct Debit per fortnight	8.30am. Monday to Sunday - 12pm-3pm and Monday to Friday 5.30am-	No	Yes	13.42
Personal Training	8.30am.			
Block of 10 (one-hour) sessions (20% discount).	Per person.	No	Yes	704.00
Block of 5 (one-hour) sessions (10% discount).	Per person.	No	Yes	396.00
Block of 10 (30 minutes) sessions (20% discount).	Per person.	No	Yes	432.00
Block of 5 (30 minutes) sessions (10% discount).	Per person.	No	Yes	243.00
Casual 1 hour session.	Per person.	No	Yes	88.00
Casual 30 minute session.	Per person.	No	Yes	54.00
Health assessment and program.	60 minutes total.	No	Yes	88.00
Small Group Training	Up to 10 participants per instructor.	140	100	00.00
Casual 1 hour session.	op to 10 participanto per motractor.	No	Yes	0.00 - 100.00
Block of five (one-hour) sessions (10% discount).	Five one-hour sessions purchased in bulk.	No	Yes	10%
Block of ten (one-hour) sessions (20% discount).	Ten one-hour sessions purchased in bulk.	No	Yes	20%
Rehabilitation	parenaea in bailt		. 50	20 /0
Premium.	Per 3 months.	No	Yes	414.00
Standard Fitness or Aquatics	Per 3 months.	No	Yes	326.00
Sports Stadium			. 33	020.00
Full court - Commercial Hire.	Per hour.	No	Yes	62.00
Half court - Commercial Hire.	Per hour.	No	Yes	32.00
Full court - Non Commercial Hire.	Per hour.	No	Yes	49.00
Half court - Non Commercial Hire.	Per hour.	No	Yes	25.00
Badminton court .	Per hour.	No	Yes	19.50
Casual Court use per person i.e. Basketball Shoots.	Per hour.	No	Yes	5.00
Junior Sports - Term fee based on ten week term (one class per week – pro rata)				
Junior Team Nomination fee (per team).	Per season.	No	Yes	29.00
Game Fee – Junior Sports competition.	Per team.	No	Yes	50.00
Adult Team Sports				
Game Fee – Adult Sports (Seven a side).	Per team.	No	Yes	68.00
Game Fee – Adult Sports (Five a side).	Per team.	No	Yes	64.00
Team Nomination fee (Seven a side).	Per season.	No	Yes	68.00
Team Nomination fee (Five a side).	Per season.	No	Yes	64.00
Forfeit fine	Per forfeit within 24 hours.	No	Yes	114.00
Lifestyle Programs - Course Fee based on ten week term (one class per week – pro rata)				
Programs				
Adult programs - term.	Amount Depending on cost of delivery of the program activity. Cost per week charged as a term amount.	No	Yes	10.00 - 40.00
Adult programs - casual.	Amount Depending on cost of delivery of the program activity. Cost			
	per casual visit.	No	Yes	10.00 - 40.00
Junior programs - term.	Amount Depending on cost of delivery of the program activity. Cost per week charged as a term amount.	No	Yes	5.00 - 40.00
Junior programs - term. Second child 10% discount.	Amount Depending on cost of delivery of the program activity. Cost per week charged as a term amount.	No	Yes	4.50 - 37.00
Junior programs - term. Second child 20% discount.	Amount Depending on cost of delivery of the program activity. Cost			
	per week charged as a term amount.	No	Yes	4.00 - 32.00
Junior programs - casual.	Amount Depending on cost of delivery of the program activity. Cost per casual visit.	No	Yes	5.00 - 40.00
Specialised Concession Programs.	Programs adapted and unique for concession groups. Programs identified and costed are at the set rate with no further discounts.	No	Yes	7.00
Specialised Concession Programs.	10 pass Programs adapted and unique for Concession participation. Programs identified and costed are at the set rate with no further discounts.	No	Yes	63.00
Aquatic Centre	no fartifor diocounts.			
Adult entry.	Per person.	No	Yes	6.00
Child entry (Three -fifteen years).	Per person.	No	Yes	5.00
Education Department child entry (School bookings, Interm etc). Includes free	Per person.	No	Yes	3.30
spectator entry. Family entry (One adult and three children) or (Two Adults & two children).	Per family.	No	Yes	17.00
Family Pass - casual.	Ten pack of passes.			
•		No	Yes	153.00
Adult swim multi-entry (10 entry pass).	10% discount off casual entry.	No	Yes	54.00
Children swim multi-entry (10 pass).	10% discount off casual entry.	No No	Yes	45.00
Spa, Steam room and Swim (over 16 years only).	Per person.	No	Yes	11.00
Lane Hire: Per hour. Normal entry fee.	Subject to availability.	No	Yes	12.90
Inflatable volleyball net hire.	Per hour.	No	Yes	15.20
Special event entry e.g. pool party.	Per person.	No	Yes	9.00
Swim Club membership.	Entry charged per quarter per member.	No	Yes	10.00
Vac Swim additional child entry.	Per person. per day.	No	Yes	4.50

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FEES AND CHARGES	EXPLANATORY COMMENT	STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
				(,,
Hydrotherapy Pool Adult entry.	Per person.	No	Yes	7.00
Hydro pool Hire - profit organisations.	Per hour.	No	Yes	110.00
Hydro pool Hire - non-profit organisations.	Per hour.	No	Yes	59.50
Multi-entry Hydro Pool (10 pass).	10% off.	No	Yes	63.00
Group Bookings				
School Carnival - Full Day (spectator fee inclusive).	Per session.	No	Yes	620.00
School Carnival - Half Day (spectator fee inclusive).	Per session.	No	Yes	310.00
Group Bookings - Pool.	Per hour. Lane hire and entry fee.	No	Yes	\$3.30 per entry
		NO	163	\$13 per lane hire
Birthday Parties Pool Parties.	1.5 hours play + 30 mins café (inflatable hire extra) minimum 10			
	children - per child.	No	Yes	28.00
Play and Games (dry) Party / Disco Party.	1.5 hours play + 30 mins café - per child for first 20 children			
riay and cames (ary) raity / Bioco raity.	(minimum 10 children).	No	Yes	28.00
	,			
Birthday Parties.	Per person.	No	Yes	12.00
Swim School - Term Fee based on ten week term (one class per week -				
pro rata)		NI-	Nia	40.00
Private class (30 minute 1:1).	Per person.	No No	No No	46.00 460.00
Private class (30 minute class) - Term Fee (10 visits). SAIL classes (30 min class) Term Fee (10 visits).	Per person.	No	No	193.00
Child Term fee (30 minute class) – First child.	Per person. Per person.	No	No	144.00
Child Term fee (30 minute class) – Second child.	Per person. 10% discount.	No	No	129.60
Child Term fee (30 minute class) – Third child.	Per person. 20% discount.	No	No	115.20
Complimentary Pass with any 10 week term of swimming purchased and can	•	110	110	110.20
only be used during this period of swimming lesson (10 weeks). No entry will be allowed for other programs. Only general swim and spectator allowed. No hydro entry.	wax - crilid chilolod in swimming lessons and one parent.	No	No	No Charge
Swim School Swimming Assessments.	Per assessment.	No	Yes	10.00
Swim School Aqua Playgroup - 10 weeks.	Term price. Per person.	No	Yes	70.00
Swim School Aqua Playgroup.	Casual Price. Per person.	No	Yes	9.20
Swim School Junior Lifeguard Club.	Per person.	No	Yes	14.40
Swim School - Lap it up.	Per person.	No	Yes	14.40
Swim School - Other programs.	Per person.	No	Yes	\$0.00 - \$100.00
Swim School Discounts - Holiday programs.	, s. p	No	Yes	0% - 30%
Swim School lessons for adults - 45 minutes.	Per lesson. Per person.	No	Yes	17.50
Crèche	·			
Casual users.	Per hour.	No	Yes	4.20
Casual users 10 pass.	Per hour.	No	Yes	41.60
Standard Fitness - member usage.	Per hour.	No	Yes	3.15
Standard Fitness - 10 pass.	Per hour.	No	Yes	31.50
Standard Aquatic - member usage.	Per hour.	No	Yes	3.15
Standard Aquatic - 10 pass.	Per hour.	No	Yes	31.50
Cafe and Pro Shop				
Cafe and Pro Shop Goods.	Amount depending on supplier costs of goods and services available.	No	Yes	\$0 - \$300
LIBRARY				
	Per card.			
Pocket Laminating.		No	Yes	3.00
Pocket Laminating.	Per A4 sheet.	No	Yes	6.50
Pocket Laminating.	Per A3 sheet.	No	Yes	11.00
Convenience items e.g. USB, plastic sleeves, ear buds, library bags.	Amount depending on supplier costs of goods and services available.	No	Yes	0.00 - 50.00
Replacement Membership Cards.	Per card.	No	No	5.50
Charges for last and damaged recourses	Coat to City	No	No	Actual cost
Charges for lost and damaged resources. Scanning/Emailing Documents.	Cost to City. Up to 10 pages if a staff member is processing the item. Free			
osaming, Emaining Documento.	scanners are also available.	No	Yes	2.30
PLANNING				
Administration				
Large Maps/Plans.	Per A1 size.	No	No	19.30
Large Maps/Plans.	Per A0 size.	No	No	51.25
Zoning Certificate - Application Fee for Zoning Certificate.	Proforma advising of current zoning under Town Planning Scheme and any changes to Scheme being considered by Council, does not include site inspection.		No	73.00
Written advice - Application Fee for Written Planning Advice.	Proforma advising of current zoning under Town Planning Scheme and any changes to Scheme being considered by Council, does not include site inspection.		Yes	73.00
Subdivision Clearance (per lot)	include site inspection.			
a) not more than 5 lots.	Per lot	Yes	No	73.00
b) more than 5 lots but not more than 195 lots.	\$73.00 per lot for the first 5 lots and then \$35.00 per lot			(\$73 x 5) + (\$35 x
	φ. σ.	Yes	No	(Total no 5))
c) more than 195 lots.		Yes	No	7,393.00
Development Application				, , , , ,
Development Cost <\$50,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in	Vas	NI-	4.47.00
	total).	Yes	No	147.00
Development Cost \$50,000 - \$500,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in			.32% of estimated
	total).	Yes	No	cost of development
Development Cost \$500,000 - \$2,500,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	V		\$1,700 + .257% for
	colarj.	Yes	No	every \$1 in excess of \$500,000

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FEES AND CHARGES	EXPLANATORY COMMENT	STATUTORY	GST	2020/21 DRAFT
		FEE	551	BUDGET (\$)
Development Cost \$2,500,000 - \$5,000,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	No	\$7,161 + .206% for every \$1 in excess of \$2.5 million
Development Cost \$5,000,000 - \$21,500,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	No	\$12,633 + .123% for every \$1 in excess of \$5 million
Development Cost >\$21,500,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	No	34,196.00
Amendment or Renewal of an Approved Development Application	Amendments to and renewals of previously assessed and approved Development Application.	Yes	No	50% of Original Application Fee or actual cost, whichever is the lesser.
Development Application - Extractive Industry .	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total)	Yes	No	739.00
Advertising - Development Application.	1 - 9 Letters.	No	No	245.00
	10 - 50 Letters. 51 - 500 Letters.	No No	No No	367.00 612.00
	501+ Letters.	No	No	1,233.00
Single Residential (includes additions & incidental structures).	No charge except where planning approval required (fee as per Development Application costs).	Yes	No	No charge
Change of Use/Continuation of Non-Conforming Use.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	No	295.00
Family Day Care Centres (seven children).		Yes	No	No charge
Building Envelope Variation. Liquor Act Certification – Planning. Home Occupation		No No	No No	263.00 316.00
Certified NIES Applicants & 'Business Address Only'.		Yes	No	No charge
Initial Fee.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	No	222.00
Annual Renewal.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	No	73.00
Property Certificate Proforma circulated to Council's Planning, Building, Health and Engineering sections and involves a search of Council's records but with no site inspection. A Rates Enquiry is a separate fee. Fees from each department listed below.				
All fees listed below to be paid. Property Certificate - Planning Fee.	As per Zoning Certificate above.	Yes	No	73.00
Property Certificate - Health Fee.		No	No	74.00
Property Certificate - Building Fee.	TOTAL PLANNING, HEALTH & BUILDING FEE	No	No	29.00 176.00
Strata Title Fees				17 0.00
(a) For a certificate under section 5B (2) - 20 cents per square metre of the floor space of building or \$100.00 whichever is greater.		Yes	No	\$0.20/m²
(b) For a certificate under section 8A (f) or 9 (3) - 20 cents per square metre of the floor space of building or \$100.00 whichever is greater. Documents		Yes	No	\$0.20/m²
Town Planning Scheme 2 Text.		No	No	67.50
Town Planning Scheme 3 Text. Other Council Reports/Structure Plans etc.		No No	No No	67.50 67.50
Digital Information (e.g. Local Planning Strategy Reports on CD).		No	No	67.50
Maps. Development Assessment Panel (DAP) Applications		No	No	31.95
Fees Payable where the estimated cost of the development is: Not less than \$2 million and less than \$7 million.				
		Yes	No	5,603.00
Not less than \$7 million and less than \$10 million.		Yes	No	8,650.00
Not less than \$10 million and less than \$12.5 million.		Yes	No	9,411.00
Not less than \$12.5 million and less than \$15 million.		Yes	No	9,680.00
Not less than \$15 million and less than \$17.5 million.		Yes	No	9,948.00
Not less than \$17.5 million and less than \$20 million.		Yes	No	10,218.00
\$20 million or more.		Yes	No	10,486.00
An application under regulation 17.	Minor Amendment application.	Yes	No	241.00
Fees for Applications for approval under the Hope Valley-Wattleup Redevelopment Amendment Regulations 2011 Estimated value of development not more than \$50,000.	As per Hope Valley-Wattleup Redevelopment Amendment			
Louinated value of development not more than 400,000.	Regulations 2011	Yes	No	139.00 0.32% of the
Estimated value of development more than \$50,000 but not more than \$500,000.	As per Hope Valley-Wattleup Redevelopment Amendment Regulations 2011	Yes	No	estimated cost of the development
Estimated value of development more than \$500,000 but not more than \$2.5m	As per Hope Valley-Wattleup Redevelopment Amendment Regulations 2011	Yes	No	\$1,600 + 0.257% for every \$1 in excess of \$500,000 \$6,740 + 0.206% for
Estimated value of development more than \$2.5m but not more than \$5m.	As per Hope Valley-Wattleup Redevelopment Amendment Regulations 2011	Yes	No	every \$1 in excess of \$2.5m

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FEES AND CHARGES	EXPLANATORY COMMENT	STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Estimated value of development more than \$5m but not more than \$21.5m.	As per Hope Valley-Wattleup Redevelopment Amendment Regulations 2011	Yes	No	\$11,890 + 0.123% for every \$1 in excess of \$5m
Estimated value of development more than \$21.5m.	As per Hope Valley-Wattleup Redevelopment Amendment Regulations 2011	Yes	No	32,185.00
Local Development Plans Council Adoption of Local Development Plans.		Yes	No	Actual cost
Modification of Adopted Local Development Plans.		Yes	No	Actual cost
Expert Advice		No	Yes	Actual cost
Scheme Amendments Major Amendment.	Fees calculated & applied in accordance with Part 7 of the	Yes	No	Actual cost
General Amendments.	Planning & Development Regulations 2009. Fees to be paid prior to formal consideration by the Council.	Yes	No	Actual cost
Minor Amendments.		Yes	No	Actual cost
Structure Plans				
New Local Structure Plan or Major Amendment to Local Structure Plan.	Fees calculated & applied in accordance with Part 7 of the Planning & Development Regulations 2009.	Yes	No	Actual cost
Amendment to previously adopted Local Structure Plan.	Fees to be paid prior to formal consideration by Council.	Yes	No	Actual cost
Pedestrian Access Way and Road Closure Fees are not refundable regardless of whether the proposal is successful. Fees for closure of roads and pedestrian access ways remains the same whether permanent or temporary.				
Administration Fee.		No	No	1,655.00
Advertising Fee. Signage/gates/fencing.		No No	No No	Actual cost Actual cost
Parking				
Parking Permit - Commercial Vehicle.	Annual.	No	No	216.00
Parking Permit Replacement.		No	Yes	22.35
BUILDING				
General Monthly Duilding Approval Statistics	For 2 conice	Na	Nia	270.00
Monthly Building Approval Statistics. Application to vary a component/s of an already approved Building Permit.	For 3 copies. Based on the change in contract value, but not less than fee listed.	No	No	378.00
Building Services Levy (applicable on above applications).	0.137% where construction value >\$45K or \$61.65min.	No	No	105.00 0.137% or
		Yes	No	\$61.65min
BSL Commission (on the above applications).	Administration fee retained by City of Kwinana for collection of BSL Levy.	Yes	No	5.00
Construction Training Fund (CTF) - Payable on all applications where value of works is >\$20K.	0.2% where construction value >\$20k (less \$8.25 commission).	Yes	No	0.2% where construction value >\$20k
CTF Commission.	Retained by City of Kwinana for collection of CTF Levy.	Yes	No	8.25
Building Administration Fee.	Single charge.	No	Yes	105.00
Conduct a site inspection.	Per hour.	No	Yes	105.00
Simple performance solution. Scanning fee.	Class 10a Verandah. Scanning documents for any building approval.	No No	Yes Yes	100.00 45.00
Property Report of Compliance.	Identifying approved and unauthorised building works on the			
Verge Permit Fees	property. Includes an inspection fee as listed above.	No	Yes	280.00
Application to deposit building materials and/or a bulk bin on a road verge.	Includes two inspections, and is non refundable.	No	No	173.00
Depositing building materials and/or a bulk rubbish bin on a road verge.	\$1 per month per m² of area used in thoroughfare.	Yes	Yes	\$1 per month per m²
Penalty for using the verge without approval.	Modified penalty in accordance with <i>Local Government [ULP] Reg Schedule 1</i> .	No	No	500.00
Storage Container Permit (including sea containers).	Verge permit for the placement of a storage container on a verge (duration of no more than four days), (includes two inspections).	No	No	173.00
Additional Verge Inspection.	Verge permit for the placement of a storage container on a verge (duration of no more than 4 days), (includes 2 inspections).	No	No	86.50
Pool Inspections Mandatory Swimming Pool Inspection Levy.	Inspection is every 4 years - inspections cost is included on the	Yes	No	\$46.00 per year
Additional inspections or other non-mandatory inspections.	rates. Each.	No	No	105.00
Provision of an inspection certificate for a swimming pool barrier.	r28 - Inspection Certificate to contain information identified in r29.	No	Yes	105.00
Sign License Application Fee (By-Law relating to Signs & Bill Posting)				
A Pylon Sign - (will also require a building permit).	for each sign. Set by Local Law.	No	No	20.00
An Illuminated Sign - (will also require a building permit).	for each sign. Set by Local Law.	No	No	15.00
Any other Sign - (may also require a building permit).	for each sign. Set by Local Law.	No	No	10.00
Hoardings up to 22m ² . Hoardings >22m ² up to 36m ² .	Per annum. Per annum.	No No	No No	50.00 100.00
Annual Fee for Signs on Local Government Property and Road Reserves		110	140	100.00
Illuminated Street Name Sign.	For each sign per annum.	No	Yes	\$10,000 per annum + CPI All Groups Perth average over
				the 19/20 financial year quarters

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Pensioners who qualify for the 50% rebate on their rates are also entitled to a 50% discount on fees and charges not included in their rates assessment notice. The fees & charges must be directly attributable to activities at their principle place of residence, which must also be their rateable property.

FEES AND CHARGES	EXPLANATORY COMMENT			
FEES AND CHARGES	EXPLANATORY COMMENT	STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Illuminated Street Name Sign - reduced rate.	Reduced rate (for first five years) if constructed and installed by the advertiser at the commencement of the first five year agreement.	No	Yes	\$7,688 per annum + CPI All Groups Perth average over the 19/20 financial year quarters
Illuminated Advertising Sign Application Assessment Fee.		No	Yes	263.00
An Illuminated Sign. Any other Sign.	for each sign per annum. for each sign per annum.	No No	No No	542.00 216.00
Electrified or Razor Wire Fencing	<u> </u>			
Licence for electrified or razor wire fencing. Transfer of Licence for electrified or razor wire fencing.	Set by Local Law. Set by Local Law.	No No	No No	179.00 179.00
Application to vary the conditions of an electric or razor wire fence.		No	No	179.00
Building Record Search Building Search Fee (Payable on all requests at time of request).	(s129, s131 Act) - Fee plus copying charges.	NI-	NI -	\$38.50 + copying
		No	No	charges
Copies of Commercial Plans - A4 to A0. Copies of Residential Plans - A4 to A3.	Per set. Per set.	No No	No No	38.00 17.25
Copies of Plans - Larger than A3.	Single copy.	No	No	12.20
Copies of Plans - A4 to A3. Building Permit Fees (Building Act 2011)	Single copy.	No	No	6.60
Extension of time during which a building permit has affect.	As per s32(3)f of the Building Act 2011.	Yes	No	105.00
Un-Certified Building Permit.	0.32% of estimated building works value but not less than \$105.00.	Vaa	Na	
	0.100/ of estimated building works value but not less than \$105.00	Yes	No	0.32% or 105.00
Certified Building Permit Class 1 & 10.	0.19% of estimated building works value but not less than \$105.00.	Yes	No	0.19% or 105.00
Certified Building Permit Class 2 to 9.	0.09% of estimated building works value but not less than \$105.00.	Yes	No	0.09% or 105.00
Building Services Levy (applicable on above applications).	0.137% where construction value >\$45K or \$61.65min.	Yes	No	0.137% or \$61.65min
BSL Commission (on the above applications).	Administration fee retained by City of Kwinana for collection of BSL Levy.	Yes	No	5.00
Construction Training Fund (CTF) - Payable on all applications where value of works is >\$20K.	0.2% where construction value >\$20k (less \$8.25 commission).	Yes	No	0.2% where construction value
CTF Commission.	Retained by City of Kwinana for collection of CTF Levy.	Yes	No	>\$20k 8.25
Application for approval of battery powered smoke alarms.		Yes	No	179.40
Demolition Licences - DEMO (Building Act 2011) Extension of time during which a demolition permit has affect.	As per s32(3)f of the Building Act 2011.	Yes	No	105.00
Demolition Permit Class 1 & 10.	Flat rate.	Yes	No	105.00
Demolition Permit Class 2 to 9.	\$105.00 for each storey of the building.			
		Yes	No	\$105.00 per storey
Building Services Levy (BSL) (applicable on the above applications).	Building Services (Complaint Resolution & Administration) Regulations 2011. r12.	Yes	No	0.137% or \$61.65min
BSL Commission.	Administration fee retained by City of Kwinana for collection of BSL Levy.	Yes	No	5.00
Construction Training Fund (CTF) - Fee required on all applications where value of works is >\$20k.	0.2% where construction value >\$20k (less \$8.25 commission).	Yes	No	0.2% where construction value >\$20k
CTF Commission.	Administration fee retained by City of Kwinana for collection of CTF Levy.	Yes	No	8.25
Building Approval Certificate - BAC (Building Act 2011) Building Approval Certificate for Unauthorised Works (s51(3)).	0.38% of construction value but not less than \$105.00.	Yes	No	0.38% or \$105.00
Building Services Levy for unauthorised work (s51).	0.36% of construction value but not less than \$105.00. 0.274% where construction value >\$45k or \$123.30 minimum.	162	INO	0.38% of \$103.00 0.274% where
		Yes	No	construction value >\$45k or \$123.30 minimum
BSL Commission.	Administration fee retained by City of Kwinana for collection of BSL Levy.	Yes	No	5.00
Construction Training Fund (CTF) - Payable on all applications where value of works is >\$20K.	0.2% of construction value where >\$20k (less \$8.25 commission).	Yes	No	0.2% of construction value where >\$20k
CTF Commission.	Administration fee retained by City of Kwinana for collection of CTF Levy.	Yes	No	8.25
Building Approval Certificate for an existing building (no work has commenced	(s52(2).	Yes	No	105.00
or been done). Building Services Levy (BSL) (applicable on the above application).		Yes	No	61.65
BSL Commission.	Administration fee retained by City of Kwinana for collection of BSL	168	INU	01.10
Construction Training Fund (CTF) - Payable on all applications where value of	Levy.	Yes	No	5.00
works is >\$20K.		Yes	No	0.2% of construction value where >\$20k
CTF Commission.	Administration fee retained by City of Kwinana for collection of CTF Levy.	Yes	No	8.25

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Pensioners who qualify for the 50% rebate on their rates are also entitled to a 50% discount on fees and charges not included in their rates assessment notice. The fees & charges must be directly attributable to activities at their principle place of residence, which must also be their rateable property.

FEES AND CHARGES	EYDLANATORY COMMENT			
FEES AND CHARGES	EXPLANATORY COMMENT	STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Occupancy Permits (Building Act 2011) Occupancy Permit for a completed Building.	with existing approval (s46).	Yes	No	105.00
Modification of Occupancy Permit for additional use on a temporary basis.	(s48).	Yes	No	105.00
Application to extend the time for an occupancy permit or building approval	(s65(3)a).	Yes	No	105.00
certificate. Temp Occupancy Permit for incomplete building.	(s47).	Yes	No	105.00
Replacement Occupancy Permit for permanent change of building use.	(s49).	Yes	No	
Replacement Occupancy Permit for an existing building.	(s52(1)).			105.00
Occupancy Permit or BAC for the registration of Strata Scheme, plan or subdivision (s50(1) & (2)).	\$11.60 each unit covered by the application but not less than \$115.00.	Yes	No No	\$11.60 each unit covered by the application but not less than \$115.00
Building Services Levy (BSL) (applicable on the above application except S46		Yes	No	61.65
& s48). BSL Commission.	Administration fee retained by City of Kwinana for collection of BSL	Yes	No	5.00
Occupancy Permit for which unauthorised work has been done.	Levy. (s51(2)).	Yes	No	0.18% of construction value but not less than \$105.00 min
Building Services Levy for unauthorised work (s51).	0.274% where construction value >\$45k or \$123.30 minimum (less \$5 commission).	Yes	No	0.274% where construction value >\$45k or \$123.30 minimum
Construction Training Fund (CTF) - Fee required on above applications where value of works is \$20,000 or more	e 0.2% of construction value where >\$20k (less \$8.25 commission)	Yes	No	0.2% of construction value where >\$20k (less \$8.25 commission)
CTF Commission	Administration fee retained by City of Kwinana for collection of CTF Levy	Yes	No	8.25
BSL Commission.	Administration fee retained by City of Kwinana for collection of BSL Levy.	Yes	No	5.00
R-Codes Fees for Codes approval pursuant to the Residential Design Codes.	Up to two variations.	No	No	105.00
Fees for Codes approval pursuant to the Residential Design Codes. Fees for Retrospective Codes Approvals.	Three or more variations. Two times the application fee for the "Fees for Codes Approval".	No No	No No	206.00 \$210 or \$412
Fees for codes approval - confirmation.	Where confirmation is sought that the proposal complies with the "acceptable development" criteria.	No	Yes	105.00
Building/Certification Fees - (Refer Building Act 2011) Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought).	of	Yes	No	2,160.15
Certificate of Construction Compliance.	Listed fee - Two hours officer time or part thereof. Excess of two	No	Yes	210.00
Certificate of Building Compliance.	hours - half this fee per hour thereafter. Listed fee - Two hours officer time or part thereof. Excess of two	No	Yes	210.00
Certificate of Design Compliance - Class 1 & 10 Buildings.	hours - half this fee per hour thereafter. Class 1 & 10 Buildings.	No	Yes	0.13% of the estimated value of building work but not
Certificate of Design Compliance - Class 2 - 9 Buildings.	Class 2 - 9 Buildings.	No	Yes	less than \$105 0.09% of the estimated value of building work but not less than \$105
Provision of Information & Advice from Building Services. Request seeking Confirmation.	Per hour. Confirmation that Planning, Environmental Health, Infrastructure	No No	Yes Yes	105.00 105.00
Compile an alternative solution for class 1 and 10.	etc. requirements have been met. Minimum of listed fee for first two hours or part thereof. Then half this fee per hour thereafter.	No	Yes	210.00
ENGINEERING	•			
Infrastructure Inspection/Crossovers	For first and each subsequent in a set			
Infrastructure Inspection.	For first and each subsequent inspection and administration of infrastructure asset inspection including inspection of footpath, kerb drainage etc., following completion of building construction (cost per inspection)	No	Yes	87.30
Crossover Rebate.	per inspection). The rebate in accordance with the <i>Local Government [ULP]</i> 1996 Reg 15 – 50% of the cost of a standard crossover.	Yes	Yes	\$121.80 per linear metre of crossover
Developers Fees Supervision Fees Developers (when Consulting Engineer has been				mede of clossovel
Supervision Fees - Developers (when Consulting Engineer has been engaged).	When Consulting Engineer has been engaged. Total cost of construction of the roads and drainage works.	Yes	No	1.5% of GST Exclusive Total Cost
Supervision Fees - Developers (when Consulting Engineer has not been engaged).	When Consulting Engineer has not been engaged. Total cost of construction of the roads and drainage works.	Yes	No	3.0% of GST Exclusive Total Cost
Subdivision Early Clearance Administration Fee.	For when developers request early clearance of a stage of their development, prior to reaching practical completion of that stage and outstanding works are bonded.	No	Yes	595.00
Cost for planting / replacement of 100L tree (including 2 year's watering).	Payment made prior to practical completion of civil works. Cost includes supply and installation of tree (including two years watering).	No	Yes	820.00

All fees and charges imposed by the City of Kwinana are effective 1 July 2020.

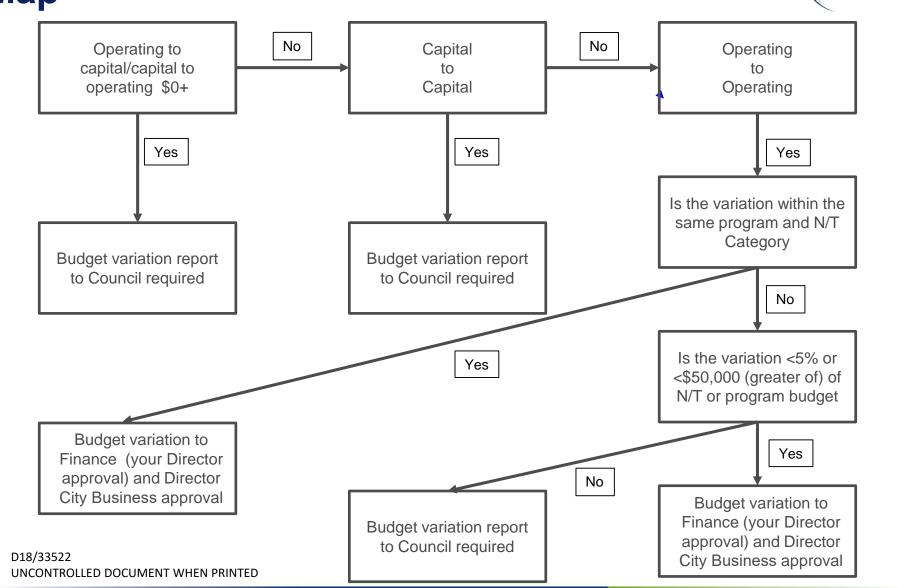
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FEES AND CHARGES	EXPLANATORY COMMENT			
		STATUTORY FEE	GST	2020/21 DRAFT BUDGET (\$)
Relocate street trees as per Local Planning Policy 2 at the City's discretion.	Where an applicant requests that a street tree be removed and planted in a different location on the verge.	No	Yes	620.00
Variation to Street Tree Council Policy.	Assessment of application and preparation of variation recommendation to the City (Officer time).	No	Yes	Refer to Governance/ Professional Fees
Variation to maintenance agreement in relation to street trees.	Where an applicant requests change to the original maintenance agreement.	No	Yes	Refer to Governance/ Professional Fees and actual third party costs
Extractive Industry Applement Depreciation Foodus to Extractive Industry Operations	. Too colculated boood on quantity of material systemated from the			
Accelerated Pavement Depreciation Fee due to Extractive Industry Operations	quarry and the distance travelled on the City of Kwinana roads (Cost/Ton/KM).	No	No	1.20 cents/km
Annual Licence Fee.	Extraction of materials less than 50,000 cubic metres per annum.			
		No	No	4,543.00
Annual Licence Fee.	Extraction of materials greater than 50,000 cubic metres per annum.	No	No	6,939.00
Restricted Access Vehicle				
Restricted Access Vehicle permit	Permit for vehicles to travel on unauthorised roads within the City of Kwinana boundaries - to be granted in conjunction with Main Roads Permit. At Cost Administration Fee rate for the first hour and half rate per hour thereafter.	No	No	Administration Fee \$106 first hour and \$53 per hour thereafter and + Actual Cost
Directional Signs				
Application fee.	Application fee	No	No	28.40
Sign cost.	Administration Fee rate for the first hour and half rate per hour thereafter, plus cost of sign.	No	Yes	Administration Fee \$106 first hour and \$53 per hour thereafter and + Actual Cost
Sign Assessment Fee.	At cost fee to recoup administration costs associated with officers time spent assessing requests for directional signage. At Cost Administration Fee rate for the first hour and half rate per hour thereafter.	No	Yes	Administration Fee \$106 first hour and \$53 per hour thereafter and + Actual Cost
Traffic Services	At east plus private works administration for (refer Drivate Works			Administration Fee +
Collect New Traffic Count Data and Supply.	At cost plus private works administration fee (refer Private Works section under Governance) - Non ratepayers.	No	Yes	Administration Fee +
Traffic Count Data Services -Supply Existing Data.	Rate for the first hour and half of rate per hour thereafter to external parties (non ratepayers).	No	Yes	106.00
Concessional Loading Administration Fees.	At cost fee to recoup administration costs of approving concessional loading applications including an onsite assessment of related locations.	No	Yes	185.00
Accelerated Pavement Depreciation Fee due to Concessional Mass Loads.	Subject to legal agreement.	No	No	Subject to Legal Agreement
Engineering Drawings	Standard Charge To external newtice (new yets weren) Detector			
Supply "As Constructed Drawings ".	Standard Charge - To external parties (non rate-payers). Rate for the first hour and half rate per hour thereafter to external parties (non ratepayers).	No	Yes	106.00
Traffic Management Traffic Management Plan Review - standard.	Standard TMP review of up to 1 hour	No	Yes	116.00
Traffic Management Plan Review - complex.	Complex TMP review exceeding one hour. Rate per hour.	No	Yes	116.00 per hour
•				•

ATTACHMENT C

Budget Variation Report to Council Process Kwinana Map



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 the Kwinana Senior Citizens Centre have commenced their range of activities, including bingo, and lawn bowls following the COVID-10 pandemic. The Deputy Mayor explained that the membership has declined and encouraged anyone over 55 that would like to be involved with a service club to contact the Kwinana Senior Citizens Centre.

22.2 Councillor Wendy Cooper

Councillor Wendy Cooper welcomed the press and member of the gallery and thanked them for their attendance.

22.3 Councillor Sandra Lee

Councillor Sandra Lee reported that she had attended the South Metro Zone Meeting.

Councillor Lee advised that she had purchased and read 'Growing up in Medina in the 1950's' which she explained is a really wonderful and very interesting read.

22.4 Councillor Matthew Rowse

Councillor Matthew Rowse reported that he had attended the Joint Development Assessment Panel (JDAP) eMeeting regarding the \$150 million dollar expansion of Cockburn Cement Proposal.

Councillor Rowse advised that he had attended the South Metro Zone Meeting which was hosted by the City of Kwinana.

23 Answers to questions which were taken on notice

Nil

24 Mayoral Announcements

Mayor Carol Adams reported that she had recorded the City's fortnightly "Council Wrap", detailing key items that were adopted by Council at the Ordinary Council Meeting held on 10 June 2020.

The Mayor advised that she had participated in the following with regards to COVID-19 Response:

- Chaired the fortnightly Kwinana Local Recovery Co-ordination Meeting
- Participated in the Brand Community Cabinet teleconference with Madeleine King, Federal Member for Brand, Rockingham Mayor Barry Sammels, Rockingham Kwinana Chamber of Commerce (RKCC) President Tony Solin and the Brand, Baldivis and Kwinana electoral offices. The areas of discussion included:
 - Had there been any increase of interest by community groups wanting to recommence community market activities,
 - Whether councils were now planning any community events given the State has moved into Phase 4 restrictions,
 - o Community concerns if there is no financial bridge later this year in relation to an extension to the Jobseeker and Job keeper funding arrangements and,
 - The results of the Brand Business Survey.

The Mayor added that both Rockingham and Kwinana Council's advised that they were adopting their 2020/21 budgets and Financial Hardship Policies this week and in doing so have responded to their respective communities needs for there not to be a rate increase for 2020/21 financial year.

 Attended (via webinar) a COVID-19 Webinar for Mayors, Presidents and Chief Executive Officers hosted by the WA Local Government Association.

The Mayor advised that his week's seminar had an economic focus and discussed WALGA's 'REBOOTING Local Economies', a plan to deliver economic support and stimulus to Western Australian communities and businesses as they attempt to recover from the impacts of the COVID-19 pandemic.

The Mayor explained that as a sector \$512 million in financial support has been provided to our communities in the form of:

- \$101 million in rate relief
- \$148 million in fees and charges relief
- \$12.5 million in rent relief
- \$34.5 million in financial grants
- \$24 million in additional maintenance works
- \$192 million in additional capital works

All local governments have responded to the 'call to arms' by the Premier and the Local Government Minister, to quickly implement a range of measures to assist those who are struggling as a direct result of the Covid-19 Pandemic.

24 MAYORAL ANNOUNCEMENTS

President Roberts reported in a recent communication to State Councillors that "The State Government is currently consulting with all sectors, including Local Government, to understand the impacts of COVID-19 and inform the development of a State Recovery Plan, expected to be released in July. Our sector is well represented in this process. Last week I attended the first meeting of the Premier's State Recovery Advisory Group and along with other State Councillors, attended the Local Government Ministerial Roundtable, hosted by Minister Templeman.

It is clear that Local Governments have a key role to play in supporting local communities and economies recover from the impacts of COVID-19. Local Governments employ 23,500 people, spend more than \$4 billion in WA communities annually, understand their communities and have well developed, wide reaching local networks, making them well placed to deliver timely, targeted and impactful economic stimulus.

WALGA has developed 'REBOOTING Local Economies' as a comprehensive package to support WA jobs, while also providing long-lasting and widespread benefits to WA's local communities. The package has been informed by information provided by every Local Government in the State regarding their projects and priorities to promote the economic recovery of their communities.

'REBOOTING Local Economies' is seeking support for:

A State contribution of \$257 million, matched by Local Governments, to enable the sector to bring forward capital and maintenance projects that would support 2,951 jobs across the State and boost WA's Gross State Product by \$506 million in the immediate term.

An investment of \$256.3 million to fast track the delivery of shovel ready, value for money programs and projects like those identified for the Community Sporting and Recreation Facilities Fund and the Commodities Freight Route Fund, which will provide long lasting, widespread benefits across WA. 'REBOOTING Local Economies' has been provided to the Premier, Minister for Local Government Hon David Templeman MLA, the Treasurer, Hon Ben Wyatt MLA, State Recovery Coordinator Sharyn O'Neill and senior State Government officials for consideration. Over the coming weeks we will be seeking meetings with other key State Government stakeholders to discuss the stimulus opportunities provided in the document that could be facilitated through the sector.

The Mayor mentioned that she had presided over 28 Virtual Citizenship Ceremonies, some of which had more than one inductee and she explained that they were conducted in consecutive 15 minutes blocks over four days.

The Mayor acknowledged the efforts of the City's Functions Officer for her professional assistance in the organisation of the ceremonies and added that they would not have ran so smoothly but for the significant support provided to her.

24 MAYORAL ANNOUNCEMENTS

The Mayor reported that she had participated in the following advocacy:

- In company of the Chief Executive Officer (CEO) she had attended a meeting with the Leader of the Opposition, the Honorable Liza Harvey MLA, Member for Scarborough to update and discuss a range of issues in relation to the City of Kwinana, including the need for key road upgrades and special road reservations in preparation for a future Port and increased commercial activities, the need for an integrated masterplan for the entire Western Trade Coast area and support for pathways to employment initiatives being scoped by the South West Group and the City of Kwinana.
- In company of the CEO and Director of City Regulation she participated in an online meeting with Mr David Caddy, Chairperson of the WA Planning Commission where the City continued our advocacy efforts to prevent Lot 123 Mortimer Road, Casuarina from being zoned residential and cleared of significant bushland, flora and fauna for future house purposes.

The Mayor advised that she, in company with Councillor Rowse, Councillor Lee and our CEO, participated in the first 'in person' South Metro Zone Meeting.

The Mayor mentioned that she had, in company with Councillor Rowse, represented the City of Kwinana as members of the Metro Outer Joint Development Assessment Panel (MOJDAP). The matters to be considered had previously been to Council as the "responsible authority" and dealt with an application by Cockburn Cement for upgrades to its existing cement milling facilities, construction of a conveyor, landscaping and associated parking on Lot 252 Donaldson Road and Lot 45 Kwinana Beach Road on behalf of Cockburn Cement. The development was approved without change including the contribution to public art.

25 Confidential items

COUNCIL DECISION

198

MOVED CR P FEASEY

SECONDED CR S WOOD

That, in accordance with Section 11.7 of the City of Kwinana *Standing Orders Local Law 2019*, Council move behind closed doors to allow discussion of the Confidential Item(s).

CARRIED

7/0

The Council Chambers doors were closed at 6:11pm.

25.1 Southern Metropolitan Regional Council Draft Budget 2020/21 and Ongoing Membership

This report and its attachments are confidential in accordance with Section 5.23(2)(c) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and

COUNCIL DECISION

199

MOVED CR M ROWSE

SECONDED CR P FEASEY

That Council:

- 1. Notes the Southern Metropolitan Regional Council draft budget for 2020/21 at Attachment A.
- 2. Advise the Southern Metropolitan Regional Council that the City of Kwinana accepts the proposed contribution towards the operating expenses in accordance with the SMRC 2020/21 draft budget.
- 3. Advises the Southern Metropolitan Regional Council that the City of Kwinana does not accept the proposed contribution to the RRRC Education operating expenses in accordance with the SMRC 2020/21 draft budget and will no longer be accessing these services.
- 4. Advise the Southern Metropolitan Regional Council that the City of Kwinana gives notice of its intention to withdraw from the SMRC and the Office Accommodation Project effective from 30 June 2021.
- 5. Reallocates the SMRC RRRC Education contribution component of the 2020/21 SMRC budget allocated in the City of Kwinana draft budget 2020/21 to waste education planning and program implementation.

25 CONFIDENTIAL ITEMS

COUNCIL DECISION

200

MOVED CR P FEASEY

SECONDED CR S WOOD

That Council return from Behind Closed Doors.

CARRIED 7/0

The Council Chambers doors were opened at 6:19pm.

26 Close of meeting

The Mayor declared the meeting closed at 6:20pm.

Chairperson: 8 July 2020