

# Ordinary Council Meeting

13 March 2019

## Minutes



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

Agendas and Minutes are available on the City's website [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

## **Vision Statement**

### ***Kwinana 2030***

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

## **Mission**

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



## **We will do this by -**

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

## **Values**

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

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

## TABLE OF CONTENTS

1	Declaration of Opening: .....	4
2	Prayer:.....	4
3	Apologies/Leave(s) of Absence (previously approved) .....	4
4	Public Question Time: .....	5
4.1	Rosamond Butterworth, Parmelia .....	5
4.2	Jenny Hartley, Parmelia .....	6
4.3	Kevin Desmond, Parmelia .....	6
5	Applications for Leave of Absence: .....	13
6	Declarations of Interest by Members and City Officers: .....	13
7	Community Submissions:.....	13
8	Minutes to be Confirmed:.....	13
8.1	Ordinary Meeting of Council held on 27 February 2019: .....	13
9	Referred Standing / Occasional / Management /Committee Meeting Reports: .....	13
10	Petitions:.....	14
11	Notices of Motion:.....	14
12	Reports - Community.....	14
13	Reports - Economic .....	15
13.1	Friendship Agreement with Dezhou, Shandong Province, China .....	15
14	Reports - Natural Environment .....	18
15	Reports - Built Infrastructure .....	18
16	Reports - Civic Leadership.....	19
16.1	Monthly Financial Report January 2019.....	19
16.2	Review of Council Policy – Recognition and Depreciation of Assets.....	22
16.3	2018 / 2019 Budget Review .....	26
16.4	Quarterly Strategic Community Plan and Corporate Business Plan Report (Quarter 2 2018/2019 – October to December 2018) .....	33
17	Urgent Business.....	37
18	Councillor Reports.....	37
18.1	Deputy Mayor Peter Feasey .....	37
18.2	Councillor Wendy Cooper .....	37
18.3	Councillor Sandra Lee.....	37
18.4	Councillor Matthew Rowse .....	38
18.5	Councillor Dennis Wood .....	38
19	Response to Previous Questions.....	38
20	Mayoral Announcements (without discussion) .....	38
21	Matters Behind Closed Doors.....	39
22	Meeting Closure .....	39

## **Present:**

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

MS J ABBISS	-	Chief Executive Officer
MRS M COOKE	-	Director City Regulation
MS C MIHOVLOVICH	-	Director City Strategy
MS F GRIEVES	-	Acting Director City Engagement
MR D ELKINS	-	Director City Infrastructure
MR T HOSSEN	-	Acting Director City Legal
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	1
Members of the Public	4

## **1 Declaration of Opening:**

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

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

## **2 Prayer:**

***Councillor Dennis Wood read the Prayer***

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

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

### **Apologies**

Nil

### **Leave(s) of Absence (previously approved):**

Nil



## 4 Public Question Time:

### 4.1 Rosamond Butterworth, Parmelia

I see on the City of Kwinana's Facebook and Twitter Feed that an event entitled 'Numerology and your Baby' is being promoted to be held on Council premises on 27 March 2019. The promotion starts with the words 'Join us at the Numerology and Your Baby' event...'

#### Question 1

Why is the City of Kwinana, a local government administration, not only holding but openly promoting an event which encompasses the use of pseudoscientific quackery?

#### Response

The Mayor advised that the City offers a variety of courses to the public, in an attempt to cater for the diverse interests, cultures, languages and aspirations in our community. Not every course or workshop will suit every member of our community, and people are free to attend or not attend courses as they wish.

#### Question 2

Is someone at the City of Kwinana's Public Library or the City of Kwinana associated or affiliated with the session presenter Jeanne Prosser?

#### Response

The Mayor advised that no staff member is affiliated or associated with the presenter.

#### Question 3

Will Jeanne Prosser's book be on sale at this event?

#### Response

The Mayor advised that no books will be for sale at the event.

#### Question 4

Does the City of Kwinana propose to host or promote any other similar events in the future in which spirituality, religion, mysticism, or alternative medicine is involved?

#### Response

The Mayor advised that the City continues to offer a range of programs to meet the interests of our diverse community.

#### Question 5

Does the hosting and promotion of such an event as 'Numerology and Your Baby' breach the requirement under regulation 3(1) of the *Local Government (Rules of Conduct) Regulations 2017* of employees (and/or elected members and committee members) to:

- a) act with reasonable *care and diligence*; and
- b) act with *honesty and integrity*; and
- c) act lawfully; and
- d) avoid *damage to the reputation of the local government*; and
- e) be open and accountable to the public; and
- f) base decisions on relevant and *factually correct information*; and
- g) treat others with respect and fairness

Please note, the italics used above have been added by Rosamond Butterworth.

#### 4 PUBLIC QUESTION TIME

##### Response

The Mayor advised that no, this does not breach the *Local Government (Rules of Conduct) Regulations 2017*.

#### **4.2 Jenny Hartley, Parmelia**

##### Question 1

Why are we having this Friendship Agreement with Dezhou in China?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the City is entering into the Friendship Agreement to improve economic development in Kwinana, with the principle aim to create more jobs.

##### Question 2

With all of this Chinese involvement, I am sorry, I am not happy with it at all, this involvement on the strip and this push for investment. I have not fully read all of the Friendship Agreement but I just think it is a waste. I am not really happy with it at all. It does not make sense and it is just not right.

##### Response

The Mayor suggested that when Ms Hartley has the opportunity that it would be beneficial for her to read the full Friendship Agreement and the report presented to Council.

##### Question 3

Are they donating any funds into Kwinana?

##### Response

The Mayor advised no.

##### Question 4

I had also read that there had been a number of Chinese investors that have been kicked out of Australia because of their donations to different things?

##### Response

The Mayor explained that she believed that this has nothing to do with local government.

Ms Hartley stated that China is taking us over by stealth and it frightens her.

#### **4.3 Kevin Desmond, Parmelia**

##### Question 1

Who currently holds the contract for the City's Waste to Energy?

#### 4 PUBLIC QUESTION TIME

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the City has entered into an agreement with Kwinana Waste to Energy Project Co. The Chief Executive Officer further advised that the City understands that the trading name is now Avertas Energy, which was a branding and marketing initiative that was launched at their opening, last Friday.

##### Question 2

How much waste per year has to be supplied in the contract?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the details of the contract are commercial in confidence and are unable to be disclosed during this meeting.

##### Question 3

Councillor Rowse published on Facebook that it was 6,000 per year, is that correct?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer stated that the terms of the contract are confidential and that she is unable to disclose those details.

##### Question 4

Will the Council face a shortfall in tonnage if the Minister for Environment insists to compel the City to introduce a 3 bin FOGO system?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that she is unable to answer the question because the expected dates and tonnages are hypothetical at this point in time.

##### Question 5

Can you supply me with any submissions that the City has made to the Minister for Environment regarding the introduction to the 3 bin FOGO system?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that it is a public record as Council's submission to the State's Draft Waste Strategy was presented to Council at the end of last year. The Chief Executive Officer further advised that the City is happy to provide a copy to Mr Desmond.

##### Question 6

I understand that there has been some correspondence with the Minister since?

#### 4 PUBLIC QUESTION TIME

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that there has been no correspondence with the Minister in relation to the State's Waste Strategy.

##### Question 7

Wasn't there a recommendation to Council this year, where you were given power to negotiate with the Minister for Environment?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that this was not in relation to the State's Waste Strategy.

##### Question 8

Given that one of the reasons this Council gave, when it gave the original contract to Phoenix Energy was that none of the waste would end up in landfill, does the Council still believe that this is true?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that she is not aware of any statements that were made at that time as that was prior to her being the Chief Executive Officer.

##### Question 9

At the recent sod turning for the waste to energy, were there any Kwinana staff there involved in the proceedings?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that she had attended the event and that she was not involved in the proceedings and did not give any speech.

##### Question 10

There was no other staff in attendance, I thought I saw badges?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that she does not believe so, there were certainly Elected Members in attendance.

##### Question 11

I take it there was no financial contribution made by the City to the festivities?

#### 4 PUBLIC QUESTION TIME

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that there was no financial contribution from the City.

##### Question 12

Regarding the Chinese friendship agreement, can you give me the details of how this came about? I notice in the write up that there has already been a delegation for Dezhou, I wonder what circumstances that was?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the City is party to regular approaches from investors and in this particular instance the City received contact by potential investors requesting a meeting. The Chief Executive Officer further advised that they were looking to invest in a range of different areas, everything from aged care to industrial lands and the City was able to meet with their representatives and gain an understanding of exactly what it was that they were looking for, in terms of land size and the nature of potential business. The Chief Executive Officer continued to advise that the City was then able to prepare a prospectus of land that they may be interested in, that fitted with the required criteria and the City then met with them again and were able to take them through those particular land parcels that the City felt might meet their requirements.

##### Question 13

Was this some sort of formal association?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that it was her understanding that the stakeholders are part of a group that represents the Chinese community and they have approached the City as part of that role.

##### Question 14

I take it that the people that visited are part of the Chinese Communist Party, is that correct?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that she did not question the attendees to whether they were part of the Chinese Communist Party and as such cannot pass comment on that.

##### Question 15

Is Council aware that there has been various scandals about Chinese investment and buying into political system, and one recently in State Parliament and is there any concerns about Chinese investment, if we are not sure if it comes from the Chinese Communist Party or not?



#### 4 PUBLIC QUESTION TIME

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that at the Waste to Energy meeting last week, the City's intended visitation to China was discussed with the State's Premier and the Premier reassured the City that China is a very important trading partner for the State and he was certainly supportive of the City's delegation.

##### Question 16

How much will this Friendship Agreement cost?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that there is no financial agreement or commitments associated with the friendship agreement itself.

##### Question 17

So what form is this friendship going to take, are you going to write letters to each other? If so, what language are they going to be in?, are by skype? How do you see the involvement being between you?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that in terms of the liaison given the distances the City would use electronic forms of communication as the principle means.

##### Question 18

Will the City be sending letters in English and them sending letters back in Chinese? Or will you just speak in English?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the City is taking a prospectus and will meet with approximately 40 businesses who are looking to invest in the Kwinana region. The Chief Executive Officer further advised that the City has prepared the prospectus and had it translated into Chinese. The City will be able to use various tools available such as Google translator if it receives correspondence in Chinese.

##### Question 19

What does it cost to get a document like that translated?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that she is not aware of the exact cost but does not believe it was exorbitant as it was a text translation. The Chief Executive Officer further advised Mr Desmond that she would provide the information to him.

#### 4 PUBLIC QUESTION TIME

##### Question 20

While you are in China, have you employed a translator?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the City worked with Austrade and the State's Department of Trade and the Department of Jobs, Tourism, Science and Innovation and they strongly recommended that the City have a translator for two days.

##### Question 21

How much is the translator?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that from memory she believes the daily rate was approximately \$600.

##### Question 22

Now we have established there are costs, now about ongoing costs, we have seen the situation happening in Rockingham with thousands of dollars being spent on junkets, will the Council give assurances that that won't happen?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that she could not comment on the City of Rockingham. The Chief Executive Officer further advised that the principal aim of this trip is for economic development purposes. The Chief Executive Officer explained that Kwinana has twice the State's average of youth unemployment, it is over 20%, which means that one in five kids in our area do not have jobs. The Chief Executive Officer added that the City has surveyed our community, and that community has said to us that 'we want you, as a local government, to do something about jobs' so this is something that is aimed at trying to catalyse further investment and as the Premier has said, China is one of the principal trading partners and we have had a lot of interest from them in terms of investing in the area, and if the City can do something to get our kids a job, then we should do it.

##### Question 23

With over 20% youth employment, has the Council looked into possibilities of starting businesses from the bottom here? For instance recycling plastics?

##### Response

The Mayor referred the question to the Chief Executive Officer.

#### 4 PUBLIC QUESTION TIME

The Chief Executive Officer advised that the City is part of the South West Group of Councils which are undertaking an economic development study where it is identifying how many start-up businesses are in the region, why start-ups are choosing this area, what are the sectors that they are starting up in so and how local governments can assist them in terms of clustering, further establishment and value adding.

##### Question 24

Is the Council aware that most of the jobs that get created in the Kwinana Industrial Area go to people outside the area?, something like 90% of the jobs go outside the Cockburn, Kwinana and Rockingham area.

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that she is aware of a different statistic and her understanding is that she believes that 65% of people employed within the Kwinana Industrial Area live within 15km's of the area.

##### Question 25

Who is paying the cost of the trip to China?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the South West Group, working with Austrade have been able to secure funding for the trip to Taiwan, as part of an Austrade mission which is principally around smart cities and technology that can help the City deliver better services to our community. The Chief Executive Officer further advised that the consideration was if we are already in Taiwan on a fully paid trip then it would make smarter sense to pay for a small flight to China rather than going on a separate, more expensive sole trip.

##### Question 26

I have misgivings on a friendship agreement with a society that does not support human rights, I saw both of you ladies at a meeting for Women's Day where out of 144 countries, China is the 100th country ranking for women's rights. It is a communist government, why are we doing a friendship agreement with a City that we do not share our social values with?

##### Response

The Mayor referred the question to the Chief Executive Officer.

The Chief Executive Officer advised that the answer from the Premier best answers this question when he stated that China is one of the principal trading partners for this State.

## 5 Applications for Leave of Absence:

### COUNCIL DECISION

412

MOVED CR M KEARNEY

SECONDED CR P FEASEY

That Councillor Sheila Mills be granted a leave of absence on 27 March 2019.

That Councillor Wendy Cooper be granted a leave of absence from 9 April 2019 to 19 April 2019 inclusive.

CARRIED  
8/0

## 6 Declarations of Interest by Members and City Officers:

Deputy Mayor Peter Feasey declared an impartiality interest in item 13.1, Friendship Agreement with Dezhou, Shandong Province, China due to his supervisor being the Minister for Asian Engagement.

Councillor Dennis Wood declared an impartiality interest in item 16.3, 2018 / 2019 Budget Review due to being a member of the Kwinana RSL and the RSL being the recipient of a \$5,000 ANZAC Day Donation.

## 7 Community Submissions:

Nil

## 8 Minutes to be Confirmed:

### 8.1 Ordinary Meeting of Council held on 27 February 2019:

### COUNCIL DECISION

413

MOVED CR S LEE

SECONDED CR S MILLS

That the Minutes of the Ordinary Meeting of Council held on 27 February 2019 be confirmed as a true and correct record of the meeting.

CARRIED  
8/0

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

Nil

## **10 Petitions:**

Nil

## **11 Notices of Motion:**

Nil

## **12 Reports - Community**

Nil



## **13 Reports - Economic**

### **13.1 Friendship Agreement with Dezhou, Shandong Province, China**

#### **DECLARATION OF INTEREST:**

Deputy Mayor Peter Feasey declared an impartiality interest due to his supervisor being the Minister for Asian Engagement.

#### **SUMMARY:**

At the Ordinary Council Meeting of 23 January 2019, Council resolved to support the Mayor and Chief Executive Officer to travel to China to attend meetings with stakeholders to further economic development (Council Decision 385).

The City has previously hosted delegations of business people from the Dezhou City who have been interested in investment in the region. This generated further enquiries in industrial and commercial development opportunities in the Kwinana area.

Friendship agreements are a common tool used by local governments in Australia and China to establish greater understanding between the two cultures and promote opportunities for collaboration and economic prosperity. The proposed draft friendship agreement between the City of Kwinana and Dezhou City has a five-year term and is less formal than a “sister city” relationship. The agreement, in Attachment A, allows the City to work with Dezhou in areas of mutual benefit.

Dezhou City is an inland urban centre located approximately 270km south of Beijing and has a population of over five million. Dezhou is well regarded for its commitment toward green energy, particularly solar energy. With significant manufacturing and research in the area of solar energy, there is a strong potential for beneficial relationships developing around Western Australia’s emerging battery-metal industry.

City Officers are currently liaising with officials in Dezhou regarding the exact wording of the agreement. The resolution would authorise the Mayor to enter into a friendship agreement generally in accordance with the principles set out in Attachment A.

#### **OFFICER RECOMMENDATION:**

That Council authorise the Mayor to enter into a Friendship Agreement with Dezhou City that is generally consistent with the agreement set out in Attachment A.

#### **DISCUSSION:**

As Australia’s largest trading partner, China and Australia have close ties and both governments encourage greater awareness of each other’s culture. Numerous local governments in Australia and China have formed friendship agreements, which set out at a high level, a commitment to work together in areas of mutual benefit.

### 13.1 POTENTIAL FRIENDSHIP AGREEMENT WITH DEZHOU, SHANDONG PROVINCE, CHINA

Recent investment in Kwinana by Tianqi Lithium Australia, whose parent company is Chinese, highlights the opportunities that investment can bring not only in jobs, but also in corporate engagement with the community. The City of Kwinana, whilst home to the State's premier heavy industrial area, does not have a broad international reputation commensurate to its importance to the economy of the State. Agreements such as these can help raise the reputation of the City as well as create awareness of the investment opportunities for local industry.

The agreement also offers the City the ability to learn from Dezhou's experience in solar passive design, high-density development and fostering local economic development. While the agreement makes no mandate for further visits, the ongoing dialogue and opportunity to support local businesses in Kwinana accessing new markets in China may prove valuable.

The exact wording of the agreement is still being finalised by City Officers and the counterparts in Dezhou, however the intent of the agreement is clear by the draft in Attachment A. The resolution will allow for the Mayor to sign the agreement when City representatives visit Dezhou on 1 April 2019.

#### **LEGAL/POLICY IMPLICATIONS:**

There are no specific legislative provisions related to signing friendship agreements in the *Local Government Act 1995*. However, the *Joint Communique on the Establishment of Diplomatic Relations Between the People's Republic of China and the Commonwealth of Australia 2009* makes reference to Australian Local Governments working with Chinese counterparts to develop friendship agreements to aid in greater mutual understanding and cooperation between the people of Australia and China (see Attachment B).

#### **FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications as a result of signing the agreement. Consideration of support for any initiatives that might be undertaken under the agreement would need to be considered as a part of future budget deliberations.

#### **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.

**13.1 POTENTIAL FRIENDSHIP AGREEMENT WITH DEZHOU, SHANDONG PROVINCE, CHINA****STRATEGIC/SOCIAL IMPLICATIONS:**

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

Plan	Outcome	Objective
Strategic Community Plan	A thriving local economy	2.5 Stimulate economic development and encourage diversification.

**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	The friendship agreement does not promote beneficial outcomes for the City of Kwinana
Risk Theme	Providing inaccurate advice/ information
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic
Consequence	Moderate
Likelihood	Unlikely
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk Share - Share with another party
Response to risk treatment required/in place	The agreement has an expiry date (five years) and the agreement states responsibilities of both Kwinana and Dezhou.
Rating (after treatment)	Low

**COUNCIL DECISION**

414

**MOVED CR S LEE****SECONDED CR M ROWSE**

**That Council authorise the Mayor to enter into a Friendship Agreement with Dezhou City that is generally consistent with the agreement set out in Attachment A.**

**CARRIED**  
**7/1**

AGREEMENT ON THE ESTABLISHMENT OF FRIENDLY  
COOPERATIVE RELATIONS BETWEEN  
THE CITY OF KWINANA, WESTERN AUSTRALIA  
OF THE COMMONWEALTH OF AUSTRALIA  
AND DEZHOU CITY, SHANDONG PROVINCE  
OF THE PEOPLE'S REPUBLIC OF CHINA

In accordance with the principles of the Joint Communiqué on the Establishment of Diplomatic Relations Between the People's Republic of China and the Commonwealth of Australia, to further enhance mutual understanding and friendship between the Chinese and the Australian people, and to promote mutually beneficial cooperation, Dezhou City, Shandong Province of the People's Republic of China and the City of Kwinana, Western Australia of the Commonwealth of Australia have agreed, through friendly consultation, to establish friendly cooperative relations.

The two parties have reached a common understanding in accordance with the principles below:

1. Both Cities will make concerted efforts to act as a facilitator of opportunities within each respective region in order to achieve desirable cultural and economic outcomes for mutual benefit and will continue to promote the friendship to the residents of Dezhou and Kwinana.
2. In accordance with the principle of equality, both parties will pursue joint efforts to develop positive exchanges and cooperation over various industries including economy and trade, agriculture, education, health care, tourism and other fields of mutual interest.
3. The governments of both Cities will engage closely to enhance the Friendship City relationship, driving common interests and positive outcomes.
4. Kwinana and Dezhou will work together on opportunities for mutual economic growth and advocate for each other on potential economic development projects.

This Agreement is signed in Dezhou on April XX, 2019. This document is prepared in duplicate in English and Chinese. Both texts are equally authentic.

The period of validity of this agreement is five years. After the expiry date, the agreement can be extended if both sides concur.

City of Kwinana, Western Australia  
Commonwealth of Australia

Dezhou City, Shandong Province  
People's Republic of China

April XX, 2019





Australian Government  
Department of Foreign Affairs and Trade

# Australia-China joint statement

## People's Republic of China

30 October 2009

At the invitation of the Government of the Commonwealth of Australia, Vice Premier Li Keqiang of the State Council of the People's Republic of China made an official visit to Australia from 29 October to 1 November 2009. The Vice Premier met Prime Minister Kevin Rudd and held talks with Deputy Prime Minister Julia Gillard. The two sides had an in-depth exchange of views on China-Australia relations and other issues of mutual interest and reached important agreement. During the visit, the government departments of the two sides signed cooperation documents on: prevention of illegal logging; protection of cultural relics; and education and training. The visit was constructive and fruitful.

1. The two sides shared the view that cooperation between Australia and China has great potential and prospects. Under the current global environment, stronger practical cooperation for mutually beneficial outcomes serves the fundamental interests of the two countries and two peoples and contributes to peace, stability and prosperity in the Asia-Pacific region and the world at large. The two sides will sustain and enhance their dialogue, engagement and cooperation at all levels, including the senior leadership level, to advance the comprehensive relationship which is developing between the two countries. China and Australia will enhance cooperation in various fields, and promote the long-term, sound and steady growth of the comprehensive and cooperative relationship on the basis of mutual respect, equality and mutual benefit.

2. The two sides noted their different national conditions could lead to differences of one type or another. The two sides should respect and take into full consideration the core interests and major concerns of each other, properly handle differences and sensitive issues in accordance with the principles of mutual respect, non-interference and equality, and take concrete measures to safeguard the overall interests of the sound and steady growth of China-Australia relations. The Australian side reiterated its one-China position on the Taiwan issue as contained in the Joint Communiqué of 21 December 1972 establishing diplomatic relations between the People's Republic of China and Australia. The Australian side confirmed the position of successive Australian Governments since 1972 that Australia respects China's sovereignty and territorial integrity, including in relation to Tibet and Xinjiang.

3. Recognising that the combined GDP of our two economies is greater than US\$5 trillion, the two sides agreed that China and Australia enjoy strong economic complementarity, and it serves the common interests of both sides to advance economic, trade and investment cooperation on the basis of reciprocity and mutual benefit. Australia is a long-term stable supplier of mineral and energy resources to China. China is a competitive supplier of goods to Australia. The two sides will continue to conduct mutually beneficial trade in accordance with market principles. The two sides reaffirmed their commitment to open trade and investment policies, opposition to protectionism in all forms and support for the early conclusion of the WTO Doha Round. The two sides believe that the conclusion of a comprehensive, high quality, balanced and mutually beneficial bilateral free trade agreement through negotiations serves the long-term interests of both China and Australia. Given that it has been four years since negotiations started, both sides agreed to work together in a positive and a practical spirit to conclude negotiations and reflected their determination to conclude negotiations as rapidly as possible. The Australian side stated in clear terms that it welcomes investment from China, as China welcomes investment from Australia. Australia sees China's increased investment interest as a positive development that will further consolidate the Australia-China economic relationship. China also sees great scope for increased Australian investment in China. Both sides will adopt active measures to facilitate trade and investment cooperation between enterprises of the two countries. Both sides welcomed recent growth in two-way trade and investment.

4. The two sides agreed that China and Australia share important common interests in promoting peace, stability and development in the Asia-Pacific region. The Chinese side welcomes the important role of Australia in regional and international affairs. The two sides will continue to strengthen communication and coordination in the United Nations, G20, APEC, the East Asia Summit, the Pacific Islands Forum and other multilateral mechanisms and institutions, and enhance consultation and cooperation in responding to the financial crisis, addressing climate change, controlling communicable diseases and preventing proliferation of weapons of mass destruction and trans-national crime. The Chinese side welcomes Australia's Asia-Pacific community initiative and will send a senior Chinese delegation to the international one-and-a-half track conference convened by the Australian Prime Minister in Sydney in December for the purpose of exploring the Asia-Pacific community concept for the future. China also welcomes the membership of Australia in ASEM in 2010. Both sides acknowledged the importance of enhanced dialogue and coordination on matters concerning Pacific island countries and the key role of the Pacific Islands Forum.

5. The two sides agreed that mutual understanding and friendship between the people of both countries constitute an important basis for China-Australia relations. The two sides will work together to expand friendly exchanges and cooperation between local governments and promote people-to-people links in such fields as education, culture, sports,

tourism and the media. Both sides looked forward to the success of the 2010 Shanghai World Expo. Both sides endorsed planning for the Year of Australian Culture in China in 2010-11 and the Year of Chinese Culture in Australia in 2011-12.

## **14 Reports - Natural Environment**

Nil

## **15 Reports - Built Infrastructure**

Nil

## 16 Reports - Civic Leadership

### 16.1 Monthly Financial Report January 2019

#### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

#### **SUMMARY:**

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the period ended 31 January 2019 has been prepared for Council acceptance.

#### **OFFICER RECOMMENDATION:**

That Council:

1. Accepts the Monthly Statements of Financial Activity for the period ended 31 January 2019, contained within Attachment A; and
2. Accepts the explanations for material variances for the period ended 31 January 2019, contained within Attachment A.

#### **DISCUSSION:**

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

The period of review is January 2019. The municipal surplus for this period is \$23,989,977 compared to a budget position of \$19,693,738. This is considered a satisfactory result for the City as the City is maintaining a healthy budget surplus position.

Income for the January 2019 period year to date is \$56,091,076. This is made up of \$52,921,370 in operating revenues and \$3,169,706 in non-operating grants, contributions and subsidies received. The budget estimated \$55,814,430 would be received for the same period. The variance to budget is \$276,646. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

Expenditure for the January 2019 period year to date is \$42,324,009. This is made up of \$39,630,551 in operating expenditure and \$2,693,458 in capital expenditure. The budget estimated \$47,325,722 would be spent for the same period. The variance to budget is \$5,001,713. Details of all significant variances are provided in the notes to the Monthly Financial Report contained within Attachment A.

**16.1 MONTHLY FINANCIAL REPORT JANUARY 2019****LEGAL/POLICY IMPLICATIONS:**

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

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

**FINANCIAL/BUDGET IMPLICATIONS:**

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

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications associated with this report.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environment implications associated with this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

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

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

**COMMUNITY ENGAGEMENT:**

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

**PUBLIC HEALTH IMPLICATIONS**

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



## 16.1 MONTHLY FINANCIAL REPORT JANUARY 2019

**RISK IMPLICATIONS:**

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

Risk Event	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce (mitigate the risk)
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

**COUNCIL DECISION**

415

**MOVED CR W COOPER****SECONDED CR S MILLS**

**That Council:**

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 31 January 2019, contained within Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 31 January 2019, contained within Attachment A.**

**CARRIED**  
**8/0**



# Monthly Financial Report



# **CITY OF KWINANA**

## **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 January 2019**

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

#### **TABLE OF CONTENTS**

Statement of Financial Activity by Program	3
Statement of Financial Activity by Nature or Type	4
Statement of Capital Acquisitions and Capital Funding	5
Note 1 Explanation of Material Variances	6 - 7
Note 2 Net Current Funding Position	8
Note 3 Cash and Investments	9 - 10
Note 4 Budget Amendments	11 - 13
Note 5(a) Receivables - Rates	14
Note 5(b) Receivables - General	15
Note 6 Cash Backed Reserves	16
Note 7 Capital Disposals	17
Note 8 Rating Information	18
Note 9 Information on Borrowings	19
Note 10 Trust	20
Note 11 Details of Capital Acquisitions	21 - 25
Note 12 Grants, Subsidies & Contributions	26 - 27

**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 January 2019**

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
		\$	\$	\$	\$	\$	%
<b>Opening Funding Surplus(Deficit)</b>	2	1,345,947	1,345,947	1,345,947	<b>1,259,903</b>	(86,044)	(6%)
<b>Revenue from operating activities</b>							
Governance		35,760	35,760	33,478	<b>186,756</b>	153,278	458%
General Purpose Funding - Rates	8	38,101,480	38,101,480	37,924,920	<b>37,815,841</b>	(109,079)	(0%)
General Purpose Funding - Other		4,477,650	4,477,650	2,486,243	<b>1,711,319</b>	(774,924)	(31%)
Law, Order and Public Safety		330,500	330,500	236,695	<b>310,797</b>	74,102	31%
Health		153,066	153,066	21,668	<b>49,897</b>	28,229	130%
Education and Welfare		7,168,961	7,209,461	4,202,528	<b>4,328,447</b>	125,919	3%
Community Amenities		5,534,442	5,534,442	5,212,892	<b>5,327,723</b>	114,831	2%
Recreation and Culture		2,999,818	3,002,518	1,762,563	<b>1,870,887</b>	108,324	6%
Transport		179,611	179,611	174,611	<b>235,912</b>	61,301	35%
Economic Services		1,280,762	1,280,762	782,820	<b>739,347</b>	(43,473)	(6%)
Other Property and Services		1,364,646	1,364,646	776,051	<b>344,444</b>	(431,607)	(56%)
		<b>61,626,696</b>	<b>61,669,896</b>	<b>53,614,469</b>	<b>52,921,370</b>	(693,099)	(1%)
<b>Expenditure from operating activities</b>							
Governance		(2,596,800)	(2,619,595)	(1,795,613)	<b>(3,145,426)</b>	(1,349,813)	(75%)
General Purpose Funding		(790,130)	(790,130)	(449,672)	<b>(387,044)</b>	62,628	14%
Law, Order and Public Safety		(3,369,960)	(3,401,521)	(1,943,604)	<b>(1,770,597)</b>	173,007	9%
Health		(950,887)	(944,777)	(536,397)	<b>(484,770)</b>	51,627	10%
Education and Welfare		(11,379,613)	(11,657,775)	(6,843,847)	<b>(6,441,418)</b>	402,429	6%
Community Amenities		(10,248,550)	(10,275,616)	(5,738,768)	<b>(4,818,051)</b>	920,717	16%
Recreation and Culture		(22,098,138)	(22,264,585)	(13,261,931)	<b>(12,117,792)</b>	1,144,139	9%
Transport		(15,431,921)	(15,941,070)	(9,195,079)	<b>(7,924,283)</b>	1,270,796	14%
Economic Services		(1,861,358)	(1,859,656)	(1,087,212)	<b>(829,213)</b>	257,999	24%
Other Property and Services		(3,942,836)	(3,216,668)	(1,880,677)	<b>(1,711,957)</b>	168,720	9%
		<b>(72,670,193)</b>	<b>(72,971,393)</b>	<b>(42,732,800)</b>	<b>(39,630,551)</b>	3,102,249	7%
<b>Operating activities excluded from budget</b>							
Add back Depreciation		13,672,393	13,672,393	7,975,597	<b>8,306,533</b>	330,936	4%
Adjust (Profit)/Loss on Asset Disposal	7	189,040	189,040	0	<b>85,565</b>	85,565	
Movement in deferred pensioner rates		0	0	0	<b>35,355</b>	35,355	
<b>Amount attributable to operating activities</b>		<b>2,817,936</b>	<b>2,559,936</b>	<b>18,857,266</b>	<b>21,718,271</b>	2,861,005	15%
<b>Investing Activities</b>							
Non-operating Grants, Subsidies and Contributions		4,285,605	4,285,605	2,199,961	<b>3,169,706</b>	969,745	(44%)
Proceeds from Disposal of Assets	7	423,500	425,200	318,200	<b>279,985</b>	(38,215)	12%
Reimbursement of Developer Contributions		0	0	0	<b>(140,007)</b>	(140,007)	
Land and Buildings	11	(4,937,050)	(4,774,573)	(1,018,843)	<b>(506,274)</b>	512,569	50%
Plant, Furniture and Equipment	11	(2,458,200)	(2,459,900)	(873,700)	<b>(623,728)</b>	249,972	29%
Infrastructure Assets - Roads	11	(3,000,084)	(3,025,084)	(1,702,081)	<b>(1,094,144)</b>	607,937	36%
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(1,892,396)	(443,272)	<b>(123,358)</b>	319,914	72%
Infrastructure Assets - Footpaths	11	(193,560)	(205,560)	(205,560)	<b>(201,490)</b>	4,070	2%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,339,323)	(78,683)	<b>(101,208)</b>	(22,525)	(29%)
Infrastructure Assets - Street Lighting	11	(394,272)	(297,272)	(243,783)	<b>(21,408)</b>	222,375	91%
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,000)	(20,000)	<b>(15,836)</b>	4,164	21%
Infrastructure Assets - Car Parks	11	0	(7,000)	(7,000)	<b>(6,012)</b>	988	14%
<b>Amount attributable to investing activities</b>		<b>(10,503,053)</b>	<b>(10,310,303)</b>	<b>(2,074,761)</b>	<b>616,226</b>	2,690,987	(130%)
<b>Financing Activities</b>							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	<b>0</b>	0	0%
Self-Supporting Loan Principal		16,168	16,168	9,429	<b>10,734</b>	1,305	14%
Transfer from Reserves	6	9,499,275	9,649,275	2,503,411	<b>1,671,485</b>	(831,926)	(33%)
Repayment of Debentures	9	(777,133)	(777,133)	(322,554)	<b>(383,106)</b>	(60,552)	19%
Transfer to Reserves	6	(4,667,140)	(4,727,140)	(625,000)	<b>(903,537)</b>	(278,537)	(45%)
<b>Amount attributable to financing activities</b>		<b>6,339,170</b>	<b>6,429,170</b>	<b>1,565,286</b>	<b>395,577</b>	(1,169,709)	(75%)
<b>Closing Funding Surplus(Deficit)</b>	2	<b>0</b>	<b>24,750</b>	<b>19,693,738</b>	<b>23,989,977</b>	4,296,239	22%

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

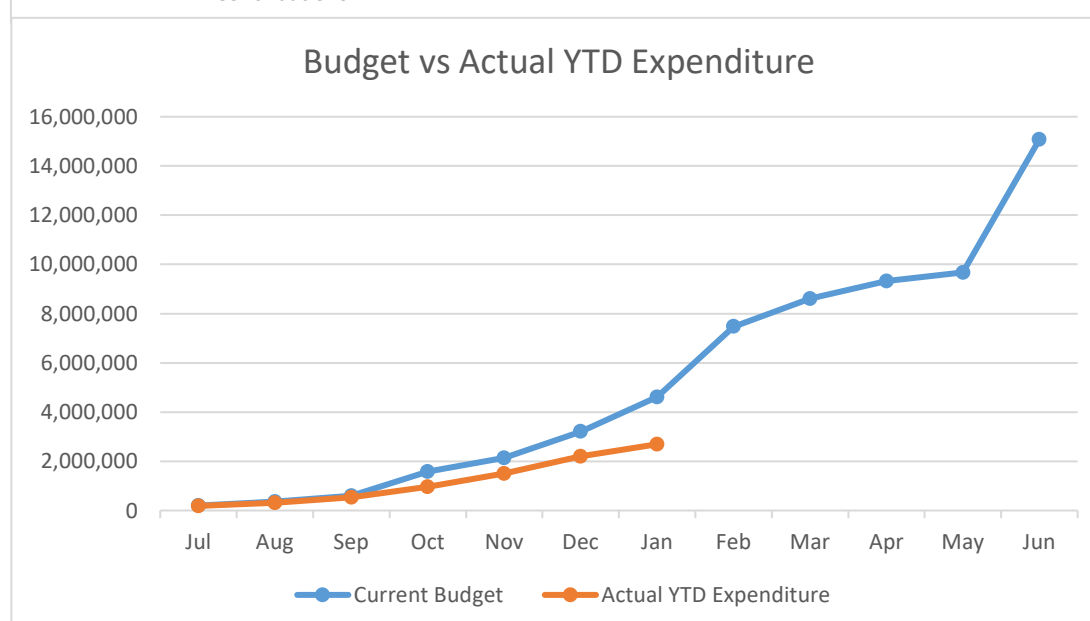
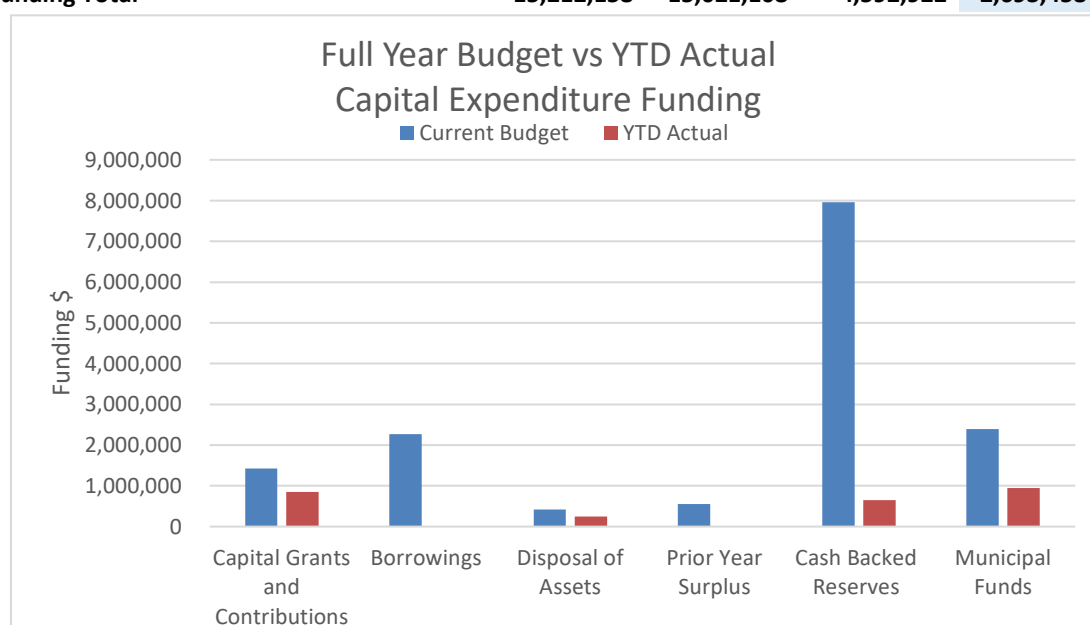
**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 January 2019**

	<b>Note</b>	<b>Adopted Annual Budget</b>	<b>Current Annual Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>	<b>Var. % (b)-(a)/(a)</b>
		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Opening Funding Surplus (Deficit)</b>	2	1,345,947	1,345,947	1,345,947	<b>1,259,903</b>	(86,044)	(6%)
<b>Revenue from operating activities</b>							
Rates	8	38,101,480	38,101,480	37,924,920	<b>37,815,841</b>	(109,079)	(0%)
Operating Grants, Subsidies and Contributions		7,639,227	7,682,427	4,343,489	<b>4,327,098</b>	(16,391)	(0%)
Fees and Charges		11,694,484	11,694,484	8,882,846	<b>9,037,368</b>	154,522	2%
Interest Earnings		2,690,500	2,690,500	1,639,170	<b>1,060,820</b>	(578,350)	(35%)
Other Revenue		1,489,873	1,489,873	824,044	<b>674,286</b>	(149,758)	(18%)
Profit on Disposal of Assets	7	11,132	11,132	0	<b>5,957</b>	5,957	
		<b>61,626,696</b>	<b>61,669,896</b>	<b>53,614,469</b>	<b>52,921,370</b>	(693,099)	(1%)
<b>Expenditure from operating activities</b>							
Employee Costs		(28,625,503)	(28,334,303)	(16,573,409)	<b>(15,515,784)</b>	1,057,625	6%
Materials and Contracts		(26,006,185)	(26,598,585)	(15,659,659)	<b>(13,205,922)</b>	2,453,737	16%
Utility Charges		(2,361,417)	(2,361,417)	(1,299,927)	<b>(1,379,765)</b>	(79,838)	(6%)
Depreciation on Non-Current Assets		(13,672,393)	(13,672,393)	(7,975,597)	<b>(8,306,533)</b>	(330,936)	(4%)
Interest Expenses		(1,111,762)	(1,111,762)	(561,028)	<b>(528,949)</b>	32,079	6%
Insurance Expenses		(570,108)	(570,108)	(570,108)	<b>(586,896)</b>	(16,788)	(3%)
Other Expenditure		(122,653)	(122,653)	(93,072)	<b>(15,182)</b>	77,890	84%
Loss on Disposal of Assets	7	(200,172)	(200,172)	0	<b>(91,521)</b>	(91,521)	
		<b>(72,670,193)</b>	<b>(72,971,393)</b>	<b>(42,732,800)</b>	<b>(39,630,551)</b>	3,102,249	7%
<b>Operating activities excluded from budget</b>							
Add back Depreciation		13,672,393	13,672,393	7,975,597	<b>8,306,533</b>	330,936	4%
Adjust (Profit)/Loss on Asset Disposal	7	189,040	189,040	0	<b>85,565</b>	85,565	
Movement in deferred pensioner rates		0	0	0	<b>35,355</b>	35,355	
<b>Amount attributable to operating activities</b>		<b>2,817,936</b>	<b>2,559,936</b>	<b>18,857,266</b>	<b>21,718,271</b>	2,861,005	15%
<b>Investing activities</b>							
Grants, Subsidies and Contributions		4,285,605	4,285,605	2,199,961	<b>3,169,706</b>	969,745	(44%)
Proceeds from Disposal of Assets	7	423,500	425,200	318,200	<b>279,985</b>	(38,215)	12%
Reimbursement of Developer Contributions		0	0	0	<b>(140,007)</b>	(140,007)	
Land and Buildings	11	(4,937,050)	(4,774,573)	(1,018,843)	<b>(506,274)</b>	512,569	50%
Plant, Furniture and Equipment	11	(2,458,200)	(2,459,900)	(873,700)	<b>(623,728)</b>	249,972	29%
Infrastructure Assets - Roads	11	(3,000,084)	(3,025,084)	(1,702,081)	<b>(1,094,144)</b>	607,937	36%
Infrastructure Assets - Parks and Reserves	11	(1,869,669)	(1,892,396)	(443,272)	<b>(123,358)</b>	319,914	72%
Infrastructure Assets - Footpaths	11	(193,560)	(205,560)	(205,560)	<b>(201,490)</b>	4,070	2%
Infrastructure Assets - Drainage	11	(2,339,323)	(2,339,323)	(78,683)	<b>(101,208)</b>	(22,525)	(29%)
Infrastructure Assets - Street Lighting	11	(394,272)	(297,272)	(243,783)	<b>(21,408)</b>	222,375	91%
Infrastructure Assets - Bus Shelters	11	(20,000)	(20,000)	(20,000)	<b>(15,836)</b>	4,164	21%
Infrastructure Assets - Car Parks	11	0	(7,000)	(7,000)	<b>(6,012)</b>	988	14%
<b>Amount attributable to investing activities</b>		<b>(10,503,053)</b>	<b>(10,310,303)</b>	<b>(2,074,761)</b>	<b>616,226</b>	2,690,987	(130%)
<b>Financing Activities</b>							
Proceeds from New Debentures	9	2,268,000	2,268,000	0	<b>0</b>	0	
Self-Supporting Loan Principal		16,168	16,168	9,429	<b>10,734</b>	1,305	14%
Transfer from Reserves	6	9,499,275	9,649,275	2,503,411	<b>1,671,485</b>	(831,926)	(33%)
Repayment of Debentures	9	(777,133)	(777,133)	(322,554)	<b>(383,106)</b>	(60,552)	19%
Transfer to Reserves	6	(4,667,140)	(4,727,140)	(625,000)	<b>(903,537)</b>	(278,537)	(45%)
<b>Amount attributable to financing activities</b>		<b>6,339,170</b>	<b>6,429,170</b>	<b>1,565,286</b>	<b>395,577</b>	(1,169,709)	(75%)
<b>Closing Funding Surplus (Deficit)</b>	2	<b>0</b>	<b>24,750</b>	<b>19,693,738</b>	<b>23,989,977</b>	4,296,239	22%

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

**CITY OF KWINANA**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 January 2019

Capital Acquisitions	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual Total (b)	Variance (a) - (b)
		\$	\$	\$	\$	\$
Land and Buildings	11	4,937,050	4,774,573	1,018,843	506,274	512,569
Plant, Furniture and Equipment	11	2,458,200	2,459,900	873,700	623,728	249,972
Infrastructure Assets - Roads	11	3,000,084	3,025,084	1,702,081	1,094,144	607,937
Infrastructure Assets - Parks and Reserves	11	1,869,669	1,892,396	443,272	123,358	319,914
Infrastructure Assets - Footpaths	11	193,560	205,560	205,560	201,490	4,070
Infrastructure Assets - Drainage	11	2,339,323	2,339,323	78,683	101,208	(22,525)
Infrastructure Assets - Street Lighting	11	394,272	297,272	243,783	21,408	222,375
Infrastructure Assets - Bus Shelters	11	20,000	20,000	20,000	15,836	4,164
Infrastructure Assets - Car Parks	11	0	7,000	7,000	6,012	988
<b>Capital Expenditure Totals</b>		<b>15,212,158</b>	<b>15,021,108</b>	<b>4,592,922</b>	<b>2,693,458</b>	<b>1,899,464</b>
<b>Capital acquisitions funded by:</b>						
Capital Grants and Contributions		<b>1,423,989</b>	<b>1,423,989</b>	<b>769,153</b>	<b>853,494</b>	<b>(84,341)</b>
Borrowings		<b>2,268,000</b>	<b>2,268,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Disposal of Assets		<b>423,500</b>	<b>423,500</b>	<b>279,985</b>	<b>244,890</b>	<b>35,095</b>
Prior Year Surplus		<b>550,934</b>	<b>550,934</b>	<b>0</b>	<b>0</b>	<b>0</b>
Cash Backed Reserves		<b>8,133,427</b>	<b>7,962,677</b>	<b>0</b>	<b>650,490</b>	<b>(650,490)</b>
Municipal Funds		<b>2,412,308</b>	<b>2,392,008</b>	<b>3,543,784</b>	<b>944,584</b>	<b>2,599,200</b>
<b>Capital Funding Total</b>		<b>15,212,158</b>	<b>15,021,108</b>	<b>4,592,922</b>	<b>2,693,458</b>	<b>1,899,464</b>



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

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

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

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

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>					
Rates	(109,079)	(0%)		No Material Variance	
Operating Grants, Subsidies and Contributions	(16,391)	(0%)		No Material Variance	
Fees and Charges	154,522	2%		No Material Variance	
Interest Earnings	(578,350)	(35%)	M	Permanent	Budget will be decreased with adoption of Budget Review. Less interest to be received this financial year due to the maturity of some deposits due next financial year and the reversal of accrued interest from 17/18. The investments note (Note 3) shows the redemption date, interest rate and forecast interest revenue.
Other Revenue	(149,758)	(18%)	M	Permanent	The Engineering capital project management fee will be reduced as part of Budget Review.
Profit on Disposal of Assets	5,957			No Material Variance	
<b>Operating Expense</b>					
Employee Costs	1,057,625	6%	M	Permanent	Savings due to vacancies - Budget to be reduced as part of the Budget Review.
Materials and Contracts	2,453,737	16%	M	Timing	Costs have predominantly been budgeted to be spent over 12 months. Each month, a number of invoices are not received until after period end processing has finished, resulting in the expenditure reported in these statements not reflecting the actual cost in the month the expense was incurred. City Officers are looking at ways to improve reporting and ensure that these costs are captured in line with when the works are completed.
Utility Charges	(79,838)	(6%)	M	Permanent	As part of Budget Review utilities budget will be increased to cover increase in street lighting charges.
Depreciation on Non-Current Assets	(330,936)	(4%)		No Material Variance	
Interest Expenses	32,079	6%		No Material Variance	
Insurance Expenses	(16,788)	(3%)		No Material Variance	
Other Expenditure	77,890	84%	M	Timing	Timing variance due to City contribution to Wellard Village agreement not payable to date.
Loss on Disposal of Assets	(91,521)	0%	M	Timing	Vehicles were budgeted to be disposed later in the year.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

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

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

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

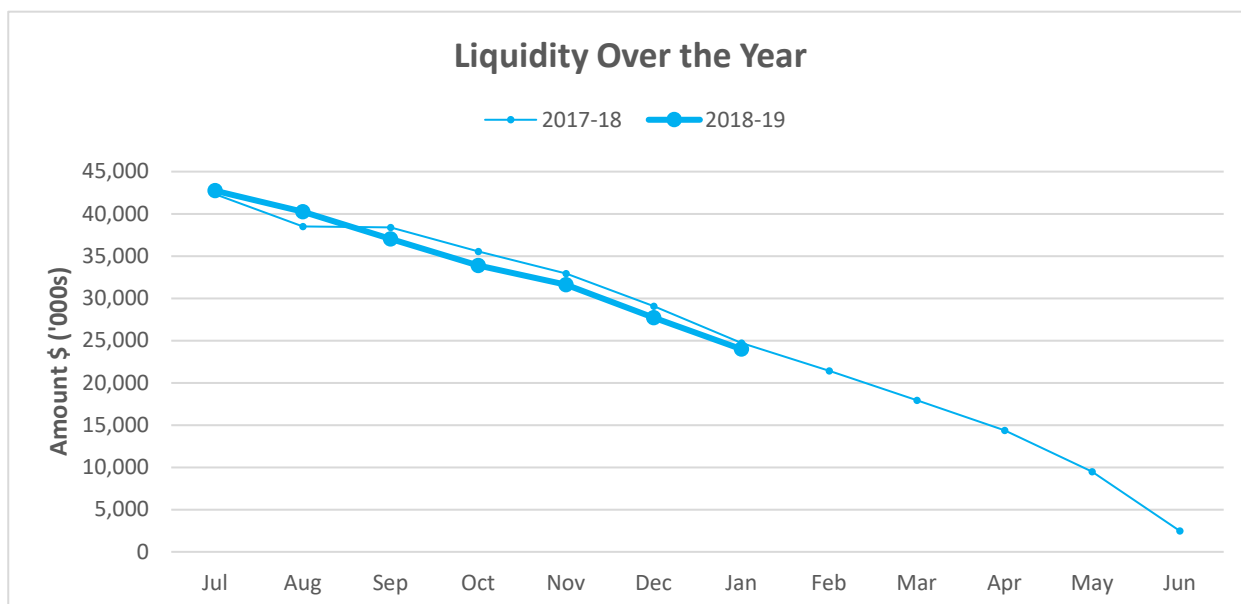
Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	969,745	(44%)	M	Timing	Timing of contributions is difficult to estimate due to the unknown timing of subdivisions.
Proceeds from Disposal of Assets	(38,215)	12%		No Material Variance	
<b>Capital Expenses</b>					
Land and Buildings	512,569	50%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed.
Plant, Furniture & Equipment	249,972	29%	M	Timing	Purchase of major plant has been pushed back to March.
Infrastructure - Roads	607,937	36%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed.
Infrastructure Assets - Parks and Reserves	319,914	72%	M	Timing	Works have begun on the budgeted projects, with funds committed through purchase orders. Matching of expenditure to budget will occur once invoices have been received from suppliers, approved and processed.
Infrastructure Assets - Footpaths	4,070	2%		No Material Variance	
Infrastructure Assets - Drainage	(22,525)	(29%)		No Material Variance	
Infrastructure Assets - Street Lighting	222,375	91%	M	Timing	Latitude 32 and McWhirter Promenade projects delayed until March / April.
Infrastructure Assets - Bus Shelters	4,164	21%		No Material Variance	
Infrastructure Assets - Car Parks	988	14%		No Material Variance	
<b>Financing</b>					
Proceeds from New Debentures	0	0%		No Material Variance	
Proceeds from Advances	0	0%		No Material Variance	
Self-Supporting Loan Principal	1,305	14%		No Material Variance	
Transfer from Reserves	(831,926)	(33%)	M	No Material Variance	Reconciliation of Reserves and subsequent transfers will be conducted during the Budget Review process.
Advances to Community Groups	0	0%		No Material Variance	
Repayment of Debentures	(60,552)	19%		Timing	Timing variance due to incorrect spread of expected expenditure.
Transfer to Reserves	(278,537)	(45%)	M	Timing	Reconciliation of Reserves and subsequent transfers will be conducted during the Budget Review process.



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 2: Net Current Funding Position**

		Last Years Closing	This Time Last Year	Current
	Note	30 Jun 2018	31 Jan 2018	31 Jan 2019
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		21,137	15,212,655	12,472,090
Cash Restricted - Reserves	6	52,875,771	50,470,562	52,107,822
Receivables - Rates	5(a)	3,597,121	10,637,290	12,415,003
Receivables - Sundry Debtors	5(b)	720,635	647,694	1,365,385
Other Current Assets		411,656	169,387	924,647
Accrued Income		491,927	0	0
Inventories		34,180	38,637	33,101
		58,152,427	77,176,225	79,318,048
<b>Less: Current Liabilities</b>				
		(4,016,753)	(2,000,817)	(3,220,249)
Less: Cash Reserves	6	(52,875,771)	(50,470,562)	(52,107,822)
<b>Net Current Funding Position - Surplus/(Deficit)</b>				
		<b>1,259,903</b>	<b>24,704,846</b>	<b>23,989,977</b>



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 3(a): Cash and Investments**

	Total Amount	Interest Rate	Calculated Interest Earnings	Institution	S&P Rating	Deposit Date	Maturity Date	Term Days
	\$	%	\$					
CBA Municipal Bank Account	3,089,587	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	2,113,155	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,770	N/A	N/A	PC	N/A	N/A	N/A	N/A
<b>Sub-total Cash Deposits</b>	<b>5,207,512</b>							
<b>(b) Term Deposits - Investments</b>								
BEN - TD2716903	2,000,000	2.75%	48,671	BEN	A	22/08/2018	11/07/2019	323
BWA - TD4749321	2,000,000	2.75%	40,534	BWA	AA	28/08/2018	24/05/2019	269
BWA - TD4749322	2,000,000	2.75%	48,822	BWA	AA	28/08/2018	18/07/2019	324
BEN - TD2737116	4,000,000	2.68%	80,180	BEN	A	11/09/2018	11/06/2019	273
NAB - TD33-586-9867	2,000,000	2.05%	3,369.86	NAB	AA	8/01/2019	07/02/2019	30
NAB - TD33-629-1673	2,000,000	2.70%	38,318	NAB	AA	11/09/2018	28/05/2019	259
<b>Sub-total - Term Deposits - Investments</b>	<b>14,000,000</b>		<b>259,895</b>					
<b>Reserve Funds Investments (Cash Backed Reserves)</b>								
Aged Persons Units Reserve - TD36-866-8236	757,873	2.67%	6,653	NAB	AA	01/11/2018	01/03/2019	120
Asset Management Reserve - TD36-842-8945	508,854	2.67%	4,467	NAB	AA	01/11/2018	01/03/2019	120
Asset Replacement Reserve - TD42-972-1062	507,731	2.69%	4,490	NAB	AA	05/11/2018	05/03/2019	120
Banksia Park DMF Reserve - TD42-997-1790	116,973	2.69%	1,036	NAB	AA	05/11/2018	05/03/2019	120
Community Services & Emergency Relief Reserve - TD43-069-3230	87,329	2.69%	772	NAB	AA	05/11/2018	05/03/2019	120
CLAG Reserve - TD43-083-2341	269,329	2.69%	2,382	NAB	AA	05/11/2018	05/03/2019	120
Workers Compensation Reserve - TD69-136-9789	342,502	2.69%	3,029	NAB	AA	07/11/2018	07/03/2019	120
Settlement Agreement Reserve - TD68-951-1678	162,101	2.69%	1,434	NAB	AA	07/11/2018	07/03/2019	120
Infrastructure Reserve - TD68-832-2429	342,204	2.69%	3,027	NAB	AA	07/11/2018	07/03/2019	120
Golf Course Cottage Reserve - TD68-730-8350	28,401	2.69%	251	NAB	AA	07/11/2018	07/03/2019	120
Future Community Infrastructure Reserve - TD88-185-4822	1,404,648	2.74%	12,970	NAB	AA	14/12/2018	16/04/2019	123
Family Day Care Reserve - TD88-195-0531	1,509,408	2.74%	13,937	NAB	AA	14/12/2018	16/04/2019	123
Employee Leave Reserve - TD44-453-4644	2,077,584	2.65%	45,402	NAB	AA	27/08/2018	24/06/2019	301
Employee Leave Reserve - TD76-099-7157	2,090,308	2.65%	45,529	NAB	AA	28/08/2018	24/06/2019	300
Refuse Reserve - TD80-618-4101	2,213,259	2.67%	19,428	NAB	AA	31/10/2018	28/02/2019	120
Refuse Reserve - TD4770589	2,701,012	2.65%	23,532	BWA	AA	31/10/2018	28/02/2019	120
Refuse Reserve - DEAL 4777912	587,216	2.65%	5,116	BWA	AA	21/11/2018	21/03/2019	120
Information Technology Reserve	1,908,187	2.65%	16,625	BWA	AA	21/11/2018	21/03/2019	120
City Assist Initiative Reserve	102,083	2.65%	889	BWA	AA	21/11/2018	21/03/2019	120
Youth Engagement Strategy Reserve	147,943	2.65%	1,289	BWA	AA	21/11/2018	21/03/2019	120
<b>Sub-total - Term Deposits - (Cash Backed Reserves)</b>	<b>17,864,946</b>		<b>212,257</b>					
<b>Reserve Funds Investments (Developer Contributions)</b>								
DCA - 1 Hard Infrastructure - Bertram - TDB35732709.104	1,917,350	2.65%	16,705	CBA	AA	20/11/2018	20/03/2019	120
DCA - 2 Hard Infrastructure - Wellard	1,904,661	2.55%	15,968	BEN	A	21/11/2018	21/03/2019	120
DCA 5 - Hard Infrastructure - Wandi - GMI-Deal-10583862	1,322,659	2.69%	11,697	NAB	AA	26/11/2018	26/03/2019	120
DCA - 7 Hard Infrastructure - Mandogalup (West) - Deal 10589754	11,889	2.74%	110	NAB	AA	14/12/2018	16/04/2019	123
DCA - 9 Soft Infrastructure - Wandi/Anketell - TD97-154-6348	10,487,573	2.65%	137,057	NAB	AA	30/08/2018	26/02/2019	180
DCA - 10 Soft Infrastructure - Casuarina/Anketell - Deal 10589755	229,914	2.74%	2,123	NAB	AA	14/12/2018	16/04/2019	123
DCA - 11 Soft Infrastructure - Wellard East - TDB35732709.106	6,027,299	2.65%	52,512	CBA	AA	20/11/2018	20/03/2019	120
DCA - 12 Soft Infrastructure - Wellard West - TD4770154	6,758,735	2.67%	59,329	BWA	AA	30/10/2018	27/02/2019	120
DCA - 13 Soft Infrastructure - Bertram - Deal 10589756	287,144	2.74%	2,651	NAB	AA	14/12/2018	16/04/2019	123
DCA - 14 Soft Infrastructure - Wellard/Leda - Deal 10589757	512,315	2.74%	4,730	NAB	AA	14/12/2018	16/04/2019	123
DCA - 15 Soft Infrastructure - Townsite - Deal 10589758	161,068	2.74%	1,487	NAB	AA	14/12/2018	16/04/2019	123
<b>Sub-total - Reserve Funds Investments (Developer Contributions)</b>	<b>29,620,608</b>		<b>304,369</b>					
<b>Total</b>	<b>66,693,067</b>		<b>776,520</b>					
Less Trust Bank	(2,113,155)							
<b>Total Municipal Controlled Funds</b>	<b>64,579,912</b>		<b>776,520</b>					

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 January 2019

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

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	7,904,661	6%	100%	✓
AA	58,783,636	94%	100%	✓
A	-	0%	60%	✓
BBB	-	0%	20%	✓
Unrated	-	-	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	7,904,661	6%	45%	✓
BWA (AA)	16,205,176	29%	45%	✓
CBA (AA)	13,147,391	24%	45%	✓
NAB (AA)	29,431,068	41%	45%	✓

**Comments - Investment Policy Compliance**

The City's investments are invested in line with Council Policy - Investments. The above tables exclude the total of petty cash (\$4,770) held by the City.  
Interest received on the City's investments year to date is \$441,428.

**5.5.1 Portfolio Credit Framework**

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

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

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

**5.5.2 Counterparty Credit Framework**

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

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

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

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
		\$	\$
<b>27/06/2018 Annual Budget Adoption</b>			
			0
<b><u>Items not requiring Council Approval as per OCM 27/06/2018 Council Decision 210</u></b>			
<b>Grant received from Children's Book Council of Australia to cover fees of authors, illustrators and storytellers</b>			
400104.1106.60	Library - Op Exp - Advertising and Promotions	(1,200)	
300018.1297.15	Library - Op Rev - Library Contributions	1,200	
		0	0
<b>Transfer Library software expenditure from IT budget to Library budget</b>			
400761.2020.64	Computing Infrastructure - Corporate Applications	(12,000)	
400104.1124.60	Library - Computer Services	12,000	
		0	0
<b>Transfer program income and expenditure to be managed by the Recquatic</b>			
400275.2034.60	Recquatic operating expenditure - Senior Sational	(3,000)	
400275.2035.60	Recquatic operating expenditure - Active Women	(3,000)	
300234.2034.30	Recquatic operating income - Senior Sational	1,550	
300234.2035.30	Recquatic operating income - Active Women	1,550	
400094.1600.60	CDO Recreation & Leisure operating expenditure - Senior Sational	3,000	
400094.1600.60	CDO Recreation & Leisure operating expenditure - Active Women	3,000	
300158.1600.30	CDO Recreation & Leisure operating income - Senior Sational	(1,550)	
300158.1600.30	CDO Recreation & Leisure operating income - Active Women	(1,550)	
		0	0
<b>Transfer funds to miscellaneous expendible equipment to Community Centres Admin budget</b>			
400708.1144.60	Community Centres Admin - Expendable Equipment	(4,000)	
400733.1144.60	Bertram Community Centre - Expendable Equipment	1,000	
400731.1144.60	Darius Community Centre - Expendable Equipment	2,000	
400732.1144.60	Wellard Community Centre - Expendable Equipment	1,000	
		0	0
<b>Temporary employment of City Legal Officer to assist the City Legal Team with tasks and projects</b>			
400008.1210.61	Operating Expense – GSS Contract Salaries	(25,000)	
400512.1031.50	Operating Expense – Governance Salaries	25,000	
		0	0
<b>Good Things Foundation granted funds to assistance with the Get Online Week as part of the City's involvement with the Be Connected program.</b>			
400104.1106.60	Operating Expense – Library Advertising & Promotions	(1,500)	
300018.1297.15	Operating Income – Library Contributions & Donations	1,500	
		0	0
<b>To cover the cost of fixed term Community Development Officer</b>			
400067.1210.61	Operating Expense – Community Services Admin Contract Salaries	(27,200)	
400092.1031.50	Operating Expense – CDO Recreation & Leisure Salaries	27,200	
		0	0
<b>To provide account for Environment Services to allocate legal expenses sought on development and sand mining issues. Funds available from Consultancy budget due to reduction of expected costs for Street Tree Data project.</b>			
400439.1177.60	Operating Expense - Natural Environment Legal Expenses	(8,000)	
400439.1125.60	Operating Expense - Natural Environment Consultancy	8,000	
		0	0

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
<b>Increase scope of Fire Notice project to include public notice, printing of leaflet and information letter, and postage to residents.</b>			
400503.1220.60	Operating Expense - Fire and Emergency Stationery	(23,500)	
400053.1106.60	Operating Expense - Governance Advertising and Promotion	23,500	
		<b>0</b>	<b>0</b>
<b><u>Items approved by Council falling outside Council Decision 210</u></b>			
<b>08/08/2018 Additional funds required for the completion of DCA 13 Local Sporting Ground with Community Sports Facility</b>			
600019.1002.60	Capital expenditure - DCA 13 Local Sporting Ground with Community Sports Facility	(150,000)	
700013.1917.06	Transfer from reserve - Future Community Infrastructure Reserve	150,000	
		<b>0</b>	<b>0</b>
<b>22/08/2018 Capital projects funded in 2017/18 that were not finalised, requiring funds to be carried forward to 2018/19.</b>			
600023.1565.60	Capital expenditure - Kwinana Tennis Courts fencing	(22,727)	
600008.1568.60	Capital expenditure - Medina Oval bitumenise entrance and carpark	(7,000)	
600015.1002.60	Capital expenditure - Building Contingency	29,727	
		<b>0</b>	<b>0</b>
<b>12/09/2018 Transfer of Aged Person Units and Banksia Park capital works to operating maintenance for items that are under the threshold for asset capitalisation, including transfer from capital to operating reserves.</b>			
400644.1600.60	Operating Expense – Aged Persons Unit Maintenance Program	(192,750)	
600067.1002.60	Capital Expense – Aged Persons Unit Building Renewals	192,750	
700074.1014.06	Reserve Transfer – Aged Persons Unit Operating	192,750	
700072.1014.06	Reserve Transfer – Aged Persons Unit Capital	(192,750)	
400643.1600.60	Operating Expense – Banksia Park Maintenance Program	(90,000)	
600068.1002.60	Capital Expense – Banksia Park Building Renewals	90,000	
700071.1016.06	Reserve Transfer – Banksia Park Operating	90,000	
700073.1786.06	Reserve Transfer – Banksia Park Capital	(90,000)	
		<b>0</b>	<b>0</b>
<b>12/09/2018 Aboriginal Resource Worker funding from the Department of Education and Training, and My Time funding from Ngala had not been confirmed at the time of the Budget 2018/2019 preparation. This funding has now been confirmed and the expenditure budgets are required to be applied. The additional cost of the Aboriginal Resource Worker program is proposed to be funded from a reduction in Family Day Care general employee expenditure.</b>			
400654.1031.50	Employee Expense - Family Day Care Aboriginal Resource - Salaries	(26,369)	
400654.1035.50	Employee Expense - Family Day Care Aboriginal Resource - Superannuation	(3,164)	
400655.1126.60	Operating Expense - Family Day Care Aboriginal Resource - Consumables	(4,500)	
400655.1195.60	Operating Expense - Family Day Care Aboriginal Resource – Other Expenses	(3,500)	
400655.1210.61	Operating Expense - Family Day Care Aboriginal Resource – Salaries Contract	(2,000)	
400655.1226.60	Operating Expense - Family Day Care Aboriginal Resource - Telephone	(450)	
400655.1826.60	Operating Expense - Family Day Care Aboriginal Resource – Travel FDC Van	(4,300)	
400656.1037.51	Operating Expense - FDC Aboriginal Resource - Workers Compensation Premium	(527)	
400656.1038.51	Employee Expense Other - Family Day Care Aboriginal Resource – Training Staff	(1,000)	
400311.1031.50	Employee Expense - Family Day Care General - Salaries	26,369	
400311.1035.50	Employee Expense - Family Day Care General - Superannuation	3,164	
400312.1037.51	Operating Expense - Family Day Care General - Workers Compensation Premium	527	
300210.1362.15	Operating Revenue - Family Day Care Aboriginal Resource - Operational Subsidy	30,500	
300210.1841.15	Operating Revenue - FDC Aboriginal Resource - NGALA My Time Funding	10,000	
		<b>24,750</b>	<b>24,750</b>



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

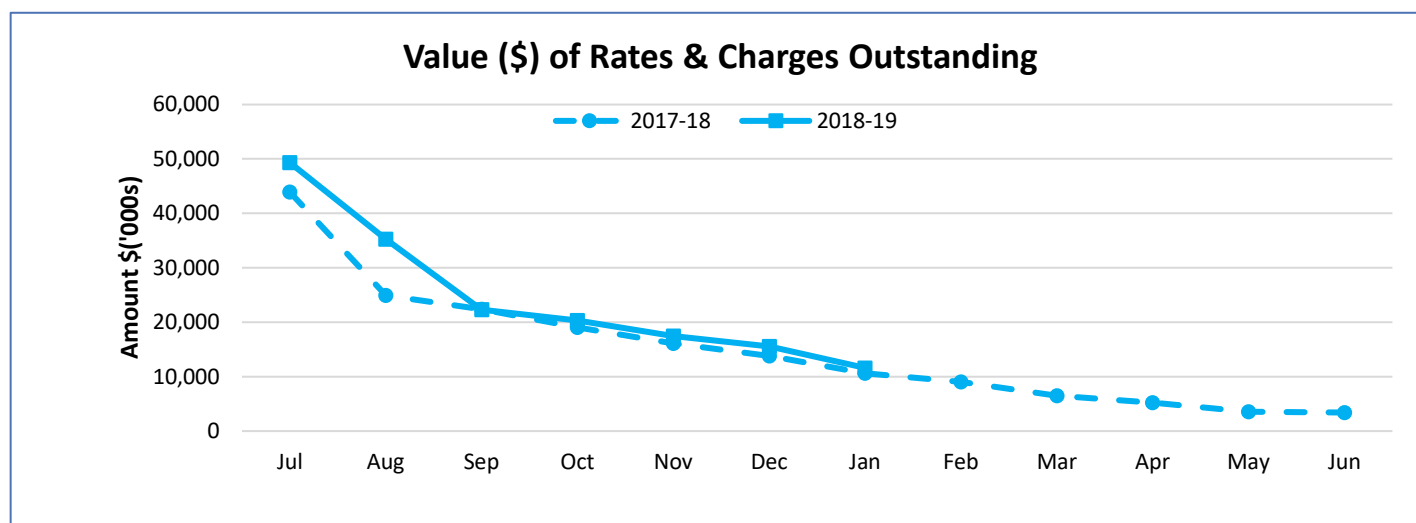
**Note 4: Budget Amendments**

GL Code	Description	Increase / (Decrease) to Net Surplus Position	Amended Budget Surplus / (Deficit)
<b>26/09/2018 Funds are required for the replacement of nine reverse cycle air conditioner unit/motors at the Library including the installation of manholes to enable servicing of units. It is proposed that the funds for the project is transferred from the capital contingency budget allocation under Building Construction.</b>			
600019.1002.60	Capital Expense – Buildings – Library air conditioning motor replacement	(31,000)	
600015.1002.60	Capital Expense – Buildings – Building contingency	31,000	
		<b>0</b>	<b>24,750</b>
<b>14/11/2018 Additional funds required to complete the Orelia Oval project. The additional funds will be provided from the Medina Oval Lighting project budget as the tender quote was lower than originally budgeted.</b>			
600008.1568.60	Capital Expense - Reserve Development - Orelia Oval Steps	(20,000)	
600008.1568.60	Capital Expense - Reserve Development - Medina Oval Lighting	20,000	
		<b>0</b>	<b>24,750</b>
<b>14/11/2018 Additional funds required to complete custom fit out for Building Services vehicle. Additional funds provided by excess sale proceeds of 1EWS395.</b>			
600013.1000.60	Capital Expense - Transportation Vehicles - Plant Replacement of KWN1983	(11,700)	
600011.1000.60	Capital Expense - Transportation Vehicles - Plant Replacement of 1EWS395	10,000	
500007.1488.05	Capital Revenue - Transportation Vehicles - Sale of 1EWS395	1,700	
		<b>0</b>	<b>24,750</b>
<b>05/12/2018 City contribution towards the upgrade and relocation of the nutrient stripping basin located between Lot 670 Bertram Road and Peel Main Drain. Project commencing July 2019.</b>			
600007.1567.60	Capital Expense - Street Lighting - Johnson / McWhirter	40,000	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	20,000	
700022.1813.06	Reserve Transfer - Restricted Grants & Contributions	(60,000)	
		<b>0</b>	<b>24,750</b>
<b>05/12/2018 Increase to scope of works for Duckpond Road Reseal. Funded from expected savings from the Latitude 32 Street Lighting project.</b>			
600007.1561.60	Capital Expense - Duckpond Road Reseal	(25,000)	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	25,000	
		<b>0</b>	<b>24,750</b>
<b>05/12/2018 Increase to scope of works for Walgreen footpath construction to include soak wells and retaining.</b>			
600007.1562.60	Capital Expense - Footpath Construction - Walgreen Crescent	(12,000)	
600007.1567.60	Capital Expense - Street Lighting - Latitude 32	12,000	
		<b>0</b>	<b>24,750</b>
<b>05/12/2018 Noise level testing of Ken Jackman Hall has indicated that the extent of works for the soundproofing needs to increase.</b>			
600019.1002.60	Building Renewals - Soundproof Drainage Ken Jackman Hall	(4,000)	
600017.1002.60	Building Renewals - Kwinana Senior Citizens Centre	4,000	
		<b>0</b>	<b>24,750</b>
<b>Amended Budget Surplus / (Deficit)</b>			<b>24,750</b>

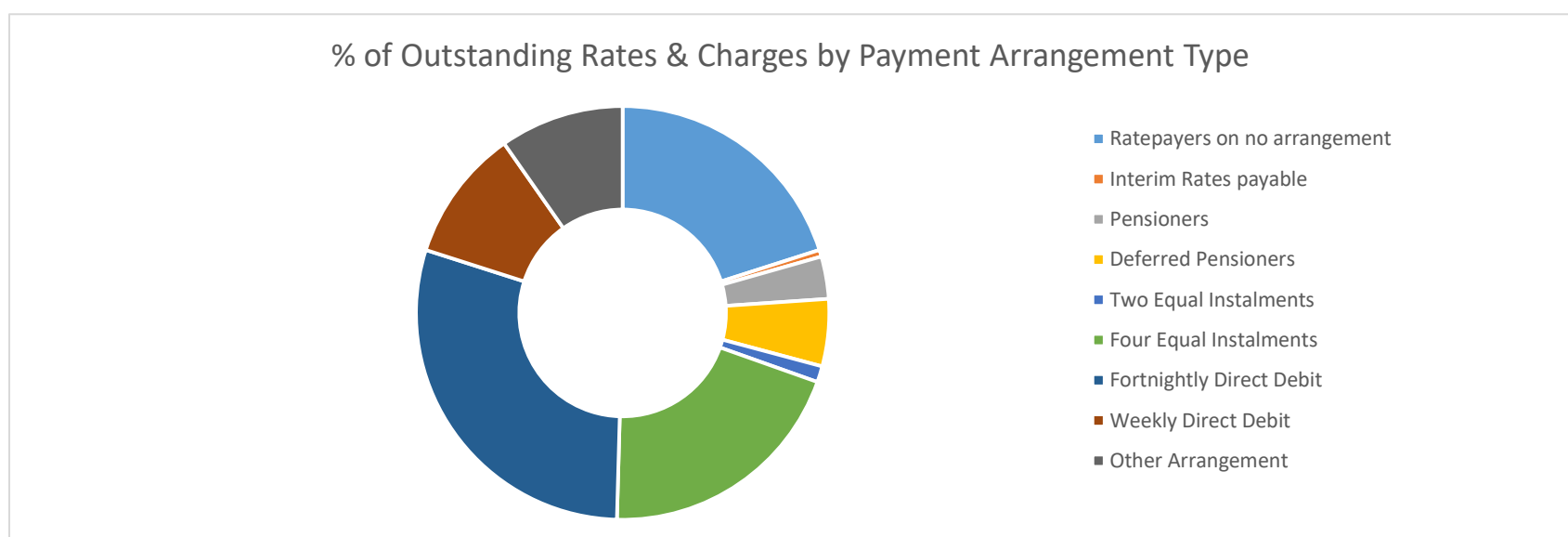
**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 5(a): Receivables - Rates & Charges**

Receivables - Rates & Charges Receivable	30 June 2018	31 Jan 2018	31 Jan 2019
	\$		\$
Opening Arrears Previous Years	3,360,788	3,505,395	4,275,903
Levied this year	46,715,340	46,588,403	49,317,827
Less Collections to date	(45,056,420)	(38,712,703)	(40,535,300)
Less Excess Rates received	(743,805)	(743,805)	(802,776)
<b>Rates &amp; Charges Collectable</b>	<b>4,275,903</b>	<b>10,637,290</b>	<b>12,255,654</b>
Less Pensioner Deferred Rates	(678,782)	(598,153)	(643,427)
<b>Net Rates &amp; Charges Collectable</b>	<b>3,597,121</b>	<b>10,039,137</b>	<b>11,612,227</b>
% Outstanding	7.70%	21.55%	23.55%



Outstanding Rates & Charges by Payment Arrangement Type	Number of Assessments	Balance Outstanding	
		\$	%
Ratepayers on no arrangement	855	2,460,055	20.07%
Interim Rates payable	367	64,717	0.53%
Pensioners	245	405,975	3.31%
Deferred Pensioners	209	643,427	5.25%
Two Equal Instalments	1195	153,978	1.26%
Four Equal Instalments	3605	2,453,863	20.02%
Fortnightly Direct Debit	3659	3,613,305	29.48%
Weekly Direct Debit	1242	1,269,073	10.36%
Other Arrangement	207	1,191,261	9.72%
		<b>12,255,654</b>	<b>100.00%</b>



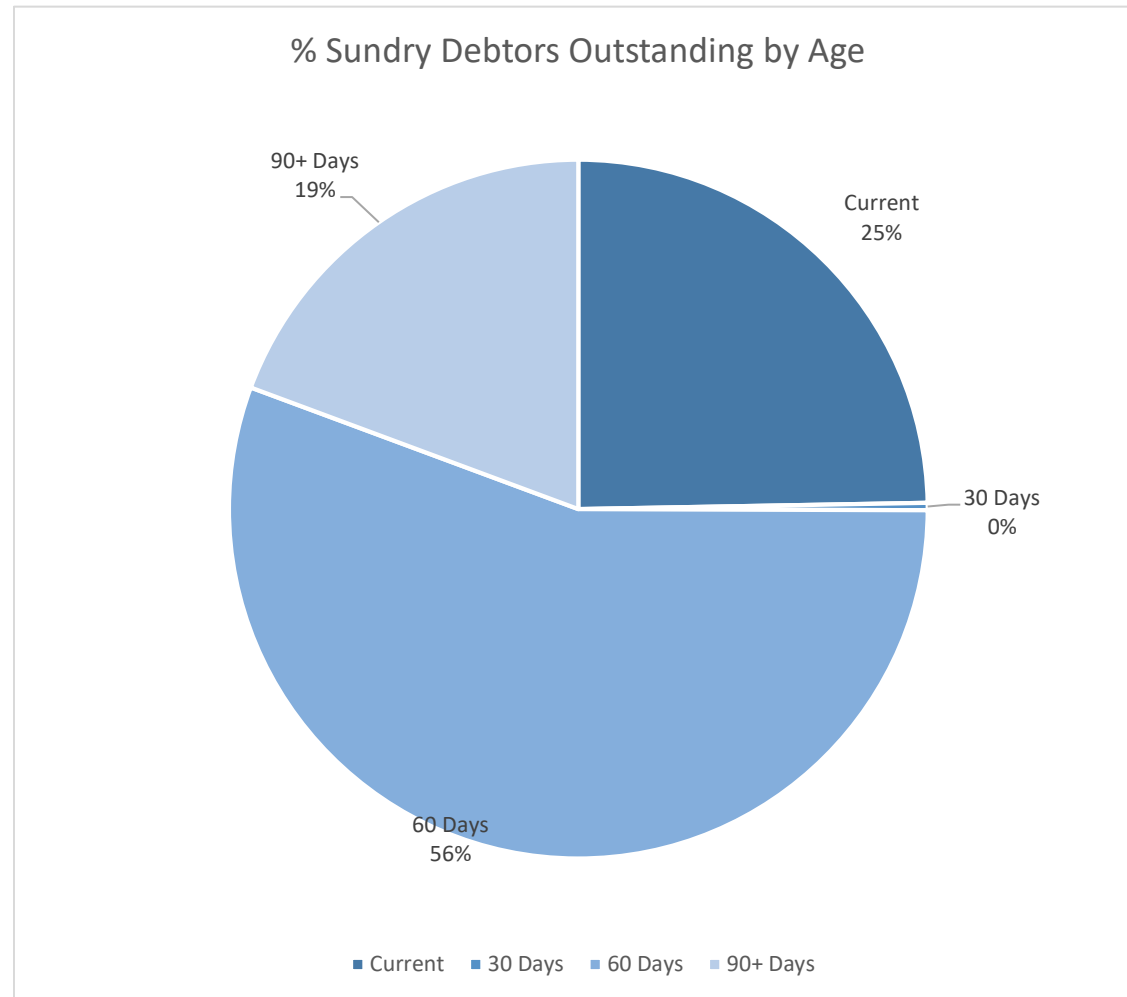
**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 5(b): Receivables - General**

**Receivables - General**

	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	300,328	4,114	675,750	235,079	1,215,272
Infringements Register					150,113
<b>Total Receivables General Outstanding</b>					<b>1,365,385</b>

Amounts shown above include GST (where applicable)



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

Debtor #	Description	Status	\$
<b>Debts with Fines Enforcement Registry (FER)</b>			
1825.07	Prosecution Local Law Fencing	Registered with FER. Payments are being received.	2,388
2442.07	Prosecution Dog Act 1976	Registered with FER. No payments received.	5,732
2535.07	Prosecution Dog Act 1976	Registered with FER. Warrant of Commitment issued and time served. Report to be prepared for Council recommending write off.	6,444
2726.07	Prosecution Planning and Development Act 2005	Registered with FER. Warrant of Commitment issued and time served. Report to be prepared for Council recommending write off.	20,171
3321.07	Prosecution and Infringement Dog Act 1976	Registered with FER. Regular fortnightly payments.	2,085
3485.07	Prosecution Food Act 2008	Registered with FER. Enforcement warrant has been issued. Currently with debt collection agency.	13,524
3909.07	Prosecution Local Government Act 1995	Registered with FER.	3,652
3936.07	Prosecution Building Act 2011 and Planning and Development Act 2005	Registered with FER. Regular fortnightly payments.	7,652
3953.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER. Regular fortnightly payments.	2,104
4060.07	Prosecution Littering Act 1979	Payment Arrangement by direct debit fortnightly.	1,962
4131.07	Prosecution Dog Act 1976 Dangerous Dog	Registered with FER. Debtor is making payments to FER. City yet to receive payments due to quantum of fines outstanding.	4,654
4233.07	Prosecution Local Law Fencing	Registered with FER.	2,500
4274.07	Prosecution Dog Act 1976	Registered with FER.	9,247
4275.07	Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	Registered with FER.	14,350
<b>Other Sundry Debtors</b>			
303.04	Lease Structural Maintenance Fee / Loan Repayments	Debtor to meet with City Legal January 2019 to discuss outstanding payments.	16,893
854.04	Lease Arrears Rent and Outgoings	Balance of outgoings to be paid upon review of Audited Statements.	23,439
897.04	Deed of Settlement	Payment arrangement in accordance with Settlement Deed ends June 2019.	75,000
1512.11	Maintenance Fee	Outstanding amount to be cleared on settlement.	1,062
2248.06	Reimbursement of costs	Debtors recovery policy being applied.	3,227
2864.07	Rugby hire & tenancy costs	Debtors recovery policy being applied.	2,285
3418.04	Facility / Community Centre hire fees	Payment arrangement in place as of the 14 November 2018.	2,311
3884.03	Local Government Act 1995 abandoned vehicle	Payment arrangement currently receiving regular fortnightly payments.	1,635
3922.03	Local Government Act 1995 verge clean up works	Collection attempts unsuccessful. Debt has been linked to property.	1,090
3951.06	Developer Contributions	Payment Arrangement in accordance with Deed of Agreement.	3,786
4162.04	Facility / Community Centre hire fees	Collection attempts unsuccessful to date. Further consideration of Debt to be discussed.	2,068
4282.14	Mosquito Management Fee	Debt has been cleared in February.	1,178
4299.07	Reimbursement of costs	Approved payment arrangement in place.	1,550
<b>Total Debtors 90+ days &gt; \$1,000</b>			<b>231,989</b>



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 6: Cash Backed Reserves**

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

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 7: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Motor Vehicles</b>									
5061	Plant Replacement - P402	20,000	20,509	509		19,875	14,000		(5,875)
5060	Plant Replacement - P403	20,000	21,645	1,645		19,875	14,000		(5,875)
5080	Plant Replacement - P407	19,097	14,373		(4,724)	19,111	8,000		(11,111)
5597	Plant Replacement - P435	21,934	23,464	1,529		22,222	24,000	1,778	
5705	Plant Replacement - P445					20,979	13,000		(7,979)
5876	Plant Replacement - P457					16,275	12,000		(4,275)
5859	Plant Replacement - P460	29,045	19,600		(9,445)	29,111	18,000		(11,111)
5884	Plant Replacement - P461					18,645	23,000	4,355	
5871	Plant Replacement - P464	21,475	11,645		(9,830)	21,750	23,000	1,250	
5838	Plant Replacement - P465	22,860	15,736		(7,124)	24,659	9,700		(14,959)
5809	Plant Replacement - P467	26,600	23,009		(3,591)	26,583	24,000		(2,583)
5872	Plant Replacement - P462	23,020	16,191		(6,829)	23,208	13,000		(10,208)
5983	Plant Replacement - P490	18,413	15,736		(2,677)	18,601	13,500		(5,101)
5831	Plant Replacement - P455	26,313	23,009		(3,304)	26,584	24,000		(2,584)
5856	Plant Replacement - P459	28,967	20,509		(8,458)	29,111	23,000		(6,111)
5093	Plant Replacement - P406	18,000	13,236		(4,764)	17,750	7,000		(10,750)
5885	Plant Replacement - P463					23,208	13,000		(10,208)
5666	Plant Replacement - P437	21,467	10,509		(10,958)	21,500	8,000		(13,500)
<b>Plant &amp; Equipment</b>									
2587	Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148					0	1,000	1,000	
4957	Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	0	2,273	2,273		0	1,000	1,000	
3974	Plant Replacement Program - Cat Skid Steer Loader - P347					25,600	20,000		(5,600)
3722	Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324					35,486	25,000		(10,486)
4083	Plant Replacement Program - Massey Ferguson Tractor - Parks - P354					51,333	30,000		(21,333)
3842	Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333					29,750	15,000		(14,750)
2819	Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199					189	1,000	811	
3407	Plant Replacement Program - Disposal Only					20,540	12,000		(8,540)
3447	Plant Replacement Program - Disposal Only					4,062	5,000	938	
5646	Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	17,794	6,364		(11,430)	18,001	6,000		(12,001)
3481	P289 Tip Truck from 17/18	30,564	22,176		(8,388)	30,233	25,000		(5,233)
		<b>365,549</b>	<b>279,985</b>	<b>5,957</b>	<b>(91,521)</b>	<b>614,239</b>	<b>425,200</b>	<b>11,132</b>	<b>(200,172)</b>
<b>Net Profit/(Loss)</b>					<b>(85,565)</b>	<b>(189,040)</b>			

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 January 2019

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

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 9: Information on Borrowings**

(a) Debenture Repayments

Particulars	01 Jul 2018	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$		\$	\$	\$	\$	\$	\$
<b>Governance</b>									
Loan 99 - Administration Office Renovations	761,572	0	0	44,196	89,773	717,376	671,799	25,680	51,364
Loan 107 - Administration / Chambers Building Refurbishment	0	0	2,268,000	0	0	0	2,268,000	0	0
<b>Education &amp; Welfare</b>									
Loan 96 - Youth Specific Space	147,840	0	0	12,449	25,366	135,391	122,474	5,689	11,654
Loan 100 - Youth Specific Space	1,521,312	0	0	60,551	122,515	1,460,761	1,398,797	39,497	79,645
<b>Recreation and Culture</b>									
Loan 94 - Wellard Sports Pavilion	204,825	0	0	22,879	46,488	181,946	158,337	5,197	13,704
Loan 95 - Orelia Oval Pavilion	354,815	0	0	29,876	60,878	324,939	293,937	13,653	27,970
Loan 97 - Orelia Oval Pavilion Extension	1,685,135	0	0	97,793	198,641	1,587,342	1,486,494	56,822	113,653
Loan 102 - Library & Resource Centre	7,421,567	0	0	0	0	7,421,567	7,421,567	188,041	386,720
Loan 104 - Recquatic Refurbishment	3,350,000	0	0	0	0	3,350,000	3,350,000	77,805	159,125
Loan 105 - Bertram Community Centre	1,296,840	0	0	0	0	1,296,840	1,296,840	24,991	50,827
Loan 106 - Destination Park - Calista	1,516,532	0	0	47,681	96,111	1,468,851	1,420,421	28,243	57,307
<b>Transport</b>									
Loan 98 - Streetscape Beautification	1,028,123	0	0	59,664	121,193	968,459	906,930	34,668	69,341
Loan 101 - City Centre Redevelopment	2,500,000	0	0	0	0	2,500,000	2,500,000	23,588	79,250
<b>Self Supporting Loans</b>									
<b>Recreation and Culture</b>									
Loan 103B - Golf Club Refurbishment	282,850	0	0	8,017	16,168	274,833	266,682	5,074	11,202
	<b>22,071,411</b>	<b>0</b>	<b>2,268,000</b>	<b>383,106</b>	<b>777,133</b>	<b>21,688,305</b>	<b>23,562,278</b>	<b>528,949</b>	<b>1,111,762</b>

(b) New Debentures

No new debentures were raised during the reporting period.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

























**Note 10: Trust Fund**

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

Description	Opening Balance 01 Jul 2018	Amount Received	Amount Paid	Closing Balance 31 Jan 2019
	\$	\$	\$	\$
Hall Security Bonds	71,653	95,823	(99,236)	68,240
Footpath & Kerbing Security Deposits	410,680		(50,270)	360,410
Sports Forfeiture Security Deposits	200			200
Bus Hire Security Deposits	3,000	1,000	(1,500)	2,500
Demolition Security Deposits	2,351			2,351
Miscellaneous Deposits	82,423	395	(600)	82,218
Footpath Construction Bonds	2,000			2,000
Land Subdivision Bonds	588,211	61,261	(81,741)	567,732
Road Maintenance Bonds	293,234	52,637	(86,264)	259,607
Landscaping Subdivision Bonds	138,787			138,787
Mortimer Road - Community Trust	10,421			10,421
ATU Landscaping Bonds	2,378			2,378
Landscaping Development Bonds	64,477			64,477
Subdivision Handrails	15,395			15,395
APU Security Bonds	15,481		(470)	15,011
Off Road Vehicles	1,510			1,510
DCA Contingency Bonds	265,736			265,736
Contiguous Local Authorities Group (CLAG)	200			200
Retention Funds	37,524	25,818	(43,751)	19,591
City of Kwinana Staff Christmas Saver	0	34,331		34,331
Public Open Space Cash In Lieu	200,061			200,061
	<b>2,205,722</b>	<b>271,265</b>	<b>(363,832)</b>	<b>2,113,155</b>





































**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 11: Capital Acquisitions**

Assets	Total YTD Actual	Budget		YTD Budget	YTD Variance	Comment
		Adopted Annual Budget	Current Annual Budget			
	\$	\$		\$	\$	
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>						
<b>Buildings</b>						
 Arts & Cultural Centre Upgrade - Stage 1 of 2	70,505	100,000	100,000	745	(69,760)	Construction in progress.
 Automated Gates - Recquatic Front Counter	0	90,000	90,000	90,000	90,000	
 Banksia Park Retirement Village Building Renewals	0	90,000	0	0	0	Budget variation to transfer funds to the operating budget approved by Council 12 September 2018.
 Building Contingency	12,550	100,000	39,273	35,875	23,325	
 Building Renewals - Darius Wells	30,080	25,000	25,000	29,000	(1,080)	Completed.
 Building Renewals - Kwinana Senior Citizens Centre	0	100,000	100,000	0	0	Currently out to market, estimated completion date June 2019.
 Building Renewals - Margaret Feilman	7,788	15,000	15,000	15,000	7,212	Completed in January 2019.
 Building Renewals - Thomas Oval Netball Clubrooms	0	6,500	6,500	6,500	6,500	Construction estimated for February.
 Building Renewals - Wheatfield Cottage	21,765	20,000	20,000	20,000	(1,765)	
 Building Upgrades - CCTV Administration Building	14,336	100,000	100,000	50,000	35,664	
 Building Upgrades - Medina	0	100,000	100,000	0	0	
 Callistemon Court Retirement Village Building Renewals	0	192,750	0	0	0	Budget variation to transfer funds to the operating budget approved by Council 12 September 2018.
 DCA 12 - Local Sporting Ground with Community Centre / Pavilion - Wellard West	37,045	294,300	294,300	0	(37,045)	Construction delayed until 2020/21.
 DCA 14 - Local Sporting Ground with Pavilion Extension (Wellard/Leda) storage room	102,519	261,484	261,484	261,484	158,965	Construction commenced.
 DCA 9 - Local Sports Ground Clubroom (Clubroom construction cost)	12,292	107,500	107,500	0	(12,292)	Feasibility study due for completion end of February.
 Solar Panels Upgrade	23,542	30,000	30,000	0	(23,542)	
 Administration Building & Civic Centre - Stage 1 of 2	0	2,268,000	2,268,000	0	0	Process to engage architect under way.
 Callistemon Court Retirement Village Building Upgrade	0	40,000	40,000	0	0	
 Entry Statement	723	18,000	18,000	723	0	Marketing signage project in March/April.
 DCA 13 - Local Sporting Ground with Community Sports Facility Bertram Oval Ablution block	173,129	328,516	478,516	478,516	305,387	External works complete.
 Family Daycare Building Replacement of Playroom, Kitchenette and Toy Library	0	650,000	650,000	0	0	Feasibility study phase.
 Library - Replacement of Air Conditioners Motors	0	0	31,000	31,000	31,000	Works in progress.
 <b>Buildings Total</b>	<b>506,274</b>	<b>4,937,050</b>	<b>4,774,573</b>	<b>1,018,843</b>	<b>512,569</b>	

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**
























**Note 11: Capital Acquisitions**

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
<b>Plant, Furniture and Equipment</b>						
<b>Furniture and Equipment</b>						
 Design and Replacement of Mayoral Chains	0	10,000	10,000	0	0	
<b>Computing Equipment</b>						
 City Website Redevelopment	21,476	70,000	70,000	30,000	8,524	
 Corporate Business System Renewal - Implementation	0	1,191,000	1,191,000	0	0	
 Self Check Touchscreen Computer & Workstation - Library	0	7,000	7,000	0	0	
 Matterport Pro 2 3D 360view camera	5,150	0	0	0	(5,150)	
<b>Plant and Equipment</b>						
 CFWD Disability Hoist - Recquatic	13,459	12,000	12,000	12,000	(1,459)	Work has been completed.
 CWD Fixed Variable Notice Board	0	70,000	70,000	0	0	
 Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148	0	7,000	7,000	0	0	
 Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	7,136	9,000	9,000	9,000	1,864	
 Plant Replacement Program - Cat Skid Steer Loader - P347	0	90,000	90,000	90,000	90,000	
 Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324	0	80,000	80,000	0	0	
 Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	0	85,000	85,000	85,000	85,000	
 Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333	0	120,000	120,000	0	0	
 Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199	0	7,000	7,000	0	0	
 Plant Replacement Program - Toro Ground Master Ride on Mower - Capital Maintenance - P499	0	7,000	7,000	0	0	
 Plant Replacement Program - Toro Rear Discharge Ride on Mower - P500	0	7,000	7,000	0	0	
 Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	37,291	38,200	38,200	38,200	909	Purchase completed
<b>Motor Vehicles</b>						
 Plant Replacement - P402 - KWN1961	38,521	37,500	37,500	37,500	(1,021)	Purchase completed
 Plant Replacement - P403 - KWN1960	38,071	37,500	37,500	37,500	(571)	Purchase completed
 Plant Replacement - P406 - KWN1898	28,884	28,500	28,500	28,500	(384)	Purchase completed
 Plant Replacement - P407 - KWN1949	28,884	28,500	28,500	28,500	(384)	Purchase completed
 Plant Replacement - P435 - KWN1957	33,882	33,500	33,500	33,500	(382)	Purchase completed
 Plant Replacement - P437 - KWN1993	24,518	25,000	25,000	25,000	482	Purchase completed
 Plant Replacement - P445 - KWN1983	38,768	28,500	40,200	0	(38,768)	
 Plant Replacement - P455 - KWN1987	24,304	25,000	25,000	25,000	696	Purchase completed
 Plant Replacement - P457 - 1EXX509	0	41,500	41,500	41,500	41,500	
 Plant Replacement - P459 - 1EWW253	36,380	41,500	41,500	41,500	5,120	Purchase completed
 Plant Replacement - P460 - 1EWW269	38,127	41,500	41,500	41,500	3,373	Purchase completed
 Plant Replacement - P461 - 1EXX886	0	41,500	41,500	41,500	41,500	
 Plant Replacement - P462 - 1EWO612	24,335	25,000	25,000	25,000	665	Purchase completed
 Plant Replacement - P463 - 1GBJ678	38,591	41,500	41,500	41,500	2,909	Purchase completed
 Plant Replacement - P464 - 1EXM745	35,053	41,500	41,500	41,500	6,447	Purchase completed
 Plant Replacement - P465 - 1EWS395	40,319	53,500	43,500	43,500	3,181	Purchase completed
 Plant Replacement - P467 - KWN1984	33,424	35,000	35,000	35,000	1,576	Purchase completed
 Plant Replacement - P490 - 1GCH844	37,155	41,500	41,500	41,500	4,345	Purchase completed
 <b>Plant , Furniture and Equipment Total</b>	<b>623,728</b>	<b>2,458,200</b>	<b>2,459,900</b>	<b>873,700</b>	<b>249,972</b>	



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

























**Note 11: Capital Acquisitions**

Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
<b>Park and Reserves</b>						
 Bore - Current Condition 5 Cubicle & Pump Replacement Program	15,455	75,000	75,000	20,095	4,640	
 Bore - Renewal / Replacement	0	105,000	105,000	0	0	
 CFWD Family Daycare Play Equipment and Landscaping	0	101,569	101,569	0	0	
 Fencing Replacement Program	4,358	57,000	57,000	0	(4,358)	
 KIA Street Tree Planting Program (B)	0	75,000	75,000	0	0	
 Kwinana Loop Trail	0	80,000	80,000	0	0	
 CFWD Medina Oval Lighting	55,581	300,000	300,000	300,000	244,419	In progress, expected completion date January / February.
 Parks and Reserves Renewals - Kwinana Adventure Park	0	40,000	40,000	40,000	40,000	
 Pimlico Crescent Maintenance (F)	14,700	110,000	110,000	0	(14,700)	
 Public Open Space Playgrounds Renewals - Exercise Equipment/Sport	1,660	5,000	5,000	2,500	840	
 Public Open Space Playgrounds Renewals - Goal Post Renewal	0	5,000	5,000	2,500	2,500	
 Public Open Space Playgrounds Renewals - Oval/Courts/Lights	0	8,000	8,000	0	0	
 Public Open Space Playgrounds Renewals - Park Furniture / Lights	0	6,000	6,000	0	0	
 Public Open Space Playgrounds Renewals - Prince Regent Park/Calista Oval Playground	0	100,000	100,000	25,000	25,000	Combination units and softfall.
 Public Open Space Playgrounds Renewals - Casuarina Fire Station Reserve/Casuarina Reserve Park/Peace Park	0	8,000	8,000	20,000	20,000	Park benches.
 Public Open Space (POS) Upgrade - Orelia Oval Additional Steps to meet grass	450	20,000	20,000	450	0	
 Public Open Space (POS) Upgrades - Parks for People Minor Projects	0	25,000	25,000	10,000	10,000	
 Public Open Space (POS) Upgrades - Parks for People Strategy	650	100,000	100,000	0	(650)	
 Sporting Infrastructure - Wandi Playing Fields (Honeywood)	0	89,100	89,100	0	0	
 Street Tree Planting Program (A) - Bertram Stage 2	0	65,000	65,000	0	0	
 Thomas Oval Lighting	0	495,000	495,000	0	0	Concept design completed. Expected carry forward 19/20.
 Kwinana Tennis Courts - Fencing	30,504	0	22,727	22,727	(7,777)	Budget Variation approved by Council 22 August 2018. Project completed.
 <b>Parks and Reserves Total</b>	<b>123,358</b>	<b>1,869,669</b>	<b>1,892,396</b>	<b>443,272</b>	<b>319,914</b>	












**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 11: Capital Acquisitions**

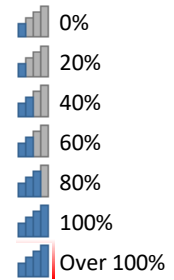
Assets	Total YTD Actual	Budget				Comment
		Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
<b>Roads</b>						
<b>Urban Road Grant Construction</b>						
 Road Reseal A - Gilmore Avenue - South bound lanes	269,265	380,490	380,490	380,490	111,225	
 Road Reseal C - Sulphur Road - Tanson road to Parmelia Ave	307,200	361,900	361,900	361,900	54,700	
 Road Reseal B - Orelia Avenue - Thomas Road to Christmas Ave (including roundabout)	62,890	492,800	492,800	50,000	(12,890)	
<b>Black Spot Grant Construction</b>						
 Kwinana Beach Road (J)	39,811	48,253	48,253	48,253	8,442	
<b>Roads to Recovery Grant Construction</b>						
 Road Reseal D - Orelia Avenue - Nye Way to Christmas Ave	22,860	181,500	181,500	50,000	27,140	
 Road Reseal E - Cowcher Way West & Ridley Way West From Derbal Street to Medina Avenue	274,689	253,000	253,000	200,000	(74,689)	
<b>DCA Funded Construction</b>						
 DCA 1 - Millar Road	5,200	436,703	436,703	3,000	(2,200)	
 DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	13,800	100,000	100,000	50,000	36,200	
 DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)	0	437,250	437,250	437,250	437,250	
<b>Municipal Road Construction</b>						
 Gilmore Avenue Pedestrian Crossing	41,608	60,000	60,000	60,000	18,392	
 Local Area Traffic Management B - Harlow Road Bollard Installation	12,567	17,188	17,188	17,188	4,621	
 Road Reseal F - Duckpond Road & Banksia Road intersection	7,500	82,500	107,500	0	(7,500)	
 Road Reseal G - Clementi Road	9,500	104,500	104,500	0	(9,500)	
 Road Reseal L - Henry Street A	27,254	44,000	44,000	44,000	16,746	
 <b>Roads Total</b>	<b>1,094,144</b>	<b>3,000,084</b>	<b>3,025,084</b>	<b>1,702,081</b>	<b>607,937</b>	
<b>Street Lighting</b>						
 Latitude 32 Lighting Changeover	0	262,272	205,272	200,000	200,000	
 Street Lighting - Various Locations	6,389	22,000	22,000	10,014	3,625	
 Street Lighting - Johnson Road/McWhirter Promenade	15,019	110,000	70,000	33,769	18,750	
 <b>Street Lighting Total</b>	<b>21,408</b>	<b>394,272</b>	<b>297,272</b>	<b>243,783</b>	<b>222,375</b>	
<b>Bus Shelter Construction</b>						
 Bus Shelters	15,836	20,000	20,000	20,000	4,164	
 <b>Bus Shelter Construction Total</b>	<b>15,836</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>4,164</b>	
<b>Footpath Construction</b>						
 Footpath A - Rowley Road - Lyon Road to Freeway	39,908	55,000	55,000	55,000	15,092	
 Footpath Construction - between Adventure Park and Gilmore Avenue	161,582	138,560	150,560	150,560	(11,022)	
 <b>Footpath Construction Total</b>	<b>201,490</b>	<b>193,560</b>	<b>205,560</b>	<b>205,560</b>	<b>4,070</b>	

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 11: Capital Acquisitions**

		Budget					
		Total YTD Actual	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
Assets							Comment
Drainage Construction							
	DCA 2 - Peel Sub N Drain - Lot 64 Woolcoot Rd & Lot 379 Millar, 27 & 201 Mortimer Rd's	0	1,916,198	1,916,198	0	0	
	DCA 2 - Peel Sub N2 Drain - Lot 64 Woolcoot Rd	0	257,025	257,025	0	0	
	Drainage A - Burlington Street Drainage Sump	9,092	93,500	93,500	6,083	(3,009)	
	Drainage B - Gilmore Avenue	33,249	33,000	33,000	33,000	(249)	
	Drainage C - Sulphur Road - Tanson To Parmelia	58,867	39,600	39,600	39,600	(19,267)	
	Drainage Construction Total	101,208	2,339,323	2,339,323	78,683	(22,525)	
Car Park Construction							
	Medina Oval - Bituminise entrance & Carpark	6,012	0	7,000	7,000	988	Budget Variation approved by Council 22 August 2018. Project completed.
	Car Park Construction Total	6,012	0	7,000	7,000	988	
	Capital Expenditure Total	2,693,458	15,212,158	15,021,108	4,592,922	1,899,464	

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



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 12: Schedule of Grants, Subsidies & Contributions**

Description	Current Annual Budget	YTD Actual	Comments
<b>Operating Grants, Subsidies &amp; Contributions</b>			
<b>Community Amenities</b>			
PTA Bus Shelter Subsidy	13,000	-	Expected to be received in June.
SMCC - KIC Coastcare in the KIA	10,000	10,000	
SMCC - BP Coastcare	10,000	-	Funding has expired.
SMCC - Perth Region NRM for SMCC	5,000	5,000	
SMCC - Tronox Adopt a Beach	5,000	5,000	
SMCC - Degremont Adopt a Beach	5,000	-	Expected to be received in June.
Alcoa - Challenger Beach Rehabilitation	16,000	-	Funding has expired.
NATE - Seedling Subsidy Scheme	2,000	499	No more revenue to be received in 18/19.
<b>Education and Welfare</b>			
Banksia Park Operating Cost Contribution	331,344	192,359	Monthly rental income to be fully received by June.
Family Daycare - Mainstream Childcare Benefit Subsidy	3,000,000	2,394,680	Government contributions, fully offset by payments to Care Providers.
Family Daycare - Subsidy Other	45,000	84,511	Government contributions, fully offset by payments to Care Providers.
Family Daycare - Inclusion Subsidy Scheme	5,000	14,495	Government contributions, fully offset by payments to Care Providers.
CCB Subsidy	1,500,000	431,101	Government contributions, fully offset by payments to Care Providers.
Subsidy Other	10,000	12,638	Government contributions, fully offset by payments to Care Providers.
NGALA My Time Program	10,000	5,280	Paid in quarterly instalments.
Operational Subsidy - Aboriginal Resource Worker	30,500	33,566	Paid in two instalments.
Youth Social Justice Program	172,561	134,308	Paid in quarterly instalments (have received three to date).
Youth Incentive Sponsorship	35,000	10,000	Will be reduced to \$10,000 as part of the budget review.
Youth Pathways Strategy Grant	2,500	-	Funding still expected this financial year.
Skate Park Activation Grant	5,000	-	Funding has not been approved.
Good Spirit Learning Program Grant	20,000	-	Funding application unsuccessful.
Youth Wellbeing Benchmark Survey Grant	5,000	-	Funding still expected this financial year.
Art Therapy Youth Grant	50,000	-	Funding application unsuccessful.
<b>General Purpose Funding</b>			
Local Government General Purpose Grant	737,676	238,660	First instalment received in June 2018.
Local Government General Purpose Grant - Roads	669,912	189,220	First instalment received in June 2018.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	170,000	-	
<b>Health</b>			
Mosquito Management Contributions (CLAG)	10,000	16,640	
Department of Health - Larvicide	1,000	-	
<b>Law Order &amp; Public Safety</b>			
Department Fire and Emergency Services - ESL	161,000	83,243	First quarter payment was received in June 2018.
Department Fire and Emergency Services - LEMC Aware Grant	4,000	-	Funding has not been approved.
<b>Recreation &amp; Culture</b>			
Arts - Harmony & Reconciliation	5,000	-	Funding still expected this financial year.
Sponsorship - Big Concert	60,000	62,500	
Childrens Festival	35,000	-	Expected to receive in March.
Youth Festival	10,000	-	Will be reduced to \$2,000 in budget review.
Music in the Schools/Community	5,000	-	Funding has been unsuccessful.
Recreation - KidSport (DLGSC)	150,000	16,649	DLGSC taking on administration in December. No further receipts or payments will be made after this transition.
Metro Every Club Funding	-	25,000	Funding to replace the Kidsport program, will go toward covering the cost of CDO - Recreation & Inclusion Officer.
Library Contributions & Donations	7,700	4,840	
Shared Use Agreements	108,702	63,642	Bi-annual agreements - final invoice to be claimed in June.
Recquatic Holiday Program DEDU payments	78,421	57,357	Holiday care payments expected to be received again in April and June.
Volunteer Centre - Thank a Volunteer Event	1,500	-	
<b>Transport</b>			
Main Roads Annual Direct Grant	104,611	170,022	
Main Roads Street Light Subsidy	5,000	-	Expected to be received in June.
Main Roads Maintenance Contribution	70,000	65,890	
<b>Total Operating Grants, Subsidies &amp; Contributions</b>	<b>7,682,427</b>	<b>4,327,098</b>	

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 January 2019**

**Note 12: Schedule of Grants, Subsidies & Contributions**

Description	Current Annual Budget	YTD Actual	Comments
<b>Non-Operating Grants, Subsidies &amp; Contributions</b>			
<b>Community Amenities</b>			
DCA 1 - Hard Infrastructure - Bertram	127,900	115,473	Developer Contributions are estimated at budget, but actual receipts rely on the timing of subdivisions.
DCA 2 - Hard Infrastructure - Wellard	377,733	191,539	
DCA 4 - Hard Infrastructure - Anketell	-	633,006	
DCA 5 - Hard Infrastructure - Wandi	624,121	-	
DCA 7 - Hard Infrastructure - Mandogalup (west)	13,729	3,786	
DCA 9 - Soft Infrastructure - Wandi / Anketell	269,358	978,831	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	239,940	-	
DCA 11 - Soft Infrastructure - Wellard East	912,873	410,213	
DCA 12 - Soft Infrastructure - Wellard West	160,201	157,242	
DCA 14 - Soft Infrastructure - Wellard / Leda	116,219	42,759	
DCA 15 - Soft Infrastructure - Townsite	19,542	4,582	
<b>Law, Order &amp; Public Safety</b>			
Premier & Cabinet Department	-	30,000	Kwinana South VFB ATU (Septic Units)
Premier & Cabinet Department	-	25,000	Mandogalup VFB ATU (Septic Units)
<b>Recreation &amp; Culture</b>			
Department of Infrastructure - Thomas Oval Lighting	150,000	-	Grant approval received - funds will be paid prior to June.
Department of Education - Wandi Playing Fields	25,500	-	Funds still expected to be received this financial year.
Lotterywest - Kwinana Loop Trail	37,670	-	Funds still expected to be received this financial year.
<b>Transport</b>			
City of Cockburn - Contribution to Footpath	25,000	25,000	
Roads to Recovery - Reseal Orelia Avenue	135,966	-	Claims will be made as construction progresses.
Roads to Recovery - Reseal Cowcher Way West & Ridley Way	253,000	126,500	Claims will be made as construction progresses.
State Road Grant - Orelia Avenue Resurfacing	298,667	119,467	Claims will be made as construction progresses.
State Road Grant - Sulphur Road Resurfacing	219,333	175,466	Claims will be made as construction progresses.
State Road Grant - Gilmore Avenue Resurfacing	230,600	92,240	Claims will be made as construction progresses.
State Road Grant - State Black Spot - Kwinana Beach Road	48,253	38,602	Claims will be made as construction progresses.
<b>Total Non-Operating Grants, Subsidies &amp; Contributions</b>	<b>4,285,605</b>	<b>3,169,706</b>	

## 16.2 Review of Council Policy – Recognition and Depreciation of Assets

### DECLARATION OF INTEREST:

There were no declarations of interest declared.

### SUMMARY:

A review of Council Policy – Recognition and Depreciation of Assets is required annually. The review has been conducted and is recommended for Council endorsement.

### OFFICER RECOMMENDATION:

That Council adopt the reviewed Council Policy – Recognition and Depreciation of Assets as detailed in Attachment A.

### DISCUSSION:

A review of Council Policy – Recognition and Depreciation of Assets is required annually. In addition, during 2018 there were changes to the *Local Government (Financial Management) Regulations 1996* impacting the recognition and revaluation of fixed assets. The policy has been reviewed to ensure that it reflects the required changes to all relevant legislation.

A copy of the policy as recommended for amendment is detailed in Attachment A with the inclusions and deletions marked in tracked changes. A summary of changes recommended to the policy is included below:

- The asset capitalisation thresholds have been reviewed to ensure that the policy aligns with the requirements of the *Local Government (Financial Management) Regulations 1996*.
- The revaluation cycle has been reviewed to ensure the policy aligns with the *Local Government (Financial Management) Regulations 1996* and balances the administrative effort involved with the revaluation.
- A section has been included in the policy statement to safeguard “Excluded Assets” in accordance with Regulation 17B of the *Local Government (Financial Management) Regulations 1996*.
- Minor formatting changes.

### LEGAL/POLICY IMPLICATIONS:

Section 6.4. of the *Local Government Act 1995* states that a local government

*“is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.”*

## 16.2 REVIEW OF COUNCIL POLICY – RECOGNITION AND DEPRECIATION OF ASSETS

Regulation 17A of the *Local Government (Financial Management) Regulations 1996* states:

- “(1) In this regulation — carrying amount, in relation to an asset, means the carrying amount of the asset determined in accordance with the AAS; fair value, in relation to an asset, means the fair value of the asset measured in accordance with the AAS.*
- (2) Subject to subregulation (3), the value of an asset shown in a local government’s financial reports must be the fair value of the asset.*
- (3) A local government must show in each financial report —*
  - (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and*
  - (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government —*
    - (i) that are plant and equipment; and*
    - (ii) that are —*
      - (I) land and buildings; or*
      - (II) infrastructure; and*
  - (a) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.*
- (4) A local government must revalue an asset of the local government —*
  - (a) whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and*
  - (b) in any event, within a period of at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.*
- (5) An asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5 000.”*

Regulation 17B of the *Local Government (Financial Management) Regulations 1996* states:

- “A CEO must take all reasonable steps to prevent the theft or loss of —*
  - (a) a non-consumable asset that is susceptible to theft or loss due to its portable nature and attractiveness for personal use or resale; and*
  - (b) an asset referred to in regulation 17A(5).”*

Australian Accounting Standard AASB116 – *Property, Plant and Equipment* is applied in accounting for property, plant and equipment except when another Standard requires or permits a different accounting treatment.

Australian Accounting Standard AASB13 – *Fair Value Measurement* defines fair value, sets out in a single standard a framework for measuring fair value and requires disclosures about fair value measurements.

**16.2 REVIEW OF COUNCIL POLICY – RECOGNITION AND DEPRECIATION OF ASSETS****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	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	Council fails to review and adopt the policy.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Minor
Likelihood	Unlikely

**16.2 REVIEW OF COUNCIL POLICY – RECOGNITION AND DEPRECIATION OF ASSETS**

Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Annual review of the policy and controls.
Rating (after treatment)	Low

**COUNCIL DECISION****416****MOVED CR M ROWSE****SECONDED CR W COOPER**

**That Council adopt the reviewed Council Policy – Recognition and Depreciation of Assets as detailed in Attachment A.**

**CARRIED  
8/0**





## Council Policy

### Recognition and Depreciation of Assets



## Council Policy

### Recognition and Depreciation of Assets Policy

D13/69884[v34]

1. **Title**

Recognition and Depreciation of Assets Policy

2. **Purpose**

The City owns, creates, purchases and manages assets and must ensure that effective and accountable systems are in place to safeguard the City's resources. This includes the development of appropriate systems to record the location and value of fixed assets acquired or constructed by the City. Fundamental considerations in the effective management of fixed assets are the determination of what constitutes a fixed asset, at what threshold value they should be capitalised and how depreciation is to be treated.

3. **Scope**

This policy applies to all fixed assets owned, purchased, created and managed by the City.

4. **Definitions**

**"Carrying amount"** is defined in [Australian Accounting Standards Board \(AASB\) AASB 116](#) as the amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

**"Cost"** is defined in AASB 116 as the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised.

**"Depreciable amount"** is defined in AASB 116 as the cost of an asset, or other amount substituted for cost, less its residual value.

**"Depreciation"** is defined in AASB 116 as the systematic allocation of the depreciable amount of an asset over its useful life.

**"Fair value"** is defined in AASB 13 as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

**"Property, plant and equipment"** is defined in AASB 116 as tangible items that:

- (a) are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and
- (b) are expected to be used during more than one period.

**"Residual value of an asset"** is defined in AASB 116 as the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**"Useful life of an asset"** is defined in AASB 116 as:

D13/69884[v43]

- (a) the period over which an asset is expected to be available for use by an entity; or
- (b) the number of production or similar units expected to be obtained from the asset by an entity.

## 5. Policy Statement

In accordance with Australian Accounting Standards and the *Local Government Act 1995*, the City values all assets using the fair value model, triennially every four years.

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Fair value is considered to be the best estimate of the price reasonably obtainable in the market at the date of the valuation. It is the most advantageous price reasonably obtainable by the seller and by the buyer.

In determining fair value, there is a presumption that the entity disposing of the asset is a going concern and has no aim to liquidate assets or materially alter the scale of its operations. It is also assumed that the asset is exchanged after an adequate period of marketing to obtain its most advantageous price.

A principal test in determining fair value is whether there is an active and liquid market for the asset. Where a quoted market price in such a market is available, that price represents the best evidence of the asset's fair value.

Fair value is also determined in reference to an asset's highest and best use, which results in the highest value.

AASB 116 provides that the fair value of land and buildings is usually determined from market based evidence and appraisal by professionally qualified valuers, however there is no statutory requirement to use valuers. The fair value of plant and equipment is usually the market value of items as determined by appraisal. Where there is no market-based evidence of fair value because of the specialised nature of property, plant and equipment (and the item is rarely sold), fair value may need to be estimated using an income or a depreciated replacement cost approach. AASB 13 notes that fair value is a market-based measurement and not an entity-specific measurement. While market information might be available for some assets and liabilities, market information may not be available for others. Hence another valuation technique may be required. The valuation techniques are:

1. Market approach - valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable (similar) assets, liabilities or group of assets and liabilities.
2. Cost approach - the amount that would be required currently to replace the service capacity of an asset (also referred to as 'current replacement cost').
3. Income approach - involves converting future amounts (cash flows or income and expense) to a single current (discounted) amount.
4. Depreciated replacement cost - the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

All new assets are measured initially at their cost of acquisition. In accordance with the AASB, ~~Where~~ where an asset is acquired at no cost, the cost of the acquisition is deemed to be the asset's fair value.

The cost of acquisition is defined as including the initial estimate of the costs of

dismantling and removing the asset and restoring the site on which it is located. When an asset is valued at fair value all assets of that class must be valued using the same method.

There are some assets that are “specialised” in nature, which is where the market evidence might not be available to guide fair value measurement. Such specialised assets may include infrastructure, land under infrastructure, specialised plant such as that used in waste and recycling facilities, sewerage plants, and historical or cultural assets. AASB 116 recognises the specialised nature of some assets and, as previously mentioned, provides for an income or depreciated replacement cost approach to be used to determine fair value. Note: Land and buildings are separate classes of assets and need to be valued separately.

### Recognition

As part of preparing the statutory financial statements, expenditures incurred by the City must be classified as either being ‘operational in nature’ or being such that they result in the creation of a ‘fixed asset’ (capital in nature). The manner in which expenditure is classified has a major impact on results disclosed in the Operating Statement and on the financial position disclosed in the City’s Statement of Financial Position. Those items which are ‘capitalised’ must be depreciated over their useful life, which is determined according to the particular asset class to which that item belongs. Items that are ‘expensed’ rather than capitalised are to be included as operating expenditure at the time of incurring the cost.

The nature of the expenditure must be carefully considered to determine whether it creates a new fixed asset or whether it constitutes a repair or maintenance. Reference to relevant professional accounting standards and practice statements provide guidance in this regard.

It is important to effectively balance the administrative workload of recording and maintaining a reliable Asset Register with the risk and compliance issues attaching to the proper classification of capital expenditure, regulation 17A(5) of the Local Government (Financial Management) Regulations 1996 states:

*“An asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5 000.”*

To permit this and to ensure compliance with the regulations, expenditure to acquire or enhance an asset should be capitalised if the expenditure is above the following thresholds and meets the definition of an asset:

Asset Group	Threshold Amount
Land	\$5,000
Artworks	\$5,000
Buildings	\$5,000
Furniture and Equipment	\$5,000
Plant and Equipment	\$5,000
Motor Vehicles	\$5,000
Roads	\$5,000
Drainage	\$5,000
Footpaths	\$5,000
Parks and Reserves	\$5,000

Non-infrastructure assets are capitalised progressively throughout the year, at the time of acquisition or commissioning ready for use. Infrastructure assets are capitalised only at the conclusion of the financial year after the close off of accounts or at the time during the financial year that it can be determined that all expenditure

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relating to that item has been completed for the year.

### Depreciation

Depreciation will commence from the date of acquisition or in respect of internally constructed assets, when the asset is first brought into use or held ready for use. Depreciation is recognised on a straight-line basis, using rates which are reviewed each year.

An addition or extension, which becomes an integral part of an existing asset, should be depreciated over the remaining useful life of that asset. An addition or extension, which remains a separate identity and will be capable of being used after the existing asset is disposed of, should be capitalised and depreciated independently.

Assets will be depreciated in accordance with the following schedule of useful lives:

Land	Not Depreciated
Buildings (including structural components, internal fit-out, mechanical services, security, fire systems, and other building structures)	2 - 100 years
Plant & Equipment	
Motor Vehicles	3 - 10 years
Other Plant & Equipment	3 - 20 years
Furniture & Equipment	
Computer & Audio Visual Equipment	2 - 7 years
Office Furniture & Equipment	3 - 15 years
Other Furniture & Equipment	5 - 15 years
Art Works	Not Depreciated
Infrastructure – Roads (including pavement, subgrade, surface, kerbs and barriers)	0 - 100 years
Infrastructure – Footpaths	40 - 80 years
Infrastructure – Drainage (including pits, pipes, chambers and culverts)	80 years
Infrastructure – Car Parks	5 - 20 years
Infrastructure – Bus Shelters	20 - 25 years
Infrastructure – Street Lights	15 - 30 years
Infrastructure – Parks & Reserves (including playground equipment, shade structures, irrigation assets, park furniture and BBQ's, fencing, lighting, public art and other park and reserve structures)	10 - 50 years

### Revaluation

If a class of assets is valued at fair value, the carrying amount of those assets in the financial statements should not materially differ from the fair value of the assets at the date of reporting. Where a non-current asset is measured at fair value, AASB 116 states:

*“After recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.”*

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Regulation 17B(4) of the Local Government (Financial Management) Regulations 1996 states:

“A local government must revalue an asset of the local government —

(a) whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount;  
and  
(b) in any event, within a period of at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.”

A process of rolling revaluation by asset class is adopted, providing all assets in a class are valued within the same financial year and before the reporting date. AASB 116 provides significant commentary and guidance on how to deal with an increase or decrease in an asset's carrying amount and depreciation of an asset on revaluation as well as how these should be treated in accounting records and financial reports.

AASB 116 also provides that if an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued.

The City adopted a phased-in approach over three years with full implementation of fair value occurring at 30 June 2015. The City elected to revalue plant and equipment, land and buildings and infrastructure assets in alternative years. The following timeframe was applied:

<u>Financial Year</u>	<u>Asset Group / Resources</u>
<u>2012/13</u>	<u>Plant and Equipment</u>
<u>2013/14</u>	<u>Land and Buildings (including specialised and non specialised buildings valued at component level)</u>
<u>2014/15</u>	<u>Infrastructure and all other assets (including intangible, historical and cultural assets, library books, art collections, etc.)</u>
<u>2015/16</u>	<u>Plant and Equipment</u>
<u>2016/17</u>	<u>Land and Buildings (including specialised and non specialised buildings valued at component level)</u>
<u>2017/18</u>	<u>Infrastructure and all other assets (including intangible, historical and cultural assets, library books, art collections, etc.)</u>
<u>2018/19</u>	<u>Revaluation by exception only (only if required)</u>
<u>2019/20</u>	<u>Plant and Equipment</u>
<u>2020/21</u>	<u>Land and Buildings (including specialised and non specialised buildings valued at component level)</u>
<u>2021/22</u>	<u>Infrastructure and all other assets (including intangible, historical and cultural assets, library books, art collections, etc.)</u>
<u>2022/23</u>	<u>Revaluation by exception only (only if required)</u>
<u>Rotating cycle every four years</u>	<u>All asset classes are revalued on a four-yearly cycle:</u> <u>Year 1: Plant and Equipment</u> <u>Year 2: Land and Buildings (including specialised and non specialised buildings valued at component level)</u> <u>Year 3: Infrastructure and all other assets (including intangible, historical and cultural assets, library books, art collections, etc.)</u> <u>Year 4: Revaluation by exception only (only if</u>



	<a href="#">required</a> )
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Financial Year	Asset Group / Resources
2012/13	Plant and Equipment
2013/14	Land and Buildings (including specialized and non specialized buildings valued at component level)
2014/15	Infrastructure and all other assets (including intangible, historical and cultural assets, library books, art collections, etc.)
Triennially ongoing	All asset classes are revalued on a three-yearly cycle so that plant and equipment was revalued again in 2016 and will be again by 30 June 2019, and so on, land and buildings in 2017 and will be again by 30 June 2020, and so on.

#### **Excluded Assets**

Regulation 17B of the *Local Government (Financial Management) Regulations 1996* states:

*"A CEO must take all reasonable steps to prevent the theft or loss of —*

*(a) a non-consumable asset that is susceptible to theft or loss due to its portable nature and attractiveness for personal use or resale; and  
(b) an asset referred to in regulation 17A(5)."*

Assets that are excluded from recognition under regulation 17A(5) of the *Local Government (Financial Management Regulations) 1996* will be recorded on a **separate** register held in the City's document management system.

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#### **6. Financial/Budget Implications**

There are no direct financial or budget implications associated with this policy; however the importance of safe guarding the City's resources and maximising returns is addressed within this policy.

#### **7. Public Health Implications**

There are no public health implications associated with this Policy.

#### **8. Asset Management Implications**

There are no asset management implications associated with this Policy.

#### **98. Environmental Implications**

There are no environmental implications associated with this Policy.

#### **109. Strategic/Social Implications**

This proposal will support the achievement of the following objectives and strategies detailed in the [Strategic Community Plan and/or Corporate Business Plan \(D16/3339\)](#).

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

Plan	Objective	Strategy
Corporate Business Plan	6.1 Ensure the financial	6.1.2 Implement sound

sustainability of the City of  
Kwinana into the future

revenue and expenditure  
policies, seek additional  
revenue sources and  
optimise financial  
management system

#### 110. Occupational Safety and Health Implications

There are no OSH implications associated with this Policy.

#### 121. References

Name of Policy	Recognition and Depreciation of Assets Policy
Date of Adoption and resolution No	25/11/1987 #446
Review dates and resolution No #	25/11/2009 #033 28/04/2010 #105 11/07/2012 #163 08/04/2015 #428 23/08/2017 #572 <a href="#">XX/XX/2019 #</a>
New review date	<del>23/08/2019</del> <a href="#">XX/XX/2019</a>
Legal Authority	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Accounting Standards</i>
Directorate	City Strategy
Department	Finance
Related documents	Nil

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



# Council Policy

## Recognition and Depreciation of Assets





# Council Policy

## Recognition and Depreciation of Assets Policy

D13/69884[v3]

1. **Title**  
Recognition and Depreciation of Assets Policy

2. **Purpose**  
The City owns, creates, purchases and manages assets and must ensure that effective and accountable systems are in place to safeguard the City's resources. This includes the development of appropriate systems to record the location and value of fixed assets acquired or constructed by the City. Fundamental considerations in the effective management of fixed assets are the determination of what constitutes a fixed asset, at what threshold value they should be capitalised and how depreciation is to be treated.

3. **Scope**  
This policy applies to all fixed assets owned, purchased, created and managed by the City.

4. **Definitions**

**"Fair value"** is defined in AASB 13 as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

**"Carrying amount"** is defined in AASB 116 as the amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

**"Cost"** is defined in AASB 116 as the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised.

**"Depreciable amount"** is defined in AASB 116 as the cost of an asset, or other amount substituted for cost, less its residual value.

**"Depreciation"** is defined in AASB 116 as the systematic allocation of the depreciable amount of an asset over its useful life.

**"Property, plant and equipment"** is defined in AASB 116 as tangible items that:

- (a) are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes; and
- (b) are expected to be used during more than one period.

**"Residual value of an asset"** is defined in AASB 116 as the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life.

**"Useful life of an asset"** is defined in AASB 116 as:

- (a) the period over which an asset is expected to be available for use by an entity; or
- (b) the number of production or similar units expected to be obtained from the asset by an entity.

## **5. Policy Statement**

In accordance with Australian Accounting Standards and the Local Government Act 1995, the City values all assets using the fair value model, triennially.

Fair value is considered to be the best estimate of the price reasonably obtainable in the market at the date of the valuation. It is the most advantageous price reasonably obtainable by the seller and by the buyer.

In determining fair value, there is a presumption that the entity disposing of the asset is a going concern and has no aim to liquidate assets or materially alter the scale of its operations. It is also assumed that the asset is exchanged after an adequate period of marketing to obtain its most advantageous price.

A principal test in determining fair value is whether there is an active and liquid market for the asset. Where a quoted market price in such a market is available, that price represents the best evidence of the asset's fair value.

Fair value is also determined in reference to an asset's highest and best use, which results in the highest value.

AASB 116 provides that the fair value of land and buildings is usually determined from market based evidence and appraisal by professionally qualified valuers, however there is no statutory requirement to use valuers. The fair value of plant and equipment is usually the market value of items as determined by appraisal. Where there is no market-based evidence of fair value because of the specialised nature of property, plant and equipment (and the item is rarely sold), fair value may need to be estimated using an income or a depreciated replacement cost approach. AASB 13 notes that fair value is a market-based measurement and not an entity-specific measurement. While market information might be available for some assets and liabilities, market information may not be available for others. Hence another valuation technique may be required. The valuation techniques are:

1. Market approach - valuation technique that uses prices and other relevant information generated by market transactions involving identical or comparable (similar) assets, liabilities or group of assets and liabilities.
2. Cost approach - the amount that would be required currently to replace the service capacity of an asset (also referred to as 'current replacement cost').
3. Income approach - involves converting future amounts (cash flows or income and expense) to a single current (discounted) amount.
4. Depreciated replacement cost - the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

All new assets are measured initially at their cost of acquisition. Where an asset is acquired at no cost, the cost of the acquisition is deemed to be the asset's fair value.

The cost of acquisition is defined as including the initial estimate of the costs of dismantling and removing the asset and restoring the site on which it is located. When an asset is valued at fair value all assets of that class must be valued using

the same method.

Some assets that are “specialised” in nature, market evidence might not be available to guide fair value measurement. Such specialised assets may include infrastructure, land under infrastructure, specialised plant such as that used in waste and recycling facilities, sewerage plants, and historical or cultural assets. AASB 116 recognises the specialised nature of some assets and, as previously mentioned, provides for an income or depreciated replacement cost approach to be used to determine fair value. Note: Land and buildings are separate classes of assets and need to be valued separately.

### Revaluation

If a class of assets is valued at fair value, the carrying amount of those assets in the financial statements should not materially differ from the fair value of the assets at the date of reporting. Where a non-current asset is measured at fair value AASB 116 states:

“After recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the end of the reporting period.”

A process of rolling revaluation by asset class is adopted, providing all assets in a class are valued within the same financial year and before the reporting date. AASB 116 provides significant commentary and guidance on how to deal with an increase or decrease in an asset’s carrying amount and depreciation of an asset on revaluation as well as how these should be treated in accounting records and financial reports.

AASB 116 also provides that if an item of property, plant and equipment is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued.

The City adopted a phased-in approach over three years with full implementation of fair value by 30 June 2015. The City elected to revalue plant and equipment, land and buildings and infrastructure assets in alternative years. The following timeframe was applied:

Financial Year	Asset Group / Resources
2012/13	Plant and Equipment
2013/14	Land and Buildings (including specialized and non specialized buildings valued at component level)
2014/15	Infrastructure and all other assets (including intangible, historical and cultural assets, library books, art collections, etc.)
Triennially ongoing	All asset classes are revalued on a three-yearly cycle so that plant and equipment was revalued again in 2016 and will be again by 30 June 2019, and so on, land and buildings in 2017 and will be again by 30 June 2020, and so on.

As part of preparing the statutory financial statements, expenditures incurred by the City must be classified as either being ‘operational in nature’ or being such that they result in the creation of a ‘fixed asset’ (capital in nature). The manner in which expenditure is classified has a major impact on results disclosed in the Operating Statement and on the financial position disclosed in the City’s Statement of Financial



Position. Those items which are 'capitalised' must be depreciated over their useful life, which is determined according to the particular asset class to which that item belongs. Items that are 'expensed' rather than capitalised are to be included as operating expenditure at the time of incurring the cost.

The nature of the expenditure must be carefully considered to determine whether it creates a new fixed asset or whether it constitutes a repair or maintenance. Reference to relevant professional accounting standards and practice statements provide guidance in this regard.

It is important to effectively balance the administrative workload of recording and maintaining a reliable Asset Register with the risk and compliance issues attaching to the proper classification of capital expenditure. To permit this, expenditure to acquire or enhance an asset should be capitalised if the expenditure is above the following thresholds and meets the definition of an asset:

<b>Asset Group</b>	<b>Threshold Amount</b>
Land	\$1
Artworks	\$5,000
Buildings	\$5,000
Furniture and Equipment	\$5,000
Plant and Equipment	\$5,000
Motor Vehicles	\$5,000
Roads	\$1
Drainage	\$1
Footpaths	\$1
Parks and Reserves	\$1

Non-infrastructure assets are capitalised progressively throughout the year, at the time of acquisition or commissioning ready for use. Infrastructure assets are capitalised only at the conclusion of the financial year after the close off of accounts or at the time during the financial year that it can be determined that all expenditure relating to that item has been completed for the year.

Depreciation will commence from the date of acquisition or in respect of internally constructed assets, when the asset is first brought into use or held ready for use. Depreciation is recognised on a straight-line basis, using rates which are reviewed each year.

An addition or extension, which becomes an integral part of an existing asset, should be depreciated over the remaining useful life of that asset. An addition or extension, which remains a separate identity and will be capable of being used after the existing asset is disposed of, should be capitalised and depreciated independently.

Assets will be depreciated in accordance with the following schedule of useful lives:

<b>Land</b>	Not Depreciated
<b>Buildings (including structural components, internal fit-out, mechanical services, security, fire systems, and other building structures)</b>	2 - 100 years
<b>Plant &amp; Equipment</b>	
Motor Vehicles	3 - 10 years
Other Plant & Equipment	3 - 20 years
<b>Furniture &amp; Equipment</b>	
Computer & Audio Visual Equipment	2 - 7 years
Office Furniture & Equipment	3 - 15 years

Other Furniture & Equipment	5 - 15 years
Art Works	Not Depreciated
<b>Infrastructure – Roads (including pavement, subgrade, surface, kerbs and barriers)</b>	0 - 100 years
<b>Infrastructure – Footpaths</b>	40 - 80 years
<b>Infrastructure – Drainage (including pits, pipes, chambers and culverts)</b>	80 years
<b>Infrastructure – Car Parks</b>	5 - 20 years
<b>Infrastructure – Bus Shelters</b>	20 - 25 years
<b>Infrastructure – Street Lights</b>	15 - 30 years
<b>Infrastructure – Parks &amp; Reserves (including playground equipment, shade structures, irrigation assets, park furniture and BBQ's, fencing, lighting, public art and other park and reserve structures)</b>	10 - 50 years

**6. Financial/Budget Implications**

There are no direct financial or budget implications associated with this policy; however the importance of safe guarding the City's resources and maximising returns is addressed within this policy.

**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**

This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan (D16/3339).

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management system

**10. Occupational Safety and Health Implications**

There are no OSH implications associated with this Policy.

**11. References**

Name of Policy	Recognition and Depreciation of Assets Policy
Date of Adoption and resolution No	25/11/1987 #446
Review dates and resolution No #	25/11/2009 #033 28/04/2010 #105 11/07/2012 #163 08/04/2015 #428 23/08/2017 #572
New review date	23/08/2019
Legal Authority	Local Government Act 1995

	Local Government (Financial Management) Regulations1996 Australian Accounting Standards
Directorate	City Strategy
Department	Finance
Related documents	Nil

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

### 16.3 2018 / 2019 Budget Review

#### DECLARATION OF INTEREST:

Councillor Dennis Wood declared an impartiality interest due to being a member of the Kwinana RSL and the RSL being the recipient of a \$5,000 ANZAC Day Donation.

#### SUMMARY:

This report presents the statutory 2018/2019 Budget Review. A number of budget variations are proposed as part of this review, which results in an overall favourable change of projected net current assets of \$922,188 as at 30 June 2019.

#### OFFICER RECOMMENDATION:

That Council:

1. Receives the 2018/19 Budget Review Report as per Attachment A and adopts the budget adjustments to the 2018/19 Statutory Budget;
2. Notes that the 2018/19 Budget Review results in a favourable improvement in the budget surplus as at 30 June 2019, with a forecast unallocated surplus of \$922,188.
3. Create a new Reserve called “Renewable Energy Efficiency Reserve” with the purpose of providing funds for renewable energy and water efficiency initiatives.
4. Allocate the \$922,188 surplus to the following projects and reserves;

Operating Expenditure	\$
Contaminated Sites - Peace Park (funded from Waste Reserve)	19,000
Mosquito Management Plan Actions (funded from CLAG Reserve)	15,000
Public Health Plan Consultation	10,000
RSL - ANZAC Day Donation	5,000
Connecting Community for Kids - Early Intervention Ear Health Trial	7,500
Capital Expenditure	
Construction of access ramp to Calista Oval	10,000
Smirks Heritage Site - Artefacts Shed	20,000
Library CCTV System Upgrade	6,245
Solar Panels - Wellard Pavilion	15,000
Transfer of rights to STCs	(5,000)
Reconnect Power at Ridley Green BBQ	14,000
Smirk Cottage - Install urinal	2,925
Kwinana Tennis Club Ablutions	15,000

## 16.3 2018 / 2019 BUDGET REVIEW

**Transfers to Reserves**

Asset Management Reserve	324,018
Restricted Grants & Contributions (to fund Community Safety Officer for 2 years)	105,000
Bollards Installation - Calista Oval	7,500
Renewable Energy Efficiency Reserve	15,000
Information Technology Reserve	370,000

**Transfers from Reserves**

Waste Reserve (for Peace Park expenditure)	(19,000)
CLAG Reserve (for Mosquito Management Plan)	(15,000)

**Total Allocated Surplus****\$922,188**

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

**DISCUSSION:**

The budget review is a statutory review that is undertaken in accordance with the *Local Government Act 1995* and Regulation 33 of the *Local Government (Financial Management) Regulations 1996*. The purpose of this review is to identify significant variations from the Annual Budget and to recommend any amendments that may be necessary.

Changes to the Annual Budget are required during the year as circumstances change from when the Annual Budget was adopted by Council at the beginning of the financial year. Amendments to the Annual Budget will ensure that tight fiscal control is maintained on the City's finances.

The Budget Review for 2018/19 includes a number of significant variations. The below table summarises the estimated closing surplus position as a result of this budget review and the variance to the original adopted budget.

	<b>Adopted Budget</b>	<b>Revised Budget</b>	<b>Variance</b>
Opening Surplus brought Forward	1,345,947	1,259,903	(86,044)
Revenue from Operating Activities	61,626,696	60,956,479	(670,217)
Expenditure from Operating Activities	(72,670,193)	(72,928,871)	(258,678)
Operating Activities Excluded from Budget	13,861,433	14,412,975	551,542
Investing Activities	(10,503,053)	(5,693,087)	4,809,966
Financing Activities	6,339,170	2,914,789	(3,424,381)
<b>Closing Surplus</b>	<b>0</b>	<b>922,188</b>	<b>922,188</b>

### 16.3 2018 / 2019 BUDGET REVIEW

Provided below is a summary of the major variances to the Annual Budget as provided for within the Budget Review for 2018/19.

#### Operating Revenue

- Rates – Interim rates are tracking in line with original budget expectations
- Interest Earnings – decrease (\$325,454)
  - Reversal of 2017/18 accrual (\$262k)
  - Decrease in forecast reserve interest (\$170k)
  - Higher proportion of ratepayers electing to pay via direct debits or instalments - \$98k
- Other Revenue – decrease (\$341,876)
  - Reduction of Engineering Project Management Fee (\$547k) to exclude those projects not managed by the City or deferred; DCA projects, CCTV projects, Administration building renovation
  - Reimbursement received from LGIS, legal expenses, other costs reimbursed from third parties \$206k

#### Operating Expenditure

- Employee Expenses – decrease \$1,013,311
  - Staff vacancies
  - Savings in workers compensation premiums \$145k
- Materials & Contracts – increase (\$722,592)
  - \$581k increase to Family Day Care payments to carers offset by increase in subsidies received
  - Increase in contract / temporary staff costs due to staff vacancies

#### Investing Activities

- Non-Operating Grants, Subsidies & Contributions - increase \$1,445,170
  - Increase in DCA contributions \$1.3m receivable based on contributions received
  - New grant for Medina CCTV \$100k
- Capital Expenditure – decrease \$3,485,419
  - Administration Building renovations \$2.1m carry forward
  - Family Day Care building and landscaping to be carried forward \$752k
  - Village maintenance / renewals transferred to operating \$283k
  - Corporate business system \$381k carry forward

#### Financing Activities

- Loan funds – decrease \$2.1m, due to the Administration Building renovations carry forward
- Transfers from Reserves – decrease (\$79,510)
  - Increase to Restricted Grants & Contributions transfers (\$784k) based on 17/18 closing balances
  - Workers compensation transfer to cover adjustment (\$205k)



### 16.3 2018 / 2019 BUDGET REVIEW

- Developer contribution refund (\$140k)
- Decrease to budgeted transfers out of IT Reserve \$381k and Family Day Care capital projects \$752k
- Transfers to Reserves – increase of (\$1,227,670)
- Increase of transfers to DCA reserves based on contributions received
- Creation of new reserve fund called “Renewable Energy Efficiency Fund” with the purpose of providing funds for renewable energy and water efficiency initiatives.

Further detail on variances to the Annual Budget are provided in the 2018/19 Budget Review Report, as contained within Attachment A.

### LEGAL/POLICY IMPLICATIONS:

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires that;

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must –*
  - (a) *Consider the local government’s financial performance in the period beginning on the 1 July and ending no earlier than 31 December in that financial year;*  
*and*
  - (b) *Consider the local government’s financial position as at the date of the review;*  
*and*
  - (c) *Review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

*\*Absolute majority required*

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

### FINANCIAL/BUDGET IMPLICATIONS:

The financial implications related to this review are outlined in this report. No additional funds are required from these adjustments. Based on the review and the recommended allocation of the surplus, there will be a balanced budget with zero budget surplus at 30 June 2019.

**16.3 2018 / 2019 BUDGET REVIEW****ASSET MANAGEMENT IMPLICATIONS:**

The additional funds allocated to the Asset Management Reserve will provide additional funds to make improvements to the condition rating of one or more assets at a time that Council resolve to do so in the future. Council has adopted the Long Term Financial Plan and as part of identifying the strategy to reduce the funding gap of the asset management plans, one option was to reallocate any budget review surplus to one of the asset management reserves.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environment implications associated with this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following objectives and strategies detailed in the Corporate Business Plan.

<b>Plan</b>	<b>Outcome</b>	<b>Objective</b>
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	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/ information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational

## 16.3 2018 / 2019 BUDGET REVIEW

Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

**COUNCIL DECISION**

417

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

- 1. Receives the 2018/19 Budget Review Report as per Attachment A and adopts the budget adjustments to the 2018/19 Statutory Budget;**
- 2. Notes that the 2018/19 Budget Review results in a favourable improvement in the budget surplus as at 30 June 2019, with a forecast unallocated surplus of \$922,188.**
- 3. Create a new Reserve called “Renewable Energy Efficiency Reserve” with the purpose of providing funds for renewable energy and water efficiency initiatives.**
- 4. Allocate the \$922,188 surplus to the following projects and reserves;**

<b>Operating Expenditure</b>	<b>\$</b>
Contaminated Sites - Peace Park (funded from Waste Reserve)	19,000
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Public Health Plan Consultation	10,000
RSL - ANZAC Day Donation	5,000
Connecting Community for Kids - Early Intervention Ear Health Trial	7,500
<b>Capital Expenditure</b>	
Construction of access ramp to Calista Oval	10,000
Smirks Heritage Site - Artefacts Shed	20,000
Library CCTV System Upgrade	6,245
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Smirk Cottage - Install urinal	2,925
Kwinana Tennis Club Ablutions	15,000

## 16.3 2018 / 2019 BUDGET REVIEW

**Transfers to Reserves**

Asset Management Reserve	324,018
Restricted Grants & Contributions (to fund Community Safety Officer for 2 years)	105,000
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Information Technology Reserve	370,000

**Transfers from Reserves**

Waste Reserve (for Peace Park expenditure)	(19,000)
CLAG Reserve (for Mosquito Management Plan)	(15,000)

<b>Total Allocated Surplus</b>	<b>\$922,188</b>
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**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**  
8/0



# 2018 / 2019 Budget Review



**CITY OF KWINANA**  
**2018 / 2019 BUDGET REVIEW**

**TABLE OF CONTENTS**

Statement of Financial Activity by Program	3
Statement of Financial Activity by Nature or Type	4
Statement of Capital Acquisitions and Capital Funding	5
Material Variance Report	6 - 7
Capital Expenditure	8 - 11
Grants, Subsidies & Contributions	12 - 13
Cash Backed Reserves	14
Disposal of Assets	15
Information on Borrowings	16



**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**BY STATUTORY REPORTING PROGRAM**  
**2018 / 2019 BUDGET REVIEW**

	Adopted Annual Budget (a)	Revised Budget 2018/19 (b)	Var. \$ (b) - (a)	Var. % (b) - (a) / (a)	Actual as at 31/12/2018
	\$	\$	\$	%	\$
<b>Opening Funding Surplus(Deficit)</b>	1,345,947	1,259,903	(86,044)	(6%)	<b>1,259,903</b>
<b>Revenue from operating activities</b>					
Governance	35,760	151,320	115,560	323%	<b>186,854</b>
General Purpose Funding - Rates	38,101,480	38,101,480	0	0%	<b>37,815,841</b>
General Purpose Funding - Other	4,477,650	3,658,861	(818,789)	(18%)	<b>1,622,164</b>
Law, Order and Public Safety	330,500	382,944	52,444	16%	<b>236,345</b>
Health	153,066	188,991	35,925	23%	<b>46,214</b>
Education and Welfare	7,168,961	7,687,476	518,515	7%	<b>3,788,393</b>
Community Amenities	5,534,442	5,570,277	35,835	1%	<b>5,307,826</b>
Recreation and Culture	2,999,818	2,869,604	(130,214)	(4%)	<b>1,575,615</b>
Transport	179,611	306,802	127,191	71%	<b>235,912</b>
Economic Services	1,280,762	1,249,522	(31,240)	(2%)	<b>639,617</b>
Other Property and Services	1,364,646	789,202	(575,444)	(42%)	<b>323,311</b>
	<b>61,626,696</b>	<b>60,956,479</b>	<b>(670,217)</b>	<b>(1%)</b>	<b>51,778,094</b>
<b>Expenditure from operating activities</b>					
Governance	(2,596,800)	(4,459,775)	(1,862,975)	72%	<b>(2,663,395)</b>
General Purpose Funding	(790,130)	(872,968)	(82,838)	10%	<b>(334,381)</b>
Law, Order and Public Safety	(3,369,960)	(3,146,134)	223,826	(7%)	<b>(1,520,156)</b>
Health	(950,887)	(875,803)	75,084	(8%)	<b>(411,475)</b>
Education and Welfare	(11,379,613)	(11,610,558)	(230,945)	2%	<b>(5,569,796)</b>
Community Amenities	(10,248,550)	(9,892,156)	356,394	(3%)	<b>(3,910,070)</b>
Recreation and Culture	(22,098,138)	(22,339,206)	(241,068)	1%	<b>(10,480,055)</b>
Transport	(15,431,921)	(14,127,586)	1,304,335	(8%)	<b>(6,891,246)</b>
Economic Services	(1,861,358)	(1,596,801)	264,557	(14%)	<b>(713,383)</b>
Other Property and Services	(3,942,836)	(4,007,884)	(65,048)	2%	<b>(1,442,902)</b>
	<b>(72,670,193)</b>	<b>(72,928,871)</b>	<b>(258,678)</b>	<b>0%</b>	<b>(33,936,859)</b>
<b>Operating activities excluded from budget</b>					
Add back Depreciation	13,672,393	14,225,491	553,098	4%	<b>7,127,144</b>
Adjust (Profit)/Loss on Asset Disposal	189,040	157,615	(31,425)	(17%)	<b>87,837</b>
Movement in deferred pensioner rates	0	29,869	29,869	0%	<b>29,868</b>
<b>Amount attributable to operating activities</b>	<b>2,817,936</b>	<b>2,440,583</b>	<b>(377,353)</b>	<b>(13%)</b>	<b>25,086,084</b>
<b>Investing Activities</b>					
Non-operating Grants, Subsidies and Contributions	4,285,605	5,730,775	1,445,170	34%	<b>3,040,707</b>
Proceeds from Disposal of Assets	423,500	442,884	19,384	5%	<b>277,712</b>
Reimbursement of Developer Contributions	0	(140,007)	(140,007)	0%	<b>(140,007)</b>
Land and Buildings	(4,937,050)	(1,865,452)	3,071,598	(62%)	<b>(444,662)</b>
Plant, Furniture and Equipment	(2,458,200)	(1,945,074)	513,126	(21%)	<b>(554,395)</b>
Infrastructure Assets - Roads	(3,000,084)	(3,017,000)	(16,916)	1%	<b>(734,204)</b>
Infrastructure Assets - Parks and Reserves	(1,869,669)	(1,992,245)	(122,576)	7%	<b>(127,858)</b>
Infrastructure Assets - Footpaths	(193,560)	(218,342)	(24,782)	13%	<b>(201,490)</b>
Infrastructure Assets - Drainage	(2,339,323)	(2,360,350)	(21,027)	1%	<b>(101,209)</b>
Infrastructure Assets - Street Lighting	(394,272)	(298,472)	95,800	(24%)	<b>(20,158)</b>
Infrastructure Assets - Bus Shelters	(20,000)	(20,182)	(182)	1%	<b>(15,836)</b>
Infrastructure Assets - Car Parks	0	(9,622)	(9,622)	0%	<b>(6,012)</b>
<b>Amount attributable to investing activities</b>	<b>(10,503,053)</b>	<b>(5,693,087)</b>	<b>4,809,966</b>	<b>(46%)</b>	<b>972,588</b>
<b>Financing Activities</b>					
Proceeds from New Debentures	2,268,000	150,800	(2,117,200)	(93%)	<b>0</b>
Self-Supporting Loan Principal	16,168	16,168	0	0%	<b>9,376</b>
Transfer from Reserves	9,499,275	9,419,765	(79,510)	(1%)	<b>1,671,485</b>
Repayment of Debentures	(777,133)	(777,134)	(1)	0%	<b>(383,106)</b>
Transfer to Reserves	(4,667,140)	(5,894,810)	(1,227,670)	26%	<b>(903,537)</b>
<b>Amount attributable to financing activities</b>	<b>6,339,170</b>	<b>2,914,789</b>	<b>(3,424,381)</b>	<b>(54%)</b>	<b>394,218</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>922,188</b>	<b>922,188</b>		<b>27,712,793</b>

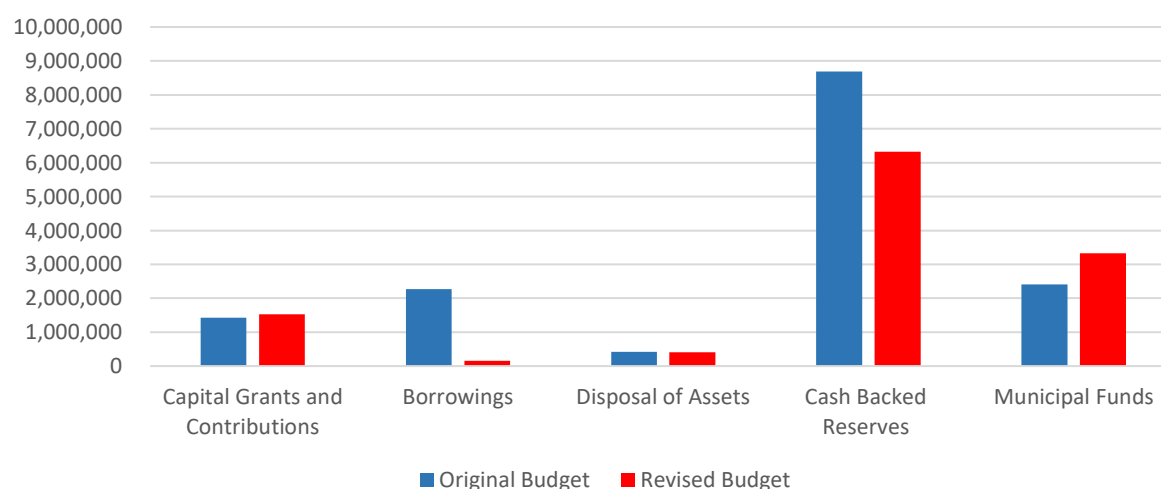
**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**BY NATURE OR TYPE**  
**2018 / 2019 BUDGET REVIEW**

	<b>Adopted Annual Budget (a)</b>	<b>Revised Budget 2018/19 (b)</b>	<b>Var. \$ (b) - (a)</b>	<b>Var. % (b) - (a) / (a)</b>	<b>Actual as at 31/12/2018</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>	<b>\$</b>
<b>Opening Funding Surplus (Deficit)</b>	1,345,947	1,259,903	(86,044)	(6%)	<b>1,259,903</b>
<b>Revenue from operating activities</b>					
Rates	38,101,480	38,101,480	0	0%	<b>37,815,841</b>
Operating Grants, Subsidies and Contributions	7,639,227	7,598,218	(41,009)	(1%)	<b>3,843,477</b>
Fees and Charges	11,694,484	11,734,869	40,385	0%	<b>8,518,856</b>
Interest Earnings	2,690,500	2,365,046	(325,454)	(12%)	<b>1,012,840</b>
Other Revenue	1,489,873	1,147,997	(341,876)	(23%)	<b>583,395</b>
Profit on Disposal of Assets	11,132	8,869	(2,263)	(20%)	<b>3,684</b>
	<b>61,626,696</b>	<b>60,956,479</b>	<b>(670,217)</b>	<b>(1%)</b>	<b>51,778,094</b>
<b>Expenditure from operating activities</b>					
Employee Costs	(28,625,503)	(27,612,192)	1,013,311	(4%)	<b>(13,289,199)</b>
Materials and Contracts	(26,006,185)	(26,728,777)	(722,592)	3%	<b>(11,220,323)</b>
Utility Charges	(2,361,417)	(2,371,839)	(10,422)	0%	<b>(1,156,426)</b>
Depreciation on Non-Current Assets	(13,672,393)	(14,225,491)	(553,098)	4%	<b>(7,127,144)</b>
Interest Expenses	(1,111,762)	(1,111,762)	0	0%	<b>(452,731)</b>
Insurance Expenses	(570,108)	(586,895)	(16,787)	3%	<b>(586,896)</b>
Other Expenditure	(122,653)	(125,431)	(2,778)	2%	<b>(12,619)</b>
Loss on Disposal of Assets	(200,172)	(166,484)	33,688	(17%)	<b>(91,521)</b>
	<b>(72,670,193)</b>	<b>(72,928,871)</b>	<b>(258,678)</b>	<b>0%</b>	<b>(33,936,859)</b>
<b>Operating activities excluded from budget</b>					
Add back Depreciation	13,672,393	14,225,491	553,098	4%	<b>7,127,144</b>
Adjust (Profit)/Loss on Asset Disposal	189,040	157,615	(31,425)	(17%)	<b>87,837</b>
Movement in deferred pensioner rates	0	29,869	29,869	0%	<b>29,868</b>
<b>Amount attributable to operating activities</b>	<b>2,817,936</b>	<b>2,440,583</b>	<b>(377,353)</b>	<b>(13%)</b>	<b>25,086,084</b>
<b>Investing activities</b>					
Grants, Subsidies and Contributions	4,285,605	5,730,775	1,445,170	34%	<b>3,040,707</b>
Proceeds from Disposal of Assets	423,500	442,884	19,384	5%	<b>277,712</b>
Reimbursement of Developer Contributions	0	(140,007)	(140,007)		<b>(140,007)</b>
Land and Buildings	(4,937,050)	(1,865,452)	3,071,598	(62%)	<b>(444,662)</b>
Plant, Furniture and Equipment	(2,458,200)	(1,945,074)	513,126	(21%)	<b>(554,395)</b>
Infrastructure Assets - Roads	(3,000,084)	(3,017,000)	(16,916)	1%	<b>(734,204)</b>
Infrastructure Assets - Parks and Reserves	(1,869,669)	(1,992,245)	(122,576)	7%	<b>(127,858)</b>
Infrastructure Assets - Footpaths	(193,560)	(218,342)	(24,782)	13%	<b>(201,490)</b>
Infrastructure Assets - Drainage	(2,339,323)	(2,360,350)	(21,027)	1%	<b>(101,209)</b>
Infrastructure Assets - Street Lighting	(394,272)	(298,472)	95,800	(24%)	<b>(20,158)</b>
Infrastructure Assets - Bus Shelters	(20,000)	(20,182)	(182)	1%	<b>(15,836)</b>
Infrastructure Assets - Car Parks	0	(9,622)	(9,622)	0%	<b>(6,012)</b>
<b>Amount attributable to investing activities</b>	<b>(10,503,053)</b>	<b>(5,693,087)</b>	<b>4,809,966</b>	<b>(46%)</b>	<b>972,588</b>
<b>Financing Activities</b>					
Proceeds from New Debentures	2,268,000	150,800	(2,117,200)	(93%)	<b>0</b>
Self-Supporting Loan Principal	16,168	16,168	0	0%	<b>9,376</b>
Transfer from Reserves	9,499,275	9,419,765	(79,510)	(1%)	<b>1,671,485</b>
Repayment of Debentures	(777,133)	(777,134)	(1)	0%	<b>(383,106)</b>
Transfer to Reserves	(4,667,140)	(5,894,810)	(1,227,670)	26%	<b>(903,537)</b>
<b>Amount attributable to financing activities</b>	<b>6,339,170</b>	<b>2,914,789</b>	<b>(3,424,381)</b>	<b>(54%)</b>	<b>394,218</b>
			0		
<b>Closing Funding Surplus (Deficit)</b>	<b>0</b>	<b>922,188</b>	<b>922,188</b>		<b>27,712,793</b>

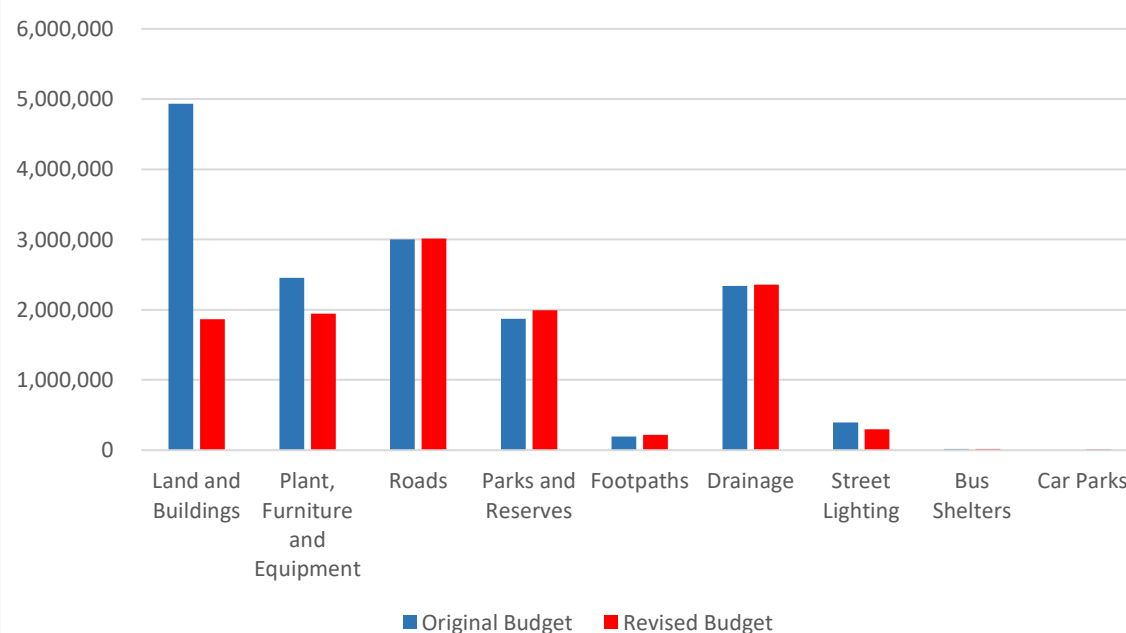
**CITY OF KWINANA**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**2018 / 2019 BUDGET REVIEW**

Capital Acquisitions	Adopted Annual Budget (a)	Revised Budget 2018/19 (b)	Variance (a) - (b)	Actual as at 31/12/2018
	\$	\$	\$	\$
Land and Buildings	4,937,050	1,865,452	3,071,598	444,662
Plant, Furniture and Equipment	2,458,200	1,945,074	513,126	554,395
Infrastructure Assets - Roads	3,000,084	3,017,000	(16,916)	734,204
Infrastructure Assets - Parks and Reserves	1,869,669	1,992,245	(122,576)	127,858
Infrastructure Assets - Footpaths	193,560	218,342	(24,782)	201,490
Infrastructure Assets - Drainage	2,339,323	2,360,350	(21,027)	101,209
Infrastructure Assets - Street Lighting	394,272	298,472	95,800	20,158
Infrastructure Assets - Bus Shelters	20,000	20,182	(182)	15,836
Infrastructure Assets - Car Parks	0	9,622	(9,622)	6,012
	15,212,158	11,726,739	3,485,419	2,205,824
<b>Capital acquisitions funded by:</b>				
Capital Grants and Contributions	1,423,989	1,526,679	102,690	606,243
Borrowings	2,268,000	150,800	(2,117,200)	0
Disposal of Assets	423,500	404,508	(18,992)	243,890
Cash Backed Reserves	8,684,361	6,320,856	(2,363,505)	618,344
Municipal Funds	2,412,308	3,323,896	911,588	737,347
<b>Capital Funding Total</b>	<b>15,212,158</b>	<b>11,726,739</b>	<b>3,485,419</b>	<b>2,205,824</b>

**Original Budget vs Revised Budget**  
**Capital Expenditure Funding**



**Original Budget vs Revised Budget**  
**Capital Expenditure**



**CITY OF KWINANA**  
**VARIANCES BY NATURE AND TYPE**  
**2018 / 2019 BUDGET REVIEW**

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

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

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

<b>Nature and Type Category</b>	<b>Var. \$</b>	<b>Var. %</b>	<b>Var. Timing/ Permanent</b>	<b>Explanation of Variance</b>
<b>Operating Revenues</b>				
Rates	0	0%	No Material Variance	
Operating Grants, Subsidies and Contributions	(41,009)	0%	No Material Variance	
Fees and Charges	40,385	(1%)	No Material Variance	
Interest Earnings	(325,454)	(12%)	M Permanent	2017/18 accrual reversal (\$262k), decrease in forecast Reserve interest (\$170k), increase interest receivable on rates \$98k.
Other Revenue	(341,876)	(23%)	M Permanent	Reduce Engineering Project Management fee (\$547k) to exclude those projects not managed by the City or deferred; DCA projects, CCTV projects, Admin Building renovation. Offset by reimbursements to the City from LGIS, legal expenses, other costs recharged to third parties \$206k.
Profit on Disposal of Assets	(2,263)	(20%)	No Material Variance	
<b>Operating Expense</b>				
Employee Costs	1,013,311	(4%)	No Material Variance	
Materials and Contracts	(722,592)	3%	No Material Variance	
Utility Charges	(10,422)	0%	No Material Variance	
Depreciation on Non-Current Assets	(553,098)	4%	No Material Variance	
Interest Expenses	0	0%	No Material Variance	
Insurance Expenses	(16,787)	3%	No Material Variance	
Other Expenditure	(2,778)	2%	No Material Variance	
Loss on Disposal of Assets	33,688	(17%)	No Material Variance	
<b>Capital Revenues</b>				
Grants, Subsidies and Contributions	1,445,170	34%	M Permanent	Increase in DCA contributions revenue based on contributions received.
Proceeds from Disposal of Assets	19,384	5%	No Material Variance	

**CITY OF KWINANA**  
**VARIANCES BY NATURE AND TYPE**  
**2018 / 2019 BUDGET REVIEW**

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

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

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

Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Capital Expenses</b>					
Land and Buildings	3,071,598	(62%)	M	Permanent	Admin Building Renovation \$2.1m carry forward, Family Day Care Building \$650k carry forward. Budget variations already approved by Council - Banksia Park building maintenance/renewals \$90k transferred to operating, Callistemon Court maintenance/renewals \$193k transferred to operating.
Plant, Furniture & Equipment	513,126	(21%)	M	Permanent	Corporate business system upgrade \$381k carry forward, fixed variable notice board \$70k removed from current year projects, self check touchscreen computer \$7k carry forward, \$28k small plant purchases cancelled.
Infrastructure - Roads	(16,916)	1%		No Material Variance	
Infrastructure Assets - Parks and Reserves	(122,576)	7%	M	Permanent	New fencing project \$29k (offset by operating budget reduction), recognition of project management fee against City managed projects.
Infrastructure Assets - Footpaths	(24,782)	13%		No Material Variance	
Infrastructure Assets - Drainage	(21,027)	1%		No Material Variance	
Infrastructure Assets - Street Lighting	95,800	(24%)	M	Permanent	Budget variations already approved by Council - Transfer of street light project savings to other capital projects.
Infrastructure Assets - Bus Shelters	(182)	1%		No Material Variance	
Infrastructure Assets - Car Parks	(9,622)	0%		No Material Variance	
<b>Financing</b>					
Proceeds from New Debentures	(2,117,200)	(93%)	M	Timing	Reduce loan funding to match actual expenditure expected to be incurred this financial year.
Self-Supporting Loan Principal	0	0%		No Material Variance	
Transfer from Reserves	(79,510)	(1%)	M	Timing	Increase to transfers out of Restricted Grants and Contributions due to the value of funds restricted at 30 June 2018 \$784k, Workers Compensation Reserve transfer \$205k to cover performance based adjustment payment, \$140k refund paid to developer for over-contributions made. Decrease to budgeted transfers out of IT reserve \$381k funds not needed this financial year as corporate business system project has not progressed as far as expected, \$752k Family Day Care capital projects carried forward to 19/20.
Repayment of Debentures	(1)	0%		No Material Variance	
Transfer to Reserves	(1,227,670)	26%	M	Timing	Increase to transfers to DCA reserves based on actual contributions received \$1.3m, offset by decrease in expected reserve interest paid in the 18/19 financial year (\$172k).

CITY OF KWINANA  
CAPITAL ACQUISITIONS  
2018 / 2019 BUDGET REVIEW

Assets	Adopted Annual Budget	Current Budget	Revised Budget 2018/19	Proposed Variance to Original Budget	Actual YTD as at 31/12/2018	Comment
	\$	\$	\$	\$	\$	
<b>Buildings</b>						
Arts & Cultural Centre Upgrade - Stage 1 of 2	100,000	100,000	110,000	(10,000)	70,505	Expected completion March 2019.
Automated Gates - Recquatic Front Counter	90,000	90,000	99,000	(9,000)	0	\$60k carry forward from last year.
Banksia Park Retirement Village Building Renewals	90,000	0	0	90,000	0	Budget variation approved 12 September 2018 to transfer funds to the operating budget.
Building Contingency	100,000	39,273	90,000	10,000	29,875	Budget was originally \$100k; Budget variations approved by Council include \$31k for Library air conditioners, \$26k for Tennis Club fence and \$7k for Medina Oval car park. <b>Requesting an additional \$50,000 for unknown breakdowns, with intention of returning excess funds to Reserve.</b>
Building Renewals - Darius Wells	25,000	29,000	31,500	(6,500)	0	Budget Variation approved 5 December 2018 - noise level testing of Ken Jackman Hall has indicated that the extent of works for the soundproofing needs to increase. Project completed in February.
Building Renewals - Kwinana Senior Citizens Centre	100,000	96,000	106,000	(6,000)	0	Budget Variation approved 5 December 2018 - transfer of budget to Darius Wells soundproofing.
Building Renewals - Margaret Feilman	15,000	15,000	10,000	5,000	5,920	Total project cost \$8,500. <b>Return to muni \$6,500.</b>
Building Renewals - Thomas Oval Netball Clubrooms	6,500	6,500	10,150	(3,650)	0	<b>Project requires additional \$3k as per current quote.</b>
Building Renewals - Wheatfield Cottage	20,000	20,000	23,765	(3,765)	21,765	Project completed.
Building Upgrades - CCTV Administration Building	100,000	100,000	100,000	0	10,218	Funded from City Assist Reserve.
Building Upgrades - Medina CCTV	100,000	100,000	100,000	0	0	Project reliant on securing grant funding.
Callistemon Court Retirement Village Building Renewals	192,750	0	0	192,750	0	Budget variation approved 12 September 2018 to transfer funds to the operating budget.
DCA 12 - Local Sporting Ground with Community Centre / Pavilion - Wellard West	294,300	294,300	323,730	(29,430)	22,126	Adjust carry forward from prior year. Construction commenced. Expected completion date mid-December. Fully funded by reserve.
DCA 14 - Local Sporting Ground - Wellard Pavilion Extension	261,484	261,484	156,148	105,336	102,519	
DCA 9 - Local Sports Ground Clubroom - Honeywood Clubroom construction cost	107,500	107,500	118,250	(10,750)	2,346	Feasibility study due for completion end of February.
Solar Panels Upgrade	30,000	30,000	30,000	0	7,063	
Administration Building & Civic Centre - Stage 1 of 2	2,268,000	2,268,000	150,800	2,117,200	0	To cover architect / design fees. <b>Carry forward remainder.</b>
Callistemon Court Retirement Village Building Upgrade	40,000	40,000	44,000	(4,000)	0	Funded from APU Reserve
Entry Statement	18,000	18,000	19,800	(1,800)	723	Carry forward from 17/18. Update of Signage to "City".
DCA 13 - Local Sporting Ground with Community Sports Facility - Bertram Oval ablution block	328,516	478,516	311,309	17,207	171,602	Budget variation approved 8 August 2018. Funded from reserve. Completion date February 2019.
Family Daycare Building Replacement of Playroom, Kitchenette and Toy Library	650,000	650,000	0	650,000	0	<b>Carry forward to 19/20.</b>
Library - Replacement of Air Conditioners Motors	0	31,000	31,000	(31,000)	0	Budget variation approved 26 September 2018 for the replacement of air conditioner units at the Library.
<b>Buildings Total</b>	<b>4,937,050</b>	<b>4,774,573</b>	<b>1,865,452</b>	<b>3,071,598</b>	<b>444,662</b>	



CITY OF KWINANA  
CAPITAL ACQUISITIONS  
2018 / 2019 BUDGET REVIEW

Assets	Adopted Annual Budget	Current Budget	Revised Budget 2018/19	Proposed Variance to Original Budget	Actual YTD as at 31/12/2018	Comment
	\$	\$	\$	\$	\$	
<b>Plant, Furniture and Equipment</b>						
<b>Furniture and Equipment</b>						
Design and Replacement of Mayoral Chains	10,000	10,000	10,000	0	0	Expressions of interest close 15/2. Short list by 22/2. Submission of designs by 29/3. Final selection by 11/4.
<b>Computing Equipment</b>						
City Website Redevelopment	70,000	70,000	70,000	0	16,656	
Corporate Business System Renewal - Implementation	1,191,000	1,191,000	810,000	381,000	0	Due to contract negotiations taking longer than anticipated, the project has been delayed and funds will need to be transferred back to reserve to be spent in next financial year. <b>Carry forward remainder.</b>
Self Check Touchscreen Computer & Workstation - Library	7,000	7,000	0	7,000	0	<b>Carry forward to 19/20.</b>
<b>Plant and Equipment</b>						
CFWD Disability Hoist - Recquatic	12,000	12,000	12,000	0	0	Work has been completed.
CWD Fixed Variable Notice Board	70,000	70,000	0	70,000	0	<b>To be removed from current budget. Project to be reviewed and considered for future year budget.</b>
Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5Hp Pump - P148	7,000	7,000	0	7,000	0	Cancelled.
Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	9,000	9,000	7,135	1,865	0	Purchase completed.
Plant Replacement Program - Cat Skid Steer Loader - P347	90,000	90,000	90,000	0	0	
Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324	80,000	80,000	80,000	0	0	
Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	85,000	85,000	85,000	0	0	
Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333	120,000	120,000	120,000	0	0	
Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199	7,000	7,000	0	7,000	0	Cancelled.
Plant Replacement Program - Toro Ground Master Ride on Mower - P499	7,000	7,000	0	7,000	0	Cancelled.
Plant Replacement Program - Toro Rear Discharge Ride on Mower - P500	7,000	7,000	0	7,000	0	Cancelled.
Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	38,200	38,200	37,291	909	37,291	Purchase completed.
<b>Motor Vehicles</b>						
Plant Replacement - P402 - KWN1961	37,500	37,500	38,521	(1,021)	38,521	Purchase completed.
Plant Replacement - P403 - KWN1960	37,500	37,500	38,071	(571)	38,071	Purchase completed.
Plant Replacement - P406 - KWN1898	28,500	28,500	28,884	(384)	28,884	Purchase completed.
Plant Replacement - P407 - KWN1949	28,500	28,500	28,884	(384)	28,884	Purchase completed.
Plant Replacement - P435 - KWN1957	33,500	33,500	33,882	(382)	33,882	Purchase completed.
Plant Replacement - P437 - KWN1993	25,000	25,000	24,518	482	24,518	Purchase completed.
Plant Replacement - P445 - KWN1983	28,500	40,200	40,200	(11,700)	0	Budget variation approved 14 November 2018 for additional funds required to fit out Building Services vehicle.
Plant Replacement - P455 - KWN1987	25,000	25,000	24,304	696	24,304	Purchase completed.
Plant Replacement - P457 - 1EXX509	41,500	41,500	41,500	0	0	
Plant Replacement - P459 - 1EWW253	41,500	41,500	36,380	5,120	36,380	Purchase completed.
Plant Replacement - P460 - 1EWW269	41,500	41,500	38,127	3,373	38,127	Purchase completed.
Plant Replacement - P461 - 1EXX886	41,500	41,500	41,500	0	0	
Plant Replacement - P462 - 1EWO612	25,000	25,000	24,335	665	24,335	Purchase completed.
Plant Replacement - P463 - 1GBJ678	41,500	41,500	38,591	2,909	38,591	Purchase completed.
Plant Replacement - P464 - 1EXM745	41,500	41,500	35,053	6,447	35,053	Purchase completed.
Plant Replacement - P465 - 1EWS395	53,500	43,500	40,319	13,181	40,319	Purchase completed.
Plant Replacement - P467 - KWN1984	35,000	35,000	33,424	1,576	33,424	Purchase completed.
Plant Replacement - P490 - 1GCH844	41,500	41,500	37,155	4,345	37,155	Purchase completed.
<b>Plant , Furniture and Equipment Total</b>	<b>2,458,200</b>	<b>2,459,900</b>	<b>1,945,074</b>	<b>513,126</b>	<b>554,395</b>	

CITY OF KWINANA  
CAPITAL ACQUISITIONS  
2018 / 2019 BUDGET REVIEW

Assets	Adopted Annual Budget	Current Budget	Revised Budget 2018/19	Proposed Variance to Original Budget	Actual YTD as at 31/12/2018	Comment
	\$	\$	\$	\$	\$	
<b>Park and Reserves</b>						
Bore - Current Condition 5 Cubicle & Pump Replacement Program	75,000	75,000	82,500	(7,500)	19,955	
Bore - Renewal / Replacement	105,000	105,000	115,500	(10,500)	0	
CFWD Family Daycare Play Equipment and Landscaping	101,569	101,569	0	101,569	0	Carry forward to 19/20.
Fencing Replacement Program	57,000	57,000	62,700	(5,700)	4,358	
KIA Street Tree Planting Program (B)	75,000	75,000	82,500	(7,500)	0	
Kwinana Loop Trail	80,000	80,000	88,000	(8,000)	0	
CFWD Medina Oval Lighting	300,000	300,000	304,375	(4,375)	55,581	
Parks and Reserves Renewals - Kwinana Adventure Park	40,000	40,000	44,000	(4,000)	0	
Pimlico Crescent Maintenance (F)	110,000	110,000	111,000	(1,000)	14,700	
Public Open Space Playgrounds Renewals - Exercise Equipment/Sport	5,000	5,000	5,500	(500)	1,660	
Public Open Space Playgrounds Renewals - Goal Post Renewal	5,000	5,000	5,500	(500)	0	
Public Open Space Playgrounds Renewals - Oval/Courts/Lights	8,000	8,000	8,800	(800)	0	
Public Open Space Playgrounds Renewals - Park Furniture / Lights	6,000	6,000	6,600	(600)	0	
Public Open Space Playgrounds Renewals - Prince Regent Park/Calista Oval Playground	100,000	100,000	110,000	(10,000)	0	Combination units and softfall.
Public Open Space Playgrounds Renewals - Casuarina Fire Station Reserve/Casuarina Reserve Park/Peace Park	8,000	8,000	0	8,000	0	Park furniture is in good condition. <b>Return to muni \$8k.</b>
Public Open Space (POS) Upgrade - Orelia Oval Additional Steps to meet grass	20,000	20,000	42,000	(22,000)	450	Budget variation approved 14 November 2018 for additional funds.
Public Open Space (POS) Upgrades - Parks for People Minor Projects	25,000	25,000	27,500	(2,500)	0	
Public Open Space (POS) Upgrades - Parks for People Strategy	100,000	100,000	121,030	(21,030)	650	Federal grant was approved under the Stronger Communities Scheme to contribute to the Varris Park upgrade.
Sporting Infrastructure - Wandi Playing Fields (Honeywood)	89,100	89,100	98,010	(8,910)	0	
Street Tree Planting Program (A) - Bertram Stage 2	65,000	65,000	71,500	(6,500)	0	
Thomas Oval Lighting	495,000	495,000	544,500	(49,500)	0	Concept design completed. Expected carry forward 19/20. Includes addition of project management fee.
Kwinana Tennis Courts - Fencing	0	22,727	31,727	(31,727)	30,504	Budget variation approved by Council 22 August 2018. Project completed. <b>Requires additional \$9k.</b>
Installation of fencing in Council Reserves to prevent illegal dumping - Orelia Avenue	0	0	29,003	(29,003)	0	New capital item, offset by reduction in operating expenditure.
<b>Parks and Reserves Total</b>	<b>1,869,669</b>	<b>1,892,396</b>	<b>1,992,245</b>	<b>(122,576)</b>	<b>127,858</b>	
<b>Roads</b>						
<b>Urban Road Grant Construction</b>						
Road Reseal A - Gilmore Avenue - South bound lanes	380,490	380,490	383,943	(3,453)	145,979	
Road Reseal C - Sulphur Road - Tanson road to Parmelia Ave	361,900	361,900	365,190	(3,290)	284,636	
Road Reseal B - Orelia Avenue - Thomas Road to Christmas Ave (including roundabout)	492,800	492,800	497,280	(4,480)	44,800	
<b>Black Spot Grant Construction</b>						
Kwinana Beach Road (J)	48,253	48,253	43,497	4,756	39,811	Project almost complete.

CITY OF KWINANA  
CAPITAL ACQUISITIONS  
2018 / 2019 BUDGET REVIEW

Assets	Adopted Annual Budget	Current Budget	Revised Budget 2018/19	Proposed Variance to Original Budget	Actual YTD as at 31/12/2018	Comment
	\$	\$	\$	\$	\$	
<b>Roads to Recovery Grant Construction</b>						
Road Reseal D - Orelia Avenue - Nye Way to Christmas Ave	181,500	181,500	183,150	(1,650)	16,500	
Road Reseal E - Cowcher Way West & Ridley Way West From Derbal Street to Medina Avenue	253,000	253,000	255,300	(2,300)	114,820	
<b>DCA Funded Construction</b>						
DCA 1 - Millar Road	436,703	436,703	436,703	0	5,200	DCA reserve funded.
DCA 1 - Wellard Road Upgrade – Bertram Road to Millar Road (Item J)	100,000	100,000	100,000	0	13,800	DCA reserve funded.
DCA 5 - Lyon Road - Cassowary to Kenby (Satterleys)	437,250	437,250	437,250	0	0	
<b>Municipal Road Construction</b>						
Gilmore Avenue Pedestrian Crossing	60,000	60,000	43,864	16,136	35,091	Project complete.
Local Area Traffic Management B - Harlow Road Bollard Installation	17,188	17,188	12,723	4,465	12,567	Project complete.
Road Reseal F - Duckpond Road & Banksia Road intersection	82,500	107,500	108,250	(25,750)	7,500	Budget variation approved by Council 5 December 2018.
Road Reseal G - Clementi Road	104,500	104,500	105,450	(950)	9,500	
Road Reseal L - Henry Street A	44,000	44,000	44,400	(400)	4,000	
<b>Roads Total</b>	<b>3,000,084</b>	<b>3,025,084</b>	<b>3,017,000</b>	<b>(16,916)</b>	<b>734,204</b>	
<b>Street Lighting</b>						
Latitude 32 Lighting Changeover	262,272	205,272	205,272	57,000	0	Budget variations approved by Council 5 December 2018.
Street Lighting - Various Locations	22,000	22,000	22,200	(200)	6,389	
Street Lighting - Johnson Road/McWhirter Promenade	110,000	70,000	71,000	39,000	13,769	Budget variation approved by Council 5 December 2018.
<b>Street Lighting Total</b>	<b>394,272</b>	<b>297,272</b>	<b>298,472</b>	<b>95,800</b>	<b>20,158</b>	
<b>Bus Shelter Construction</b>						
Bus Shelters	20,000	20,000	20,182	(182)	15,836	
<b>Bus Shelter Construction Total</b>	<b>20,000</b>	<b>20,000</b>	<b>20,182</b>	<b>(182)</b>	<b>15,836</b>	
<b>Footpath Construction</b>						
Footpath A - Rowley Road - Lyon Road to Freeway	55,000	55,000	55,500	(500)	39,908	
Footpath Construction - between Adventure Park and Gilmore Avenue	138,560	150,560	162,842	(24,282)	161,582	Budget variation approved by Council 5 December 2018 for \$12k. <b>Project \$11k over budget.</b>
<b>Footpath Construction Total</b>	<b>193,560</b>	<b>205,560</b>	<b>218,342</b>	<b>(24,782)</b>	<b>201,490</b>	
<b>Drainage Construction</b>						
DCA 2 - Peel Sub N Drain - Lot 64 Woolcoot Rd & Lot 379 Millar, 27 & 201 Mortimer Rd	1,916,198	1,916,198	1,916,198	0	0	DCA reserve funded.
DCA 2 - Peel Sub N2 Drain - Lot 64 Woolcoot Rd	257,025	257,025	257,025	0	0	DCA reserve funded.
Drainage A - Burlington Street Drainage Sump	93,500	93,500	94,350	(850)	9,092	
Drainage B - Gilmore Avenue	33,000	33,000	33,549	(549)	33,249	
Drainage C - Sulphur Road - Tanson To Parmelia	39,600	39,600	59,228	(19,628)	58,868	Project completed. <b>Over budget \$19k.</b>
<b>Drainage Construction Total</b>	<b>2,339,323</b>	<b>2,339,323</b>	<b>2,360,350</b>	<b>(21,027)</b>	<b>101,209</b>	
<b>Car Park Construction</b>						
Medina Oval - Bituminise entrance & car park	0	7,000	9,622	(9,622)	6,012	Budget variation approved by Council 22 August 2018 for \$7k. Project now completed.
<b>Car Park Construction Total</b>	<b>0</b>	<b>7,000</b>	<b>9,622</b>	<b>(9,622)</b>	<b>6,012</b>	0
<b>Capital Expenditure Total</b>	<b>15,212,158</b>	<b>15,021,108</b>	<b>11,726,739</b>	<b>3,485,419</b>	<b>2,205,824</b>	

**CITY OF KWINANA**  
**SCHEDULE OF GRANTS, SUBSIDIES AND CONTRIBUTIONS**  
**2018 / 2019 BUDGET REVIEW**

Description	Original Budget	Revised Budget 2018/19	Proposed Variance to Original Budget	YTD Actual	Comments
<b>Operating Grants, Subsidies &amp; Contributions</b>					
<b>Community Amenities</b>					
PTA Bus Shelter Subsidy	13,000	13,000	-	-	Expected to be received in June.
SMCC - KIC Coastcare in the KIA	10,000	10,000	-	10,000	
SMCC - BP Coastcare	10,000	-	(10,000)	-	Funding expired December 2018.
SMCC - Perth Region NRM for SMCC	5,000	5,000	-	5,000	
SMCC - Tronox Adopt a Beach	5,000	5,000	-	5,000	
SMCC - Degremont Adopt a Beach	5,000	5,000	-	-	Expected to be received in June.
Alcoa - Challenger Beach Rehabilitation	16,000	-	(16,000)	-	Funding expired December 2018.
NATE - Seedling Subsidy Scheme	2,000	499	(1,501)	499	Not expecting to receive any further contributions this financial year.
<b>Education and Welfare</b>					
Banksia Park Operating Cost Contribution	331,344	331,344	-	165,101	
Family Daycare - Mainstream Childcare Benefit Subsidy	3,000,000	4,213,907	1,213,907	2,113,907	Government subsidies received, offset by payments to care providers.
Family Daycare - Subsidy Other	45,000	107,889	62,889	61,293	Government subsidies received, offset by payments to care providers.
Family Daycare - Inclusion Subsidy Scheme	5,000	16,018	11,018	13,517	Government subsidies received, offset by payments to care providers.
CCB Subsidy	1,500,000	805,483	(694,517)	385,484	Government subsidies received, offset by payments to care providers.
Subsidy Other	10,000	14,053	4,053	2,526	Government subsidies received, offset by payments to care providers.
NGALA My Time Program	-	10,000	10,000	5,280	Budget variation adopted 12/9/2018. Received quarterly.
Operational Subsidy - Aboriginal Resource Worker	-	30,500	30,500	16,783	Budget variation adopted 12/9/2018. Received biannually.
Youth Social Justice Program	172,561	172,561	-	134,308	Paid in quarterly instalments (have received three payments to date).
Youth Incentive Sponsorship	35,000	10,000	(25,000)	-	Reduction in expected sponsorships, offset by reduced expenditure.
Youth Pathways Strategy Grant	2,500	2,500	-	-	
Skate Park Activation Grant	5,000	-	(5,000)	-	Funding application postponed, review for 2019/20.
Good Spirit Learning Program Grant	20,000	-	(20,000)	-	Funding application postponed, review for 2019/20.
Youth Wellbeing Benchmark Survey Grant	5,000	5,000	-	-	
Art Therapy Youth Grant	50,000	-	(50,000)	-	Funding application postponed, review for 2019/20.
<b>General Purpose Funding</b>					
Local Government General Purpose Grant	737,676	477,320	(260,356)	238,660	Initial payment \$395k received in June 2018. Total 18/19 receivable is \$873k.
Local Government General Purpose Grant - Roads	669,912	378,440	(291,472)	189,220	Initial payment \$408k received in June 2018. Total 18/19 receivable is \$786k.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor	170,000	170,000	-	-	Due to be received in March.
<b>Health</b>					
Mosquito Management Contributions (CLAG)	10,000	19,640	9,640	16,640	Budget increased to include actual contributions received to date.
Department of Health - Larvicide	1,000	14,000	13,000	-	Budget increased to match forecast contributions.
<b>Law Order &amp; Public Safety</b>					
Department Fire and Emergency Services - ESL	161,000	124,864	(36,136)	41,621	First quarter payment \$41k received in June 2018. The remainder of \$161k to be paid quarterly this financial year.
Department Fire and Emergency Services - LEMC Aware Grant	4,000	-	(4,000)	-	Funding no longer being received.
<b>Recreation &amp; Culture</b>					
Arts - Harmony & Reconciliation	5,000	5,000	-	-	
Sponsorship - Big Concert	60,000	62,500	2,500	62,500	
Childrens Festival	35,000	35,000	-	-	Expect to receive funding in March.
Youth Festival	10,000	2,000	(8,000)	-	Reduction in expected sponsorships, offset by reduced expenditure.
Music in the Schools/Community	5,000	-	(5,000)	-	Funding application postponed, review for 2019/20.
Recreation - KidSport (DLGSC)	150,000	16,635	(133,365)	15,549	DLGSC taking on administration in December. No further receipts or payments will be made after this transition.
Metro Every Club Funding	-	25,000	25,000	25,000	Funding in lieu of cancelled Kidsport program. To go toward covering the cost of CDO Recreation and Inclusion Officer.
Library Contributions & Donations	5,000	7,700	2,700	4,829	
Shared Use Agreements	108,702	115,642	6,940	63,642	
Recquatic Holiday Program DEDU payments	78,421	78,421	-	31,207	Biannual agreements in place. Final invoice to be claimed in June.
Volunteer Centre - Thank a Volunteer Event	1,500	1,500	-	-	



**CITY OF KWINANA**  
**SCHEDULE OF GRANTS, SUBSIDIES AND CONTRIBUTIONS**  
**2018 / 2019 BUDGET REVIEW**

Description	Original Budget	Revised Budget 2018/19	Proposed Variance to Original Budget	YTD Actual	Comments
<b>Transport</b>					
Main Roads Annual Direct Grant	104,611	170,022	65,411	170,022	Increase in budget to reflect actual amount received.
Main Roads Street Light Subsidy	5,000	5,000	-	-	Expected to be received in June.
Main Roads Maintenance Contribution	70,000	131,780	61,780	65,890	Increase in budget to reflect actual amount forecast.
<b>Total Operating Grants, Subsidies &amp; Contributions</b>	<b>7,639,227</b>	<b>7,598,218</b>	<b>(41,009)</b>	<b>3,843,477</b>	
<b>Non-Operating Grants, Subsidies &amp; Contributions</b>					
<b>Community Amenities</b>					
DCA 1 - Hard Infrastructure - Bertram	127,900	127,900	-	115,473	Receipts of Developer Contributions rely on timing of subdivisions. Budgets have been increased where payments have been received.
DCA 2 - Hard Infrastructure - Wellard	377,733	377,733	-	205,272	
DCA 4 - Hard Infrastructure - Anketell	-	633,006	633,006	633,006	
DCA 5 - Hard Infrastructure - Wandi	624,121	624,121	-	-	
DCA 7 - Hard Infrastructure - Mandogalup (west)	13,729	13,729	-	3,786	
DCA 9 - Soft Infrastructure - Wandi / Anketell	269,358	978,832	709,474	978,832	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	239,940	239,940	-	-	
DCA 11 - Soft Infrastructure - Wellard East	912,873	912,873	-	410,213	
DCA 12 - Soft Infrastructure - Wellard West	160,201	160,201	-	157,242	
DCA 14 - Soft Infrastructure - Wellard / Leda	116,219	116,219	-	42,759	
DCA 15 - Soft Infrastructure - Townsite	19,542	19,542	-	4,582	
<b>Economic Services</b>					
Medina CCTV Grant	-	100,000	100,000	-	Application for funding has been made to install CCTV in Medina.
<b>Recreation &amp; Culture</b>					
Department of Infrastructure - Thomas Oval Lighting	150,000	150,000	-	-	Funding has been approved.
Department of Education - Wandi Playing Fields	25,500	25,500	-	-	
Lotterywest - Kwinana Loop Trail	37,670	37,670	-	-	
Stronger Communities Scheme - Varris Park Upgrade	-	11,030	11,030	-	Funding has been approved and offset by an increase to the Varris Park upgrade budget.
<b>Transport</b>					
City of Cockburn - Contribution to Footpath	25,000	25,000	-	25,000	
Roads to Recovery - Reseal Orelia Avenue	135,966	132,382	(3,584)	-	
Roads to Recovery - Reseal Cowcher Way West & Ridley Way	253,000	253,000	-	126,500	
State Road Grant - Orelia Avenue Resurfacing	298,667	298,667	-	119,467	
State Road Grant - Sulphur Road Resurfacing	219,333	219,333	-	87,733	
State Road Grant - Gilmore Avenue Resurfacing	230,600	230,600	-	92,240	
State Road Grant - State Black Spot - Kwinana Beach Road	48,253	43,497	(4,756)	38,602	
<b>Total Non-Operating Grants, Subsidies &amp; Contributions</b>	<b>4,285,605</b>	<b>5,730,775</b>	<b>1,445,170</b>	<b>3,040,707</b>	

**CITY OF KWINANA**  
**CASH BACKED RESERVES**  
**2018 / 2019 BUDGET REVIEW**

Reserve	Adopted Budget				2018 / 2019 Revised Budget					Variance Closing Balance Original vs Revised Budget	Actual as at 31 December 2018				
	Opening Balance	Transfers In (incl Interest)	Transfers Out	Original Closing Balance	Opening Balance	Transfers In	Interest Earned	Transfers Out	Revised Closing Balance		Opening Balance	Actual Transfers In	Interest Earned	Transfers Out	YTD Closing Balance
	\$	\$	\$	\$	\$	\$	(+)	(-)	\$	\$	\$	\$	\$	\$	\$
<b>Municipal Reserves</b>															
Aged Persons Units Reserve	765,541	308,844	(232,750)	841,635	748,728	270,328	15,798	(256,025)	778,829	(62,806)	748,728	0	9,145	0	757,873
Asset Management Reserve	501,595	8,721	(180,000)	330,316	501,595	0	11,758	(180,000)	333,353	3,037	501,595	0	7,258	(19,955)	488,898
Asset Replacement Reserve	748,122	263,007	(351,200)	659,929	498,123	250,000	14,099	(320,790)	441,432	(218,497)	498,123	250,000	9,609	(30,927)	726,805
Banksia Park Reserve	134,175	2,333	(49,738)	86,769	115,626	30,541	2,381	(90,000)	58,548	(28,221)	115,626	0	1,345	0	116,971
City Assist Initiative Reserve	100,401	1,743	(102,144)	(0)	100,401	0	2,571	(102,972)	0	0	100,401	0	1,682	(10,218)	91,865
Community Services & Emergency Relief Reserve	84,017	1,461	0	85,478	84,017	0	4,084	0	88,101	2,623	84,017	0	3,312	0	87,329
Contiguous Local Authorities Group Reserve	263,146	14,575	(20,000)	257,721	265,873	19,640	5,838	(20,000)	271,351	13,630	265,873	15,810	3,456	(2,740)	282,399
Employee Leave Reserve	4,119,629	71,623	(300,000)	3,891,252	4,231,590	0	98,193	(300,000)	4,029,783	138,531	4,231,590	0	7,263	0	4,238,853
Family Day Care Reserve	1,479,306	25,719	(805,560)	699,465	1,462,302	0	23,397	(30,924)	1,454,775	755,310	1,462,302	0	9,460	0	1,471,762
Future Community Infrastructure Reserve	1,538,389	26,746	(663,284)	901,851	1,381,900	0	23,485	(809,536)	595,849	(306,002)	1,381,900	0	10,516	(276,991)	1,115,425
Golf Course Cottage Reserve	28,033	487	0	28,520	28,033	0	619	0	28,652	132	28,033	0	368	0	28,401
Information Technology Reserve	1,890,703	32,871	(1,416,000)	507,574	1,890,703	0	32,447	(810,000)	1,113,150	605,576	1,890,703	0	17,484	0	1,908,187
Infrastructure Reserve	339,968	5,911	0	345,879	339,968	0	5,262	0	345,230	(649)	339,968	0	2,236	0	342,204
Refuse Reserve	8,698,885	180,697	(83,880)	8,795,702	8,736,657	0	191,380	(86,085)	8,841,952	46,250	8,736,657	0	100,344	0	8,837,001
Restricted Grants & Contributions Reserve	1,694,812	0	(1,694,812)	0	2,491,721	40,000	0	(2,459,230)	72,491	72,491	2,491,721	0	0	(1,238,980)	1,252,741
Settlement Agreement Reserve	160,000	2,782	0	162,782	160,000	0	3,534	0	163,534	752	160,000	0	2,101	0	162,101
Workers Compensation Reserve	330,200	5,741	0	335,941	338,710	0	6,820	(205,247)	140,283	(195,658)	338,710	0	3,792	0	342,502
Youth Engagement Reserve	130,412	2,264	(132,676)	0	144,650	0	4,581	(149,231)	0	(0)	144,650	0	3,292	(91,674)	56,267
<b>Sub-Total Municipal Reserves</b>	<b>23,007,334</b>	<b>955,524</b>	<b>(6,032,043.9)</b>	<b>17,930,814</b>	<b>23,520,597</b>	<b>610,509</b>	<b>446,247</b>	<b>(5,820,040)</b>	<b>18,757,313</b>	<b>826,499</b>	<b>23,520,597</b>	<b>265,810</b>	<b>192,663</b>	<b>(1,671,485)</b>	<b>22,307,585</b>
<b>Developer Contribution Reserves</b>															
DCA 1 - Hard Infrastructure - Bertram	1,851,461	182,424	(491,817)	1,542,068	1,887,550	127,900	46,506	(491,394)	1,570,562	28,494	1,887,550	115,473	29,801	0	2,032,824
DCA 2 - Hard Infrastructure - Wellard	1,772,974	429,946	(2,197,177)	5,743	1,877,524	377,733	43,105	(2,197,684)	100,678	94,935	1,877,524	0	27,137	0	1,904,661
DCA 4 - Hard Infrastructure - Anketell	0	0	0	0	0	633,006	0	0	633,006	633,006	0	0	0	0	0
DCA 5 - Hard Infrastructure - Wandi	1,286,174	661,998	(454,627)	1,493,545	1,309,322	624,121	25,034	(594,315)	1,364,162	(129,383)	1,309,322	0	13,337	0	1,322,659
DCA 7 - Hard Infrastructure - Mandogalup West	11,803	14,077	(159)	25,720	11,713	13,729	285	(153)	25,574	(146)	11,713	0	175	0	11,888
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DCA 9 - Soft Infrastructure - Wandj/Anketell	10,446,476	576,997	(141,136)	10,882,338	10,487,573	978,831	201,210	(136,633)	11,530,981	648,643	10,487,573	0	64,154	0	10,551,727
DCA 10 - Soft Infrastructure - Casuarina/Anketell	229,412	246,696	(3,099)	473,009	227,912	239,940	4,125	(2,969)	469,008	(4,001)	227,912	0	2,002	0	229,914
DCA 11 - Soft Infrastructure - Wellard East	5,734,336	1,081,744	(77,473)	6,738,607	5,944,904	912,873	82,394	(77,451)	6,862,720	124,113	5,944,904	0	82,395	0	6,027,299
DCA 12 - Soft Infrastructure - Wellard West	6,622,131	355,217	(89,468)	6,887,880	6,663,351	160,201	207,228	(86,811)	6,943,969	56,089	6,663,351	0	95,386	0	6,758,737
DCA 13 - Soft Infrastructure - Bertram	283,730	8,356	(3,833)	288,252	282,230	0	7,565	(3,677)	286,118	(2,134)	282,230	0	4,914	0	287,144
DCA 14 - Soft Infrastructure - Wellard/Leda	480,660	130,374	(6,494)	604,540	504,779	116,219	12,267	(6,576)	626,689	22,149	504,779	0	7,537	0	512,316
DCA 15 - Soft Infrastructure - City Site	144,189	23,788	(1,948)	166,029	158,316	19,542	4,240	(2,062)	180,036	14,007	158,316	0	2,752	0	161,068
<b>Sub-Total Developer Contribution Reserves</b>	<b>28,863,346</b>	<b>3,711,616</b>	<b>(3,467,231)</b>	<b>29,107,731</b>	<b>29,355,174</b>	<b>4,204,095</b>	<b>633,959</b>	<b>(3,599,725)</b>	<b>30,593,503</b>	<b>1,485,772</b>	<b>29,355,174</b>	<b>115,473</b>	<b>329,590</b>	<b>0</b>	<b>29,800,237</b>
<b>Total Reserves</b>	<b>51,870,680</b>	<b>4,667,140</b>	<b>(9,499,275)</b>	<b>47,038,545</b>	<b>52,875,771</b>	<b>4,814,604</b>	<b>1,080,206</b>	<b>(9,419,765)</b>	<b>49,350,816</b>	<b>2,312,271</b>	<b>52,875,771</b>	<b>381,283</b>	<b>522,254</b>	<b>(1,671,485)</b>	<b>52,107,822</b>



**CITY OF KWINANA  
DISPOSAL OF ASSETS  
2018 / 2019 BUDGET REVIEW**

Asset Number	Asset Description	Original Budget				Revised Budget				Actual as at 31 December 2018			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Motor Vehicles</b>													
5061	Plant Replacement - P402	19,875	14,000		(5,875)	20,000	20,509	509		20,000	20,509	509	
5060	Plant Replacement - P403	19,875	14,000		(5,875)	20,000	21,645	1,645		20,000	21,645	1,645	
5080	Plant Replacement - P407	19,111	8,000		(11,111)	19,097	14,373		(4,724)	19,097	14,373		(4,724)
5597	Plant Replacement - P435	22,222	24,000	1,778		21,934	23,464	1,530		21,934	23,464	1,530	
5705	Plant Replacement - P445	20,979	13,000		(7,979)	20,437	14,400		(6,037)				
5876	Plant Replacement - P457	16,275	12,000		(4,275)	14,360	12,600		(1,760)				
5859	Plant Replacement - P460	29,111	18,000		(11,111)	29,045	19,600		(9,445)	29,045	19,600		(9,445)
5884	Plant Replacement - P461	18,645	23,000	4,355		16,451	18,900	2,449					
5871	Plant Replacement - P464	21,750	23,000	1,250		21,475	11,645		(9,830)	21,475	11,645		(9,830)
5838	Plant Replacement - P465	22,959	8,000		(14,959)	22,860	15,736		(7,124)	22,860	15,736		(7,124)
5809	Plant Replacement - P467	26,583	24,000		(2,583)	26,600	23,009		(3,591)	26,600	23,009		(3,591)
5872	Plant Replacement - P462	23,208	13,000		(10,208)	23,020	16,191		(6,829)	23,020	16,191		(6,829)
5983	Plant Replacement - P490	18,601	13,500		(5,101)	18,413	15,736		(2,677)	18,413	15,736		(2,677)
5831	Plant Replacement - P455	26,584	24,000		(2,584)	26,313	23,009		(3,304)	26,313	23,009		(3,304)
5856	Plant Replacement - P459	29,111	23,000		(6,111)	28,967	20,509		(8,458)	28,967	20,509		(8,458)
5093	Plant Replacement - P406	17,750	7,000		(10,750)	18,000	13,236		(4,764)	18,000	13,236		(4,764)
5885	Plant Replacement - P463	23,208	13,000		(10,208)	22,625	10,800		(11,825)				
5666	Plant Replacement - P437	21,500	8,000		(13,500)	21,467	10,509		(10,958)	21,467	10,509		(10,958)
<b>Plant &amp; Equipment</b>													
2587	Plant Replacement Program - 7 X 4 Box Trailer with Water Tank and 5.5 Hp Pump - P148	0	1,000	1,000		0	0						
4957	Plant Replacement Program - Agrizzi Rota Slasher 72 inch - P413	0	1,000	1,000		0	2,273	2,273					
3974	Plant Replacement Program - Cat Skid Steer Loader - P347	25,600	20,000		(5,600)	24,000	20,000		(4,000)				
3722	Plant Replacement Program - Hino 300 Series 816 Crew Cab Truck - Parks - P324	35,486	25,000		(10,486)	34,789	25,000		(9,789)				
4083	Plant Replacement Program - Massey Ferguson Tractor - Parks - P354	51,333	30,000		(21,333)	50,000	30,000		(20,000)				
3842	Plant Replacement Program - Mitsubishi Canter Tip Truck - Infra - P333	29,750	15,000		(14,750)	29,250	15,000		(14,250)				
2819	Plant Replacement Program - Salloy Boxtop Trailer with Water Tank and Pump - P199	189	1,000	811		0	0						
3407	Plant Replacement Program - Disposal Only	20,540	12,000		(8,540)	19,300	12,000		(7,300)				
3447	Plant Replacement Program - Disposal Only	4,062	5,000	938		3,737	4,200	463					
5646	Plant Replacement Program - KAP Ride on Mower with Catcher - replace P444	18,001	6,000		(12,001)	17,794	6,364		(11,430)	17,794	6,364		(11,430)
3481	P289 Tip Truck from 17/18	30,233	25,000		(5,233)	30,564	22,176		(8,388)	30,564	22,176		(8,388)
		<b>612,539</b>	<b>423,500</b>	<b>11,132</b>	<b>(200,172)</b>	<b>600,498</b>	<b>442,884</b>	<b>8,869</b>	<b>(166,484)</b>	<b>365,549</b>	<b>277,712</b>	<b>3,684</b>	<b>(91,521)</b>
<b>Net Profit/(Loss)</b>					<b>(189,040)</b>				<b>(157,615)</b>				<b>(87,837)</b>

**CITY OF KWINANA**  
**INFORMATION ON BORROWINGS**  
**2018 / 2019 BUDGET REVIEW**

Particulars	Opening Balance 1 July 2018	New Loans		Principal Repayments		Principal Outstanding 30 June 2019		Interest Repayments	
		Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget	Original Budget	Revised Budget
		\$		\$	\$	\$	\$	\$	\$
<b>Governance</b>									
Loan 99 - Administration Office Renovations	761,572	0	0	89,773	89,773	671,799	671,799	51,364	51,364
Loan 107 - Administration / Chambers Building Refurbishment	0	2,268,000	150,800	0	0	2,268,000	150,800	0	0
<b>Education &amp; Welfare</b>									
Loan 96 - Youth Specific Space	147,840	0	0	25,366	25,366	122,474	122,474	11,654	11,654
Loan 100 - Youth Specific Space	1,521,312	0	0	122,515	122,515	1,398,797	1,398,797	79,645	79,645
<b>Recreation and Culture</b>									
Loan 94 - Wellard Sports Pavilion	204,825	0	0	46,488	46,488	158,337	158,337	13,704	13,704
Loan 95 - Orelia Oval Pavilion	354,815	0	0	60,878	60,878	293,937	293,937	27,970	27,970
Loan 97 - Orelia Oval Pavilion Extension	1,685,135	0	0	198,640	198,642	1,486,495	1,486,493	113,653	113,653
Loan 102 - Library & Resource Centre	7,421,567	0	0	0	0	7,421,567	7,421,567	386,720	386,720
Loan 104 - Recquatic Refurbishment	3,350,000	0	0	0	0	3,350,000	3,350,000	159,125	159,125
Loan 105 - Bertram Community Centre	1,296,840	0	0	0	0	1,296,840	1,296,840	50,827	50,827
Loan 106 - Destination Park - Calista	1,516,532	0	0	96,112	96,111	1,420,420	1,420,421	57,307	57,307
<b>Transport</b>									
Loan 98 - Streetscape Beautification	1,028,123	0	0	121,193	121,193	906,930	906,930	69,341	69,341
Loan 101 - City Centre Redevelopment	2,500,000	0	0	0	0	2,500,000	2,500,000	79,250	79,250
<b>Self Supporting Loans</b>									
<b>Recreation and Culture</b>									
Loan 103B - Golf Club Refurbishment	282,850	0	0	16,168	16,168	266,682	266,682	11,202	11,202
	<b>22,071,411</b>	<b>2,268,000</b>	<b>150,800</b>	<b>777,133</b>	<b>777,134</b>	<b>23,562,278</b>	<b>21,445,077</b>	<b>1,111,762</b>	<b>1,111,762</b>

## **16.4 Quarterly Strategic Community Plan and Corporate Business Plan Report (Quarter 2 2018/2019 – October to December 2018)**

### **DECLARATION OF INTEREST:**

There were no declarations of interest declared.

### **SUMMARY:**

Council has endorsed a Plan for the Future made up of a Strategic Community Plan and a Corporate Business Plan. Actions have been developed for each of these plans in order to achieve the aspirations of the community. Every quarter, Council receives a report detailing the progress against the adopted actions within the Strategic Community Plan and Corporate Business Plan.

### **OFFICER RECOMMENDATION:**

That Council note the Quarterly Performance Report (October to December 2018) detailed in Attachment A.

### **DISCUSSION:**

The Integrated Planning and Reporting – Framework and Guidelines 2016 (Department of Local Government and Communities) recommend implementing quarterly reporting to inform Council of the City's performance against community aspirations and enable the City to respond to changing priorities. A Quarterly Strategic Community Plan and Corporate Business Plan Report is provided to Council each quarter. There are some actions in the Quarterly Strategic Community Plan and Corporate Business Plan Report that have been completed and do not have a comment associated with them for this quarter. This is due to the action being completed and a comment being provided in a previous quarter.

Some of the achievements for quarter two include:

Rich in spirit:

- Progressed the review of the City's Place Framework
- Completed the development of the City's inaugural Conciliation Action Plan
- Progressed the review of the Zone drop in service
- Progressed planning for the following community events:
  - Australia Day Celebration
  - Children's Festival
- Held the 2018 Youth Festival "Positive Vibes"
- Held the 2018 Big Concert Event "Symphony Spectacular"
- Facilitated the 2018 Christmas Lolly Run
- Held seven activation events at the Edge Skatepark
- Completed the biennial Community Services and Wellbeing Scorecards
- Progressed the development of a new Public Health Plan

**16.4 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT  
(QUARTER 2 2018/2019 – OCTOBER TO DECEMBER 2018)**

- Progressed several projects that will improve local sporting club infrastructure
- Held an art exhibition at the Darius Wells Library and Resource Centre

Alive with opportunities:

- Completed the review of the Local Employment Solutions Council Policy
- Initiated the development of a Lifelong Learning Strategy
- Created a draft Industrial Development Policy
- Created a draft Land Optimisation Policy Framework
- Implemented improvements to the City's planning approval system

Surrounded by nature:

- Progressed the development of the Local Biodiversity Strategy
- Progressed the Planting Program
- Facilitated the "Switch Your Thinking" program
- Conducted two guided activities, both Nightstalks
- Completed the development of an Environmental Education Strategy
- Completed the review of the City's Verge Policy

It's all here:

- Commenced the construction of a Pavilion Extension for Wellard
- Progressed the review of the Parks for People Strategy
- Progressed the review of the Local Housing Strategy
- Lobbying to oppose Sand Mining at the Old Rifle Range site occurred
- Completed the Wellard Parking Strategy
- Progressed the development of a Landscape Strategy
- Progressed the development of an Integrated Transport Strategy
- Progressed the development of a Road Rehabilitation Strategy
- Completed the Bike and Walk Plan

The full Quarterly Performance Report is detailed at Attachment A.

**LEGAL/POLICY IMPLICATIONS:**

The Integrated Planning and Reporting Advisory Standard sets out the standards and regulatory requirements that a local government should work towards achieving. The Integrated Planning and Reporting - Framework and Guidelines have been created by the Department of Local Government to provide further information that will assist local governments to address regulatory requirements, including requirements for a local government to implement a quarterly reporting process against the current year of the Corporate Business Plan to monitor performance and respond to changing priorities.

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no budget implications in providing this report to Council. Actions that are stated in the report are carried out when there is a budget assigned to the action.

**16.4 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT  
(QUARTER 2 2018/2019 – OCTOBER TO DECEMBER 2018)**

**ASSET MANAGEMENT IMPLICATIONS:**

The actions that have been identified in this report achieve the “Asset Management” outcomes and objectives listed in the Corporate Business Plan and also the “It’s All Here” aspiration, objectives and strategies in the Strategic Community Plan.

**ENVIRONMENTAL IMPLICATIONS:**

The actions that have been identified in this report achieve the “Surrounded by Nature” objectives and strategies listed in the Strategic Community Plan.

**STRATEGIC/SOCIAL IMPLICATIONS:**

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

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

**COMMUNITY ENGAGEMENT:**

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

**RISK IMPLICATIONS:**

The risk implications specifically related to this proposal are as follows:

Risk Event	This report is not supplied on a quarterly basis.
Risk Theme	Providing inaccurate advice/ information
Risk Effect/Impact	Reputation
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	The information contained in the report resides within the City’s Corporate Planning Software. This information is easily obtainable and a report can be generated by any City Officer.
Rating (after treatment)	Low

16.4 QUARTERLY STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN REPORT  
(QUARTER 2 2018/2019 – OCTOBER TO DECEMBER 2018)

**COUNCIL DECISION**

**418**

**MOVED CR W COOPER**

**SECONDED CR D WOOD**

**That Council note the Quarterly Performance Report (October to December 2018)  
detailed in Attachment A.**

**CARRIED  
8/0**



# Quarterly Performance Report

**Strategic Community Plan and Corporate Business Plan**

**Quarter 2 (October – December) 2018/19**

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.1 Develop and strengthen community identity to create a sense of belonging</b>					
1.1.01 Create a Wellard District Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	15	08/01/2019 - Creation of the Wellard District Place Plan is progressing in line with refinement of the City's Place Framework, internal engagement and implementation of service review recommendations.
1.1.02 Create a Bertram District Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	15	08/01/2019 - Creation of the Bertram District Place Plan is progressing in line with refinement of the City's Place Framework, internal engagement and implementation of service review recommendations.
1.1.03 Create a Kwinana Central Place Plan	4.3 Community Engagement	01/07/2018	30/06/2019	25	08/01/2019 - Creation of the Kwinana Central Place Plan is progressing in line with refinement of the City's Place Framework, internal engagement and implementation of service review recommendations.
1.1.04 Create a Kwinana Industrial Area Place Plan	2.4 Economic Development	01/07/2018	30/06/2019	0	09/01/2019 - To be commenced following development of the Place Plan Framework.
1.1.09 Refine the framework and scope for the Place Plan Template	4.3 Community Engagement	01/07/2018	30/06/2019	40	08/02/2019 - Project planning documents have been progressed. These will be updated and finalised in collaboration with new place based positions and input from relevant areas across the organisation.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.10 Facilitate culture sharing by organising get-togethers and classes for cooking, dance and other hobbies	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>08/02/2019 - The Play and Sing Ukelele program (led by a volunteer) at the John Wellard Community Centre continued with great success culminating in a performance at the Wellard Twilight Christmas Market on Saturday 8 December 2018. This inclusive group encourages participation, skills development and creativity in a supportive environment.</p> <p>Fortnightly Open Mic sessions continued at the Darius Wells Library and Resource Centre with a return to the outdoor space with the warmer weather. The sessions support development of performance skills and social networks amongst local musicians.</p> <p>Have a Chat sessions at John Wellard Community Centre continued to be popular, encouraging the development of social networks in the community.</p> <p>New Mosaic Tile classes at William Bertram Community Centre proved to be popular with participants enthusiastic to continue to use their newly learnt skills in 2019 by starting a self directed weekly group.</p> <p>Connecting Communities for Kids Celebrate Culture Working Group were supported to coordinate a Sudanese Cultural Event at Medina Hall and a long table end of year supper event before the Christmas Movie Night in Chisham Square 22 December 2018.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.11 Continue dissemination of a "New Residents' Kit / Welcome Pack" including information about local resources and services	4.2 Community Centres	01/07/2018	30/06/2019	100	10/12/2018 - New residents packs are available for collection from Darius Wells, William Bertram and John Wellard Community Centres.
1.1.12 Work with culturally and linguistically diverse groups and relevant service providers to ensure newcomers are welcomed and integrated into the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - Programs at the community centres, including City-run programs and those run by organisations that partner with the City (including Befriend and the Fremantle Multicultural Centre), provide a variety of opportunities for participation which facilitate social engagement for newcomers.</p> <p>The City's partnership with Fremantle Multicultural Centre enables weekly conversational English classes and an Inspire Me training program to be held at the Darius Wells Library and Resource Centre during school terms. A weekly Advanced English Group was also offered at the Kwinana Library with 12 sessions held this quarter.</p> <p>The City's Crèche provides services to parents attending the Fremantle Multicultural Centre English Language Classes. This is usually the first introduction to crèche services for culturally and linguistically diverse families, many of whom go on to regularly enrol their children for crèche programs.</p> <p>Officers also attend and assist Connecting Communities for Kids Celebrate Culture Action Group meetings monthly in which projects related to this action are developed.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.13 Develop and implement youth programs that increase engagement between CaLD young people, Aboriginal young people and non-CaLD young people	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>08/02/2019 - The following programs helped to increase the engagement of young people from diverse backgrounds:</p> <ul style="list-style-type: none"> <li>- World Cup Wednesdays engaged 106 participants over the course of Term 4, 69 identified as ATSI and 13 identified as CaLD.</li> <li>- ReZonate Open Mic nights were designed to allow young people a space to showcase their musical talent. Held on a Saturday night during the school holidays, this program engaged 36 young people, 10 identified as CaLD and another 8 identified as ATSI.</li> <li>- Drop-in service which has engaged 1,017 young people for the period, 685 identified as ATSI and 142 identified as CaLD.</li> <li>- Unique As aimed to provide a safe space for young people identifying within the LGBTIQ+ community and anyone who has questions surrounding sexuality and gender issues. The program will be implemented in Term 1 of 2019.</li> </ul>
1.1.14 Advocate for and with CaLD communities in all appropriate forums and networks to share information about CaLD-related issues and opportunities	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/01/2019 - The City facilitates a Multicultural Advisory Group (MAG). Guest speakers are frequently invited to MAG meetings where they are given the opportunity to share information about CaLD-related issues, opportunities and services for dissemination within relevant local groups and community. Officers also actively participate in Connecting Community for Kids Celebrate Culture Action Group meetings monthly which facilitate information sharing.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.15 Work with the City's residents and community groups to increase CaLD residents' participation in community life	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - A Skills Boosting and Networking Workshop for Community Groups was held in October 2018 on "Welcoming New Members and Sparking Connections". Delivered by Befriend, the workshop was attended by 13 people with 100% expressing they either strongly agreed or agreed with finding the presentation of benefit, and 91% expressing that the content met their needs.</p> <p>Officers actively participate in Connecting Communities for Kids Celebrate Culture Action Group including seeking opportunities for CaLD residents to be involved in City events.</p>
1.1.16 Increase CaLD content in City marketing and promotional materials	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	05/02/2019 - All actions continue to be carried out in an ongoing manner.
1.1.17 Work with other organisations to ensure essential community information available in priority community languages	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - Google Translate is enabled and promoted on the City's website. Community engagement has helped to inform accessibility considerations for redevelopment of the City's website.</p> <p>Four Kwinana-based organisations have been identified to assist promotion of CaLD accessibility information. This will occur next quarter.</p>
1.1.19 Introduce a standardised multilingual message, including a contact number for an interpreting service, on all City letterhead and communications	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	08/02/2019 - The City's letterhead design has been updated to include the details of the interpreting services available.



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.20 Leverage all available opportunities to promote the benefits of cultural diversity and the success of Kwinana as a harmonious multicultural community	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - This action is ongoing as opportunities present. For example, the City is supporting the Connecting Communities for Kids Celebrate Culture Action Team to deliver quarterly events which aim to dispel stereotypes by sharing personal stories of people from different cultures, titled "That Was My Home". The first event was held in September 2018 focusing on Aboriginal culture, the second was held in November 2018 focusing on South Sudanese culture.</p> <p>The City's Marketing Team also use a range of culturally diverse images in City publications, to promote and reflect the cultural diversity of the Kwinana community and promote events that encourage diversity via the What's On Kwinana website, photography and post-event promotion (such as media releases).</p>
1.1.21 Seek endorsement and then implement a Conciliation Action Plan	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - The City's inaugural Conciliation Action Plan has been developed, facilitated by the City's Conciliation Advisory Group and an independent consultant. In November 2018 the Plan received conditional endorsement from Reconciliation Australia and was adopted by Council in December 2018. A launch event for the Plan is being organised for next quarter.</p>
1.1.22 Review the operation of the Zone Drop in facility	4.6 Youth Services	01/07/2018	30/06/2019	50	<p>08/02/2019 - This is encompassed within the Youth Service Review Report. Estimated to be finalised during the next quarter.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.1.23 Ensure young people have access to good quality local education and employment opportunities and are 'ready' to enter employment and/or pursue economic success	4.6 Youth Services	01/07/2018	30/06/2019	100	08/02/2019 - City Officers facilitate monthly participation meetings with local employment and education providers where local young people who are disengaged are discussed. Officers work with disengaged young people in a case management role. This involves advocating for and supporting them to either find a job or re-enter the education system.
1.1.24 Adopt the ten key principles of the Youth Friendly Communities Framework to guide City service provision in meeting the needs of young people	4.6 Youth Services	01/07/2018	30/06/2019	100	16/01/2019 - The ten key principles have been embedded in the City's Youth Strategy 2017 - 2020.
1.1.25 Run life skills workshops (financial counselling, health, parenting skills etc.) at various Community Centres 18/19 - 19/20 targeting young people, young parents, homeless people, etc.	4.6 Youth Services	01/07/2018	30/06/2019	50	11/12/2018 - Discussions are being held with external/internal services to scope the provision of appropriate workshops for 2019.
1.1.26 Deliver youth and community outreach programs throughout the community to support vulnerable people at risk	4.6 Youth Services	01/07/2018	30/06/2019	100	08/02/2019 - City Officers have an ongoing outreach schedule, undertaken once per week at key hot spots. The schedule incorporates helping to facilitate a community BBQ every Monday afternoon at the Rotary Apex Park. City Officers have engaged with 289 people up to the second quarter, the main issues identified are homelessness, housing support and financial disadvantage. City Officers have engaged with the youth demographic in community outreach with an ongoing schedule. Included in this is Beatball, Thrilling Thursdays and Totally Tuesdays. The main issues identified for this age group are homelessness, Centrelink challenges and non-participation in education.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.2 Inspire and strengthen community spirit through community activities and events</b>					
1.2.01 Host an Australia Day Celebration event	4.3 Community Engagement	01/07/2018	30/06/2019	100	11/02/2019 - The annual City of Kwinana Australia Day will take place in the shady grounds of the Kwinana Adventure Park on Saturday 26 January.
1.2.02 Host a Youth Festival	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - The 2018 Youth Festival, "Positive Vibes", was held on 13 October 2018 at the Edge Skatepark.</p> <p>The event included activities for all interest groups, including;</p> <ul style="list-style-type: none"> <li>- Skate, scooter and BMX competitions and demonstrations</li> <li>- Video gaming bus</li> <li>- Basketball competitions</li> <li>- Cooking classes</li> <li>- Beauty Boutique which included hair braiding and festival glitter</li> <li>- Chill zone</li> <li>- Laser tag</li> <li>- Live music</li> </ul> <p>Despite the threatening weather a good crowd of 1,000 - 1,500 attended over the course of the event, with positive feedback received all around.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.03 Host a Children's Festival event	4.3 Community Engagement	01/07/2018	30/06/2019	50	<p>08/02/2019 - Planning for the 2019 Alcoa Children's Festival is well underway, with key performers, rides and infrastructure locked in.</p> <p>The old fashioned travelling carnival style event will take place on Calista Oval 9 March 2019 from 11am to 3pm. This event will target 0 - 12 year olds and their families.</p>
1.2.04 Host a Big Concert event	4.3 Community Engagement	01/07/2018	30/06/2019	95	<p>08/02/2019 - On 1 December 2018, the City hosted the Perth Symphony Orchestra at Calista Oval in front of an estimated crowd of 7,500 people.</p> <p>Community and stakeholder feedback was overwhelmingly positive with 91% indicating the event made them feel proud of their local area, 90% indicating they would like to take part in something like this again, 89% stating they felt welcome and included, and 87% indicating it helped them to feel part of the community.</p> <p>Work is progressing on evaluation and sponsor reports and the finalisation of invoicing.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.05 Host the Christmas Lolly Run	4.3 Community Engagement	01/07/2018	30/06/2019	95	<p>08/02/2019 - On 6 December the community rallied to convert 65,000 individual lollies into 13,000 lolly bags for Santa to deliver on Christmas morning.</p> <p>The Christmas Lolly Run was completed 25 December 2018 with 16 different volunteer teams completing 19 different zones across Kwinana. These teams drove the streets of Kwinana to throw lolly bags to families that came out to the streets to greet Santa.</p> <p>A debrief with the volunteers will take place in early 2019.</p>
1.2.06 Provide a Community Event Funding Program for local community groups to host local events in their communities	4.3 Community Engagement	01/07/2018	30/06/2019	50	<p>08/02/2019 - 5 applications for event funding were received in the second quarter of 2018/19. 3 applications (as below) were approved:</p> <ul style="list-style-type: none"> <li>- Homestead Ridge Progress Association - \$3,634 - Movie Night</li> <li>- Honeywood Residents Groups - \$5,000 - Christmas Carols</li> <li>- Punjabi Club - \$5,000 - Punjabi Sport and Multicultural Event</li> </ul>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.07 Assist CALD groups to host multicultural festivals with food, a market, music, fashion, and crafts	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - Since September 2018 the City has financially supported multicultural groups to hold events and activities to the value of \$10,000 from the Kwinana Community Fund and Kwinana Event Fund.</p> <p>The City is supporting the Connecting Communities for Kids Celebrate Culture Action Team to deliver events aimed at dispelling stereotypes by sharing personal stories of people from different cultures.</p> <p>The City is providing advice and support to several groups related to event planning and funding opportunities, which is scheduled to take place within the next six months.</p> <p>Skills Boosting workshops aimed at enhancing community group capability and capacity have been attended by CaLD groups this quarter.</p>
1.2.08 Provide culturally-appropriate food options at City events and functions	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - Officers work with caterers to ensure that a wide variety of food is available at City events and functions, including vegetarian options, which reflect the diversity of the community. This is particularly important for Citizenship Ceremonies. Officers work with caterers to ensure all food is correctly labelled, including consideration for common allergies and food intolerance.</p> <p>Culturally-appropriate food options were available at the Symphony Spectacular event in December 2018 with food trucks providing halal, vegetarian and multicultural food options.</p>



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.09 Assist CaLD community groups to present cultural celebrations, including Chinese New Year and Diwali	4.3 Community Engagement	01/07/2018	30/06/2019	100	07/12/2018 - Information is provided to groups regarding funding opportunities and support available by and from City Officers. This includes through the new email newsletter regularly sent to a list of 200+ community groups and members. Capacity building workshops such as the popular Skills Boosting series assist groups to present cultural celebrations.
1.2.10 Ensure local multicultural groups are involved in all local events	4.3 Community Engagement	01/07/2018	30/06/2019	100	07/12/2018 - This action is ongoing as opportunities arise. Officers actively participate in Connecting Communities for Kids Celebrate Culture Action Group including seeking opportunities for CaLD residents to be involved in City events. Officers facilitate networking between community groups through the Skills Boosting and Networking Workshop Series, which encourages collaboration between groups, including with multicultural groups and other local groups. Planning is underway for a Harmony Week event next quarter which will include multicultural groups.
1.2.11 Support Harmony Week events	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/12/2018 - Harmony Week is held annually in March.  Planning is underway for a Harmony Week activation event at Kwinana Marketplace hosted by members of the City's Multicultural Advisory Group and members of the Connecting Communities of Kids Celebrate Culture Action Team, with support from City Officers. Details are to be confirmed over the next quarter for the event to be delivered in March 2019.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.12 Facilitate Aboriginal cultural celebrations that people of other cultures can be involved in	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - The City facilitated the launch event for the Live Lighter Campaign at Kwinana Marketplace in September 2018, which included stalls from a variety of service providers. This event featured a Welcome to Country by a local Elder and promoted the Moorditj Koort Health and Wellbeing Centre walking group which all community members are invited to participate in.</p> <p>The City supports the Connecting Communities for Kids Celebrate Culture Action Team to deliver quarterly events which aims to dispel stereotypes by sharing personal stories of people from different cultures, titled "That Was My Home". The City supported an event at the Adventure Park in December 2018, led by a local Aboriginal group, which was attended by a diverse range of cultures.</p>
1.2.13 Promote multiculturalism through multimedia displays at City facilities such as the Administration Building's and Darius Wells' reception areas	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>04/12/2018 - Multiculturalism continues to be promoted through the City's Facebook page. The Facebook feed is then shared through multimedia displays at the City Administration Centre.</p> <p>The City's 2019 Community Calendar features a variety of images which reflect and promote the community's diversity.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.14 Incorporate CaLD themes into all City events	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/12/2018 - The City's diversity was considered when developing the set list for the Symphony Spectacular event held in December 2018. Jai Ho by A. R. Rahman, from the Bollywood movie "Slumdog Millionaire" was performed by Perth Symphony Orchestra. Jai Ho is a Hindi phrase which translates to "Let there be victory".
1.2.15 Activate the Kwinana Adventure Playground	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>08/02/2019 - Kwinana Christmas in the Park was organised at the Kwinana Adventure Playground on Wednesday 19 December 2018, led by local Aboriginal service providers with the City supporting the initiative. The event targeted young families with children under 12 years old, with children's activities being offered that targeted children between 0 - 11 years of age.</p> <p>Australia Day festivities will be held within the Adventure Park, while a number of significant City led events are also held adjacent to the Park i.e Youth Festival, Children's Festival and Symphony Spectacular.</p> <p>For the October to December quarter, The Patio had 114 bookings. From July 2018 to December 2018, The Patio has had 186 bookings.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.16 Activate the Edge Skatepark	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>08/02/2019 - Eight activation sessions were programmed for this period, however one session (skateboarding competition) was cancelled due to a wet weather forecast. Events that occurred were 3 skateboarding coaching clinics, 2 scooter coaching clinics, 1 scooter competition and 1 minor skateboarding competition. These free activation sessions attracted up to 30 young active participants each time who were taught skateboarding and/or scooter skills to enhance their development and skatepark etiquette. These skills will assist them to enjoy the space safely and appropriately in the future.</p> <p>In October 2018, the Edge Skate Park hosted the new look Youth Festival event, which attracted over 1,000 young people throughout the day.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.2.17 Deliver an annual program of civic events including Citizenship Ceremonies, community stakeholder functions, official openings and business events	2.8 City Strategy	01/07/2018	30/06/2019	100	<p>08/02/2019 - Citizenship ceremonies took place on 17 September, 30 October and 4 December 2018 where a total of 142 people took the pledge to become new citizens. The events took place at the Darius Wells Library and Resource Centre and the new citizens had guests with them to help celebrate this special event. An official photographer took formal shots of the attendees with the Mayor and the Councillors. A copy of these were then sent to each new citizen, bound in a folder and accompanied by a letter from the Mayor welcoming them to the City of Kwinana.</p> <p>On 25 October 2018 the first Pioneers Lunch took place. This replaced the morning tea event that previously took place in the Council Lounge. Prior to the event people who have lived in Kwinana for more than 40 years were asked to register at the City. People who have lived in Kwinana for more than 50 years were then invited to attend the Pioneers Lunch. A few weeks before the lunch a few of the Pioneers were asked to attend a workshop with Age Link where they discussed stories of the history of Kwinana. Age Link then put together a play based on these stories and details. The main event took place in Medina Hall and 108 pioneers, the Mayor, Councillors and Freeman were in attendance.</p> <p>On 8 November 2018 the Arts, Culture and Entertainment Awards took place. The event was held at Koorliny Amphitheatre on the stage area. 70 people attended the event.</p> <p>On 7 December 2018 a re-vamped Local</p>

## 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
					Organisations Dinner took place. This was held as an inside/outside event at Medina Hall.



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.3 Facilitate improved community safety and reduced crime levels</b>					
1.3.01 Investigate the process for the City of Kwinana to become a World Health Organisation "Safe City"	4.3 Community Engagement	01/07/2018	30/06/2019	25	08/02/2019 - Recruitment of a Community Safety Officer has been delayed due to the unknown outcome of a State Government grant application (previously scheduled to be announced in November 2018).
1.3.02 Increase collaboration with the community to plan and develop more localised community safety and crime prevention programs	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Community Liaison, Outreach, Youth and City Assist Services regularly engage with the local community, Police and business owners to better understand priority areas related to community safety and crime prevention. Implementation of the City's Place Management Framework will also increase capacity to engage community in the planning and implementation of relevant initiatives. Employment of the Community Development Officer - Community Safety (post announcement of a State Government grant in early 2019) will also assist this action.
1.3.03 Regularly review delivery of community safety and crime prevention programs with State Government and community organisations to determine effectiveness	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - Regular catch up sessions are held with local Police and key stakeholders regarding community safety and crime prevention initiatives. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known early 2019) will enhance outcomes related to this action moving forward.
1.3.04 Undertake activities to ensure the adequate provision of local support initiatives and services to increase the confidence of victims to report incidents	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - Work by the Community Liaison, Community Outreach, Youth Service and City Assist teams support this action.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.05 Maintain a local database of community and Government programs that focus on community safety and crime prevention	4.3 Community Engagement	01/07/2018	30/06/2019	25	08/01/2019 - To be refined next quarter. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known early 2019) will enhance outcomes related to this action moving forward.
1.3.06 Consider Crime Prevention Through Environmental Design (CPTED) principles in the design of all residential and commercial developments	3.1 Planning and Development	01/07/2018	30/06/2019	100	21/12/2018 - At its ordinary Council Meeting held on 13 June 2018, Council adopted Local Planning Policy 8 - Designing out Crime. The policy is now being implemented on an ongoing basis.
1.3.07 Promote the application of CPTED principles amongst local residents and relevant business owners	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - This action is ongoing.
1.3.09 Continue to develop and roll out the CCTV camera installation program at identified City "hot spots" and facilities including Rapid Deployment Kits and covert cameras at "hot spots"	5.2 Essential Services	01/07/2018	30/06/2019	60	08/02/2019 - The CCTV contract is currently being finalised in order to progress this action further.
1.3.11 Develop an annual marketing plan for the promotion of community safety and crime prevention initiatives and services to the community	4.3 Community Engagement	01/07/2018	30/06/2019	25	15/01/2019 - Awaiting employment of the Community Development Officer - Community Safety (post announcement of the outcome of a State Government grant - due early 2019) to progress this action.
1.3.12 Deliver a community perceptions and wellbeing scorecard survey in 2018/19 and every two years thereafter	2.8 City Strategy	01/07/2018	30/06/2019	100	08/02/2019 - The Community Scorecard and Wellbeing Scorecard have been completed. Overall, the City of Kwinana continues to be a strong performer, improving in 43 out of 48 performance measures. Of the 48 performance measures, 45 are currently on or above industry average. In the survey 661 residents participated.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.13 Develop and deliver a community safety survey in 2018/19 and every two years thereafter	4.3 Community Engagement	01/07/2018	30/06/2019	50	08/02/2019 - The Community Wellbeing Scorecard Survey undertaken in October 2018 has provided interim feedback regarding community safety and areas of priority focus. Employment of the Community Development Officer - Community Safety (post announcement of the outcome of a State Government grant - due early 2019) will assist this action.
1.3.14 Continue to deliver the City's Traffic Survey Schedule to assess speeds of traffic identified as areas of concern	1.1 Engineering	01/07/2018	30/06/2019	100	03/12/2018 - The target traffic surveys for the current quarter are completed and the traffic survey schedule has been updated.
1.3.15 Identify and support external community and government agencies who develop programs that seek to educate and improve safety and crime prevention within the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - External groups have been identified with preliminary engagement occurring in March 2018. Subsequent liaison occurs regularly as part of patrols, outreach, network meetings and with existing relationships i.e schools. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application - to be known early 2019) will enhance outcomes related to this action moving forward.
1.3.16 Co-ordinate and organise community safety workshops and awareness raising events with external stakeholders (including local schools), targeting specific community groups	4.3 Community Engagement	01/07/2018	30/06/2019	25	08/01/2019 - A Community Safety Officer will be recruited next quarter pending the outcome of a funding application to the State Government (early 2019). Progress on this action will be enhanced with a dedicated resource in place.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.17 Promote early intervention and prevention programs about family violence	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - City officers working in this area are regularly engaging and communicating with clients, stakeholders and the wider community about this social issue. Involvement in relevant network groups also supports a cross collaboration approach and information transfer which helps increase awareness of key support requirements and focus areas.
1.3.18 Raise awareness among residents of the impact of family violence on children and encourage linkages to appropriate referral services	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Input into communication strategies and channels has been provided via the Kwinana Action Group, Connecting Communities for Kids and Communities for Children groups as well as via the community outreach and youth services team. Case management and referral services provided by the City also help to raise awareness in this area.
1.3.19 Develop an anti-bullying and anti-violence social media campaign in partnership with WA Police and other key stakeholders	4.3 Community Engagement	01/07/2018	30/06/2019	100	16/01/2019 - The City continues to work with the local schools and other stakeholders to understand the contributing factors to this issue as part of developing strategies moving forward. Teams are actively supporting schools in particular to address these issues and to develop further education and awareness opportunities into the future. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known early 2019) will enhance outcomes related to this action moving forward.
1.3.20 Disseminate safety awareness and crime prevention materials through the City's library and other community facilities	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - Resources are distributed to these locations as they become available.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.21 Develop security awareness and crime prevention materials and resources on key issues	4.3 Community Engagement	01/07/2018	30/06/2019	25	08/01/2019 - Internal discussions have been put on hold. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known early 2019) will enhance outcomes related to this action moving forward.
1.3.22 Create opportunities for community members to express their concerns in order to understand the nature of the disparity between perception and reality of crime levels	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The Community Liaison Service, City Assist Service, Community Outreach Service and Youth Service teams all provide opportunities to engage with the community to better understand the nature and content of concerns and to dispel misperceptions. The biennial Community Wellbeing Scorecard and Services Scorecard undertaken in October 2018 has helped to further understand perceptions and areas to address.
1.3.23 Utilise the City's social media platforms and website to highlight internal and external safety and crime prevention materials and initiatives	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Promotion of the Seniors Subsidy Program is undertaken through these channels. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known early 2019) will enhance outcomes related to this action moving forward.
1.3.24 Provide information and advice to residents and businesses on a range of community safety and crime prevention measures including the application of CPTED principles	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - A range of resources are currently provided via the website, direct mail and face to face through a variety of teams for specific topics. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known early 2019) will enhance outcomes related to this action.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.25 Continue Community Liaison Officer community engagement patrols in the City Centre public places	4.6 Youth Services	01/07/2018	30/06/2019	100	08/02/2019 - The City's Community Liaison Program continues to patrol public places in the Kwinana community on a daily basis, in particular key City landmarks and facilities in the central business district area. The Liaison Program consists of four Liaison Officers, with two Liaison Officers being from an Aboriginal background, providing diversity within the service approach. The Liaison Program Officers engage directly with community members, businesses, services and agencies to identify strategies to enhance community access to facilities and community services. The Community Liaison Officers are a first point of contact for community members utilising community facilities.
1.3.26 Develop a partnership with local Aboriginal Elders to encourage cultural sharing and engagement	4.6 Youth Services	01/07/2018	30/06/2019	60	08/02/2019 - Liaison Officers at the City have approached a local Aboriginal group in the community, to discuss the possibilities of working along side City staff to engage with Aboriginal youth more directly and to build rapport in community settings. The outcomes from this joint approach would be to link young people into referral support services where appropriate and to facilitate cultural development initiatives.



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.27 Implement a range of youth diversion activities and programs in partnership with key stakeholders in various locations in the City Centre and surrounding areas	4.6 Youth Services	01/07/2018	30/06/2019	100	08/02/2019 - The City of Kwinana has implemented two youth diversionary programs: Beatball and Nightfields. The Beatball program, run in conjunction with Nyoongar Wellbeing and Sports at the Kwinana Recquatic, has engaged with 219 young people, 177 identifying as ATSI. Nightfields, run in conjunction with the WA Football Commission Orelia Oval, has engaged with 149 young people, 133 identifying as ATSI.
1.3.28 In partnership with WA Police and key stakeholders develop an antibullying and anti-violence social media campaign	4.6 Youth Services	01/12/2018	30/06/2019	100	16/01/2019 - The City continues to work with the local schools and other stakeholders to understand the contributing factors to this issue as part of developing strategies moving forward. Teams are actively supporting schools in particular to address these issues and to develop further education and awareness opportunities into the future. Recruitment of a Community Safety Officer next quarter (pending the outcome of a funding application, to be known early 2019) will enhance outcomes related to this action moving forward.
1.3.29 In liaison with local schools carry out workshops assisting parents of teenagers	4.6 Youth Services	01/07/2018	30/06/2019	100	16/01/2019 - Local High Schools have been engaged regarding the workshops they deliver for parents of teenagers. This information is now being assessed to identify potential future opportunities to collaborate.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.30 Continue to provide the Zone Youth Space 'Drop In Service'	4.6 Youth Services	01/07/2018	30/06/2019	100	08/02/2019 - The City of Kwinana continued to run the Zone Youth Space Drop In Service. This service provides a safe, all-inclusive space for young people, engaging them in a range of activities and acting as a referral service, from which young people are able to be referred to the appropriate services to have their needs met. 445 contacts were recorded for October, 408 for November and a further 264 for December 2018.
1.3.31 Investigate opportunities for grant funding for an Aboriginal youth mentoring program based at the Zone	4.6 Youth Services	01/07/2018	28/02/2019	50	16/01/2019 - The City is currently collaborating with Nyoongar Wellbeing and Sports to seek grant funding opportunities for a mentoring program at the Zone. The Youth At Risk Intensive Intervention Project is an intensive secondary intervention targeting at risk young Aboriginal males who are already in the Justice system, at risk of offending and disengaging from education.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.3.32 Develop and implement an activation plan for the Edge Skatepark	4.6 Youth Services	01/07/2018	30/06/2019	50	<p>08/02/2019 - Eight activation sessions were programmed for this period, however one session (skateboarding competition) was cancelled due to a wet weather forecast. Events that occurred were 3 skateboarding coaching clinics, 2 scooter coaching clinics, 1 scooter competition and 1 minor skateboarding competition. These free activation sessions attracted up to 30 young active participants each time who were taught skateboarding and/or scooter skills to enhance their development and skatepark etiquette. These skills will assist them to enjoy the space safely and appropriately in the future.</p> <p>In October 2018, the Edge Skate Park hosted the new look Youth Festival event, which attracted over 1,000 young people throughout the day.</p>
1.3.33 Develop youth activation plans for key community facilities and spaces	4.6 Youth Services	01/12/2018	30/06/2019	25	<p>08/02/2019 - Find Your Own Beat Drumming was delivered at John Wellard Community Centre Term 1 and Term 2, 2018.</p> <p>Finalisation of the Youth Service Review and refinement of the City's Place Approach will assist progression of this action moving forward.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.4 A healthy and active community with services for everyone's needs</b>					
1.4.01 Activating parks, ovals and walking trails through place making	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - Varris Park community consultation has been completed to inform the development of a concept design for replacement of play equipment, park fixtures and landscaping. Feedback on the design is to be sourced next quarter prior to finalisation and installation of the proposed equipment.</p> <p>Calista Oval continues to be used for a range of activities including skateboard education, Youth Festival, Children's Festival and Symphony Orchestra event. Planning for next year's events at Calista Oval have commenced. The City has continued to improve and upgrade the park with attention to access roads, paths and caretaker's sheds.</p> <p>Winter and summer sport continues at Thomas Oval, Rhodes Park, Derbal Field, Gilmore Oval, Orelia Oval, Bertram Oval and Wellard Oval. The Community Events Fund, Community Development Fund and Neighbour Day activities enhance engagement and connection to facilities.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.02 Supporting Community Events that promote community inclusion and involvement	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - Support is provided in the following ways:</p> <ul style="list-style-type: none"> <li>- Facilitation of skills boosting workshops to enhance event delivery ideas, confidence and capacity</li> <li>- Provision of the Community Events Fund (\$50,000 per annum)</li> <li>- Individual group assistance provided by City Officers aimed at building capacity, confidence and navigating corporate requirements</li> <li>- Information sessions for community groups are held regarding Neighbour Day Funding (14 attendees - December 2018) with \$26,000 of funding available in total</li> <li>- Hosting of a Community Leadership Forum in November 2018, where 35 leaders were inspired to take community action and build collaborations by The Bank of Ideas Director and WA Senior of the Year (2018)</li> <li>- The City's 'What's On' online platform assists with event promotion and attendance</li> <li>- Liaison with and engagement of the various advisory groups and networks</li> </ul>
1.4.03 Support community involvement in activities that encourage a connected and mentally healthy community, such as community gardens and volunteering	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>04/12/2018 - This action is ongoing. The City's Community Centres continue to support social and hobby groups that engage a variety of community members and provide opportunities for social connections. Examples include the Wellard "Have a Chat" group and Darius Wells "Art with Morris" classes.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.04 Support healthy lifestyle opportunities that build understanding of the importance of good physical and mental wellbeing	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - This action is ongoing. A Volunteer Expo was held at the Kwinana Marketplace in December 2018 to promote the benefits of volunteering and also provide community members with an opportunity to talk to local agencies that are looking for volunteers. Seven organisations participated in this event.</p> <p>Other works undertaken in this quarter include supporting the Children's Week Family Picnic Day at the Kwinana Adventure Park, hosted by Nature Play WA, Meerilinga, Promoting Positive Childhoods and the Department of Education.</p>
1.4.05 Using the Kwinana Recquatic Centre and Community Centres to deliver activities and programs that support healthy lifestyle behaviour change	4.3 Community Engagement	01/07/2018	30/06/2019	50	<p>15/01/2019 - The City continues to support State-wide health and wellbeing campaigns to address lifestyle risk factors within Kwinana. The Cancer Council WA community grants program took place during this quarter and the Kwinana Bowling Club successfully obtained funding to host a community information session on bowel cancer, which engaged 40 participants. An information session was also hosted by the City as part of a regular Seniors Group at the Darius Wells Centre, which engaged 15 people.</p>



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.06 Implement actions related to the health and wellbeing portfolio	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - This work is ongoing. The City continued to support the development of the Public Health Plan, including drafting an action plan and gathering information from other local governments on their community consultation processes.</p> <p>A major achievement this quarter is the installation of LiveLighter campaign material at two entrances of the Kwinana Marketplace, which will remain in place until the end of the financial year. This was fully funded by the national obesity prevention campaign (LiveLighter) and supported by the Kwinana Marketplace.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.07 Implement a range of initiatives focussing on families and children	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>08/02/2019 - A range of initiatives focussing on families and children continued to be implemented at each of the City's Community Centres during this quarter.</p> <p>The Heart Beat Club training program was again run at the William Bertram Community Centre. This free first aid program covers CPR and basic first aid for common childhood injuries. 15 parents/carers attended and children under school age were looked after by an on site crèche service.</p> <p>Darius Wells after school Boredom Busters program continues to be popular. This program engages both parents and children in a range of activities such as craft, cooking, science and goal setting.</p> <p>Chisham Square activation engaged children and families with weekly after school games, Halloween event, Oddball Movie night, Turning on the Christmas Lights picnic, Anti Poverty and End Family Domestic Violence mini events.</p> <p>The Community Centres Creche Service continued to support parents across the community centres so they could attend workshops, training and counselling sessions, study and attend meetings.</p> <p>The Bertram after school Lego and Homework Clubs proved to be popular with local children being able to participate in affordable after school activities, with continued learning outcomes.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
					Music and Rhyme and Storytime sessions run by Fairy Rebecca at William Bertram Community Centre have gained a new momentum with many referrals coming from the now full time Department of Health, Child Health Nurse, located at the Centre. These sessions provide an excellent introduction to early literacy in a supportive and fun environment. Parents develop social and support networks with locals and gain confidence to continue to sing and tell stories to their children at home.
1.4.09 Activate the Zone Youth Space through the provision of appropriate activities, programs and services to meet the needs of young people, parents, agencies and the community	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>08/02/2019 - 1,802 young people have been engaged via programs and activities facilitated at the Zone Youth Space throughout the period. The City has also invited services such as Youth Focus and Centrelink to further meet the needs of young people in the Kwinana community.</p> <p>Dismantle, a program aimed at supporting young people who are not engaged in regular schooling, ran across a five week period, with 43 young people successfully participating.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.10 Activate the Darius Wells Library and Resource Centre through the provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>08/02/2019 - Term 4 Program at the Darius Wells Library and Community Centre included:</p> <p>Mondays: Boredom Busters had attendances of 10 children for Term 4. The Art with Morris Program had 100% attendance with 18 participants. A wait list has been established for this program. Feedback continues to be very positive.</p> <p>Wednesdays: The Social Group, Cuppa with Joe, which is assisted by local volunteer Joe Martin enjoyed learning to play Chess. A facilitator from Total Chess ran three sessions to give the participants the total overview of the game. Chess engages both the left and right areas of the brain so is an ideal activity to enhance cognitive function. It is also social, can be played almost anywhere and is very inexpensive. Several chess boards have now been purchased and are available for loan for community members to play chess in the Carol Adams Lounge. The Group also had an informative presentation and question and answer session with Donna Regan from Centrelink. Donna imparted a wealth of knowledge about the intricacies of the aged pension means testing process and a Lifting the Lid on Bowel Health session was also presented by the Cancer Council WA to the Group.</p> <p>On Wednesday, 24 October 2018 the EChO WASO Children's Concert was held. This has become an annual event, commencing in 2013, which gives the local community the wonderful opportunity to experience a full</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
					<p>Symphony Orchestra. It is a free event that is inclusive and reaches a diverse audience. The response was testament to its popularity with a capacity crowd of 220 children and their parents.</p> <p>Thursdays: Conversational English continues to have excellent numbers of up to 35 participants per session. The sessions have been an invaluable support to the CaLD community. Due to a funding change the Fremantle Multicultural Centre will not be delivering this program in 2019. Discussions will commence with the new migrant settlement services provider (once known) to continue the sessions.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.11 Activate the John Wellard Community Centre including provision of appropriate activities, programs and services to meet the needs of agencies, hirers and the community	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>08/02/2019 - The program for Term 4 for the John Wellard Community Centre included:</p> <p>October School Holiday Programs - The Centre received very positive feedback regarding the school holiday program. "Thank you for offering affordable and local programs." "It is very appreciated." "So good for budget conscience parents. Please keep them coming. Really good to see hands on activities for children". In particular Woodwork with Neil on Thursday was so popular that an extra afternoon session was booked, with 15 children in each session, the age range 5 -12 years old.</p> <p>Tuesdays: Social Sewing Group averaged 15 participants each week (Befriend Group). Have a Chat Group averaged 15 – 20 people each week. During IT Week Kwinana Library visited the group and conducted a workshop on "How to use your tablet or phone".</p> <p>Wednesdays: Creative Minds had 10 -15 participants per session. This program aims to connect the arts with a healthy mind set. The art and craft lessons inspire and encourage even the most faint-hearted of artists within. Participants work independently to create simple take home pieces, all while having the opportunity to engage with others and find themselves. The lessons are designed for all skill sets and focus on using both bought and recycled materials.</p>



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
					<p>Crafty Well (Befriend) craft group.</p> <p>Thursdays: Science Technology Engineering Maths (Formally Lego). This group was fully booked (12 participants) within a week of the program release date. The STEM program focus is on free play for children to experience science, technology, engineering and mathematics. This program uses the four core curriculums in an exciting and enjoyable atmosphere allowing children to use thinking, reasoning, teamwork, investigation skills and abilities creatively.</p> <p>Ukulele and Sing Group has been added to the Term 4 program after a successful trial Term 3 program.</p> <p>Saturday Morning for Kids was cancelled due to low enrolment numbers.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.12 Activate the William Bertram Community Centre including provision of appropriate activities, programs and services to meet the needs of tenants, agencies, hirers and the community	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>08/02/2019 - The Term 4 program for the William Bertram Community Centre included the following:</p> <p>October School Holidays 2018 - The Bertram Community Centre coordinated a recycled bird feeder school holiday craft activity which was enjoyed by 12 children and their families.</p> <p>Tuesdays: The Tuesday morning Crochet Group continued to be popular with an average of 9 participants each week. This group is community driven and they are currently making reusable shopping bags.</p> <p>Clever Craft - 8 week Term Program Coordinated by the Toddler Town Creche, Clever Craft was enjoyed again by 60 parents and children. The program runs each Tuesday morning with the parents/carers congregating in the foyer for a community lunch after the session.</p> <p>Lego Club - 8 week Term Program Always a popular program at the Centre with many children building and designing cars, homes and haunted houses for Halloween. The program is run on Tuesday afternoons.</p> <p>Wednesdays: The Bertram Community Playgroup has dropped in numbers, however, marketing activity is planned to promote the group and boost numbers. This is being undertaken in conjunction with Playgroup WA.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
					<p>Thursdays:</p> <p>Music and Rhyme - 8 week Term Program. A fun interactive session of singing, rhyming and craft. Fairy Rebecca is very popular with 0 - 5 year olds at the Centre with over 160 children attending this drop-in program. The program is run on Thursday mornings.</p> <p>Homework Club continued again in Term 4 and was attended by 48 children. The children contributed to the Orange The World campaign to end domestic violence by writing their messages of support. For example, "call me if you need someone", "always have someone with you". They also designed and created badges and designed a chimney out of recycled materials.</p> <p>Fridays:</p> <p>Mosaic Masterclass had 12 ladies attend the class each week with a variety of different designs created. The group identified a community leader and will continue to run independently in Term 1 2019, with the City providing a Tool Kit that the group can borrow. The group also kindly created and donated a plaque that will be hung in the Centre.</p> <p>Heart Beat Club - One off program</p> <p>William Bertram Community Centre hosted a Heart Beat Club, a free first aid course facilitated by the Royal Life Saving Society. It was attended by 15 parents/carers, who increased their skills and knowledge around prevention of baby/child related injuries and CPR. The City of Kwinana provided a crèche service and a light lunch for the participants.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
					<p>Feedback was very positive with one mother quoting; "I feel more aware and confident if anything was to happen with my child now"</p> <p>Seniors Group - Weekly and Monthly Programs</p> <p>A weekly group of approximately 10 seniors meet for a coffee and chat each Friday morning at the Centre. The monthly Seniors Group also met at the William Bertram Community Centre on the 2 November 2018 and enjoyed a movie as part of the new Kanopy Service offered by the Kwinana Public Library. An Officer from Kwinana Library presented to the group information about accessing Kanopy and they also enjoyed a healthy morning tea.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.13 Activate the City Centre through the provision of inclusive activities and events in Chisham Square	4.2 Community Centres	01/07/2018	30/06/2019	100	<p>08/02/2019 - The activation of Chisham Square commenced with the fine spring weather, several events were held during the period:</p> <p>An Anti-Poverty Week Event was held 17 October 2018. There were displays by the service providers at the Darius Wells Library and Resource Centre including Communicare, Bridging the Gap and Relationships Australia as well as other local organisations such as Helping Minds, Frank Konecny Community Centre and St Vincent de Paul who came together to let the community know what services are available to the local community if they are experiencing hardship due to poverty. A donation box was set up in the Darius Wells Centre for donations of non-perishable foods and personal hygiene products. These were presented by Mayor Carol Adams to S.O.U.L Soup Patrol for distribution to needy families. There was also a gold coin raffle that included a voucher donated by Dome Café, with the proceeds being donated to C.R.E.W who offer assistance to people experiencing homelessness. The City of Kwinana Community Liaison and Community Engagement Officers were also on hand to let people know about the support they can provide.</p> <p>A Fun-a-Rama in the Square event was held 26 October 2018. This event celebrated Children's Week (an Australia wide initiative dedicated to celebrating children's right to happiness) including the promotion of good health and healthy lifestyles. Fun-a-Rama in</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
					<p>the Square included a kid's fitness boot camp with sponge races, skipping games and an obstacle course. An afternoon tea of healthy wraps, and fruit and water was provided. Over the course of the event approximately 50 children of various ages attended, and it was obvious that the children enjoyed themselves immensely.</p> <p>A Halloween Spooktacular event was held 31 October 2018. Chisham Square games were Halloween themed with children dressing up and participating. Entertainers included balloon twisting and face painting. There was a great turnout and the children got into the spirit of the occasion, enjoying it in a safe environment without the customary candy.</p> <p>Sundays: Activation Pop Ups in the Square included a variety of activities such as Spring Potting Activity and Giant Games.</p> <p>During November the internal and external Christmas decorations were installed. The internal Christmas trees and balustrade garlands featured a fun elf theme with a large Christmas sleigh filled with presents located in the Carol Adams Community Lounge.</p> <p>A movie night featuring Oddball was held on 22 November 2018. Pre-movie entertainment included a native animal display, Penguin Island information stall and free popcorn.</p> <p>On 23 November 2018 the Turning on of the Christmas Tree Lights Picnic Event was held.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
					<p>Entertainment included a singer who sang "upbeat" Christmas carols and had all the children up dancing, as well as a Christmas craft activity. Mayor Adams turned the lights on at sunset and families took photos of themselves in front of the lit up tree.</p> <p>An Orange the World - End Family Violence event was held 28 November 2018 the event kicked off 16 days of activation to raise awareness of domestic violence. Representatives from service providers offering assistance to people affected by family violence were present. These included City of Kwinana Community Liaison Officers, Relationships Australia, Australian Red Cross, Communicare, SCALES Community Legal Centre and Lucy Saw Centre who gave an illuminating speech. Activities included fruit kebab making, a singer and orange tissue paper flower making. Some attendees included a personal message on their flowers and the flowers were put on display in the Community Lounge.</p> <p>Open Mic Nights also continued during the period and attendance increased with the finer weather. There were two sessions with a full complement of participants and approximately 40 people in the audience.</p>
1.4.14 Continue to facilitate multi-sector youth at risk services group	4.6 Youth Services	01/07/2018	30/06/2019	100	08/02/2019 - Youth at risk groups are facilitated on a monthly basis. This involves collaboration with and participation by various stakeholders with regards to community safety and youth participation in training and education.



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.15 Continue to deliver a range of low-cost, inclusive programs, which build confidence, self-esteem and general wellbeing	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>08/02/2019 - The young woman's boxing program has provided an inclusive space for young women to increase their self esteem and wellbeing through participation in fitness and emotion regulation workshops. The City's Youth Service have partnered with King's College to facilitate the program, targeting engagement with CaLD young females.</p> <p>The Zone Youth Space facilitates social and wellbeing programs for young people engaging in the space. These programs include an older girls group (15 - 17 year olds) a younger girls group (12 - 14 year olds) and a LGBTIQ group for 12 - 18 year olds. The Zone Youth Space facilitates a drop in service for 12 - 18 year olds after school hours Monday to Friday and also on Saturday afternoon, to provide a safe inclusive space for young people to positively engage in with Youth Officers and other young people accessing the service.</p> <p>The Youth Advisory Council is a vehicle for young people to make a difference in the local community while building new friendships and learning new skills.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.16 Continue to work in partnership with service providers, organisations and agencies to submit joint funding initiatives to address gaps in service provision	4.6 Youth Services	01/07/2018	30/06/2019	50	<p>08/02/2019 - The Dismantle Bike Rescue Program was able to obtain funding through the Kwinana Community Funding Program to host bike rescue workshops at the Zone Youth Space, engaging 10 young males not currently participating at school. The program addressed a gap by engaging young males between 12 -14 years, for whom there are no alternative education programs available.</p> <p>Investigations are continuing with Nyoongar Wellbeing and Sports regarding funding for a future mentoring program.</p>
1.4.17 Continue to maintain key stakeholder contact lists	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>08/02/2019 - A mailing list of key stakeholders, government agencies, non government sector agencies and community is maintained on a regular basis.</p> <p>An Essential Contacts Guide has been developed, inclusive of a map, to assist people in need to find support services in and around Kwinana. This is available in a handy folder version and is accessible via the City's website.</p>
1.4.18 In partnership with other service providers deliver community events, which increase awareness of key social issues such as homelessness, domestic violence and drug and alcohol abuse	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>16/01/2019 - The City is planning to participate in the Purple Bench project, an initiative set to take place in March 2019 which aims to highlight the growing violence against women. The plan is to launch the Purple Bench at a community event.</p>

## 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

## Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.19 Continue to support the Kwinana Rockingham Homelessness Interagency Group	4.6 Youth Services	01/07/2018	30/06/2019	100	16/01/2019 - Meetings for the Rockingham Homelessness Interagency Group are held on a quarterly basis. A City Officer has attended all meetings in the first two quarters. Ideas are shared and discussed at the meetings and are in line with the ten year Homelessness Strategy for Western Australia.
1.4.20 Continue to support the Kwinana / Rockingham Local Drug Action Group	4.6 Youth Services	01/07/2018	30/06/2019	100	11/12/2018 - A City representative attends the Kwinana/Rockingham Local Drug Action Group meetings held monthly. The group are currently seeking funding opportunities to further initiate programs which involve the community.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.21 In partnership with nongovernment organisations ensure the provision of community events	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>08/02/2019 - The City's Positive Vibes Youth Festival was held on 13 October 2018 in partnership with non-government community agencies. The youth festival targets community agencies that raise awareness of mental health issues, including key messaging. The agencies also engage directly with young people at the event to promote positive vibes through positive engagement in the festival's activities and through the showcasing of young peoples' talents.</p> <p>The City contributes towards the activities of Connecting Community For Kids, Smith Family (Communities for Children), KEYS, NGALA as well as Nyoongar Wellbeing and Sports, each of which regularly facilitate events for the community.</p> <p>Sponsorship from the private sector has enabled events to be held such as the Symphony Spectacular and the Alcoa Children's Festival.</p>
1.4.22 Increase CaLD content in all community, cultural, health and recreational facilities and services	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>15/01/2019 - Internal discussions are continuing regarding cultural content for programming at the City's facilities. In particular the Library is working to become as accessible and inclusive as possible to all groups, including those from CaLD backgrounds. New initiatives are being planned for next quarter.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.4.23 Increase CaLD content at the Kwinana Public Library and Youth Zone Space (e.g. multilingual Storytime sessions and CaLD-related youth activities)	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - The Zone Youth Space uses sport as a medium to connect diverse youth to services and to each other. Nightfields is a multi-sport program held every second Friday, supported by the West Australian Football Commission. On alternate fortnights Beatball is held at the Zone, facilitated by Nyoongar Wellbeing and Sports. Both of these programs are offered free of charge to youth.</p> <p>The Kwinana Library is working to become as accessible and inclusive as possible to all groups, including those from CaLD backgrounds. New initiatives are being planned for next quarter.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.5 Actively work with the community to build local capacity</b>					
1.5.01 Complete actions to improve local sporting club organisational development	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The City assists clubs with operational requirements including season tenancies, season club handover, grounds maintenance issues, governance and development opportunities occur regularly and through specific skills boosting workshops. An audit of defibrillator ownership has been undertaken in order to register defibrillators with St John support services.
1.5.02 Complete actions to improve local sporting club participation	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Seasonal tenancies for all clubs seeking facilities have been finalised. Planning for a Clubs Open Day for winter based clubs will be hosted at the Marketplace in February 2019.
1.5.03 Complete actions to improve local sporting club membership	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Clubs have been supported in recruitment and retention activities such as sign on days and first training sessions. The Cricket Club has been supported in acknowledging their latest Life Member. The City processed 38 Kidsport applications valued at \$5,191 for the period. Total applications for the year January to December 2018 was 590 applications, to the value of almost \$85,000.
1.5.04 Complete actions to improve local sporting club people development	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - The City provided opportunities for clubs to be involved in Skills Boosting Seminars, and promoted development opportunities provided by the Department for Local Government, Sport and Cultural Industries, and other industry bodies.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.05 Complete actions to improve local sporting club infrastructure	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - The City completed a number of requests for minor infrastructure repairs and maintenance for clubs.</p> <p>Infrastructure updates include:</p> <ul style="list-style-type: none"> <li>- Wellard Oval Storage</li> <li>- Bertram Oval Change Rooms</li> <li>- Medina Oval Lights: estimated date for lights installation is early January 2019</li> <li>- Orelia Oval Additional Steps: construction due early January 2019</li> <li>- Thomas Oval lighting: unsuccessful in first round of Federal funding, however the project will be considered in a subsequent round to be determined in early 2019</li> <li>- Tennis Courts: building variation in progress with works date yet to be confirmed</li> </ul>
1.5.06 Complete actions to improve local sporting club talent development	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - The City continues to provide financial assistance to residents who are selected in Western Australian and Australian representative teams. 7 applicants received \$1,450 in support. Sports provided assistance include sailing, ice skating, cricket and futsal. Successful applicants came from residents living in Wandi, Wellard, Anketell and Orelia.</p>
1.5.07 Deliver the Community Funding Program in two funding rounds per annum	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - The first round of the 2018/19 Community Funding Program was launched 8 September 2018 and closed 15 October 2018 with 19 applications requesting \$66,166. 13 projects have been supported to the value of \$30K.</p> <p>The Community Funding Program application form and review process has also been refined and updated.</p>



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.08 Form partnerships with local community groups to promote healthy environments, healthy canteens, safe alcohol provision, no smoking venues	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The City continues to provide support to local schools to build staff and parent capacity to promote healthy environments. For example, links to the WA School Canteen's Association resources on how to pack a healthy lunch box were provided to Leda Primary School for their Kindy Open Morning.
1.5.09 Provide input into the Connecting Communities for Kids working groups	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - Participation occurs in the Culture and Connecting Neighbourhoods groups, as well as part of the overarching Steering and Governance Committee.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.10 Continue to provide and facilitate the Kwinana Youth Advisory Council (YAC), Junior Council and Youth Reference Groups	4.6 Youth Services	01/07/2018	30/06/2019	100	08/02/2019 - The Kwinana Youth Advisory Council continued to meet fortnightly during the term and welcomed one new committee member. Initiatives undertaken during this period include: <ul style="list-style-type: none"> <li>- Consultation for the Positive Vibes Youth Festival</li> <li>- Volunteering and supporting the delivery of the Positive Vibes Youth Festival (Saturday 13 October 2018)</li> <li>- Attendance and representation at Change the World Social Media Forum (Monday 29 October 2018)</li> <li>- Volunteering at "Thrillage at Wellard" Scare House in support of the Village at Wellard Resident's Association (Wednesday 31 October 2018)</li> <li>- Attendance and representation at Young People Changing the World - Baldivis Forum (Friday 23 November 2018)</li> <li>- Volunteering for the City of Kwinana lolly bagging (Thursday 6 December 2018)</li> <li>- Hosting the Commissioner of Children and Young People for a Zone Youth Space/Edge Skatepark tour (Thursday 6 December 2018).</li> </ul>
1.5.11 Facilitate the delivery of the Kwinana Youth Incentives Program - LYRIK	4.6 Youth Services	01/07/2018	30/06/2019	100	08/02/2019 - Initiatives delivered during this period include: <ul style="list-style-type: none"> <li>- Support and development of a LyriK participant to host his first photography exhibition</li> <li>- Support and development for the 2018 LyriK Award recipients</li> <li>- Delivery of the 2018 LyriK Educational Scholarships for Students furthering their education into 2019. 60 applications received this year with 16 scholarships awarded</li> </ul>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.12 Review and enhance the structure of existing youth and community support service committees and networks	4.6 Youth Services	01/09/2018	28/02/2019	100	16/01/2019 - This action will be informed by the current Youth Development Team service review.
1.5.13 Host a series of professional development workshops in Kwinana targeting youth workers	4.6 Youth Services	01/11/2018	30/03/2019	50	08/02/2019 - The City of Kwinana Youth Officers and a number of support staff from local youth services from Salvation Army, Red Cross and Wirrpanda Foundation were trained by Youth Work WA in the Youth Work Code of Ethics.
1.5.14 Market and promote the Zone Youth Space to the local secondary schools as both a hub of youth services and hireable space for school events and functions	4.6 Youth Services	01/07/2018	30/06/2019	100	16/01/2019 - The Zone Youth Space has been promoted to a range of community organisations as a hireable space. Over the quarter, the Centre has been hired by eight organisations for a total of 310 hours, with activities including skating, hockey, community workshops and events, and a youth group.
1.5.16 Hold capacity-building sessions for the youth sector	4.6 Youth Services	01/07/2018	30/06/2019	100	16/01/2019 - Youth Work WA facilitated a Code of Ethics training workshop for youth workers from services and agencies engaging with young people in the Kwinana community. The Code of Ethics is intended to support all youth workers and youth work organisations to make great ethical decisions in their day to day practice.
1.5.19 Assist unincorporated CaLD groups to access funding	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Assistance is provided as required. This includes through the bimonthly Skills Boosting and Networking Workshops, directly from Officers over the phone and in person. With the assistance of the City's Multicultural Advisory Group, a database of all CaLD groups in Kwinana has been created. Next quarter the City will work to directly assist the unincorporated CaLD groups which have been identified.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.5.20 Ensure information about grant and tender opportunities are communicated to CaLD communities in an accessible manner	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Direct links to grant search tools and grant funding bodies are included in the City's newly developed resource document for building community groups. This is written in an accessible manner, is available on the City's website and is promoted directly to community groups.
1.5.21 Provide CaLD communities with training and support in grant and tender writing	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Support is provided as required. This includes through the bimonthly Skills Boosting and Networking Workshops, directly from City officers over the phone and in person. Direct links to grant search tools and grant funding bodies are included in the City's newly developed resource document for building community groups. This is written in an accessible manner, is available on the City's website and is promoted directly to community groups.
1.5.22 Ensure job advertisements encourage applicants from CaLD backgrounds	2.3 Human Resources	01/07/2018	30/06/2019	100	08/02/2019 - This information forms part of the recruitment advertisement templates.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.6 Increase the prevalence of volunteering in Kwinana</b>					
1.6.01 Create an Active Citizenship Strategy	4.2 Community Centres	01/07/2018	30/06/2019	50	<p>08/02/2019 - International Volunteers Day occurred on 5 December 2018. A Mini Expo in recognition of volunteers world wide was held on 4 December 2018 at the Marketplace, so that organisations could hold their own volunteer events on 5 December 2018. People were very engaged and wanted more information about volunteer organisations or volunteering in general. The main feedback from the organisations in attendance was the opportunity for networking.</p> <p>Approximately 40 people stopped and engaged with the 7 stalls on the day.</p>
1.6.02 Develop a campaign in partnership with the Kwinana Volunteer Service targeting local high schools promoting the benefits and opportunities for volunteering	4.6 Youth Services	01/07/2018	30/06/2019	50	<p>08/02/2019 - During this period a campaign was delivered targeting high schools to attract young people into volunteering opportunities, to connect them to the Kwinana community. This resulted in the following volunteer activities:</p> <ul style="list-style-type: none"> <li>- 14 youth volunteers at the Positive Vibes Youth Festival (Saturday 13 October 2018)</li> <li>- 2 youth volunteers for Edge Skatepark activation sessions (Term 4)</li> <li>- 5 youth volunteers in the Kwinana Youth Media Team (Term 4)</li> <li>- 6 youth volunteers at the City of Kwinana lolly bagging (Thursday 6 December 2018)</li> </ul>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.6.03 Provide a range of dedicated youth volunteer positions within the City of Kwinana	4.6 Youth Services	01/07/2018	30/06/2019	100	<p>08/02/2019 - During this period a campaign was delivered to attract young people into volunteering opportunities to connect them to the Kwinana community. This resulted in the following volunteer activities:</p> <ul style="list-style-type: none"> <li>- 14 youth volunteers at the Positive Vibes Youth Festival (Saturday 13 October 2018)</li> <li>- 2 youth volunteers for Edge Skatepark activation sessions (Term 4)</li> <li>- 5 youth volunteers in the Kwinana Youth Media Team (Term 4)</li> <li>- 6 youth volunteers at the City of Kwinana lolly bagging (Thursday 6 December 2018)</li> </ul>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.7 Develop and celebrate arts in Kwinana</b>					
1.7.01 Review the City's Public Art Masterplan	4.3 Community Engagement	01/07/2018	30/06/2019	35	07/01/2019 - Further compilation and review of Public Art policies and approaches from other local governments has progressed.
1.7.02 Present and support arts initiatives relating to Kwinana's diversity	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - An exhibition by local artist Abuzar Gharibyar, a young refugee artist from Afghanistan, was presented at the Darius Wells Library and Resource Centre between 11 October and 7 November 2018.
1.7.03 Facilitate the development of partnerships for the installation of public art throughout the City	4.3 Community Engagement	01/07/2018	30/06/2019	100	07/01/2019 - A new public artwork in partnership with the NRM and the City of Kwinana was completed in December 2018 at the Orelia Primary School.
1.7.04 Review the City's Cultural Policy	4.3 Community Engagement	01/07/2018	30/06/2019	35	05/12/2018 - Compilation of policies and plans from other local government bodies and art organisations has progressed further.
1.7.05 In partnership with the KIC refine the public art strategy to enable successful delivery of public art in the industrial area where funds are available	4.3 Community Engagement	01/07/2018	30/06/2019	35	15/01/2019 - A preliminary discussion has occurred with Alcoa Kwinana regarding potential opportunities to involve apprentices in a relevant public art project aligned to the strategy.
1.7.06 Liaise with the Koorliny Arts Centre on the delivery of a vibrant and varied arts program throughout the City	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The City of Kwinana annual Arts, Culture and Entertainment Awards were presented for the first time at the Koorliny Arts Centre outdoor amphitheatre in November 2018. Preliminary conversations have occurred to consider further areas of collaboration and progression of the arts in Kwinana. A meeting is scheduled for the end of January 2019 to further discuss opportunities.



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.7.07 Document and review the City's existing art collection	4.3 Community Engagement	01/07/2018	30/06/2019	30	08/02/2019 - Further additions and refinements to the City's artworks in public spaces documentation is still required, as is a review of the City's internal based artworks.
<b>1.8 Respect and promote Kwinana's unique heritage</b>					
1.8.01 Review the City's Municipal Heritage Inventory	3.1 Planning and Development	01/07/2018	30/06/2019	20	21/12/2018 - The review of the heritage inventory is a matter being incorporated into the review of the City's Local Planning Strategy which is a project to take place over multiple years.
1.8.02 Seek endorsement for and then implement the Business Plan related to the City's Heritage Assets	4.3 Community Engagement	01/07/2018	30/03/2019	50	08/02/2019 - In October 2018, Council endorsed findings from the Heritage Report supporting the entering of a new management agreement with the Kwinana Heritage Group for management of Smirk's Cottage and to advertise for expressions of interests from properly constituted organisations engaged in activities consistent and compatible with the purpose of Sloan's Cottage and Sloan's Heritage House.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>1.9 Improve levels of disability access and inclusion throughout the community</b>					
1.9.01 Develop links between the DAIP and other Council plans and strategies, including departmental business plans	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - This action is ongoing. Event planning now includes an access and inclusion check list. The City's Planning and Building Teams actively consider access requirements as part of the development process. Facilitation of the Access and Inclusion Advisory Group assists communication and alignment.
1.9.02 Continue to provide a priority bin service for eligible people with a disability	3.3 Environmental Health	01/07/2018	30/06/2019	100	06/12/2018 - This is an on-going service provided by the City through the waste contract.
1.9.03 Design City of Kwinana events using the Disability Services Commission 'Creating Accessible Events checklist', and provide a link to the checklist on the City's webpage and Live webpage	4.3 Community Engagement	01/07/2018	30/06/2019	100	07/01/2019 - The Accessible Events checklist is included as part of all event planning.
1.9.04 Ensure all relevant City of Kwinana events, programs and services are accessible and inclusive of people with disability	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The Events Accessibility Checklist is included in various resource packages, such as: - Events Planning Package - Contractors Tender Documents

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.05 Continue to ensure the City's Library provides products, resources and services for people with disability	4.4 Library	01/07/2018	30/06/2019	50	<p>08/02/2019 - Improvements and additions are made to the Library's offerings for people with disabilities as the need becomes apparent and the opportunity arises. A greater area of focus is ensuring accessibility for all members of the community.</p> <p>Some examples of how the Library assists people of all abilities to utilise library services are the provision of transport to those requiring it for the Senior's Morning Tea functions and delivery of resources through the Home Library Service. In addition, a wheelchair is made available to Library users within the Library if it is required.</p>
1.9.06 Ensure that tender and contracts documentation includes the City's Disability Access and Inclusion Plan (DAIP)	5.3 Contracts	01/07/2018	30/06/2019	100	<p>06/12/2018 - The Disability Access and Inclusion Plan reporting requirements and sample templates are included in all of the City's formal tender and request for quotation documentation. The obligation to undertake and complete these reports are also reaffirmed in the City's contractual documents.</p>
1.9.07 Ensure that contractor requirements are met as per the legislation and that contractors report on their delivery of DAIP objectives and strategies during the course of the contract	5.3 Contracts	01/07/2018	30/06/2019	100	<p>08/02/2019 - All of the City's formal tender and request for quotation documentation contain the Disability Access and Inclusion Plan reporting requirements and templates of the reports that the contractors are to fill out. References to the contractors obligations to complete the Disability Access and Inclusion Plan reports (when applicable) are also reaffirmed within the contracts.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.08 Ensure that City of Kwinana staff are aware of the DAIP requirements of relevant legislation	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - The Access and Inclusion Advisory Group is available to support officers, as well as to provide one on one advice to relevant team members to support them in adhering to the requirements. Further training and support areas are to be identified.
1.9.09 Ensure all programs run are accessible and inclusive	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The Accessibility Checklist is included in the City of Kwinana Event Planning Package. Community engagement documentation has been updated to reflect access and inclusion components.
1.9.10 Implement a program of upgrading and rebuilding to ensure all public toilets have a universally accessible toilet	1.2 Asset Management Services	01/07/2018	30/06/2019	100	28/11/2018 - Buildings are inspected and where possible upgraded. Some older buildings are too cost prohibitive to upgrade with the life expectancy of the building in doubt. All new buildings are accessibility compliant.
1.9.11 Ensure that all City owned buildings meet Access Standards	1.2 Asset Management Services	01/07/2018	30/06/2019	100	08/02/2019 - Buildings are inspected and where possible compliance has been achieved.
1.9.12 Ensure that ACROD parking meets both the required standards and the needs of people with disability	1.1 Engineering	01/07/2018	30/06/2019	100	07/12/2018 - All new developments and capital infrastructure projects are designed and constructed in accordance with relevant disability access standards to ensure ACROD parking and disabled access requirements are achieved.
1.9.13 Ensure all parks and recreational areas are inclusive and accessible	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - With each park upgrade attention to access and inclusion is central. Varris Park will incorporate better pathways, access to and within the park, shade and shelter, and elements of a nature play basis to encourage activity at a range of levels. Features are integrated for the young, families and older users.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.14 Ensure bushland walks and trails are inclusive and accessible	3.4 Environment	01/07/2018	30/06/2019	100	16/01/2019 - Designated paths on bushland walks and trails have been cleared and pruned as part of firebreak management in the last two months.
1.9.15 Ensure that footpaths are accessible, maintained and kept free of debris and sand	1.3 City Operations	01/07/2018	30/06/2019	50	07/12/2018 - Quarterly sweeping schedule completed.
1.9.16 Ensure buildings, car parks and public spaces are clearly signed	1.2 Asset Management Services	01/07/2018	30/06/2019	100	08/01/2019 - This action is ongoing.
1.9.17 Ensure all Building and Planning applications meet Disability Standards and legislative requirements	3.1 Planning and Development	01/07/2018	30/06/2019	100	10/10/2018 - This action is ongoing.
1.9.18 Continue to update You're Welcome information and provide this information via the City's website	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - Update of the You're Welcome resource occurs as required.
1.9.19 Provide a beach wheel chair and matting for use by the community at Kwinana Beach	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - The beach wheelchair continues to be available to beach users.
1.9.20 Promote the achievement of DAIP outcomes to the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - Promotion of the achievements of the Access and Inclusion Working Group to members who represent the community is undertaken regularly. Key achievements were provided for inclusion in the City's Annual Report.
1.9.21 Ensure all of the City of Kwinana information is available on request in alternative formats and promote this to the community	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	05/02/2019 - All actions continue to be carried out in an ongoing manner.
1.9.22 Ensure the City of Kwinana website and associated websites and social media pages meet the access and universal design principles listed on the Disability Services Commission website	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	05/02/2019 - All actions continue to be carried out in an ongoing manner.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
1.9.23 Ensure the City's grievance and complaints policies are clear, equitable and available in accessible and alternative formats	2.6 Customer Services	01/07/2018	30/06/2019	100	30/11/2018 - The City's grievance and complaints policies are available and accessible.
1.9.24 Ensure Customer Service Officers are adequately trained so they can facilitate complaints from people with a disability	2.6 Customer Services	01/07/2018	30/06/2019	100	30/11/2018 - This will be scheduled for later in the financial year.
1.9.25 Continue to facilitate the Disability Access and Inclusion Working Group ensuring representation from the community and agencies	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The Access and Inclusion Working Group met 9 October 2018. Next meeting is scheduled for early 2019.
1.9.26 Ensure all community consultations are accessible and inclusive for everyone	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - Access and inclusion criteria have been added to the City's Community Engagement Plan template, with advice for City Officers provided as required.
1.9.27 Consult with disability organisations and networks as required	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - Disability organisations have been consulted as part of the Access and Inclusion Working Group agenda preparation.
1.9.28 Ensure consultation documents are available in accessible formats	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Upgrade of the City's website is currently being planned to improve accessibility requirements. Consultation documents are available in a variety of formats and mediums.
1.9.29 Ensure all aspects of Council Meetings are accessible and inclusive	2.8 City Strategy	01/07/2018	30/06/2019	100	08/01/2019 - The City aims to have all aspects of Council Meetings accessible and inclusive. Recent updates to the visual and sound aspects have been completed in the Council Chambers.
1.9.30 Refer any access issues identified through consultations, which are not the responsibility of the City, to relevant parties	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - No issues have been referred during the period.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>2.1 Residents have access to ample job opportunities locally</b>					
2.1.01 Review the Local Employment Solutions Council Policy	2.4 Economic Development	01/07/2018	30/06/2019	100	08/02/2019 - Council adopted the reviewed policy on 26 September 2018.
2.1.02 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	6.1 Executive	01/07/2018	30/06/2019	100	28/11/2018 - The City of Kwinana has been appointed to the Stakeholder Reference Group for the Westport Taskforce and has been an active participant in all work streams.
2.1.03 Work with the State and Commonwealth governments, and non-government agencies, in job creation initiatives targeting culturally and linguistically diverse residents	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - Investigations have progressed with the Multicultural Advisory Group and external providers to consider options and priorities in this area.  In November 2018 28 people attended a resume writing workshop at the Kwinana Library. 50% of attendees were from a CaLD background.
2.1.04 Consider the community's diversity when reviewing vacancies; and where appropriate, include CaLD-related competencies in selection criteria (including relevant language skills)	2.3 Human Resources	01/07/2018	30/06/2019	100	08/02/2019 - Specific requirements for each role is detailed in the position descriptions. Recent recruitment activities have included the 50(d) provision of the EEO Act.
2.1.05 Engage CaLD people with English language proficiency to assist those who don't with employment and housing, etc.	4.6 Youth Services	01/07/2018	30/06/2019	100	16/01/2019 - City Officers liaised with the Department of Housing and the main employment provider in Kwinana - Employment Services Group (ESG). Both agencies use the National Translating and Interpreting Service (TIS).  Details of the conversational English Classes at the Darius Wells Centre were promoted on the City of Kwinana Facebook page.



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.1.06 Encourage service providers to take part in the healthier workplaces program	4.3 Community Engagement	01/07/2018	30/06/2019	100	07/01/2019 - Healthier Workplace WA training opportunities continue to be forwarded to community service agency contacts. Discussions with Healthier Workplace WA indicate the campaign is targeting small to medium workplaces that do not have capacity to carry out health and wellbeing programs for staff.
2.1.07 Support a coordinated effort by Volunteer Coordinator and Club Development Officer to promote local opportunities	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The City works collaboratively across a number of teams and officers to cross promote local opportunities as they arise.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>2.2 The community has a choice of quality public and private facilities to meet their education and training needs throughout their life time</b>					
2.2.01 Create a Lifelong Learning Strategy	4.2 Community Centres	01/07/2018	30/06/2019	50	15/01/2019 - Development of a draft Community Centres Life Long Learning Strategy has commenced.
2.2.02 Facilitate the holding of workshops on skills for success in the Australian job market	4.2 Community Centres	01/07/2018	30/06/2019	100	08/02/2019 - 28 people attended the Job Search and Resume Writing Workshop held at the Darius Wells Library and Community Resource Centre.  An Inspire Me Job Search and Computer Training Program was held in partnership with the Fremantle Multicultural Centre.
2.2.03 Advocate for expansion of affordable English classes for newcomers and those previously without access	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/02/2019 - The City's partnership with the Fremantle Multicultural Centre enables weekly Conversational English Classes, weekly Advanced English Classes and an Inspire Me training program to be held at the Darius Wells Library and Resource Centre during term times. Details of these classes are promoted on the City's Facebook page and continue to be promoted in the City's Term Programs booklets and on the What's On Kwinana website.  At the end of 2018 the Fremantle Multicultural Centre's funding basis has changed and the Centre will not be able to offer the sessions in 2019. An alternative provider is being sought.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
2.2.04 Advocate and work with all levels of government and the business community to strengthen Kwinana's position as a diverse and inclusive community	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - The City's Community Liaison Officers (CLOs) provide an active presence and build relationships with local business owners and community members. The Kwinana Community Fund, a collaborative funding program between the City, Community Chest and the Kwinana Community Bank enhances and encourages social inclusion. Ongoing conversations with Government Departments and local Members of Parliament enhance collaborative efforts for this objective.
2.2.05 Promote the importance of cross-cultural awareness training in the community	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - Following investigation and engagement with the Multicultural Advisory Group, cross-cultural awareness training resources have been included in the City's newly developed resource document for building community groups. This is available on the City's website and is promoted directly to community groups.
2.2.06 Ensure Private Sector Education providers are aware of opportunities that population growth in the region bring by creating a prospectus annually	2.4 Economic Development	01/07/2018	30/06/2019	100	10/12/2018 - Completed for this financial year.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>2.3 The City Centre is home to a thriving range of specialty shops, restaurant and family entertainment venues and an active night-life while neighbourhood centres are revitalised</b>					
2.3.01 Improve Local Commercial and Activity Centres by providing a small business grant program annually	2.4 Economic Development	01/07/2018	30/06/2019	70	08/02/2019 - Grant applications have been received and assessed. Funding agreements are currently being executed.
2.3.02 Complete the Medina Town Centre Revitalisation Project	2.4 Economic Development	01/07/2018	30/06/2019	50	08/02/2019 - Opportunities to redevelop the shed site are currently being explored.
2.3.03 Continue to seek opportunities to achieve a better urban outcome for the Pace Road sheds in Medina	2.4 Economic Development	01/07/2018	30/06/2019	50	08/02/2019 - Continuing to follow up with owners of the sheds regarding redevelopment opportunities. This item is to be presented to Council in March to finalise the preferred course of action.
<b>2.4 The Western Trade Coast Precinct is developed with maximum leverage being gained from investments in new infrastructure</b>					
2.4.02 Create an Industrial Development Policy	3.1 Planning and Development	01/07/2018	30/12/2018	92	Policy was adopted by Council on 12 December 2018.
2.4.03 Create an Integrated Transport Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	25	08/02/2019 - The City is preparing a Land Use and Transport Integration Study under the broader project of the Local Planning Strategy Review. A consultancy firm has been engaged to undertake the project.
2.4.04 Continue to lobby for the Kwinana Outer Harbour Project	6.1 Executive	01/07/2018	30/06/2019	100	28/11/2018 - The City of Kwinana has been appointed to the Stakeholder Reference Group for the Westport Taskforce and has been actively engaged in all work streams.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>2.5 Stimulate economic development and encourage diversification</b>					
2.5.01 Create an Economic Development Action Plan	2.4 Economic Development	01/07/2018	30/06/2019	70	08/02/2019 - An action plan is currently in draft form.
2.5.03 Lobby and advocate for the relocation of a State Government agency to the Kwinana region	6.1 Executive	01/07/2018	30/06/2019	50	10/12/2018 - A submission was made to a tender request for a State Government Agency Centre of Excellence. An analysis of all State Government Agencies has been completed and identifies a number of possible suitable agencies for the area.
2.5.04 Create a Land Optimisation Strategy	2.4 Economic Development	01/07/2018	30/06/2019	50	08/02/2019 - An assessment of the City's freehold land has commenced and a draft policy completed. To be considered by Council in 2019.
2.5.05 Advocate for the development of a policy that supports and addresses barriers for local and new businesses offering health promoting services, such as personal trainers in public open spaces	4.3 Community Engagement	01/07/2018	30/06/2019	50	07/01/2019 - Discussion has commenced internally to progress the development of a policy.
<b>2.6 Provide a best practice development approval system that attracts and retains business investment in the area</b>					
2.6.01 Annually review the City's approval system to encourage business investment and retention in Kwinana	3.1 Planning and Development	01/07/2018	30/06/2019	50	16/01/2019 - The City's approval system has been reviewed and electronic approval system changes are progressively being implemented.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>3.1 Improve conservation of biodiversity and protection of native vegetation whilst achieving high levels of environmental protection in new developments</b>					
3.1.01 Finalise the Local Biodiversity Strategy	3.4 Environment	01/07/2018	30/06/2019	50	08/02/2019 - A Local Biodiversity Study Draft is complete.
3.1.02 Inspect and report on grass weed control tender performance	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The Grass Weed Control Tender has been completed for the winter grass season.
3.1.04 Tender and engage contractor to carry out Environmental Weed Control	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The contractor is undertaking weed control as per the contract. The Contract is to be reviewed in 2019.
3.1.05 Prepare and implement a works program to control significant environmental weeds in Kwinana Reserves	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The works program is complete. Implementation of the program was adjusted according to seasons and weather conditions.
3.1.06 Investigate and apply for grants	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - No grant applications have been submitted this quarter.
3.1.07 Budget for new reserves	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Two new reserves have been handed over this quarter, they are Sunrise (power line easement) and Armstrong Road (Latitude 32 Conservation Park).
3.1.08 Post controlled burn/arson weed control	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - 2018 post-fire weed control is complete and 2019 priorities have been identified.
3.1.09 Routinely inspect fences, gates and pedestrian access points for damage and arrange repairs	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The Environment Team undertakes weekly inspections of all reserve fences across the City.
3.1.10 Removal of illegal dumping/litter from reserves	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Dumping and litter has been addressed on an as needs basis.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.11 Site preparation, weed removal, installation planting, maintenance, weed control	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Greenstock maintenance and watering of 2018 season plantings was awarded and has commenced. Preparation for the 2019 planting program is commencing with placement of plant orders.
3.1.12 Post-arson weed management	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - No arson activity has been recorded in conservation reserves for this quarter. Post prescribed burn weed control will be required in the next quarter for Sutherland Reserve and Wildflower Reserve.
3.1.13 Improve bushland in Clementi Reserve, Millar Reserve and bushland surrounding Wellard Park	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Weed Control for Euphorbia Terracina and other environmental weeds occurred in spring to improve the condition of these conservation reserves.
3.1.14 Complete fuel load assessments	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Fuel Load assessments have been completed and fuel reduction work is complete.
3.1.15 Complete controlled burns	3.4 Environment	01/07/2018	30/06/2019	75	16/01/2019 - Controlled burns have been completed for the late spring period.
3.1.16 Complete Fire Mapping	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Fire mapping is updated with each controlled burn.
3.1.17 Complete firebreak maintenance	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Fire break maintenance is complete. Noteworthy work was also undertaken in Honeywood Reserves, preparing access tracks through flammable bracken.
3.1.18 Investigate undertaking controlled patch burns in-house and complete if possible	3.4 Environment	01/07/2018	30/06/2019	50	08/02/2019 - Preliminary investigations have taken place. Further risk assessment is required to determine if possible.
3.1.19 Complete survey reserves	3.4 Environment	01/07/2018	30/06/2019	50	08/02/2019 - A consultant has been appointed and fieldwork is underway.



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.20 Undertake rabbit control measures	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - A feral animal control quote has been evaluated and awarded. Control of Rabbits with RHDV (rabbit calicivirus disease) has commenced in selected reserves.
3.1.21 Undertake fox control measures	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Feral animal control quotes have been evaluated and a contractor will commence fox control in 9 conservation reserves in Kwinana.
3.1.22 Undertake phytophthora control measures	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Phytophthora control work is complete.
3.1.23 Undertake cat control measures	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Opportunistic feral cat control has been undertaken for the last 6 weeks in selected conservation reserves.
3.1.24 Undertake bee control measures	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Nest boxes have been monitored throughout conservation reserves in the past quarter for bee activity. No external requests have been received.
3.1.25 Provide information brochures/posters and promotion for natural areas	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The Environmental Education Strategy is complete.
3.1.26 Conduct Water Wise Garden & Community Energy Efficiency Workshops	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The City hosted 2 workshops run by Switch Your Thinking as part of our participation in this program. These were the "Utilise the edges: Verge Gardening Workshop" at Wellard Community Centre on the 18 August 2018 and the "Young Re-inventors School Holiday Workshop" at the library on the 25 September 2018.
3.1.27 Conduct schools planting events	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - School planting events were completed for 2018. The Environment Team entered maintenance phase which includes preparation for next year's program.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.28 Conduct community planting events	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Community planting events for the 2018 season are complete. The Environment Team is now entering the phase of maintenance and preparation for next season.
3.1.29 Conduct guided activities (e.g. bushwalks, nightstalks, bird walks and wildflower tours)	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The City conducted two nightstalks in the last quarter, one at Sloans Reserve with the Kwinana CubScouts, and one with the general community at Belgravia Dampland.
3.1.30 Conduct a Clean Up Australia Day event	3.4 Environment	01/07/2018	30/06/2019	50	08/02/2019 - Clean Up Australia Day runs in March every year.
3.1.31 Conduct volunteer training	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The City assisted with a second skills based Plant ID workshop at Wandi Hall.
3.1.32 Collect provenance seed	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The City is in preparation for summer seed collection season.
3.1.33 Advocate for the continued hosting of the Coastcare position	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The Coast Care Position will continue to be hosted at Kwinana.
3.1.34 Develop a Bushfire Risk Management Plan as per WESTPLAN Fire	5.4 Emergency Services	01/07/2018	30/06/2019	40	08/02/2019 - Emergency Management staff attended Department of Fire and Emergency Services training on software for Bushfire Risk Management Plans.
3.1.35 Develop and implement bushfire management and mitigation programs for Unallocated Crown Land and Unmanaged Reserves	5.4 Emergency Services	01/07/2018	30/06/2019	100	08/02/2019 - The City has limited input to State controlled land. The Department of Fire and Emergency Services (DFES) is responsible for the bushfire management on these lands. The City continues to liaise with DFES.
3.1.43 Develop Brigade Response Plans	5.4 Emergency Services	01/07/2018	30/06/2019	50	05/12/2018 - The City has commenced the review process that provides guidance for the City's Emergency Services.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.1.47 Develop and submit annual Local Government Grants Scheme operations and capital grants	5.4 Emergency Services	01/07/2018	30/06/2019	100	08/02/2019 - This was completed in the second quarter of the financial year.
3.1.48 Complete an annual audit of current relocation/welfare centres to ensure readiness for activation	5.4 Emergency Services	01/07/2018	30/06/2019	50	08/02/2019 - Resources and contact lists completed. An exercise planned in the new year to test Local Emergency Management Committee (LEMC) arrangements.
3.1.49 Audit Emergency Coordination Centres to ensure readiness for activation	5.4 Emergency Services	01/07/2018	30/06/2019	50	08/02/2019 - Resources and contact lists completed. An exercise planned in the new year to test Local Emergency Management Committee (LEMC) arrangements.
3.1.57 Respond to emergency incidents that impact on communities, infrastructure and assets in the City	5.4 Emergency Services	01/07/2018	30/06/2019	100	08/02/2019 - The Emergency Services Team continue to be available to respond to incidents within the community as required.
3.1.58 Respond to incidents in line with mutual aid agreements with neighbouring local governments	5.4 Emergency Services	01/07/2018	30/06/2019	100	08/02/2019 - The City's Emergency Services Team responds to these events when needed.
3.1.60 Provide appropriate support and counselling to City volunteers and staff following incidents	5.4 Emergency Services	01/07/2018	30/06/2019	100	05/12/2018 - This action is business as usual.
3.1.63 Conduct a detailed review of Emergency Management Arrangements and the City's compliance with legislative responsibilities for emergency management and bush fire control	5.4 Emergency Services	01/07/2018	30/06/2019	100	08/02/2019 - The review is complete and the interim plan has been endorsed by Council and accepted by the State Emergency Management Committee.
<b>3.2 Educate and promote improved environmental land management</b>					
3.2.01 Create an Environmental Education Strategy	3.4 Environment	01/07/2018	30/12/2018	100	The Environmental Education Strategy was adopted by Council on 12 December 2018.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>3.3 Promote the use of renewable energy within the City of Kwinana and reduce energy use where possible</b>					
3.3.01 Retrofit City buildings with updated codes and actively engage in the design process of new City buildings to ensure energy efficiency is maximised	3.4 Environment	01/07/2018	30/06/2019	100	28/11/2018 - Completed the procurement process for an Energy Audit and Solar Panel Feasibility Study at the Recquatic which will identify energy saving opportunities in that facility. Work on this has commenced and is expected to be completed by May 2019.
3.3.02 Progressively install solar panels on City buildings	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - Completed the installation of the 30kW photovoltaic power system on the Wellard Community Centre in December 2018.
3.3.03 Investigate green building options when planning new City buildings	1.2 Asset Management Services	01/07/2018	30/06/2019	100	28/11/2018 - The Sustainability Officer is included as part of the project team for new construction projects and consulted for upgrade and renewal projects.
3.3.04 Investigate working with sporting clubs to reduce their electricity use in the City's sporting facilities	3.4 Environment	01/07/2018	30/06/2019	100	28/11/2018 - The Climate Change Mitigation and Adaptation Plan was reviewed and adopted by Council in September 2018.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>3.4 Encourage and exercise best practice water management</b>					
3.4.01 Review the City's Verge Policy to align with the Water Corporation's Water wise Verge Best Practice Guidelines	3.4 Environment	01/07/2018	30/06/2019	100	16/01/2019 - This has been completed and is awaiting the review of the relevant local law before it is adopted.
3.4.02 Monitor existing data loggers and real time monitoring systems weekly (at minimum) to quickly identify and address leaks	3.4 Environment	01/07/2018	30/06/2019	100	16/01/2019 - Data loggers continue to be monitored regularly. 2 leaks were identified this quarter saving approx. 1,300,000 litres of water.
3.4.03 Continue to redevelop bores and attach to centralised irrigation control	1.3 City Operations	01/07/2018	30/06/2019	50	08/02/2019 - All scheduled works are in progress.
3.4.04 Carry out mapping of irrigated areas to allow quick station identification	1.3 City Operations	01/07/2018	30/06/2019	50	08/02/2019 - Mapping of the City's irrigation is nearly complete.
3.4.05 Maintain the registry of City of Kwinana bores	1.3 City Operations	01/07/2018	30/06/2019	50	08/02/2019 - The register is up to date.
3.4.06 Continue to monitor water use and irrigation application rates and improve water use efficiency	1.3 City Operations	01/07/2018	30/06/2019	50	08/02/2019 - New schedules for watering times have been programmed.
3.4.07 Maintain monitoring of the groundwater resource to identify any potential adverse impacts of abstraction and respond pro-actively to mitigate impacts	1.3 City Operations	01/07/2018	30/06/2019	50	08/02/2019 - Hydrometer readings are up to date.
3.4.08 Monitor nutrient concentrations in groundwater and review nutrient management practices if needed	1.3 City Operations	01/07/2018	30/06/2019	50	08/02/2019 - All nutrient monitoring data is up to date.
3.4.10 Review the Water Conservation Plan	3.4 Environment	01/07/2018	30/06/2019	100	08/02/2019 - The Water Conservation Plan has been replaced by the Groundwater Operational Strategy and the adopted Sustainable Water Management Plan.
3.4.11 Compile the asset data for the educating program for the cleaning of side entry pits, GPTs and bubble up pits	1.2 Asset Management Services	01/09/2018	31/03/2019	100	08/01/2019 - This work was undertaken by the Operations Team in conjunction with the contractor.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
3.4.12 Compile the asset data for the schedule/program for the inspection and maintenance of sumps and compensating basins	1.2 Asset Management Services	01/07/2018	31/03/2019	50	08/02/2019 - The Infrastructure Maintenance Team are collecting data on an ongoing basis in accordance with the existing schedule.
<b>3.5 Understand the impacts of climate change and take a risk management approach to addressing these effects in future planning</b>					
3.5.01 Review the Kwinana Local Emergency Management Plan annually	5.4 Emergency Services	01/07/2018	30/06/2019	75	08/02/2019 - A complete review of the plan has commenced.
3.5.02 Review with Department of Fire and Emergency Services Community Emergency Services Coordinator Business Plan	5.4 Emergency Services	01/07/2018	30/06/2019	100	08/02/2019 - The City has advised the Department of Fire and Emergency Services that the City wish to withdraw from the Memorandum of Understanding.
3.5.03 Develop and adopt an Urban Forest Strategy which can guide tree management	3.4 Environment	01/07/2018	30/06/2019	50	08/02/2019 - Tree data has been collected. This information will inform an Urban Forest Strategy.
3.5.04 Promote the use of recycled materials in road construction where possible	1.1 Engineering	01/07/2018	30/06/2019	100	07/12/2018 - The use of recycled material is considered in design and construction of all civil infrastructure and landscaping capital projects. Recycled material is used where possible.
3.5.05 Create a Local Planning Policy to address sea level rise	3.1 Planning and Development	01/07/2018	30/06/2019	10	21/12/2018 - The City's Environment Team and Planning Team are reviewing a policy position on sea level rise.
3.5.06 Develop a management plan to address sea level rise	3.4 Environment	01/07/2018	30/06/2019	50	Climate Change and Adaptation Plan adopted. This plan will inform further management controls.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.1 Residents are provided with a range of multifunctional community places and accessible recreation facilities</b>					
4.1.04 Design and construct a Local Sporting Ground with a Community Sports Building in Wandí	1.2 Asset Management Services	01/07/2018	30/06/2021	9	28/11/2018 - A feasibility and needs assessment is underway and scheduled for completion 21 December 2018
4.1.05 Design and construct a Local Community Centre in Wellard East	1.2 Asset Management Services	01/07/2018	30/06/2021	9	28/11/2018 - A feasibility and needs assessment is underway and scheduled for completion 21 December 2018.
4.1.06 Design and construct a Pavilion Extension for Wellard	1.2 Asset Management Services	01/07/2018	30/06/2019	50	08/02/2019 - Construction is currently underway. There have been some minor weather related delays.
4.1.07 Design and construct the Arts and Cultural Centre Upgrade	1.2 Asset Management Services	01/07/2018	30/06/2021	9	08/02/2019 - The balustrade was installed 27 December 2018, the seating is scheduled for installation from 10 - 13 December 2018 with construction of the shed to occur early 2019.
4.1.08 Subject to Long Term Financial Plan deliberations of Council, design and construct Stage 1 of the Civic Administration Building Upgrade	1.2 Asset Management Services	01/07/2018	30/06/2019	50	28/11/2018 - Award of the tender for the engagement of an architect is currently in progress.
4.1.09 Complete condition auditing of the City's building portfolio	1.2 Asset Management Services	01/07/2018	31/01/2019	100	08/02/2019 - The scheduled condition auditing of buildings for 2018 is complete.



# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.1.10 Seek endorsement of, and then implement recommendations from the Wells Park Beach Foreshore feasibility study report	4.3 Community Engagement	01/07/2018	30/12/2018	25	<p>16/10/2018 - Stage 1 and 2 of this project has been completed with the study finding that the Wells Park/Kwinana Beach area is suitable for low key recreational activities provided individual risk is mitigated through closure of the beach when unloading activity occurs at the Kwinana Bulk Jetty.</p> <p>The next stage of the study will involve determination of suitable infrastructure development to support low key recreational activity, bearing in mind climate change impacts over the next fifty years.</p>
4.1.11 Facilitate community led activation of local parks, playgrounds, ovals and walk trails e.g. meet up groups etc.	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>08/02/2019 - The Medina Activation Network, supported by the City, continues to meet and plan activation activities in the Medina Pace Road shopping precinct and Ridley Green. The group has 13 active members with more stakeholders expressing interest to participate. Planned activities include Live Music on the Village Green at the shopping area and a community created fairy garden in Ridley Green.</p> <p>The City continues to identify and meet community leaders throughout Kwinana who are enthusiastic about developing similar projects in other areas within local places.</p> <p>The Neighbour Day Every Day Campaign (to be launched end of March 2019) is being developed to encourage further community led activations and the City's overarching Place Framework is being progressed.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.2 The community has easy access to well-equipped, quality parks and public open spaces</b>					
4.2.01 Undertake a condition survey of parks and reserves	1.2 Asset Management Services	01/07/2018	30/06/2019	50	28/11/2018 - A condition assessment of Parks and Reserves assets is currently in progress.
4.2.02 Undertake a condition survey of the City's Public Open Space	1.2 Asset Management Services	01/07/2018	30/06/2019	50	28/11/2018 - A condition assessment of Public Open Space assets is currently in progress.
4.2.03 Develop a master schedule of annual work for Depot services	1.3 City Operations	01/07/2018	30/06/2019	50	08/02/2019 - Supervisors are currently implementing works as per their annual Master Schedules. These works are also being reported through the City Operations monthly report to the Director City Infrastructure.
4.2.04 Develop infrastructure standards for work tasks and develop appropriate unit rates	1.3 City Operations	01/07/2018	30/06/2019	50	11/02/2019 - This action is ongoing.
4.2.05 Gather data for the implementation of a Tree Management System	3.4 Environment	01/07/2018	30/06/2019	50	11/02/2019 - Database preparation is being undertaken by a consultant.
4.2.06 Review current in house mowing schedules and advise on capacity to take on new mowing areas currently performed by contractors	1.3 City Operations	01/07/2018	30/06/2019	50	11/02/2019 - Master mowing schedule is continually updated and reviewed, currently there are no additional works the mowing crews can undertake from contracted works.
4.2.08 Coordinate the transfer of landscape and irrigation developer gifted assets to the City's maintenance operations and asset management systems	1.3 City Operations	01/07/2018	30/06/2019	50	11/02/2019 - 18 handover acceptances to 1 December for 2018/19 with a further 10 currently being processed.
4.2.09 Consult access and inclusion working group regarding development of all public buildings, parks, beaches and spaces	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - Each meeting of the Access and Inclusion Working Group discusses items of concern in relation to compliance with building and other services access.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.2.10 Support community groups to establish places that encourage community participation/involvement, i.e. community gardens	4.3 Community Engagement	01/07/2018	30/06/2019	100	<p>11/02/2019 - 35 community group members recently attended a community leaders forum organised by the City, featuring well known social entrepreneur Peter Kenyon from the Bank of Ideas. The forum was developed to bring groups together, increase enthusiasm amongst members, enhance collaboration and receive feedback on what is working well and areas for improvement from a community building perspective. Many of the discussions and plans developed at this forum will lead to increased activation of public space.</p> <p>The City continues to support groups such as Friends of the Spectacles, Kwinana in Transition, Imagine Kwinana, Medina Activation Network and residents groups to develop places for community to come together and connect.</p> <p>Work on this action will increase in 2019 with refinement of the City's Place Framework.</p>
4.2.11 Review the Parks for People Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	50	<p>15/01/2019 - The draft is progressing, with the strategy being updated to align with the Community Infrastructure Plan Standards.</p>

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.3 Ensure the Kwinana community is well serviced by government and non-government services.</b>					
4.3.02 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	80	11/02/2019 - Internal review of the draft Housing Study is in progress.
4.3.03 Manage and maintain the City of Kwinana Aged Persons Accommodation	2.8 City Strategy	01/07/2018	30/06/2019	50	11/02/2019 - This action is ongoing.
4.3.04 Create a Lobbying Strategy	2.8 City Strategy	01/07/2018	30/06/2019	50	11/02/2019 - Lobbying is occurring for the following issues:  - Sand mining - City Centre revitalisation reimbursement - Westport - Waste to Energy Plant in Rockingham
4.3.05 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	4.3 Community Engagement	01/07/2018	30/06/2019	100	11/02/2019 - This action is supported through the following:  - Participation in the Kwinana Action Group, Connecting Communities For Kids, Communities for Children, Homelessness Interagency Network and Education Attendance Network - Input into the State Government 10 Year Homelessness Strategy development - Facilitation of the Multicultural, Conciliation, Access and Inclusion Advisory Groups - Network and liaison meetings with neighbouring local governments at Manager and Executive level with Cockburn, Rockingham and Mandurah

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.4 Create diverse places and spaces where people can enjoy a variety of lifestyles with high levels of amenity</b>					
4.4.01 Review the Policy Framework to reflect quality residential design and development	3.1 Planning and Development	01/07/2018	30/06/2019	50	11/02/2019 - A number of new local planning policies have been prepared and adopted over the last 12 month period, which will assist in achieving better quality residential development.
4.4.02 Create a Public Open Space Standards Policy	3.1 Planning and Development	01/07/2017	30/06/2019	10	21/12/2018 - A policy considering public open space standards as part of developer contributions is being considered by the City.
4.4.03 Create a Parking Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	100	07/12/2018 - The Wellard Parking Strategy has been completed and is currently being implemented.
4.4.04 Review the Local Housing Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	80	11/02/2019 - Internal review of the draft Housing Study is in progress.
4.4.06 Work with the Waste Authority to implement the West Australian Waste Strategy where consistent with the City's Waste Strategy	3.3 Environmental Health	01/07/2018	30/06/2019	100	06/12/2018 - A Council endorsed request for variation was submitted to the Waste Authority in response to the Draft Waste Strategy 2030.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.5 Actively improve the appearance of public areas and streetscapes throughout the City</b>					
4.5.01 Implement the Depot Annual Maintenance Works Program	1.3 City Operations	01/07/2018	30/06/2019	100	11/02/2019 - The Annual Works Program is currently being implemented as per the annual Master Schedules.
4.5.02 Implement the recommendations from the Works Depot Service Review	1.3 City Operations	01/07/2018	30/06/2019	100	05/12/2018 - Implementation of the remaining Service Review Recommendations is ongoing with the majority of the recommendations reliant on the introduction of a new corporate business system.
4.5.04 Develop a Landscape Strategy	1.1 Engineering	01/07/2018	30/03/2019	95	11/02/2019 - The draft document is complete and has been issued for internal comment.
4.5.05 Develop policy and guidelines to ensure all new installations are in accordance with energy efficiency principles and Western Power specifications	1.2 Asset Management Services	01/07/2018	30/06/2019	75	16/01/2019 - A policy and report has been developed. This is currently being reviewed internally.

# 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>4.6 To provide a safe and efficient integrated network of roads, footpaths and cycle routes supported by a good public transport system</b>					
4.6.01 Create an Integrated Transport Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	25	11/02/2019 - The City has engaged consultants to prepare a Land Use and Transport Integration Study as part of the broader Local Planning Strategy.
4.6.02 Undertake a complete condition survey of all roads, kerbs and unkerbed road, including footpaths	1.2 Asset Management Services	01/07/2018	30/06/2019	95	11/02/2019 - Completion for the condition survey is targeted for 10 December 2018. All that remains is the finalisation of the rating for the footpaths and entering the information in the City's software system.
4.6.05 Implement the Traffic Survey Program	1.1 Engineering	01/07/2018	30/06/2019	100	03/12/2018 - The target traffic surveys for the current quarter are completed and the traffic survey schedule has been updated.
4.6.06 Coordinate installation of bus shelters/facilities in conjunction with the Public Transport Authority	1.1 Engineering	01/07/2018	30/06/2019	100	11/02/2019 - Engineering drawings to upgrade bus stop number 17123 Calista Avenue, Calista, have been approved by the Public Transport Authority and issued for construction of a new bus shelter, kerbing, concrete hardstand and footpath.
4.6.07 Complete the construction of all capital civil infrastructure projects as per the adopted budget	1.1 Engineering	01/07/2018	30/06/2019	100	11/02/2019 - A construction program for all of the budgeted capital civil infrastructure projects is progressing on target and is scheduled to be completed by the end of the 2018/19 financial year.
4.6.08 Create a Road Rehabilitation Strategy	1.1 Engineering	01/07/2018	30/03/2019	50	11/02/2019 - Development of the Road Rehabilitation Strategy is in progress. The draft strategy is expected to be completed by the end of February 2019 and the final revision of the document will be presented to Council for adoption.



## 1 Strategic Community Plan 2017-2027 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
4.6.09 Advocate to the Department of Transport to develop more bus routes/more frequent buses in Kwinana	6.2 Elected Members	01/07/2018	30/06/2019	100	30/01/2019 - Elected Members ensure local structure plans can accommodate future public transport routes.
4.6.10 Create the City's Bike and Walk Plan	3.1 Planning and Development	01/07/2018	30/12/2018	100	The Bike and Walk Plan was adopted by Council on 5 December 2018.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.01 An active and engaged Local Government, focused on achieving the community's vision</b>					
5.1.01 Review the Strategic Community Plan	2.8 City Strategy	01/07/2018	30/06/2019	50	11/02/2019 - The City will complete a minor review of the Strategic Community Plan using community feedback from the Community Perceptions and Wellbeing Scorecard Surveys and an Online Survey. The review will commence in March once the surveys have been completed.
5.1.02 Review the Corporate Business Plan annually	2.8 City Strategy	01/07/2018	30/06/2019	10	11/12/2018 - The review of the Corporate Business Plan will commence in February 2019. Planning for the review has commenced.
5.1.03 Review the Workforce Plan annually	2.3 Human Resources	01/07/2018	30/06/2019	90	11/02/2019 - The Workforce Plan is progressing. All the data has been collated and formulated and is in the process of aligning with the City's Long Term Financial Plan.
5.1.04 Review the Long Term Financial Plan	2.7 Finance	01/07/2018	30/06/2019	100	06/12/2018 - Adopted by Council at the Ordinary Council Meeting held on 12 December 2018.
5.1.05 Review the Asset Management Strategy	1.2 Asset Management Services	01/07/2018	30/06/2019	50	28/11/2018 - The Asset Management Strategy review will be undertaken on completion of the Asset Management Plans scheduled for the last quarter of 2018 to the first quarter of 2019.
5.1.06 Review the Buildings Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	100	11/02/2019 - The Building Asset Management Plan has been reviewed and updated and will be presented to Council in 2019.
5.1.07 Review the Parks and Reserves Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	95	16/01/2019 - A review of the Parks and Reserves Asset Management Plan is nearing completion. The Parks and Reserves Asset Management Plan is to be presented to Council in 2019.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.08 Review the Roads and Transport Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	95	07/12/2018 - A review of the Roads and Transport Asset Management Plan is nearing completion. The Roads and Transport Asset Management Plan is to be presented to Council in 2019.
5.1.09 Review the Storm Water Drainage Asset Management Plan	1.2 Asset Management Services	01/07/2018	30/06/2019	95	07/12/2018 - A review of the Stormwater Drainage Asset Management Plan is nearing completion. The Stormwater Drainage Asset Management Plan is to be presented to Council in 2019.
5.1.13 Review the Healthy Lifestyles Plan	4.3 Community Engagement	01/07/2018	30/06/2019	100	15/01/2019 - The Kwinana Healthy Lifestyle Plan 2015 - 2018 Evaluation Report has been completed. This plan is being replaced with the Public Health Plan, currently being developed.
5.1.14 Review the Events Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	50	<p>11/02/2019 - Over 10,000 people attended one of the City's four large scale events in 2017/18, in addition to the Christmas Lolly Run which engaged all of the City of Kwinana. The City's contribution for all events was \$332,925, with external sponsorship totalling \$95,000.</p> <p>The average ratings for all four events were:</p> <ul style="list-style-type: none"> <li>- 89.83% respondents scored the events as Excellent or Very Good</li> <li>- 13.47% respondents were from CaLD or Aboriginal background</li> <li>- 11.6% respondents came from outside of Kwinana.</li> </ul> <p>Elected Members were engaged 7 November 2018 regarding feedback on future directions for the City's end of year signature event, with consensus being to retain an orchestral theme for 2019.</p>

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.15 Consolidate the Parks for People Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	50	08/01/2019 - Review of the strategy is progressing, aimed at consolidating core components with Community Infrastructure Plan Standards.
5.1.16 Review the Club Development Plan	4.3 Community Engagement	01/07/2018	30/06/2019	50	15/01/2019 - The Club Development Program has been replaced with the Every Club Program, resulting in new objectives, measures and reporting requirements currently being developed.
5.1.18 Review the Local Commercial and Activity Centres Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	50	21/12/2018 - The City's Local Commercial and Activity Centres Strategy remains an active strategy. The City has engaged consultants to prepare a related Employment and Economic Development Study which may inform the strategy further. This will be reviewed in 2019/20.
5.1.19 Review the Natural Areas Management Plan	3.4 Environment	01/07/2018	30/06/2019	50	11/02/2019 - The draft Natural Areas Management Plan is complete.
5.1.20 Review the Climate Change Mitigation and Adaptation Plan	3.4 Environment	01/07/2018	30/06/2019	100	11/02/2019 - This has been completed and adopted by Council.
5.1.21 Review the Sustainable Water Management Plan	3.4 Environment	01/07/2018	30/06/2019	100	11/02/2019 - This has been completed and adopted by Council.
5.1.22 Review the Local Planning Strategy	3.1 Planning and Development	01/07/2018	30/06/2019	50	21/12/2018 – Stage one of the review has commenced. Community engagement is set for the first half of 2019.
5.1.23 Review the Community Infrastructure Plan	4.3 Community Engagement	01/07/2018	30/06/2019	100	11/02/2019 - The updated Community Infrastructure Plan was endorsed by Council at its December 2018 Ordinary Council Meeting.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.24 Review the Business Continuity Plan	5.1 City Legal Team	01/07/2018	30/06/2019	60	16/01/2019 - The Crisis Management and Business Disruption Response Plan has been reviewed by the City Leadership Team, comments and changes have been added to the document. The document has been sent to LGIS for review and comments. An exercise has been booked for early February 2019, this exercise will be facilitated by LGIS.
5.1.25 Review the Disaster Recovery Plan	5.1 City Legal Team	01/07/2018	30/06/2019	60	16/01/2019 - The Crisis Management and Business Disruption Response Plan has been reviewed by the City Leadership Team, comments and changes have been added to the document. The document has been sent to LGIS for review and comments. An exercise has been booked for early February 2019, this exercise will be facilitated by LGIS.
5.1.26 Provide a report to Council detailing achievements made against the Strategic Community Plan and Corporate Business Plan each quarter	2.8 City Strategy	01/07/2018	30/06/2019	100	11/12/2018 - This report is provided to Council quarterly, containing extensive comments detailing the progress made towards the City's Strategic Community Plan and Corporate Business Plan.
5.1.27 Advocate for projects and services that will achieve the community's vision	6.2 Elected Members	01/07/2018	30/06/2019	100	30/01/2019 - Elected Members have continued to advocate for the Outer Harbour, the standard of development expected within the City and the sustainability of local service providers.
5.1.28 Regularly attend and participate in community events	6.2 Elected Members	01/07/2018	30/06/2019	100	30/01/2019 - Community events are regularly attended by Councillors who participate in proceedings and assist with the successful conduct of events to ensure community groups are supported.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.29 Promote the opportunities and attributes that Kwinana offers	6.2 Elected Members	01/07/2018	30/06/2019	100	30/01/2019 - Council supports, through budget allocations, the development of marketing and promotional activities and materials and the provision of human resources such as the Economic Development Specialist, to promote the opportunities and attributes the City offer.
5.1.30 Develop relationships and work with both sides of Government, minority parties and relevant government agencies	6.2 Elected Members	01/07/2018	30/06/2019	100	30/01/2019 - The Mayor and Councillors continue to meet with Federal and State Members of Parliament to brief them on issues affecting the City. Presentations have been made to the State Cabinet as part of the South West Group also.
5.1.31 Annually update the Community Directory	4.3 Community Engagement	01/07/2018	30/06/2019	100	04/12/2018 - The Kwinana Community Directory (available as an electronic PDF on the City's website) is regularly updated. The last major update was in December 2018 and it continues to have minor updates as required. In November 2018 an Essential Contacts Guide, including information about support services in and around Kwinana, was published and is now available on the City's website. Investigation into a new online directory platform is ongoing.
5.1.32 Commence the design and redevelopment of the City's Website	2.2 Marketing and Communications	01/07/2018	30/06/2019	75	05/02/2019 - The Website Improvement project is progressing on time and inline with the project plan. Stage one has been complete and stage two is underway.
5.1.33 Recoup funds from the City Centre Revitalisation Project	2.8 City Strategy	01/07/2018	30/06/2019	50	11/02/2019 - City Officers continue to work with State Government on land sales opportunities.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.1.34 Continue to progress the implementation of the Community Engagement Service Review Recommendations including the restructure of services by June 2019	4.3 Community Engagement	01/07/2018	30/06/2019	50	10/12/2018 - The Community Engagement Department restructure is progressing with the appointment of relevant positions enabling the implementation of the place management model in the new year. Review reports for the Library and Community Centres, Recquatic, Youth Development and Bright Futures Children's Services areas have been received, with implementation of the new structures to commence early in 2019.
5.1.35 Maintain the ISO 9001: 2015 Quality Management Systems accreditation through an annual audit	2.8 City Strategy	01/07/2018	30/06/2019	50	11/02/2019 - The City was successful in retaining ISO9001:2015 accreditation.



## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.02 Engage in meaningful consultation to understand and prioritise community needs</b>					
5.2.01 Ensure all projects requiring community engagement adhere to the Community Engagement Strategy	4.3 Community Engagement	01/07/2018	30/06/2019	100	08/01/2019 - Advice is provided internally regarding requirements of the Community Engagement Policy. Assistance is also provided where required to complete community engagement planning. The City's Community Engagement Plan template has been refined and updated. Details of community engagement activities (current and previous) are also listed on the City's website.
5.2.02 Investigate the viability of Community Engagement Software	2.2 Marketing and Communications	01/07/2018	30/06/2019	75	05/02/2019 - Investigation for community engagement software have been embedded into the website redevelopment project and being considered as part of the City's community engagement review.
5.2.03 Conduct a biennial Community Perception Survey and utilise the results to inform the review of the Strategic Community Plan and other City strategic documents	2.8 City Strategy	01/07/2018	30/06/2019	100	11/12/2018 - The community scorecard and wellbeing scorecard have been completed. Overall, the City of Kwinana continues to be a strong performer, improving in 43 out of 48 performance measures. Of the 48 performance measures, 45 are currently on or above industry average. These results are gained from 661 randomly selected residents.
<b>5.03 Maintain and improve risk management</b>					
5.3.01 Manage and monitor the City's Risk Register	5.1 City Legal Team	01/07/2018	30/06/2019	100	11/02/2019 - The Strategic Risk Register was presented to the final Audit Committee Meeting held on the 19 November 2018. The Strategic Risk Register will continue to be presented to the Audit Committee in 2019.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.04 Ensure the financial sustainability of the City of Kwinana into the future</b>					
5.4.01 Incorporate strategies into the Long Term Financial Plan to improve the City's financial sustainability	2.7 Finance	01/10/2018	31/01/2019	100	06/12/2018 - Adopted by Council at the Ordinary Council Meeting held on 12 December 2018.
5.4.04 Prepare the Annual Budget for adoption	2.7 Finance	01/07/2018	30/06/2019	50	06/12/2018 - The 2018/19 Annual Budget was adopted in June 2018. Budget preparations for 2019/20 will commence in line with the Annual Budget and Corporate Business Plan work processes.
5.4.05 Complete the Land Data Project	2.7 Finance	01/12/2018	30/06/2019	0	06/12/2018 - Recruitment for additional resources within the Rates team has commenced. When the incumbent is onboarded, the land data project will commence.
5.4.08 Review the process to change the method of rating for residential land use properties within current rating of UV to GRV	2.7 Finance	01/10/2018	31/03/2019	50	11/02/2019 - The report has been drafted, however further investigation is needed to complete the report for Council to endorse the commencement of reviewing all UV rated properties.
5.4.09 Review land uses and their rating categories to ensure fair and equitable rating within the City	2.7 Finance	01/10/2018	31/12/2019	0	11/02/2019 - This was last reviewed as part of the 2018/19 budget process and will be reviewed next as part of the 2019/20 budget process.
5.4.12 Create a Procurement Strategy	5.3 Contracts	01/07/2018	30/06/2019	20	08/01/2019 - The Contracts Team is still gathering the appropriate information required in order to appropriately assess the City's Procurement activities to properly formulate an appropriate strategy for the City.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.05 Increase the level of Federal, State and Corporate funding</b>					
5.5.01 Continue to develop State and Federal Governments partnerships to facilitate local services and projects	6.1 Executive	01/07/2018	30/06/2019	100	28/11/2018 - State Government partnerships were secured for the provision of community facilities such as the Youth Outdoor Space. Joint use agreements for new primary schools in Wellard and Honeywood are being negotiated.
<b>5.06 Maximise the value of the City's property assets</b>					
5.6.01 Implement the action plan from the Land Optimisation Strategy	2.4 Economic Development	01/07/2018	30/06/2019	50	10/12/2018 - To commence following the adoption of the strategy.
5.6.02 Annually review the lease management policy and procedures	5.1 City Legal Team	01/07/2018	30/06/2019	100	11/02/2019 - This policy has been reviewed

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.07 Build productive relationships</b>					
5.7.01 Continue to pursue mutually beneficial corporate sponsorship opportunities and grant funding opportunities	6.1 Executive	01/07/2018	30/06/2019	100	<p>11/02/2019 - Funding applications submitted this financial year include:</p> <ul style="list-style-type: none"> <li>- Federal Government Community Sporting Infrastructure for Thomas Oval Lighting, \$450,000</li> <li>- State Government Community Sport and Recreation Facilities Fund for Thomas Oval Lighting, \$150,000</li> <li>- Federal Government Stronger Communities Fund for additional infrastructure for Varris Park upgrade, \$20,000</li> <li>- State Government Every Club Fund for assistance with recreation and club development functions, \$40,000/\$20,000</li> </ul> <p>Sponsorship funds sourced this quarter total \$72,500 for the Big Concert Event.</p>
5.7.02 Continue to engage with stakeholders to encourage economic development in Kwinana	2.4 Economic Development	01/07/2018	30/06/2019	100	11/02/2019 - The City hosted the Small Business Commissioner for lunch with local businesses, which was well attended.
5.7.03 Continue to actively seek resource sharing opportunities with other organisations	2.8 City Strategy	01/07/2018	30/06/2019	100	28/11/2018 - The City actively participates in resource sharing opportunities by investing in the South West Group.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.08 Apply best practice principles and processes to maximise efficiencies and quality</b>					
5.8.01 Ensure that reports to Council require consideration of the implications for the Strategic Community Plan and Corporate Plan	2.8 City Strategy	01/07/2018	30/06/2019	100	11/12/2018 - Staff are required to consider the implications of their report on the Strategic Community Plan and Corporate Business Plan in every Council Report.
5.8.02 Ensure all actions of the Plan for the Future are included in the Long Term Financial Plan and annual budgets	2.7 Finance	01/10/2018	31/01/2019	100	06/12/2018 - Adopted by Council at the Ordinary Council Meeting held on 12 December 2018.
5.8.03 Develop and implement the project plan for the finance module for the new Corporate Business System	2.7 Finance	01/10/2018	31/12/2018	0	06/12/2018 - Project planning will commence upon finalisation of the contract with the preferred supplier for the Corporate Business System.
5.8.04 Implement the internal audit function and carry out audits as per the Internal Audit Plan	5.1 City Legal Team	01/07/2018	30/06/2019	25	16/01/2019 - Internal audits are currently underway to report in accordance with the Internal Audit Plan.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.09 Champion a positive work culture that leads, values and supports its people and to develop a strong team culture within the organisation to provide dynamic, effective, customer-focussed services</b>					
5.9.01 Implement actions from the Customer Services Improvement Program	2.6 Customer Services	01/07/2018	30/06/2020	50	11/02/2019 - The call centre system has been upgraded. A service level agreement with City Assist is in progress, to be completed in early 2019. A knowledge base for the City is currently being developed. Calls for 200 and 400 lines are to move to one call centre in March 2019.
5.9.02 Review the Customer Request Management system to ensure improved reporting	2.6 Customer Services	01/07/2018	30/06/2019	50	11/02/2019 - This action is ongoing.
5.9.03 Continually improve technology such as the online lodgement of applications	2.6 Customer Services	01/07/2018	30/06/2019	100	30/11/2018 - The Customer Service Team improves the online lodgements of applications throughout the year.
5.9.04 Create a knowledge base to enable City Officers to provide a higher level of customer service to the community	2.6 Customer Services	01/07/2018	30/06/2019	50	11/02/2019 - Knowledge base information is currently being recorded. Gathering this information is ongoing and will enable easy transfer of data into another system in the future.
5.9.05 Update call centre technology	2.6 Customer Services	01/07/2018	30/06/2019	100	11/02/2019 - Call Centre technology has been updated, currently investigating other options and add-ons to enable more efficient call routing and presence capabilities.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.10 Lead the management of the City's contractual arrangements and embed a compliant approach to procurement</b>					
5.10.01 Implement a software system for the management and engagement of prequalified and non-prequalified suppliers and the facilitation of the City's procurement activities	5.3 Contracts	01/07/2018	30/06/2019	30	11/02/2019 - Contracts Services has undertaken the quotation process and has selected a preferred e-procurement supplier and is in the process of finalising the implementation plan.
5.10.02 Implement a software system for contracts management	5.3 Contracts	01/07/2018	30/06/2019	30	06/12/2018 - This action will be covered via the implementation of the new Corporate Business System.
5.10.03 Provide training and continuously develop the online requisition enhancement throughout the whole organisation	2.7 Finance	01/07/2018	30/06/2019	25	06/12/2018 - Training is provided to all new staff and current staff as required. The review of the Corporate Business System is underway.
5.10.04 Conduct an audit of existing contractual arrangements and agreements	5.3 Contracts	01/07/2018	30/06/2019	15	11/02/2019 - Contracts Services has reviewed and amended the previous plan for this project and developed a new project plan.
5.10.05 Conduct a review of the Contracts Team	5.3 Contracts	01/07/2018	31/03/2019	75	11/02/2019 - The Contracts Team has undertaken a high-level review of Contracts Services to identify shortfalls, corrective actions and establish priorities.



## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.11 Working in close partnership with suppliers, enable better utilisation of computer technology and systems to optimise operational efficiency and business value</b>					
5.11.01 Implement the Backup and Disaster Recovery Plan	2.1 IT	01/07/2017	30/06/2019	100	11/02/2019 - The Backup and Disaster Recovery Plan has been developed and implemented. This action is complete.
5.11.02 Develop a Software and Subscription Strategy	2.1 IT	01/07/2018	31/03/2019	50	11/02/2019 - The IT Team are currently auditing all software titles and subscriptions. Results of this audit will be used to create the strategy in 2019.
5.11.03 Upgrade the internet connectivity at the Depot, Family Day Care and Community Centres	2.1 IT	01/07/2018	31/03/2019	100	11/02/2019 - Internet has been upgraded at these sites as of December 2018. This action has been completed.
5.11.04 Complete an IT Security Review	2.1 IT	01/07/2018	30/12/2018	33	10/10/2018 - This action has progressed over the last quarter.
<b>5.12 To provide a modern, compliant, secure and accessible records management service and facilitate staff training in records systems, processes and responsibilities</b>					
5.12.01 Continually develop the City's Electronic Document Management System	2.5 Records	01/07/2018	30/06/2019	100	11/02/2019 - Reports and processes are reviewed as a matter of course or at the request of internal customers. Monitoring and maintenance ensures continual improvement and an enhanced customer experience.
5.12.02 Review the Recordkeeping Plan	2.5 Records	01/07/2018	30/06/2019	80	28/11/2018 - The Recordkeeping Plan is approved to 2021, as processes are reviewed and refined the changes are noted in preparation for the final update.
5.12.03 Implement the actions from the Records Service Review	2.8 City Strategy	01/07/2018	30/06/2020	0	11/02/2019 - No work will progress on this action until the new Corporate Business System is implemented.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.13 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice"</b>					
5.13.01 Engage an independent consultant to facilitate Staff Values training sessions on a regular basis	2.8 City Strategy	01/07/2018	30/06/2019	0	11/12/2018 - This action will occur later in the financial year.
5.13.02 Deliver a Cultural Optimisation Program which includes accreditation to be recognised as a 'Great Place to Work'	2.8 City Strategy	01/07/2018	30/06/2019	100	11/02/2019 - The City is progressing the application for 'Great Place to Work'.
5.13.03 Review and implement the Buddy System policy	2.3 Human Resources	01/07/2018	31/03/2019	0	11/02/2019 - This action is to be progressed in 2019.
5.13.04 Develop a Change Ambassador mandate	2.8 City Strategy	01/07/2018	30/06/2019	10	11/12/2018 - The Change Ambassador mandate is currently in the planning stage, further progress on this action should occur later in the financial year as part of the Culture Improvement Taskforce.
5.13.05 Create a diverse mix of communications which includes EAP, EEO and Mental Health initiatives	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - This information is communicated via various mediums across the City, including the intranet, staff newsletters and staff training.
5.13.06 Create an annual calendar of social events	3.1 Planning and Development	01/07/2018	30/06/2019	100	07/12/2018 - A social events calendar has been completed and work is being progressed to upload the calendar to the intranet.
5.13.07 Identify skills experts and rollout through the intranet	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	11/02/2019 - Administrators for department pages have access to edit pages and have had training.
5.13.08 Provide presentation to new staff at induction about Staff Values	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	11/02/2019 - An induction presentation has been created and included into the new induction format.
5.13.09 Translate actions into the Performance Manager software that demonstrate alignment to staff values	2.8 City Strategy	01/07/2018	30/06/2019	100	11/12/2018 - This action is complete with the recent adoption of the Corporate Business Plan, which contains the actions listed in the Staff Values Action Plan.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.10 Undertake a survey to assess the current state of the City's organisational culture and implement recommendations	2.3 Human Resources	01/07/2018	30/06/2019	50	11/02/2019 - The survey is scheduled for the new calendar year (and will form part of the 'Great Place to Work' application). Currently, the City is implementing any initiatives as they present.
5.13.11 Compare HR metrics with like local governments	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - The City participates in the annual WALGA salary survey and the McArthur salary survey (both completed as at 30 November 2018), they provide a comparison of HR metrics. In addition, the HR team assist other teams to source information for benchmarking when preparing the business case to commence recruitment.
5.13.12 Promote and improve awareness of the staff awards	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	02/11/2018 - Staff awards are promoted on the intranet and in the staff newsletter.
5.13.13 Communicate staff achievements via different media	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	02/11/2018 - Staff achievements are communicated via the intranet and staff newsletter.
5.13.14 Actively pursue ways and opportunities to "thank/recognise a colleague/team"	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	11/02/2019 - 'Thank a Colleague' is frequently the main header on the intranet and recognition is communicated through the newsletter as well.
5.13.15 Participate in the 'Great Place to Work' study in order to gain certification	2.8 City Strategy	01/07/2018	30/06/2019	50	11/12/2018 - The City is aiming to participate in the study in 2019.
5.13.16 Conduct quarterly celebrations	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	11/02/2019 - The last Quarterly Celebration for the year was held in September 2018. All Celebrations for 2019 have been scheduled.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.17 Encourage team building exercises to build trust in the organisation	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - In consultation with Managers, information is provided regarding the team building process and options. Review of the Celebration and Recognition Policy is undertaken on a regular basis to ensure currency.
5.13.18 Promote the submission of innovations and implement into intranet (phase 2)	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	11/02/2019 - The latest innovations have been communicated through the staff newsletter.
5.13.19 Implement a Cultural Awareness training program	2.3 Human Resources	01/07/2018	30/06/2019	90	29/11/2018 - The City is in the process of engaging an external consultant to deliver cultural awareness training. This training will be scheduled for early 2019.
5.13.21 Develop a Staff Values Communication Plan	2.2 Marketing and Communications	01/07/2018	30/06/2019	100	11/02/2019 - Staff values are communicated according to the Staff Values Action Plan.
5.13.22 Report on and share progress towards the Staff Values (team meeting agendas, quarterly performance reports, staff values moment)	2.8 City Strategy	01/07/2018	30/06/2019	100	11/12/2018 - Teams share progress towards living the staff values through a quarterly report.
5.13.23 Negotiate a new Enterprise Agreement that is consistent with the City's 2018/19 budget and Long Term Financial Plan	2.3 Human Resources	01/07/2018	30/06/2019	70	11/02/2019 - Negotiations for a new Enterprise Agreement have been ongoing since May 2018, Negotiations are continuing, based on information from the Long Term Financial Plan and in consideration of Good Faith Bargaining.
5.13.24 Process the development and consultation regarding a single classification System for the City's workforce	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - This project is on track. The external consultants have now completed the conversion of the existing position descriptions into the new format. During the next two months, consultants will be confirming the information in the new format with the appropriate manager. Following this phase, there will be a consultation and training phase with staff.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.25 Review the Occupational Safety and Health Policy annually	2.3 Human Resources	01/07/2018	30/06/2019	50	11/02/2019 - The policy is currently under review.
5.13.26 Ensure all employees receive a safety and health induction on commencement of employment	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - All employees receive an OSH induction on commencement.
5.13.27 Review position descriptions annually to ensure safety responsibilities are clear	2.3 Human Resources	01/07/2018	30/06/2019	100	29/11/2018 - This has occurred as part of the new classification system project.
5.13.28 Ensure Staff Development Reviews include safety performance objectives (where applicable)	2.3 Human Resources	01/07/2018	30/06/2019	100	29/11/2018 - This requirement is included in the Staff Development Review form.
5.13.29 Ensure Team Agenda items clearly articulate safety issues and current safety performance	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - A monthly incident report and topic is published in the team agenda.
5.13.30 Develop an OSH calendar to coordinate OSH activities	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - The City maintains a calendar for scheduling of compliance activities.
5.13.31 Continuously develop and implement a cultural change program that promotes and rewards safe and healthy behaviour	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - The OSH Committee has developed a new OSH Plan for the City, with consideration to a recent WorkSafe audit. Also, safety and health initiatives are recognised as part of Staff Values recognition.
5.13.32 Review the Safety Plan annually	2.3 Human Resources	01/07/2018	30/06/2019	100	07/12/2018 - Tracking and reporting on progress towards the Occupational Safety and Health Plan occurs monthly, quarterly and annually.
5.13.33 Review OSH information in the City's record management system to ensure employees have the most current information	2.3 Human Resources	01/07/2018	30/06/2019	25	11/02/2019 - A review is underway to coincide with the new Intranet Page for Health, Safety and Emergency Management.
5.13.34 Review policies relating to OSH annually	2.3 Human Resources	01/07/2018	30/06/2019	10	11/02/2019 - This action is in progress.
5.13.35 Review OSH Committee Terms of reference and compliance of the OSH Committee against the OSH Act 1984	2.3 Human Resources	01/07/2018	30/06/2019	50	11/02/2019 - A modification to terms of reference is to be presented to Occupational Safety and Health Committee.
5.13.36 Revitalise the OSH Perception survey	2.3 Human Resources	01/07/2018	30/06/2019	50	11/02/2019 - This action will occur later in the financial year.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.37 Review the hazard and risk management process annually	2.3 Human Resources	01/07/2018	30/06/2019	50	11/02/2019 - The performance of the process has been reviewed and reported in the annual Occupational Safety and Health Performance Report. Updates to include external audit recommendations are underway.
5.13.38 Conduct workplace inspections as directed by the OSH Committee	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - This action is ongoing.
5.13.39 Conduct investigations for all accidents/incidents	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - Incidents classified as high risk are investigated by the Health Safety and Injury Management Coordinator. All other incidents are investigated by risk owner.
5.13.40 Ensure employees are consulted and trained when purchasing new equipment or chemicals	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - Monitoring purchasing of plant, equipment and materials is ongoing and intervention where required.
5.13.41 Place information about incidents and health programs on Team Meeting Agendas	2.3 Human Resources	01/07/2018	30/06/2019	100	11/02/2019 - The monthly incident report and topic is published in the team agenda.
5.13.42 Review the Hazard/Near Miss/Injury Report form annually	2.3 Human Resources	01/07/2018	30/06/2019	50	11/02/2019 - This has been reviewed and updated. Performance of the process has been reported in the annual Occupational Safety and Health Performance Report.
5.13.43 Develop an annual evaluation of training	2.3 Human Resources	01/07/2018	30/06/2019	75	12/02/2019 - The development of the evaluation plan is progressing.
5.13.44 Review training requirements of all OSH Representatives	2.3 Human Resources	01/07/2018	30/06/2019	75	12/02/2019 - This action is ongoing.
5.13.45 Ensure all relevant staff are trained as Fire Wardens	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - This action is ongoing.
5.13.46 Develop procedure for in-house drills and review annually	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - There is a schedule set within City's Occupational Safety and Health Calendar to coordinate compliance activities.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.47 Ensure the OSH Policy is displayed in all Customer Services areas, intranet and website.	2.3 Human Resources	01/07/2018	30/06/2019	100	12/12/2018 - The current version is installed in the appropriate customer service areas.
5.13.48 Implement a corrective actions record in the City's records management system and report to the OSH Committee regularly	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - A corrective action process has been developed.
5.13.49 Finalise the OSH Plan	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - The draft OSH Plan has been completed and is awaiting approval from the OSH Committee.
5.13.50 Report on Safety KPIs in quarterly and annual reports	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - This action is ongoing.
5.13.51 Track, monitor and report on contractor prequalification and inductions	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - Monitoring of contractor progress issues is reported to contract owners and City officers.
5.13.52 Update the City's guideline on accessing legislation to include how workers gain access to this information	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - The City's guideline on legal and other requirements includes this requirement from the WorkSafe Plan.
5.13.53 Include in the OSH Plan the involvement that the OSH Committee have in developing the plan	2.3 Human Resources	01/07/2018	30/06/2019	100	12/12/2018 - The current draft OSH Plan has been developed based on input from the OSH Committee.
5.13.54 Conduct OSH Committee meetings monthly	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - This action is ongoing.
5.13.55 Communicate OSH project status/highlights to all staff	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - This action is ongoing.
5.13.56 Conduct a review of local consultative arrangements	2.3 Human Resources	01/07/2018	30/06/2019	25	12/02/2019 - This action is progressing.
5.13.57 Ensure scheduling includes Managers/Supervisors to attend workplace inspections of their relevant area	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - The work instruction outlines requirements and the Occupational Safety and Health Calendar includes Manager notification of workplace inspection.



## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.58 Ensure Take 5's and risk assessments are carried out	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - Continuation of consultation and planning with departments is underway.
5.13.59 Include the due diligence process into the OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - This action will begin later in the financial year.
5.13.60 Include other hazard assessment tools in the overarching procedure OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - This action will progress further later in the financial year.
5.13.61 Undertake risk assessment training for relevant staff	2.3 Human Resources	01/07/2018	30/06/2019	25	12/02/2019 - Several options for delivery have been undertaken.
5.13.62 Define the review process within the overarching procedure OSH – Guideline – Hazard and Risk Management	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - This is aligned to the City's Risk Management Policy and is included in the hazard register for auditing purposes.
5.13.63 Conduct a workshop with the OSH Committee annually to review hazard identification, risk assessment and risk control process reviews	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - The draft guideline has been developed and is awaiting the draft OSH Plan to be approved for distribution.
5.13.64 Ensure that the legal review for reporting and investigation is completed and the updated versions published and communicated	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - The banning process has been removed from the incident reporting process.
5.13.65 Undertake management training for incident reporting and investigations	2.3 Human Resources	01/07/2018	30/06/2019	5	12/02/2019 - The training was facilitated by the Local Government Insurance Scheme.
5.13.66 Review the procedure for incidents and investigations	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - This action is complete.
5.13.67 Arrange and complete OSH Duty of Care training for Managers and Supervisors	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - This action is ongoing.
5.13.68 Develop OSH roles and responsibilities for employees and management	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - Responsibility and accountability for specific hazard management requirements are defined within guidelines, procedures and work instructions.
5.13.69 Develop an induction handbook	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - This action is complete.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
5.13.70 Review, update and implement the City's OSH – Guideline – Internal Verification of Competency	2.3 Human Resources	01/07/2018	30/06/2019	0	12/02/2019 - The guideline was reviewed by WorkSafe WA.
5.13.71 Develop and implement a work instruction or guideline which outlines how the City determines and assesses the competency of trainers	2.3 Human Resources	01/07/2018	30/06/2019	50	12/02/2019 - A guideline was developed and reviewed by WorkSafe WA.
5.13.72 Engage LGIS to approve relevant OSH training or engage directly to carry out required training	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - This is determined using the Australian Qualifications Framework.
5.13.73 Monitor and report quarterly and annually on the performance of the City's OSH training	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - This action is ongoing.
<b>5.14 Develop and implement training and development programs/activities that meet current and future skills and competency needs</b>					
5.14.01 Conduct a Training Needs Analysis annually	2.3 Human Resources	01/07/2018	31/03/2019	100	12/02/2019 - A Training Needs Analysis (TNA) forms part of the Staff Development Review (SDR) process. The data/information is collated from the SDRs and forms the framework of the TNA. The SDR process commenced in November 2018.
<b>5.15 Promote and continually reinforce a culture where all employees understand and support the vision and purpose of the organisation</b>					
5.15.01 Review the Staff Development Review process to include performance against strategic actions	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - The project team has reviewed the Staff Development Review (SDR) process and have recommended amendments to the form and the process. These amendments have been implemented in the 2018/19 SDR review period. The project team will continue to progress any improvements to the process.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>5.16 Establish a performance appraisal system that links individual and team behaviour with strategic direction</b>					
5.16.01 Implement the Staff Recognition and Reward Policy	2.3 Human Resources	01/07/2018	30/06/2019	100	12/02/2019 - The Celebration and Recognition Policy has been implemented and is used frequently by staff. The policy is continually being reviewed.
<b>5.19 Minimise the life cycle cost of assets</b>					
5.19.01 Continue the City's Asset Management Cross Functional Team	1.2 Asset Management Services	01/07/2018	30/06/2019	100	12/02/2019 - With the commencement of the Asset Management Team, ongoing liaison across the organisation will continue.
5.19.02 Create an Asset Management Strategy	1.2 Asset Management Services	01/07/2018	30/06/2019	50	28/11/2018 - The City has an existing Asset Management Strategy which will be reviewed and updated accordingly in the 2018/19 financial year.

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.1 Encourage waste minimisation, recovery and recycling as well as ensure appropriate disposal and reuse</b>					
6.1.01 Maintain current scope for compliant recyclables (e.g. allow soft plastics)	3.3 Environmental Health	01/07/2018	30/06/2019	100	06/12/2018 - The City is supporting the industry-wide consistent communications for recycling. Soft plastics can now not be recycled.
6.1.04 Continue assisting with the Recycle Right or similar model campaign	3.3 Environmental Health	01/07/2018	30/06/2019	100	12/02/2019 - The 'Recycle Right' and 'Consistent' communications model is advertised via social media channels.
6.1.05 Develop a Waste Education Program	3.3 Environmental Health	01/07/2018	30/12/2018	100	The Waste Education Plan is complete.
6.1.06 Increase recycling by issuing free 360L bins	3.3 Environmental Health	01/07/2018	30/06/2019	100	05/12/2018 - As at 31 October 2018 the number of 360 litre bins within the City has increased to 3452.
6.1.07 Promote the use of home composting bins/worm farms by organising community workshops twice a year	3.3 Environmental Health	01/07/2018	30/06/2019	100	12/02/2019 - November workshops have been promoted and implemented.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.1.08 Investigate options to participate in the Emissions Reduction Fund	3.3 Environmental Health	01/07/2018	30/06/2019	100	<p>12/02/2019 - The Emissions Reduction Fund is primarily structured to provide funding for new infrastructure projects that will result in reductions of greenhouse gas emissions and the issue of carbon credit units.</p> <p>An online application to determine the eligibility of the City's agreement with Kwinana Waste to Energy Project to gain funding was carried out on the 30 November 2018. Assessment criteria deemed that the agreement was an existing contract and would not qualify for funding.</p> <p>Waste collection systems that deliver greenhouse gas emissions may be eligible for funding, and include composting and 3 bins systems</p>
6.1.09 Implement the Garage Sale Trail	3.3 Environmental Health	01/07/2018	30/06/2019	100	<p>12/02/2019 - 52 participants registered. Promoted via social media channels. The City was recognised nationally for its support of the garage sale trail.</p>
6.1.10 Implement the Tidy Neighbourhoods initiative (including an amendment to the Neighbourhood Events Funding Policy to progress Tidy Neighbourhood initiatives)	3.3 Environmental Health	01/07/2018	30/06/2019	75	<p>12/02/2019 - Further work is required to refine the strategy through internal engagement.</p>

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.2 Provide City Assist services in line with stakeholder expectations to ensure a safer community</b>					
6.2.01 Ensure that all requests for CCTV footage accompanied with required forms and incident report numbers submitted are completed within 10 days of receipt of the job	5.2 Essential Services	01/07/2018	30/06/2019	100	12/02/2019 - Documentation is prepared to ensure accurate record keeping of requests.
6.2.02 Develop and review City Assist Standard Operating Procedures	5.2 Essential Services	01/07/2018	30/11/2018	100	12/02/2019 - This has been completed and is under ongoing review.
6.2.03 Implement a City Assist Regulatory Compliance Program	5.2 Essential Services	01/07/2018	31/03/2019	80	12/02/2019 - Registers have been developed to facilitate co-ordination and enable collation of compliance requests.
6.2.04 Develop and implement a City Assist Community Marketing and Education Program	5.2 Essential Services	01/07/2018	30/12/2019	60	12/02/2019 - There is an ongoing soft approach to marketing and educating stakeholders about City Assist services.
<b>6.3 Provide Emergency Services in line with stakeholder expectations to ensure a safer community</b>					
6.3.01 Undertake annual reviews of the City's Local Emergency Management Arrangements (LEMAs)	5.4 Emergency Services	01/07/2018	30/06/2019	100	05/12/2018 - The review is complete and has been adopted by Council.
6.3.02 Develop annual mitigation or treatment works based on City's Bush Fire Risk Management Plans (BRMP)	5.4 Emergency Services	01/07/2018	30/06/2019	100	12/02/2019 - This action is complete.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.4 Use the latest technology and partner with other agencies to provide quality services, collections and programmes that meet the needs of the community</b>					
6.4.01 Further develop and implement the Library Local History Plan	4.4 Library	01/07/2018	30/06/2019	50	12/02/2019 - This action is ongoing.
6.4.02 Further develop and implement the Library Youth Services Strategic Plan for the provision of literacy and youth programs	4.4 Library	01/07/2018	30/06/2019	100	12/02/2019 - The Library has continued to offer a wide range of resources for children and young adults throughout the quarter. Plans are underway to launch a board game collection and improvements are being considered to the toy library service which is currently underutilised. The addition of a LETS (Learning English Through Storytime) program is planned for Term 2 2019.
6.4.03 Further develop and implement the Library E-Services Strategic Plan	4.4 Library	01/07/2018	30/06/2019	100	16/01/2019 - The Library has continued to refine the operations of the new Library Management System which was implemented in July 2018. The following months were a period of adjustment and learning for staff, with a focus on implementing and documenting new procedures. The e-Services Librarian role has remained vacant for an extended period of time due to other vacancies and acting arrangements.
6.4.04 Review the Library Collection Development Guidelines	4.4 Library	01/07/2018	30/06/2019	50	16/01/2019 - The Library's Collection Development Guidelines are currently being reviewed and re-written in order to improve their practical application and usage.



## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
6.4.05 Further develop and implement the Library Adult Services Plan for the provision of literacy and lifelong learning programs and potential grant funding	4.4 Library	01/07/2018	30/06/2019	50	12/02/2019 - Plans for the Adult Services area are currently under review with a view to improve collaboration with other City departments in the provision of lifelong learning opportunities for our community. Purchasing and collection development procedures have been improved with the implementation of a supplier selection process. The new Library Management System has delivered improved customer service capability and additional resources have been purchased in response to community demand occurring as a result of changes to the Statewide Inter-Library Loans service.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.5 Engage, support, resource and inspire educators to work collaboratively with families to ensure each child reaches their full potential</b>					
6.5.01 Maintain the highest qualification in the National Quality Framework (NQF)	4.7 Family Day Care	01/07/2018	30/06/2019	100	15/01/2019 - The service is maintaining a high level in all seven areas across the National Quality Standards and is using the Quality Improvement Plan to make further improvements to the service.
6.5.02 Provide services to support access to FDC for Aboriginal parents	4.7 Family Day Care	01/07/2018	30/06/2019	100	12/02/2019 - The Aboriginal Resource Worker and Moorditj Kulungar play sessions are providing families in the Aboriginal community with the resources required to help them access Family Day Care and achieve school readiness. The program success continues and marketing material is being developed to help build stronger community involvement in the program.
6.5.03 Monitor the new funding model for the FDC Service and examine the most cost effective provision of services	4.7 Family Day Care	01/07/2018	30/06/2019	100	12/02/2019 - Family Day Care remains financially viable without funding due to the increase in the service levy and implementation of the marketing plan, resulting in more community involvement and strengthening of the service's visibility in surrounding areas.
6.5.04 Review service policies with input from educators, staff and families	4.7 Family Day Care	01/07/2018	30/06/2019	100	12/02/2019 - New service policies have been completed and all families and educators have access to them electronically. The policies will be reviewed six monthly to adjust for any regulation changes.
6.5.05 Review all systems and processes used to provide in-home care	4.7 Family Day Care	01/07/2018	30/06/2019	70	12/02/2019 - The service has been closely monitoring service utilisation with respect to in-home care, which is beginning to increase. If utilisation continues to increase at the forecast rate, recruitment of new educators will be required.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.6 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City</b>					
6.6.02 Create a Signage Policy	3.1 Planning and Development	01/07/2018	30/06/2019	100	12/02/2019 - Local Planning Policy No. 9 - Advertising Signage was adopted by Council on 14 November 2018.
6.6.03 Create a Telecommunications Policy	3.1 Planning and Development	01/07/2018	30/12/2018	100	07/12/2018 - The Telecommunications Policy was adopted by Council at the Ordinary Council Meeting on 10 October 2018.
6.6.04 Create an Advertising Signage Policy	3.1 Planning and Development	01/07/2018	30/12/2018	100	The Advertising Signage Policy was adopted by Council at the Ordinary Council Meeting on 10 October 2018.
6.6.05 Complete the Cost Apportionment Schedule for Amendment 132 and progress Amendment 145 for adoption	3.1 Planning and Development	01/07/2018	30/12/2019	75	12/02/2019 - The draft Cost Apportionment Schedule has been prepared for Amendment 132. Amendment 145 is being reported to Council in January 2019.
6.6.06 Complete the City Centre Master Plan review	3.1 Planning and Development	01/07/2018	31/03/2019	50	12/02/2019 - The City Centre Master Plan review is well underway with preliminary documents to be presented to Council in the first quarter of 2019.

## 2 Corporate Business Plan 2018-2023 - Period 1/10/2018 to 31/12/2018

Attachment A

Action	Business Unit	Start Date	Finish Date	Status	Comments
<b>6.7 Deliver high quality services to internal and external customers in the assessment of applications and inspection of buildings</b>					
6.7.01 Ensure Building Compliance across the City	3.2 Building Services	01/07/2018	30/06/2019	100	13/12/2018 - Compliance with current legislation is maintained through the process for building approvals.
6.7.02 Review and ensure efficient Building processes	3.2 Building Services	01/07/2018	30/06/2019	50	13/12/2018 - This action is ongoing and part of business improvement
6.7.03 Implement a Builder Satisfaction Survey	3.2 Building Services	01/07/2018	30/06/2019	100	12/02/2019 - The survey was cast to builders and building certifiers and the survey has now closed.
<b>6.8 Provide services and advice to the community and all stakeholders to comply with statutory obligations to achieve a healthy community and environment</b>					
6.8.01 Develop a Public Health Plan consistent with legislative requirements	3.3 Environmental Health	01/07/2018	30/06/2019	25	12/02/2019 - The survey results are being analysed as part of the stage one data analysis.
6.8.02 Work with Community Engagement to review processes in place to guarantee health compliance at all events annually	3.3 Environmental Health	01/07/2018	30/06/2019	50	05/12/2018 - This process is continuous and ongoing.
6.8.03 Complete a Mosquito and Midge Management Plan for Kwinana	3.3 Environmental Health	01/07/2018	30/12/2018	100	16/10/2018 - The Plan was adopted on 26 September 2018.
6.8.04 Review the City of Kwinana health policies and procedures as a result of the introduction of the Public Health Plan and any associated delegations or authorisations	3.3 Environmental Health	01/07/2018	30/06/2019	75	12/02/2019 - Reviewed draft Pigeon Policy to be proposed to Council to address pigeon problems in the City. Further policy and procedures reviews to be undertaken once the Public Health plan preparation is well advanced.
6.8.05 Prepare the annual Food Act Report for the Department of Health	3.3 Environmental Health	01/07/2018	30/06/2019	50	05/12/2018 - Statistics are being kept up to date for end of financial year reporting.
6.8.06 Prepare a Risk and Hazard Management Plan that considers the City's known contaminated sites	3.3 Environmental Health	01/07/2018	30/06/2019	100	21/12/2018 - Reports for all known contaminated sites have been completed.

## **17 Urgent Business**

Nil

## **18 Councillor Reports**

### **18.1 Deputy Mayor Peter Feasey**

Deputy Mayor Peter Feasey reported that he had attended the two City of Kwinana Citizenship Ceremonies held recently.

Deputy Mayor Feasey advised that he had attended the Alcoa's Children's Festival.

Deputy Mayor Feasey urged all Elected Members to attend the upcoming King of the Concrete event at the Edge Skate Park, to be held this Saturday at 11am.

### **18.2 Councillor Wendy Cooper**

Councillor Wendy Cooper reported that she had attended the two City of Kwinana Citizenship Ceremonies held recently and that they were both great nights.

Councillor Cooper advised that she had attended the Southern Metropolitan Regional Council (SMRC) Meeting.

Councillor Cooper mentioned that she had attended the Official Sod Turning event to commemorate the Avertas Energy Waste to Energy (WTE) Facility. Councillor Cooper further mentioned that their new name is Latin for 'Switch'.

Councillor Cooper reported that she had attended the Alcoa's Children's Festival and that it had been a great event.

Councillor Cooper advised that she had attended the City of Kwinana Cultural Awareness Training, which was extremely interesting and worthwhile attending.

### **18.3 Councillor Sandra Lee**

Councillor Sandra Lee reported that she had attended the two City of Kwinana Citizenship Ceremonies held recently.

Councillor Lee advised that she had attended the Alcoa's Children's Festival, which was wonderful despite the weather, with loads of people attending and it being a fantastic event for the community.

Councillor Lee mentioned that she had attended the 2019 Kwinana Industries Council (KIC) Youth Art Awards and that it had been great to see lots of entries from the City of Kwinana and that there are many talented young artists.

## 18 COUNCILLOR REPORTS

### 18.4 Councillor Matthew Rowse

Councillor Matthew Rowse reported that he had attended the two City of Kwinana Citizenship Ceremonies held recently.

Councillor Rowse advised that he had attended the Alcoa's Children's Festival with his daughter and they both had really enjoyed what the City put on for the children.

### 18.5 Councillor Dennis Wood

Councillor Dennis Wood reported that he had attended the Alcoa's Children's Festival.

Councillor Wood advised that he had attended the two City of Kwinana Citizenship Ceremonies held recently.

Councillor Wood mentioned that he attended the Environmental Improvement Plan (EIP) Meeting.

Councillor Wood reported that he had attended the Local Emergency Management Committee (LEMC) Meeting.

Councillor Wood advised that he had attended the Official Sod Turning event to commemorate the Avertas Energy WTE Facility which was excellent.

## 19 Response to Previous Questions

Nil

## 20 Mayoral Announcements (without discussion)

Mayor Carol Adams reported that she had attended a meeting with Owen Farmer from the WA Homeless Advocate Ltd.

The Mayor advised that she had attended the two City of Kwinana Citizenship Ceremonies held recently.

The Mayor mentioned that she had attended the Official Sod Turning event to commemorate the Avertas Energy WTE Facility.

The Mayor reported that she had attended the Baldivis Rotary event for International Women's Day "Balance for Better".

**20 MAYORAL ANNOUNCEMENTS (WITHOUT ANNOUNCEMENTS)**

The Mayor advised that she had attended the Alcoa Children's Festival on Calista Oval.

The Mayor mentioned that she had been a panel judge at the inaugural Rockingham Kwinana Chamber of Commerce "Pearl of the South". The Mayor passed on her congratulations to Margaret Steele. The Mayor added that there were over 50 women nominated and they were all winners in their own right.

The Mayor reported that she had attended the City of Kwinana Cultural Awareness Training as part of the City's Reconciliation Action Plan.

The Mayor advised that she attended the launch of the report entitled: "*Accelerating Global Competitiveness: Special Economic Zones*". The Author is Caitlin Cain, a Fulbright Industry Fellow who was brought to WA by Curtin University.

The Mayor mentioned that she attended the Kwinana Industries Council Youth Art Awards.

## **21 Matters Behind Closed Doors**

Nil

## **22 Meeting Closure**

The Mayor declared the meeting closed at 7:45pm.