

# Audit and Risk Committee Meeting

6 December 2021

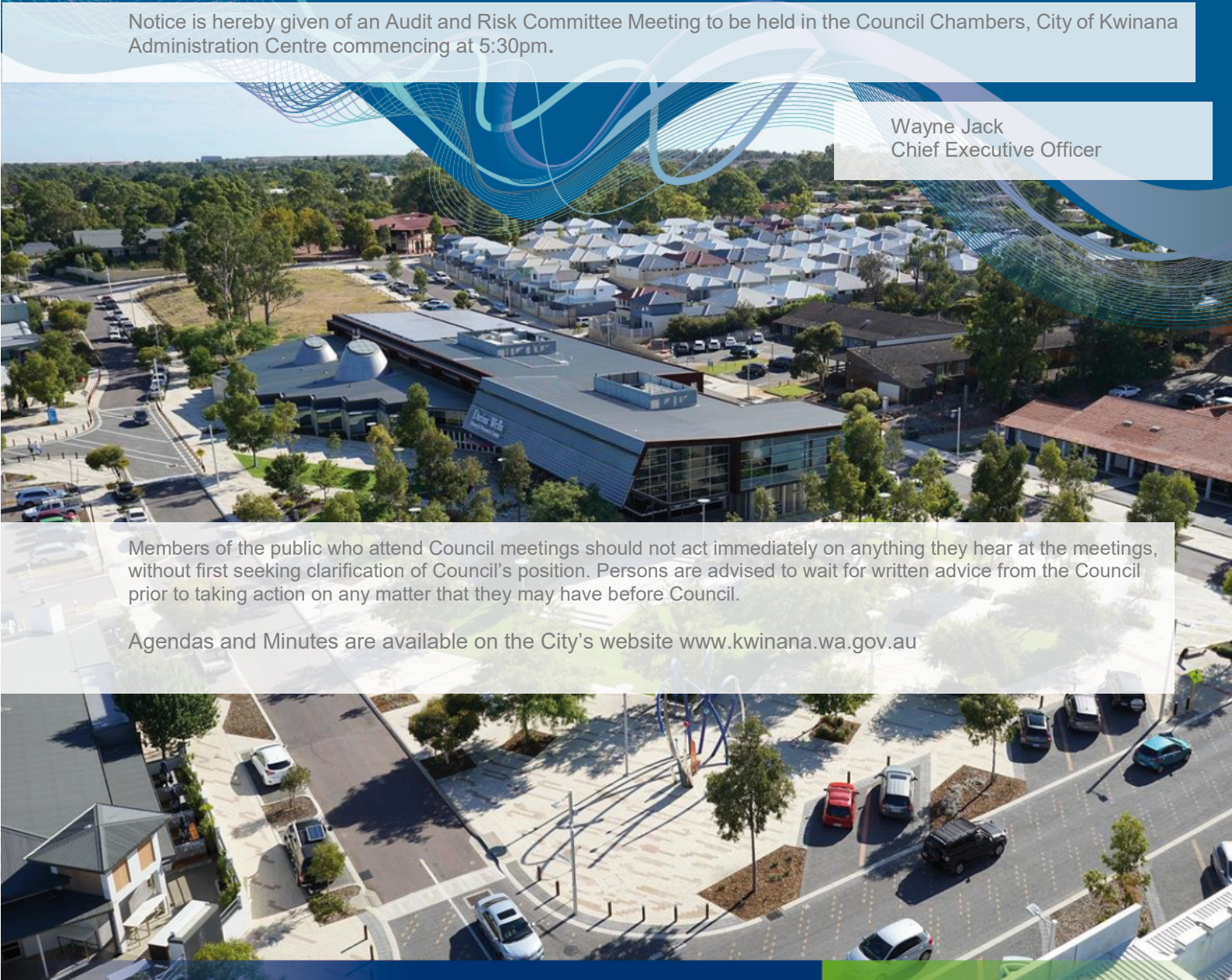
## Agenda

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

Wayne Jack  
Chief Executive Officer

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

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



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## 1 OPENING AND ANNOUNCEMENT OF VISITORS

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

## 2 ACKNOWLEDGEMENT OF COUNTRY

Councillor Barry Winmar to present the Welcome to Country:

*"Ngullak nyinniny kooralong koora ngullak noitj nidja noongar boodjar. Noongar moort djoorapiny nyinniny nidja ngulla quopadok noongar boodjar kooralong.*

From the beginning of time to the end, this is Noongar Country. Noongar people have been graceful keepers of our nation for many, many years.

*Ngalla djoorapiny maambart boodjar ngallak bala maambart quop ngalla koort djoorapiny nidja ngalla mia mia nyinniny noongar boodjar.*

We respect the earth our mother and understand that we belong to her - she does not belong to us. In all her beauty, we find comfort, wellbeing, and life that creates a home for everyone that has become a keeper of Noongar Country.

*Djinanginy katatjin djoorapiny nidja weern noongar boodjar ngalla mia mia boorda.*

Look, listen, understand and embrace all the elements of Noongar Country that is forever our home.

*Kaya wandju ngaany Barry Winmar Wadjuk Ballardong maaman ngaany koort djoorapiny noonook nidja Noongar boodjar daadjaling waankganiny noitj Noongar Boodjar.*

Hello and welcome my name is Barry Winmar and I am a Whadjuk Ballardong man my heart is happy as we are gathered on Noongar country and speaking here on Noongar Country"

Presiding Member to read the Acknowledgement of country:

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

## 3 ATTENDANCE, APOLOGIES, LEAVE(S) OF ABSENCE (PREVIOUSLY APPROVED)

**Apologies:**

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

## **4 PUBLIC QUESTION TIME**

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

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

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

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

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

## **5 ELECTION OF PRESIDING MEMBER**

Election of the Presiding Member is required to be conducted in accordance with the *Local Government Act 1995*.

Schedules 2.3 (Division 1) and 4.1 of the *Local Government Act 1995* and the *Local Government (Constitution) Regulations 1998* provide the methodology by which this election is to take place.

## **6 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

### **6.1 PETITIONS**

A petition must –

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

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

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



## 6.2 PRESENTATIONS

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

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

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

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

## 6.3 DEPUTATIONS

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

- the person has requested the right to do so in writing addressed to the Chief Executive Officer by noon on the day of the meeting;
- setting out the agenda item to which the deputation relates;
- whether the deputation is supporting or opposing the officer's or committee's recommendation; and
- include sufficient detail to enable a general understanding of the purpose of the deputation.

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

## 7 DECLARATIONS OF INTEREST (FINANCIAL, PROXIMITY, IMPARTIALITY – BOTH REAL AND PERCEIVED) BY MEMBERS AND CITY OFFICERS

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

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

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

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

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

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

**8        CONFIRMATION OF MINUTES**



## **9 REPORTS**

### **9.1 ADOPTION OF THE CITY OF KWINANA ANNUAL REPORT (INCLUDING THE FULL SET OF AUDITED FINANCIAL STATEMENTS) FOR THE YEAR ENDING 30 JUNE 2021 AND ACCEPTANCE DATE SET FOR THE ELECTORS' GENERAL MEETING**

#### **SUMMARY**

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

For the year ended 30 June 2021 the City's Auditors have been the Office of the Auditor General (OAG) for Western Australia. The OAG subsequently contracted the audit work to RSM, however it is the OAG that issue the final opinion and any relevant management points.

This report presents the audited draft Annual Financial Report including the Independent Auditor's Closing Report from the City's Auditors for the year ended 30 June 2021. An unqualified opinion is expected to be issued, meaning that the City of Kwinana's financial records and statements are fairly and appropriately presented, and in accordance with *Australian Accounting Standards Board (AASB)* and the *Local Government Act 1995*.

A copy of the draft Annual Report (Part 1 – Community) for the year ended 30 June 2021 is also attached for the Audit and Risk Committee's review. The Annual Report is comprised of two parts: Part 1 – Community and Part 2 – Annual Financial Report which together comprise the City's complete Annual Report 2020-21 and meet the City's legislative reporting requirements.

Each year the City is required to hold an Electors' General Meeting to consider matters arising with respect to the previous financial year. In order to set a date for the 2022 Electors' General Meeting, the Council is required to have both received the audit report for the prior period as well as having accepted the Annual Report.

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

#### **OFFICER RECOMMENDATION**

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

- 1. Receive the draft Annual Financial Report for the year 30 June 2021, as detailed in Attachment A;**
- 2. Receive the Independent Auditor's Closing Report as detailed in Attachment B**
- 3. Adopt the 2020/21 Annual Report, Part 1 – Community, as detailed in Attachment C.**
- 4. Advertise the availability of the Annual Report in accordance with Section 5.55 of the *Local Government Act 1995*.**
- 5. In accordance with Section 5.27 of the *Local Government Act 1995*, accept the date for the Electors' General Meeting as 9 February 2022, commencing at 5pm.**

## DISCUSSION

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

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

The finalisation of the Annual Financial Report audit for the year ended 30 June 2021 is currently awaiting the finalisation of the SMRC Annual Financial Report to which the City is required to recognise its share in net assets as a member council. This is expected to be available by 10<sup>th</sup> December.

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

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

If Council adopts the Annual Report, the Electors' General Meeting (EGM) is required to be held not later than 9 February 2022. It is therefore proposed that the EGM be held prior to the first Ordinary Council Meeting of 2022, being 9 February 2022 at 5pm.

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

### Key indicators included in the 2020/2021 Annual Financial Report

- Closing Surplus \$3,374,355

The 2020/2021 adopted Annual Budget estimated a closing surplus brought forward of \$500,000. The increase in expected carry forward surplus is \$2,874,355. This is due to;

- Early payment of 2021/2022 Financial Assistance Grant \$1m
- Banksia Park revaluation increase in value \$526k (non cash)
- City contributions to Wellard Village not required \$396k
- Materials and Contracts savings \$1.4m attributable to general savings across all departments.

Budget variations accepted in the new financial year address \$206k of the brought forward surplus and the remaining surplus will be addressed in the Budget Review to be presented in February 2022.

- Total operating revenue \$63,402,689

Total rate revenue \$40,893,364. This is a 4% increase (\$1.5m) on prior year rates revenue as a result of the growth of the City and ongoing land developments.

Fees and charges \$12,993,197. This an increase of 14% (\$1.5m), also attributable to the growth of land development and building occurring within the City resulting in an increase to building and planning fees collected.



- Total operating expenditure (\$71,241,971)

This reflects a \$52k (0.07%) reduction on last financial year total operating expenditure. This is less than budgeted as a result of actively trying to reduce expenditure, but also contributed to by staff vacancies and a delay in some works, now to be completed in the new year.

- Non-Operating Revenue \$11,178,233

This reflects grants and contributions received for the development of City infrastructure excluding unspent funds carried forward as a liability.

- Reserve balances \$62,382,819

This predominantly reflects funds restricted for future City infrastructure development and asset management.

- Outstanding borrowings \$18,389,526

The City has no intent to increase borrowings in the near future, with the next planned loan for 2032. During 2020/2021 the City Centre Redevelopment loan has been refinanced, with principal and interest payments now being made. The City will have repaid the Wellard Sports Pavilion by the end of the 20/21 financial year, as well as see the removal from the financial statements of the SMRC loan, once the City has officially withdrawn as a member.

### **Adverse trends in Ratios**

As disclosed in Note 34 of the Annual Financial Report, there are some adverse trends in financial ratios. The Current Ratio, Asset Sustainability Ratio and the Operating Surplus Ratio have been below the Department of Local Government, Sport and Cultural Industries (DLGSC) standard for the past 4 years.

#### **Current Ratio:**

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

The current ratio has been between 25-37% for the last 3 years. This ratio does not allow for the variable timing of revenues and expenses, for example rates revenue due to be received early in the new financial year to cover the current liabilities. The City adequately manages its cash-flow timing by tracking all operating and capital revenue and expenditure including the realisation of investments and transfers to and from restricted reserves accordingly.

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

The current ratio includes the Banksia Park Retirement Village Unit Contribution liability of \$17m. Although the City does not have a right to defer the liability, it does not expect to realise the full liability within the next 12 months and any future lease terminations will be accompanied by a corresponding debtor. Removing the unit contribution liability from the calculation results in a current ratio of 0.99. This is still slightly below the target ratio, due in part to employee leave provisions not fully covered by reserve funds.

**Operating Surplus Ratio**

The Operating Surplus Ratio represents the percentage by which the operating surplus (or deficit) differs from the City's own source revenue, which includes rates and operating grants. The standards set by the Department of Local Government, Sports and Cultural Industries (DLGSC) is that the basic standard is between 1% and 15% (0.01 and 0.15) and the advanced standard is greater than 15% (>0.15).

This ratio includes non-cash expense such as depreciation, with a positive ratio indicating that the local government has sufficient funds to have regard to asset management as well as the level of service the community requires.

The City's ratio has improved in the current year from -0.20 to -0.13. This improvement is due to the City's commitment to increase capital renewal expenditure, offset by finding operational efficiencies. This strategy was a key principle in the recently adopted Long Term Financial Plan and the City can expect to see continual improvement in this ratio until we reach the desired benchmark.

**Asset Sustainability Ratio**

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

The DLGSC states that the purpose of this ratio is to indicate whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out. This ratio has improved from 0.27 last year to 0.34 in 2020/2021, and the City seeks to improve on this ratio over the next 10 years to meet a target level of 0.80 as outlined in the 20 year Long Term Financial Plan adopted in June 2021.

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

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

**STRATEGIC IMPLICATIONS**

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

**SOCIAL IMPLICATIONS**

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



**LEGAL/POLICY IMPLICATIONS****Local Government Act 1995****5.121 Register of certain complaints of minor breaches**

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

**5.27 Electors' general meeting**

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

**5.53 Annual Reports**

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

**5.54. Acceptance of annual reports**

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

*\* Absolute majority required.*

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

**5.55. Notice of annual reports**

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

**5.56. Planning for the future**

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

**1.4. Financial report**

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

**Disability Services Act 1993**

**29. Report about disability access and inclusion plan**

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

**FINANCIAL/BUDGET IMPLICATIONS**

The FY21 end of year surplus result differs from the forecast surplus in the 2021/2022 budget by \$2,874,355. Budget variations adopted by in the 2021/2022 financial year account for \$205,890 of this variance with the remaining surplus in funds to be addressed as part of the budget review process and presented to Council in February 2022.

The City has made provision for the Electors' General Meeting in its adopted budget for the 2021/2022 financial year. There will be a minimal budget implication for the production of the Annual Report (Part 1 - Community) as only a small print run will be produced. This has been budgeted at approximately \$600 with the cost being covered within the 2021/2022 Marketing and Communications Budget.

**ASSET MANAGEMENT IMPLICATIONS**

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

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

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

**COMMUNITY ENGAGEMENT**

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

**ATTACHMENTS**

- A. Annual Financial Report for the year ending 30 June 2021**
- B. Auditor Closing Report for the year ended 30 June 2021 - Confidential**
- C. Annual Report 2020-2021 - Part 1 - Community**

**CITY OF KWINANA**  
**FINANCIAL REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2021**

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**COMMUNITY VISION**

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

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





**STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE OR TYPE  
FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Revenue</b>				
Salaries	28(a)	40,893,364	39,933,543	39,435,048
Operating grants, subsidies and contributions	2(a)	7,501,276	6,617,653	7,445,800
Fees and charges	2(a)	12,993,197	11,913,171	11,438,704
Interest earnings	2(a)	780,513	1,220,577	1,825,211
Other revenue	2(a)	1,234,339	709,222	1,308,211
		63,402,689	60,394,166	61,452,974
<b>Expenses</b>				
Employee costs		(26,492,092)	(28,033,854)	(27,440,286)
Materials and contracts		(24,605,200)	(27,604,630)	(24,052,350)
Utility charges		(2,444,838)	(2,557,908)	(2,500,313)
Depreciation on non-current assets	11(b)	(16,091,943)	(14,691,676)	(15,630,143)
Interest expenses	2(b)	(965,752)	(987,579)	(1,058,626)
Insurance expenses		(588,958)	(583,736)	(574,494)
Other expenditure		(53,188)	(446,888)	(37,756)
		(71,241,971)	(74,906,271)	(71,293,968)
		(7,839,282)	(14,512,105)	(9,840,994)
Non-operating grants, subsidies and contributions	2(a)	11,178,233	13,434,461	10,810,522
Profit on asset disposals	11(a)	70,922	124,510	124,076
Loss on asset disposals	11(a)	(13,332)	(83,085)	(1,247,307)
Fair value adjustments to financial assets at fair value				
Through profit or loss		289,114	0	112,779
Share of net profit of associates accounted for using the equity method	27	20,980	0	18,131
		11,545,917	13,475,886	9,818,201
<b>Net result for the period</b>		<b>3,706,635</b>	<b>(1,036,219)</b>	<b>(22,793)</b>
<b>Other comprehensive income</b>				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	14	7,791,763	0	431,670
<b>Total other comprehensive income for the period</b>		<b>7,791,763</b>	<b>0</b>	<b>431,670</b>
<b>Total comprehensive income for the period</b>		<b>11,498,398</b>	<b>(1,036,219)</b>	<b>408,877</b>

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

**TY OF KWINANA**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Revenue</b>				
Administration	2(a)	314,460	69,728	457,683
General purpose funding		43,963,070	42,182,728	43,528,014
Law, order, public safety		503,891	388,050	579,054
Health		144,542	117,705	167,748
Education and welfare		6,568,332	7,115,493	6,525,695
Community amenities		6,413,521	5,884,872	6,060,354
Recreation and culture		2,930,924	2,547,762	2,343,973
Transport		372,722	330,000	345,961
Economic services		1,815,083	1,308,015	1,164,861
Other property and services		376,144	449,813	279,631
		<b>63,402,689</b>	<b>60,394,166</b>	<b>61,452,974</b>
<b>Expenses</b>				
Administration	2(b)	(3,875,109)	(4,117,231)	(4,938,245)
General purpose funding		(895,379)	(981,665)	(1,153,777)
Law, order, public safety		(2,943,953)	(3,257,074)	(3,098,933)
Health		(884,321)	(931,464)	(856,942)
Education and welfare		(9,956,721)	(11,124,719)	(10,204,491)
Community amenities		(9,548,651)	(10,967,514)	(9,540,849)
Recreation and culture		(21,805,547)	(21,263,137)	(20,669,023)
Transport		(15,253,274)	(15,406,121)	(14,915,194)
Economic services		(1,511,528)	(1,875,875)	(1,360,878)
Other property and services		(3,601,736)	(3,993,892)	(3,497,010)
		<b>(70,276,219)</b>	<b>(73,918,692)</b>	<b>(70,235,342)</b>
<b>Finance Costs</b>				
Administration	2(b)	(41,672)	(52,164)	(50,204)
General purpose funding		(1)	0	(253)
Education and welfare		(73,585)	(74,362)	(82,765)
Recreation and culture		(719,441)	(729,860)	(785,313)
Transport		(131,053)	(131,193)	(140,091)
		<b>(965,752)</b>	<b>(987,579)</b>	<b>(1,058,626)</b>
		<b>(7,839,282)</b>	<b>(14,512,105)</b>	<b>(9,840,994)</b>
Non-operating grants, subsidies and contributions	2(a)	11,178,233	13,434,461	10,810,522
Profit on disposal of assets	11(a)	70,922	124,510	124,076
Loss on disposal of assets	11(a)	(13,332)	(83,085)	(1,247,307)
Fair value adjustments to financial assets at fair value through profit or loss		289,114	0	112,779
Share of net profit of associates accounted for using the equity method	27	20,980	0	18,131
		<b>11,545,917</b>	<b>13,475,886</b>	<b>9,818,201</b>
<b>Net result for the period</b>		<b>3,706,635</b>	<b>(1,036,219)</b>	<b>(22,793)</b>
<b>Other comprehensive income</b>				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus	14	7,791,763	0	431,670
<b>Total other comprehensive income for the period</b>		<b>7,791,763</b>	<b>0</b>	<b>431,670</b>
<b>Total comprehensive income for the period</b>		<b>11,498,398</b>	<b>(1,036,219)</b>	<b>408,877</b>

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

**TY OF KWINANA**  
**STATEMENT OF FINANCIAL POSITION**  
**\$ AT 30 JUNE 2021**

	NOTE	2021 \$	2020 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	6,968,593	25,471,026
Trade and other receivables	6	5,717,945	4,455,262
Other financial assets	5(a)	59,941,739	34,124,318
Inventories	7	0	37,323
Contract assets	2(a)	130,805	44,388
Other assets	8	814,108	1,731,667
Assets classified as held for sale	8	498,000	0
<b>TOTAL CURRENT ASSETS</b>		<b>74,071,190</b>	<b>65,863,984</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	6	846,399	760,126
Other financial assets	5(b)	3,920,502	3,542,013
Investment in associate	27	535,835	504,775
Property, plant and equipment	9(a)	137,825,552	135,058,794
Infrastructure	10(a)	366,067,324	363,572,821
Investment property	15	570,000	0
Intangible assets	13(a)	1,864,163	616,115
Right-of-use assets	12(a)	566,184	190,679
<b>TOTAL NON-CURRENT ASSETS</b>		<b>512,195,959</b>	<b>504,245,323</b>
<b>TOTAL ASSETS</b>		<b>586,267,149</b>	<b>570,109,307</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	16	22,889,779	24,256,420
Contract and other liabilities	17	6,615,769	10,444,540
Lease liabilities	18(a)	174,595	114,357
Borrowings	19(a)	2,537,530	2,314,779
Employee related provisions	20	5,706,854	5,505,931
<b>TOTAL CURRENT LIABILITIES</b>		<b>37,924,527</b>	<b>42,636,027</b>
<b>NON-CURRENT LIABILITIES</b>			
Contract and other liabilities	17	28,097,678	16,953,626
Lease liabilities	18(a)	371,179	77,148
Borrowings	19(a)	15,851,996	17,953,926
Employee related provisions	20	445,000	410,209
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>44,765,853</b>	<b>35,394,909</b>
<b>TOTAL LIABILITIES</b>		<b>82,690,380</b>	<b>78,030,936</b>
<b>NET ASSETS</b>		<b>503,576,769</b>	<b>492,078,371</b>
<b>EQUITY</b>			
Retained surplus		213,378,682	216,805,180
Reserves - cash/financial asset backed	4	62,382,819	55,249,686
Evaluation surplus	14	227,815,268	220,023,505
<b>TOTAL EQUITY</b>		<b>503,576,769</b>	<b>492,078,371</b>

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

TY OF KWINANA  
 STATEMENT OF CHANGES IN EQUITY  
 FOR THE YEAR ENDED 30 JUNE 2021

		RESERVES CASH/FINANCIAL		
	NOTE	RETAINED SURPLUS	ASSET BACKED	REVALUATION SURPLUS
		\$	\$	\$
				TOTAL EQUITY
		\$		\$
Balance as at 1 July 2019		216,347,293	55,730,366	219,591,835
Comprehensive income				
Net result for the period		(22,793)	0	0
Other comprehensive income	14	0	0	431,670
Total comprehensive income		(22,793)	0	431,670
Transfers from reserves	4	15,090,636	(15,090,636)	0
Transfers to reserves	4	(14,609,956)	14,609,956	0
Balance as at 30 June 2020		216,805,180	55,249,686	220,023,505
Restated balance at 1 July 2020		216,805,180	55,249,686	220,023,505
Comprehensive income				
Net result for the period		3,706,635	0	0
Other comprehensive income	14	0	0	7,791,763
Total comprehensive income		3,706,635	0	7,791,763
Transfers from reserves	4	7,715,875	(7,715,875)	0
Transfers to reserves	4	(14,849,008)	14,849,008	0
Balance as at 30 June 2021		213,378,682	62,382,819	227,815,268

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

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>ASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Receipts</b>				
Interest received		40,780,843	41,633,543	39,956,734
Operating grants, subsidies and contributions		6,013,943	209,359	6,682,681
Fees and charges		9,956,385	11,913,171	8,649,778
Interest received		780,513	1,220,577	1,811,395
Goods and services tax received		3,014,253	0	2,738,222
Other revenue		1,234,339	709,222	1,308,211
		61,780,276	55,685,872	61,147,021
<b>Payments</b>				
Employee costs		(26,607,740)	(28,033,854)	(26,697,613)
Materials and contracts		(25,184,052)	(27,504,630)	(23,107,086)
Utility charges		(2,473,457)	(2,557,908)	(2,500,313)
Interest expenses		(967,888)	(987,579)	(1,060,470)
Insurance paid		(588,958)	(583,736)	(574,494)
Goods and services tax paid		674,759	0	(671,965)
Other expenditure		(53,188)	(446,888)	(37,756)
		(55,200,524)	(60,114,595)	(54,649,697)
<b>Net cash provided by (used in) operating activities</b>	21	6,579,752	(4,428,723)	6,497,324
<b>ASH FLOWS FROM INVESTING ACTIVITIES</b>				
Payments for purchase of property, plant & equipment	9(a)	(2,090,914)	(7,575,835)	(2,520,306)
Payments for construction of infrastructure	10(a)	(4,638,195)	(10,923,191)	(4,738,586)
Payments for intangible assets	13(a)	(1,248,048)	(622,809)	(307,442)
Non-operating grants, subsidies and contributions	21	10,440,224	13,434,461	3,944,619
Proceeds from financial assets at amortised cost - term deposits		0	12,183,943	11,560,827
Payments for financial assets at amortised cost - term deposits		(25,924,064)	0	0
Proceeds from financial assets at amortised cost - self supporting assets		17,268	17,269	16,710
Proceeds from sale of property, plant & equipment	11(a)	399,030	473,350	696,834
<b>Net cash provided by (used in) investment activities</b>		(23,044,699)	6,987,188	8,652,656
<b>ASH FLOWS FROM FINANCING ACTIVITIES</b>				
Repayment of borrowings	19(b)	(1,889,259)	(6,889,259)	(1,451,093)
Payments for principal portion of lease liabilities	18(b)	(148,227)	(229,206)	(116,018)
Proceeds from new borrowings	19(b)	0	5,000,000	0
<b>Net cash provided by (used in) financing activities</b>		(2,037,486)	(2,118,465)	(1,567,111)
<b>Net increase (decrease) in cash held</b>		(18,502,433)	440,000	13,582,869
Cash at beginning of year		25,471,026	1,020,000	11,888,157
<b>Cash and cash equivalents at the end of the year</b>	21	6,968,593	1,460,000	25,471,026

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



**STATEMENT OF FINANCIAL PERFORMANCE**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 30 JUNE 2021**

	NOTE	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>OPERATING ACTIVITIES</b>				
Net current assets at start of financial year - surplus/(deficit)	29 (c)	2,833,954	1,360,000	1,573,50
		2,833,954	1,360,000	1,573,50
<b>Revenue from operating activities (excluding rates)</b>				
Administration		326,215	78,904	483,25
General purpose funding		3,071,397	2,249,185	4,092,96
Law, order, public safety		512,755	401,662	594,84
Health		146,987	117,705	176,26
Education and welfare		6,852,921	7,119,907	6,636,45
Community amenities		6,426,256	5,899,455	6,082,53
Recreation and culture		2,930,924	2,547,762	2,346,76
Transport		372,722	330,000	345,96
Economic services		1,838,536	1,312,816	1,185,40
Other property and services		413,319	527,737	328,47
		22,892,032	20,585,133	22,272,91
<b>Expenditure from operating activities</b>				
Administration		(3,922,897)	(4,174,355)	(4,991,014)
General purpose funding		(895,380)	(981,665)	(1,154,030)
Law, order, public safety		(2,943,953)	(3,259,022)	(3,122,690)
Health		(884,321)	(931,464)	(862,550)
Education and welfare		(10,030,306)	(11,199,081)	(10,287,250)
Community amenities		(9,548,651)	(10,967,514)	(9,550,260)
Recreation and culture		(22,528,744)	(21,992,997)	(21,477,130)
Transport		(15,384,327)	(15,537,314)	(16,137,120)
Economic services		(1,511,528)	(1,875,875)	(1,360,870)
Other property and services		(3,605,196)	(4,070,069)	(3,598,320)
		(71,255,303)	(74,989,356)	(72,541,270)
Non-cash amounts excluded from operating activities	29(a)	15,547,160	8,241,957	16,843,36
<b>Amount attributable to operating activities</b>		(29,982,157)	(44,802,266)	(31,851,490)
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	2(a)	11,178,233	13,434,461	10,810,52
Proceeds from disposal of assets	11(a)	399,030	473,350	696,83
Proceeds from financial assets at amortised cost - self supporting loans		17,268	17,269	16,71
Purchase of property, plant and equipment	9(a)	(2,090,914)	(7,575,835)	(2,603,030)
Purchase and construction of infrastructure	10(a)	(12,752,976)	(10,923,191)	(12,276,760)
Payments for intangible assets	13(a)	(1,248,048)	(622,809)	(307,440)
		(4,497,407)	(5,196,755)	(3,663,170)
Non-cash amounts excluded from investing activities	29(b)	6,132,845	0	
<b>Amount attributable to investing activities</b>		1,635,438	(5,196,755)	(3,663,170)
<b>FINANCING ACTIVITIES</b>				
Repayment of borrowings	19(b)	(1,889,259)	(6,889,259)	(1,451,090)
Proceeds from borrowings	19(c)	0	5,000,000	
Payments for principal portion of lease liabilities	18(b)	(148,227)	(229,206)	(116,010)
Transfers to reserves (restricted assets)	4	(14,849,008)	(8,215,624)	(14,609,950)
Transfers from reserves (restricted assets)	4	7,715,875	20,399,567	15,090,630
<b>Amount attributable to financing activities</b>		(9,170,619)	10,065,478	(1,086,430)
<b>Surplus/(deficit) before imposition of general rates</b>		(37,517,338)	(39,933,543)	(36,601,090)
<b>Total amount raised from general rates</b>	28(a)	40,891,673	39,933,543	39,435,040
<b>Surplus/(deficit) after imposition of general rates</b>	29(c)	<b>3,374,335</b>	<b>0</b>	<b>2,833,950</b>

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

TY OF KWINANA  
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 FOR THE YEAR ENDED 30 JUNE 2021

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**TY OF KWINANA  
OTES TO AND FORMING PART OF THE FINANCIAL REPORT  
OR THE YEAR ENDED 30 JUNE 2021**

**. BASIS OF PREPARATION**

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

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost.

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 32 to these financial statements.

**INITIAL APPLICATION OF ACCOUNTING STANDARDS**

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

These were:

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

The adoption of these standards had no material impact on the financial report.

**NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS**

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 *Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current*
- AASB 2020-3 *Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments*
- AASB 2021-2 *Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates*

It is not expected these standards will have an impact on the financial report.

**CRITICAL ACCOUNTING ESTIMATES**

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- Employee expenses
- Land held for resale
- Other financial assets
- Property, Plant and Equipment
- Infrastructure
- Intangible assets
- Right-of-use assets
- Lease liabilities
- Borrowing liabilities
- Provisions

**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**OR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES**

**3) Grant revenue**

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

	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Operating grants, subsidies and contributions</b>			
General purpose funding	2,104,800	906,754	1,796,876
Law, order, public safety	242,147	181,180	202,912
Health	39,010	23,504	14,703
Education and welfare	4,429,571	5,068,304	4,772,577
Community amenities	50,279	7,000	78,832
Recreation and culture	263,863	100,911	250,337
Transport	371,606	330,000	329,563
	7,501,276	6,617,653	7,445,800
<b>Non-operating grants, subsidies and contributions</b>			
Law, order, public safety	156,875	704,159	260,745
Education and welfare	9,771	0	0
Community amenities	598,692	10,321,764	891,296
Recreation and culture	204,546	550,000	201,506
Transport	10,202,338	1,858,538	9,366,982
Economic services	6,011	0	89,993
	11,178,233	13,434,461	10,810,522
<b>Total grants, subsidies and contributions</b>	<b>18,679,509</b>	<b>20,052,114</b>	<b>18,256,322</b>
<b>Fees and charges</b>			
Governance	14,608	8,810	4,124
General purpose funding	107,301	40,896	253,441
Law, order, public safety	216,571	169,860	318,813
Health	104,987	84,001	126,491
Education and welfare	1,849,690	2,012,456	1,557,274
Community amenities	6,255,128	5,848,424	5,946,335
Recreation and culture	2,511,979	2,356,491	1,976,234
Economic services	1,706,886	1,221,291	1,113,046
Other property and services	226,047	170,942	142,946
	12,993,197	11,913,171	11,438,704

**SIGNIFICANT ACCOUNTING POLICIES**

**Grants, subsidies and contributions**

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

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

**Fees and Charges**

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

**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**OR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES (Continued)**

3) Revenue (Continued)	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Contracts with customers and transfers for recognisable non-financial assets</b>			
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the City was recognised during the year for the following nature or types of goods or services:			
Operating grants, subsidies and contributions	1,141,050	146,600	953,896
Fees and charges	10,935,060	10,856,692	10,161,087
Non-operating grants, subsidies and contributions	3,063,452	13,434,461	3,272,347
	15,139,562	24,437,753	14,387,330
Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the City is comprised of:			
Revenue from contracts with customers included as a contract liability at the start of the period	356,545	0	72,428
Revenue from contracts with customers recognised during the year	11,719,565	11,003,292	11,042,555
Revenue from transfers intended for acquiring or constructing recognisable non financial assets held as a liability at the start of the period	693,852	10,477,151	928,646
Revenue from transfers intended for acquiring or constructing recognisable non financial assets during the year	2,369,600	2,957,310	2,343,701
	15,139,562	24,437,753	14,387,330
Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:			
Trade and other receivables from contracts with customers	1,805,015		560,351
Contract assets	130,805		44,388
Contract liabilities from contracts with customers	(295,054)		(356,545)
Financial assets held from transfers for recognisable financial assets	34,418,393		27,041,621
Grant liabilities from transfers for recognisable non financial assets	(34,418,393)		(27,041,621)

Contract assets primarily relate to the City's right to consideration for work completed but not billed at 30 June 2021.

Assets associated with contracts with customers were not subject to an impairment charge.

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'.

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**OR THE YEAR ENDED 30 JUNE 2021**

**2. REVENUE AND EXPENSES (Continued)**

3) Revenue (Continued)		2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Revenue from statutory requirements</b>				
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:				
General rates		40,891,673	39,933,543	39,428,423
Statutory permits and licences		1,853,035	967,647	1,065,098
Fines		205,102	88,832	210,339
		42,949,810	40,990,022	40,703,860
<b>Assets and services acquired below fair value</b>				
Contributed assets		8,114,781	0	7,538,175
Grants, subsidies and contributions		6,360,226	5,495,718	6,491,904
		14,475,007	5,495,718	14,030,079
<b>Other revenue</b>				
Reimbursements and recoveries		844,910	663,568	1,105,989
Other		389,429	45,654	202,222
		1,234,339	709,222	1,308,211
<b>Interest earnings</b>				
Financial assets at amortised cost - self supporting loans		9,831	9,869	10,516
Interest on reserve funds		275,696	641,416	846,100
Rates instalment and penalty interest (refer Note 28(b))		462,668	399,161	784,551
Other interest earnings		32,318	170,131	184,044
		780,513	1,220,577	1,825,211
3) Expenses				
<b>Auditors remuneration</b>				
- Audit of the Annual Financial Report		61,200	60,000	67,000
- Other services		2,000	27,991	2,000
		63,200	87,991	69,000
<b>Interest expenses (finance costs)</b>				
Borrowings	19(b)	962,013	975,351	1,052,767
Interest expense - other		0	0	249
Lease liabilities	18(b)	3,739	12,228	5,610
		965,752	987,579	1,058,626
<b>Other expenditure</b>				
Impairment loss on trade and other receivables		38,472	0	12,379
Sundry expenses		14,716	446,888	25,377
		53,188	446,888	37,756

**SIGNIFICANT ACCOUNTING POLICIES**

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

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



**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**1. REVENUE AND EXPENSES**

**REVENUE RECOGNITION POLICY**

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

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

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**3. CASH AND CASH EQUIVALENTS**

	NOTE	2021 \$	2020 \$
Cash at bank and on hand		6,968,593	25,471,026
<b>Total cash and cash equivalents</b>		<b>6,968,593</b>	<b>25,471,026</b>

**Restrictions**

The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents	4,670,089	22,857,806
- Financial assets at amortised cost (term deposits)	59,711,623	33,787,559
	<b>64,381,712</b>	<b>56,645,365</b>

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

Reserves - cash/financial asset backed	4	62,382,819	55,249,686
Contract liabilities from contracts with customers	17	295,054	356,545
Grants for transfers for recognisable non financial assets	17	34,418,393	27,041,621
Deposits and bonds held		1,813,044	1,070,649
Less contract and other liabilities - reserve backed		(34,527,598)	(27,073,136)
<b>Total restricted assets</b>		<b>64,381,712</b>	<b>56,645,365</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Cash and cash equivalents**

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

**Restricted assets**

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

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**RESERVES - CASH/FINANCIAL ASSET BACKED**

	2021 Actual Opening Balance	2021 Actual Transfer (to)	2021 Actual Transfer (from)	2021 Actual Closing Balance	2021 Budget Opening Balance	2021 Budget Transfer (to)	2021 Budget Transfer (from)	2021 Budget Closing Balance	2020 Actual Opening Balance	2020 Actual Transfer (to)	2020 Actual Transfer (from)	2020 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
(a) Aged Persons Units Reserve	741,044	204,781	(173,080)	772,745	783,736	205,082	(190,000)	798,818	807,624	208,083	(274,663)	741,044
(b) Asset Management Reserve	5,163,247	1,786,973	(1,759,927)	5,190,293	5,143,560	151,936	(2,051,059)	3,244,437	762,988	6,058,755	(1,658,496)	5,163,247
(c) Banksia Park Reserve	23,997	405,898	(220,625)	209,270	82,932	175,996	(246,050)	12,878	190,418	2,830	(169,251)	23,997
(d) City Infrastructure Reserve	995,255	365,271	0	1,360,526	975,016	11,700	0	986,716	0	1,592,930	(597,675)	995,255
(e) Community Services & Emergency Relief Reserve	340,995	3,168	(10,000)	334,163	340,368	4,084	(250,000)	94,452	88,835	252,160	0	340,995
(f) Contiguous Local Authorities Group Reserve	265,918	40,401	(27,534)	278,785	263,001	24,660	(29,508)	258,153	275,223	19,508	(28,813)	265,918
(g) Employee Leave Reserve	2,488,383	458,300	0	2,946,683	1,914,567	0	0	1,914,567	4,033,993	573,816	(2,119,426)	2,488,383
(h) Employee Vacancy Reserve	500,233	2,415	0	502,648	500,000	6,000	0	506,000	0	500,233	0	500,233
(i) Family Day Care Reserve	1,229,903	6,658	(196,035)	1,040,526	1,155,861	13,872	(46,706)	1,123,027	1,489,179	20,247	(279,523)	1,229,903
(j) Future Community Infrastructure Reserve	0	0	0	0	0	0	0	0	1,067,201	0	(1,067,201)	0
(k) Golf Course Cottage Reserve	29,396	161	0	29,557	8,842	5,112	(5,004)	8,950	28,887	509	0	29,396
(l) Golf Club Maintenance Reserve	8,846	8,299	0	17,145	29,395	352	0	29,747	0	8,846	0	8,846
(m) Information Technology Reserve	2,597,168	1,642,511	(1,693,504)	2,546,175	2,896,599	34,760	(2,153,806)	777,553	2,068,659	989,813	(461,304)	2,597,168
(n) Infrastructure Reserve	0	0	0	0	0	0	0	0	348,075	1,648	(349,723)	0
(o) Plant and Equipment Replacement Reserve	430,899	494,301	(546,873)	378,327	422,974	360,426	(754,150)	29,250	579,628	609,396	(758,125)	430,899
(p) Public Art Reserve	0	29,900	0	29,900	0	0	0	0	0	0	0	0
(q) Public Open Space	0	320,613	0	320,613	0	0	0	0	0	0	0	0
(r) Refuse Reserve	5,644,888	0	(120,367)	5,524,521	5,602,888	3,000,000	(3,479,515)	5,123,373	8,844,888	0	(3,200,000)	5,644,888
(s) Renewable Energy Efficiency Reserve	34,172	2,295	(2,113)	34,354	34,255	2,447	(2,035)	34,667	53,983	8,861	(28,672)	34,172
(t) Restricted Grants & Contributions Reserve	2,187,985	2,806,947	(1,837,545)	3,157,387	2,002,464	0	(869,970)	1,132,494	3,170,082	1,582,614	(2,564,711)	2,187,985
(u) Settlement Agreement Reserve	167,771	899	0	168,670	167,771	2,012	0	169,783	164,874	2,897	0	167,771
(v) Workers Compensation Reserve	143,928	180,771	0	324,699	143,928	1,728	0	145,656	141,443	2,485	0	143,928
(w) DCA 1 - Hard Infrastructure - Bertram	599,722	668,808	(529,580)	738,950	625,311	257,504	(713,153)	169,662	228,688	401,282	(30,248)	599,722
(x) DCA 2 - Hard Infrastructure - Wellard	1,988,294	26,682	(294,063)	1,720,913	2,475,398	29,704	(2,095,316)	409,786	2,435,413	40,432	(487,551)	1,988,294
(y) DCA 3 - Hard Infrastructure - Casuarina	0	0	0	0	0	3,499,637	(3,472,686)	26,951	0	0	0	0
(z) DCA 4 - Hard Infrastructure - Anketell	521,490	690,529	(17,994)	1,194,025	540,134	6,484	(23,049)	523,569	533,009	7,298	(18,817)	521,490
(l) DCA 5 - Hard Infrastructure - Wandl	427,218	564,759	(19,919)	972,058	442,503	25,312	(460,299)	7,516	1,073,049	15,909	(661,740)	427,218
(l) DCA 6 - Hard Infrastructure - Mandogalup	274,055	497,809	(17,910)	753,954	397,981	4,776	(23,049)	379,708	0	398,205	(124,150)	274,055
(j) DCA 7 - Hard Infrastructure - Wellard West	18,171	34,531	0	52,702	18,165	50,220	(23,049)	45,336	2,988	15,183	0	18,171
(-) DCA 8 - Soft Infrastructure - Mandogalup	450,501	975,991	(7,503)	1,418,989	477,570	5,732	(24,120)	459,182	471,270	6,453	(27,222)	450,501
(i) DCA 9 - Soft Infrastructure - Wandl/Anketell	11,941,274	1,052,529	(183,174)	12,810,629	11,903,147	142,840	(3,342,323)	8,703,664	11,762,971	205,101	(26,798)	11,941,274
(e) DCA 10 - Soft Infrastructure - Casuarina/Anketell	204,182	1,289	(8,249)	197,222	224,815	2,700	(24,120)	203,395	225,488	3,951	(25,257)	204,182
(j) DCA 11 - Soft Infrastructure - Wellard East	6,152,977	336,287	(10,785)	6,478,479	6,173,510	74,084	(24,120)	6,223,474	6,079,450	99,723	(26,196)	6,152,977
(.) DCA 12 - Soft Infrastructure - Wellard West	8,468,096	1,028,087	(8,039)	9,488,144	8,489,154	101,872	(24,120)	8,566,906	7,741,470	753,764	(27,138)	8,468,096
(f) DCA 13 - Soft Infrastructure - Bertram	263,326	13,489	(7,740)	269,075	283,851	3,408	(24,120)	263,139	283,533	4,963	(25,170)	263,326
(.) DCA 14 - Soft Infrastructure - Wellard/Leda	706,921	122,552	(15,690)	813,783	675,213	8,104	(24,120)	659,197	614,490	121,201	(28,770)	706,921
(...) DCA 15 - Soft Infrastructure - City Site	239,431	75,104	(7,626)	306,909	256,500	3,080	(24,120)	235,460	162,567	100,860	(23,996)	239,431
	55,249,686	14,849,008	(7,715,875)	62,382,819	55,451,409	8,215,624	(20,399,567)	43,267,466	55,730,366	14,609,956	(15,090,636)	55,249,686

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



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

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Aged Persons Units Reserve	Ongoing	This Reserve was established to provide funds for the capital acquisition and maintenance of the Aged Persons Units, Callistemon Court.
(b) Asset Management Reserve	Ongoing	This Reserve was established to provide funds for asset management renewal projects of the City's building and infrastructure assets, thereby extending the useful economic life of such assets.
(c) Banksia Park Reserve	Ongoing	This Reserve has been established to provide funds for the capital acquisition and maintenance of the Banksia Park Retirement Village.
(d) City Infrastructure Reserve	Ongoing	This Reserve was established to fund the City's contributions to community infrastructure projects.
(e) Community Services & Emergency Relief Reserve	Ongoing	This Reserve was established to provide funding to alleviate the effect of any disaster within the City of Kwinana boundaries and to provide funds to develop community services.
(f) Contiguous Local Authorities Group Reserve	Ongoing	This Reserve was established to provide funds for the prevention and education of Mosquito management.
(g) Employee Leave Reserve	Ongoing	This Reserve was established for the purpose of ensuring that adequate funds are available to finance employee leave entitlements.
(h) Employee Vacancy Reserve	Ongoing	The Reserve was established to ensure that adequate funds are available to finance employee costs.
(i) Family Day Care Reserve	Ongoing	This Reserve provides for the capital acquisitions and maintenance of this facility.
(j) Future Community Infrastructure Reserve	2020	This Reserve was established to accumulate the City's contributions for the capital funding of future community infrastructure in accordance with Town Planning Scheme #2.
(k) Golf Course Cottage Reserve	Ongoing	This Reserve was established to provide funds for the maintenance of this building.
(l) Golf Club Maintenance Reserve	Ongoing	This Reserve was established to provide funds for the maintenance of this building.
(m) Information Technology Reserve	Ongoing	This Reserve was established to provide funds for the implementation and maintenance of the City's software requirements.
(n) Infrastructure Reserve	2020	This Reserve was established to be used to provide funds to create new City assets or for the major upgrade of City assets to increase the service level provided by the asset.
(o) Plant and Equipment Replacement Reserve	Ongoing	This Reserve is utilised to replace existing fleet, plant and other City assets.
(p) Public Art Reserve	Ongoing	This Reserve was established to reserve monies paid as cash in lieu for public art and the provision of public art expenditure under the Local Planning Policy 5.
(q) Public Open Space	Ongoing	This Reserve was established to restrict funds paid in lieu of open space as specified in the <i>Western Australian Planning and Development Act 2005</i> .
(r) Refuse Reserve	Ongoing	This Reserve was established to provide funds for the costs and subsidy of Waste Management in the City.
(s) Renewable Energy Efficiency Reserve	Ongoing	This Reserve was established to provide funds for renewable energy and water efficiency initiatives.
(t) Restricted Grants & Contributions Reserve	Ongoing	This Reserve was established to restrict funds required to complete projects relating to prior financial years.
(u) Settlement Agreement Reserve	Ongoing	This Reserve was established to provide funds to account for future negotiated settlement agreement payments.
(v) Workers Compensation Reserve	Ongoing	This Reserve was established to fund workers compensation costs incurred by the City where the maximum contribution amount for a previous year has been reached and there is a claim which remains open and requires the City to pay costs relating to the open claims in the current and future years.
(w) DCA 1 - Hard Infrastructure - Bertram	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 1 Hard Infrastructure Bertram.
(x) DCA 2 - Hard Infrastructure - Wellard	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 2 Hard Infrastructure Wellard.
(y) DCA 3 - Hard Infrastructure - Casuarina	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 3 Hard Infrastructure Casuarina.
(z) DCA 4 - Hard Infrastructure - Anketell	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 4 Hard Infrastructure Anketell.
(f) DCA 5 - Hard Infrastructure - Wandl	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 5 Hard Infrastructure Wandl.
(l) DCA 6 - Hard Infrastructure - Mandogalup	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 6 Hard Infrastructure Mandogalup.
(j) DCA 7 - Hard Infrastructure - Wellard West	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 7 Hard Infrastructure Wellard.
(~) DCA 8 - Soft Infrastructure - Mandogalup	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 8 Soft Infrastructure Mandogalup.
(i) DCA 9 - Soft Infrastructure - Wandl/Anketell	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 9 Soft Infrastructure Wandl/Anketell.
(E) DCA 10 - Soft Infrastructure - Casuarina/Anketell	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 10 Soft Infrastructure Casuarina/Anketell.
(J) DCA 11 - Soft Infrastructure - Wellard East	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 11 Soft Infrastructure Wellard East.
(,) DCA 12 - Soft Infrastructure - Wellard West	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 12 Soft Infrastructure Wellard West.
(f) DCA 13 - Soft Infrastructure - Bertram	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 13 Soft Infrastructure Bertram.
(,) DCA 14 - Soft Infrastructure - Wellard/Leda	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 14 Soft Infrastructure Wellard/Leda.
(...) DCA 15 - Soft Infrastructure - City Site	Ongoing	This Reserve was established to restrict funds received from Developers for contributions towards future infrastructure costs and administrative costs for DCA 15 Soft Infrastructure Townsite.



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**5. OTHER FINANCIAL ASSETS**

**(a) Current assets**

	2021	2020
	\$	\$
Financial assets at amortised cost	59,729,470	33,804,82
Financial assets at fair value through profit and loss	212,269	319,49
	59,941,739	34,124,31
<b>Other financial assets at amortised cost</b>		
Term deposits greater than or equal to 90 days	59,711,623	33,787,55
Self supporting loans	17,847	17,26
	59,729,470	33,804,82
<b>Financial assets at fair value through profit and loss</b>		
Banksia Park Deferred Management Fee	212,269	319,49
	212,269	319,49

**(b) Non-current assets**

Financial assets at amortised cost	214,857	232,70
Financial assets at fair value through profit and loss	3,705,645	3,309,31
	3,920,502	3,542,01
<b>Financial assets at amortised cost</b>		
Self supporting loans	214,857	232,70
	214,857	232,70
<b>Financial assets at fair value through profit and loss</b>		
Units in Local Government House Trust	129,163	124,63
Banksia Park Deferred Management Fee	3,576,482	3,184,67
	3,705,645	3,309,31

Loans receivable from clubs/institutions have the same terms and conditions as the related borrowing disclosed in Note 19(b) for self supporting loans.

**SIGNIFICANT ACCOUNTING POLICIES**

**Other financial assets at amortised cost**

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

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

**Financial assets at fair value through profit and loss**

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

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

**Impairment and risk**

Information regarding impairment and exposure to risk can be found at Note 30.

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**6. TRADE AND OTHER RECEIVABLES**

**Current**

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

**Non-current**

Pensioner's rates and ESL deferred

	2021	2020
	\$	\$
Rates receivable	3,471,676	3,588,655
Trade and other receivables	2,047,684	560,351
GST receivable	326,914	404,862
Allowance for impairment of receivables	(128,329)	(98,606)
	5,717,945	4,455,262
Pensioner's rates and ESL deferred	846,399	760,126
	846,399	760,126

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other receivables**

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

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

**Impairment and risk exposure**

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 30.

**SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Classification and subsequent measurement**

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

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

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

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**7. INVENTORIES**

**Current**

Stores and materials

The following movements in inventories occurred during the year:

**Balance at beginning of year**

Inventories expensed during the year

Write down of inventories to net realisable value

Additions to inventory

**Balance at end of year**

2021	2020
\$	\$
0	37,323
0	37,323
37,323	32,920
(38,097)	(65,045)
(37,573)	0
38,347	69,448
0	37,323

**SIGNIFICANT ACCOUNTING POLICIES**

**General**

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

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

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**8. OTHER ASSETS**

**Other assets - current**

Prepayments  
Accrued income

2021	2020
\$	\$
94,285	164,937
719,823	1,566,730
814,108	1,731,667
498,000	0
498,000	0

**Non-current assets held for sale**

Non-current assets held for sale

**Land and buildings classified as held for sale**

Historically, 1 and 3 Moombaki were transferred to the City to facilitate drainage upgrades in Bertram.

At the completion of works, the City retained the Lots with the intention to sell once market conditions improved.

During the 2020/2021 year Council elected to dispose of these two properties as they are considered surplus to requirements.

The properties have been valued and are budgeted to be sold in 2021/2022.

**SIGNIFICANT ACCOUNTING POLICIES**

**Other current assets**

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

**Non-current assets held for sale**

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

**Non-current assets held for sale (Continued)**

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

The fair value of land and buildings was determined using the sales comparison approach using comparable properties in the area. This is a level 2 measurement as per the fair value heirachy set out in Note 33(h).

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**NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**9. PROPERTY, PLANT AND EQUIPMENT**

**(a) Movements in Balances**

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

	Land = freehold	Buildings = specialised	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2019	35,431,000	96,686,352	132,117,352	723,450	5,503,594	138,344,396
Additions	0	1,316,754	1,316,754	180,830	1,105,449	2,603,033
(Disposals)	0	0	0	(24,385)	(713,838)	(738,223)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	58,484	373,186	431,670
Depreciation (expense)		(4,495,716)	(4,495,716)	(196,691)	(889,675)	(5,582,082)
Balance at 30 June 2020	35,431,000	93,507,390	128,938,390	741,688	5,378,716	135,058,794
<b>Comprises:</b>						
Gross balance amount at 30 June 2020	35,431,000	107,126,404	142,557,404	2,469,987	5,378,716	150,406,107
Accumulated depreciation at 30 June 2020	0	(13,619,014)	(13,619,014)	(1,728,299)	0	(15,347,313)
Balance at 30 June 2020	35,431,000	93,507,390	128,938,390	741,688	5,378,716	135,058,794
Additions	0	990,733	990,733	88,708	1,011,473	2,090,914
(Disposals)	0	(1,841)	(1,841)	0	(339,599)	(341,440)
Revaluation increments / (decrements) transferred to revaluation surplus	3,156,500	4,635,263	7,791,763	0	0	7,791,763
Depreciation (expense)	0	(4,617,857)	(4,617,857)	(215,350)	(873,272)	(5,706,479)
Transfers	(498,000)	(570,000)	(1,068,000)	0	0	(1,068,000)
Balance at 30 June 2021	38,089,500	93,943,688	132,033,188	615,046	5,177,318	137,825,552
<b>Comprises:</b>						
Gross balance amount at 30 June 2021	38,089,500	93,945,211	132,034,711	2,558,694	6,021,690	140,615,095
Accumulated depreciation at 30 June 2021	0	(1,523)	(1,523)	(1,943,648)	(844,372)	(2,789,543)
Balance at 30 June 2021	38,089,500	93,943,688	132,033,188	615,046	5,177,318	137,825,552

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 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
 FOR THE YEAR ENDED 30 JUNE 2021

9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
<b>(i) Fair Value</b>					
<b>Land and buildings</b>					
Land - freehold					
- Independent valuation	2	Market approach using recent observable open market values as evidenced by sales transactions of similar property types	Independent registered valuer	June 2021	Price per square metre
- Independent valuation	3	Market approach using recent observable open market values as evidenced by sales transactions of similar property types, adjusted for condition and comparability, at their current use as highest and best use.	Independent registered valuer	June 2021	Price per square metre adjusted for zoning restrictions
Buildings - specialised	3	Market approach using recent observable open market values as evidenced by sales transactions of similar property types, adjusted for condition and comparability, at their current use as highest and best use.	Independent registered valuer	June 2021	Construction costs and current condition, residual values and remaining useful life assessments inpu
Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.					
<b>(ii) Cost</b>					
<b>Furniture and equipment</b>		Cost	Cost		Purchase Cost
<b>Plant and equipment</b>		Cost	Cost		Purchase Cost

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

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 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
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0. INFRASTRUCTURE

(a) Movements in Balances

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

	Infrastructure - Roads	Infrastructure - Footpaths	Infrastructure - Drainage	Infrastructure - Car Parks	Infrastructure - Bus Shelters	Infrastructure - Street Lights	Infrastructure - Parks and Ovals	Infrastructure - Other	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2019	240,824,325	37,733,067	48,376,278	2,783,440	594,326	1,180,712	30,391,940	428,872	362,312,960
Additions	4,572,717	848,910	1,627,944	23,442	15,397	58,424	5,129,927	0	12,276,761
(Disposals)	(1,081,842)	0	0	0	0	0	0	0	(1,081,842)
Depreciation (expense)	(6,337,844)	(586,091)	(588,643)	(347,479)	(45,105)	(64,033)	(1,867,841)	(98,022)	(9,935,058)
Balance at 30 June 2020	237,977,356	37,995,886	49,415,579	2,459,403	564,618	1,175,103	33,654,026	330,850	363,572,821
Comprises:									
Gross balance at 30 June 2020	250,559,079	39,154,210	50,566,959	3,154,060	654,167	1,292,045	37,234,123	526,671	383,141,314
Accumulated depreciation at 30 June 2020	(12,581,723)	(1,158,324)	(1,151,380)	(694,657)	(89,549)	(116,942)	(3,580,097)	(195,821)	(19,568,493)
Balance at 30 June 2020	237,977,356	37,995,886	49,415,579	2,459,403	564,618	1,175,103	33,654,026	330,850	363,572,821
Additions	7,463,247	1,530,197	2,119,699	0	34,995	157,586	1,447,252	0	12,752,976
Depreciation (expense)	(6,438,477)	(597,712)	(611,936)	(348,713)	(46,334)	(68,550)	(2,048,729)	(98,022)	(10,258,473)
Balance at 30 June 2021	239,002,126	38,928,371	50,923,342	2,110,690	553,279	1,264,139	33,052,549	232,828	366,067,324
Comprises:									
Gross balance at 30 June 2021	258,022,326	40,684,407	52,686,658	3,154,060	689,162	1,449,631	38,681,376	526,671	395,894,291
Accumulated depreciation at 30 June 2021	(19,020,200)	(1,756,036)	(1,763,316)	(1,043,370)	(135,883)	(185,492)	(5,628,827)	(293,843)	(29,826,967)
Balance at 30 June 2021	239,002,126	38,928,371	50,923,342	2,110,690	553,279	1,264,139	33,052,549	232,828	366,067,324



TY OF KWINANA  
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10. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

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

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

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



**CITY OF KWINANA  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021**

**11. FIXED ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**Fixed assets**

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

**Initial recognition and measurement between mandatory revaluation dates**

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

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

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

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

**Revaluation**

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

**AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY  
Revaluation (Continued)**

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

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

**Land under roads from 1 July 2019**

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

**Vested improvements from 1 July 2019**

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

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

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**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**I. FIXED ASSETS**

**a) Disposals of Assets**

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss	2021 Budget Net Book Value	2021 Budget Sale Proceeds	2021 Budget Profit	2021 Budget Loss	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings - specialised	1,841	0	0	(1,841)	0	0	0	0	0	0	0	0
Furniture and equipment	0	0	0	0	0	0	0	0	24,385	0	0	(24,385)
Plant and equipment	339,599	399,030	70,922	(11,491)	431,925	473,350	124,510	(83,085)	713,838	696,834	124,076	(141,080)
Infrastructure - Roads	0	0	0	0	0	0	0	0	1,081,842	0	0	(1,081,842)
	341,440	399,030	70,922	(13,332)	431,925	473,350	124,510	(83,085)	1,820,065	696,834	124,076	(1,247,307)

The following assets were disposed of during the year.

	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	\$	\$	\$	\$
<b>Plant and Equipment</b>				
<b>Governance</b>				
Holden Calais-v 3.6L Sidi Sportwagon	22,825	30,055	7,230	0
Mazda CX-9 SUV 6Auto Touring AWD	34,137	32,632	0	(1,505)
2018 Subaru Forester MY18	34,289	29,678	0	(4,611)
<b>Law, order, public safety</b>				
2016 VW Amarok TDI 420 dual cab ute	17,100	25,964	8,864	0
<b>Health</b>				
2016 Holden 4x4 Colorado Crewcab	19,828	22,273	2,445	0
<b>Community amenities</b>				
2016 Holden Colorado 4x4 Space Cab	15,500	24,145	8,645	0
2019 Holden Acadia LTZ	35,606	39,696	4,090	0
<b>Recreation and culture</b>				
Hyundai i40 VF4 Wagon Active	17,256	13,500	0	(3,756)
<b>Economic services</b>				
2016 Holden Colorado 4x4 Dualcab	19,800	22,273	2,473	0
<b>Other property and services</b>				
Holden Colorado 4x4 Sp/Cab	18,000	26,645	8,645	0
Holden Colorado	15,000	19,145	4,145	0
Holden Colorado LS 4x4 Utility	18,000	22,273	4,273	0
Holden Colorado 4 X 4 Utility	18,000	24,091	6,091	0
Toyota Kluger AWD V6 Wagon	22,825	27,405	4,580	0
Hyundai Tucson WG Elite	19,250	28,691	9,441	0
Trailer - Box cat T/axle	4,000	3,962	0	(38)
Trailer - Custom Made Flat Top	2,771	2,199	0	(572)
Trailer - Custom Made Bobcat	5,412	4,403	0	(1,009)
	339,599	399,030	70,922	(11,491)
<b>Buildings</b>				
<b>Other property and services</b>				
Boom Gate - Works Depot	1,841	0	0	(1,841)
	1,841	0	0	(1,841)
	341,440	399,030	70,922	(13,332)

**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**11. FIXED ASSETS**

**(b) Depreciation**

	<b>2021 Actual</b>	<b>2021 Budget</b>	<b>2020 Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Buildings - specialised	4,617,857	4,526,249	4,495,716
Furniture and equipment	215,350	214,173	196,691
Plant and equipment	873,272	1,008,203	889,675
Infrastructure - Roads	6,438,477	5,037,719	6,337,844
Infrastructure - Footpaths	597,712	589,746	586,091
Infrastructure - Drainage	611,936	616,053	588,643
Infrastructure - Car Parks	348,713	348,651	347,479
Infrastructure - Bus Shelters	46,334	45,876	45,105
Infrastructure - Street Lights	68,550	66,313	64,033
Infrastructure - Parks and Ovals	2,048,729	1,910,466	1,867,841
Infrastructure - Other	98,022	98,354	98,022
Right-of-use assets - Plant and equipment	126,991	229,873	113,003
	<b>16,091,943</b>	<b>14,691,676</b>	<b>15,630,143</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Depreciation**

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

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

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

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

**Depreciation rates**

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

<b>Asset Class</b>	<b>Useful life</b>
Buildings	2 to 100 years
Furniture, plant and equipment	
Computer & Audio Visual Equip	2 to 7 years
Office Furniture & Equipment	3 to 15 years
Other Furniture & Equipment	5 to 15 years
Plant and equipment	5 to 15 years
Motor Vehicles	3 to 10 years
Other Plant & Equipment	3 to 20 years
Infrastructure	
Roads (excluding subgrade)	12 to 80 years
Footpaths	40 to 80 years
Drainage	80 to 100 years
Car Parks	5 to 20 years
Bus Shelters	20 to 25 years
Street Lights	15 to 30 years
Parks & Ovals	10 to 50 years
Other Infrastructure	30 to 40 years
Right of Use Asset	term of lease

**Depreciation on revaluation**

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

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

**Amortisation**

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

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

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

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## 12. LEASES

### (a) Right-of-Use Assets

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

	Right-of-use assets - Plant and equipment	Right-of-use assets Total
	\$	
Balance at 1 July 2019	226,618	226,618
Additions	77,064	77,064
Depreciation (expense)	(113,003)	(113,003)
Balance at 30 June 2020	190,679	190,679
Additions	502,496	502,496
Depreciation (expense)	(126,991)	(126,991)
Balance at 30 June 2021	566,184	566,184

The following amounts were recognised in the statement of comprehensive income during the period in respect of leases where the entity is the lessee:

	2021 Actual	2020 Actual
	\$	\$
Depreciation expense on lease liabilities	(126,991)	(113,003)
Interest expense on lease liabilities	(3,739)	(5,610)
Short-term lease payments recognised as expense	(186,501)	(268,224)
Low-value asset lease payments recognised as expense	(299,766)	(127,714)
Expenses for variable lease payment not recognised as a liability	(5,645)	
<b>Total amount recognised in the statement of comprehensive income</b>	<b>(622,642)</b>	<b>(514,551)</b>
Total cash outflow from leases	(151,966)	(121,624)

### SIGNIFICANT ACCOUNTING POLICIES

#### Leases

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

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

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

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

#### Right-of-use assets - valuation

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

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

#### Right-of-use assets - depreciation

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

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**13. INTANGIBLE ASSETS**

**(a) Computer Software**

**Non-current**

Computer software

<b>2021</b> <b>Actual</b>	<b>2020</b> <b>Actual</b>
\$	\$
1,864,163	616,115
<b>1,864,163</b>	<b>616,115</b>

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

**Opening Balance 1 July**

Recognition of computer software

**Closing Balance at 30 June**

616,115	308,673
1,248,048	307,442
<b>1,864,163</b>	<b>616,115</b>
<b>1,864,163</b>	<b>616,115</b>

**TOTAL INTANGIBLE ASSETS**

**SIGNIFICANT ACCOUNTING POLICIES**

**Computer software**

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

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

**Computer software (continued)**

- adequate technical, financial and other resources to complete the development and to use or sell the software are available; and
- the expenditure attributable to the software during its development can be reliably measured.

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

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

## TY OF KWINANA

## NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

## FOR THE YEAR ENDED 30 JUNE 2021

## . REVALUATION SURPLUS

	2021 Opening Balance	2021 Revaluation Increment	2021 Revaluation (Decrement)	Total Movement on Revaluation	2021 Closing Balance	2020 Opening Balance	2020 Change in Accounting Policy	2020 Revaluation Increment	2020 Revaluation (Decrement)	Total Movement on Revaluation	2020 Closing Balance
	\$	\$	\$	\$	\$	\$		\$	\$	\$	\$
Revaluation surplus - Land - freehold land	34,691,144	3,156,500	0	3,156,500	37,847,644	46,831,144	(12,140,000)	0	0	(12,140,000)	34,691,144
Revaluation surplus - Buildings - specialised	31,335,492	4,635,263	0	4,635,263	35,970,755	31,335,492	0	0	0	0	31,335,492
Revaluation surplus - Furniture and equipment	257,497	0	0	0	257,497	199,013	0	58,484	0	58,484	257,497
Revaluation surplus - Plant and equipment	1,954,408	0	0	0	1,954,408	1,581,222	0	373,186	0	373,186	1,954,408
Revaluation surplus - Infrastructure - Roads	112,417,177	0	0	0	112,417,177	112,417,177	0	0	0	0	112,417,177
Revaluation surplus - Infrastructure - Footpaths	14,917,826	0	0	0	14,917,826	14,917,826	0	0	0	0	14,917,826
Revaluation surplus - Infrastructure - Drainage	17,185,601	0	0	0	17,185,601	17,185,601	0	0	0	0	17,185,601
Revaluation surplus - Infrastructure - Car Parks	1,837,027	0	0	0	1,837,027	1,837,027	0	0	0	0	1,837,027
Revaluation surplus - Infrastructure - Bus Shelters	379,791	0	0	0	379,791	379,791	0	0	0	0	379,791
Revaluation surplus - Infrastructure - Parks and Ovals	4,869,464	0	0	0	4,869,464	4,869,464	0	0	0	0	4,869,464
Revaluation surplus - Infrastructure - Other	178,078	0	0	0	178,078	178,078	0	0	0	0	178,078
	220,023,505	7,791,763	0	7,791,763	227,815,268	231,731,835	(12,140,000)	431,670	0	(11,708,330)	220,023,505



**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**OR THE YEAR ENDED 30 JUNE 2021**

**15. INVESTMENT PROPERTY**

**Non-current assets - at fair value**

Transferred from Property, Plant & Equipment  
 Closing balance at 30 June

**Amounts recognised in profit or loss for investment properties**

Rental income  
 Direct operating expenses from property that generated rental income

**Leasing arrangements**

Investment properties are leased to tenants under long-term operating leases with rentals payable monthly. Minimum lease payments receivable on leases of investment properties are as follows:

Minimum lease payments under non-cancellable operating leases of investment properties not recognised in the financial statements are receivable as follows:

Within one year  
 Later than one year but not later than 5 years  
 Later than 5 years

2021 Actual \$	2020 Actual \$
570,000	0
570,000	0
52,061	0
(21,619)	0
20,455	0
0	0
0	0
20,455	0

**SIGNIFICANT ACCOUNTING POLICIES**

**Investment properties**

Investment properties are principally freehold buildings, held for long-term rental yields and not occupied by the City. They are carried at fair value. Changes in the fair values are presented in profit or loss as a part of other revenue.

**Fair value of investment properties**

An independent valuation was performed to determine the fair value of the City's investment properties. The main Level 2 inputs were assessed on a market basis and sales of similar units in the complex.

**TY OF KWINANA**  
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**16. TRADE AND OTHER PAYABLES**

**Current**

Sundry creditors	
Prepaid rates	
Accrued salaries and wages	
Bonds and deposits held	
Accrued expenses	
Accrued interest on long term borrowings	
Unit contribution - Banksia Park	

2021	2020
\$	\$
2,442,020	3,061,626
1,055,273	1,198,500
477,108	828,470
1,813,044	1,070,649
340,384	1,091,374
28,315	30,451
16,733,635	16,975,350
22,889,779	24,256,420

**SIGNIFICANT ACCOUNTING POLICIES**

**Trade and other payables**

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

**Prepaid rates**

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



**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**17. CONTRACT AND OTHER LIABILITIES**

**Current**

Contract liabilities - Fees & Charges  
 Contract liabilities - Operating Grants  
 Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

**Non-current**

Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

2021	2020
\$	\$
185,849	162,515
109,205	194,030
6,320,715	10,087,995
6,615,769	10,444,540
28,097,678	16,953,626
28,097,678	16,953,626
34,713,447	27,398,166

Performance obligations for each type of liability are expected to be recognised as revenue in accordance with the following time bands:

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

Contract liabilities	Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity
\$	\$
295,054	6,320,715
0	12,820,000
0	3,422,000
0	4,204,000
0	7,651,678
0	0
295,054	34,418,393

**SIGNIFICANT ACCOUNTING POLICIES**

**Contract liabilities**

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

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

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

Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity  
 Grant liabilities represent the the City's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

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

**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**LEASE LIABILITIES**

**Lease Liabilities**

	2021	2020
	\$	\$
Current	174,595	114,357
Non-current	371,179	77,148
	545,774	191,505

**Movements in Carrying Amounts**

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	Actual Lease Principal 1 July 2020	30 June 2021 Actual New Leases	30 June 2021 Actual Lease Principal Repayments	30 June 2021 Actual Lease Principal Outstanding	30 June 2021 Actual Lease Interest Repayments	Budget Lease Principal 1 July 2020	30 June 2021 Budget New Leases	30 June 2021 Budget Lease/Principal Repayments	30 June 2021 Budget Lease/Principal Outstanding	30 June 2021 Budget Lease Interest Repayments	Actual Lease Principal 1 July 2019	30 June 2020 Actual New Leases	30 June 2020 Actual Lease Principal Repayments	30 June 2020 Actual Lease Principal Outstanding	30 June 20 Actual Lease Interest Repayments
					\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>																			
Vehicle Lease - Bright Futures	1EYT548	Toyota Finance	2.00%	February 2021	2,537	0	(2,537)	0	(17)	2,537	0	(2,537)	0	(17)	6,819	0	(4,282)	2,537	
Vehicle Lease - Bright Futures	N/A	N/A	N/A	N/A	0	0	0	0	0	0	34,061	(2,700)	31,361	(300)	0	0	0	0	
Vehicle Lease - Youth	1EWZ823	Easifleet	2.00%	November 2020	2,872	0	(2,872)	0	(12)	2,872	0	(2,872)	0	(12)	11,373	0	(8,501)	2,872	
Vehicle Lease - Youth	1HFE114	Easifleet	1.30%	November 2026	0	33,530	(2,712)	30,818	(176)	0	34,061	(4,329)	29,732	(471)	0	0	0	0	
<b>Recreation and culture</b>																			
Niifak - Floor/Scrubber - Recquatic	Niifak	Niifak	1.70%	December 2022	17,036	0	(6,965)	10,071	(235)	17,036	0	(6,964)	10,072	(236)	0	21,044	(4,008)	17,036	
Gym Equipment - Recquatic	E6N0163618-1	Maia	1.02%	June 2025	0	450,819	(28,716)	422,103	0	0	484,908	(118,773)	366,135	(8,875)	0	0	0	0	
<b>Other property and services</b>																			
Data#3 Limited Server Storage	E6N0160188	Alieasing	2.00%	June 2021	57,708	0	(57,708)	0	(723)	57,708	0	(57,708)	0	(723)	114,276	0	(56,568)	57,708	(1)
ELB 4x Proline84 Interactive	E6N0160185	Alieasing	2.00%	June 2022	20,999	0	(10,395)	10,604	(342)	20,999	0	(10,395)	10,604	(342)	31,188	0	(10,189)	20,999	
Kyocera Equipment	5389066248AUS1	HP Financial Services	3.65%	June 2022	44,694	0	(22,929)	21,765	(1,251)	44,694	0	(22,929)	21,766	(1,252)	66,803	0	(22,109)	44,694	(2)
Photocopier/Printers	E6N0162743	Maia	1.80%	October 2024	45,659	0	(10,952)	34,707	(748)	0	0	0	0	0	0	56,020	(10,361)	45,659	
Kodak Scanners	5389066248AUS3	HP Financial Services	4.18%	February 2024	0	18,147	(2,441)	15,706	(235)	0	0	0	0	0	0	0	0	0	
					191,505	502,496	(148,227)	545,774	(3,739)	145,846	553,030	(229,206)	469,670	(12,228)	230,459	77,064	(116,018)	191,505	(5)

**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
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**I. INFORMATION ON BORROWINGS**

**i) Borrowings**

	2021	2020
	\$	\$
Current	2,537,530	2,314,779
Non-current	15,851,996	17,953,926
	18,389,526	20,268,705

**ii) Repayments - Borrowings**

Particulars	Loan Number	Institution	Interest Rate	Actual Principal 1 July 2020	30 June 2021 Actual Principal repayments	30 June 2021 Actual Interest repayments	30 June 2021 Actual Principal outstanding	Budget Principal 1 July 2020	30 June 2021 Budget New Loans	30 June 2021 Budget Principal repayments	30 June 2021 Budget Interest repayments	30 June 2021 Budget Principal outstanding	Actual Principal 1 July 2019	30 June 2020 Actual Principal repayments	30 June 2020 Actual Interest repayments	30 June 2020 Actual Principal outstanding
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>																
Administration Office Renovations	99	WATC	6.35%	576,328	(101,532)	(38,373)	474,796	576,328	0	(101,532)	(38,476)	474,796	671,799	(95,471)	(45,032)	576,328
Short Term Lending Facility	N/A	WATC	0.35%	0	0	0	0	0	5,000,000	(5,000,000)	(11,371)	0	0	0	0	0
<b>Education and welfare</b>																
Youth Specific Space	96	WATC	7.53%	95,162	(29,407)	(7,212)	65,755	95,162	0	(29,407)	(7,290)	65,755	122,474	(27,312)	(9,482)	95,162
Youth Specific Space Stage 2	100	WATC	4.67%	1,270,494	(134,366)	(66,171)	1,136,128	1,270,494	0	(134,365)	(66,272)	1,136,129	1,398,797	(128,303)	(73,040)	1,270,494
<b>Recreation and culture</b>																
Wellard Sports Pavilion	94	WATC	6.38%	108,836	(52,710)	(6,360)	56,126	108,836	0	(52,709)	(6,728)	56,127	158,337	(49,501)	(9,908)	108,836
Orelia Oval Pavilion	95	WATC	7.53%	228,390	(70,577)	(17,308)	157,813	228,389	0	(70,576)	(17,497)	157,813	293,938	(65,548)	(22,757)	228,390
Orelia Oval Pavilion Stage 2	97	WATC	6.25%	1,275,244	(224,657)	(84,908)	1,050,587	1,275,244	0	(224,660)	(85,135)	1,050,584	1,486,494	(211,250)	(99,643)	1,275,244
Resource & Knowledge Centre	102	WATC	4.54%	6,820,176	(629,004)	(347,309)	6,191,172	6,820,176	0	(629,005)	(347,778)	6,191,171	7,421,567	(601,391)	(378,715)	6,820,176
Requatic Centre Upgrade	104	WATC	4.05%	3,350,000	(277,849)	(155,693)	3,072,151	3,350,000	0	(277,849)	(155,846)	3,072,151	3,350,000	0	(159,189)	3,350,000
Bertram Community Centre	105	WATC	3.25%	1,269,272	(112,529)	(48,108)	1,156,743	1,269,272	0	(112,530)	(48,147)	1,156,742	1,296,840	(27,568)	(50,840)	1,269,272
Calista Destination Park	106	WATC	3.14%	1,321,267	(102,291)	(49,688)	1,218,976	1,321,267	0	(102,291)	(49,749)	1,218,976	1,420,420	(99,153)	(53,554)	1,321,267
<b>Transport</b>																
Industrial Area Streetscape	98	WATC	6.25%	778,044	(137,069)	(51,802)	640,975	778,044	0	(137,066)	(51,943)	640,978	906,930	(128,886)	(60,793)	778,044
City Centre Redevelopment	101	WATC	2.47%	2,500,000	0	(79,250)	2,500,000	2,500,000	0	0	(79,250)	2,500,000	2,500,000	0	(79,298)	2,500,000
				19,593,213	(1,871,991)	(952,182)	17,721,222	19,593,212	5,000,000	(6,871,990)	(965,482)	17,721,222	21,027,596	(1,434,383)	(1,042,251)	19,593,212
<b>Self Supporting Loans</b>																
<b>Recreation and culture</b>																
Kwinana Golf Club Refurbishment	103B	WATC	3.32%	249,972	(17,268)	(9,831)	232,704	249,973	0	(17,269)	(9,869)	232,704	266,682	(16,710)	(10,516)	249,972
				249,972	(17,268)	(9,831)	232,704	249,973	0	(17,269)	(9,869)	232,704	266,682	(16,710)	(10,516)	249,972
Share of Southern Metropolitan Regional Council (SMRC) loan				425,520	0	0	425,520	258,120	0	0	0	258,120	258,120	0	0	425,520
				20,268,705	(1,889,259)	(962,013)	18,389,526	20,101,305	5,000,000	(6,889,259)	(975,351)	18,212,046	21,552,398	(1,451,093)	(1,052,767)	20,268,705

\* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 5 as other financial assets at amortised cost.

All other loan repayments were financed by general purpose revenue.

Current portion of borrowings includes \$435,600, which represents the City's share of the Southern Metropolitan Regional Council (SMRC) Administration Building loan with the WATC.

**TY OF KWINANA**  
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**19. INFORMATION ON BORROWINGS (Continued)**

	2021	2020
	\$	\$
<b>(c) Undrawn Borrowing Facilities</b>		
<b>Credit Standby Arrangements</b>		
Bank overdraft limit	0	0
Bank overdraft at balance date	0	0
Credit card limit	100,000	100,000
Credit card balance at balance date	(21,962)	(11,308)
<b>Total amount of credit unused</b>	<b>78,038</b>	<b>88,692</b>
<b>Loan facilities</b>		
Loan facilities - current	2,537,530	2,314,779
Loan facilities - non-current	15,851,996	17,953,926
Lease liabilities - current	174,595	114,357
Lease liabilities - non-current	371,179	77,148
<b>Total facilities in use at balance date</b>	<b>18,935,300</b>	<b>20,460,210</b>
<b>Unused loan facilities at balance date</b>	<b>NIL</b>	<b>NIL</b>

**SIGNIFICANT ACCOUNTING POLICIES**

**Financial liabilities**

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

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

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

**Borrowing costs**

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

**Risk**

Information regarding exposure to risk can be found at Note 30.

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**0. EMPLOYEE RELATED PROVISIONS**

**(a) Employee Related Provisions**

	Provision for Annual Leave	Provision for Long Service Leave	Provision for Other Leave	Total
	\$	\$	\$	\$
Opening balance at 1 July 2020				
Current provisions	2,507,238	2,250,236	748,457	5,505,931
Non-current provisions	0	410,209	0	410,209
	2,507,238	2,660,445	748,457	5,916,140
Additional provision	1,241,043	410,403	488,828	2,140,274
Amounts used	(1,397,856)	(142,468)	(474,437)	(2,014,761)
Increase in the discounted amount arising because of time and the effect of any change in the discounted rate	36,591	73,610	0	110,201
Balance at 30 June 2021	2,387,016	3,001,990	762,848	6,151,854
Comprises				
Current	2,387,016	2,556,990	762,848	5,706,854
Non-current	0	445,000	0	445,000
	2,387,016	3,001,990	762,848	6,151,854
Amounts are expected to be settled on the following basis:	2021	2020		
Less than 12 months after the reporting date	\$ 4,507,565	\$ 4,372,097		
More than 12 months from reporting date	1,644,289	1,544,043		
	6,151,854	5,916,140		

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees.

Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

**SIGNIFICANT ACCOUNTING POLICIES**

**Employee benefits**

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

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

**Other long-term employee benefits (Continued)**

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

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

**Provisions**

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

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

**TY OF KWINANA**  
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**21. NOTES TO THE STATEMENT OF CASH FLOWS**

**Reconciliation of Cash**

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

	<b>2021 Actual \$</b>	<b>2021 Budget \$</b>	<b>2020 Actual \$</b>
Cash and cash equivalents	6,968,593	1,460,000	25,471,026
<b>Reconciliation of Net Cash Provided By Operating Activities to Net Result</b>			
Net result	3,706,635	(1,036,219)	(22,793)
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(289,114)	0	(112,779)
Depreciation on non-current assets	16,091,943	14,691,676	15,630,143
(Profit)/loss on sale of asset	(57,590)	(41,425)	1,123,231
Share of profits of associates	(20,980)	0	(18,131)
Contributed assets	(8,114,781)	0	(7,538,175)
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(1,348,956)	1,700,000	37,498
(Increase)/decrease in other assets	917,559	0	(44,388)
(Increase)/decrease in inventories	37,323	0	(4,403)
(Increase)/decrease in contract assets	(86,417)	0	(1,023,821)
Increase/(decrease) in payables	(1,366,641)	100,000	1,877,401
Increase/(decrease) in employee provisions	235,714	0	544,157
Increase/(decrease) in contract and other liabilities	7,315,281	(6,408,294)	(678,269)
Non-operating grants, subsidies and contributions	(10,440,224)	(13,434,461)	(3,272,347)
Net cash from operating activities	6,579,752	(4,428,723)	6,497,324



CITY OF KWINANA  
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
 FOR THE YEAR ENDED 30 JUNE 2021

**22. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY**

	2021	2020
	\$	\$
Governance	82,532,953	73,884,766
General purpose funding	15,007	0
Law, order, public safety	1,793,157	2,339,301
Health	74,901	82,182
Education and welfare	33,246,314	33,937,419
Community amenities	862,402	851,964
Recreation and culture	89,108,023	87,482,048
Transport	332,638,781	329,262,657
Economic services	43,007,933	39,089,204
Other property and services	2,987,678	3,179,766
	586,267,149	570,109,307

TY OF KWINANA  
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## 23. CONTINGENT LIABILITIES

The City did not have any contingent liabilities as at 30 June 2021.

The City is currently monitoring the following potentially contaminated sites:

Peace Park - the site has been assessed as low risk.

Kwinana Golf Course - Ground water monitoring has concluded with the site assessed as low risk.

Banksia Road (Reserve R24784) - site assessed as low risk. The property is currently subject to a mining lease, should mining proceed, the site is expected to be re-assessed as moderate risk.

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

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

As the obligation and cost to remediate the sites remain uncertain and is not expected to be material, the City has not recognised a liability as at 30 June 2021.

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**24. CAPITAL AND LEASING COMMITMENTS**

**(a) Capital Expenditure Commitments**

Contracted for:

- capital expenditure projects
- plant & equipment purchases

Payable:

- not later than one year

2021	2020
\$	\$
1,126,007	503,500
308,794	7,751
1,434,801	511,251
1,434,801	511,251

**(b) Operating Lease Commitments**

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

Payable:

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

2021	2020
\$	\$
189,307	226,748
245,935	65,379
0	0
435,242	292,127

**SIGNIFICANT ACCOUNTING POLICIES**

**Leases**

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

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

**Leases (Continued)**

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

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

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**25. ELECTED MEMBERS REMUNERATION**

	2021 Actual \$	2021 Budget \$	2020 Actual \$
<b>Elected member - Mayor - C Adams</b>			
Mayor's annual allowance	89,753	89,753	89,753
Meeting attendance fees	47,516	47,516	47,516
Other expenses	780	750	1,300
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	339	750	908
	141,888	142,269	142,977
<b>Elected member - Deputy Mayor - P Feasey</b>			
Deputy Mayor's annual allowance	22,437	22,438	22,438
Meeting attendance fees	31,678	31,678	31,678
Other expenses	0	750	604
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	0	750	0
	57,615	59,116	58,220
<b>Elected member - Cr W Cooper</b>			
Meeting attendance fees	31,678	31,678	31,678
Other expenses	0	750	0
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	0	750	0
	35,178	36,678	35,178
<b>Elected member - Cr S Mills</b>			
Meeting attendance fees	0	0	9,623
Other expenses	0	0	0
Annual allowance for ICT expenses	0	0	1,063
Travel and accommodation expenses	0	0	175
	0	0	10,861
<b>Elected member - Cr S Lee</b>			
Meeting attendance fees	31,678	31,678	31,678
Other expenses	0	750	997
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	377	750	1,093
	35,555	36,678	37,267
<b>Elected member - Cr M Rowse</b>			
Meeting attendance fees	31,678	31,678	31,678
Other expenses	0	750	0
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	0	750	0
	35,178	36,678	35,178
<b>Elected member - Cr M Kearney</b>			
Meeting attendance fees	31,678	31,678	31,678
Other expenses	0	750	0
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	0	750	0
	35,178	36,678	35,178
<b>Elected member - Cr D Wood</b>			
Meeting attendance fees	31,678	31,678	31,678
Other expenses	0	750	1,001
Annual allowance for ICT expenses	3,500	3,500	3,500
Travel and accommodation expenses	0	750	230
	35,178	36,678	36,409
<b>Elected member - Cr S Wood</b>			
Meeting attendance fees	31,678	31,678	22,159
Other expenses	0	750	934
Annual allowance for ICT expenses	3,500	3,500	2,333
Travel and accommodation expenses	0	750	96
	35,178	36,678	25,522
	410,948	421,453	416,790
Fees, expenses and allowances to be paid or reimbursed to elected council members.			
Mayor's allowance	89,753	89,753	89,753
Deputy Mayor's allowance	22,437	22,438	22,438
Meeting attendance fees	269,262	276,462	269,366
Other expenses	780	6,000	4,835
Annual allowance for ICT expenses	28,000	28,000	27,896
Travel and accommodation expenses	716	6,000	2,502
	410,948	428,653	416,790

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## 16. RELATED PARTY TRANSACTIONS

### Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the City during the year are as follows:

	2021 Actual \$	2020 Actual \$
Short-term employee benefits	1,029,353	1,428,736
Post-employment benefits	118,622	142,883
Other long-term benefits	22,953	32,510
Termination benefits	35,210	0
	1,206,138	1,604,129

#### Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found at Note 25.

#### Post-employment benefits

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

#### Other long-term benefits

These amounts represent long service benefits accruing during the year.

#### Termination benefits

These amounts represent termination benefits paid to KMP.

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## 16. RELATED PARTY TRANSACTIONS (Continued)

### Transactions with related parties

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

The following transactions occurred with related parties:	2021 Actual \$	2020 Actual \$
Sale of goods and services	84,264	52,519
Purchase of goods and services	101,811	182,110

### Related Parties

#### The City's main related parties are as follows:

##### i. Key management personnel

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

##### ii. Other Related Parties

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

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the City.

##### iii. Entities subject to significant influence by the City

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



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**27. INVESTMENT IN ASSOCIATES**

South Metropolitan Regional Council (SMRC)

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

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

There are two core projects, being:

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

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

The following local governments have since withdrawn from the Regional Council:

City of Canning in June 2010, City of Rockingham in June 2012 and City of Cockburn in June 2019.

The City of Kwinana withdrew from the Regional Council effective after 30 June 2021 (1 July 2021).

	Note	2021	2020
		\$	\$
The City's Share of Associate Entity's Net Assets		535,835	504,775
Equity Ratio		18.30%	17.85%
Represented by Share of Associate Entity's Statement of Financial Position			
Current assets		283,203	304,299
Non current assets		351,431	300,253
Total assets		634,634	604,552
Current liabilities		96,496	98,192
Non current liabilities		2,303	1,585
Total liabilities		98,799	99,777
Net assets		535,835	504,775
Net increase/(decrease) in share of associate entity's net assets		31,060	185,531
Less: City of Kwinana's Share of SMRC Loan Liability		(10,080)	(167,400)

**SIGNIFICANT ACCOUNTING POLICIES**

**Investment in associates**

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

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

**Investment in associates (Continued)**

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

## 28. RATING INFORMATION

## RATE TYPE

### Gross rental valuations

Discounts/concessions (Note 28(c))

Total amount raised from general rate

### Ex-gratia rates

**Totals**

## SIGNIFICANT ACCOUNTING POLICIES

### Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer.

Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the City recognises revenue for the prepaid rates that have not been refunded.

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18. RATING INFORMATION (Continued)

(b) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
<b>Option One</b>				
Single full payment	21/08/2020	\$0.00	3.00%	8.00%
<b>Option Two</b>				
First instalment	21/08/2020	\$0.00	3.00%	8.00%
Second instalment	31/12/2020	\$0.00		
<b>Option Three</b>				
First instalment	21/08/2020	\$0.00	3.00%	8.00%
Second instalment	23/10/2020	\$0.00		
Third instalment	31/12/2020	\$0.00		
Fourth instalment	2/03/2021	\$0.00		
<b>Option Four</b>	commencing			
Direct Debit - fortnightly	21/08/2020	\$0.00	3.00%	8.00%
<b>Option Four</b>	commencing			
Direct Debit - weekly	21/08/2020	\$0.00	3.00%	8.00%
		<b>2021 Actual</b>	<b>2021 Budget</b>	<b>2020 Actual</b>
		\$	\$	\$
Interest on unpaid rates		316,531	249,161	455,119
Interest on instalment plan		138,550	150,000	313,552
Deferred Pensioner interest		7,587	0	15,880
Charges on instalment plan		33,441	0	221,486
		496,109	399,161	1,006,037

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

Rate or Fee Discount Granted

Small Balance Write Off	1,691	0	1,625
Rates Incentive Prize	0	0	5,000
	1,691	0	6,625

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**9. RATE SETTING STATEMENT INFORMATION**

		2020/21 2020/21 (30 June 2021 Carried Forward)	Budget (30 June 2021 Carried Forward)	2019/20 (30 June 2020 Carried Forward)
	Note	\$	\$	\$
<b>a) Non-cash amounts excluded from operating activities</b>				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	11(a)	(70,922)	(124,510)	(124,076)
Less: Movement in liabilities associated with restricted cash		(84,825)	(6,408,294)	(116,810)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(289,114)	0	(112,779)
Less: Share of net profit of associates and joint ventures accounted for using the equity method		(20,980)	0	(18,131)
Movement in pensioner deferred rates (non-current)		(86,273)	0	(48,371)
Movement in employee benefit provisions (non-current)		235,714	0	544,15
Movement in other provisions (non-current)		(241,715)	0	(158,075)
Add: Loss on disposal of assets	11(a)	13,332	83,085	1,247,30
Add: Depreciation on non-current assets	11(b)	16,091,943	14,691,676	15,630,14
<b>Non cash amounts excluded from operating activities</b>		<b>15,547,160</b>	<b>8,241,957</b>	<b>16,843,36</b>
<b>b) Non-cash amounts excluded from investing activities</b>				
The following non-cash revenue or expenditure has been excluded from amounts attributable to investing activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
<b>Adjustments to investing activities</b>				
Movement in non current liability from transfers to acquire or construct non-financial assets to be controlled by the entity		11,144,052	0	
Movement in current unspent non-operating grants associated with restricted cash		(5,011,207)	0	
<b>Non cash amounts excluded from investing activities</b>		<b>6,132,845</b>	<b>0</b>	
<b>c) Surplus/(deficit) after imposition of general rates</b>				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
<b>Adjustments to net current assets</b>				
Less: Reserves - cash/financial asset backed	4	(62,382,819)	(43,267,466)	(55,249,686)
Less: Financial assets at amortised cost - self supporting loans	5(a)	(17,847)	(17,847)	(17,269)
Less: Current assets not expected to be received at end of year				
- Land held for resale	7	(498,000)	0	
- Banksia Park DMF receivable		(212,269)	(297,819)	(319,490)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	19(a)	2,537,530	1,983,866	2,314,77
- Current portion of contract liability held in reserve		109,205	0	194,03
- Current portion of other liability held in reserve		5,076,788	904,844	10,087,99
- Current portion of lease liabilities		174,595	171,310	114,35
- Employee benefit provisions		5,706,854	4,902,379	5,505,93
- Banksia Park Unit Contribution		16,733,635	17,133,425	16,975,35
<b>Total adjustments to net current assets</b>		<b>(32,772,328)</b>	<b>(18,487,308)</b>	<b>(20,394,003)</b>
<b>Net current assets used in the Rate Setting Statement</b>				
Total current assets		74,071,190	47,508,271	65,863,98
Less: Total current liabilities		(37,924,527)	(29,020,963)	(42,636,027)
Less: Total adjustments to net current assets		(32,772,328)	(18,487,308)	(20,394,003)
<b>Net current assets used in the Rate Setting Statement</b>		<b>3,374,335</b>	<b>0</b>	<b>2,833,95</b>



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**30. FINANCIAL RISK MANAGEMENT**

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

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

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

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

**(a) Interest rate risk**

**Cash and cash equivalents**

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

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

	Weighted Average Interest Rate %	Carrying Amounts \$	Fixed Interest Rate \$	Variable Interest Rate \$	Non Interest Bearing \$
<b>2021</b>					
Cash and cash equivalents	0.00%	6,968,593	0	6,964,623	3,97
Financial assets at amortised cost - term deposits	0.32%	59,711,623	59,711,623	0	
<b>2020</b>					
Cash and cash equivalents	0.61%	25,471,026	0	25,466,506	4,52
Financial assets at amortised cost	0.74%	33,787,559	33,787,559	0	

**Sensitivity**

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

Impact of a 1% movement in interest rates on profit and loss and equity\*

\* Holding all other variables constant

	2021 \$	2020 \$
Impact of a 1% movement in interest rates on profit and loss and equity*	666,802	592,586

**Borrowings**

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs.

The City manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The City does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 19(b).

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**30. FINANCIAL RISK MANAGEMENT (Continued)**

**(b) Credit risk**

**Trade and Other Receivables**

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

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

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

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

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2019 or 1 July 2021 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables.

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

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

	Current	More than 1 year past due	Total
<b>30 June 2021</b>			
Rates receivable			
Expected credit loss	0.00%	0.00%	
Gross carrying amount	0	3,471,676	3,471,676
Loss allowance	0	0	0
<b>29 June 2020</b>			
Rates receivable			
Expected credit loss	0.00%	0.00%	
Gross carrying amount	0	3,588,655	3,588,655
Loss allowance	0	0	0

The loss allowance as at 30 June 2021 and 30 June 2020 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
<b>30 June 2021</b>					
Trade and other receivables					
Expected credit loss	0.54%	0.78%	32.05%	26.26%	
Gross carrying amount	1,833,721	105,305	57,334	378,238	2,374,598
Loss allowance	9,821	825	18,376	99,307	128,329
<b>29 June 2020</b>					
Trade and other receivables					
Expected credit loss	0.52%	14.81%	18.93%	30.10%	
Gross carrying amount	632,938	11,512	26,535	294,229	965,214
Loss allowance	3,316	1,705	5,023	88,562	98,606



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### 30. FINANCIAL RISK MANAGEMENT (Continued)

#### (c) Liquidity risk

##### Payables and borrowings

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

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

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
<b>2021</b>					
Payables	22,889,779	0	0	22,889,779	22,889,779
Borrowings	2,101,151	9,091,075	7,197,300	18,389,526	18,389,526
Contract liabilities	295,054	0	0	295,054	295,054
Other liabilities	6,320,715	28,097,678	0	34,418,393	34,418,393
Lease liabilities	174,595	371,179	0	545,774	545,774
	31,781,294	37,559,932	7,197,300	76,538,526	76,538,526
<b>2020</b>					
Payables	8,331,072	7,962,674	7,962,674	24,256,420	24,256,420
Borrowings	1,889,259	10,604,275	7,775,171	20,268,705	20,268,705
Contract & Other liabilities	10,444,540	22,747,405	0	33,191,945	27,398,166
Lease liabilities	119,134	87,577	0	206,711	191,505
	20,784,005	41,401,931	15,737,845	77,923,781	72,114,796

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**31. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD**

At Ordinary Council Meeting 24 June 2020, Council resolved to the withdraw the City of Kwinana from the Southern Metropolitan Regional Council (SMRC) as at 30 June 2021 (1 July 2021).

The City's withdrawal as a member of the SMRC (effective after 30 June 2021) requires the SMRC to calculate the City's share of any surplus or deficit. There is an expectation that there will be an deficit owing to the SMRC approximately \$60k, that will be payable in the 2021/2022 financial year.

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## 12. TRUST FUNDS

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

	1 July 2020	Amounts Received	Amounts Paid	30 June 2021
	\$	\$	\$	\$
APU Security Bonds	17,934	3,500	0	21,434
Contiguous Local Authorities Group (CLAG)	3,594	1,567	0	5,161
Public Open Space Cash In Lieu	283,848	36,765	(320,613)	0
Abandoned Vehicles	0	4,829	0	4,829
	305,376	46,661	(320,613)	31,424

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**3. OTHER SIGNIFICANT ACCOUNTING POLICIES**

**a) Goods and services tax (GST)**

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

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

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

**b) Current and non-current classification**

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

**c) Rounding off figures**

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

**d) Comparative figures**

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

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

**e) Budget comparative figures**

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

**f) Superannuation**

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

**g) Fair value of assets and liabilities**

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

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

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

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

**h) Fair value hierarchy**

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

**Level 1**

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

**Level 2**

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

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

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

**Valuation techniques**

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

**Market approach**

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

**Income approach**

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

**Cost approach**

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

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

**i) Impairment of assets**

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

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

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

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

**TY OF KWINANA**  
**OTES TO AND FORMING PART OF THE FINANCIAL REPORT**  
**OR THE YEAR ENDED 30 JUNE 2021**

**34. ACTIVITIES/PROGRAMS**

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

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

TY OF KWINANA  
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2021

### 35. FINANCIAL RATIOS

	2021 Actual	2020 Actual	2019 Actual
* Current ratio	0.37	0.32	0.25
Asset consumption ratio	0.76	0.77	0.79
Asset renewal funding ratio	0.54	0.30	0.91
Asset sustainability ratio	0.34	0.27	0.22
Debt service cover ratio	3.19	2.34	4.55
Operating surplus ratio	(0.13)	(0.20)	(0.14)
Own source revenue coverage ratio	0.79	0.75	0.77

The above ratios are calculated as follows:

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





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# Welcome

## Mayor's Welcome

While the first half of the financial year continued to experience disruptions to local events due to the pandemic, the community rallied to also achieve significant milestones.

Despite being rescheduled three times due to lockdowns, Kwinana hosted the vibrant OMG! Fringe Festival for the first time, allowing an opportunity for people to safely leave their homes and gather together to enjoy a good laugh and experience something new to the area.

Kwinana's treasured Lolly Run also underwent a transformation to comply with 2020 safety legislation and standards, with a specially-designed truck and experienced driver to escort volunteers through the streets of Kwinana each evening in the lead up to Christmas. While it was not the usual Christmas morning event, it was still well received by the community.

A moving Flag Raising Ceremony marked the start of National Reconciliation Week in May 2021, featured a speech by myself and community leader Lynn Coomer, who was named Kwinana's Citizen of the Year in December 2020. The City of Kwinana worked with the local Aboriginal community with support by Lotterywest to install bilingual signs along the Kwinana Loop Trail.

Local history emerged as a key focus of 2021, with the wonderful Free-Range Kids: Growing Up in Medina in the 1950's and 60's Exhibition, which was held in different sites across the City, sparking a raft of local stories to emerge and the sharing of memories.

With the State Government's support of the Outer Harbour construction, there has been a flurry of investment in the Kwinana region of late and our unemployment rate has eased to a five-year low.

The City ran a very successful "Stay Loyal, Shop Local" initiatives which was residents opted more often to shop locally, thereby boosting the local economy and providing more employment opportunities.

All this leads to great optimism for the future within Kwinana, as we deliver a strong and sustainable long-term vision for the region.

Finally, I would like to thank my fellow Councillors, the CEO and his executive for their support and forward-thinking to continue to improve our great city in the face of the challenges this financial year presented.

Carol Adams OAM  
Mayor of Kwinana

A professional headshot of Carol Adams OAM, the Mayor of Kwinana. She is a middle-aged woman with blonde hair, wearing a dark blue blazer over a blue top. She is smiling and has her hands clasped in front of her.



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## CEO's Welcome


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This financial year saw staff rise to the challenge of various lockdowns and changes to events during the COVID-19 pandemic.

I never cease to be amazed by the responsiveness of staff who have stepped up during this challenging time and I thank them for their service to the community as they perform their work in their varied roles.

Our Shop Local campaign continued to encourage people to support local businesses and staff participated in the Small Business Friendly Approvals Program as the catalyst for a range of improvements to the experience small businesses have when interacting with the City.

A major review of the Strategic Community Plan was also a key item on the agenda for this financial year, with outstanding engagement and consultation with the community.



Staff continue to work behind the scenes on a new Corporate Business System to improve efficiencies for both staff and external customers.

Funds were also contributed for upgrades to our amazing local Volunteer Bushfire Brigade Stations.

Building our Urban Canopy of trees remains a key priority for the City, and significant funds were provided by the State Government for bushfire mitigation to help keep our community safer during bushfire season while still enjoying its natural beauty.

The City of Kwinana's vision of a community rich in spirit, alive with opportunity, surrounded by nature remained strong despite a challenging year and I'd like to thank all staff for their invaluable contributions.


**Wayne Jack**  
Chief Executive Officer

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## Introduction

The City of Kwinana's Annual Report 2020/21 comprises two parts, *Part 1 – Community* and *Part 2 – Annual Financial Report*. This Annual Report (Part 1 – Community), together with the Annual Report (Part 2 – Annual Financial Report) complies with the requirements of Section 5.53(1) of the Local Government Act 1995.

The *Annual Report 2020/21 (Part 2 – Annual Financial Report)* is available to download from the City's website at [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au) or in hard copy, on request, by contacting the City of Kwinana on 9439 0200 or visiting the City of Kwinana Administration Building at the corner of Gilmore Avenue and Sulphur Road, Kwinana.





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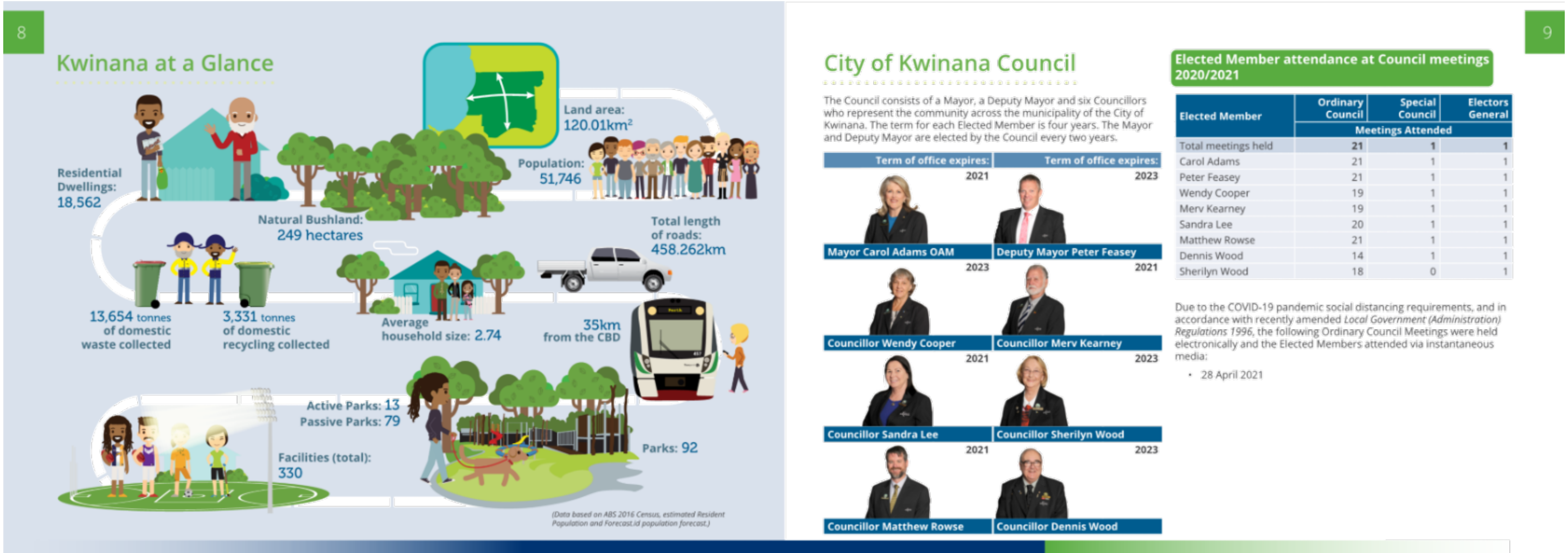
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## JUNE

**Recquatic  
Impresses with  
New Equipment**  
Kwinana Recquatic upgraded its health and fitness studios with the installation of the latest cardio and strength equipment from Technogym.



**Lyrik Scholarships Recognise City's Youth**  
Sixteen local students were awarded educational grants from the City of Kwinana.





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### City of Kwinana Staff

**Employees**

Employees as at 30 June 2021:

|              |                  |
|--------------|------------------|
| Full Time:   | 182              |
| Part Time:   | 77               |
| Casual:      | 99               |
| Total:       | 360 (head count) |
| Total FTE's: | 182.79           |

Image courtesy of the Small Business Development Corporation

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



```
graph TD; Wayne[Wayne Jack  
Chief Executive Officer] --> Warwick[Warwick Carter  
Economic Development and  
Advocacy Manager]; Wayne --> Natasha[Natasha Dransfield  
Manager Customer and  
Communications]; Wayne --> Russell[Russell Mark  
Manager Governance  
and Legal]; Wayne --> Sue[Sue Wiltshire  
Manager  
Human Resources]; Warwick --> Maria[Maria Cooke  
Director  
City Development  
and Sustainability]; Warwick --> Doug[Doug Elkins  
Director  
City Infrastructure]; Warwick --> Barbara[Barbara Powell  
Director  
City Engagement]; Maria --> Bruce[Bruce Mentz  
Manager Essential Services]; Maria --> Rodney[Rodney Molyneux  
Manager Building Services]; Doug --> Troy[Troy Morley  
Manager Environment and Health]; Doug --> Paul[Paul Neilson  
Manager Planning and Development]; Barbara --> David[David Boccuzzi  
Manager City Operations]; Barbara --> Stacey[Stacey Hobbins  
Manager Finance]; Barbara --> Chris[Chris Hocking  
Manager Information Technology]; Barbara --> Ann[Ann Nicholas  
Manager Asset Management Services]; Barbara --> Vacant[Vacant  
Manager Engineering Services]; Sue --> Fiona[Fiona Grieves  
Manager Community Services]; Sue --> Adam[Adam Strelein  
Manager Community Engagement];
```

**Wayne Jack**  
Chief Executive Officer

**Warwick Carter**  
Economic Development and  
Advocacy Manager

**Natasha Dransfield**  
Manager Customer and  
Communications

**Russell Mark**  
Manager Governance  
and Legal

**Sue Wiltshire**  
Manager  
Human Resources

**Maria Cooke**  
Director  
City Development  
and Sustainability

**Doug Elkins**  
Director  
City Infrastructure

**Barbara Powell**  
Director  
City Engagement

**Bruce Mentz**  
Manager Essential Services

**Rodney Molyneux**  
Manager Building Services

**Troy Morley**  
Manager Environment and Health

**Paul Neilson**  
Manager Planning and Development

**David Boccuzzi**  
Manager City Operations

**Stacey Hobbins**  
Manager Finance

**Chris Hocking**  
Manager Information Technology

**Ann Nicholas**  
Manager Asset Management Services

**Vacant**  
Manager Engineering Services

**Fiona Grieves**  
Manager Community Services

**Adam Strelein**  
Manager Community Engagement



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## City of Kwinana Products and Services

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

The City manages depot works, including:

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

The City provides a safety and security program, including:

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

The City offers community services, including:

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

The City provides health and fitness programs, including:

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

The City offers youth support, including:

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

The City manages the local environment, including:

- waste, recycling, green waste and bulk goods collections;
- environmental health investigations;
- advice on food hygiene, control of diseases, public events, food preparation premises, public swimming pools, control of diseases and noise nuisances;
- bushland management including weed control, feral animal control and firebreak maintenance;

- environmental planning and protection, fencing, biodiversity and revegetation; and
- sustainability initiatives including water and energy conservation.

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

- building assessments, swimming pool compliance, occupancy permits, demolition licenses etc;
- upkeep of the City's buildings;
- development applications, structure plan assessments, planning policy development and implementation, and administering town planning schemes;
- roads, pathways, bridges, drainage, landscaping and street lighting;
- road safety audits, traffic analysis, transport coordination and car parking studies; and
- reviewing and administering the Development Contribution Plans (DCP's).

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

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

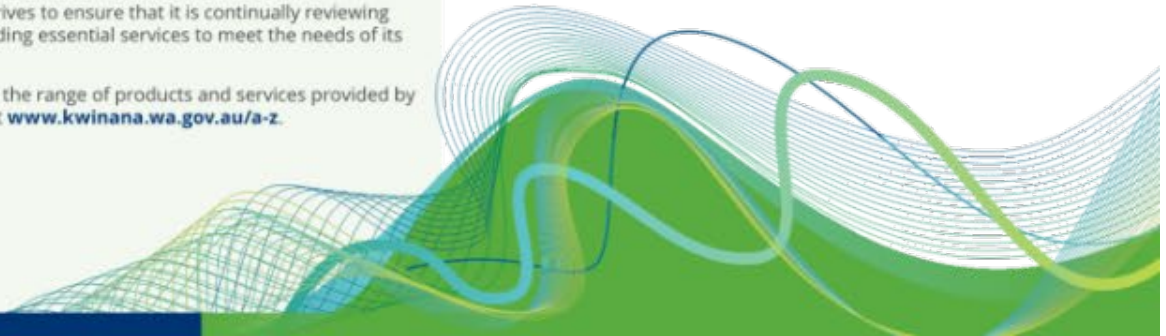
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## Our Vision

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

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


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



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| <div>14</div> <div>Integrated Planning and Reporting</div> <div><p>The <i>Annual Report (Part 1 – Community)</i> measures our progress against priorities and aspirations that were developed in consultation with the community and documented in the City of Kwinana’s long term vision, the <i>Strategic Community Plan 2019-2029</i>.</p><p>The City’s <i>Corporate Business Plan 2019-2024</i> provides clarity on the initiatives and services that the City is planning or implementing over the next five years, with emphasis on the delivery of the strategic priorities outlined in our <i>Strategic Community Plan 2019-2029</i>.</p><p>These two key strategic documents are then underpinned by a number of informing documents including, but not limited to, the <i>Long-Term Financial Plan, Asset Management Plans, Workforce Plan</i> and Issues or area-specific plans (see figure 1).</p><p>Informed by significant community consultation, the City of Kwinana undertook a major review of its <i>Strategic Community Plan</i> and <i>Corporate Business Plan</i> during the 2020/21 financial year. This resulted in the City developing a new <i>Strategic Community Plan 2021-2031</i> and <i>Corporate Business plan 2021-2025</i> which were adopted by council on the 23 June 2021.</p></div> <div><p>Figure 1</p></div> | <div>15</div> <div>Key Items of Expenditure</div> <div><p>Expenditure for key projects and programs delivered in the 2020/21 year include:</p><ul style="list-style-type: none"><li>• \$2.4m in road renewals and upgrades including Pace Road, Orton Road, Ocean Street, Leith Road and Wellard Road duplication project;</li><li>• \$2.1k towards Community Centres including providing programs, events, creche and facility hire;</li><li>• \$2m towards youth and community wellbeing services including the Zone Youth Space, Community Wellbeing Service, homelessness support, Community Liaison Service, Youth Engagement Service and youth development programs;</li><li>• \$1.9m towards safety and security initiatives including the expansion of CCTV coverage, community education initiatives, illegal dumping control, compliance operations and City Assist Services;</li><li>• \$1.2m towards the implementation of a new Corporate Business System to enable efficiencies, better analytics and improved user face for external customers;</li><li>• \$1m towards place management which includes supporting the growth of community groups and the implementation of place making and activation initiatives;</li><li>• \$405k towards initiatives to support and help local business grow, including the Local Commercial and Activity Centre Grants;</li><li>• \$224k towards the Volunteer Bushfire Brigade upgrades including Kwinana South Upgrade and Mandogalup extension and upgrade;</li><li>• \$162k toward the City’s street tree program, focussing on Bertram and the Kwinana Industrial Area; and</li><li>• \$81k towards the Parks for People program which see a continuation of upgrades to the City’s parks.</li></ul></div> <div>2020/21 Key Priorities Achieved</div> <div><p>Key organisational priorities in the 2020/21 year that were achieved include:</p><ul style="list-style-type: none"><li>• Council adopted the draft Local Planning Strategy for submission to the Western Australian Planning Commission (WAPC);</li><li>• development of the Strategic Community Plan following a major review and extensive community consultation;</li><li>• development of a Social Strategy</li><li>• commenced the development of a Spatial Plan as part of the South West Group;</li><li>• commenced the implementation of the COVID-19 recovery plan and through advocacy pursued COVID-19 economic and social stimulus initiatives;</li><li>• reviewed and adopted the Climate Change Mitigation and Adaptation Plan;</li><li>• developed a strategic advocacy framework that was adopted by Council;</li><li>• undertook a review of the bulk waste collection scheme;</li><li>• investigated opportunities to support small businesses through an integrated approval processes with funding obtained for the Small Business Friendly Approvals Program;</li><li>• improved customer satisfaction from previous years, to a positive rating of 86 per cent and a performance index score of 63 per cent (compared to an industry average of 62 per cent);</li><li>• developed the Waste Plan and the Waste Education Plan;</li><li>• two key emergency management plans were adopted by Council including the Local Emergency Management Plan and the Local Recovery Plan; and</li><li>• Community Enagagement Framework was developed and adopted by Council.</li></ul></div> |
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## Aspiration Areas

### Aspiration 1: Rich in spirit

\*\*\*\*\*

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

The outcomes we aspire to create include:

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

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**Related Plans:**

|                                             |                                            |
|---------------------------------------------|--------------------------------------------|
| Conciliation Action Plan                    | Multicultural Action Plan                  |
| Events Strategy                             | Youth Strategy                             |
| Welcoming Diversity Strategy                | Community Safety and Crime Prevention Plan |
| Every Club Program                          | Kwinana Community Funding Program          |
| Municipal Heritage Inventory                | Public Art Masterplan                      |
| Community Resource Centres Activation Plans | History and Heritage Implementation Plan   |
| Volunteer Centre Plan                       | Life Long Learning Plan                    |

**Fast Facts:**

- A total of 991 animals were registered with the City.
- The City Assist Team responded to 870 parking complaints, 467 security complaints, 543 illegal dumping reports, 211 abandoned vehicles and 1,646 dog complaints.
- Of the 290 dogs impounded, 236 were reunited with their owners and 50 were rehomed (including rescue services).
- \$126,100 in grants were issued across 131 different applications.
- There were 131,176 loans and renewals of physical items from the Kwinana Library and 27,194 loans of digital e-resources (e-books, e-audio, e-magazines, etc).
- The library added 2,027 local stock items to its collection.

**Key Projects/Achievements in 2020/21:**


**Community Events**

While COVID-19 had a significant impact on the City of Kwinana's events programs for the 2020/21 events season, the City still managed to hold a few crowd-pleasing community events, including:

- The 2020 Kwinana Lolly Run, which ran in its brand-new format, shifting to the evenings in the days leading up to Christmas. While this change was a move away from the traditional event known by the Kwinana community, it was well received with volunteers giving 21,000 lolly bags out to the community.
- OMG! Fringe was a brand-new Fringe Festival style event made possible due to funding received by the City. While suffering from a few false-starts due to COVID-19, the City was eventually able to deliver a jam-packed weekend of entertainment and performances in partnership with Koorliny Arts Centre.
- Light Up the Square saw the annual lighting of the Christmas tree have an expanded format featuring additional festive entertainment and activities.

**The Libraries most active customer borrowed 917 items over the year.**



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| <div><div>18</div><div><div><h3>Civic Functions</h3><p>Together with these major community events the City of Kwinana held a number of Civic functions throughout the year, to recognise certain groups within the community, including:</p><ul style="list-style-type: none"><li>• Nine citizenship ceremonies which were held throughout the year including Australia Day and Citizenship Day. While COVID-19 did have an impact on the ability to hold ceremonies the City was still able to welcome 248 new citizens from 47 countries.</li><li>• The NGO Volunteer Thank You Event which took place at Medina Hall on 12 November 2020 to thank everyone for their additional work during the pandemic.</li><li>• The Local Organisations Christmas Function on 4 December 2020 to thank all of the volunteer groups in Kwinana and present the City of Kwinana's annual awards.</li><li>• The Emergency Services Sundowner on 25 March 2021 to thank the City's emergency service volunteers.</li><li>• The Annual Bush Fire Brigades Awards Dinner on 11 June 2021, to thank the volunteers from Mandogalup and Kwinana South Bush Fire Brigades.</li></ul></div><div><h3>Community Resource Centre</h3><p>The City's library and community centres continued to provide a focal point for community connectedness and participation for residents throughout the year with a range of initiatives available including:</p><ul style="list-style-type: none"><li>• Library and community centre activations including lifelong learning, craft, games and technology-focused activities, which were attended by more than 700 participants.</li><li>• Responsive Community Resource Centres programs, with 78 per cent of the opportunities aligned to our life-long learning plan with participants reporting increased life-skills, improved employment opportunities and an increase in their literacy and technology capabilities.</li></ul></div><div><ul style="list-style-type: none"><li>• There was an increased interest in basic digital literacy with the Community Resource Centres providing programs and individual help to residents to use devices, connect socially online, stay cyber safe and increase personal and small business online skills. Six volunteers assisted with this project with four becoming ongoing Digital Mentors.</li><li>• Community Resource Centres had a focussed approach to relationship building and better understanding its customer's needs. 20,176 comments were collated and used to inform new programs and services.</li><li>• The City's creches developed and implemented a new early childhood education programs as part of their existing services. Power of play and sensory play were provided to 562 children over the year with information given to parents so they could continue the learning at home.</li></ul></div><div><h3>Volunteering</h3><p>The City of Kwinana's Volunteer Centre continued to provide a number of diverse volunteering opportunities throughout the year. The community benefitted from volunteers who supported the City's programs, youth activities, digital learning support and enabled the popular toy library to expand its service.</p><p>Lifelong learning was a need identified within community and so in response the Community Resource Centres increased volunteering opportunities, embedded learning through play concepts into its creches, created more interactive educational displays at all centres and offered programs which enhance life skills and employment opportunities.</p><p>Overall, the Volunteer Centre participants reported increased confidence and opportunities to connect, improved skill sets and some even directly credited volunteer experience with helping them secure jobs.</p></div><div><h3>Community Wellbeing</h3><p>The Community Wellbeing Team continued to support the most vulnerable in the Kwinana community, primarily those experiencing family and domestic violence, housing and homelessness issues and mental health issues. During 2020/21 the service supported hundreds of community members through a number of initiatives including:</p><ul style="list-style-type: none"><li>• Working with Koya, Australian Red Cross, Institute of Indigenous Wellbeing and Sport Aboriginal Corporation, Moorditj Koort and local community members to collaborate and help to deliver NAIDOC events for the Kwinana community, including Kwinana NAIDOC opening ceremony, MACC Family Day, Little Peeps Ball and a youth event.</li><li>• Collaborating with ten other agencies to host a White Ribbon event on 18 November 2020 at the Ken Jackman Hall, to raise awareness about the impacts of family and domestic violence. The event featured guest speakers who shared their lived experiences.</li><li>• As part of the Rockingham and Kwinana Homelessness Interagency Group, the City supported Homelessness Week, which ran from 2-8 August 2020 by raising awareness and promoting the City's Community Support Line.</li><li>• Supported the facilitation of Unique As; a program that provides a holistic, inclusive and safe environment to our LGBTQIA+ community.</li><li>• Kwinana Youth Services continued to support young people aged 12-18 years, residing in the City of Kwinana. In total, the service provided support to 73 young people for issues such as family and domestic violence, mental health, housing crisis, financial difficulties and disengagement at school.</li><li>• The Community Liaison service engaged directly with community members, agencies, services and local businesses and continued to provide a positive engagement service within the central business district and other localities. The service engaged with 9,991 people and provided 319 referrals to other services for continued support.</li></ul></div></div></div> | <div><div>19</div></div> |
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### Essential Services

Over the past 12 months some significant changes were made to the service delivery of the Essential Services area and what it provided to the community. These changes sought to improve service delivery to the community, ensure services were available when most required and provide a quicker response to the community.

The outcome of the review was a reduction in operating hours to 6am to 8pm, seven days a week, 365 days a year and ensuring resources were based on community needs and peak time requests. Additionally, outside of these hours an on-call officer was rostered to respond to urgent needs for the community, and a security contract service was engaged to attend to security alarms.

The City has continued to utilise CCTV to help increase safety, and as a crime prevention measure throughout the City. During the year, the following CCTV enhancements were made:

- Installed infrared lights and more cameras at the Kwinana Adventure Park;
- refurbished old camera and operating systems at the Zone and Darius Wells facility;
- reconfigured the Wi-Fi set up for the Kwinana City Centre and undertook a major server update to the City's main CCTV server;
- upgraded CCTV at the Fiona Harris facility and the Administration Building; and
- Installed CCTV at the shopping strip in Medina with further activation in and around this location.

### Community Safety

The City continued to encourage community safety and crime prevention through the distribution of resources provided by the Community Liaison and Crime Prevention Team, the State Graffiti Team and Neighbourhood Watch.



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The City's 'Neighbour Day Every Day' program, which encouraged neighbours to connect with each other street by street, continued to grow. City Officers were invited to present on the program at a National level through Relationships Australia the home of the Neighbour Day Campaign.

The City trialed new initiatives including street chalk art near local schools and Cuppa with a Cop. These initiatives encourage crime prevention through environmental design principles by activating spaces and places and creating awareness of existing support, resources and providing a space for local residents to voice concerns.

### Municipal Heritage Inventory

During 2020/21 the City began the review of its Municipal Heritage Inventory (MHI), which lists the places of special historic value to the City and ensures adequate levels of protection are set. The review involved assessments of existing sites and new locations for inclusion in the inventory.

Once complete, the updated MHI will inform a heritage list which can be included in the local planning scheme, giving strong protection to important places of the City's heritage.

### Grants

In July 2020 the City of Kwinana launched its new online grants portal to the community. The Smarty Grants portal makes applying for a City of Kwinana grant easier and quicker for the community. Over the 2020/21 financial year the City of Kwinana issued 131 grants totalling \$126,100. In return, grant recipients delivered projects totalling \$267,235 worth of value back to the Kwinana community.

### Outcome Measures:


| Measure                                                                             | Industry Average (%) | Performance (%) 2018 | Performance (%) 2020 |
|-------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|
| Increase in % of community satisfied with festivals, events and cultural activities | 64                   | 71                   | 63                   |
| Increase in % of community satisfied with safety and security                       | 55                   | 45                   | 42                   |
| Increase in % of community satisfied with services and facilities for youth         | 48                   | 70                   | 66                   |

\*results from the 2020 Community Wellbeing and Perception Survey

### Key projects to occur in 2021/22:

- reinstatement of the events program (pending any future COVID restrictions);
- expanding library services to John Wellard and William Bertram Community Centres;
- adding a sensory play space in the children's area of the Kwinana Public Library;
- working towards the Community Resource Centres becoming registered as an E-Smart Library to ensure a higher level of cyber security;
- undertake the 'HOME/PLACE' and 'CHORUS' community art projects; and
- investigation on Nyoongar dual naming project for parks and places across the City.

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## Aspiration 2: Alive with opportunity

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

The outcomes we aspire to create include:

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

**Related Plans:**

|                                    |                               |
|------------------------------------|-------------------------------|
| Land Optimisation Strategy         | Draft Local Planning Strategy |
| Strategic Advocacy Plan and Policy | City Centre Master Plan       |
| 2021 Parks for People Program      | Place Plans                   |

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**Fast Facts:**

- The City issued 2,400 building approvals, its highest recorded number.
- Unemployment in the City of Kwinana achieved a five-year low of 10.1%.

**Kwinana was selected as the preferred location for port operations as part of the WA Government's Westport Taskforce.**

- Bright Futures Family Day Care provided child care for an average of 399 children, while In Home Care provided child care for 22 children.
- Bright Futures provided support to 57 Family Day Care educators and 18 In Home Care educators.
- Over 3,900 young people signed in to programs at the drop-in service at the Zone between June 2020 and June 2021.
- The Zone facilitated over 80 programs/events including the hugely popular international Women's Day skate event at the edge skate park, with 55 participants.
- There was a record number of nominees at the 2021 Lyrik Awards with 63 nominees.
- 16 'Neighbour Day Every Day' events were held.

**Key Projects/Achievements in 2020/21:**

**Economic Development**

Economic Development became an area of focus for the City during the 2020/21 year due to the impact of COVID-19 on local businesses. The City endeavored to support local business through the following initiatives:

- The City undertook engagement activities with local business, by developing business support groups and facilitating additional small business training in the City.
- The City of Kwinana Strategic Advocacy Plan and policy was developed and adopted by Council.
- Continued the implementation of the City's "stay loyal, shop local" campaign, as well as delivering over \$40,000 in grants to local businesses.


**Place Making**

Place Making became a pillar of focus for the City during the year with the City's Place Leaders continuing to build connections with the local community, groups, and businesses to deliver local initiatives, facilitate collaborative projects and support local leadership.

This included the delivery of place plans for Bertram, Medina and Wellard which focused on building an even better place through collaborative events, activities and building capacity, as well as place audits with local communities.

Other placemaking initiatives included the 2021 Parks for People program which used a place making and engagement approach, to work closely with the Bertram community surrounding Ascot Park to ascertain community usage, appropriate upgrades, and activation opportunities with community members, with the aim of creating user designed parks that are aesthetically pleasing and user friendly.



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| <div data-bbox="133 132 207 220">24</div> <div data-bbox="222 220 816 346"><p>The City has continued the collaboration with local resident groups through the virtual roundtable meetings that started up in response to COVID-19. The group meets regularly (online) to share information and support and help identify specific needs in the community. This encourages greater community-led leadership, and sharing of knowledge, resources and ideas between neighbourhood groups.</p><p>Community-led projects also took place such as the painting of the Wellard Mural; Ascot Park Pop Up Activations; trial of planter boxes and picnic seating; co-design workshops; clean-up of Medina Sheds; and community artwork and murals.</p></div> <div data-bbox="222 478 281 504"><p><b>Youth</b></p></div> <div data-bbox="222 514 816 640"><p>Kwinana's Youth and Community Wellbeing team continued to provide a range of valuable services to young people, predominantly from the Zone Youth Space, which had over 3,900 young people attend the center and ran over 80 programs including drop-in sessions, music lessons, Unique As, creative space, outdoor adventures, gaming sessions, girls' groups and creative writing.</p><p>Outside of the Zone, the team worked on case management for vulnerable young people, advocacy, place-based program delivery, outreach and more. The City also collaborated with a number of external agencies including Centrelink, Youth Justice, the Department of Education, and Department of Communities to assist in delivering its services.</p><p>Some of the other key initiatives undertaken by the City's Youth Services included:</p></div> <div data-bbox="222 850 816 1008"><ul style="list-style-type: none"><li>• Outreach and activation activities during the 2021 April school holidays at the Edge Skate Park and Wellard Square including crafts, planting, games and competitions.</li><li>• The 2020 City of Kwinana LyriK Scholarships and the 2021 LyriK Awards. 16 exceptional Kwinana youth received LyriK educational scholarships, while the LyriK Awards saw Young Person of the Year go to Djai Hunter and the Progress Award go to Lawrence Winmar.</li></ul></div> | <div data-bbox="2745 132 2834 220">25</div> <div data-bbox="831 220 1424 514"><ul style="list-style-type: none"><li>• A number of skateboard clinics and events were held at the Edge Skate Park including two parkour clinics, eight skate clinics and three events. The International Woman's Day skate event held in March proved to be hugely successful and subsequently the City ran a four-week, ladies only skate clinic off the back of it.</li><li>• The Gilmore Robotics Club collaborated with the youth development team to deliver the Lego Robotics program at the Zone Youth Space.</li><li>• CSBP Coastal Connections Challenge gave young people the opportunity to get involved in a two-day event which focused on all things environmental and coastal conservation, in March 2021. The event inspired the Outdoor Adventures group to develop their own Conservation Action Project which was presented at the CSBP Coastal Connections Challenge Showcase in June 2021.</li></ul></div> <div data-bbox="831 541 1118 567"><p><b>Bright Futures Children's Service</b></p></div> <div data-bbox="831 577 1424 661"><p>Bright Futures Children's Services continued to provide a number of opportunities for families and community educators who worked with the service. Over the course of the year, a number of improvements were integrated into the service, including:</p></div> <div data-bbox="831 672 1424 945"><ul style="list-style-type: none"><li>• The development of the Moorditj Kulungar Playgroup, which invited other community groups, including Connecting Community for Kids, to connect and support the families on early intervention and child wellbeing.</li><li>• Continued to partner with Chorus Kwinana to facilitate intergenerational play sessions, welcoming children and aged care residents to enjoy activities together.</li><li>• Family Day Care and In-Home Care Educator support including education and training opportunities such as Child Protection, Safe Sleep (SIDS) and First Aid. Educator Support Officers also supported educators to develop quality educational play-based program curriculums for preschool-aged children and babies.</li></ul></div> <div data-bbox="1478 132 2834 1085"></div> |
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- Bright Futures Children's Services partnered with the EarBus Foundation to deliver comprehensive ear screening to children attending its playgroups, Family Day Care and In-Home Care services.
- Bright Futures Children's Services Bush Explorers, which takes place at Sloan's Reserve, and aims to connect children with nature for enhanced learning opportunities. Children become environmentally responsible and gain knowledge about Aboriginal culture by connecting them to country.

Outcome Measures:

| Measure                                                                          | Industry Average (%) | Performance (%) 2018 | Performance (%) 2020 |
|----------------------------------------------------------------------------------|----------------------|----------------------|----------------------|
| Increase in % of community satisfied with how the City Centre is being developed | 49                   | 64                   | 55                   |
| Increase in % of community satisfied with economic development                   | 43                   | 50                   | 48                   |
| Increase in % of community satisfied with planning and building approvals        | 46                   | 54                   | 53                   |

*\*results from the 2020 Community Wellbeing and Perception Survey*


Awards:

- Bright Futures Children's Services was nominated for Family Day Care Excellence in Family Day Care awards 2020 and 2021.
- Two Bright Future Educator Support Officers were nominated for Coordinator of the Year Awards 2020.

Key projects to occur in 2021/22:


- development of a Local Economic Development Strategy;
- review of the City's Procurement Policy;
- development of the Community Pantry and Street Library outside Bright Futures;
- Bright Futures Children's Services; Aboriginal Resource Worker will continue the collaboration with Connecting Community for Kids and Ngalla Yorga Waangkan Women's Group to develop and facilitate the Silver Linings - Rainbow program to Aboriginal and Torres Strait Islander families;
- improvement at the Bright Futures Children's Service facility including developing the garden to make it a safer place for children to play, including removal of the artificial grass and the installation of a yarning circle and a proposed outdoor classroom;
- new place-making grants category to support community led improvements within communities;
- new Healthy and Active Kwinana project to promote improved healthy choices and behaviour;
- re-launch the Kwinana Youth Advisory Council to include events and place making training; social activities and support of the City's youth events; and
- implementation of place plans for Bertram, Medina, and Wellard.

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### Aspiration 3: Surrounded by nature

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

The outcomes we aspire to create include:

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

**Related Plans:**

|                                                        |                                   |
|--------------------------------------------------------|-----------------------------------|
| Draft Local Biodiversity Strategy                      | Natural Areas Management Plan     |
| Perth Natural Resource Management Swan Region Strategy | Environmental Education Strategy  |
| Local Emergency Management Plan                        | Sustainable Water Management Plan |
| Climate Change Plan 2021-2026                          | Public Health Plan 2019-2023      |
| Ground Water Operating Strategy                        | Waste Education Plan 2021-2025    |

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|                                        |                                  |
|----------------------------------------|----------------------------------|
| Kwinana Adventure Park Management Plan | Waste Plan 2021-2025             |
| Mosquito and Midge Management Plan     | Landscape Development Guidelines |

**Fast Facts:**

Over 17,000 native seedlings were planted by over 400 volunteers.

- The City collected 39.5% more verge bulk waste this year at 2,661 tonnes.
- The City collected 14.9% less verge green waste this year at 1,519 tonnes.
- 1,164 kg of household hazardous waste was collected in the City's community recycling hubs, which was a 33.6% increase on the previous year.
- 13 waste education workshops were delivered with a total of 221 participants.
- There was a 42% increase in the number of planning and building applications referred to Environmental Health for assessment.
- Out of 1,077 inspections completed in 2020/21, 47% were food businesses inspections.
- 37 Hectares of Natural Bushland, comprising of wetlands and Banksia woodland, six parks and two streetscapes, totalling 8.21 hectares, was handed over to the City to maintain.

**Key Projects/Achievements in 2020/21:**

**Environment**

The City of Kwinana supports a rich and important biological diversity which became a focal point for a number of initiatives, and was the underlying principle in the development of a number of strategic documents including:

- The City of Kwinana Climate Change Plan 2021-2026 was adopted by Council in March 2021.
- The Local Biodiversity Strategy, which provides a process for assessing the ecological significance of protected areas of bushland and wetlands by determining their protection status and recommending priorities and opportunities for protection. The Strategy also informed the preparation of the City's Local Planning Strategy.

The City continued to implement its annual feral animal management program which targets foxes, rabbits and feral cats; its annual revegetation and weed management programs; and the annual seedling subsidy scheme which received 124 orders and resulted in 3,059 seedlings being processed.

The City also hosted its annual wildflower walk with self-guided digital interpretive signs available for the first time.

**Waste**

Public awareness of waste generation and waste management practices have continued to increase over the years providing much needed focus and insight into this important topic. The City has matched this level of focus through the development of the City of Kwinana Waste Plan 2021-2025 and the Waste Education Plan 2021-2025, which were adopted by Council in March 2021.

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A comprehensive review of bulk waste collection services was also completed, with Council adopting a slightly modified verge collection service in December 2020. This lent itself to a comprehensive review of the annual waste and recycling guide resulting in a new format, unique to Kwinana, for 2021/22.

Environmental Health

With Ross River Virus being detected in the City, rigorous measures were put in place to mitigate the risk being presented by mosquitos in the local area. As such, a total of 37,310 mosquitos were trapped across ten monitoring sites.

Additionally, a mosquito larval survey and a mosquito management plan for The Spectacles was developed to ensure a robust approach to managing mosquitos.

Emergency Management

The last 12 months has seen some significant changes in the Emergency Services area including:

- the development and introduction of the City's first ever Bush Fire Risk Mitigation Plan and the engagement of a Bush Fire Mitigation Officer;
- a comprehensive review and re-write of the City's Local Emergency Management and Recovery Plans;
- the development of the City's first Vulnerable Locations and Animal Welfare Plans;

- the commencement and refurbishment of the Mandogalup Volunteer Bush Fire Brigade, which was supported by the Emergency Services Levy (ESL) funding;
- awarding ESL funds toward the demolition and rebuild of the Kwinana South Volunteer Bush Fire Brigade (\$699,000); and
- the receipt of funding as a result of the Bush Fire Risk Mitigation Plan to be put towards bush fire mitigation needs within the community (\$380,000).

Outcome Measures:

| Measure                                                                                                                   | Industry Average (%) | Performance (%) 2018 | Performance (%) 2020 |
|---------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|
| Increase in % of community satisfied with conservation, land and environmental management                                 | 58                   | 64                   | 60                   |
| Increase in % of community satisfied with animal and pest control                                                         | 54                   | 59                   | 58                   |
| Increase in % of community satisfied with effort to promote and adopt sustainable practices and respond to climate change | 53                   | 63                   | 59                   |
| Increase in % of community satisfied with management of food, health, noise and pollution issues.                         | 57                   | 59                   | 56                   |
| Increase in % of community satisfied with waste service collections.                                                      | 67                   | 67                   | 65                   |

\*results from the 2020 Community Wellbeing and Perception Survey

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Awards:

- Eleventh year as a Waterwise endorsed Council and fifth year awarded the gold endorsement.

Key projects to occur in 2021/22:

- development of the following strategic documents:
  - Coastal Adaption Plan;
  - Urban Forest Strategy;
  - Sustainability Strategy;
  - Littering and Illegal Dumping Strategy;
- review and update of the Sustainable Water Management Plan and the Environment Education Strategy;
- adoption of the inaugural City of Kwinana Waste Local Law;
- preparation of a Food Organics and Garden Organics (FOGO) third kerbside bin service feasibility assessment;
- review of the Animal, Environment and Amenity Local Laws;
- implementation of the City's first ever Cat Local Law 2021;
- refurbishment of the City Animal Care facility including CCTV;
- review and implementation of the revised Activities on Thoroughfare and Public Places and Trading Local Law, and Urban Environment and Nuisance Local Laws; and
- public open space/parks and reserves renewals.



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### Aspiration 4: It's all here

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

The outcomes we aspire to create include:

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

**Related Plans:**

|                                       |                                            |
|---------------------------------------|--------------------------------------------|
| Community Infrastructure Plan         | Parks and Reserves Assets Management Plan  |
| Waste Management Strategy             | Parking Strategy                           |
| Local Planning Scheme                 | Roads and Transport Assets Management Plan |
| Public Lighting Asset Management Plan | Stormwater Drainage Asset Management Plan  |

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|                                 |                                    |
|---------------------------------|------------------------------------|
| Bike and Walk Plan              | Streetscape Upgrade Strategy       |
| Buildings Asset Management Plan | Draft Local Planning Strategy      |
| Public Health Plan 2019-2023    | Parks and Renewal Upgrade Strategy |

**Awards:**

- Kwinana Recquatic was recognised by the Water Corporation as a 'Gold' Waterwise Aquatic Centre.
- The City of Kwinana, in partnership with the South Metropolitan Health Service, won the awards for outstanding achievements in injury prevention and safety promotion at the 2021 Injury Prevention and Safety Promotion awards.

**Key Projects/Achievements in 2020/21:**

**Engineering and Asset Management**

The City continued planning for and providing great public places for its community by ensuring that these spaces were well thought out, built and maintained. Achievements for the period included:

- finalising the design and advertising the tender for the construction of the Honeywood Pavilion;
- finalising the design and advertising the tender for the demolition and construction of the Kwinana South Volunteer Bush Fire Brigade Station;
- carrying out the refurbishment of the toilets and the creation of a universally accessible toilet at the Kwinana Tennis Clubrooms in Calista;
- creating 520 new residential lots predominantly in Wellard, Wandi and Mandogalup;
- planting 319 new trees in the Kwinana Industrial Area, Bertram and Sulphur Road as part of the Street Tree Planting Program;
- \$1 million upgrade to the rural peel drain in Wellard to an urban standard living stream adjacent to The Sunrise Estate;
- completion of the Pace Road drainage and road upgrade works;
- installation of the \$260k Gilmore Avenue blackspot signalised pedestrian crossing;

**Fast Facts:**

- Current replacement cost of assets based on 2019/2020 valuation:
  - Roads and Transport \$380,159,608
  - Stormwater Drainage \$57,134,035
  - Public Lighting \$5,225,850
  - Buildings \$160,060,497
  - Public Open Space \$82,743,400.

**The number of development applications significantly increased with 437 received during the year.**

- The number of subdivision applications also significantly increased with 35 received during the year. There was also an increase in subdivision clearance numbers.
- The City issued 2,461 building approvals;
- As part of the Local Roads and Community Infrastructure Australian Government funding program the City received \$305,000 in Phase 1, for 2020/21 for upgrades to roads and footpaths.
- Kwinana Recquatic had 367,523 attendances to the centre, including 45,281 swim school attendances and 3,452 dry program participants.
- \$97,389.61 was granted through Kidsport to young people aged 5-18 living in Kwinana towards their sporting registration fees.



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| <div>34</div> <div><ul style="list-style-type: none"><li>• commencement of the \$400k relocation and upgrade works to Bertram Road, Wellard Drainage Basin; and</li><li>• completion of the first stage of upgrades to the Kwinana Loop Trail to the value of \$80,000. The project, supported by Lotterywest, features the creation of 11 new signs, and two rest stops through close collaboration with the Aboriginal community.</li></ul></div> <div><p><b>Planning and Building</b></p><p>The City's draft Local Planning Strategy (LPS), adopted in March 2021 sets out the land use planning and development directions and actions for a 15-year period.</p><p>The LPS was developed following extensive community consultation and informed by a set of integrated planning principles which aim to guide the community, economy and environment towards a sustainable future. These include liveability, character, prosperity, accessibility, sustainable development and resilience.</p><p>Developer Contributions continued to be a significant service provided by the City in the planning space, progressing complex local planning scheme amendments, meeting annual review and cost apportionment schedule legislative timeframes, and reviewed internal processes and build team capacity.</p><p>The 2020/21 year was marked by a surge of development activity in response to Government home buyer grants. This generated a high demand for services by the City to manage the contribution schemes and cost contributions to meet development and statutory timeframes. The boom experienced within the building industry also resulted in a significant increase in building applications from the previous year.</p><p>Supported by the Small Business Development Corporation the City undertook workshops with local business owners as part of the City's Small Business Friendly Approvals Workshop Program.</p><p>In parallel, the City progressed a complex scheme amendment to introduce a final new contribution scheme for community facilities</p></div> |  | <div>35</div> <div><p>for community support and recreation. This included a review of the City's Community Infrastructure Plan which identifies the need for and location of community facilities in line with the City's growth and community needs.</p><p><b>Health</b></p><p>The City's Environmental Health Team continued to provide a vital role throughout the year due to the impact of COVID-19, including being a primary contact point for key COVID updates from the Department of Health as well as providing COVID contact register checks.</p><p>Additionally, they provided food safety education and support to food businesses in the local community, as well as inspections, the 'Play It Safe' FoodSafe campaign, and community engagement around health issues.</p><p><b>Kwinana Recquatic</b></p><p>In May 2021, the Kwinana Recquatic upgraded its gym to offer state of the art Technogym equipment, including new cardio equipment and all new resistance machines and benches.</p><p>As part of the upgrade, a range of wheelchair adaptable equipment was introduced providing cardiovascular, resistance, and wellness options including the Technogym Element+ Inclusive Chest Press, Shoulder Press, and Low Row; Technogym Excite Live Top; and the Technogym Dual Adjustable Pulley.</p><p>The Centre also implemented a number of other improvements throughout the year including:</p><ul style="list-style-type: none"><li>• a new membership fee structure;</li><li>• new look café menu and opening hours;</li><li>• 'Zero Tolerance Policy' for its Stadium users and Social Sports Competitions;</li><li>• a new spin studio;</li></ul></div> |
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- accessibility upgrades to the facility and 'Sitting Volleyball' session in conjunction with APM and Volleyball WA; and
- two new seniors programs: Bloom and Strength for Life, which were introduced after significant community consultation.

Recreation and Inclusion

Community health, recreation and inclusion initiatives continued to be very popular with the Kwinana community with the following initiatives receiving a high level of uptake and support:

- The City secured funds from Healthway to undertake 'A Breath of Fresh Air', which is a partnership initiative between Knight Frank (Kwinana Marketplace), South Metropolitan Health Service (SMHS), and the City of Kwinana. The project aims to reinforce the 'no smoking' buffer zones, as required by WA Tobacco Laws, to reduce exposure to second-hand tobacco smoke at shopping centre entrance points.
- Three free community nutrition education workshops, including *Eat Well Train Well*, *How to be Healthy* and *Good Food Good Mood*, were facilitated by a Nutritionist and made accessible to the Kwinana community.
- The City delivered three 'Stay On Your Feet' workshops in partnership with South Metropolitan Health Service, local service providers and with the support of a grant from Injury Matters WA. The aim of the workshops was to increase adults' knowledge and awareness of falls prevention strategies that can be easily added to daily routines. A total of 77 community members attended the workshops, including 16 Aboriginal and Torres Strait Islander people.
- Kwinana Club Network Nights was a new City initiative that aimed to bring together Kwinana sporting clubs with City staff and to provide opportunities to workshop issues and challenges and provided development opportunities for club volunteers.

- Over the financial year, \$97,389.61 was granted through KidSport to kids living in Kwinana, aged between five and 18 years, to go towards their sporting registration fees. This equates to providing access to sport to over 600 children. Approximately 20 per cent of applicants were of Aboriginal background, which is remarkably higher than the state average.

Art and Culture

With a growing number of public artworks within the City, Council endorsed the establishment of the City's Public Art Review Panel in October 2020. The panel includes City staff, a Councillor and an external art expert. The focus of the panel is to consider the merits of public art being provided in accordance with the City's Local Planning Policy No. 5 – Development Contribution Towards Public Art.

The panel has been considering a number of public art proposals for various developments and has been part of the process of developing public art guidelines and a public art masterplan for the City. The guidelines will complement the planning policy and provide additional information to proponents developing public art within the City.

A wide-angle photograph of a modern library interior. The space is bright and open, with high ceilings and large windows. Bookshelves are arranged in a way that creates a sense of depth and discovery. Comfortable seating, including armchairs and sofas, is placed throughout the room, inviting patrons to sit and read. The color palette is warm and inviting, with wood paneling and soft lighting.

Outcome Measures:

| Measure                                                                     | Industry Average (%) | Performance (%) 2018 | Performance (%) 2020 |
|-----------------------------------------------------------------------------|----------------------|----------------------|----------------------|
| Increase in % of community satisfied with community centres, and facilities | 60                   | 67                   | 67                   |
| Increase in % of community satisfied with sport and recreation facilities   | 66                   | 68                   | 67                   |
| Increase in % of community satisfied with playgrounds, parks and reserves.  | 68                   | 76                   | 75                   |
| Increase in % of community satisfied with road maintenance.                 | 54                   | 64                   | 64                   |

\*results from the 2020 Community Wellbeing and Perception Survey

Key projects to occur in 2020/21:

- construction of the Honeywood Pavilion at Honeywood Oval;
- construction of a new Kwinana South Volunteer Bush Fire Brigade Station;
- upgrade and extension to the City of Kwinana Operations Centre;
- review of the Local Commercial and Activity Centres Strategy;
- progressing the first stages of the preparation of the City's new Local Planning Scheme;
- commence and complete construction on the Sicklemore Road upgrade from Warner Road to Adamson Road;
- commence and complete construction on stage one of the Gilmore Avenue shared path project from Thomas Road to Chisham Avenue;
- commencement of the construction for shared bike path on Parmelia Avenue;
- upgrade Ascot Park in Bertram;
- service improvements and reform initiatives implemented in line with the Small Business Friendly Approvals Action Plan;
- undertake tree planting in Kwinana Industrial Area and Bertram as part of the urban greening fund; and
- undertake upgrade to Kwinana Recquatic including an update to the spin studio bikes, group fitness timetable, new programs including 3x3 basketball trial and the installation of access control gates.

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# Future Measures

## City Outcomes

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

| DLGSC Indicators            | Measures                                                               | Achieving Benchmarking Standard/ City Target* | Current** |
|-----------------------------|------------------------------------------------------------------------|-----------------------------------------------|-----------|
| Asset Management Indicators | Asset Consumption Ratio (%)                                            | >50                                           | 37        |
|                             | Asset Renewal Funding Ratio (%)                                        | Greater than 75                               | 54        |
|                             | Asset Sustainability Ratio (%)                                         | 90                                            | 34        |
| Business Performance        | Development Applications assessed within statutory timeframes (%)      | 100                                           | 96        |
|                             | Local Development Plans assessed within statutory timeframes (%)       | 100                                           | 75        |
|                             | Subdivision Applications assessed within statutory timeframes (%)      | 100                                           | 75        |
|                             | Building Approval Certificates processed and issued within 10 days (%) | 100                                           | 100       |
|                             | Certified Building Permits processed and issued within 10 days (%)     | 100                                           | 95        |
|                             | Uncertified Building Permits processed within 25 days (%)              | 100                                           | 98        |

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

\*\* Current values for Business Performance and Assets are as at 30 June 2021.

# Statutory Reporting

## Disability Access and Inclusion Plan

Throughout 2020/21 the City continued to actively work to ensure all people living, working in and visiting the City had unconditional access to its services and facilities. Key areas of focus included access to services and events, access to buildings, access to information, equal level and quality of service, the same opportunity to make complaints and to be consulted and to receive the same employment opportunities. A number of actions identified within the plan were undertaken during 2020/21 including:

- The City of Kwinana library purchased several products to support visitors with disabilities. These included a weighted blanket and weighted pillow, and a reader pen to assist those with reading difficulties and dyslexia. The Toy Library encouraged sensory exploration and play and information has been added to the City's online catalogue to improve discoverability and assist in ascertaining suitability for specific sensory-related requirements. The Library has created an International Day of People with Disability display to help raise awareness and provide information to the community. Changes have been made to the Library layout with adjustments completed to improve access for people with disabilities, for example, the screen at the print-release station has been adjusted to improve access for people using a wheelchair.
- The City's event team consulted with Staff when designing the site layout for the 'OMG! Fringe Festival'. The City hired three accessible ramps to make navigating the site easier for people with mobility concerns/aids.

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| <div>40</div> <ul style="list-style-type: none"><li>• The City has recently upgraded to an online funding application process, which included the City adding a Disability Services checklist for creating accessible events. In 2020/2021 six of the ten grant applicants provided a copy of their completed checklist.</li><li>• Recent redevelopment works have included installing an automated accessible toilet door in the Darius Wells Library and Resource Centre. The City also engaged an architect to identify accessibility works for Sloan's Cottage and Caretakers Cottage, and the City Operations Centre upgrade was designed in line with accessibility standards.</li><li>• City staff continue to monitor facilities and infrastructure to ensure compliance with the minimum service standards. Upcoming design for future builds includes Honeywood Pavilion and Kwinana South Volunteer Bush Fire Brigade Station.</li><li>• City staff arranged a walk around at Honeywood Estate, following concerns being raised by two local residents about accessibility issues. Upgrades included widening access gates to the local reserve, design and construction of a suitable pedestrian crossing to allow access to the Darling Dog Park, and an extension of the footpath in the Darling Dog Park. All upgrades allow greater access for people using mobility aids.</li><li>• The City launched its new website in late 2020, which was developed in line with the Web Content Accessibility Guideline (WCAG) 2.0 AA standards. Aligned with the launch of the new site, several City officers were provided with document optimisation and accessibility training. This training teaches staff how to create and set up documents in Word and PDF that make certain they can be easily read by assistive technology such as screen readers. This ensures that documents uploaded to the City's website are accessible to people who may be blind, illiterate and/or have a learning disabilities.</li></ul> | <div>41</div> <div><h3>Reconciliation Action Plan</h3><p>In November 2020, the <i>Innovate Reconciliation Action Plan (RAP)</i> was adopted by Council and endorsed by Reconciliation Australia. Reconciliation Australia sets the outcome areas within the plan: Relationships, Respect and Opportunities. Actions within the plan have been developed with the <i>Boola Maara (Many Hands) Advisory Group</i> and align with the outcome areas. City Officers and community members have continued to work together to achieve positive outcomes, including actions from the Innovate RAP.</p><p>The City has continued to maintain and strengthen relationships with Aboriginal and Torres Strait Islander community organisations and groups to help the City better understand the needs of community and enhance community and organisational outcomes. This has been achieved through:</p><ul style="list-style-type: none"><li>• facilitating the Boola Maara (Many Hands) Advisory Group Meetings;</li><li>• planning and Delivering National Reconciliation Week Activities. Including partnering with local Aboriginal Community Controlled Organisations, Moorditj Koort, and Ngalla Yorga Waangkan to support the planning and delivery of the local Sorry Day event. The City also planned and delivered a Flag Ceremony that included a Welcome to Country, Traditional Smoking ceremony, dancing, and speeches by local Community Leaders. City officers and Senior Staff where encourage to attend these events; and</li><li>• the City have provided ongoing feedback and updates regarding RAP deliverables to local Elders and community leaders via the Medina Aboriginal Cultural Centre.</li></ul></div> |
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| <div>42</div> <div><p>The City have continued to demonstrate respect and a commitment to improving awareness of Aboriginal and Torres Strait Islander cultural practices histories and knowledge by;</p><ul style="list-style-type: none"><li>• observing the significance of cultural protocols by including Welcome to Country ceremonies at significant events and sharing with stakeholders a list of appropriate persons who have authority to provide Welcome to Country within the local area;</li><li>• providing Acknowledgement of Country at meetings, events and activities to demonstrate respect for Traditional Custodians and Owners of the Land;</li><li>• documented a video sharing the City's Conciliation Statement of Intent to expanded on the Acknowledgement of Country at the City's Citizenship Ceremonies; and</li><li>• provided funding and partnered with local organisations and the Aboriginal and Torres Strait Islander community members to plan 2021 NAIDOC events.</li></ul><p>The City has continued to identify, create, and support opportunities for current and future generations by building capacity and developing pathways for improved economic and social outcomes. The City continues to develop opportunities through;</p><ul style="list-style-type: none"><li>• the City's procurement policy was updated to ensure that City aspirations and Aboriginal aspirations are aligned and that there will be times when procurement requires close consideration of Aboriginal cultural competencies, such as language, knowledge and skills, and procedures, customs, practices and protocols;</li><li>• developed a list of Nyoongar suppliers that the City staff can draw upon for the procurement of goods and services; and</li></ul><ul style="list-style-type: none"><li>• City staff continued to work in collaboration across the business and with local organisations to deliver programs that promote the education, wellbeing and health of Aboriginal and Torres Strait Islander people. Also, working with the Institute of Indigenous Wellbeing and Sports to deliver a fortnightly Beat Ball program.</li></ul><p>The City maintains a strong working relationship with the local Aboriginal people and service providers. Staff have continued to work collaboratively to ensure we are actively working towards reconciliation with in our community. The City will continue to work with Boola Maara (Many Hands) Advisory Group and the wider Aboriginal Community to progress actions and deliverables within the Innovate Reconciliation Action Plan.</p></div> <div>43</div> | <div>43</div> <div><h2>Reporting Requirements</h2><div><h3>National Competition Policy</h3><p>The City of Kwinana has met its obligations in regard to the <i>National Competition Policy</i> with no issues being raised with the City.</p></div><div><h3>Local Government Act 1995</h3><p>This Annual Report (Part 1 – Community), together with the Annual Report (Part 2 – Annual Financial Report), complies with the requirements of section 5.53(1) of the <i>Local Government Act 1995</i> to prepare an annual report for each financial year.</p></div><div><h3>Elected Member Conduct</h3><p>Under section 5.121 of the <i>Local Government Act 1995</i>, <i>no breaches were found as a result of Elected Member conduct</i> in the financial year ending 30 June 2020.</p></div><div><h3>Local Government (Financial Management) Regulation 1996</h3><p>Under section 6.4 of the <i>Local Government Act 1995</i>, a Local Government is to prepare an Annual Financial Report for the preceding financial year and such other financial reports as are prescribed in the <i>Local Government (Financial Management) Regulations 1996</i>.</p></div><div><h3>State Records Act 2000</h3><p>The <i>State Records Act 2000</i> is currently being assessed for the need for review by the State Records Office of Western Australia. The City of Kwinana's Records Management Coordinator provided input and observations via the Local Government Records Managers Association. The onset of the COVID-19 pandemic and ongoing effects have stalled the review process.</p><p>Approved by the State Records Commission in 2016, the City's updated <i>Recordkeeping Plan 2016-2021</i> describes the City's commitment to good and compliant record keeping procedures. These include monitoring the process and compliance of the retention, storage and destruction of digital and hardcopy records. The Records and IT team liaise to achieve digital compliance. The Recordkeeping Plan has been reviewed by the Records Coordinator and will be submitted when requested by the State Records Commission.</p><p>Training is an important component of record keeping for the City, and has continued to be provided to all staff to ensure appropriate awareness of record keeping obligations and responsibilities. Induction and training programs were provided to 68 individual new employees, and group sessions and updates carried out as required. Each officer is issued a comprehensive User Guide when completing induction training and the User Guide is available to all staff via the City Intranet.</p></div></div> |
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Freedom of Information Act 1992

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

|                        | 2020-2021 |
|------------------------|-----------|
| FOI Requests           | 6         |
| Access in Full         | 2         |
| Edited Access          | 1         |
| Applications withdrawn | 0         |
| Access deferred        | 0         |
| Access refused         | 3         |

Public Health Act 2016 and Food Safety Standards

The City has complied with the requirements to provide a report to the Department of Health on the performance of functions under the *Food Act 2008* and *Public Health Act 2016*.

The *Food Act 2008* was applied to all food premises within the City based on a risk-assessment approach by way of inspection. The City carried out 490 food business inspections during the 2020/21 financial year.

The Environment and Health Team experienced difficulties in recruiting and fulfilling an Environmental Health Officer position, which had led to a reduction in the number of inspections compared to 2019/20 financial year.

Equal Opportunities

The City of Kwinana reviewed and updated its *Equal Employment Opportunity Management Plan 2020-2023*. The plan was initially submitted and acknowledged by the EEO Commission in June 2020 and the City has complied with the reporting requirements to the EEO Commission for the period ending June 2021.

Occupational Safety and Health

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

The City also recognises its corporate responsibilities under the new Work Health and Safety Bill and associated legislation and is fully committed to ensuring that, as far as practicable, it will provide a working environment that is without risk to its employees and others in the City's workplace. The City has developed and implemented a Safety and Health Management System Framework with the purpose of:

- providing a structured approach to the City's safety and health activity;
- fostering and protect personnel well-being;
- meeting legislative requirements for safety and health;
- minimising overall risk from the City's perspective; and
- promoting continuous improvement in safety and health performance.

The City is committed to meeting its moral and legal obligation to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage. The City, in partnership with its employees, will endeavour to recognise the potential risks associated with hazards that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment.

Review of Local Laws

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

A review of several local laws was undertaken during the 2020/21 financial year, with the following Local Laws being progressed to varying levels:

- the *Activities in Thoroughfares and Public Places and Trading Local Law* was reviewed and is due for finalisation in the 2021/22 financial year;
- the *Urban Environment and Nuisance Local Law* was reviewed and is due for finalisation in the 2021/22 financial year;
- the proposed *Cat Local Law* was submitted for public comments and is due for finalisation in the 2021/22 financial year; and
- the proposed *Waste Local Law* was progressed and will be submitted for public comment in the 2021/22 financial year.

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Annual Salaries

The *Local Government Act 1995* requires each Local Government to provide the number of employees who are entitled to an annual salary of \$100,000 or more. The figures below are as at 30 June 2021, noting that they include any staff on the Enterprise Agreement who are entitled to an annual salary of \$100,000 or more.

| Salary Range            | No. Employees |
|-------------------------|---------------|
| \$100,000 and \$110,000 | 10            |
| \$110,000 and \$120,000 | 5             |
| \$120,000 and \$130,000 | 7             |
| \$130,000 and \$140,000 | 4             |
| \$140,000 and \$150,000 | 2             |
| \$150,000 and \$160,000 | 1             |
| \$160,000 and \$170,000 | 3             |
| \$200,000 and \$210,000 | 3             |
| \$300,000 and \$310,000 | 1             |
| Total                   | 36            |









**ADMINISTRATION**

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## **9.2 RISK MANAGEMENT REPORT**

### **SUMMARY**

The City's Risk Management Policy provides the foundations and organisational arrangements for embedding risk awareness, monitoring and management across strategic and operational levels of the organisation.

At each Audit and Risk Committee Meeting, a report is presented detailing all identified strategic risks and high-level operational risks, as well as the status of the actions to manage those risks. These reports are provided at Confidential Attachments A and B.

The City is continuing its transition to the Camms.Risk system, including providing further risk training and education across the organisation.

### **OFFICER RECOMMENDATION**

**That the Audit and Risk Committee note and provide comment where appropriate on:**

- **City of Kwinana Organisational Risk Register – Strategic Risks detailed in Confidential Attachment A.**
- **City of Kwinana Organisational Risk Register – Operational Risks detailed in Confidential Attachment B.**

### **DISCUSSION**

The City's Risk Management Strategy sets the following role and responsibilities for the Committee:

- a) Ensuring the City has appropriate risk management and internal controls in place;
- b) Approving and reviewing risk management programmes and risk treatment options for extreme risks;
- c) Setting and reviewing risk management tolerances/appetite and making recommendations to Council;
- d) Providing guidance and governance to support significant and/or high profile elements of the risk management spectrum;
- e) Monitoring strategic risk management and the adequacy of internal controls established to manage the identified risks;
- f) Monitoring the City's internal control environment and reviewing the adequacy of policies, practices and procedures;
- g) Assessing the adequacy of risk reporting;
- h) Monitoring the internal risk audit function, including development of audit programs as well as monitoring of audit outcomes and the implementation of recommendations;
- i) Setting the annual internal audit plan in conjunction with the internal auditor taking into account the City Strategic and Operational Risk Registers;
- j) Conduct an annual review of the organisation's Risk Management Policy and Strategy; and
- k) Reporting through the Chief Executive Officer to the Council on its findings.

The Organisational Risk Registers are provided to the Audit and Risk Committee on a quarterly basis for their review and as an opportunity to provide advice regarding risk management, as the City is focussed on creating a culture that is committed to openness and transparency and fulfilling its responsibilities in relation to risk management.

The City of Kwinana Risk Management Strategy establishes the risk appetite/attitude for residual risk as follows:

| Impact Category                | Level of residual risk the City is willing to retain |          |      |         |
|--------------------------------|------------------------------------------------------|----------|------|---------|
|                                | Low                                                  | Moderate | High | Extreme |
| Environmental                  |                                                      | ●        |      |         |
| Financial                      | ●                                                    |          |      |         |
| Health and Safety              | ●                                                    |          |      |         |
| ICT, Infrastructure and Assets |                                                      | ●        |      |         |
| Legislative Compliance         | ●                                                    |          |      |         |
| Reputation/Image               | ●                                                    |          |      |         |
| Service Delivery               |                                                      | ●        |      |         |

The Organisational Risk Register shows all strategic risks as well as all operational risks showing a residual risk assessment of 'High' or 'Extreme'. The City has just completed a series of Risk and Hazard Identification Workshops that will result in a number of changes to the operational risks (Confidential Attachment B) particularly the residual ratings.

The City of Kwinana Strategic and Operational Risk Registers are provided for the Committee's noting and comment where appropriate.

## STRATEGIC IMPLICATIONS

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

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

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

### **17. CEO to review certain systems and procedures**

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

**FINANCIAL/BUDGET IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

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

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

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

**COMMUNITY ENGAGEMENT**

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

**ATTACHMENTS**

- A. City of Kwinana Organisational Risk Register – Strategic Risks - Attachment A - Confidential**
- B. City of Kwinana Organisational Risk Register – Operational Risks - Attachment B - Confidential**



### **9.3 REGULATION 17 AUDIT AND DEVELOPER CONTRIBUTION PAYMENT AUDIT - ACTION UPDATES**

#### **SUMMARY**

At the Audit and Risk Committee meeting of 14 June 2021, the findings of the recent Regulation 17 Audit conducted by Paxon Group as well as the Developer Contribution Payment ('DCP') Audit conducted by Crowe Australia were presented. Both audits contained recommendations as to areas of potential improvement to current practices. An update of the actions recommended by the audits was subsequently provided to the committee at its meeting of 4 October 2021. Those actions, as well as details from the relevant officers regarding their implementation are provided for noting by the Committee.

Those actions that have no further action required, as processes have been put in place or amended to reflect the audit findings, as detailed in Confidential Attachment A are recommended to be closed. It is recommended that the Committee note the closing of the following actions from the Regulation 17 Audit:

- I00008 Policies out of date on Website;
- I00011: Team Risk Registers missing dates for ongoing review;
- I00021 Amend processes to ensure segregation of duties at all levels in the procurement process;
- I00022 Ensure journals are reviewed and signed off by an independent experienced officer before processing;
- I00026 Develop a process/checklist to ensure invoices relating to contracts and tenders are checked back to the price schedule before approval for payment;
- I00032: Action incomplete matters from 2020 Compliance Audit Return; and
- I00033 Update the Gift Disclosure Register on the website.

#### **OFFICER RECOMMENDATION**

**That the Audit and Risk Committee:**

- 1. Note and provide comment where appropriate the Regulation 17 audit action report detailed in Confidential Attachment A and the Developer Contribution Payment audit action report detailed in Confidential Attachment B; and**
- 2. Note closure of the following actions from the Regulation 17 Audit as detailed in Confidential Attachment A:**
  - **I00008 Policies out of date on Website;**
  - **I00011: Team Risk Registers missing dates for ongoing review;**
  - **I00021 Amend processes to ensure segregation of duties at all levels in the procurement process;**
  - **I00022 Ensure journals are reviewed and signed off by an independent experienced officer before processing;**
  - **I00026 Develop a process/checklist to ensure invoices relating to contracts and tenders are checked back to the price schedule before approval for payment;**
  - **I00032: Action incomplete matters from 2020 Compliance Audit Return; and**
  - **I00033 Update the Gift Disclosure Register on the website.**

## DISCUSSION

Whilst the City has made progress towards implementing the recommended actions contained in both the Regulation 17 and DCP audit reports, the majority remain ongoing. Updates will be provided to each meeting of the Audit and Risk Committee until such time as actions are approved for closure by the Committee.

In relation to its recording and monitoring of actions, the City is presently transitioning its reporting across the organisation:

- Strategic Community Plan and Corporate Business Plan Reporting – Previously the City stored and tracked this information in Performance Manager (Civica). Progress against actions is now being reported quarterly through spreadsheets as we progress towards tracking this information in TechOne. The first quarter for this financial year was provided to Council at its meeting of 24 November 2021.
- Team Business Plan Reporting – Remains on hold until the transition to recording this information in TechOne. Team Business Plans are currently being progressed through spreadsheets ahead of the new system.
- Opportunities for Improvement and Internal Non-Conformance Reporting – The City is transitioning from Performance Manager to Promapp software, with the intention of being able to identify, investigate and action an improvement/incident, rather than just report on them.

## STRATEGIC IMPLICATIONS

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

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

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

### **17. CEO to review certain systems and procedures**

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

## FINANCIAL/BUDGET IMPLICATIONS

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

**ASSET MANAGEMENT IMPLICATIONS**

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

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

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

**COMMUNITY ENGAGEMENT**

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

**ATTACHMENTS**

- A. Confidential Attachment A - Reg 17 Audit Action Report - Confidential**
- B. Confidential Attachment B - DCP Audit Action Report - Confidential**

## **9.4 UPDATE ON ONECOUNCIL PROJECT**

### **SUMMARY**

The City is continuing to progress the OneCouncil implementation project. A relevant challenge for the ongoing project viability is the availability and cost of human resources in the current market, which is currently creating a risk that the project phase one go-live will need to be pushed back to 1 July 2021. The timing of the phase one go-live is also contingent on the next vote on the enterprise agreement, as a yes vote will require a reconfiguration of the payroll system, which will result in a delay in testing, and a go-live push back to 1 July.

The Council is asked to note the current project risks, and the mitigation strategies being utilised to limit the financial cost in the case of a delayed phase one go live. The Council is also asked to note the approach to the phase two roll-out, which is expected to reduce project costs and implementation time.

### **OFFICER RECOMMENDATION**

**That the Audit and Risk Committee:**

- 1. Note the project update and the risk to the phase one go-live date resulting in resource challenges and the timing of the enterprise agreement negotiations; and**
- 2. Provide comment where required for consideration by Council.**

### **DISCUSSION**

The last project update noted the challenges in the current employment market, to attract and retain key project staff. The report noted that the constrained market created a risk to the project, through cost, resourcing and resource quality. This challenge appears to also be an issue for Technology One, as the City has struggled to get timely access to experienced consultants and has struggled with consultant continuity.

Recently, it has been necessary for the project team to 'let go' Business Analysts for the Finance Module. To address this issue, the City has had several attempts at engaging Technology One to finalise the configuration of this module, to prevent project slippage. To date, there are still some elements of the configuration that are outstanding, preventing moving to User Acceptance Testing. The project team estimates this can be addressed with two to three days of work between the Chief Finance Officer and a business analyst/consultant, but this has been delayed through resourcing. This delay is creating a significant risk to the planned go live of 4 April, and there is an increasing likelihood that this date will need to be pushed back.

To overcome the challenge with the Finance Module, the City has engaged a very experienced Business Analyst, expected to start in the second week of December. In addition, Technology One consultants have been booked for the third week of December, with the intent being that the Finance Module configuration will be completed during this week. While this timeline will allow the City to move to testing and commence preparing the organisation for go-live, it does significantly truncate the testing program.



A second significant project risk is the Enterprise Agreement vote (the outcome of this vote will be known by the time of the Audit and Risk Committee/Council meeting). If the enterprise agreement is agreed by staff, it will be necessary to update the configuration of the payroll system to reflect the new agreement. It will also be necessary to pay agreed backpay and sign-on bonuses. The effect on the project of this change will be a diversion of resources into the immediate effect of reaching an enterprise agreement, and then a delay in completing the necessary three parallel pay runs, due to the time taken to reconfigure the payroll system. If there is a new enterprise agreement, it will be necessary to delay the go live until 1 July.

Aside from the effect of a yes vote on the enterprise agreement resulting in a 1 July go live, the resourcing challenges around the Finance Module are increasing the likelihood that 1 July will ultimately be the phase one go live date. Recognising these risks, the project team have maintained the current schedule, so that all other modules will be complete as programmed (to the extent possible). If it becomes necessary to push back the go-live date, other phase one modules, which were planned to go-live after the initial Finance Module and payroll go-live, will be released at the same time. Essentially, the project team will continue to develop the other modules so that the only slippage is the Finance Module and payroll system. This approach ensures a go-live slippage does not have a flow-on to the rest of the project, and limits any additional costs (the City is also not currently paying the costs of the business analysts for the Finance Module, so these costs are delayed rather than additional). A delayed go-live, with simultaneous release of additional modules will remove the need to have short-term work arounds and integrations, which represents a cost saving. Utilising existing system automations and configurations are also expected to reduce the workloads in adjusting the payroll system if a new enterprise agreement needs to be programmed. Accordingly, if it becomes necessary to push back go-live until the start of the next quarter (and financial year), it is expected to have a negligible impact on project costs.

In the last report, it was noted that the increased cost of resourcing is creating risk for phase two of the project. Officers noted that it would be necessary for the project to be reviewed to determine what, when and how phase two would be delivered. An option proposed at the time was to utilise the configuration of another Council and truncate the product development process. This approach is realistic for most of the phase two modules, as there is less need for nuance on the product (the Finance Module and payroll system need to be more tailored to the City's business, whereas asset management models and records system should be generally generic across local government). This approach is consistent with the original project ethos, where minimal changes would be made to the base configuration.

The project team are currently focused on the phase one delivery, so is unable to consider the detail of a shared configuration approach to the phase two rollout. As phase one winds down, the approach will be to take the relevant parts of the business to other OneCouncil Councils and review the relevant module in their live system. The business will be asked to assess several configurations, and determine which they consider to best match the needs of the City, with particular attention paid to automation and simplicity. Once the configuration is selected, the intent will be to map the 'donor' configuration to the phase one modules, import data and commence testing. This approach is expected to result in a significant cost saving and time reduction for the project.

## STRATEGIC IMPLICATIONS

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

| Strategic Community Plan                                       |                                                                                        |                                                                                                                                                                                       |                                                                       |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Outcome                                                        | Strategic Objective                                                                    | Action in CBP (if applicable)                                                                                                                                                         | How does this proposal achieve the outcomes and strategic objectives? |
| 5 – Visionary leadership dedicated to acting for its community | 5.1 – Model accountable and ethical governance, strengthening trust with the community | 5.1.1 – Implement the Strategic Community Plan and Corporate Business Plan<br><br>5.1.2 – Implement the Long Term Financial Plan<br><br>5.1.3 – Implement the Infrastructure Strategy |                                                                       |

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

No legal/policy implications have been identified as a result of this report or recommendation.

## FINANCIAL/BUDGET IMPLICATIONS

The project has a total implementation budget, spread over approximately five years, of \$5.8m. The phase one implementation is estimated to cost \$4.6m.

To date, this financial year, the City has spent \$727,217 (to end of November), with a forecast outturn of \$1.7m this financial year against a budget of \$1.7m.

A budget review is being undertaken for phase two given current resource implications and to assess other options for configuration that could manage cost and time factors.

## ASSET MANAGEMENT IMPLICATIONS

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

## ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

## **COMMUNITY ENGAGEMENT**

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

## **ATTACHMENTS**

**Nil**

## **9.5 OCCUPATIONAL SAFETY AND HEALTH (OSH) STATISTICAL DATA REPORT**

### **SUMMARY**

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

Council has endorsed a Health and Safety Policy to meet its moral and legal obligation to provide a safe and healthy work environment for all employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage. At every Audit and Risk Committee Meeting the Committee receives a report detailing statistical data. This report entitled the City of Kwinana OSH Statistical Data Report is enclosed as Attachment A.

### **OFFICER RECOMMENDATION**

**That the Audit and Risk Committee note the City of Kwinana OSH Statistical Data Report detailed in Attachment A.**

### **DISCUSSION**

The OSH Statistical Data Report is provided to the Audit and Risk Committee at each Audit and Risk Committee Meeting. The City assesses the incident reporting data to provide information on the nature and extent of injury and/or disease, including a comprehensive set of data for the workplace, to assist in the efficient allocation of resources, to identify appropriate preventative strategies and monitor the effectiveness of these strategies and to provide a set of data for benchmarking against other Local Governments. As a result, the City can adequately identify, evaluate and manage the safety and health aspects of its workforce operations.

#### Summary of Statistical Data:

The statistical data report details information over a three-month period, 1 September 2021 to 30 November 2021. From the represented data, it is noted a decrease in incident count trend from the previous period with four incidents reported in September, two incidents in October and three incidents in November 2021 with the total for the period at nine from the following directorates:

- Four from City Infrastructure,
- three from City Life,
- two from City Development and Sustainability directorate

There were no recorded incidents in the Office of the CEO. The departments that are domiciled to each directorate includes teams that are considered "high risk" teams due to their operational nature. The incidents reported over the three-month reporting period have occurred in these "high risk" teams. One of the incidents were listed as Injury, one injury – no lost time, two first aid and five reports only.

### **STRATEGIC IMPLICATIONS**

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



**SOCIAL IMPLICATIONS**

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

**LEGAL/POLICY IMPLICATIONS**

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

*17. CEO to review certain systems and procedures*

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

**FINANCIAL/BUDGET IMPLICATIONS**

The financial implications as a result of this report include the purchase/implementation of an electronic safety system.

**ASSET MANAGEMENT IMPLICATIONS**

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

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

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

**COMMUNITY ENGAGEMENT**

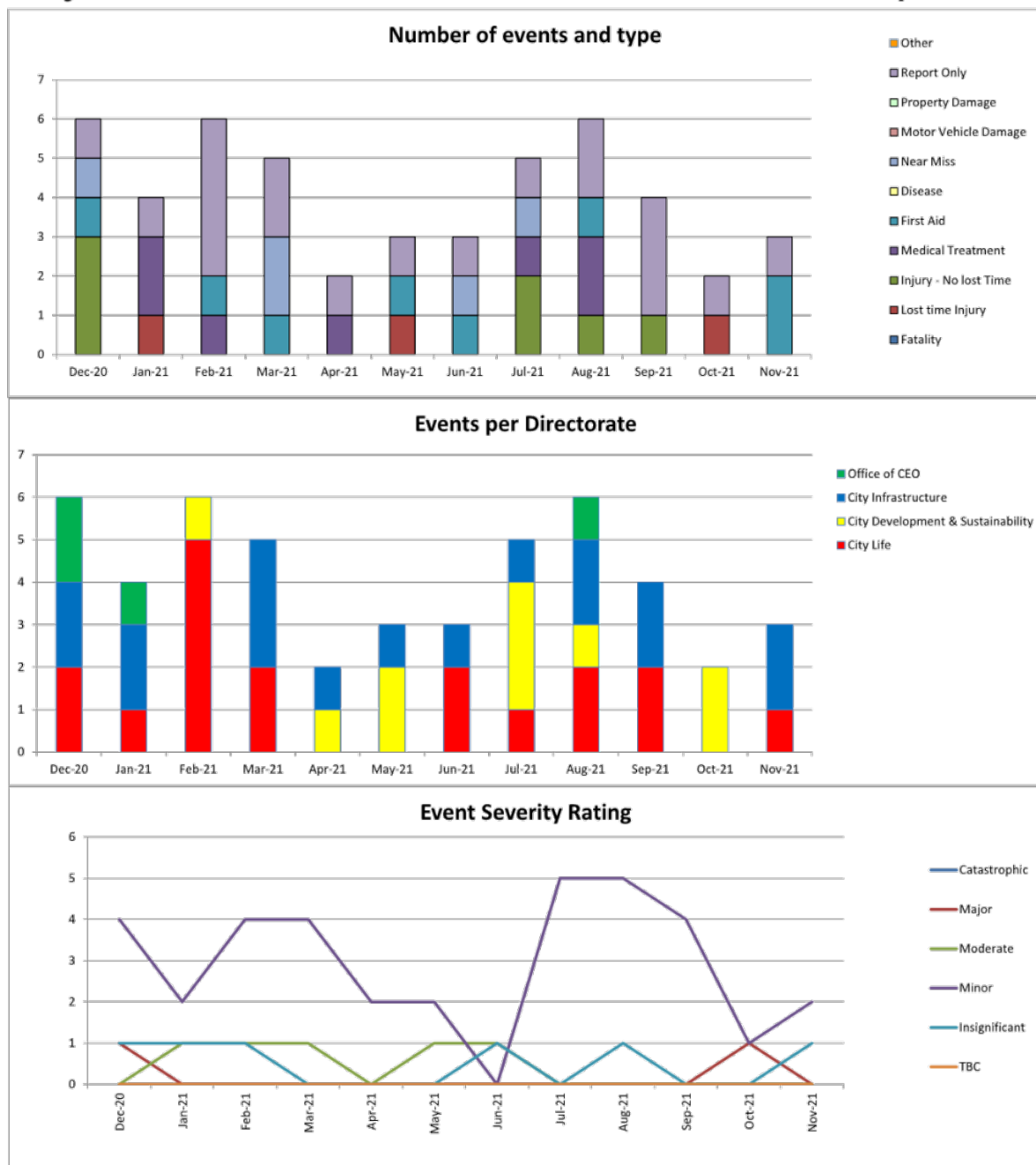
There are no community engagement implications as a result of this report or recommendation.

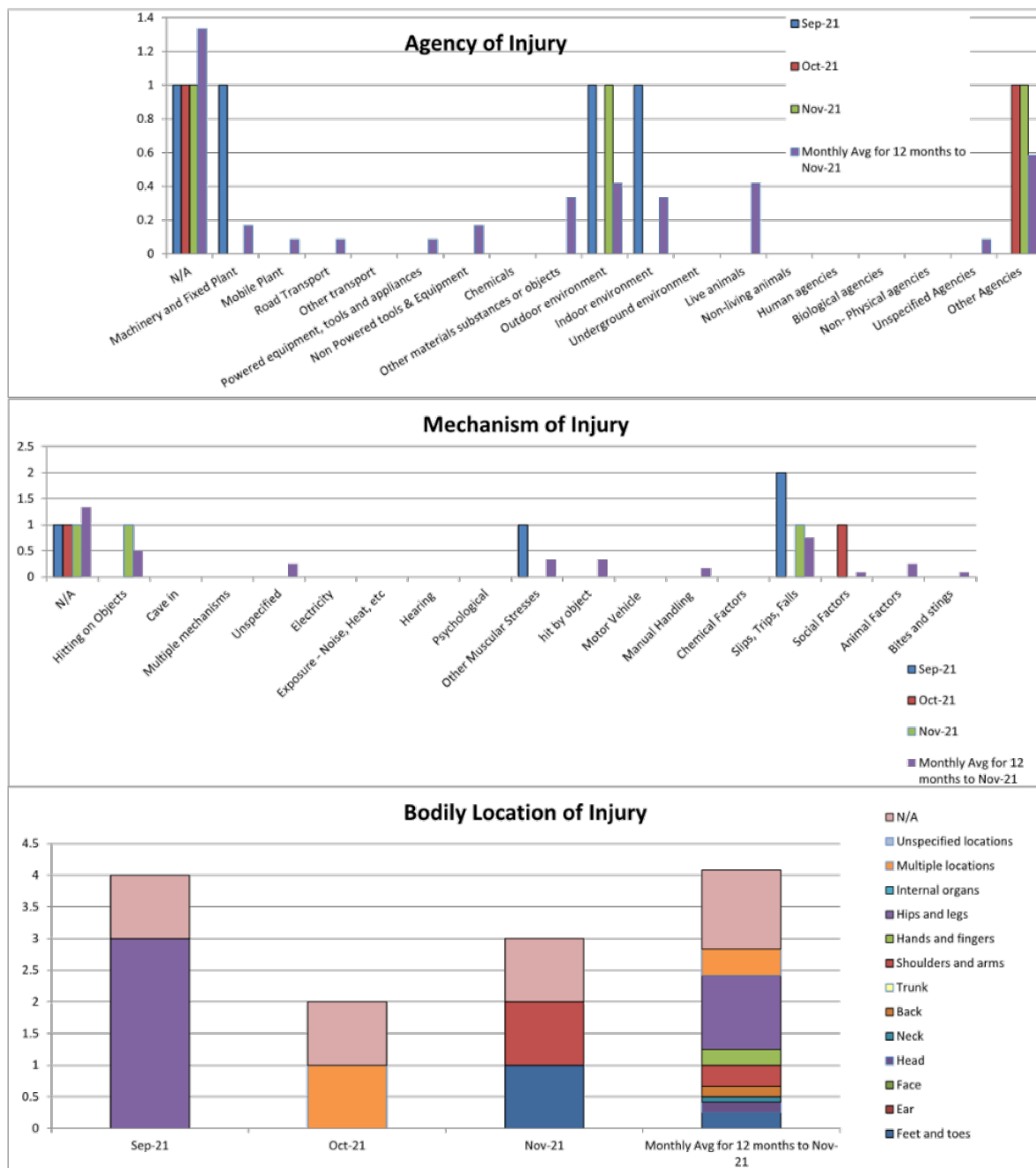
**ATTACHMENTS**

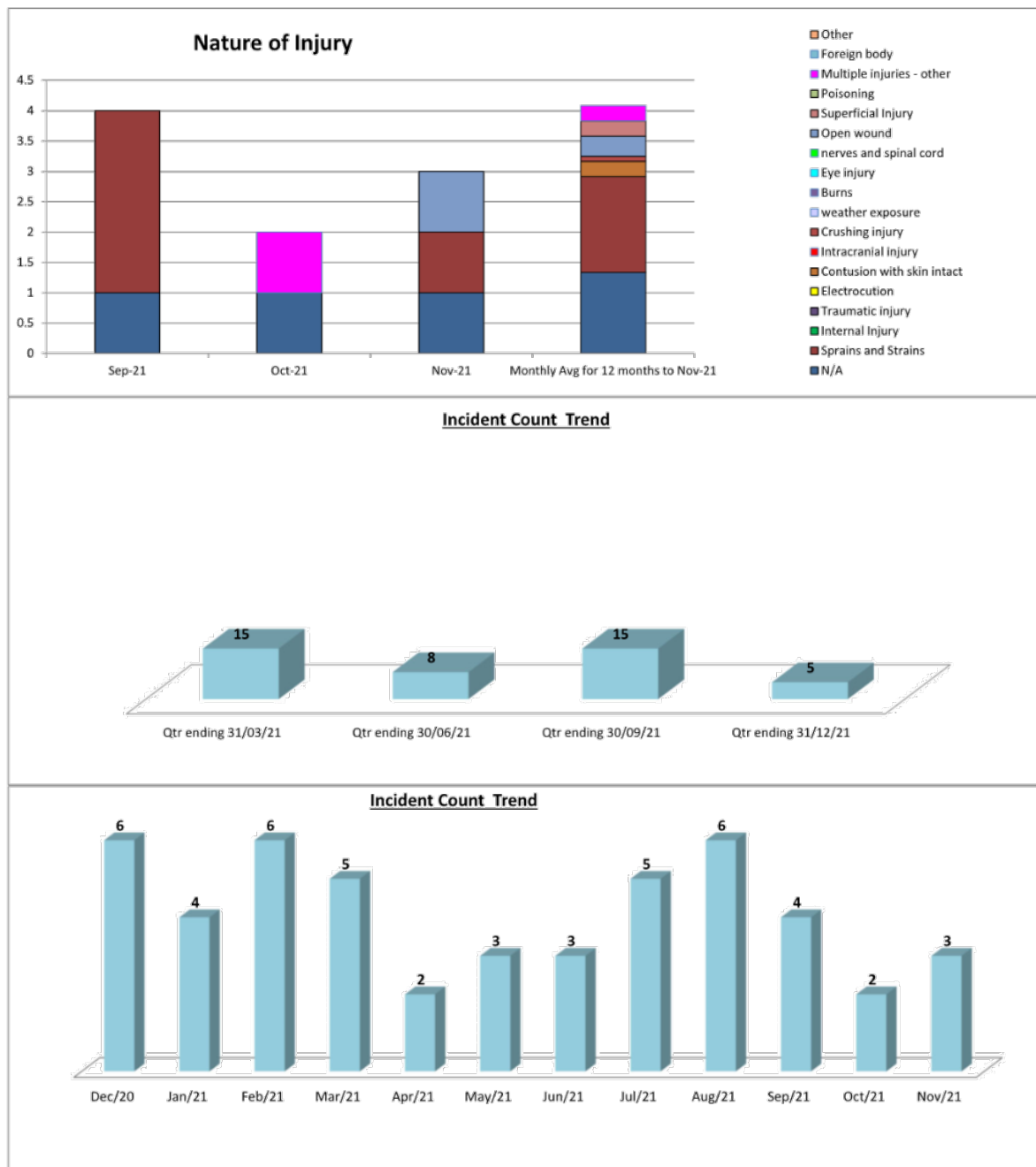
**A. Attachment A - Audit and Risk Committee Statistical Data - November 2021**

## Attachment A

## City of Kwinana - OSH Statistical Data Report









**10 LATE AND URGENT BUSINESS**

Note: In accordance with Clauses 3.13 and 3.14 of Council's Standing Orders, only items resolved by Council to be Urgent Business will be considered.

**11 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE**

**12 CLOSE OF MEETING**