

# Ordinary Council Meeting

23 February 2022

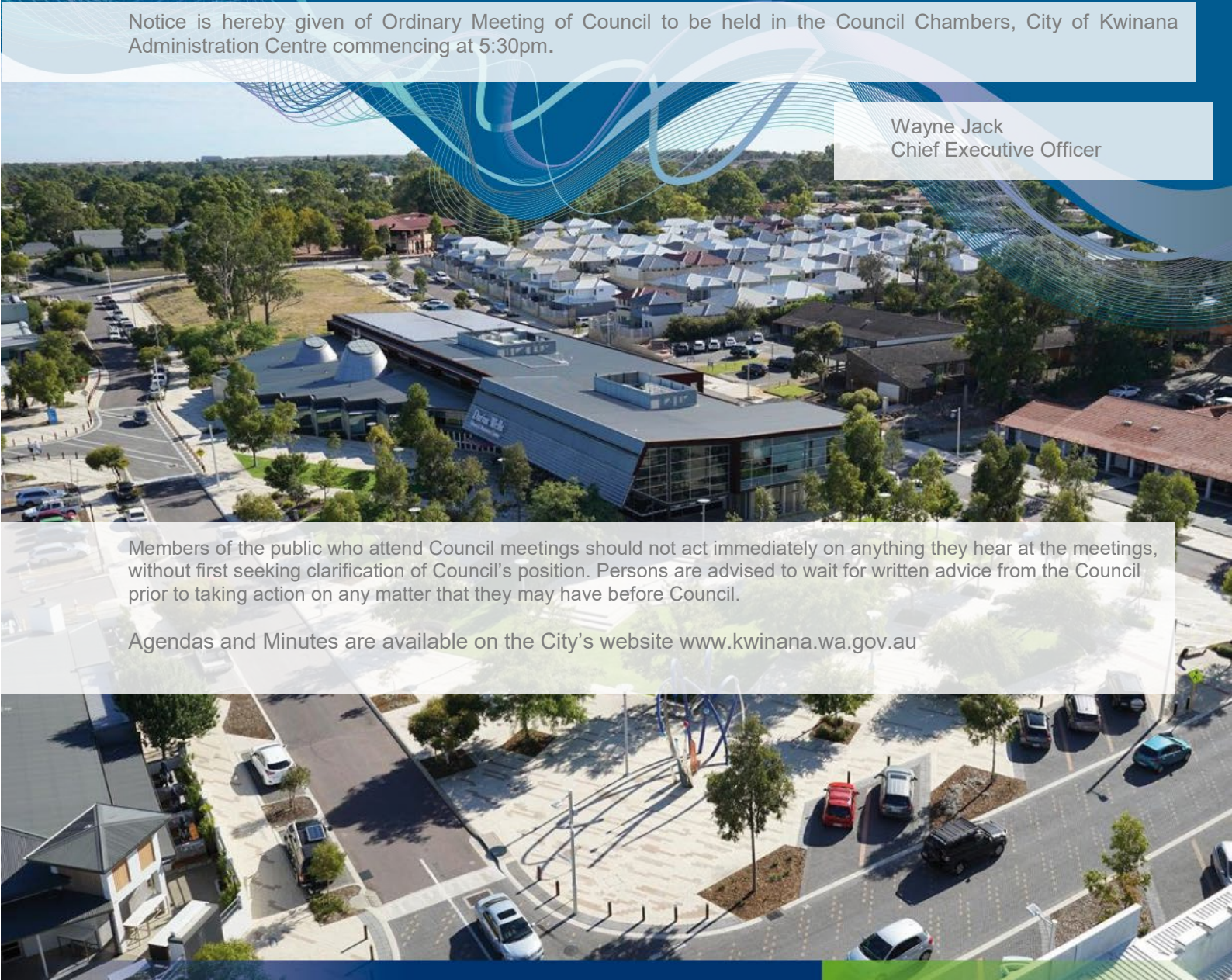
## Agenda

Notice is hereby given of Ordinary Meeting of Council 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 WELCOME TO COUNTRY AND 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 DEDICATION

Councillor Barry Winmar to read the dedication:

*"May we, the Elected Members of the City of Kwinana, have the wisdom to consider all matters before us with due consideration, integrity and respect for the Council Chamber.*

*May the decisions made be in good faith and always in the best interest of the greater Kwinana community that we serve."*



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

**Apologies:**

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

#### **5 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.

#### **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 CONFIRMATION OF MINUTES**

### **7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 9 FEBRUARY 2022**

#### **RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting held on 9 February 2022 be confirmed as a true and correct record of the meeting.**

## **8 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.

**9 REQUESTS FOR LEAVE OF ABSENCE**

**10 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY**

**11 ANY BUSINESS LEFT OVER FROM PREVIOUS MEETING**

**12 RECOMMENDATIONS OF COMMITTEES**

Nil

**13 ENBLOC REPORTS**

**14 REPORTS – COMMUNITY**

Nil

**15 REPORTS – ECONOMIC**

Nil

## **16 REPORTS – NATURAL ENVIRONMENT**

### **16.1 REVIEW OF THE FOOD ACT 2008**

#### **SUMMARY**

*The Food Act 2008* is the principal legislation for food safety management in Western Australia, and is subject to a statutory review every five years.

The purpose of the review is to examine the operation and effectiveness of the Act in meeting its objectives to ensure food for sale is both safe and suitable for human consumption, to prevent misleading conduct in connection with the sale of food and to provide for the application in this State of the Food Standards Code.

The review will identify, through analysis of stakeholder submissions, any issues with the operation and effectiveness of the Act and make recommendations that will strengthen and support the objectives of the Act being met and promote greater regulatory effectiveness.

A review of the *Food Act 2008* has been undertaken by the City's Environmental Health Services. The WA Department of Health has requested all Local Government submissions be Council endorsed prior to submission. A response has been prepared for Council's endorsement (see Attachment A).

#### **OFFICER RECOMMENDATION**

**That Council endorse the response to the Review of the Food Act 2008 Consultation Paper as detailed in Attachment A.**

#### **DISCUSSION**

The production and sale of food in Western Australia is governed by the *Food Act 2008* (the Act), *Food Regulations 2009* (the Regulations) and the Australia New Zealand Food Standards Code. Local governments are deemed an enforcement agency as per section 8 of the Act.

The role of City of Kwinana Environmental Health Services includes:

- enforce food safety standards and requirements in food businesses through inspections, food sampling, monitoring;
- maintain register and manage notifications, registrations and cancellations of food businesses;
- verify food safety programs and food safety statements;
- investigate and respond to food safety complaints;
- educate and promote food safety messages;
- inspect food businesses; and
- appoint authorised officers.



As part of the review, the operation and effectiveness of different parts of the Act have been considered. The review did not capture documents outside the Act, including any external documents such as the Australian Standards, guidelines or policies.

The consultation paper (Attachment B) raises broad questions that essentially seek to answer:

1. What is working well with the Act?
2. What, if any, changes should be made to the Act?

The draft submission acknowledges that Act provides great flexibility to achieve acceptable food safety outcomes through the adoption of the national Australia New Zealand Food Standards Code. The penalties are reflective of the seriousness to provide safe and suitable food, yet offering exemptions for low risk activities.

The response provides the following suggestions to improve the current legislation:

- Increase consistency and efficiencies by mandating centralised registration of temporary and mobile food business registrations.
- Enable information sharing between regulators.
- Adopt an updated risk-based framework and priority classification system.
- Improve administration and approval processes of construction and alteration requirements for food premises.
- Provide additional grounds for cancellation of food business for repeat offenders.
- Mandate appointment of Food Safety Supervisors for medium and high-risk food businesses.

## 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?
4 – A unique, vibrant and healthy City that is safe, connected and socially diverse	4.4 – Develop wellbeing programs and implement physical recreation that is culturally appropriate for Kwinana's community	4.4.2 – Review the Public Health Plan	Strategy 1.1.12 - Advocate and support external stakeholders to improve legislative framework

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

The outcome of the review may result in changes to the *Food Act 2008*.

**FINANCIAL/BUDGET IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

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

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

The recommendations of this report have the potential to help improve the following determinants of health :-

- Built Environment – Sanitation; Disease Prevention.
- Health Behaviours - Participation.

**COMMUNITY ENGAGEMENT**

There was no community engagement undertaken as part of this review.

**ATTACHMENTS**

- A. Review of the Food Act 2008 - City of Kwinana response to consultation paper**
- B. Statutory Review of the Western Australian Food Act 2008 Consultation Paper 2021**





## Review of the Food Act 2008

Submission closing date: 14 March 2022

### Response to Consultation Questions

#### 1. What is working well with the Act?

The implementation of the *Food Act 2008* has offered great flexibility for both the food business and the Local Government as the enforcement agency to achieve compliance through outcome-based legislation through the adoption of the National Food Standards Code. In summary, the following areas have been considered to be working well:

- The enforcement options to manage non-compliances are graduate and proportionate to the severity of the offence.
- The auditing and reporting processes are effectively managing aged care and child care industries to protect vulnerable persons in our community.
- Less stringent notification requirements for very low risk, charitable and community organisation activities.
- Significant penalties for serious offences with greater penalties and to larger Corporations and repeat offenders.

#### 2. What, if any, changes should be made to the Act? If you have suggested improvements, please include any examples and studies that support your suggestions.

##### Temporary and mobile food business registrations and assessments

The registration and assessment of temporary and mobile food businesses remains inconsistent between different Local Governments. Although not captured as part of the review of the Act, it should also be noted that the WA Food Regulation: Temporary and Mobile Food Businesses Guidelines have not been reviewed since its development in 2011.

As part of event assessments and approvals, Local Governments rely on most up to date assessment and registration information on the certificate, however temporary and mobile food businesses compliances are not effectively monitored. Often trading activities will occur outside the registering Local Government. Food business inspections at events are not being reported to the responsible Local Government where the registration is held and inspection standards vary. Compliances are not tracked between Local Governments and enforcement are not undertaken due to difficulties in establishing compliance history if trading location varies.

The City recognises that there is potential to improve transparency and increase information sharing between Local Governments via the anticipated mobile and temporary food business centralised register being developed by the Department of Health. However, there has been significant delays in its implementation. In Victoria, Street Traders has been implemented as an online registration platform for food businesses to register, to renew approvals and to notify trading locations. It is suggested that the centralised register be expanded to include all businesses and to mandate the requirements for all Local Governments to share

information, ensuring the register be updated to reflect any cancellations and assessment outcomes.

### **Risk based framework and priority classification system**

Section 100(1) of the Act requires the appropriate enforcement agency to determine the priority classification it has determined for the food business for the purposes the application of any requirements of the regulations relating to food safety programs and the frequency of auditing of the food safety programs.

The priority classification defined in the Act is often misinterpreted as risk classification by Local Governments. As Local Governments set annual surveillance fees and inspection frequencies against the risk profile of the food business, it is important to ensure that the scoring system used to classify food businesses are consistent between Local Governments and that the priority classification is clearly defined to include all food business and not only restricted to those relating to food safety programs.

The risk profiling tools and guidelines varies between Local Governments. Some Local Governments use the WA Food Regulation: Food Business Risk Profiling Guidance to the Classification of the Food Businesses, while others have used The Australia New Zealand Food Authority (ANZFA) Food Safety: The Priority Classification System for Food Businesses to determine the risk classification. As part of the Office of Auditor General's Regulation of Consumer Food Safety by the Department of Health Report, it has been identified that the Department's key guidance on risk classification, compliance and enforcement are out-of-date. This means Local Governments can assess similar risks differently and food businesses may not be subject to appropriate enforcement action after non-compliance is identified. Mandating the use of the same risk profiling tool may achieve greater consistency.

### **Construction and alteration requirements for food premises**

Currently, there are no requirements to notify Local Governments of structural or fit-out changes unless it triggers building approvals (e.g. structural additions or alterations) or changes made to the activities that may likely affect the priority classification. This has become an issue in a number of businesses in Kwinana. For example, additional equipment have been installed without adequate exhaust ventilation and space available to allow for effectively cleaning.

Section 110(3) of the Act specifies that, as part of the registration of the food business, that the application must be accompanied by the design and fit-out specifications (if required by the appropriate enforcement agency) in a form approved by the appropriate enforcement agency of the premises, if food is to be handled in the course of conducting the food business at those premises. Businesses with existing registration are not required to obtain formal approval of the design and fit-out specifications before new equipment or alteration to fit-out occurs. While there are enforcement options, Authorised Officers are reluctant to enforce compliance.

Many Local Governments are already requesting application for approval of the fit-out or alteration of a food premise, but this is not legally required under the Act. It is recommended that the Act be changed to make it mandatory for medium and high risk food businesses to notify Local Governments of proposed fit-out and alterations before changes are made.

**Appointment of food safety supervisors**

The appointment of food safety supervisors (FSS) is required in certain businesses in Victoria, Australian Capital Territory, New South Wales and Queensland. The FSS program is well established in these States as it has been identified to help reduce food borne illness and improve food handler skills and knowledge.

According to the Queensland Department of Health, the role of a Food Safety Supervisor is to manage the overall food safety of a business. This typically includes:

- Being aware of all relevant food safety legislation and standards that are applicable to the food business.
- Monitoring all food handlers to make sure that all food handling tasks are properly and safely carried out.
- Knowing how to recognise, prevent and alleviate food safety hazards in the food business.
- Ensuring that food handlers maintain safe personal hygiene.
- Ensuring that a business's food safety program is up-to-date and accurately maintained.
- Completing all required training and holding the necessary statement of attainment or certificate
- Being 'reasonably available' to the business's food handlers and its local council during operating hours.

It is recommended that the WA Food Act be amended to incorporate a requirement to appoint food safety supervisors for medium and high risk food businesses, within 30 days following registration.

**Grounds for cancellation of a food business registration**

Section 112 of the Act specifies that the registration of a food business may only be cancelled for one of the following reasons:

- any annual or other fee imposed by the appropriate enforcement agency that relates to the registration of the food business in respect of those premises has not been paid;
- the food business has ceased to be conducted at those premises; or
- at the request of the registration certificate holder of the business premises.

The City recommends that the food business registration may also be cancelled upon repeated prohibition orders or infringement notices, such as when there is a serious public health risk or when the food business is unwilling to prevent occurrence of the problem and to respond in an adequate manner following a request to address the non-compliances.



Government of **Western Australia**  
Department of **Health**

# Statutory Review of the Western Australian *Food Act 2008*

Consultation Paper  
2021

[health.wa.gov.au](http://health.wa.gov.au)

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## 1.0 Introduction

The *Food Act 2008* (the Act) provides for the safety and suitability of food for human consumption and related purposes. The Act is the key initiative in achieving national consistency in the regulation of food incorporating model provisions agreed to by the Commonwealth, States and Territories in the Food Regulation Agreement. The purpose of the Act is to improve the food regulatory system by providing for a risk-based approach to the management of the handling and sale of food for human consumption, together with robust enforcement tools to protect Western Australia's food chain.

### 1.1 Why are we conducting a review?

The Minister is required to carry out a review of the operation and effectiveness of the Act and prepare a report for tabling in the Parliament. Interested persons are invited to make written submissions on the operation and effectiveness of the Act.

### 1.2 What will the statutory review cover?

The statutory review shall -

1. Examine the operation and effectiveness of the Act in meeting its objects to:
  - a) ensure food for sale is both safe and suitable for human consumption
  - b) prevent misleading conduct in connection with the sale of food
  - c) provide for the application in this State of the Food Standards Code.
2. Identify, including through analysis of stakeholder submissions, any issues with the operation and effectiveness of the Act, including:

- interpretation	- taking and analysis of samples
- offences related to food	- auditing
- emergency powers	- registration of food businesses
- powers of entry	- administration
- inspection and seizure	- procedural and evidentiary provisions
- improvement notices and prohibition orders	- any other relevant matter.
3. Make recommendations that will:
  - strengthen and support the objects of the Act being met; and
  - promote greater regulatory effectiveness.

The review will not capture documents outside of the Parts of the Act, including any external documents such as the Australian Standards, guidelines or policies.

### 1.3 The review process

The review commences on 1 December 2021. Interested persons and organisations are invited to provide their written submissions before the deadline of 14 March 2022.

### 1.4 Background to the *Food Act 2008*

In Australia, the three levels of government operate under a Joint Food System which incorporates elements of policy and food standards development, implementation and enforcement, and incident response to ensure food in Australia is safe to eat.

At the federal level, the Food Ministers from New Zealand and each Australian Minister for Commonwealth, State and Territory governments meet to develop food policy guidelines.

In 2000 the Food Regulation Agreement (FRA) became the basis of a national approach to food regulation and included Model Food Provisions Annex A and Annex B for State and Territory legislation<sup>1</sup>. State and Territory governments, including Western Australia, committed to implement the cooperative national regulatory requirements and adopt the Model Food Provisions. In 2002 the FRA was amended to commit the Commonwealth, State and Territory Governments to national food regulation.<sup>2</sup>

To implement the requirements of the FRA, the *Food Bill 2005* (the Bill) was read into the Western Australian Parliament on 23 November 2005.

The Second Reading Speech and the Explanatory Memorandum [here](#) explains the intent of the Bill.

The Bill was referred to the Standing Committee on Uniform Legislation and Statutes Review. The report of the Standing Committee can be found [here](#).

The Western Australian *Food Act 2008* came into effect in 2009. During that time the provisions have been applied to all food businesses and specific primary production and processing activities. The administration and enforcement of the Act is carried out by the Department of Health and Local Government agencies.

The *Food Act 2008* can be located [here](#).

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<sup>1</sup> Food Regulation History, <https://foodregulation.gov.au/internet/fr/publishing.nsf/Content/history-and-governance>.

<sup>2</sup> Ibid.



**Food Act 2008**

The Act is divided into Parts 1-14. [Note that Part 13 was omitted under the *Reprints Act 1984* section 7(4)(e).]

	<b>Part 1 - Preliminary</b>		<b>Part 7 - Taking analysis of samples</b>
	<b>Part 2 - Interpretation</b>		<b>Part 8 - Auditing</b>
	<b>Part 3 - Offences relating to food</b>		<b>Part 9 - Registration of food businesses</b>
	<b>Part 4 -Emergency Powers</b>		<b>Part 10 - Administration</b>
	<b>Part 5 - Powers of entry, inspection, seizure</b>		<b>Part 11 - Procedural, evidentiary, provisions</b>
	<b>Part 6 - Improvement Notices, prohibition orders</b>		<b>Part 12 - Miscellaneous</b>
			<b>Part 14 - Transitional provisions</b>

## Questions

1. What is working well with the Act?
2. What, if any, changes should be made to the Act to make it less ambiguous or unclear?

If you have suggested improvements to make the legislation simpler or easier to enforce, please include any examples or studies which would support your suggestions.

## 2.0 How to make a submission

Written submissions are invited from interested persons, organisations, and local government. **For those working in local government, please ensure that your submission is Council endorsed. If you are responding on behalf of an organisation, please ensure the submission has your organisation's endorsement and authorisation. Please allow time for the approval process of your organisation before the submission deadline.**

Any relevant evidence-based research or studies that inform your submission are welcomed.

**Written submissions can address any aspect of the Act and you are not required to comment on all parts of the Act.**

Your submission will be part of a public consultation process and it may be quoted in the final report. Individuals or organisations who wish their comments to be treated confidentially should indicate this on their submission. Please note submissions may be subject to release under the *Freedom of Information Act 1992*.

Anonymous submissions will not be accepted. Submissions that address matters outside the scope of this Review will not be accepted.

Submission can be made –

**Online** Complete the Food Act Review comments section on the Consultation Hub

**Email** Submit your written response and email to [reviewfoodact@health.wa.gov.au](mailto:reviewfoodact@health.wa.gov.au)

**Post** Post your submission to -  
  
Review of the *Food Act 2008*  
Environmental Health, Public and Aboriginal Health Division  
Department of Health  
PO Box 8172  
Perth Business Centre WA 6849

### 3.0 What happens next?

At the close of the consultation period on 14 March 2022, submissions will be analysed, and a report prepared for the Minister.

The Minister will consider and table the report of the Review in the Parliament at a date to be set.

**This document can be made available in alternative formats on request for a person with disability.**

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## 17 REPORTS – BUILT INFRASTRUCTURE

### 17.1 ADOPTION OF LOCAL PLANNING POLICY NO.14 – RESIDENTIAL DEVELOPMENT

#### SUMMARY

Council is requested to consider the adoption of Local Planning Policy No.14 - Residential Development (LPP14) (Attachment A), which is an amended version of the City's existing policy, Local Planning Policy - Residential Development (Attachment B).

LPP14 aims to promote orderly and proper development of 'Residential' zoned land within the City that is consistent with recent changes to State Planning Policy 7.3 - Residential Design Codes Volume 1 (R-Codes).

The key changes to the existing policy include:

- introducing policy objectives, scope and definitions
- updating clause numbers to be consistent with the current R-Codes
- deleting redundant clauses for matters no longer considered under the R-Codes

The proposed LPP14 has been simplified to better communicate the City's development standards while selectively retaining provisions that are permitted to be modified under the current R-Codes, and which are considered to promote sound planning outcomes for development within the City. City Officers provided a briefing to Councillors on the amended policy changes at the Elected Members Briefing Session held on the 13 December 2021.

It is recommended that Council adopt LPP14 under Local Planning Scheme No.2 and the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

#### OFFICER RECOMMENDATION

**That Council:**

1. **Adopt Local Planning Policy 14 - Residential Development (as per Attachment A) pursuant to Clause 5 of the Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**
2. **Revoke Local Planning Policy - Residential Development (Attachment B) pursuant to Clause 6 of the Deemed Provisions.**
3. **Publish a notice of the policy in accordance with Clause 87 of the Deemed Provisions.**

#### DISCUSSION

##### Local Planning Strategy

This report implements the following Strategic Directions of the City's draft Local Planning Strategy:

- Stimulate economic development and encourage diversification.
- To create diverse employment opportunities for local residents and maintain sustained economic growth by ensuring that suitable serviced employment land is available.

The existing Local Planning Policy - Residential Development (Attachment B) was first adopted in 2002 to set out the City's acceptable development standards for compliance with the R-Codes.

Since this time, the R-Codes have changed significantly through a series of amendments and updates, the most recent being in July 2021.

The existing policy no longer reflects the development standards in the current R-Codes, and therefore City Officers consider that it is appropriate to update the policy to reflect these changes.

Proposed LPP14 is consistent with the current clauses and definitions in the R-Codes to assist accurate implementation of the standards by City Officers, and allow for the policy to be readily understood by members of the public with the aim of improving planning outcomes. Other key changes to the existing policy to improve its implementation are discussed below.

### Title Change

The current Local Planning Policy - Residential Development has been updated to include a numerical figure, Local Planning Policy No.14 - Residential Development, for ease of reference.

### Policy Objectives

A set of 'policy objectives' has been introduced to provide a clear purpose and understandable aims for the policy, in order to assist City officers in the assessment of proposals.

### Policy Application

A 'policy application' section has been introduced to outline the specific zones and class of development to which the policy applies. Specifically, the policy applies in 'Residential' zones only.

This section also outlines how the policy interacts with other planning instruments and policies, including the R-Codes, and how the policy provisions are to be implemented in the application process in order to assist City Officers in the assessment of proposals.

### Policy Provisions - amended deemed-to-comply requirements:

The existing policy is based on previous, superseded versions of the R-Codes, which creates the following issues:

- the policy does not provide any objectives or purpose to effectively guide its implementation
- the policy contains many redundant clauses that are no longer part of the R-Codes, making it difficult for City Officers and developers to accurately assess residential development using these clauses (see table below)
- many of the design standards contained in the existing policy have been included and improved upon in the R-Codes, and therefore the policy provides negligible improved planning outcomes in this regard

The proposed LPP14 has been simplified to better communicate the City's design standards while also selectively retaining provisions that are permitted to be modified under the current R-Codes, and which are considered to promote sound planning outcomes for development within the City.

The proposed changes to this section of the policy include:

- removing redundant clauses that refer directly to the R-Codes and add no value
- removing elements that are now consistent with the requirements of the current R-Codes
- renumbering/rewording clauses to match the applicable clauses under the current R-Codes
- rewording inconsistent terminology and definitions to match the current R-Codes

The below table details these proposed changes:

<b>Provision clause no. (Current Policy)</b>	<b>Provision as written (Current Policy)</b>	<b>Change (New Policy - LPP 14)</b>
<b>3.1.1 Site Area Requirements</b>	As per the R-Codes	Redundant provision is removed
<b>3.1.2 Additional Site Area Requirements/Concessions</b>	As per the R-Codes	Redundant provision is removed
<b>3.1.3 Variation to the Minimum Site Area Required.</b>	As per the R-Codes (Council has no discretion to vary any of the requirements in Element 1)	Redundant provision is removed
<b>3.2.1 Setbacks of Buildings Generally</b>	As per R-Codes with the following addition: <ul style="list-style-type: none"> <li>On those lots under 440m<sup>2</sup> and not subject to a Detailed Area Plan, the average front setback may be reduced to 4 metres</li> </ul>	Provision does not positively contribute to a consistent streetscape outcome or character  Provision is removed because it is not consistent with the relevant Design Principles of the R-Codes
<b>3.2.2 Minor Incursions into the Street Setback Area</b>	As per the R-Codes	Redundant provision is removed
<b>3.2.3 Setback of Garages and Carports</b>	As per R-Codes with the following addition: <ul style="list-style-type: none"> <li>On those lots under 440m<sup>2</sup> and not subject to a Detailed Area Plan, garages capable of housing 2 vehicles may be constructed with a setback of 4 metres</li> </ul>	Development on small lots is now complete in the Bertram area  The new small lots that are being created are higher density and able to appropriately accommodate development  Redundant provision is removed
<b>3.2.4 Surveillance of the Street</b>	As per the R-Codes	Redundant provision is removed
<b>3.2.5 Street Walls and Fences</b>	As per R-Codes with the following addition: Acceptable materials for front boundary fencing is as follows: <ul style="list-style-type: none"> <li><b>1.2m</b> or less: brick, masonry, timber, painted metal sheeting.</li> <li><b>1.2m to 1.8m</b>: brick, masonry, limestone within timber, wrought iron or metal tubing infill.</li> </ul>	Renamed to <b>CLAUSE 5.2.4 - STREET WALLS AND FENCES</b> in accordance with the current R-Codes

<b>3.2.6 Sightlines at Vehicle Access Points and Street Corners</b>	As per R-Codes	Redundant provision is removed
<b>3.2.7 Building Design</b>	For carports and garages to be located within the street setback, the design and materials used should be comparable to the dwelling with a minimum carport standard of metal posts and metal roof where the house is not brick construction and brick garages	This is no longer a provision under the current R-Codes  Redundant provision is removed
<b>3.2.8 Garage Doors</b>	As per R-Codes	This is no longer a provision under the current R-Codes  Redundant provision is removed
<b>3.2.9 Appearance of Retained Dwelling</b>	As per R-Codes with the following interpretation: <ul style="list-style-type: none"> <li>The equivalent maintenance standard shall be of materials or appearance matching the rest of the development</li> </ul>	This provision is now consistent with the requirements of the current R-Codes  Redundant provision is removed
<b>3.3.1 Buildings Setback from the Boundary</b>	As per R-Codes with the following interpretation of 'natural ground level': <ul style="list-style-type: none"> <li>Where the floor level is more than 0.5m above natural ground level but the site is retained on the boundary with the fence on top of this retaining the natural ground level is deemed to be the top of the retaining wall</li> </ul>	Provision only seeks to control the impact of wall height and setback on visual privacy, but does not mitigate the impact of building bulk and overshadowing caused by new buildings constructed atop existing high retaining walls  Provision is removed because it is not consistent with the relevant Design Principles of the R-Codes
<b>3.3.2 Buildings on the Boundary</b>	As per R-Codes with the following additions: <ul style="list-style-type: none"> <li>Garages constructed in front of the building setback may be built up to the side boundary</li> <li>Carports may be constructed with posts on the boundary and eaves at 500mm from the side boundary</li> <li>Patio may be constructed with posts on a secondary street boundary and eaves are 500mm from the boundary provided that the roof height does not exceed the fence by more than 600mm</li> </ul>	Provisions for reduced setbacks to lot boundaries for carports is renamed to <b>CLAUSE 5.1.3 - LOT BOUNDARY SETBACK</b> in accordance with the current R-Codes.  Provisions for reduced setbacks to the secondary street for patios and carports is renamed to <b>CLAUSE 5.1.2 - STREET SETBACK</b> and <b>CLAUSE 5.2.1 – SETBACK OF GARAGES AND CARPORTS</b> respectively, in accordance with the current R-Codes.  Note that the current R-Codes now include provisions to allow patios



	<ul style="list-style-type: none"> <li>• Patios may be constructed so that both posts and eaves are 750mm from the side boundary</li> <li>• Patios less than 9m in length, may be constructed so that posts (steel, brick, concrete, masonry &amp; stone) are on the boundary and eaves are no closer 500mm from the boundary subject to a letter of support from the neighbour</li> <li>• Patios longer than 9m in length or with timber posts, which are proposed to be located with reduced setbacks may be supported subject to the development meeting with Performance Criteria of the R-codes and a letter of support from the neighbour</li> </ul>	<p>and other open structures to be located with posts on the boundary and eaves setback 450mm, provided the structure is not more than 10m in length and 2.7m in height</p> <p>The provisions for reduced setbacks to lot boundaries for patios is now consistent with the requirements of the current R-Codes and is removed</p>
<b>3.4.1 Open Space Provision</b>	<p>As per R-Codes with the following addition:</p> <ul style="list-style-type: none"> <li>• On those lots under 440m<sup>2</sup> and not subject to a Detailed Area Plan, where the dwelling meets a reduced front average setback of no more than 5 metres, and where the open space/courtyard is located on the northern side of the lot, the minimum open space requirement may be reduced to no less than 40%</li> </ul>	<p>The City does not have authority to vary open space provisions of the R-Codes without prior approval of the Western Australian Planning Commission (WAPC)</p> <p>Provision is removed</p>
<b>3.4.2 Outdoor Living Areas</b>	As per R-Codes	Redundant provision is removed
<b>3.4.3 Balconies for Multiple Dwellings</b>	As per R-Codes	<p>This is no longer a provision under the current R-Codes</p> <p>Redundant provision is removed</p>
<b>3.4.4 Communal Open Space</b>	As per R-Codes	Redundant provision is removed
<b>3.4.5 Landscaping Requirements</b>	As per R-Codes	Redundant provision is removed
<b>3.5.1 On-site Parking Provision</b>	<p>As per R-Codes with the following measurement interpretation:</p> <ul style="list-style-type: none"> <li>• The length of a carport or garage shall be measured from the external point of the piers or wall</li> </ul>	<p>This provision is now consistent with the requirements of the current R-Codes</p> <p>Redundant provision is removed</p>

	<ul style="list-style-type: none"> <li>The width of a carport/garage shall be measured from the internal distance from the pillars or wall</li> <li>Car parking bays provided in tandem including bays within carports or garages shall meet minimum bay width and length requirements as detailed in the Residential Design Codes (2002)</li> <li>Car parking bay dimensions shall not include or be measured from building eaves</li> </ul>	
<b>3.5.2 Off-Site Parking</b>	As per R-Codes	<p>This is no longer a provision under the current R-Codes</p> <p>Redundant provision is removed</p>
<b>3.5.3 Design of Parking Spaces</b>	As per R-Codes	Redundant provision is removed
<b>3.5.4 Vehicular Access</b>	<p>As per R-Codes except A4.3, where the following addition will be included:</p> <p>Driveways</p> <ul style="list-style-type: none"> <li>no closer than 6m to an intersection, where outside the truncation area and away from any services and traffic calming</li> </ul>	<p>This provision is now consistent with the requirements of the current R-Codes</p> <p>Redundant provision is removed</p>
<b>3.5.5 Pedestrian Access</b>	As per R-Codes	Redundant provision is removed
<b>3.6.1 Excavation or Fill</b>	<p>As per R-Codes except A1.1, where the following addition will be included:</p> <ul style="list-style-type: none"> <li>Council will support the retaining within the front setback to a maximum of 1.2m</li> </ul> <p>Applications for higher walls will need to demonstrate a need and how the site will retain a natural level from the street, and should be considered by Council (<i>Only open fencing will be permitted on top</i>)</p>	Renamed and integrated into CLAUSE 5.3.7 - SITE WORKS in accordance with the current R-Codes
<b>3.6.2 Setback of Retaining Walls</b>	<p>As per R-Codes except A2 where the following addition is included:</p> <ul style="list-style-type: none"> <li>A retaining wall higher than 0.5m may be constructed on the boundary provided that the boundary fence is to be located on top of the wall</li> <li>Retaining walls higher than 2.0m are to be considered by Council with the</li> </ul>	Renamed and integrated into CLAUSE 5.3.7 - SITE WORKS in accordance with the current R-Codes

	proponent adequately demonstrating that the wall will not result in overlooking or overshadowing of the neighbouring property	
<b>3.7.1 Building Height</b>	As per R-Codes	Redundant provision is removed
<b>3.8.1 Visual Privacy</b>	As per R-Codes with the following interpretation of 'natural ground level': <ul style="list-style-type: none"> <li>Where the floor level is more than 0.5m above natural ground level but the site is retained on the boundary with the fence on top of this retaining the natural ground level is deemed to be the top of the retaining wall</li> </ul>	The City does not have authority to vary visual privacy provisions of the R-Codes without prior approval of the Western Australian Planning Commission (WAPC)  Provision is removed
<b>3.9.1 Solar Access</b>	As per R-Codes	Redundant provision is removed
<b>3.9.2 Storm Water Disposal</b>	As per R-Codes	Redundant provision is removed
<b>3.10.1 Outbuildings</b>	As per R-Codes except: <ul style="list-style-type: none"> <li>within R5 (Special Residential) - that do not exceed 100sqm (maximum 75m<sup>2</sup> enclosed area) in area and as per Council's Development within the Special Residential Zone Policy 3.3.9</li> <li>within R12.5/20 &amp; R20 zones - that do not exceed 60sqm in aggregate area</li> <li>within R25 and above - that do not exceed 60sqm or 10% in aggregate of the site area, whichever is the lesser</li> </ul>	This provision is now consistent with the requirements of the current R-Codes  Note that the provisions for the 'Special Residential' zone are already set out in a separate local planning policy  Redundant provision is removed
<b>3.10.2 External Fixtures</b>	As per R-Codes except where the following addition is included: <ul style="list-style-type: none"> <li>Antennae, satellite dishes and the like not visible from the street, except where the satellite dishes is of a neutral and non-reflective materials, not used to transmit and with a diameter less than 1.2 metres</li> </ul>	This provision is now consistent with the requirements of the current R-Codes  Redundant provision is removed
<b>3.10.2 Essential Facilities</b>	As per R-Codes	Redundant provision is removed

Advertising

Clause 5 of the Deemed Provisions sets out the procedure for amending a local planning policy, including that the local government may amend a local planning policy without the need for advertising if it is considered to be a minor amendment.

The proposed LPP14 can be considered to be a minor amendment for the following reasons:

- most of the changes are administrative only, to eliminate redundant text and make the policy consistent with the current format and terminology of the R-Codes
- no new development standards are added to LPP14, only those that are already provided for under the existing policy will apply
- certain provisions from the existing policy that would now require approval from the WAPC under the current R-Codes are deleted from LPP14
- the provisions within proposed LPP14 have no implications on any provisions within any other of the City's local planning framework

Conclusion

Council is requested to consider the adoption of Local Planning Policy No. 14 (LPP14) for Residential Development (Attachment A), which is an amended version of the City's existing policy, Local Planning Policy - Residential Development (Attachment B).

The need for proposed LPP14 is to update the existing policy consistent with the recent changes to the R-Codes. The proposed LPP14 has been simplified to better communicate the City's development standards while selectively retaining provisions that are considered to promote sound planning outcomes for residential development within the City of Kwinana.

**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?
1 – A naturally beautiful environment that is enhanced and protected	1.1 – Retain and improve our streetscapes and open spaces, preserving the trees and greenery that makes Kwinana unique	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	The policy allows for development within the streetscape whilst maintaining the ability under the R-Codes

## SOCIAL IMPLICATIONS

This proposal will support the achievement of the following social outcome/s, objective/s and strategic priorities detailed in the Social Strategy.

Social Strategy			
Social Outcome	Objective	Strategic Priority	How does this proposal achieve the social outcomes, objectives and strategic priorities?
4 – Safe and Resilient	4.0 – Safe enjoyment of community life	4.3 – Ensure community planning, infrastructure, transport, services and programs provide for safe use and participation	Provisions within the policy maintain clear and open sightlines to City streets promoting safe streetscapes.

## LEGAL/POLICY IMPLICATIONS

The following statutory and policy documents were considered in the formulation of LPP14:

### Local Planning Schemes:

- City of Kwinana Local Planning Scheme No.2
- Deemed Provisions (Schedule 2) of the *Planning and Development (Local Planning Scheme) Regulations 2015*

### State Planning Policies:

- State Planning Policy 7.3 - Residential Design Codes Volume 1 (R-Codes)

### Local Planning Policies:

- Local Planning Policy - Residential Development

## FINANCIAL/BUDGET IMPLICATIONS

There are no Financial/Budget Implications as a result of this proposal.

## ASSET MANAGEMENT IMPLICATIONS

There are no Asset Management Implications as a result of this proposal.

## ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

Whilst this policy has no direct environmental implications, the policy indirectly allows and caters for Socio-economic Factors – Education; Employment; Income; Family and Social Support; Community Safety

**COMMUNITY ENGAGEMENT**

As discussed above, the proposed LPP14 has not been recommended for advertising for public comment because the policy is considered to be a 'minor amendment' in accordance with the Deemed Provisions.

**ATTACHMENTS**

- A. Attachment A - Updated - Local Planning Policy No 14 - Residential Development**
- B. Attachment B - Current Local Planning Policy - Residential Development**



# Local Planning Policy No.14

## Residential Development



## Local Planning Policy No. 14 Residential Development

### 1. Policy Objectives:

The Objectives of this Policy are to:

- 1.1 Provide greater guidance in the application of the R-Codes deemed-to-comply provisions to suit the development circumstances in the City of Kwinana.
- 1.2 Encourage design and development that makes more effective use of space where this does not detract from the streetscape character and the amenity of adjoining properties.
- 1.3 Ensure design and development protects visual privacy and solar access for adjoining properties.
- 1.4 Ensure development is designed to contribute positively to the streetscape

### 2. Policy Application:

- 2.1 This Policy applies to all residential development within the 'Residential' zone. This Policy does not apply within the 'Special Residential' zone.
- 2.2 Development is taken to comply with a deemed-to-comply provision of the R-Codes if the development complies with the relevant provision set out in 'Policy Provisions' (Section 4) of this Policy.
- 2.3 Where development does not comply with a provision of this Policy, the development is to be assessed against the relevant design principles of the R-Codes and the Objectives of this Policy, having due regard to clause 2.5 (Part 2) of the R-Codes.

### 3. Definitions:

**Deemed-to-comply provision** - has the same meaning given in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*

**R-Codes** - means State Planning Policy 7.3 - Residential Design Codes Volume 1



**Residential development** - means all development to which the R-Codes apply as defined in clause 1.4 (Part 1) of the R-Codes

The **bolded** words and expressions used in this Policy have the same meaning given in the R-Codes

## 4. Policy Provisions:

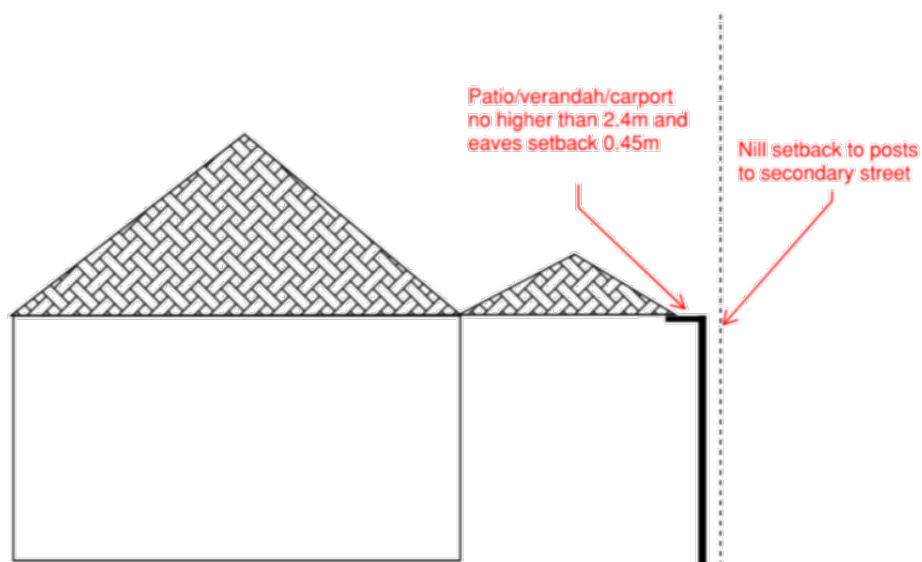
The following provisions amend the deemed-to-comply provisions of the R-Codes subject to compliance with the requirements set out below:

### 4.1 CLAUSE 5.1.2 - STREET SETBACK

- a) As per R-Codes with the following addition to C2.2:

for **patios, verandahs, carports** or equivalent **unenclosed** structures, the **secondary street** boundary setback may be reduced to nil to the posts where the structure is not more than 2.4m in **height**; is located behind the **primary street setback**; and has eaves, gutters and roofs set back at least 450mm from the boundary.

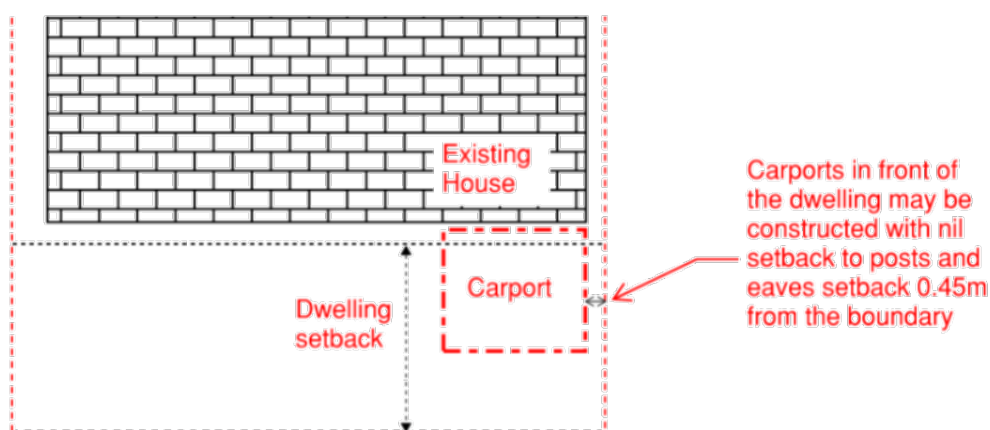
Refer to Figure 1 below:



#### 4.2 CLAUSE 5.1.3 - LOT BOUNDARY SETBACK

- a) As per R-Codes with the following addition to C3.1:
- i) for **patios, verandahs, carports** or equivalent **unenclosed** structures, the **lot boundary** setbacks may be reduced to 750mm where the structure is not more than 2.7m in **height**; is located behind the **primary street setback**; and has eaves, gutters and roofs set back at least 450mm from the lot boundary.
  - ii) Clause 5.1.3 C3.1(ii) includes **carports** where the structure is not more than 10m in length and 2.7m in **height**; is set back in accordance with clause 5.2.1 C1.2; and has eaves, gutters and roofs set back at least 450mm from the lot boundary.

Refer to Figure 2 below:



#### 4.3 CLAUSE 5.2.1 - SETBACK OF GARAGES AND CARPORTS

- a) As per R-Codes with the following amendment to C1.4:

the setback of **carports** from the **secondary street** boundary may be reduced as per clause 5.1.2 C2.2 (Refer to provision 4.1 of this Policy).

#### 4.4 CLAUSE 5.2.4 - STREET WALLS AND FENCES

- a) As per R-Codes with the following addition to C4.1:

The visually impermeable height of a front fence located immediately above a retaining wall is to include the **height** of the retaining wall, measured from the primary street side, with the exception of a retaining wall approved through a plan of subdivision.

b) Acceptable materials for front fences are as follows:

- **1.2m or less:** brick, masonry, timber, painted metal sheeting.
- **Above 1.2m:** brick, masonry, limestone pillars with timber, wrought iron or metal tubing infill.

#### 4.5 CLAUSE 5.3.7 - SITE WORKS

a) As per R-Codes with the following amendment to C7.1:

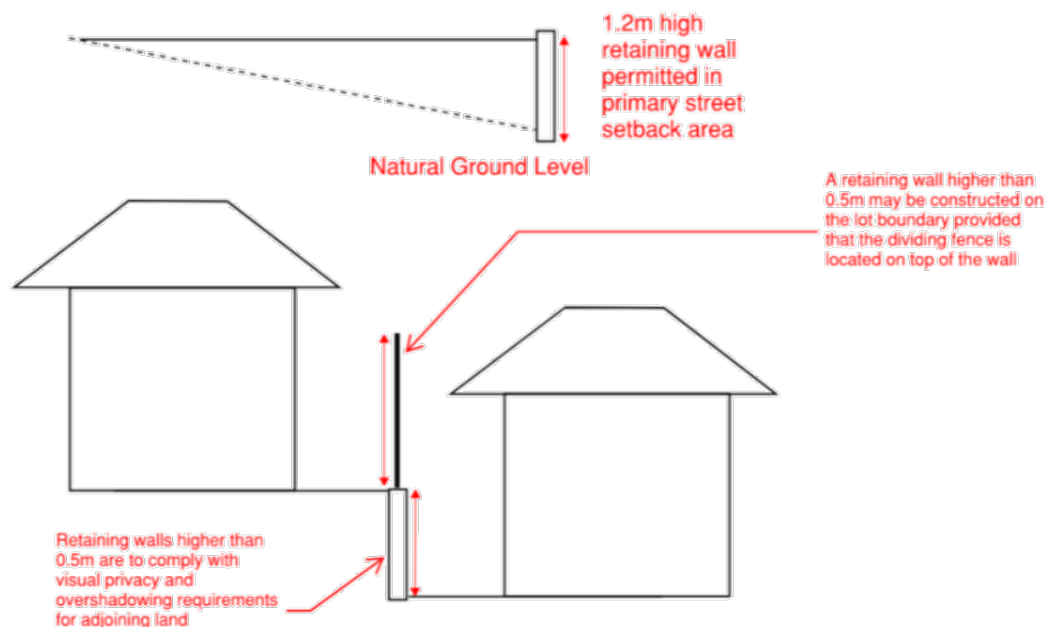
Retaining **walls** and fill between the **street boundary** and the **street setback** is permitted up to 1.2m above the **natural ground level**.

Note: Front fences located on top of the retaining wall are to be visually permeable as per the deemed-to-comply provisions under clause 5.2.4 (Refer to provision 4.4 of this Policy).

b) As per R-Codes with the following addition to C7.2:

Retaining **walls** and fill behind the required **street setback** and on a **lot boundary** is permitted up to 2m above the **natural ground level** at the lot boundary provided that the dividing fence is located immediately above, and the fill/retaining satisfies the deemed-to-comply provisions for visual privacy under clause 5.4.1 and overshadowing under clause 5.4.2 of the R-Codes.

Refer to Figure 3 below:



## 5. References:

Name of Policy	Local Planning Policy No. 14 - Residential Development (LPP14)
Date of adoption and resolution No #	13/11/2002 #203
Review dates and resolution No #	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 [TBC]
Legal authority	This is a Local Planning Policy prepared under Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015
Directorate	City Regulation
Department	Statutory Planning Department
Related documents	City of Kwinana Local Planning Scheme No.2 and No.3  Planning and Development (Local Planning Schemes) Regulations 2015  State Planning Policy 3.7 - Residential Design Codes Volume 1 (R-Codes)





# Policy

## Residential Development



## Residential Development

**To detail the Deemed Acceptable Development Standards to meet the Performance Criteria to comply with the Residential Design Codes for residential development.**

Adopted:	13/11/2002 #203
Last reviewed:	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163
Legal Authority:	Local Government Act Section 2.7 – The Role of Council Town Planning & Development Act S.5AA Town Planning Schemes No.2 & No.3 Residential Design Codes of Western Australia (R-Codes)

### Policy:

In addition the Residential Design Codes, when considering a building licence application for Single Residential Development, the following will be the City of Kwinana's Deemed Acceptable Development Standard in accordance with the Performance Criteria:

(Please Note: All text in bold is existing R-Codes text, with explanations of Deemed Acceptable Development Standard in italics.)

### ELEMENT 1 – HOUSING DENSITY

#### 3.1.1 Site Area Requirements

As per R-Codes.

#### 3.1.2 Additional Site Area Requirements/Concessions

As per R-Codes.

#### 3.1.3 Variation to the Minimum Site Area Required

As per R-Codes.

(Council has no discretion to vary any of the requirements in Element 1.)

## **ELEMENT 2 - STREETSCAPE**

### **3.2.1 Setback of Buildings Generally**

As per R-Codes with the following addition:

- On those lots under 440m<sup>2</sup> and not subject to a Detailed Area Plan, the average front setback may be reduced to 4 metres.

(Adjacent to the neighbourhood centre is a number of smaller lots, the development requirements should be in accordance with the higher density requirements.)

### **3.2.2 Minor incursions into Street Setback Area**

As per R-Codes.

### **3.2.3 Setback of Garages and Carports**

As per R-Codes with the following addition:

- On those lots under 440m<sup>2</sup> and not subject to a Detailed Area Plan, garages capable of housing 2 vehicles may be constructed with a setback of 4 metres.

(Garages are permitted to be constructed to 3 metres where the vehicles are parked parallel to the road. The smaller lots adjacent to the neighbourhood centre in Bertram, where developable area is at a premium should be permitted to have slightly reduced requirements but generally requiring the dwelling to be the primary street focus.)

### **3.2.4 Surveillance of the Street**

As per R-Codes.

### **3.2.5 Street Walls and Fences**

As per R-Codes with the following addition:

Acceptable materials for front boundary fencing is as follows:

- 1.2m or less: brick, masonry, timber, painted metal sheeting.
- 1.2m to 1.8m: brick, masonry, limestone within timber, wrought iron or metal tubing infill.

### **3.2.6 Sightlines at Vehicle Access Points and Street Corners**

As per R-Codes.

### **3.2.7 Building Design**

For carports and garages to be located within the street setback, the design and materials used should be comparable to the dwelling with a minimum carport standard of metal posts and metal roof where the house is not brick construction and brick garages.

(By requiring that structures within the primary street setback match the dwelling, a high standard of appearance of streetscape will be maintained.)

### **3.2.8 Garage Doors**

As per R-Codes.

### **3.2.9 Appearance of Retained Dwelling**

As per R-Codes with the following interpretation:

- The equivalent maintenance standard shall be of materials or appearance matching the rest of the development.

(By requiring that the older dwellings, particularly those of non-brick construction, are upgraded during the redevelopment of a site, the appearance of the area will improve.)

## **ELEMENT 3 – BOUNDARY SETBACKS**

### **3.3.1 Buildings Setback from the Boundary**

As per R-Codes with the following interpretation of 'natural ground level':

- Where the floor level is more than 0.5m above natural ground level but the site is retained on the boundary with the fence on top of this retaining the natural ground level is deemed to be the top of the retaining wall.

(The Privacy section of the R-Codes attempts to ensure that buildings built up above ground level do not overlook adjoining properties. The construction of the boundary fence on top of the retaining wall will ensure that privacy is maintained when the floor level is above the neighbouring lot.)

### **3.3.2 Buildings on the Boundary**

As per R-Codes with the following additions to A2:

- Garages constructed in front of the building setback may be built up to the side boundary.'
- Carports may be constructed with posts on the boundary and eaves at 500mm from the side boundary.
- Patios may be constructed so that both posts and eaves are 750mm from the side boundary.
- Patio may be constructed with posts on a secondary street boundary and eaves are 500mm from the boundary provided that the roof height does not exceed the fence by more than 600mm.
- Patios less than 9m in length, may be constructed so that posts (steel, brick, concrete, masonry & stone) are on the boundary and eaves are no closer 500mm from the boundary subject to a letter of support from the neighbour.
- Patios longer than 9m in length or with timber posts, which are proposed to be located with reduced setbacks may be supported subject to the development



meeting with Performance Criteria of the R-codes and a letter of support from the neighbour.

Should the floor level be more than 0.5m above natural ground level, the building shall comply with the requirements of Sections 3.3.1 & 3.8.1 of the R-Codes."

(Given that the R-Codes allow walls to be built to the boundary behind the building setback, the construction of garages and carports on the boundary in front of the building setback will not result in any further impacts, as is in accordance with the previous practice. Within Bertram on the smaller lots, the development on the southern boundary should be in accordance with the higher density requirements. The use of patios have potential to impact on the amenity and privacy of adjoining dwellings, as such should be setback from the boundary.)

On receipt of an application to construct a wall or posts on the boundary, Council will, subject to the approval of the application, notify to the adjoining landowner.

Any proposal to vary the side/rear setbacks that does not comply with the Acceptable Standards as specified by the R-Codes or the Deemed Acceptable Standards as specified by this policy, should be referred to the neighbour(s) for comment in accordance with the requirements of the R-Codes prior to further consideration.

## **ELEMENT 4 – OPEN SPACE**

### **3.4.1 Open Space Provision**

As per R-Codes with the following addition:

- On those lots under 440m<sup>2</sup> and not subject to a Detailed Area Plan, where the dwelling meets a reduced front average setback of no more than 5 metres, and where the open space/courtyard is located on the northern side of the lot, the minimum open space requirement may be reduced to no less than 40%.

(The new R-Codes do not adequately address the development requirements of smaller lots.)

### **3.4.2 Outdoor Living Areas**

As per R-Codes.

### **3.4.3 Balconies for Multiple Dwellings**

As per R-Codes.

### **3.4.4 Communal Open Space**

As per R-Codes.

### **3.4.5 Landscaping Requirements**

As per R-Codes.

## **ELEMENT 5 – ACCESS AND CAR PARKING**

### **3.5.1 On-site Parking Provision**

As per R-Codes with the following measurement interpretation (see also attached plan):

- The length of a carport or garage shall be measured from the external point of the piers or wall.
- The width of a carport/garage shall be measured from the internal distance from the pillars or wall.
- Car parking bays provided in tandem including bays within carports or garages shall meet minimum bay width and length requirements as detailed in the Residential Design Codes (2002).
- Car parking bay dimensions shall not include or be measured from building eaves.

(Council has previously encountered a number of builders seeking to construct undersized carports and garages, which have often required the construction of unsightly extensions at a later date.)

### **3.5.2 Off-site Parking**

As per R-Codes.

(Any application to construct vehicle parking bays off-site would need to be considered on its merits, with extensive justification provided by the proponent. Council would generally require that parking be provided on site.)

### **3.5.3 Design of Parking Spaces**

As per R-Codes.

### **3.5.4 Vehicular Access**

As per R-Codes except A4.3, where the following addition will be included:

Driveways

- no closer than 6m to an intersection, where outside the truncation area and away from any services and traffic calming.

(The addition to the R-Codes allows for the separation of driveways from essential services and traffic calming devices.)

### **3.5.5 Pedestrian Access**

As per R-Codes.

## **ELEMENT 6 – SITE WORKS**

### **3.6.1 Excavation or Fill**

As per R-Codes except A1.1, where the following addition will be included:

- Council will support the retaining within the front setback to a maximum of 1.2m.

Applications for higher walls will need to demonstrate a need and how the site will retain a natural level from the street, and should be considered by Council.

(A number of the existing properties within Kwinana, particularly in Leda, Medina & Parmelia, require earthworks within the front setback. Earthworks at the median property level reduce the cost of development. Given that a 1.2m high front fence may be constructed within the front setback, a retaining wall up to that height will not result in any further adverse impact on the streetscape. Only open fencing will be permitted on top of this retaining wall as per 3.2.5 (A5).)

### **3.6.2 Setback of Retaining Walls**

As per R-Codes except A2 where the following addition is included

- A retaining wall higher than 0.5m may be constructed on the boundary provided that the boundary fence is to be located on top of the wall.
- Retaining walls higher than 2.0m are to be considered by Council with the proponent adequately demonstrating that the wall will not result in overlooking or overshadowing of the neighbouring property.

(The construction of the boundary fence on the retaining wall will ensure that the privacy of the adjoining dwelling is not compromised. Larger walls, proposed to be constructed on the boundary should not result in adverse impacts to neighbouring properties and should be considered by Council.)

## **ELEMENT 7 – BUILDING HEIGHT**

### **3.7.1 Building Height**

As per R-Codes.

## **ELEMENT 8 – PRIVACY**

### **3.8.1 Visual Privacy**

As per R-Codes with the following interpretation of 'natural ground level':

- Where the floor level is more than 0.5m above natural ground level but the site is retained on the boundary with the fence on top of this retaining the natural ground level is deemed to be the top of the retaining wall.

(The Privacy section of the R-Codes attempts to ensure that buildings built up above ground level do not overlook adjoining properties. The construction of the boundary fence on top of the retaining wall will ensure that privacy is maintained when the floor level is above the neighbouring lot.)

**ELEMENT 9 – DESIGN FOR CLIMATE****3.9.1 Solar Access**

As per R-Codes.

**3.9.2 Stormwater Disposal**

As per R-Codes.

**ELEMENT 10 – INCIDENTAL DEVELOPMENT****3.10.1 Outbuildings**

As per R-Codes except

1. A1(iii) where the following will apply:
  - within R5 (Special Residential) - that do not exceed 100sqm (maximum 75m<sup>2</sup> enclosed area) in area and as per Council's Development within the Special Residential Zone Policy 3.3.9.
  - within R12.5/20 & R20 zones - that do not exceed 60sqm in aggregate area.
  - within R25 and above - that do not exceed 60sqm or 10% in aggregate of the site area, whichever is the lesser.

(The lot sizes within the R5 (Special Residential) Zone are larger than normal and can accommodate larger outbuildings, whilst the smaller lots should only have smaller sheds.)

2. A1(iv) where the following addition will be included:
  - do not exceed a wall height of 2.4m or does not exceed a wall height of 3 metres where the outbuilding complies with the following:
  - is setback is a minimum of 1 metre from the boundary,
  - the wall length is 9m or less,
  - is constructed of neutral non-reflective materials or matches the existing dwelling, and
  - does not utilise second-hand materials in its construction.

(To house a boat or the like, a shed may need to have walls greater than 2.4m in height. Sheds with higher walls should be located the standard distance from the boundary and be constructed to a higher standard.)

**3.10.2 External Fixtures**

As per R-Codes except A2.3 where the following addition is included:

- Antennae, satellite dishes and the like not visible from the street, except where the satellite dishes is of a neutral and non-reflective materials, not used to transmit and with a diameter less than 1.2 metres.

(This will allow for the installation of the standard pay television satellite dishes which do not detract from the amenity or streetscape.)

### **3.10.3 Essential Facilities**

As per R-Codes.

#### **OTHER MATTERS:**

1. Applications for variation of the Acceptable Development Standards or Council's Deemed Acceptable Development Standards will be made in the form as required by the Residential Design Codes.
2. Notwithstanding the applications to amend building setbacks, where an application does not comply with the Acceptable Development Standards or Council's Deemed Acceptable Development Standards, and where in the opinion of the Manager Planning/Building Services the application is likely to impact on the amenity of the nearby residents, the application will be advertised in accordance with the requirements of the R-Codes prior to consideration under the relevant Performance Criteria of the Codes.

**18 REPORTS – CIVIC LEADERSHIP****18.1 POLICY REVIEW - ELECTED MEMBERS ALLOWANCES, EXPENSES AND GIFTS AND ELECTED MEMBERS TRAINING AND DEVELOPMENT****SUMMARY**

A review of the Elected Members Allowances, Expenses and Gifts Policy has been undertaken and is recommended for Council endorsement. Previously the Policy provided an option for Elected Members to be provided with a suitably equipped laptop or iPad. This has since been reviewed and the option of a laptop has now been removed for operational reasons. In addition, the policy has been updated to include the requirement for supplied IT equipment to be protected and secure due to the sensitive and confidential information that may be contained within the device. Travelling costs have also been amended in order to refer to the Australian Taxation Office Cents Per km rate to remove any potential confusion about reimbursement and vehicle types.

A review of the Elected Members Training and Development Policy has also been undertaken for the purpose of ensuring the City's compliance with section 5.128 of the *Local Government Act 1995*, and is recommended for Council endorsement

The proposed amendments to both the Elected Members Allowances, Expenses and Gifts Policy and the Elected Members Training and Development Policy are highlighted in tracked changes at Attachment A and Attachment B respectively.

**OFFICER RECOMMENDATION**

**That Council adopt the amended:**

- **Elected Members Allowances, Expenses and Gifts Policy as at Attachment A; and**
- **Elected Members Training and Development as at Attachment B.**

**NOTE – AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED**

**DISCUSSION****Elected Members Allowances, Expenses and Gifts**

A review of the Elected Members Allowances, Expenses and Gifts Policy has been undertaken and is now recommended for Council endorsement.

The policy has been given several updates, particularly in relation to the handling of Elected Member information and communication equipment. The option of requesting a laptop has been removed on the basis that the City now leases such devices, rather than purchasing them as occurred at the time the Policy was originally developed. As the devices are returned at the conclusion of the lease period, the City is precluded from offering them for purchase by Elected Members at their depreciated value upon the expiry of their term of office (or such other time as approved by the Chief Executive Officer).

Section 5.1.4, Information and Communications Technology Allowance has been amended to provide greater clarification in regards to Elected Members Information and Communications Technology requirements, particularly printers.

Part 5.2.2 of the policy addresses maintenance of equipment by Elected Members and has been updated to reflect the expectation that all devices are to be suitably secured in order to secure potentially sensitive or confidential information relation to the City. This includes physically securing the iPad and not leaving them unattended or allowing others to use them, as well as installing security updates and making the device available to City maintenance personnel when requested.

Travelling costs have been amended in order to refer to the Australian Taxation Office cents per km rate. The rates were previously defined from the Local Government Officers award, and varied in the greater Perth area from \$0.55 to \$0.93 per km based on the engine size of the vehicle. The current ATO rate is \$0.72 per km and will be applied to all vehicles regardless of size and capacity. This also removes any possible confusion with regard to battery powered vehicles which do not have a traditionally measured engine displacement.

An additional minor amendment has been made in regards to name badges. New badges are to reflect the crest design used on the newly commissioned Mayoral Chains.

The proposed amended Elected Members Allowances, Expenses and Gifts is highlighted in tracked changes at Attachment A.

### **Elected Members Training and Development**

In accordance with section 5.128(5)(a) of the *Local Government Act 1995*, the City is required to review its policy in relation to the continuing professional development of council members after each ordinary election. A review of the Elected Members Training and Development Policy has been undertaken and is recommended for Council endorsement.

The City's Elected Member induction procedures underwent review prior to the recent Local Government Elections. Part 5.11 of the policy was updated as part of that review to reflect current processes, namely the introduction of the City's Elected Member Induction Handbook and Elected Member Induction Program.

The City is supportive of the professional development of its Council and where deemed appropriate, additional training arrangements may be made for Elected Members.

The policy previously included references to training undertaken by the Chief Executive Officer which has been removed. Training needs of the Chief Executive Officer are determined by their contract of employment and the recently adopted CEO Standards Recruitment, Performance Review and Termination – Employee Code of Conduct.

The proposed amended Elected Members Training and Development is highlighted in tracked changes at Attachment B.

### **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 –*

**2.7. Role of council**

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

**2.10. Role of councillors**

*A councillor —*

- (a) *represents the interests of electors, ratepayers and residents of the district; and*
- (b) *provides leadership and guidance to the community in the district; and*
- (c) *facilitates communication between the community and the council; and*
- (d) *participates in the local government's decision-making processes at council and committee meetings; and*
- (e) *performs such other functions as are given to a councillor by this Act or any other written law.*

**5.90A. Policy for attendance at events**

- (1) *In this section —*  
**event** *includes the following —*
  - (a) *a concert;*
  - (b) *a conference;*
  - (c) *a function;*
  - (d) *a sporting event;*
  - (e) *an occasion of a kind prescribed for the purposes of this definition.*
- (2) *A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*
  - (a) *the provision of tickets to events; and*
  - (b) *payments in respect of attendance; and*
  - (c) *approval of attendance by the local government and criteria for approval; and*
  - (d) *any prescribed matter.*

*\* Absolute majority required.*
- (3) *A local government may amend\* the policy.*  

*\* Absolute majority required.*
- (4) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
- (5) *The CEO must publish an up-to-date version of the policy on the local government's official website.*



**5.98. Fees etc. for council members**

(1A) *In this section —*

**determined** means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.

- (1) *A council member who attends a council or committee meeting is entitled to be paid —*
- the fee determined for attending a council or committee meeting; or*
  - where the local government has set a fee within the range determined for council or committee meeting attendance fees, that fee.*
- (2A) *A council member who attends a meeting of a prescribed type at the request of the council is entitled to be paid —*
- the fee determined for attending a meeting of that type; or*
  - where the local government has set a fee within the range determined for meetings of that type, that fee.*
- (2) *A council member who incurs an expense of a kind prescribed as being an expense —*
- to be reimbursed by all local governments; or*
  - which may be approved by any local government for reimbursement by the local government and which has been approved by the local government for reimbursement, is entitled to be reimbursed for the expense in accordance with subsection (3).*
- (3) *A council member to whom subsection (2) applies is to be reimbursed for the expense —*
- where the extent of reimbursement for the expense has been determined, to that extent; or*
  - where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.*
- (4) *If an expense is of a kind that may be approved by a local government for reimbursement, then the local government may approve reimbursement of the expense either generally or in a particular case but nothing in this subsection limits the application of subsection (3) where the local government has approved reimbursement of the expense in a particular case.*
- (5) *The mayor or president of a local government is entitled, in addition to any entitlement that he or she has under subsection (1) or (2), to be paid —*
- the annual local government allowance determined for mayors or presidents; or*
  - where the local government has set an annual local government allowance within the range determined for annual local government allowances for mayors or presidents, that allowance.*
- (6) *A local government cannot —*
- make any payment to; or*
  - reimburse an expense of, a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with this Division.*
- (7) *A reference in this section to a **committee meeting** is a reference to a meeting of a committee comprising —*
- council members only; or*
  - council members and employees.*

**5.98A. Allowance for deputy mayor or deputy president**

- (1) A local government may decide\* to pay the deputy mayor or deputy president of the local government an allowance of up to the percentage that is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B of the annual local government allowance to which the mayor or president is entitled under section 5.98(5).

\* Absolute majority required.

- (2) *An allowance under subsection (1) is to be paid in addition to any amount to which the deputy mayor or deputy president is entitled under section 5.98.*

**5.99. Annual fee for council members in lieu of fees for attending meetings**

A local government may decide\* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

\* Absolute majority required

**5.99A. Allowances for council members in lieu of reimbursement of expenses**

- (1) *A local government may decide\* that instead of reimbursing council members under section 5.98(2) for all of a particular type of expense it will instead pay all eligible council members —*
  - (a) *the annual allowance determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B for that type of expense; or*
  - (b) *where the local government has set an allowance within the range determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B for annual allowances for that type of expense, an allowance of that amount, and only reimburse the member for expenses of that type in excess of the amount of the allowance.*
- (2) *For the purposes of subsection (1), a council member is eligible to be paid an annual allowance under subsection (1) for a type of expense only in the following cases —*
  - (a) *in the case of an annual allowance that is paid in advance, if it is reasonably likely that the council member will incur expenses of that type during the period to which the allowance relates;*
  - (b) *in the case of an annual allowance that is not paid in advance, if the council member has incurred expenses of that type during the period to which the allowance relates.*

**5.128. Policy for continuing professional development**

- (1) *A local government must prepare and adopt\* a policy in relation to the continuing professional development of council members.*

\* Absolute majority required.
- (2) *A local government may amend\* the policy.*

\* Absolute majority required.
- (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
- (4) *The CEO must publish an up-to-date version of the policy on the local government's official website.*

- (5) *A local government —*  
    (a) *must review the policy after each ordinary election; and*  
    (b) *may review the policy at any other time.*

#### **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. Policy - Elected Members Allowances, Expenses and Gifts**
- B. Policy - Elected Members Training and Development**



## Council Policy

### Elected Members Allowances, Expenses and Gifts



<b>Council Policy</b>	
Legal Authority	<i>Local Government Act 1995</i>
Department	City Legal

1. **Title**  
Elected Members Allowances, Expenses and Gifts
2. **Purpose**  
To outline the support provided to Elected Members by the City through the payment of allowances, reimbursement of expenses and provision of equipment and stationary supplies while performing the official duties of office, in accordance with the requirements of the *Local Government Act 1995*.  
  
To outline the insurance policies to be held by the City for the benefit of Elected Members in the performance of their duties as an Elected Member.
3. **Scope**  
The policy applies to all Elected Members.
4. **Definitions**  
Nil
5. **Policy Statement**
  - 5.1 **Allowances:**
    - 5.1.1 **Mayoral Allowance**  
Pursuant to section 5.98(5) of the *Local Government Act 1995*, the Mayor is to receive the maximum annual allowance specified by the Salaries and Allowances tribunal pursuant to the *Salaries and Allowances Act 1975*.
    - 5.1.2 **Deputy Mayoral Allowance**  
Pursuant to section 5.98A(1) of the *Local Government Act 1995*, the Deputy Mayor is to receive the maximum annual allowance specified by the Salaries and Allowances Tribunal pursuant to the *Salaries and Allowances Act 1975*.
    - 5.1.3 **Annual Meeting Attendance Fees**  
Pursuant to section 5.98(1)(b) of the *Local Government Act 1995*, the Mayor and Councillors (Elected Members) are to receive the maximum annual attendance fee specified by the Salaries and Allowances Tribunal pursuant to the *Salaries and Allowances Act 1975*. This annual fee is provided on the basis that each Elected Member regularly attends meetings of Council and such Committees as they are appointed, as well as carry out other responsibilities of their position.

#### 5.1.4 Information and Communications Technology Allowance

Pursuant to section 5.99A of the *Local Government Act 1995*, ~~the City has determined that instead of reimbursing Elected Members for information and communications expenses, it will instead pay the Elected Members are to receive the~~ maximum annual local government information and communications technology allowance specified by the Salaries and Allowances tribunal pursuant to the *Salaries and Allowances Act 1975*.

As a minimum, Elected Members are to provide:

- at least one telephone access point for City and community access, and/or a mobile phone, inclusive of voice message recording capacity;
- a fully functioning internet connection which allows them to access emails, attend meetings via instantaneous media, perform any necessary research and keep abreast of current and contentious issues in regard to their role as an Elected Member;
- ~~a printer to meet their printing requirements, including agendas as required and~~

~~Elected Members are responsible for providing all consumables for computer equipment, printer, internet, fax, phone, and mobile usage (such as printing cartridges, paper). In addition, any repairs, maintenance to these hardware items is the responsibility of the Elected Member.~~

~~This allowance is designed to meet all Council-related call costs and all other relevant telecommunication costs, including relevant hardware such as: telephone, mobile phone, and the internet.~~

#### 5.1.5 Payments

The amount of an Elected Members entitlement to an annual attendance fee or annual allowance specified in this Policy shall be apportioned on a pro rata basis according to the portion of a year that the person holds office as an Elected Member and is eligible for the relevant annual attendance fee or annual allowance. All payments will be in arrears and paid monthly on the 5<sup>th</sup> day of the following month.

### 5.2. Information and Communication Equipment

#### 5.2.1 ICT Equipment and Office Supplies

The City is to make available to all Elected Members, for use during their term of office, a suitably equipped ~~laptop or~~ iPad for the conduct of Council related business, which is in line with the ~~standard IT product IT devices~~ the City uses within the organisation at the date of request.

The City does not provide other hardware required to meet their communication needs, such as modems, internet sticks, and handsets, as outlined in section 5.1.4 of this Policy.

A request to purchase ~~an laptop or~~ iPad will be submitted to the Chief Executive Officer, and the purchase must be made by the City. No reimbursement to Elected Members will be made for this hardware. All equipment is namely provided for Council business.

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If the standard equipment provided by the City does not suit the Elected Member requirements, the Elected Member must seek the approval of the Chief Executive Officer first and then, at their own expense, purchase-ensure the preferred equipment is compatible with City IT systems, purchase and maintain the equipment that will best suit their requirements. No reimbursement can be claimed.

**Notes:**

Electronic equipment that is provided by the City remains the property of the local government and is to be returned by the Elected Member if no longer required, their term has expired and they are not re-elected, or it requires replacement.

It is expected that Elected Members are to make every effort to utilise their electronic equipment, in lieu of paper documents for attendance at meetings etc.

Personal-computers iPads and associated equipment that is provided by the City is to be offered to the Elected Member for purchase at the depreciated value of the equipment at the expiry of their term of office, or at other times as approved by the Chief Executive Officer. No City property is to be disposed of without prior approval of the Chief Executive Officer.

**5.2.2 Maintenance of equipment**

At all times during an Elected Member's term, the City is to provide and make provision for the ongoing maintenance of the supplied equipment referred to in clause 5.2.1 of this Policy with all maintenance costs being met by the City. The City will not provide ongoing maintenance to equipment that has been purchased by the Elected Member.

Elected Members are expected to protect and secure supplied IT equipment as it may contain sensitive or confidential information. This includes physically securing the iPad and not leaving it unattended or allowing others to use the device, installing security updates, or making the device available to City maintenance personnel when requested.

In the event of a malfunction of the equipment the Elected Member is to contact, during business hours, the Council Administration Officer (Councillors) / Executive Assistant to the Chief Executive Officer and Mayor (Mayor), whom are to coordinate the attendance of maintenance personnel.

Under no circumstances should Elected Members undertake repairs or maintenance to City equipment without the express permission of the Chief Executive Officer.

**5.3. Reimbursable Expenses**

**5.3.1 Travelling Expenses**

**5.3.1.1 Private Vehicles**

Pursuant to section 5.98(2)(a) and (3) of the *Local Government Act 1995* Elected Members are to be reimbursed for travelling expenses incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) in the performance of the official duties of their office, subject to:



Claims being related to travel to a destination from their normal place of residence or work and return in respect to the following:

- (a) Council meetings, civic functions, citizenship ceremonies or briefings called by either Council, the Mayor and/or the Chief Executive Officer;
- (b) Committees to which the Elected Member is appointed a delegate or in the circumstance an Elected Member deputising for the delegate who is unable to attend, by Council.
- (c) Meetings, training and functions scheduled by the Chief Executive Officer or Directors.
- (d) Conferences, community organisations, industry groups and local government associations to which the Elected Member has been appointed by Council as its delegate or a deputy to the delegate.
- (e) Functions and presentations attended in the role as an Elected Member or whilst deputising for the Mayor, that are supported by a copy of the relevant invitation or request for attendance.
- (f) Gatherings or events (i.e. funerals, local business or community events), approved by the Chief Executive Officer for attendance by the Mayor or the Mayor's nominated deputy as a representative of the City.
- (g) Any other occasion in the performance of an act under the express authority of Council.
- (h) Site inspections in connection with matters listed on any Council agenda (members to state the item number listed on any Council agenda along with the date and time of the visit on the claim form).
- (i) In response to a request to meet with a ratepayer/elector, but excluding contact with any relevant to the biennial elections (members to state the time and purpose of the visit and the name and address of the ratepayer/elector on the claim form).

Elected Members are to be reimbursed travelling expenses incurred while using their own private motor vehicle in the performance of the official duties of Council. The extent to which an Elected Member of a local government can be reimbursed for travel costs referred to in regulation 31(1)(b) of the *Local Government (Administration) Regulations 1996* is –

- (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back —
  - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
  - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

All claims for reimbursement being lodged with the Council Administration Officer (Councillors)/Executive Assistant to the Chief Executive Officer and Mayor (Mayor) on the appropriate claim form, on a monthly basis. In submitting claims for reimbursement, Elected Members are to detail the date of the claim, particulars of travel and nature of business, distance travelled, vehicle displacement and the total travelled in kilometres and certify the accuracy of information. This should be accompanied by supporting documentation where applicable.

Travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate adopted by the Australian Taxation Office cents per kilometre method for the applicable financial year. ~~same rate contained within Section 30.6 of the Local Government Officers' (Western Australia) Interim Award 2011 as at 17 June 2015.~~

#### **5.3.1.2 Public Transport**

In the event that an Elected Member does not have access to a private vehicle, for travel referred to above, or has a preference for public transport, the Elected Member may elect to travel by way of bus or rail public transport system, expenditure for which is to be reimbursed upon completion of a travel claim form and lodgment of receipts. A taxi (including Uber or similar company) service is also acceptable where this is considered necessary.

#### **5.3.1.3 Parking Fees**

Parking fees incurred as a result of travel to any occasion referred to in clause 5.3.1.1 of this policy are to be reimbursed upon lodgment of receipts accompanying the associated travel claim form. The cost of 'valet' parking is not to be reimbursed (unless authorised by the Chief Executive Officer).

#### **5.3.2 Child care costs**

##### **5.3.2.1 Attending Council Meeting or Meeting of a Committee**

Elected Members are to receive reimbursement of the lesser of the actual cost incurred or the maximum amount allowed under the *Salaries and Allowances Act 1975* for care of children, of which they are a parent or legal guardian, whilst attending a Council meeting or a meeting of a Committee of which they are a member.

##### **5.3.2.2 Attending Other Meetings While Representing Council**

Elected Members are to receive reimbursement of the lesser of the actual cost incurred or the maximum amount allowed under the *Salaries and Allowances Act 1975* for care of children, of which they are a parent or legal guardian, whilst they are representing Council and attending meetings other than a Council meeting or a meeting of a Committee.

#### **5.4. Other support/supplies/gifts from the local government**

##### **5.4.1 Supplies**

The City is to supply the following items to be used only in fulfilling the role of the office of Elected Member:

##### **(a) Corporate Jacket**

A corporate jacket is to be supplied to each newly Elected Member following their inaugural election to office.

Note: Corporate jackets may be retained by the Elected Member at the expiry of the Elected Member's term of office.

##### **(b) Letterhead**

Reasonable quantities of personalised Elected Member letterhead is to be supplied and replaced on request.

Elected Members are not permitted to use City of Kwinana letterhead due to legal implications associated with the use of official City stationery.

(c) Business Cards

The City is to provide each Elected Member with a quantity of 500 colour printed business cards for relevant City business use within each term of office.

The Elected Member business card format is to include; photograph, name, bestowed titles and contact information.

Note: Letterheads and business cards and are to be used strictly for official Council business and are not to be used for election purposes under any circumstances.

(d) Name Badges

- i. Formal ~~(gold-tone)~~ Elected Member name badge.
- ii. ~~Formal (gold-tone) Elected Member partner name badge.~~
- iii. ~~Plastic informal Elected Member name badge.~~

Note: The City is to within reason, replace on request any name badge which is lost or irreparably damaged.

Note: Elected Members should note that any diary used by an Elected Member to record the scheduling or occurrence of activities related to the fulfilment of the office of Elected Members is subject to the requirements of the *State Records Act 2000*.

**5.4.2 Insurance**

The City is to maintain insurance policies for the benefit of Elected Members as follows:

- (a) Accidental death or injury whilst engaged in the performance of official duties of their office. Key benefits of the policy include, but are not limited to lump sum payment for permanent disablement, weekly injury benefit for loss of regular income for a temporary disablement, non-Medicare medical expenses and out of pocket expenses.
- (b) Corporate travel following accidental injury or illness whilst undertaking travel in the performance of the official duties of their office, including any incidental travel. Key benefits of the policy include, but are not limited to lump sum payment for permanent disablement, weekly injury benefit for loss of regular income for a temporary disablement, medical expenses, cancellation and loss of luggage. Cover is extended to accompanying spouses and dependent children.
- (c) Councillors Liability for third party allegations of a wrongful act whilst engaged in the performance of the official duties of their office. Cover provides for legal representation costs and damages awarded against the Elected Member, however does not cover dishonest or fraudulent acts
- (d) Public Liability for third party allegations of negligence whilst engaged in the performance of the official duties of their office, which has resulted in property damage or a personal injury.

#### 5.4.3 Medical Expenses

Elected Members are to receive reimbursement of medical expenses not covered by their medical insurance fund, incurred while in the performance of the official duties of their office, upon submission of relevant receipts and medical documentation to the Chief Executive Officer and subject to such reimbursement being limited to the sum of \$500 without the prior approval of Council. This can include damage to or loss of spectacles (including prescription and sunglasses), flu vaccine, and other aids.

#### 5.4.4 Gifts from the Local Government

In accordance with Clause 5.100A of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* clause 34AC gifts may only be given to Elected Members upon the occasion of their retirement, following the completion of at least one full four year term of office.

On the retirement of an Elected Member and in recognition of their years of service the following will be presented;

- i. Framed photograph (which the retiring member can indicate their preference of);
- ii. Plaque
- iii. a gift up to the value of \$100 per year of service to a maximum of \$1000 (provided that at least one full four year term of office has been served).

#### 5.4.5 Accompanying Person on Official City Business

Where an Elected Member attends an event, for example receiving an award on behalf of the City, attending stakeholder annual dinners, in an official capacity representing the City, the payment of one accompanying person will be made, and must be approved by the Chief Executive Officer.

## 12. References

Date of adoption and resolution No	11/07/2012 #163
Review dates and resolution No #	11/12/2013 #055 12/11/2014 #304 24/02/2016 #122 10/08/2016 #291 09/08/2017 #563 24/04/2018 #150 11/08/2021 #482 23/02/2022 #TBA
Next review due date	23/02/2024
Related documents	<b>Acts/Regulations</b> <i>Local Government (Administration) Regulations 1996, Part 8</i>  <i>Local Government Act 1995 Sections 2.7, 2.8, 2.10, 5.98, 5.98A, 5.99, 5.99A, and 5.100</i>  <i>Salaries and Allowances Act 1975, Part 7B.</i>  <a href="#">Australian Taxation Office (deductions)</a>  <b>Plans/Strategies/Policies/Processes</b> Promapp – Process an Elected Member Expenses Claim

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

D14/82819[v7.8]





## Council Policy

### Elected Members Training and Development



<b>Council Policy</b>	
Legal Authority	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>State Public Service Award 1992</i>
Department	Governance and Legal

1. **Title**  
Elected Members Training and Development
2. **Purpose**  
The purpose of this policy is to –
  - (a) provide access to training and development by Elected Members in order to enhance their knowledge, representation, decision making ability and ongoing professional development; and
  - (b) encourage Elected Members to attend training and development in order to enhance their knowledge, develop their skills, decision making ability and ongoing professional development.
3. **Scope**
  - 3.1 **Eligible Events**
    - 3.1.1 Events to which this policy applies are generally limited to those coordinated and/or run by either:
      - (a) The Australian or Western Australian Local Government Associations (ALGA / WALGA).
      - (b) The major professional bodies associated with local government.
      - (c) Accredited organisations offering training relevant to the role and responsibilities of Elected Members.
      - (d) Other local government specific events where the Chief Executive Officer or Council is of the opinion attendance would benefit the Elected Members, Chief Executive Officer and the City.
      - (e) Study tours, arranged by the City or by a third party, where there is a benefit to Council for Elected Members to attend.
    - 3.1.2 Any Elected Member Training that is imposed by the State Government is not included in the scope of this Council Policy. As this training is compulsory and it is a mandatory requirement for Elected Members, any actual costs (including registration, accommodation, meals and travel) which has been incurred will be funded outside of the Elected Member training allocation identified in this Council Policy. Note: All expenses will be paid for in accordance with clause 5.5 of this Council Policy and will not be included the Elected Members training allowance allocation.

### 3.2 Professional Membership

In addition to eligible events, Elected Members may elect to utilise a portion of their budget allocation for Professional Membership. Professional Membership must relate to their role as an Elected Member in local government and be approved by the Chief Executive Officer.

## 4. Definitions

**Event** means conferences, seminars, forums, workshops, courses, study tours, information training sessions and other like events conducted within Australia and internationally.

## 5. Policy statement

### 5.1 Request for Attendance

Elected Members ~~or the Chief Executive Officer~~ who wish to attend an event may make application by completing a training and development application form detailing the following:

- (a) Title, location and dates
- (b) Program
- (c) Anticipated benefits to the City from attendance
- (d) Total estimated costs including accommodation, travel and sundry expenses.
- (e) If applicable, name of accompanying person requesting to attend an official event dinner. The City will arrange the booking of the accompanying person.

All applications are to be forwarded to the Chief Executive Officer in reasonable time to meet the event registration deadline, and preferably to meet any 'early bird' registration deadline.

### 5.2 Attendance Approval

#### 5.2.1 Conditions for granting approval include:

- (a) Generally, no more than two Elected Members may attend a particular event outside Western Australia at the same time, unless Council has resolved for additional Elected Members to attend. If the Mayor requests the Chief Executive Officer to attend, this will be in addition to the maximum number of Elected Members attending. The maximum number of two Elected Members attending an event outside of Western Australia does not apply to study tours. All Elected Members are entitled to attend a study tour if they meet the conditions set out at clause 5.2.2 of this Policy.
- (b) That approval of attendance at events does not impede a quorum at any scheduled Council or Committee meetings.

(D14/82821[v87])



**5.2.2 Approval for Elected Members attendance may be granted by:**

- (a) The Chief Executive Officer where the:
  - (i) Application complies with this policy;
  - (ii) Event is to be held within Australia or New Zealand; and
  - (iii) Estimated expenses incurred by the City for each event are less than \$4000 per Elected Member.
- (b) Resolution of Council; where the:
  - (i) Application does not comply with this policy;
  - (ii) Estimated event expenses exceed the available balance of the Elected Member's annual expense allocation;
  - (iii) Event is to be held outside of Australia or New Zealand; or
  - (iv) Estimated expenses incurred by the City for each-event are greater than \$4000 per Elected Member.

**5.3 Professional Membership and Attendance – Interstate and Intrastate Restrictions**

**5.3.1** An Elected Member or the Chief Executive Officer who has failed to fulfil the obligations of this Policy in attending a prior event, namely by failing to provide a report arising from attendance at an event, in accordance with Clause 5.8, is ineligible to attend any future event unless authorisation is granted by Council.

**5.3.2** Other than the Mayor, Councillors who only have two calendar months of their term of office remaining are not eligible to attend events. Elected Members can attend an event at their own expense if they only have two calendar months of their term of office remaining.

**5.3.3** Elected Members who request professional membership to be paid in a year that their term of office is not a full financial year, will have the membership paid in full (if their annual allowance allows) and in the event they become a retired Elected Member, Council will seek the proportion paid for the days of the membership period paid that they no longer hold office.

**5.4 Event Registration and Bookings**

Air fares, conference registration fees and accommodation are to be arranged directly by the City. Delegates are not to pay such costs and seek reimbursement, except in the case of an emergency or unique circumstances, following the approval of either the Mayor or the Chief Executive Officer.

**5.5 Expenses**

Subject to approval being granted to attend an event, the Chief Executive Officer or Council as applicable, the following expenses are to be met:

**5.5.1 Travel**

Where travel is involved, the actual cost of travel to and from the event venue are to be met by the City for the respective Elected Member.

- (a) All air travel is to be by Economy Class (unless otherwise provided for by Council Policy) at a time that is convenient to the Elected Member ~~or the Chief Executive Officer~~. As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares. Upgraded seats can be secured at the Elected Member cost (noting that the cost difference is to be determined as the amount between the lowest discounted economy fare available and the upgraded cost).
- (b) Where in particular circumstances an Elected Member desire to travel interstate or intrastate by private motor vehicle, they are to be reimbursed for vehicle costs in accordance with the *State Public Service Award 1992*, but only up to an equivalent amount that would have been expended had arrangements been made to travel by air.
- (c) Elected Members must not receive any personal frequent flyer or accommodation loyalty points for air travel or accommodation booked and paid for by the City.

#### 5.5.2 Registration

Registration fees may include, where applicable, event registration, conference program dinners, technical tours and accompanying workshops identified within the event program.

#### 5.5.3 Accommodation

Reasonable accommodation for the Elected Member for a room at or in close proximity to the event venue. Allowance for delegates to arrive the day prior to the start of the event and depart the day following the close of the event are acceptable if it is not reasonable to expect travel to occur on the days of the conference.

Should an Elected Member wish to upgrade their accommodation standard or extend their visit for personal reasons not associated with approved City business, all extended stay and additional costs associated with that stay are to be met by the Elected Member (including any additional airfare costs).

#### 5.5.5 Meals and Incidental Expenses

Funding for meals and incidental expenses is to be provided in accordance with the conditions of service and allowances set out in the *State Public Service Award 1992*: -

- (a) Meals expenses are to be interpreted as reasonable expenses incurred for the purchase of breakfast, lunch and dinner where these are not provided at the event or in travel. The extent to which an Elected Member can be reimbursed for intrastate or interstate travel and accommodation costs is at the same rate applicable to reimbursement of travel and accommodation costs in the same or similar circumstances under the *State Public Service Award 1992*. The Elected Member is not required to acquit the allowance paid.

Note: When meals are included and have been paid for as part of the registration fee or accommodation costs, claims for alternative meals at venues other than the event is not to be paid by the City.

(D14/82821[v87])

- (b) Incidental expenses are to be interpreted as reasonable expenses incurred by the delegate for telephone calls, newspapers, laundry, public transport and sundry food and beverages. The Elected Member is not required to acquit the allowance paid.
- (c) In accordance with the *State Public Service Award 1992*, the current cash advance of \$128 per day for interstate or international travel, and \$93 for intrastate travel, will be made to cover meals, incidental expenses and intra-City transport as mentioned in 7.4(a) and (b). The advance can be sought by the delegate prior to departure for the event. The cash advance is broken down accordingly:

Meal	Perth	Interstate/International
Breakfast	16.30	21.20
Lunch	16.30	33.20
Dinner	46.50	52.20
Incidentals	14.55	21.70
<b>Total \$</b>	<b>93.65</b>	<b>128.30</b>

#### 5.5.6 Transport

Transport to and from the airport and necessary intra-City movement is via taxi, or any other more cost-effective reasonable alternatives are to be provided for by the City. Please note, that cab charges are available from the Executive Assistant to the Chief Executive Officer and Mayor. Receipts must be kept in order for the City to reimburse the Elected Member.

#### 5.5.7 Travel Insurance – Intrastate, Interstate and International

Elected Members may be covered by the City's travel insurance for the duration of their travel, however it may not be adequate for their own personal level of health and eligibility.

Any Elected Member should make themselves familiar with the conditions of the City's Corporate Travel Insurance Policy and Schedule so that the City and/or the delegates can make any alternative decisions and arrangements if need be regarding the intended travel.

#### 5.6 Accompanying persons/entertainment costs

Other than conference dinner and shared accommodation, Elected Members are responsible and will be required to pay all costs associated with an accompanying person attending an event.

#### 5.7 Acquittal of Expenses

Where an allowance has been paid and the Elected Member are provided a meal by the organiser/ related party of the event, upon their return, they must notify the Council Administration Officer (Councillors) / Executive Assistant to the Chief Executive Officer and Mayor (Mayor), to arrange reimbursement of the allowance that was paid for that meal. However, there is no requirement to undertake an acquittal of expenses for other meals and incidentals. Elected Members cannot claim for event related meals and incidental expenditure, in excess of the meal and/or incidental allowance.



Request for reimbursement for taxi /uber and other expenses must be submitted with receipts to support the claim.

## **5.8 Sharing of Knowledge**

Within a reasonable time (not exceeding 30 days) of attendance at an interstate event the Elected Member is to provide a written report or presentation (including copies of conference papers where appropriate) concerning the event for the information of other Elected Members and for the City records.

Where, appropriate, the Chief Executive Officer is to distribute the report to all other Elected Members.

## **5.9 Elected Member Mandatory Training**

In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, all newly Elected Members are required to attend Mandatory Training.

### **5.9.1 Training to be completed**

Elected Members are required to complete the course titled Council Member Essentials that consists of the following modules —

- (i) Understanding Local Government;
- (ii) Serving on Council;
- (iii) Meeting Procedures;
- (iv) Conflicts of Interest; and
- (v) Understanding Financial Reports and Budgets;

### **5.9.2 Training timeframe**

The period within which the course of training must be completed is 12 months, beginning on the day on which the Elected Member is elected, , unless exempt under Regulation 36 of the *Local Government (Administration) Regulations 1996*.

## **5.10 Report on Training**

The City must prepare a report for each financial year on the training completed by the Elected Members, within that financial year.

The Chief Executive Officer must publish the report on the City's official website within one month, after the end of the financial year, to which the report relates.

## **5.11 Elected Member Induction**

Following each Local Government Election, the City conducts an induction for all newly appointed Elected Members. A City of Kwinana Induction Handbook is provided which provides information ~~provided~~ to assist with their understanding of their roles and responsibilities, legislative obligations and the strategic direction of the City, as well as the Elected Member Induction Program which comprises of the Elected Member Onboarding, meetings with the City's Executive Team and tours of both the Kwinana Facilities and the Kwinana Industrial Area.

The City is supportive of the professional development of its Council and where deemed appropriate additional training arrangements may be made.

(D14/82821[v87])

## 6. References

Date of adoption and resolution No.	21/07/2012 #163
Review dates and resolution No.	26/02/2014 #104 12/11/2014 #304 24/04/2018 #150 13/06/2018 #192 26/06/2019 #482 11/08/2021 #482 <u>09/02/2022 #</u>
Next review due date	2023
Related documents	<p><b>Acts/Regulations</b></p> <p><i>Local Government Act 1995</i> Section 2.7 – Role of Council Division 10 – Training and Development</p> <p><i>Local Government (Administration) Regulations 1996</i> Part 10 - Training</p> <p><i>State Public Service Award 1992</i></p> <p><b>Plans/Strategies/Policies/Processes</b></p> <p>D12/48178[v7] – Elected Members Training and Development Application</p> <p>D14/87288[v3] – Elected Members Training and Development Report</p> <p>Promapp – Process an Elected Members Expense Claim</p> <p>Elected Member and Chief Executive Officer Attendance at Events Policy</p>

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

(D14/82821[v87])

**18.2 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 JANUARY 2022****SUMMARY**

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 31 January 2022, as required by the *Local Government (Financial Management) Regulations 1996*.

**OFFICER RECOMMENDATION**

**That Council:**

1. **Accepts the list of accounts, totalling \$5,057,258.22, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2022, as detailed within Attachment A.**
2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 January 2022, as detailed within Attachment B.**

**DISCUSSION**

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

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

<b>Payment Type</b>	<b>Amount (\$)</b>
Automatic Payment Deductions	\$ 48,621.60
Cheque Payments #201080 to #201082	\$ 1,117.20
EFT Payments #4298 to #4308	\$ 3,666,963.69
Payroll Payments 09/01/22 and 23/01/22 and Interim Payroll Payments 09/01/22	\$ 1,340,555.73
<b>Total Attachment A</b>	<b>\$ 5,057,258.22</b>

Contained within Attachment B is a detailed transaction listing of credit card expenditure paid for the period ended 31 January 2022. This amount is included within the total payments, listed above.

## 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	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Transparent reporting of financial information

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

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

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



**FINANCIAL/BUDGET IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

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

**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. Payment Listing January 2022**
- B. Credit Card Transactions January 2022**

## Payment Listing



Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
<b>Automatic Deductions</b>			
Go Go On-Hold Pty Ltd	00054151	Messages on hold services January 2022	198.00
Commonwealth Bank	050122A	Credit card Functions Officer to 050122	387.66
Commonwealth Bank	050122B	Credit card Executive Assistant to 050122	1,505.49
Commonwealth Bank	050122C	Credit card Executive Manager Governance and Advocacy to 050122	13.60
Commonwealth Bank	050122D	Credit card Manager Customer Communications to 050122	2,419.12
Commonwealth Bank	050122E	Credit card Director City Infrastructure to 050122	6,775.34
Commonwealth Bank	050122F	Credit card Director City Life to 050122	1,059.99
Commonwealth Bank	050122G	Credit card Chief Executive Officer to 050122	54.62
Commonwealth Bank	050122H	Credit card Coordinator Events, Engagement and Grants to 050122	2,236.77
Commonwealth Bank	050122I	Credit card Rates Coordinator to 050122	3,150.00
Commonwealth Bank	050122J	Credit card Manager Human Resources to 050122	2,547.35
BP Australia Pty Ltd	11911272	Fleet Fuel 011221 to 311221	18,770.44
iinet Technologies Pty Ltd	130130459	Monthly internet charges various	589.93
Windcave Pty Ltd	1872935	Monthly service fees	124.06
Ampol Australia Petroleum Pty Ltd	0301999131	Fleet Fuel 011221 to 311221	6,030.78
Fines Enforcement Registry	28715258	Lodgement fee for infringements	79.50
Fines Enforcement Registry	28721852	Lodgement fee for infringements	477.00
Fines Enforcement Registry	28766294	Lodgement fee for infringements	159.00
Fines Enforcement Registry	28780834	Lodgement fee for infringements	318.00
Fines Enforcement Registry	28830099	Lodgement fee for infringements	79.50
iinet Technologies Pty Ltd	724242484	Monthly internet charges Bertram Community Centre	79.99
Wright Express Australia Pty Ltd	74	Fleet Fuel 011221 to 311221	1,445.48
TPG Internet Pty Ltd	I281984843	Kwinana South Station internet connection	59.99
TPG Internet Pty Ltd	I282354620	Mandogalup Station internet connection	59.99
<b>Total Automatic Deductions</b>			<b>-48,621.60</b>
<b>Cheques</b>			
City Of Kwinana - Pay Cash	211221-Village	Petty cash recoup to 211221 Village	199.05
	231221-FDC	Petty cash recoup to 231221 FDC	80.40
City Of Kwinana - Pay Cash	070122-Library	Petty cash recoup to 070122 Library	218.75
	050122 - Depot	Petty cash recoup to 050122 Depot	220.70
City Of Kwinana - Pay Cash	130122 - Admin	Petty cash recoup to 130122 Admin	242.95
	110122 - Village	Petty cash recoup to 110122 Village	155.35
<b>Total Cheques</b>			<b>-1,117.20</b>
<b>EFT</b>			
EFT TRANSFER: - 05/01/2022			69,909.30
Bright Futures Family Day Care - Pa	201221 to 261221	FDC Payroll 201221 to 261221	30,391.25
	271221 to 020122	FDC Payroll 271221 to 020122	17,595.97
Bright Futures In Home Care - Payro	201221 to 261221	IHC Payroll 201221 to 261221	11,931.03
	271221 to 020122	IHC Payroll 271221 to 020121	9,991.05
EFT TRANSFER: - 06/01/2022			374,006.80

## Payment Listing



Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
Culture Counts Pty Ltd	INV-1243	Culture Counts annual subscription	2,200.00
Engineering Technology Consultants	INV11271	Wellard Oval lighting	3,410.00
The People Catalyst Pty Ltd	INV-1421	Mediation services 210921 to 101221	3,960.00
	INV-1423	Mediation services 181121 to 071221	2,200.00
	INV-1422	Mediation services 011121 to 131221	3,575.00
Alex Krsnik	SQ21043	Landscape maintenance various sites Dec 21	5,006.20
Stacey Janine Hobbins	04January2022	Reimbursement for CPA Membership	745.00
Auscontact Association Limited	18345	Annual Corporate membership renewal	450.00
Office of the Auditor General	226/2022	Audit fees for Annual Financial Report	67,320.00
Chorus Australia Ltd	CI134802	Mowing services at Bright Futures Nov 21	228.69
Leaf Bean Machine Pty Ltd	00099088	Items for Cafe Splash at Recquatic Centre	132.50
Gavin Wade Scott	0091	Welding repairs on KWN2162	200.00
	0092	Weld draw bar on 1TWA138	200.00
Turf Care WA Pty Ltd	INV-4188	Supply & apply Aquamiser various Medina Parks	769.21
One 20 Productions and Phase 1 Audi	14539	Supply of 3 fitted trucks for the Lolly Run	29,575.92
Ecoscape (Australia) Pty Ltd	INV-ECO0301	Bollard Bulrush Landscape review 03	1,083.50
Mackie Plumbing and Gas Pty Ltd	I101215	Banksia plumbing repairs	115.50
	I101205	Callistemon U21 repair to leaking toilet cistern	363.34
	I101242	Banksia V7 investigate hot water system	288.86
	I101241	Banksia V17 repair to leaking toilet cistern	159.96
Veraison Training and Development	INV-0867	Leadership Program sessions	4,840.00
Sifting Sands	INV-0407	Maintenance cleans to various playgrounds Nov/Dec	8,284.08
Woolworths Group Open Pay	TXN279320	Supplies for Facilities Management workshop	209.81
	TXN322750	Items for the Zone	10.55
	TXN307517	Items for the Zone	13.00
	TXN292186	Items for Bright Futures	87.80
	TXN296926	Items for Bright Futures	19.30
	TXN292813	Lolly Run supplies	27.50
	TXN313389	Nintendo Switch gift cards for Library	480.00
	TXN292842	Lolly Run supplies	90.35
	TXN305218	Zone Drop In Kids Christmas Dinner supplies	79.70
	TXN283728	Items for Recquatic Swim School	273.00
	TXN313344	Animal management food	168.00
Nordic Fitness Equipment	NFE-004202SF	Antibacterial wipes for Recquatic Gym	396.00
Construct 360 Pty Ltd	378	Operations Centre upgrade and addition	68,611.95
Complete Portables	MW/216737	Hire of portables for Depot	511.50
Gemma Hilditch	01	Home/Place survey collection	735.00
Bourkes Real Estate	7.0	Rates Refund	395.59
Mills Oakley	490729	Legal matter SJMP:8106071	1,087.90
SoundBay Pty Ltd	1898043	Recording equipment for Beats Studio	1,391.00
Narelle Nettelbeck	217	Educational leader support	200.00
	217	GST component added to invoice	20.00
Lucky Charm Bertram	INV0001895	Local Commercial Support Grant	990.00
Telstra	1355246271Nov21	Mobile device whole organisation Nov 21	9,602.94
Toll Transport Pty Ltd	6001958	Transport services food water sampling analysis	38.02
Western Australian Local Government	I3090753	Online mandatory Elected Member training	214.50
	I3090833	Online mandatory Elected Member training	214.50
	I3090832	Online mandatory Elected Member training	214.50
	I3090835	Online mandatory Elected Member training	214.50

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## Payment Listing



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Payee	Invoice	Description	Amount
	I3090750	Online mandatory Elected Member training	214.50
	I3090751	Online mandatory Elected Member training	214.50
	I3090834	Online mandatory Elected Member training	214.50
	I3090752	Online mandatory Elected Member training	214.50
Water Corporation of Western Austra	9000343469Dec21	U142 Old St Johns Ambulance	96.34
Westbooks	326516	Books for Library requests	14.79
	326519	Junior items for Library collection	69.42
	326511	Large sized picture books to refresh collection	657.52
	326513	Junior books for Childrens Library programing	30.07
	326515	IELTS resources for Library collection	61.19
	326520	Adult Library books	230.36
	326517	Library books for Manga collection	105.00
	326518	Library books for Manga collection	61.38
Arteil	00080569	Office furniture for Admin Building	459.80
Synergy	963532150Dec21	2686U Town Centre Park	893.45
	144348440Dec21	182U Sutherland Pde bore	163.90
	151027420Dec21	50U Brandon Mews Reserve	125.20
	166216150Dec21	572U Sloan Reserve bore pump 3	276.09
	228715140Dec21	2120U Wellard Village/Pimlico Gardens	680.63
	113658350Dec21	196U Hennessy Park	158.60
	114826050Dec21	853U Industrial Streetscapes Kwinana Beach bore	304.40
	127609840Dec21	384U Feilman Building top floor	221.14
	126641430Dec21	1020U Lighting Robbos Place	375.96
	544003140Dec21	675U Wellard Road verge	290.20
	546496270Dec21	1338U Skottowe Park	499.75
	558638440Dec21	239U Challenger/Bertram entry statement	178.68
	200144210Dec21	0U Sloans Caretakers Cottage	123.64
	488212530Dec21	1037U Chisham Oval	345.48
	479742820Dec21	102U Bore on Parmelia verge	142.41
	618835230Dec21	0U Sloan Caretakers Cottage old bore	106.99
	786264020Dec21	1176U Sutherland Pde/Chisham Ave bore	357.09
	661366430Dec21	1253U Leda Community Hall and bore	443.60
	821437900Dec21	1145U Lighting near Wellard Village	439.56
	846031050Dec21	2024U Street lighting The Strand	696.30
	882174540Dec21	932U Public Open Space lighting The Strand	377.34
	676621320Dec21	3504U Feilman Building lift and security lighting	1,130.47
	704953470Dec21	563U Barney Court	271.44
	824098750Dec21	1945U Thomas Road Entry	682.62
	829280210Dec21	909U Street Lights Chisham Avenue	383.26
	832505320Dec21	2313U Ascot Park	788.25
	921049150Dec21	2618U Medina Hall	866.04
	970964040Dec21	1289U Feilman Building/Conference (ground floor)	483.49
	151880770Dec21	293U Car Park Lighting	248.44
	316580380Dec21	33U Medina Oval Lighting	122.36
	201352990Dec21	595U Newstead Park (smart reader)	291.32
	345401020Dec21	5326U Feilman Building (DFES)	1,662.65
	332324250Dec21	0U Hewison Park BBQ	112.64
	374011930Dec21	54U Cassia Glades BBQs	124.72
	504616220Dec21	267U Rogan Park	146.99
Bunnings Building Supplies	2163/01089378	Items for the Zone	34.81
Neverfail Springwater	INV-000337486	Water for Administration Building	35.40
	INV-000337526	Water for the Zone	55.65
Bolinda Publishing Pty Ltd	249664	Various MP3 CD audiobooks	266.34
Hudson Global Resources (Aust) Pty	AU1233680	Temp staff week ending 191221	5,344.13
Coastline Mowers	31060#7	Hedge trimmer HS82	636.75

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Payee	Invoice	Description	Amount
KLMedia Pty Ltd	1152374	DVD's and video games	110.08
	1152375	DVD's and video games	153.54
Hays Specialist Recruitment Pty Ltd	50585128	Temp staff week ending 261221	1,733.42
	50568613	Temp staff week ending 191221	1,485.79
Paul John Neilson	22December2021	Team building reimbursement	241.70
MRP General Pest/Termite Division 4	106058	Pest control Bright Futures	195.00
Winc Australia Pty Ltd	9037959070	Stationery items for Library	402.34
Advanced Traffic Management (WA) Pt	00152881	Traffic management Beard Street	931.39
	00152662	Traffic management Postans Rd	924.59
LD Total	117420	Landscape maintenance various parks Dec 21	1,169.72
	117428	Landscape maintenance various parks Dec 21	5,613.27
	117440	Landscape maintenance various parks Dec 21	363.52
	117432	Landscape maintenance various parks Dec 21	2,908.77
	117430	Landscape maintenance various parks Dec 21	242.73
	117436	Landscape maintenance various parks Dec 21	685.21
	117426	Landscape maintenance various parks Dec 21	4,842.96
	117424	Landscape maintenance various parks Dec 21	3,999.85
	117438	Landscape maintenance various parks Dec 21	9,682.59
	117422	Landscape maintenance various parks Dec 21	338.28
	117434	Landscape maintenance various parks Dec 21	1,949.52
ED Property Services	00001949	Callistemon U20 repair ceiling	352.00
JB Hi-Fi Rockingham	503340853-100	Lenovo Tablet Gen 2 for Community Services	1,729.00
Complete Office Supplies Pty Ltd	10659313	Stationery for Library	101.65
Website Weed & Pest (WA) Pty Ltd	00005394	Weed & pest control of various culverts 131221	2,288.00
	00005406	Schedule C weed control various locations	4,887.36
Master Lock Service	8447	Callistemon U10 replace a broken lock on gate	140.00
Accord Security Pty Ltd	00026358	Security services Darius Wells Dec 21	662.75
Adventure 4 x 4 Pty Ltd	111132	Items for vehicles at Depot	764.00
ALSCO Pty Ltd	CPER2189406	Linen hire for OCM dinners	58.59
Imagesource Digital Solutions	460710	Staff honour board	69.85
Drainflow Services Pty Ltd	00008743	Gully eduction works Orelia Dec 21	990.00
Elexacom	115748	Installation of two Cat6A data points for IT	713.46
	115720	RCD testing Challenger Beach toilets	45.85
	116025	Investigate cut cable at Thomas Oval	183.39
	115795	Administration building renovations	12,272.76
Green Skills Inc / Ecojobs	P2825	Temp staff week ending 171221	3,442.23
	P2824	Temp staff week ending 171221	3,454.98
Harmony Software	3-1101	Harmony Web Educator subscription Dec 21	394.80
	3-1090	Harmony Web Educator subscription Dec 21	1,085.70
Heatley Sales Pty Ltd	C1020530	Uniforms for City Operations	178.56
HP Financial Services Pty Ltd	100001370566	Monthly payment contract 5389066248AUS2 Jan 22	15,535.22
	100001370567	Monthly payment contract 5389066248AUS3 Feb22	588.85
	100001371275	Monthly payment contract 53890662481AUS1 Feb 21	2,216.50
Exit Waste	5752	Clean grease trap at various sites Dec 21	1,738.00
Institute Of Public Works Engineeri	100750-M1221	IPWEA Corporate Membership renewal	319.00
Frontline Fire and Rescue Equipment	73080	19mm hose for Emergency Management	105.60
	73081	Safety boots	166.12
Fire And Safety Australia Pty Ltd	TX002992	Fire Warden training for staff	275.00
Lynne Brooke	23December21	Team building event for Bright Futures	122.40

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Payee	Invoice	Description	Amount
Michael Page International	455728	Temp staff week ending 191221	860.07
	455727	Temp staff week ending 191221	4,177.09
McLeods Barrister & Solicitors	122429	Legal matter 42546	1,097.88
	122431	Legal matter 42550	596.75
	122430	Legal matter 42548	693.55
Lo-Go Appointments	00425052	Temp staff week ending 181221	1,379.22
	00425051	Temp staff week ending 181221	1,825.44
	00425053	Temp staff week ending 181221	2,258.14
Accidental Health & Safety Perth	8189	Restock items the Zone	369.55
Rosie O Entertainment Pty Ltd	9323	Face painting for Bertram Piece project	660.00
Datacom Systems (AU) Pty Ltd - WA	INV1120848	KnowBe4 Security Awareness training renewal	21,796.50
EFT TRANSFER: - 06/01/2022		Payment reversal creditor #11309	-200.00
EFT TRANSFER: - 06/01/2022		Payment reversal creditor #10173	-300.00
EFT TRANSFER: - 12/01/2022			400,912.51



## Payment Listing



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Payee	Invoice	Description	Amount
SuperChoice	December2021-01	Superannuation-December2021-01	261,698.23
	December2021-03	Superannuation-December2021-03	8,451.90
	December2021-06	Superannuation-December2021-06	2,014.50
	December2021-07	Superannuation-December2021-07	5,030.62
	December2021-12	Superannuation-December2021-12	2,536.38
	December2021-13	Superannuation-December2021-13	564.53
	December2021-14	Superannuation-December2021-14	14,807.10
	December2021-16	Superannuation-December2021-16	68.19
	December2021-17	Superannuation-December2021-17	40,176.95
	December2021-18	Superannuation-December2021-18	3,856.96
	December2021-20	Superannuation-December2021-20	1,669.60
	December2021-21	Superannuation-December2021-21	4,727.73
	December2021-22	Superannuation-December2021-22	392.12
	December2021-24	Superannuation-December2021-24	300.33
	December2021-28	Superannuation-December2021-28	189.03
	December2021-29	Superannuation-December2021-29	1,920.22
	December2021-30	Superannuation-December2021-30	2,456.97
	December2021-32	Superannuation-December2021-32	5,219.04
	December2021-37	Superannuation-December2021-37	270.36
	December2021-43	Superannuation-December2021-43	2,020.02
	December2021-48	Superannuation-December2021-48	929.94
	December2021-49	Superannuation-December2021-49	215.22
	December2021-50	Superannuation-December2021-50	3,789.34
	December2021-53	Superannuation-December2021-53	2,045.89
	December2021-55	Superannuation-December2021-55	4,872.76
	December2021-56	Superannuation-December2021-56	1,775.01
	December2021-58	Superannuation-December2021-58	54.74
	December2021-59	Superannuation-December2021-59	2,395.65
	December2021-60	Superannuation-December2021-60	1,467.33
	December2021-61	Superannuation-December2021-61	816.12
	December2021-63	Superannuation-December2021-63	416.72
	December2021-64	Superannuation-December2021-64	105.48
	December2021-66	Superannuation-December2021-66	737.68
	December2021-70	Superannuation-December2021-70	957.48
	December2021-72	Superannuation-December2021-72	1,514.82
	December2021-73	Superannuation-December2021-73	1,325.18
	December2021-75	Superannuation-December2021-75	560.58
	December2021-76	Superannuation-December2021-76	54.83
	December2021-79	Superannuation-December2021-79	1,704.57
	December2021-83	Superannuation-December2021-83	2,542.91
	December2021-84	Superannuation-December2021-84	163.68
	December2021-89	Superannuation-December2021-89	2,428.19
	December2021-90	Superannuation-December2021-90	1,526.37
	December2021-92	Superannuation-December2021-92	3,003.60
	December2021-94	Superannuation-December2021-94	4,370.21
	December2021-95	Superannuation-December2021-95	1,136.40
	December2021-97	Superannuation-December2021-97	1,310.36
	December2021-99	Superannuation-December2021-99	320.67
EFT TRANSFER: - 12/01/2022			33,512.87
Bright Futures Family Day Care - Pa	030122 to 220922	FDC Payroll 030122 to 090122	25,012.87
Bright Futures In Home Care - Payro	030122 to 090122	IHC Payroll 030122 to 090122	8,500.00
EFT TRANSFER: - 13/01/2022			845,552.19

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Payee	Invoice	Description	Amount
Nilfisk Pty Ltd	pri0004285	Recquatic hire charge for floor scrubber Dec 21	660.00
Canon Production Printing Australia	INV-32553	Colorwave 3500 scanner charges Dec 21	288.75
Shred-X Pty Ltd	01736042	Exchange and destroy secure document bins Dec 21	60.72
Wheelie Clean	9843	Rubbish bin clean for Administration Building	267.52
	9842	Rubbish bin clean for Darius Wells Library	369.38
Retech Rubber	00003497	Repair patches to Ludlow Playground	385.00
	00003544	Repair softfall rubber Honeywood Park	275.00
Tasman Kenneth Cooper	7.2	Rates refund	1,500.00
Technifire 2000	24582	Repairs to KWN704 clutch	977.79
Gail Catherine Dyke	6.9	Rates refund	200.00
Outback Handyman	3500	Callistemon U39 repair to damaged wall	88.00
	3499	Banksia V45 install pavers to front of bedroom	132.00
Leaf Bean Machine Pty Ltd	00099469	Items for Cafe Splash at Recquatic Centre	385.00
Sonic Health Plus	2520927	Pre-employment medical assessment 221221	198.00
	2520928	Pre-employment medical assessment 171221	198.00
	2515048	Pre-employment medical assessment 151221	297.00
	2517943	Pre-employment medical assessment 201221	198.00
Turf Care WA Pty Ltd	INV-4247	Application Aquamiser across various parks	1,365.78
	INV-4245	Application Aquamiser across various parks	477.61
Dowsing Group Pty Ltd	17267	Construction of footpath Gamble Place	13,045.18
Cyclus Australia	INV-2156	Staff hire for the Lolly Run	2,052.09
Keos Events Pty Ltd	2021-2022/018	Staff Christmas activities	1,316.48
Red Oxygen Pty Ltd	CI00206490-55222	Licence and message charges 271121 to 261221	45.32
Rockingham Betta Electrical & Gas	32410034108	Fridge for Business Incubator	696.00
Burson Automotive Pty Ltd	119462812	Oil filter	36.30
	119398441	Set of brake pads	92.95
Mackie Plumbing and Gas Pty Ltd	I101250	Banksia V38 and V23 plumbing repairs	169.33
	I101249	Banksia V38 and V39 plumbing repairs	141.26
	I100871	Install pump kit at Kwinana Adventure Park	2,662.36
	I101243	Unblock toilets at Wells Park ablutions	412.93
	I101089	Wandi Community Centre service agreement Nov 21	746.49
	I101278	Callistemon U39 repair to leaking toilet	150.72
Australian HVAC Services Pty Ltd	64514	Reboot BMS at Darius Wells Centre	1,882.67
	64519	Inspect chiller on aircon at Darius Wells Centre	980.87
	64444	Install glass filter at Kwinana Senior Citizens	1,373.16
Royal Life Saving Society	155615	Home pool barrier inspections 111121 to 251121	742.50
Matthew Ponsford	14	School holiday sessions at the Zone	235.00
	15	School holiday sessions at the Zone	420.00
Brajovich Demolition & Salvage Pty	Refund	Refund 69863 BSL & comm only	233.30
Satellite Security Services	IV013153	Replace system battery on Sloan Cottage	210.00
	IV013087	GPRS monitoring various sites	10,988.04
Wellard Management Pty Ltd	1911783	Street Tree The Wedge Stage 4 Wellard	10,766.25
Palm Lakes Garden and Landscape Ser	6071	Banksia V30 reticulation repairs	110.00
	6051	Callistemon reticulation repairs various units	230.00
	9070	Callistemon reticulation repairs various units	220.00
Woolworths Group Open Pay	TXN332546	Items for Library	7.80
	TXN330772	Items for Bright Futures	27.90
	TXN324937	Sorting containers for Children's Waste Education event	108.76
	TXN326434	Items for the Community Resource Centres	66.00
	TXN311943	Items for morning tea farewell	199.54

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Payee	Invoice	Description	Amount
	TXN317850	Items for Library	7.80
StepChange Consultants Pty Ltd	SC0011853	Temp staff week ending 261221	8,580.00
	SC0011499	Temp staff week ending 141121	11,632.50
	SC0011854	Temp staff week ending 261221	8,756.00
	SC0011855	Temp staff week ending 261221	11,632.50
	SC0011852	Temp staff week ending 261221	7,920.00
illion Australia Pty Ltd	966446	Risk of failure report 221221	110.00
Galaxy 42 Pty Ltd	FTIG42001541	Consulting for HRP TechOne implementation	1,815.00
	FTIG42001543	Consulting Finance TechOne implementation	3,630.00
	FTIG42001539	Consulting Finance TechOne implementation	3,630.00
	FTIG42001540	Consulting Finance TechOne implementation	14,520.00
	FTIG42001538	Consulting for system architect	1,815.00
Australia Post	1011165182	Agency commission fees to 030122	286.12
Party Higher	4581	Silent Disco Darius Wells	979.00
Leda Essentials	010	Items for City Operation staff event	350.00
Paxon Business & Financial Services	I48367	Systems and Procedures Audit 20-21	4,400.00
Active Education WA	COK 00001	Christmas entertainment for staff party	200.00
Novotec Metal Fabrication Pty Ltd	1902	Sandblasting Recquatic pool steps	836.00
Teammac Pty Ltd	00001820	Catering 151221	1,368.00
Jacob Callan Newton	23909	Crossover subsidy rebate	337.50
Cailin Leigh Knight	24733	Crossover subsidy rebate	400.00
Asad Raiz	22514	Crossover subsidy rebate	337.50
Marita Delarita Dominguez	10January2022	Refund of swimming and tumbling lessons	168.88
Karen Sioux Kinsella	7.4	Rates refund	618.06
Wayne Poi	7.4	Rates refund	1,000.00
Timothy Marc Molnar-Hammond	7.4	Rates refund	1,000.00
Sportsworld Of WA	140703	Goggles for Proshop at Recquatic Centre	1,163.80
Telstra	1355246271Dec21	Mobile device whole organisation Dec 21	9,524.51
	9385375010Jan22	Internet and data to 240122	2,491.62
Toll Transport Pty Ltd	6003974	Transport services food water sampling analysis	38.02
Trisley's Hydraulic Services Pty Lt	100203678	Bi monthly service to pools at Recquatic	9,236.36
WA Hino Sales & Service	281738	Left hand door seal	323.00
Water Corporation of Western Austra	9000334597Jan22	Service charges Feilman Building	326.15
Westbooks	326574	Books for discovery backpacks	191.51
	326580	Junior Library books	12.57
	326575	Library books for Manga collection	29.57
	326576	Junior Library books	26.43
	326578	Replacement books for lost or damaged stock	85.78
	326579	Library books for Manga collection	162.67
	326577	Adult Library books	94.67
Kyocera Document Solutions Australi	90374648	Copy costs Library Staff Dec 21	170.48
	90374649	Copy costs Community Centre Team Dec 21	44.15
	90374650	Copy costs Zone Staff Dec 21	30.64
	90374651	Copy costs Admin Planning Dec 21	384.27
	90374652	Copy costs Admin Governance Dec 21	159.32
	90374653	Copy costs Depot Admin Dec 21	35.92
	90374654	Copy costs Family Day Care Dec 21	274.73
	90374655	Copy costs Admin Finance Dec 21	102.23
	90374656	Copy costs Recquatic Dec 21	193.16

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Payee	Invoice	Description	Amount
	90374657	Copy costs Library Public Dec 21	54.98
	90374658	Copy costs Admin CSO Dec 21	56.96
	90374659	Copy costs John Wellard Dec 21	62.83
	90374660	Copy costs Admin Records Dec 21	487.15
	90374661	Copy costs William Bertram Dec 21	35.98
	90374662	Copy costs Darius Wells Reception Dec 21	21.07
	90374663	Copy costs Zone Downstairs Rec Dec 21	21.42
	90374664	Copy costs Banksia Park Dec 21	67.80
	90374665	Copy costs Darius Wells Creche Dec 21	24.42
	90374666	Copy costs Darius Wells Volunteer Dec 21	18.83
	90374667	Copy costs John Wellard Dec 21	42.85
	90374645	Copy costs BI IT Dec 21	88.97
	90374646	Copy costs City Leadership Team Dec 21	17.24
	90374647	Copy costs Zone Dec 21	29.08
Taylor Tyres Pty Ltd	25568	2 new tyres	638.00
Beaver Tree Services Aust Pty Ltd	80788	City wide watering Dec 21	39.60
	80739	City wide watering 101221	4,289.81
	80746	City wide watering 171221	4,289.81
	80786	City wide watering 241221	4,289.81
	80714	Tree pruning Weston Street	2,403.05
	80706	Tree pruning Macedonia Road	452.11
	80705	Tree removal Crabtree Way	1,799.34
	80611	General vegetation clearance various sites	28,698.38
	80592	Programmed tree pruning various sites	33,957.13
	80704	Tree removal Ougden Way	1,776.56
	80763	Stump grinding various sites	1,833.55
	80790	General vegetation clearance Gilmore Ave	6,037.75
	80792	Tree removal Gilmore Ave	785.79
	80703	Root barrier installation Tunncliffe Street	1,434.91
	80610	Tree pruning Western Power	6,633.09
	80535	City wide watering	4,289.81
	80741	Watering of the Wedge stage 2 & 4	180.29
	80536	City wide watering	39.60
Suez	46420043	Green waste bin and tipping fees Nov 21	708.73
Synergy	223615720Dec21	1041U Banksia Park Clubhouse	414.80
	884861450Dec21	3928U Callistemon Court	1,213.01
	376946950Dec21	16U U59 Vacant unit	66.73
	130957780Dec21	449U Banksia/Callistemon	193.71
	277773560Dec21	3057U Banksia Park	1,001.76
	198694990Jan22	39051U Admin/Arts/Parmelia	10,084.39
	118367820Jan22	7639U Thomas Kelly Pavilion	1,692.56
	141057240Jan22	17160U The Zone Youth Space	4,410.59
	148872970Jan22	6518U Incubator	1,662.96
	258360080Jan22	7306U Kwinana Adventure Park	2,111.46
	705629830Jan22	466U Bourman Heights Reserve	252.48
	177581220Jan22	115542U Recquatic	26,809.82
	135567600Jan22	57984U Darius Library/Resource Centre	14,782.31
	792417950Jan22	Streetlighting	119,493.13
	254890320Dec21	14U Rushbrooke Park BBQs	112.96
	254890650Dec21	43U Malden Park BBQs	121.43
	312758410Dec21	538U Epidote Park / Emerald Park	267.85
	331026880Dec21	616U Daybreak Park bore	283.16
	369871520Dec21	2045U Moonstone Park Bore	706.19
	376279410Dec21	3994U Wellard Village Bore 5	1,232.32
	221037310Dec21	1198U Thomas Oval Pavilion (NRL)	458.69
	272150100Dec21	1397U Prince Regent Gate Reserve	365.19
	382919470Dec21	268U Medina Centre Reserve	188.99

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Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
	461218120Dec21	803U Nye Way retic	296.29
	516172020Dec21	2019U Gilmore Ave pump 1	441.55
	526240500Dec21	1769U Thomas Road pump 2	408.47
	543072120Dec21	2111U Gilmore Ave pump 2	459.78
	652922630Dec21	369U Change rooms (Model Railways)	216.55
	765774910Dec21	1418U Bright Futures	521.17
	766868640Dec21	562U Smirks Cottage	273.00
	819683070Dec21	844U Medina car park lighting	353.51
	861503150Dec21	5036U Medina Oval	908.39
	169026580Dec21	1939U Gemstone Parade bore	673.34
	169027380Dec21	0U Entry statement lighting Gemstone & Johnson Rd	106.99
	187992920Dec21	1602U Bertram Road bore	574.92
	374623700Dec21	548U Boyne Park bore & BBQs	268.93
	282690350Dec21	3979U Casuarina / Wellard Fire Station & Hall	1,272.96
	566336000Dec21	0U Millar Road fire pump for water tanker	108.87
	450583710Dec21	2688U Bertram Oval	545.13
	023172940Dec21	1417U Bertram Park POS	528.39
	685078510Dec21	187U Gawler Way	152.23
	165493420Dec21	154U Smirks Museum	159.48
	191359550Dec21	2618U Ridley Park	524.52
	219451010Dec21	1060U Milbrook Avenue bore	424.12
	192738060Dec21	0U Prince Parkway flood lights	114.50
	219451200Dec21	353U Sulphur Road bore	217.60
	219451580Dec21	495U Price Parkway bore	259.08
	224882670Dec21	883U Little Rascals Out of School Care	372.42
	412205870Dec21	0U Oakley Hollow	114.50
	845563650Dec21	22U Apex Park BBQ	120.92
	098975100Dec21	1687U Sandringham Park	444.50
	185126570Dec21	377U Borthwich Park retic	220.86
	285940430Dec21	2442U Rhodes Park	523.25
	700373810Dec21	346U Rutherford Park	211.81
	882732750Dec21	0U Harrison Way	110.74
	925767370Dec21	2337U Gilmore Ave retic	501.94
	107029100Jan22	3133U Wellard Community Centre	702.33
	179469390Jan22	2435U Bertram Community Centre	619.23
	856518550Jan22	Decorative lighting	2,733.20
Prestige Catering & Event Hire	INV-3582	Catering 071221	406.20
	INV-3576	Catering 151221	7,320.40
	INV-3580	Catering 061221	129.00
GlobalX Information Services Pty Lt	PSI0217831	Legal name search for Dec 21	233.75
ZircoData Pty Ltd	ZDW0211317	Offsite storage pick up and retrieval to 251221	977.13
Bristol Cleaning Services	1221-C	Banksia Clubhouse window cleaning	260.00
Bunnings Building Supplies	2163/01060255	Flyscreen for the Zone	98.84
	2163/01038501	Equipment for Heyford Action Park	47.81
	2016/01386543	Recycling tubs for Environmental waste	136.64
Ixom Operations Pty Ltd	6472577	Recquatic chlorine gas order	122.76
Sigma Chemicals	154517/01	Chemicals for Adventure Park	47.63
	154328/01	Chemical order for Recquatic	697.40
July Investments Pty Ltd	00063231	Echo spreader	349.00
Ausco Modular Pty Ltd	7312541	Demountable hire Jan 22	1,545.39
Neverfail Springwater	INV-000354943	Admin Building water dispensers	35.40
	INV-000354972	15L x 8 water for Admin Building	70.80
	INV-000354881	15L x 2 water for City Operations	17.70
Modern Teaching Aids Pty Ltd	44632462	Adult and junior puzzles	161.54

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Payee	Invoice	Description	Amount
	44635290	Adult and junior puzzles	146.19
	44638285	Replacement hair dresser set	49.45
Wilson Security Pty Ltd	W00286642	Banksia emergency call outs	116.05
	W00286153	Callistemon Court security patrols Dec 21	915.86
Cannon Hygiene Australia Pty Ltd	97117352	Hygiene services 060821 to 050922	1,561.57
	97248799	Hygiene services 060122 to 050222	1,599.31
Toyota Fleet Management	951575	Lease vehicle 1HFE114	635.24
Downer EDI Works Pty Ltd	6012472	Supply & application of hot bitumen Gamble Place	12,725.59
Carol Elizabeth Adams	08January2022	Reimbursement of travel and other expenses Dec 21	110.78
Hudson Global Resources (Aust) Pty	AU1220026	Temp staff week ending 241021	4,342.18
	AU1232779	Temp staff week ending 121221	5,344.13
	AU1235349	Temp staff week ending 261221	5,344.13
PFD Food Services Pty Ltd	LA767843	Items for Cafe Splash at Recquatic Centre	534.00
Marketforce Pty Ltd	42021	Tender advert West Australian 041221	520.44
	42019	Advertising 011221 and 151221	3,421.00
	42020	Advertising 011221	283.12
	42018	REA subscriptions for Retirement Village Dec 21	1,012.00
Arbor Logic	00004837	Tree risk assessment Hope Valley Rd	792.00
City of Rockingham	119918	Tipping fees 091221 general waste	178.20
	120125	Tipping fees 301221 general waste	1,176.12
Civica Pty Ltd	C/LA023772	SIP2 connection for Comics Plus	264.00
Coastline Mowers	31108#5	Ear muffs and visor for Depot	111.20
	31110#5	Edger blades for gardening equipment	179.20
KLMedia Pty Ltd	1152489	Music CD's for Library	327.74
	1152491	Nintendo Switch games for Library	67.12
	1152490	DVD's and video games as requested	23.54
Eclipse Soils Pty Ltd	KWIN01R044545	General waste tipping Gamble Place	1,303.50
	KWIN01R044553	General waste tipping Gamble Place and Westcott Rd	891.00
Schweppes Australia Pty Ltd	0810790262	Various drinks for Cafe Splash at Recquatic Centre	280.68
Bladon WA Pty Ltd	BWA150154	150 lanyards for school holiday programs	222.75
Winc Australia Pty Ltd	9038051136	Stationery for HR	44.32
	9038029724	Stationery items for Library	177.66
	9038027778	Stationery items for Library	26.09
	9038030397	Stationery for Admin Building	43.54
Advanced Traffic Management (WA) Pt	00153013	Traffic management Gamble Place	2,262.61
	00153012	Traffic management Westcott Road	462.30
	00153014	Traffic management Trusty Way	3,231.48
	00152659	Traffic management Westcott Road	12,113.88
	00152883	Traffic management Gamble Place	4,651.74
	00152882	Traffic management Trusty Way	907.93
	00152884	Traffic management Westcott Road	9,237.99
Data #3 Limited	02073941	Exclaimer Signature Manager edition 2.0	804.91
JB Hi-Fi Rockingham	403354720-100	HDMI to USB cable 5m for Kwinana Beats studio	39.95
Heat Exchangers WA	H9874	Heat exchange servicing at Recquatic Centre	2,459.82
Landgate	1153500	Landgate valuations	44.54
	1154820	Landgate title search fees Dec 21	1,006.40
Vinci Gravel Supplies Pty Ltd	B2679	25mm gravel	3,505.82
EJ's Mini Excavator	13504	Repair inside of drainage pit at Campden Loop	500.00
Master Lock Service	8466	Long shank padlocks x 12	744.00
	8450	Supply 40 x A and D keys to Facilities Dept	240.00

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Payee	Invoice	Description	Amount
	8455	Padlocks for tag and lock system Facilities Dept	616.00
	8445	Inspect locks on electrical cabinet at Rogan Park	120.00
	8474	Callistemon U22 repair to security door lock	120.00
Totally Workwear Rockingham	JK17078	Uniforms for Emergency Services	395.16
	RK38419.D1	City Assist Officers uniforms	506.23
Fire & Emergency Services, Dept of	05January2022	ESL collections for Dec 2021 Part 1	103,974.93
Accord Security Pty Ltd	00026408	Cash handling services for Dec 21	569.80
Adventure 4 x 4 Pty Ltd	110373	Snatch strap kit x 2	198.00
ALSCO Pty Ltd	CPER2195427	Linen hire for OCM dinners	64.69
Woolworths Group Limited	4330368	Items for Library	96.75
	109934040	Items for Recquatic Centre	136.00
	109932991	Items for Recquatic Centre	134.41
	109856368	Items for Admin Building	134.55
	106517392	Items for Administration Building	106.50
	107506135	Items for Cafe Splash	103.70
	109833582	Items for City Operations	80.10
	110734335	Items for Cafe Splash at Recquatic Centre	86.08
	107258398	Items for Cafe Splash	153.60
	107989777	Items for Cafe Splash	122.60
Clockwork Print	INV-0067279	Signs for pool deck lanes at Recquatic Centre	407.00
Drainflow Services Pty Ltd	00008810	Gully eduction works Orelia 040122 & 060122	1,485.00
Elexacom	116161	Reprogram lights at William Bertram Community	836.50
Isentia Pty Limited	MN0832932	Media Monitoring Jan 22	1,100.00
Green Skills Inc / Ecojobs	P2835	Temp staff week ending 241221	1,988.84
	P2834	Temp staff week ending 241221	1,988.84
	P2816	Temp staff week ending 211221	2,180.20
Angela Maria Jakob	10January22	Reimbursement for Seed Taking Licence	60.00
Alyka Pty Ltd	INV-31026	Web hosting and licensing costs 010122 to 310322	6,304.38
	INV-32296	Web hosting and licensing costs 010122 to 300622	1,980.00
Moodjar Consultancy	INV-0033	Booja Maara meeting	400.00
Lifeline WA	Donation2022	City of Kwinana staff donation	951.00
Blackwood & Sons Ltd	KW7274CL	Gloves for Environmental Services	56.76
	KW2090CK	Gloves for City Assist	148.35
	PE9493CH	Uniden two way radio	204.80
	KW9715CJ	Items for Environmental Health Team	286.26
Starbucks Flooring	INV-000896	Callistemon U65 replace torn vinyl	180.00
	INV-000897	Callistemon U59 replace flooring	1,623.00
	INV-000898	Callistemon U2 repair to burnt vinyl area	120.00
Kwinana Veterinary Hospital Pty Ltd	171372	Animal services	13.20
	17091C	Animal services	65.00
	170894	Animal services	214.45
GreenLite Electrical Contractors Pt	1457	Repair fault to Wandi Equestrian bore	189.27
	1407	Repair low flow switch at Abingdon Lake retic pump	636.66
	1460	Repair relay switch at Wellard Glen	357.20
The Smart Security Company P/L	Q14752	Quarterly monitoring of medi minders Banksia Park	5,139.75
Glen Flood Group Pty Ltd	INV-1713	Temp project support week ending 261221	8,288.78
Poolwerx Spearwood	INVSPE7959	Call out for Kwinana Adventure Park	120.00
Envirosweep	93797	Footpath sweeping various locations for Dec 21	4,158.00
	93798	Road sweeping Wellard Road for Dec 21	4,482.50
	93425	Road sweeping Wellard Road for Dec 21	8,152.00
	93424	Carpark sweeping various locations for Dec 21	2,502.50

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Payee	Invoice	Description	Amount
	93543	Emergency sweeping at various locations Dec 21	665.50
Michael Page International	457243	Temp staff week ending 261221	4,204.56
Purearth	INV-1812	Road sweeping Dec 21	4,507.47
Ohura Consulting	INV-0195	EA negotiation support Dec 21	2,325.40
Landscape and Maintenance Solutions	INV-2568	Passive & streetscape mowing Dec 21	3,518.93
	INV-2567	Broadacre mowing of sportsgrounds Dec 21	15,662.98
	INV-2566	Mowing maintenance of dryland reserves in Dec 21	9,876.47
	INV-2569	Passive and streetscape mowing various Dec 21	5,068.27
	INV-2570	Mowing maintenance Rockingham/Patterson Rds	1,980.53
Vocus Communications	P809395	Monthly internet services Jan 21	1,287.00
Baldivis Transport Pty Ltd	2675	Water delivery to Casuarina Hall 181221	175.00
McLeods Barrister & Solicitors	122471	Legal matter 48672	1,561.32
Kearns Garden Supplies	24-December21	Hardware for City Operations Team	128.37
	3-December21	Callistemon Court various hardware	8.99
	4-December21	Banksia Park various hardware	172.62
Air Liquide Australia	XX3187	Hire of medical oxygen Recquatic	50.56
Lo-Go Appointments	00425098	Temp staff week ending 251221	1,649.66
	00425097	Temp staff week ending 251221	1,379.22
TenderLink	AU-459816	Upload of tender documents	215.60
Natsales Advertising Pty Ltd	00346961	Litter bin housing advertising to 310322	1,732.50
Charles Service Company	00034413	Cleaning services Dec 21	44,653.83
Accidental Health & Safety Perth	8245	Viraclean disinfectant for Animal Facility	208.78
Parkers WA	INV-3042	Remove bollards Runnymede Gate	396.00
EFT TRANSFER: - 14/01/2022			250,452.16
Australian Services Union	PY01-14-Aust Ser	Payroll Deduction	225.48
	PY01-14-Aust Ser	Payroll Deduction	71.70
Australian Taxation Office	PY01-14-Australi	PAYG tax withheld	219,752.00
Maxxia Pty Ltd	100329020211231	Employee ITC 011221 to 311221	81.32
	PY01-14-Maxxia P	Payroll Deduction	1,378.98
	PY01-14-Maxxia P	Payroll Deduction	1,669.80
Health Insurance Fund of WA (HIF)	PY01-14-Health I	Payroll Deduction	737.50
City of Kwinana - Xmas fund	PY01-14-TOK Chri	Payroll Deduction	7,590.00
Child Support Agency	PY01-14-Child Su	Payroll Deduction	577.21
Easifleet	153044	Novated lease charges 291221	348.78
	153230	Novated lease charges 010122	8,630.43
	152161	Novated lease charges 011221	8,979.21
LGRCEU	PY01-14-LGRCEU	Payroll Deduction	399.49
	PY01-14-LGRECU	Payroll Deduction	10.26
EFT TRANSFER: - 20/01/2022			623,200.66

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Payee	Invoice	Description	Amount
Business Base	INV-17626	Meeting table for Recquatic Centre	497.00
Summers Consulting	INV-1050	Mosquito monitoring Jan 22	440.00
Perth Aqua Park Pty Ltd	#47304134-151612	Perth aqua park excursion for the Zone x 12	360.00
McGees Property	29498	Valuation report Moombaki Ave	550.00
Port Printing Works	INV074642	Staff business cards	44.55
	INV074548	Sustainable Water Management Plan	260.29
	INV074619	500 x Community Wellbeing postcards	110.55
	INV074588	250 x Staff business cards	41.25
	INV074698	Annual report booklet	987.26
Outback Handyman	3514	Banksia and Callistemon caretaker duties	462.00
Fay Cecilia Singleton	17January2022	Reimbursement for retirement farewell	307.41
Leaf Bean Machine Pty Ltd	00099487	Items for Cafe Splash at Recquatic Centre	140.61
	00099689	Items for Cafe Splash at Recquatic Centre	302.33
Kleenheat	4871401	Gas charges December 2021 various locations	6,444.00
Sonic Health Plus	2528672	Pre-employment medical assessment 110122	198.00
Turf Care WA Pty Ltd	INV-4246	Application Aquamiser across various parks	2,666.41
	INV-4249	Application Aquamiser across various parks	1,248.82
Michelle Christine Owen	13January2022	Payroll deduction repayment	90.00
DNR Contracting Pty Ltd	00001277	Westcott Road upgrading progress claim 2	24,480.12
Burson Automotive Pty Ltd	119531270	12 volt heavy duty battery	227.70
Mackie Plumbing and Gas Pty Ltd	I101341	Banksia V32 repair to back garden tap	109.85
	I101324	Callistemon U44 replace rusty screws on grab rail	191.60
	I101326	Banksia V45 repair to leaking toilet cistern	232.93
	I101308	Replace waterless cartridges William Bertram	646.26
	I101310	Repair leaking cistern at Challenger Beach toilets	201.43
	I101295	Banksia Plumbing repairs or replacements	444.53
	I101289	Replace toilet cistern at Medina Oval toilets	471.47
As Clean As A Whistle	00000961	Banksia Clubhouse and office cleaning Dec 21	819.50
Anna Kelly	220101	Bertram shopping centre activation	960.00
	220102	Orelia shopping centre activation	360.00
Fair Play Sports & Outdoor Pty Ltd	50344	Netballs for sports at Recquatic Centre	440.00
Woolworths Group Open Pay	TXN339243	Items for City Life meeting	97.45
	TXN334757	Supplies for Box Car series	100.50
	TXN330670	Items for the Zone	50.00
	TXN336705	Items for Disability Reference group	42.78
	TXN313605	Items for Recquatic staff event	48.75
	TXN296764	Items for Library	35.00
	TXN324842	Items for January holiday program at the Zone	199.09
StepChange Consultants Pty Ltd	SC0011948	Temp staff week ending 090122	2,970.00
	SC0011949	Temp staff week ending 090122	4,290.00
Nordic Fitness Equipment	NFE-004261SF	Antibacterial gym wipes	396.00
Avantgarde Technologies Pty Ltd	00002236	Professional consultancy services audit allocation	8,360.00
Construct 360 Pty Ltd	389	Operations Centre upgrade and addition	147,697.92
Rapid Response Lighting	RRL-1298-80	Arrow board	2,800.00
Galaxy 42 Pty Ltd	FTIG42001435	Consulting for TechOne implementation	1,815.00
Dark and Whimsical	PO135303	Framing for City art collection	4,523.00
Sunwest Removals	3477	Removal for Hebron Way	2,999.00
Kelly Renne Mattravers	12January2022	Neighbour Day Everyday funding 2022	150.00
Russell Mark	17January2022	Reimbursement of Employment Law workshop	343.00

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Payee	Invoice	Description	Amount
Parthiv Arunbhai Parekh	17 January 2022	Reimbursement for CPA membership	745.00
Rachel Anne Ranson	7.7	Rates Refund	500.00
St John Ambulance Australia (WA) In	FAINV00949396	First aid training 070122	128.00
Toll Transport Pty Ltd	1138462	Transport services food water sampling analysis	22.68
Total Eden Pty Ltd	411868322	Reticulation parts for City Operations Team	8,367.10
WA Limestone Co	BY6426/01	Road base for Westcott Road	4,648.56
	SW6426/01	Limestone for road base Westcott Road	933.80
Water Corporation of Western Australia	9000374062 Jan 22	80U Wells Park ablutions	211.68
	9023548352 Jan 22	14U Apsley Park drink fountain and watermill	37.04
	9000294409 Jan 22	19U Leda Hall	344.13
	9000295305 Jan 22	239U Sloans Cottage	632.39
	9000342570 Jan 22	27U Rhodes Park	257.82
	9000339427 Jan 22	421U Victory for Life	1,253.75
	9012573982 Jan 22	18U Incubator	326.80
	9012543409 Jan 22	130U Admin/Arts/Parmelia	2,300.53
	9000341922 Jan 22	Service charges 24/40 Meares Ave	154.01
	9000341914 Jan 22	Service charges 23/40 Meares Ave	154.01
	9013156996 Jan 22	234U Darius Wells Library/Resource Centre	2,109.77
	9000340874 Jan 22	1065U Callistemon Court	4,381.56
	9000341201 Jan 22	1593U Banksia Park	5,988.85
	9000334589 Jan 22	16U Feilman Building	740.85
	9000340559 Jan 22	409U Adventure Park toilet/Tennis Club	1,082.21
	9000341578 Jan 22	1934U Recquatic Zone	8,751.29
Westbooks	326581	Library books for Manga collection	111.73
	326650	Adult Library books	241.67
	326648	Replacement books for lost or damaged stock	215.01
	326649	Books for discovery backpacks	44.37
	326651	Junior Library books	176.11
	326646	Adult Library books	680.14
Western Australian Treasury Corpora	GFEDEC21	Government Guarantee fee period ending 311221	63,377.70
Kyocera Document Solutions Australi	90296100	Copy costs Admin Planning	147.31
Taylor Tyres Pty Ltd	25614	TLGILIS tyres x 4	712.80
	25613	Wheel alignment KWN2094	770.00
Snap Printing Rockingham	F144-180300	Kwinana BFB booklets	195.00
Beaver Tree Services Aust Pty Ltd	80659	Root barrier and installation Medina Ave	5,124.64
	80658	Tree pruning Wescott Street	4,372.90
	80612	Watering of the Wedge stage 2 & 4	180.29
	80787	Watering of the Wedge stage 2 & 4	180.29
Synergy	168917550 Jan 22	4823U Wells Park ablutions	902.20
	334678810 Jan 22	0U Shop 23/40 Meares Avenue, Kwinana	103.24
	334820750 Jan 22	1013U 24/40 Meares Ave	408.51
	256732610 Jan 22	788U Hoyle Road Park	333.40
	129764890 Jan 22	6159U Lambeth Park	1,280.79
	958335710 Jan 22	6058U Orelia Oval	1,287.90
	566370150 Jan 22	4767U Chipperton Park	1,520.40
Bunnings Building Supplies	2163/01245263	Grinder discs for City Operations	47.70
	2163/01017139	Bamboo slat screen fencing for Family Day Care	15.13
Technology One Limited	205802	Data migration scoping work to 121121	467.50
	207001	Additional annual subscription fee to 270222	2,534.94
Sigma Chemicals	154739/01	Chemicals for City Operations	242.33
Connect CCS	00109318	After hours monitoring overcalls Dec 21	1,834.69
Hudson Global Resources (Aust) Pty	AU1238392	Temp staff week ending 090122	5,203.50

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Payee	Invoice	Description	Amount
PFD Food Services Pty Ltd	LB204372	Items for Cafe Splash at Recquatic Centre	531.80
BullAnt Security Pty	10216424	William Bertram Community Centre rekey locks	1,082.64
HECS Fire	80031	Test and tag fire extinguishers at Parmelia House	785.40
	77483	Callout for alarm Koorliny Community Arts Centre	435.60
Hays Specialist Recruitment Pty Ltd	50605295	Temp staff week ending 090122	2,260.87
	50605296	Temp staff week ending 090122	1,908.62
	50613632	Temp staff week ending 160122	2,260.87
Eclipse Soils Pty Ltd	KWIN01044561	General waste tipping Trusty Way	484.00
MRP General Pest/Termite Division 4	105291	Pest control Medina Depot	255.00
	105293	Pest control Bronwell Crescent	105.06
	105300	Pest control Thomas Kelly Pavilion	474.08
	105298	Pest control Kwinana Out of School Care	128.54
Winc Australia Pty Ltd	9038139146	Stationery for Administration Building	761.04
	9037336890	Stationery items for Family Day Care	58.41
	9037329297	Stationery and items for Family Day Care	229.80
	9038138179	Stationery for Banksia Park and Callistemon Units	300.77
Cleverpatch Pty Ltd	429223	Items for Community Centre Christmas crafts	212.63
LD Total	117331	Additional maintenance works various areas Dec 21	647.15
	116692	Additional maintenance works various areas Dec 21	458.73
	116686	Additional maintenance works various areas Dec 21	827.26
	116693	Additional maintenance works various areas Dec 21	884.29
	116687	Additional maintenance works various areas Dec 21	6,138.00
	116689	Additional maintenance works various areas Dec 21	710.26
	117297	Additional maintenance works various areas Dec 21	658.14
	116684	Additional maintenance works various areas Dec 21	1,800.90
AC Cooling Services	9756	Callistemon U9 install new air con system	2,121.90
ED Property Services	00001953	Callistemon U53 repairs to cracks in walls	341.00
	00001952	Callistemon U44 replace broken tiles	561.00
	00001951	Banksia V39 relay sunken pavers	242.00
	00001950	Banksia supply pavers and bricks	660.00
Data #3 Limited	02075080	1x Noble wedge security lock	685.91
Elliotts Irrigation Pty Ltd	B24862	Iron filter servicing of bores Dec 21	3,245.00
	B25044	Unblock Sunrise Estate #1 iron filter	209.00
	B25043	Adjust Wellard #7 Bellingham Park iron filter	209.00
Complete Office Supplies Pty Ltd	10697680	Stationery for Recquatic Centre	37.59
	10704262	Stationery for the Zone	193.12
Department of Transport	8014383	Vehicle registration checks Dec 21	36.90
Big W	057902	Seagate for Kwinana Beats	80.00
Website Weed & Pest (WA) Pty Ltd	00005413	Weed treatment Honeywood Park	187.00
Baileys Fertilisers	25379	Turf 20kg x 50	1,694.00
JB HiFi Commercial Division	BD0704551	1x Logitech conference camera	1,729.00
PAV Sales & Installations	00209221	Service call out for Isabella Corker Room Medina	231.00
Eco Resources Pty Ltd	00050531	Mixed waste tipping Trusty Way	1,056.00
	00050633	Mixed waste tipping Westcott Road	2,389.20
Koori Kids Pty Ltd	N26/22	Naidoc School Initiative 2022	450.00
Centrecare	SI-0001111	EAP annual registration and management fee	2,062.50
Master Lock Service	8486	10 x Dorma door closer slide arms	950.00
	8490	Banksia V67 repair glass door lock	125.00
Accord Security Pty Ltd	00026407	Alarm Security for City alarmed facilities Dec 21	3,252.70
West Coast Profilers	25904	Profiling works on Waddingham Way	5,121.82

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Payee	Invoice	Description	Amount
Castrol Lubricants	25311663	5W/40 Magnatec C3 oil for Depot	2,536.88
	25312439	Heavy duty premium oil for Depot	242.57
Woolworths Group Limited	4387269	Items for program at the Zone	14.89
	110968550	Items for Cafe Splash at Recquatic Centre	102.50
	111131433	Items for City Operations	60.80
	110703995	Items for Administration Building	102.30
	111139097	Items for Cafe Splash at Recquatic Centre	110.60
Elexacom	116217	Banksia repairs to RCD	638.12
	116219	Callistemon maintenance repairs	273.43
	116220	Banksia electrical repairs	48.49
Gregs Glass	13056	Replace 2 smashed panels of doors to Medina Hall	305.00
Eduardo Javier Cuevas	INV0148	Local Commercial Support Grant funding	1,100.00
Shelford Constructions Pty Ltd	9034HON/3	Honeywood Sporting Clubrooms claim 3	179,368.97
Heatley Sales Pty Ltd	C1020985	Uniforms for City Operations	72.63
	C1020987	Uniforms for City Operations	50.14
HP Financial Services Pty Ltd	100001380362	Monthly payment contract 53890662481AUS1 Mar 22	2,216.50
	100001379761	Monthly payment contract 5389066248AUS3 Mar 22	588.85
Institute Of Public Works Engineeri	9157	IPWEA corporate membership to December 2022	990.00
Pickles Auctions	DI000249332	Vehicle impound fee	99.00
Blackwood & Sons Ltd	KW5330CN	Earmuffs for City Operations	160.56
	PE2244CE	Measuring jugs for chemicals at Recquatic Centre	57.11
Allied Pumps Pty Ltd	102422	Wandi Pavilion scheduled servicing	1,937.10
Kerb Direct Kerbing Pty Ltd	65448	Install mountable kerb Trusty Way	873.86
	65449	Install mountable kerb Gamble Place	2,906.17
K Mart	303595	Photo frames for the Zone	20.00
Envirosweep	92069	Extra sweeping Waddingham Way and Roach Place	423.50
Michael Page International	457763	Temp staff week ending 090122	4,182.57
Kwinana South Bush Fire Brigade	07January22	Mitigation burn Orelia Reserve	1,858.26
	07January22	Hazard reduction burns various areas	4,455.00
Kwinana Volunteer Fire & Rescue Ser	19January2022	Mitigation burn Orelia Reserve	1,126.22
Mandogalup Volunteer Fire Brigade	19January22	Mitigation burn Orelia Reserve Cells	1,858.26
	18January22	Hazard Reduction Burn	1,100.00
Taylor to Suit	INV-0058	Christmas Styling 21 final payment	2,612.50
EFT TRANSFER: - 19/01/2022			45,525.23
Bright Futures Family Day Care - Pa	100122 to 160122	FDC Payroll 100122 to 160122	32,309.40
Bright Futures In Home Care - Payro	100122 to 160122	IHC Payroll 100122 to 160122	13,215.83
EFT TRANSFER: - 25/01/2022			48,986.04
Bright Futures Family Day Care - Pa	170122 to 230122	FDC Payroll 170122 to 230122	36,785.70
Bright Futures In Home Care - Payro	170122 to 230122	IHC Payroll 170122 to 230122	12,200.34
EFT TRANSFER: - 27/01/2022			211,319.16

## Payment Listing



Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
Australian Services Union	PY01-15-Aust Ser	Payroll Deduction	225.48
	PY01-15-Aust Ser	Payroll Deduction	71.70
Australian Taxation Office	PY99-13-Australi	PAYG tax withheld	216.00
	PY01-15-Australi	PAYG tax withheld	197,997.00
Maxxia Pty Ltd	PY01-15-Maxxia P	Payroll Deduction	1,378.98
	PY01-15-Maxxia P	Payroll Deduction	1,669.80
Health Insurance Fund of WA (HIF)	PY01-15-Health I	Payroll Deduction	737.50
City of Kwinana - Xmas fund	PY01-15-TOK Chri	Payroll Deduction	7,620.00
Child Support Agency	PY01-15-Child Su	Payroll Deduction	644.17
Easifleet	153700	Novated lease charges 140122	348.78
LGRCEU	PY01-15-LGRCEU	Payroll Deduction	399.49
	PY01-15-LGREC U	Payroll Deduction	10.26
EFT TRANSFER: - 27/01/2022			764,086.77

## Payment Listing



Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
Mastec Australia Pty Ltd	00084257	500 x pad printed	1,864.50
Summers Consulting	INV-1046	Mosquito monitoring December 2021	1,336.50
	INV-1047	Mosquito monitoring December 2021	440.00
	INV-1051	Mosquito monitoring January 22	1,391.50
Paint Industries	63942	Eco green graffiti remover	1,089.00
Apple Pty Ltd	AH15928710	3x Apple iPhones with silicone cases	3,032.70
	AH15944931	3x Apple iPad Air pencils	547.80
Oban Group Pty Ltd	30666	Re roofing of Calista Tennis Club	13,728.00
Outback Handyman	3524	Retirement Village caretaker duties	1,116.50
Medina IGA	03/1116	Items for Community Services	104.62
Hydroquip Pumps	INV-43017	Install 50mm Bermad hydrometer	1,707.40
Dowsing Group Pty Ltd	17339	Construction of footpath Trusty Way	1,504.30
Harry's Asphalt	INV-01012	Asphalt overlay on Postans Road	14,740.00
	INV-01013	Asphalt overlay on Postans Road	3,080.00
Red Sand Supplies Pty Ltd	00014049	Concrete tipping Gamble Place	488.40
Julia Kay Wallis	2021-2022-009	Oral history interview John Crouch	676.98
Amalgamated Movies Non-Theatrical F	00008023	Copyright license fee for movie screening	510.40
Kissane & Co	INV-200510	Skip trace and service of minor cases various	968.00
Shack Motors Pty Ltd	GMFSR279464	Air filter box for 1GJC832	233.35
	47559	Front wheel nut and studs	384.25
Burson Automotive Pty Ltd	119712416	12 x silicon spray cans for Fire Stations	118.80
	119712411	Workshop consumables for Depot	115.28
	119711515	Engine oil for City Operations	211.75
Mackie Plumbing and Gas Pty Ltd	I101359	Replace ball valves at Thomas Oval Pavilion	374.00
	I101374	Scheduled maintenance Medina Hall	665.32
	I101313	Replace water filters at Recquatic Centre	333.93
	I101314	Service toilets at Bright Futures Family Day Care	159.38
	I101345	Annual RPZD testing Thomas Oval	144.66
	I101340	Replace leaking tap at Kwinana Adventure Park	543.32
	I101342	Change washers on taps at Kwinana Animal Facility	74.44
	I101339	Adjust temperature on hot water units Admin	111.66
	I101335	Scheduled maintenance John Wellard Community	812.70
	I101320	Scheduled maintenance Medina Hall toilets	259.00
	I101334	Scheduled maintenance John Wellard Community	812.66
	I101331	Scheduled maintenance Darius Wells Centre	1,811.19
Australian HVAC Services Pty Ltd	I101366	Banksia V3 repair garden tap	125.93
	64561	Repairs to airconditioner at Koorliny	373.67
	64562	Repair airconditioning at the Zone	240.70
	64568	Replace filters in airconditioner Koorliny	1,572.84
	64566	Maintenance for Darius Wells airconditioner	1,136.47
	64560	Repair air conditioner in Bob Smilie room	373.67
	64558	Reset power to airconditioner Administration Bldg	240.70
Satellite Security Services	IVO13177	Program automatic doors at Darius Wells	100.00
Palm Lakes Garden and Landscape Ser	2029	Callistemon U31 and U27 repair to retic	110.00
	2007	Banksia Banksia V56 retic maintenance	110.00
	2008	Callistemon U42/U24/U19 retic maintenance	110.00
	2030	Callistemon U59 paving to the rear of garden	4,990.00
	2024	Banksia U44 reticulation repair	110.00
Hydraulink Australia Pty Ltd	858510	Hose repairs	396.04
Woolworths Group Open Pay	TXN345619	Farewell morning tea	115.30
	TXN348610	Items for Bright Futures	80.25

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## Payment Listing



Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
Avantgarde Technologies Pty Ltd	00002235	Professional consultancy services	16,720.00
	00002234	Freight for loan network attached storage	181.50
Impact Drama	CK/01	Support for home place with artists	1,000.00
Susan Edith Kearney	ICTALLOW21/22	ICT allowance	291.67
	MEETINGFEES21/22	Meeting fees	2,639.83
Barry Charles Winmar	MEETINGFEES21/22	Meeting fees	2,639.83
	ICTALLOW21/22	ICT allowance	291.67
Michael Brown	ICTALLOW21/22	ICT allowance	291.67
	MEETINGFEES21/22	Meeting fees	2,639.83
The Skateboarding Program	INV-0002	Skateboarding session at the Zone	1,080.00
Nathan Hoyle	2214	Medina Sheds art project	2,040.00
Cesarina Fitzgerald	12January2022	Items for Community Services	69.20
Tara Curtain	1	Debt recovery services	640.00
K & R WA Pty Ltd T/As Pizza Hut Kwi	Refund	Refund part inv 68464	225.00
Christopher Julian Hocking	19January22	Reimbursement for AISA membership	365.82
Kangatraining with Alexandria	12January2022	Bond refund return Thomas Kelly Pavilion	300.00
Sophie Lance	24January2022	2021 Lyrik Scholarship award	400.00
Evelyn Winter	24077	Crossover subsidy rebate	350.00
Johan Karel Pieter Steenkamp	24693	Crossover Subsidy Rebate	500.00
Jacqueline Ann Jackson	8.1	Rates Refund	720.72
Laraine Lesley Peak	8.1	Rates Refund	3,000.00
Daphne Edna Dover	8.1	Rates Refund	826.55
St John Ambulance Australia (WA) In	FAINV00953544	First aid training 210122	128.00
Australian Communications and Media	502743980	Apparatus licence renewal fees Depot 199855	1,059.00
Telstra	1729530900Jan22	ICT cloud disaster recovery service Jan 22	1,486.52
	1355246362Dec21	Mobile charge to 150122	0.18
T-Quip	107286#7	Mowing and whipper snipper parts	4,026.00
Trisley's Hydraulic Services Pty Lt	100203688	Repair fault on spa at Recquatic Centre	220.00
	100203694	Bi monthly service to pools at Recquatic	220.00
Water Corporation of Western Austra	9014249617Jan22	3U Bertram Oval Club Facility	567.06
	9014051352Jan22	1182U Bertram Community Centre	601.08
	9000313235Jan22	3U Peace Park	7.94
	9000323724Jan22	197U Frank Konecny	800.82
	9000319469Jan22	2397U Chisham Oval toilets	399.55
Dennis Cleve Wood	MEETINGFEES21/22	Meeting fees	2,639.83
	ICTALLOW21/22	ICT allowance	291.67
Sherilyn Wood	ICTALLOW21/22	ICT allowance	291.67
	MEETINGFEES21/22	Meeting fees	2,639.83
Construction Training Fund	24January2022	CTF levy for December 21	67,038.74
Cornerstone Legal	19222	Legal matter 005631	11,015.93
Maia Financial Pty Ltd	D020543	Buyout of not returned assets	1,898.60
Subway Kwinana	1/A-565905	Catering for Youth and Community Wellbeing meeting	185.00
Institute of Public Works Engineeri	31373	Recreation trails and paths in Perth workshop	759.00
Suez	46412342	Mixed waste collection Dec 21	178,772.18
	46443704	Waste and recycling services Dec 21	1,742.27
	165971	General waste dry collection Dec 21	171,635.69
Synergy	157165580Jan22	400U Thomas Oval Pavilion lights	73.31

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## Payment Listing



Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
Prestige Catering & Event Hire	INV-3707	Catering for Australia Day ceremony	3,209.00
ABCO Products	INV769817	Cleaning consumables for Administration Building	571.89
Bunnings Building Supplies	2163/01502963	Parachord with eyelets for Depot	11.97
	2163/01651212	TV wall mounted bracket	81.70
	2163/01649377	Signage for William Bertram Centre	40.68
Ixom Operations Pty Ltd	6469215	Recquatic chlorine gas order	1,056.97
	6474665	Recquatic chlorine gas order	1,056.97
Quality Press	INV054079	Various DFES stationery & printing items	72.60
Technology One Limited	205952	Adjustment cost for transition to Cloud hosting	16,002.52
Peter Edward Feasey	MEETINGFEES21/22	Meeting fees	2,639.83
	DEPMAYFEE21/22	Deputy Mayoral allowance	1,869.83
	ICTALLOW21/22	ICT allowance	291.67
Carol Elizabeth Adams	ICTALLOW21/22	ICT allowance	291.67
	MAYALLOW21/22	Mayoral allowance	7,479.42
	MEETING21/22	Meeting fees	3,959.67
Hudson Global Resources (Aust) Pty	AU1241223	Temp staff week ending 230122	5,344.13
	AU1240172	Temp staff week ending 1600122	5,344.13
City of Rockingham	120270	Tipping fees 130122 general tipping waste	599.40
Estate of Dorothy Hill	12January2022	Tenure sum for repayment Banksia V34 estate	24,762.00
BullAnt Security Pty	10216794	Key cutting for City Operations	19.80
HECS Fire	80022	Banksia Clubhouse fire/alarm testing	363.00
	77887C	Callistemon Court fire equipment service	130.90
	77887B	Banksia Park fire equipment service	729.30
Coastline Mowers	31274#5	Pole saw cutting unit parts	173.00
KLMedia Pty Ltd	1152663	DVD's and video games as requested	29.26
	1152671	DVD's and video games as requested	242.85
	1152666	DVD's and video games as requested	80.95
	1152664	DVD's and video games as requested	121.13
	1152665	DVD's and video games as requested	23.03
Hays Specialist Recruitment Pty Ltd	50617196	Temp staff week ending 160122	1,981.06
KAJ Installations & Services	00008333	Callistemon supply and program two garage remotes	149.60
	00008334	Callistemon garage U28 new remote	74.80
	00008336	Banksia V8 supply and program a remote control	66.00
	0008332	Banksia V3 supply and program a remote control	63.80
	00008335	Callistemon U11 repair to garage door panel	154.00
Local Government Managers Australia	8176	Australian Management Challenge 22	5,885.00
MRP General Pest/Termite Division 4	105332	Pest control Challenger Beach	108.50
	104560	Pest control Kwinana Adventure Park	686.50
	105288	Pest control Thomas Oval Pavilion	235.66
Infiniti Group	557096	Consumables for Recquatic	1,423.37
Winc Australia Pty Ltd	9038179881	Stationery for Environment	332.48
	9038179707	Stationery for Community Engagement	380.95
Advanced Traffic Management (WA) Pt	00153118	Traffic management Wescott Road	1,691.58
	00153188	Traffic management Westcott Road	12,639.86
	00153190	Traffic management Gilmore Ave	1,604.81
LD Total	116645	Additional maintenance works various areas Nov 21	168.03
ED Property Services	00001955	Banksia V32 extensive wall/cornice repairs	990.00
Complete Office Supplies Pty Ltd	10704251	Stationery for Library	344.15
Landgate	370438-10001098	GRV chargeable schedule No G2021/23	1,705.15
	369944-10001098	GRV chargeable schedule No G2021/22	587.95

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## Payment Listing



Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
Website Weed & Pest (WA) Pty Ltd	00005414	Weed & pest control of various hardstands Jan 22	13,889.78
Master Lock Service	8509	Banksia V9 replace letter box	120.00
Kev's Wheelie Kleen	14908	Bin clean for John Wellard	99.00
	15125	Bin clean for John Wellard	121.00
ALSCO Pty Ltd	CPER2198050	Linen hire for OCM dinners	56.34
	CPER2198994	Linen hire for OCM dinners	56.34
Castrol Lubricants	25313305	Magnetic proof oil for Depot	1,268.44
Imagesource Digital Solutions	460893	A frame inserts for Creche bookings	165.00
Woolworths Group Limited	111728068	Items for Cafe Splash at Recquatic Centre	116.10
	111069930	Items for Administration Building	107.20
	111983764	Items for Administration Building	102.65
	112073340	Items for City Operations Team	79.30
	112113985	Items for Cafe Splash at Recquatic Centre	80.75
	111935137	Air freshener and insect spray City Operations	148.20
	111943851	Items for Cafe Splash at Recquatic Centre	127.17
Drainflow Services Pty Ltd	00008882	Gully eduction works Hope Valley Road	616.00
Elexacom	116265	Replace lights at John Wellard Community Centre	593.26
	116247	Callistemon U51 install GPO for hot water system	454.41
	116243	Banksia V3 light fixtures repair/tested	236.54
	116248	Banksia V32 replace damaged light switch	80.82
	116249	Banksia V39 replace bathroom exhaust fan	142.24
	116250	Banksia V26 repair oven ignition	78.85
	116213	Restore power to Sloans Cottage	91.70
	116214	Restore power to pump at Medina Oval	146.67
	116216	Inspect lighting in meeting room at the Zone	199.43
	116218	Inspect light switch at Business Incubator	114.97
	116251	Inspect power socket in Administration Building	232.19
	116245	Repair to auto doors at Darius Wells Centre	91.70
	116244	Repairs to HDMI port at William Bertram Centre	68.77
	116242	Reprogram existing remotes for Recquatic Centre	1,000.00
	116241	Inspect cables to EFT machine at Recquatic Centre	183.39
	116239	Inspect lights at Recquatic Centre	1,867.98
	116224	Repair switch to freezer at Medina Hall	323.68
Gregs Glass	116222	Repairs to bi fold doors at Recquatic Centre	817.55
	116221	Replace isolator switch for spa at Recquatic Centre	561.06
Australia Post	116226	Replace light switch at Medina Hall	956.57
	12550	Banksia V32 replace shower screens	770.00
Australia Post	1011178061	Postage for period ending 311221	4,687.90
Heatley Sales Pty Ltd	C1021778	Uniforms for City Operations	399.08
	C1012728	Uniforms for City Assist	165.23
	C1014567	Uniforms for City Operations	347.35
Blackwood & Sons Ltd	KW5471CP	Uniforms for Environment	65.09
	KW6019CO	Uniforms for Environment	132.25
Challenger Veterinary Hospital	126090	Animal services	65.00
	126390	Animal services	160.00
Total Tools Rockingham	170567AA	Bosch drill	329.00
	190028	Water pressure nozzles for Depot	17.95
Michael Page International	458436	Temp staff week ending 160122	4,177.07
Kwinana Swimming Club	KCFP00025	Kwinana Community Funding program	3,071.00
Department of Mines, Industry	24January2022	Building Services Levy Dec 21	58,659.76
Local Government Professionals	32046	Contract Management Workshop May22	815.00
	32047	Contract Management Workshop May22	815.00

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## Payment Listing



Payments made between 01/01/2022 and 31/01/2022

Payee	Invoice	Description	Amount
Matthew James Rowse	ICTALLOW21/22	ICT allowance	291.67
	MEETINGFEES21/22	Meeting fees	2,639.83
Baldivis Childrens Forest	2021024	3 x sessions for Bush Explorers Sept 21	60.00
Monsido Pty Ltd	INV-2015	Website scanning quality assurance system	1,760.00
<b>Total EFT</b>			<b>-3,666,963.69</b>
<b>Payroll</b>			
Payroll			689,900.30
Payroll - Interim			1,537.48
Payroll - Interim			543.84
Payroll			648,574.11
<b>Total Payroll</b>			<b>-1,340,555.73</b>
<b>Grand Total</b>			<b>-5,057,258.22</b>

## Credit Card Transactions

1/01/2022 to 31/01/2022



Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
<b>Credit card Functions Officer to 050122</b>				<b>\$387.66</b>	
5385915	Invoice	050122A	05/01/2022	\$-40.91	Items for civic events returned
5385915	Invoice	050122A	05/01/2022	\$41.05	Items for civic events
5385915	Invoice	050122A	05/01/2022	\$99.09	Facilities meeting lunch
5385915	Invoice	050122A	05/01/2022	\$114.28	Elected Member Briefing Session dinner
5385915	Invoice	050122A	05/01/2022	\$138.91	Facilities meeting lunch
5385915	GST	050122A	05/01/2022	\$35.24	GST
<b>Credit card Executive Assistant to 050122</b>				<b>\$1,505.49</b>	
5385917	Invoice	050122B	05/01/2022	\$28.18	Stationery
5385917	Invoice	050122B	05/01/2022	\$32.73	Kitchen equipment
5385917	Invoice	050122B	05/01/2022	\$57.05	Stationery
5385917	Invoice	050122B	05/01/2022	\$57.95	Stationery
5385917	Invoice	050122B	05/01/2022	\$210.00	Team building event prizes
5385917	Invoice	050122B	05/01/2022	\$251.81	MOVEember prizes
5385917	Invoice	050122B	05/01/2022	\$825.00	Team building event prizes
5385917	GST	050122B	05/01/2022	\$42.77	GST
<b>Credit card Executive Manager Governance and Advocacy to 050122</b>				<b>\$13.60</b>	
5385920	Invoice	050122C	05/01/2022	\$5.00	Parking for meeting with DLGSC
5385920	Invoice	050122C	05/01/2022	\$7.36	Parking for meeting with DPLH
5385920	GST	050122C	05/01/2022	\$1.24	GST
<b>Credit card Manager Customer Communications to 050122</b>				<b>\$2,419.12</b>	
5385926	Invoice	050122D	05/01/2022	\$0.69	International transaction fee
5385926	Invoice	050122D	05/01/2022	\$1.25	International transaction fee
5385926	Invoice	050122D	05/01/2022	\$4.08	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$8.82	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$8.87	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$16.29	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$21.18	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$27.76	Website analytics tool

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## Credit Card Transactions

1/01/2022 to 31/01/2022



Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
5385926	Invoice	050122D	05/01/2022	\$49.95	Typeform subscription
5385926	Invoice	050122D	05/01/2022	\$53.27	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$57.86	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$179.97	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$185.27	SMS broadcast service
5385926	Invoice	050122D	05/01/2022	\$346.44	Google Ads advertising
5385926	Invoice	050122D	05/01/2022	\$368.95	Facebook advertising
5385926	Invoice	050122D	05/01/2022	\$400.90	Mailchimp software
5385926	Invoice	050122D	05/01/2022	\$634.40	Facebook advertising
5385926	GST	050122D	05/01/2022	\$53.17	GST
<b>Credit card Director City Infrastructure to 050122</b>				<b>\$6,775.34</b>	
5385951	Invoice	050122E	05/01/2022	\$45.45	SMS alerts for monitoring ICT systems
5385951	Invoice	050122E	05/01/2022	\$72.73	Registration of RPA x 2
5385951	Invoice	050122E	05/01/2022	\$81.82	Track My Ride software
5385951	Invoice	050122E	05/01/2022	\$167.85	Vouchers for Cultural Optimisation Group winners
5385951	Invoice	050122E	05/01/2022	\$400.00	Team building award vouchers
5385951	Invoice	050122E	05/01/2022	\$545.45	Vouchers for Cultural Optimisation Group project
5385951	Invoice	050122E	05/01/2022	\$672.94	Australian Standards purchased for contract
5385951	Invoice	050122E	05/01/2022	\$1,207.08	Western Power design fee Gilmore Ave
5385951	Invoice	050122E	05/01/2022	\$3,017.70	Western power design/drafting Gilmore/Wellard
5385951	GST	050122E	05/01/2022	\$564.32	GST
<b>Credit card Director City Life to 050122</b>				<b>\$1,059.99</b>	
5385954	Invoice	050122F	05/01/2022	\$18.18	Catering for YAC meeting
5385954	Invoice	050122F	05/01/2022	\$169.99	Ancestry.com subscription for Library
5385954	Invoice	050122F	05/01/2022	\$354.55	Catering for Team Building
5385954	Invoice	050122F	05/01/2022	\$436.36	Zone excursion
5385954	GST	050122F	05/01/2022	\$80.91	GST
<b>Credit card Chief Executive Officer to 050122</b>				<b>\$54.62</b>	
5385956	Invoice	050122G	05/01/2022	\$5.00	Parking meeting with DLGSC

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## Credit Card Transactions

1/01/2022 to 31/01/2022



Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
5385956	Invoice	050122G	05/01/2022	\$5.00	Parking meeting with DLGSC
5385956	Invoice	050122G	05/01/2022	\$6.52	Parking City of Wanneroo and Infrastructure Australia
5385956	Invoice	050122G	05/01/2022	\$7.36	Parking Ministerial Taskforce meeting
5385956	Invoice	050122G	05/01/2022	\$25.77	Parking Ministerial Taskforce meeting
5385956	GST	050122G	05/01/2022	\$4.97	GST
<b>Credit card Coordinator Events, Engagement and Grants to 050122</b>				<b>\$2,236.77</b>	
5385968	Invoice	050122H	05/01/2022	\$1.82	Raffle ticket booklet
5385968	Invoice	050122H	05/01/2022	\$9.79	Staff Christmas supplies
5385968	Invoice	050122H	05/01/2022	\$10.41	Lolly run food supplies
5385968	Invoice	050122H	05/01/2022	\$10.86	First aid replacement supplies
5385968	Invoice	050122H	05/01/2022	\$19.45	Drinks and ice for Paint and Sip event
5385968	Invoice	050122H	05/01/2022	\$31.82	Items for Seniors Christmas Lunch hampers
5385968	Invoice	050122H	05/01/2022	\$32.45	Lolly run food supplies
5385968	Invoice	050122H	05/01/2022	\$32.59	Staff Christmas prizes
5385968	Invoice	050122H	05/01/2022	\$40.00	Frames for Community Awards
5385968	Invoice	050122H	05/01/2022	\$43.64	Lolly run truck decorations
5385968	Invoice	050122H	05/01/2022	\$58.18	Lolly run truck decorations
5385968	Invoice	050122H	05/01/2022	\$69.59	Lolly run food supplies
5385968	Invoice	050122H	05/01/2022	\$85.45	Staff Christmas prizes
5385968	Invoice	050122H	05/01/2022	\$88.82	Lolly run food supplies
5385968	Invoice	050122H	05/01/2022	\$109.09	Staff Christmas prizes
5385968	Invoice	050122H	05/01/2022	\$111.90	Gift cards for Seniors Christmas Lunch prizes
5385968	Invoice	050122H	05/01/2022	\$135.41	Staff Christmas supplies
5385968	Invoice	050122H	05/01/2022	\$159.09	Platters for Paint and Sip event
5385968	Invoice	050122H	05/01/2022	\$166.55	Lego and staff Christmas prizes
5385968	Invoice	050122H	05/01/2022	\$210.50	Staff Christmas prizes
5385968	Invoice	050122H	05/01/2022	\$227.27	Staff Christmas prizes
5385968	Invoice	050122H	05/01/2022	\$427.80	Gift cards for Community Award winners
5385968	GST	050122H	05/01/2022	\$154.29	GST
<b>Credit card Rates Coordinator to 050122</b>				<b>\$3,150.00</b>	

Date Printed: 31/01/2022

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## Credit Card Transactions

1/01/2022 to 31/01/2022



Transaction No	Tran Type	Tran Reference	Invoice Date	Actual	Transaction Description
5385970	Invoice	050122I	05/01/2022	\$3,150.00	Fees for lodgment of minor case claims
<b>Credit card Manager Human Resources to 050122</b>				<b>\$2,547.35</b>	
5385972	Invoice	050122J	05/01/2022	\$16.23	Award vouchers
5385972	Invoice	050122J	05/01/2022	\$81.36	Flowers for staff member
5385972	Invoice	050122J	05/01/2022	\$1,081.82	CPA program fee for staff member
5385972	Invoice	050122J	05/01/2022	\$1,250.00	Award vouchers
5385972	GST	050122J	05/01/2022	\$117.94	GST
<b>Grand Total:</b>				<b>\$20,149.94</b>	

### 18.3 ADOPTION OF PROPOSED CITY OF KWINANA CAT LOCAL LAW 2022

#### SUMMARY

At its Ordinary Council Meeting held on the 13 October 2021, Council resolved to re-advertise the proposed City of Kwinana *Cat Local Law* seeking public consultation following amendments to the draft law made as a result of feedback received from both the community and Department of Local Government, Sport and Cultural Industries ('DLGSC') during initial consultation.

Both local and state-wide public notices sought community feedback of the City's intention to make the proposed *Cat Local Law*. This consultation period closed on 26 December 2021, with only one submission received from the community. The submission supported the implementation to the proposed law with no changes recommended.

DLGSC repeated their previous concerns regarding the potential for certain provisions to be disallowed by the Joint Standing Committee on Delegated Legislation ('Committee'), as well as made suggestions of minor edits.

Having considered feedback received in response to the amended local law, no further changes are recommended prior to adoption. A copy of the *Cat Local Law* proposed for adoption is enclosed for Council endorsement (Attachment A).

#### OFFICER RECOMMENDATION

That Council:

1. **Resolve that the Presiding Member reads aloud the City of Kwinana Cat Local Law 2022 purpose and effect:**
  - (a) **The purpose of the local law is to provide for greater regulation and control of cats within the City of Kwinana.**
  - (b) **The effect of the local law is to:**
    - (i) **prevent a person from owning more than two cats, operate a cattery or cat management facility without a permit;**
    - (ii) **prevent cats from being in a public place unless under effective control;**
    - (iii) **require a person liable for the control of a cat to prevent it from causing a nuisance; and**
    - (iv) **enable the City and its authorised officers to issue directions to persons to comply with the provisions of the Cat Local Law;**
    - (v) **determine whether a person who fails to act as directed by the City's authorised officers has committed an offence under the Cat Local Law; and**
    - (vi) **permit the City to issue notices and/or infringements for failure to comply with the Cat Local Law.**
2. **Adopt the City of Kwinana *Cat Local Law 2022* at Attachment A.**
3. **Cause the City of Kwinana *Cat Local Law 2022* to be published in the Government Gazette and provide a local public notice stating the purpose and effect of the local law, when the local law will come into operation and that copies are available for public inspection, and**
4. **Authorise the Chief Executive Officer and Mayor to complete and then sign the Explanatory Memorandum and Statutory Procedures Checklist of the process used for the adoption of the local law.**

**NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED**



## DISCUSSION

There is an increasing public awareness of the negative effect cats have on the natural environment.

In Australia, 27% of households have pet cats (3.8 million nationally), of which 71% are allowed outside to roam and hunt. Around cities and towns there are 40 to 70 roaming cats per square kilometre.

On average, each roaming pet cat kills 186 animals a year, including 110 native animals (40 reptiles, 38 birds and 32 mammals). It is a myth that a good diet or feeding a cat more meat will prevent hunting. Further, devices such as bells on collars may reduce the rate of successful kills but does not prevent hunting altogether.<sup>1</sup>

Common complaints received by the City of Kwinana from residents concerning cats include:

- Cats wandering onto property
- Urinating on property
- Creating noise from fighting
- Excessive numbers from breeding

The purpose of the City of Kwinana *Cat Local Law 2022* is local law is to provide for greater regulation and control of cats within the City of Kwinana. The keeping of cats is currently only regulated via the State Government through the *Cat Act 2011*. This local law exercises the City's ability to further governs the keeping of cats across the district granted under this legislation.

The proposed law was open for an initial public submission period from 10 February to 2 April. During that period, 40 people/groups provided feedback to the City of which 28 support (though 13 of those suggested various amendments), 6 opposed the law and 6 failed to state a clear position. DLGSC comment was also sought at this time.

As a result of comments received from DLGSC and the community, the proposed Cat Local Law has been narrowed in scope to address the following matters:

- limiting the number of cats that can be kept by requiring a permit for more than 2 cats;
- creating an offence to not comply with a notice to prevent a cat causing a nuisance
- ensuring cats remain under effective control in any public place; and
- permitting the City to issue notices and/or infringements for failure to comply.

Due to concerns as to their enforceability, provisions concerning the abandonment of cats, destruction of cats as well as the seizure of nuisance cats has been removed from the proposed Cat Local Law. Minor grammatical changes were also made.

At its Ordinary Council Meeting held on the 13 October 2021, Council resolved to re-advertise the proposed local law. This is on the basis that the amendments made following the public consultation period constituted a significant change to the law.

This consultation period closed on 26 December 2021 (the City allowed the opportunity for late submissions due to the public holidays). Only one submission was received from the public during the public consultation period, which was supportive of the proposed law. No changes were recommended.

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<sup>1</sup> Source: The Conversation, One cat, one year, 110 native animals: lock up your pet, it's a killing machine, 14 May 2020.

A summary of DLGSC comments are as follows:

- Clause 3.1 should be deleted on the basis that Committee may request an undertaking to delete the clause or recommend the local law's disallowance. The Committee has formed the view that while the *Cat Act 2011* permits local laws that prohibit cats absolutely from specified areas, it does not contemplate local laws that:
  1. ban cats from all public areas;
  2. place conditions on when a cat may be permitted in a public area; or
  3. have the practical effect of limiting cats in the district to their owner's premises.
- Clause 3.1 should further be deleted on the basis that it appears to allow the City to seize cats in circumstances where the Act does not explicitly allow for it. As a result, it is possible the Delegated Legislation Committee may raise concerns with this clause.
- Minor edits should be considered, including:
  1. removal of page numbers to avoid conflict when published in the Gazette;
  2. reducing the modified penalty so as to not exceed 10% of the unmodified penalty; and
  3. ensure all reference and cross-reference are correct.

The removal page numbers as suggested by DLGSC is agreed.

In relation to DLGSC's comments concerning the treatment of cat's in public places, the proposed law is consistent with, and based on the Shire of Narrogin Cats Local Law 2016 which provides

*A cat shall not be in a public place unless the cat is, in the opinion of an authorised person, under effective control.*

In relation to the seizure of cats, the City's approach is considered to be consistent with the approach taken in the Shire of Manjimup at Local Law 2021, which provides as follows:

*If a cat is at any time in a place in contravention of subclause (1)—*

*(a) the owner of the cat commits an offence; and*

*(b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.*

In relation to modified penalties, the City's approach is also considered to be in line with the following recent approaches taken by other local governments:

Local Law	Unmodified Penalty	Modified Penalty
City of Fremantle Cat Management Local Law 2020	Not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding a fine of \$500 in respect of each day or part of a day.	\$200
Shire of Manjimup Cat Local Law 2021	Not exceeding \$5000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day.	\$200
City of Greater Geraldton Cats Local Law 2020	Not less than \$1,000 and not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day	\$200
Shire of Coolgardie Cats Local Law 2019	Not less than \$1,000 and not exceeding \$5,000, and if the	\$200

	offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day.	
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The *Cat Local Law 2022* as it will appear when it is advertised in the Government Gazette, is shown in Attachment A.

Following Council endorsement of the local law, a copy will be published in the State Government Gazette. Copies of the law are to be provided to the Minister for Local Government and WA Parliament's Joint Standing Committee on Delegated Legislation. Local public notice is also to be given.

## 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

Section 3.12 of the Act:

### *3.12. Procedure for making local laws*

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) The local government is to —*
  - (a) give Statewide public notice stating that —*
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*
- (3a) A notice under subsection*
- (3) is also to be published and exhibited as if it were a local public notice.*

- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*  
*(a) stating the title of the local law; and*  
*(b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*  
*(c) advising that copies of the local law may be inspected or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

## **FINANCIAL/BUDGET IMPLICATIONS**

Approximately \$1,800.00 for publication in the Gazette. A further \$450 to give local public notice via publication in a local newspaper.

## **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**

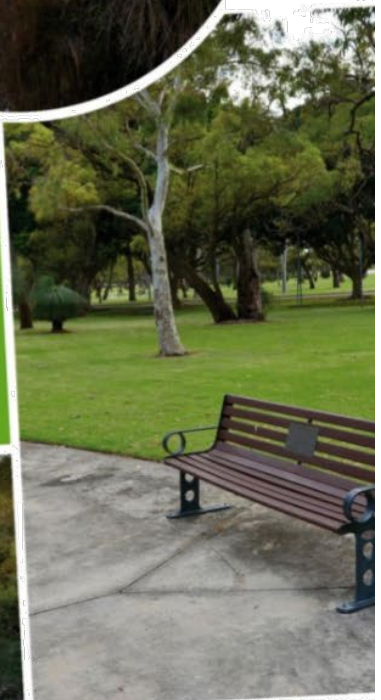
Community engagement was completed as part of the local law process as outlined in this report.

## **ATTACHMENTS**

### **A. City of Kwinana - Proposed Cat Local Law 2022**



## City of Kwinana Cat Local Law 2022



City of Kwinana

# CAT LOCAL LAW 2022

## Contents

### **PART 1 — PRELIMINARY**

- 1.1 Citation
- 1.2 Definitions
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### **PART 2 — KEEPING OF CATS**

- 2.1 Limit on number of cats
- 2.2 Application for permit
- 2.3 Decision on application
- 2.4 Conditions
- 2.5 Duration of a permit
- 2.6 Permit not transferable
- 2.7 Permit to be kept at premises and available for view

### **PART 3 — CONTROL OF CATS**

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- 3.2 Cat creating a nuisance

### **PART 4 — FEES, CHARGES AND COSTS**

- 4.1 Fees, charges and costs

### **PART 5 — ENFORCEMENT**

- 5.1 Penalties
- 5.2 Prescribed offences
- 5.3 Form of notices
- 5.4 Serving of infringement notices

### **Schedule 1**



**Cat Act 2011  
Local Government Act 1995**

**City of Kwinana**

## **PROPOSED CAT LOCAL LAW 2022**

Under the powers conferred by the *Cat Act 2011*, the *Local Government Act 1995* and all other powers enabling it, the Council of the City of Kwinana resolved on [date] to adopt the following local law.

### **PART 1 — PRELIMINARY**

#### **1.1 Citation**

This Local Law may be cited as the *City of Kwinana Cat Local Law 2022*.

#### **1.2 Definitions**

(1) In this local law unless the context requires otherwise —

**Act** means the *Cat Act 2011*;

**applicant** means the occupier of the premises who makes an application for a permit under this local law;

**authorised person** has the same meaning as in the Act;

**cat** has the same meaning as in the Act;

**cat management facility** has the same meaning as in the Act;

**Cat Haven** means the Cat Welfare Society Inc., trading as “Cat Haven”;

**cattery** means a facility where two (2) or more cats are kept, bred, boarded, housed or trained temporarily, whether for profit or otherwise, and where the occupier of the premises is not the ordinary person liable for the control of such cats;

**CEO** means the Chief Executive Officer of the local government;

**Council** means the Council of the local government;

**district** means the district of the local government;

**effective control** in relation to a cat means any of the following methods—

- (a) held by a person who is capable of controlling the cat;
- (b) securely tethered;
- (c) secured in a cage;
- (d) any other means of preventing escape;

**local government** means the City of Kwinana;

**owner** in relation to a cat has the same meaning as in the Act;

**permit** means a permit issued by the local government under this local law;

**permit holder** means a person who holds a valid permit issued by the local government under this local law;

**person liable for the control of** means each of the following in relation to a cat —

- (a) the registered owner of the cat; or
- (b) the owner of the cat; or
- (c) the occupier of any premises where the cat is ordinarily kept or ordinarily permitted to live; or
- (d) a person who has the cat in their possession or under their control, but does not include a registered veterinary surgeon, or a person acting on their behalf, in the course of their professional practice;

**premises** has the same meaning as in the Act;

**prescribed** means prescribed under regulations made under the Act;

**RSPCA** means the Royal Society for the Prevention of Cruelty to Animals (Inc) of Western Australia;

**Schedule** means a schedule to this local law;

**veterinary clinic** has the meaning given to it in the *Veterinary Surgeons Act 1960*; and

**veterinary hospital** has the meaning given to it in the *Veterinary Surgeons Act 1960*.

### 1.3 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

### 1.4 Application

This local law applies throughout the district.

## PART 2 — KEEPING OF CATS

### 2.1 Limit on number of cats

- (1) Subject to subclause (2), a person shall not:
  - (a) keep more than two (2) cats on the premises at any one time; or
  - (b) operate a cattery or cat management facility without a valid permit issued by the local government.
- (2) Subclause (1) does not apply to the following:
  - (a) a cattery or cat management facility operated by either:
    - (i) the local government; or
    - (ii) a person or body prescribed by the *Cat Regulations 2012*;
  - (b) a refuge of the RSPCA or Cat Haven; or
  - (c) a veterinary clinic or veterinary hospital.

- (3) For the purpose of calculating the number of cats on the premises pursuant to subclause (1), cats under 6 months of age are not to be included.

## **2.2 Application for permit**

- (1) Applications to the local government for a permit to be issued pursuant to clause 2.1(1) are to be —
  - (a) made in writing in a form approved by the local government;
  - (b) made by the occupier of the premises for which the permit is sought;
  - (c) where the applicant is not the owner of the premises, an application must include the written consent of all property owners; and
  - (d) be accompanied by such fee as may be determined by the local government.
- (2) In determining an application for a permit pursuant to subclause (1) the local government may consider such matters as it deems appropriate and may request the applicant —
  - (a) consult with nearby landowners and/or occupiers;
  - (b) advise nearby landowners and/or occupiers that they may make submissions to the local government on the application for a permit within 14 days of receiving that advice, before determining the application for the permit; or
  - (c) provide such further or other information as deemed necessary in order for it to make a determination.

## **2.3 Decision on application**

- (1) Upon receiving an application for a permit pursuant to clause 2.2(1), the local government may —
  - (a) approve the application for a permit subject to the conditions specified at clause 2.4(1); or
  - (b) refuse the application for a permit.
- (2) If the local government approves an application under subclause (1), it shall issue a permit to the applicant in the form determined by the CEO.
- (3) If the local government refuses to approve an application under subclause (1), it shall advise the applicant accordingly in writing as to the reasons why it was not granted.

## **2.4 Conditions**

- (1) Every permit issued by the local government pursuant to clause 2.3(2) are subject to the following conditions —
  - (a) each cat kept on the premises to which the permit relates shall comply with the requirements of the Act;
  - (b) each cat shall be contained on the premises unless under the effective control of a person;
  - (c) the permit holder will provide adequate space for the exercise of the cats;
  - (d) the premises shall be maintained in good order and in a clean and sanitary condition;

- (e) persons undertaking the breeding of cats are to keep records of purchases/transfer of kittens for two years (including details of the buyer's name, address and the microchip number);
  - (f) premises may be inspected by the local government; and
  - (g) such further conditions as the local government considers appropriate, including but not limited to the maximum number of cats permitted to be kept at the premises.
- (2) The holder of a permit issued by the local government pursuant to clause 2.3(2) shall comply with all conditions specified by the local government in relation to such permit.
- (3) The local government may revoke a permit in the event the permit holder fails to comply with a condition stipulated in a permit issued.

#### **2.5 Duration of a permit**

Unless otherwise specified in a condition on a permit, a permit commences on the date of issue and expires —

- (a) upon revoking by the local government; or
- (b) upon the permit holder ceasing to reside at the premises to which the permit relates.

#### **2.6 Permit not transferable**

A permit is not transferrable either in relation to the permit holder or the premises.

#### **2.7 Permit to be kept at premises and available for view**

A permit issued by the local government shall be kept at the premises to which it applies and shall be provided to an authorised person on demand.

### **PART 3 — CONTROL OF CATS**

#### **3.1 Cats wandering**

- (1) A cat shall not be in a public place unless the cat is under effective control.
- (2) A cat shall not be in a place that is not a public place without the consent of the owner or occupier.
- (3) If a cat is at any time in contravention of clause 3.1(1) or 3.1(2) —
  - (a) the person liable for the control of such cat commits an offence; and
  - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

#### **3.2 Cat creating a nuisance**

- (1) The person liable for the control of a cat shall prevent the cat from creating a nuisance.
- (2) For the purpose of subclause (1), the term nuisance includes —

- (a) an activity or condition which causes an unreasonable interference with the use and enjoyment of a person in their ownership or occupation of land; or
  - (b) interference which causes material damage to land or other property on the land affected by the interference.
- (3) Where, in the opinion of an authorised person, a cat is creating a nuisance, the local government may give written notice to a person liable for the control of such cat requiring that person to abate the nuisance within the timeframe specified in such notice.
- (4) When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice or until the local government withdraws the notice.
- (5) A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.

#### **PART 4 — FEES, CHARGES AND COSTS**

##### **4.1 Fees, charges and costs**

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995* —

- (a) the charges to be levied under section 31(1)(a) of the Act relating to the removing and impounding of a cat;
- (b) the charges to be levied under section 31(1)(b) of the Act relating to keeping and caring for a cat;
- (c) the costs incurred by the operator of a cat management facility under section 31(1)(c) of the Act for the microchipping of a cat prior to release if so required under section 33 of the Act;
- (d) the cost incurred by the operator of a cat management facility under section 31(1)(d) of the Act for the sterilisation of a cat if so required under section 33 of the Act; and
- (e) the costs of the destruction and the disposal of a cat under section 34 of the Act.

#### **PART 5 — ENFORCEMENT**

##### **5.1 Penalties**

A person who fails to comply with or who contravenes any provision of this local law commits an offence and is liable to a maximum penalty of not less than \$200 and not exceeding \$1,000 and, if the offence is a continuing offence, a maximum daily penalty of \$500.

##### **5.2 Prescribed offences**

- (1) An offence against any provision of this local law is a prescribed offence for the purposes of section 62(1) of the Act.



- (2) The amount appearing in the final column of Schedule 1, directly opposite a prescribed offence in that Schedule, is the modified penalty for that prescribed offence.
- (3) For the purposes of guidance only, before issuing an infringement notice to a person in respect of the commission of a prescribed offence, an authorised person should be satisfied that:
  - (a) the commission of the prescribed offence is a relatively minor matter; and
  - (b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

### **5.3 Form of notices**

- (1) The form of an infringement notice is Form 6 in the *Cat Regulations 2012*, Schedule 1.
- (2) The form of withdrawal of the infringement notice is Form 7 in the *Cat Regulations 2012*, Schedule 1.

### **5.4 Serving of infringement notices**

An infringement notice served under section 62 of the Act or this local law may be given to a person by way of the following:

- (1)
  - (a) personal service;
  - (b) by registered mail addressed to the person; or
  - (c) by leaving it for the person at her or his last known postal address.
- (2) If a person refuses to accept an infringement notice given by way of (a) personal service, the person serving the notice may leave it next to or near the person and orally draw his or her attention to it.



**Schedule 1**  
**Prescribed Offences**

<b>Item No</b>	<b>Offence</b>	<b>Nature of offence</b>	<b>Modified penalty \$</b>
1	2.1(1)	Exceeding maximum number of cats at a the premises	200
2	2.4(2)	Failure to comply with a permit condition	200
3	3.1	Cat wandering	200
4	3.2(1)	Cat causing a nuisance	200
5	3.2(5)	Failure to comply with a notice	200

The Common Seal of the )  
City of Kwinana was hereunto )  
affixed in the presence of: )

Wayne Jack  
Chief Executive Officer

## **18.4 ROAD DEDICATION MAIN ROADS LDP 2160-038-6 THOMAS RD ANKETELL AND CASUARINA**

### **SUMMARY**

Main Roads WA are seeking to upgrade Thomas Road in Casuarina as a part of the road widening and roundabout construction associated with the development of the bulky goods retail precinct and further urban development.

Planned upgrades to Thomas Road include road widening between Kwinana Freeway and Bombay Boulevard, construction of a roundabout at Bombay Boulevard, and a four-metre wide pedestrian and cyclist path with lighting.

In order for Main Roads to proceed with improvement works, the land must be dedicated as a road. This requires Council to pass a resolution to this effect, allowing for the Minister to consider the matter. It is recommended that Council approve dedication of land the subject of Main Roads Land Dealing Plans 2160-038-6 (detailed at Attachment A) as a road pursuant to section 56 of the *Land Administration Act 1997*.

### **OFFICER RECOMMENDATION**

**That Council:**

- 1. Dedicate the section of land adjacent to Thomas Road which is the subject of Main Roads Land Dealing Plans 2160-038-6 as depicted at Attachment A as a road pursuant to section 56 of the *Land Administration Act 1997*; and**
- 2. Authorise the Chief Executive Officer to execute all such documentation required to give effect the City's dedication of the land the subject of Main Roads Land Dealing Plans 2160-038-6.**

### **DISCUSSION**

In order to Main Road to complete planned improvement works to Thomas Road, they have requested Council dedicate a portion of adjoining land as a road. A copy of Main Road's request is detailed at Attachment B. The land is required to be dedicated for the purpose of completing road widening of the section between Kwinana Freeway and Bombay Boulevard.

Main Roads have worked with land owners and are responsible for any costs and claims that may be associated with the dedication, as well as the associated widening and use of the land as a road reserve.

Pursuant to the requirements of the *Land Administration Act 1997*, the local government must resolve to request the Minister for Lands to dedicate the land as a road in order for it to proceed.

It is recommended that Council endorse dedication of the land.

## 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?
3 – Infrastructure and services that are affordable and contribute to health and wellbeing	3.2 – Provide for an accessible and well connected City by integrating public transport and improving safe streets for driving, walking and cycling	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Improvement of infrastructure with no cost to the City.
4 – A unique, vibrant and healthy City that is safe, connected and socially diverse	4.1 – Create, activate and manage places and local centres that are inviting, unique and accessible	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Allowing for greater ease of access within the local areas.

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

Section 56 of the *Land Administration Act 1997*.

## FINANCIAL/BUDGET IMPLICATIONS

Main Roads bares all costs and responsibilities for the future development and maintenance of this portion of Thomas Road.

## ASSET MANAGEMENT IMPLICATIONS

No Asset management implications as the road is managed by Main Roads

## ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

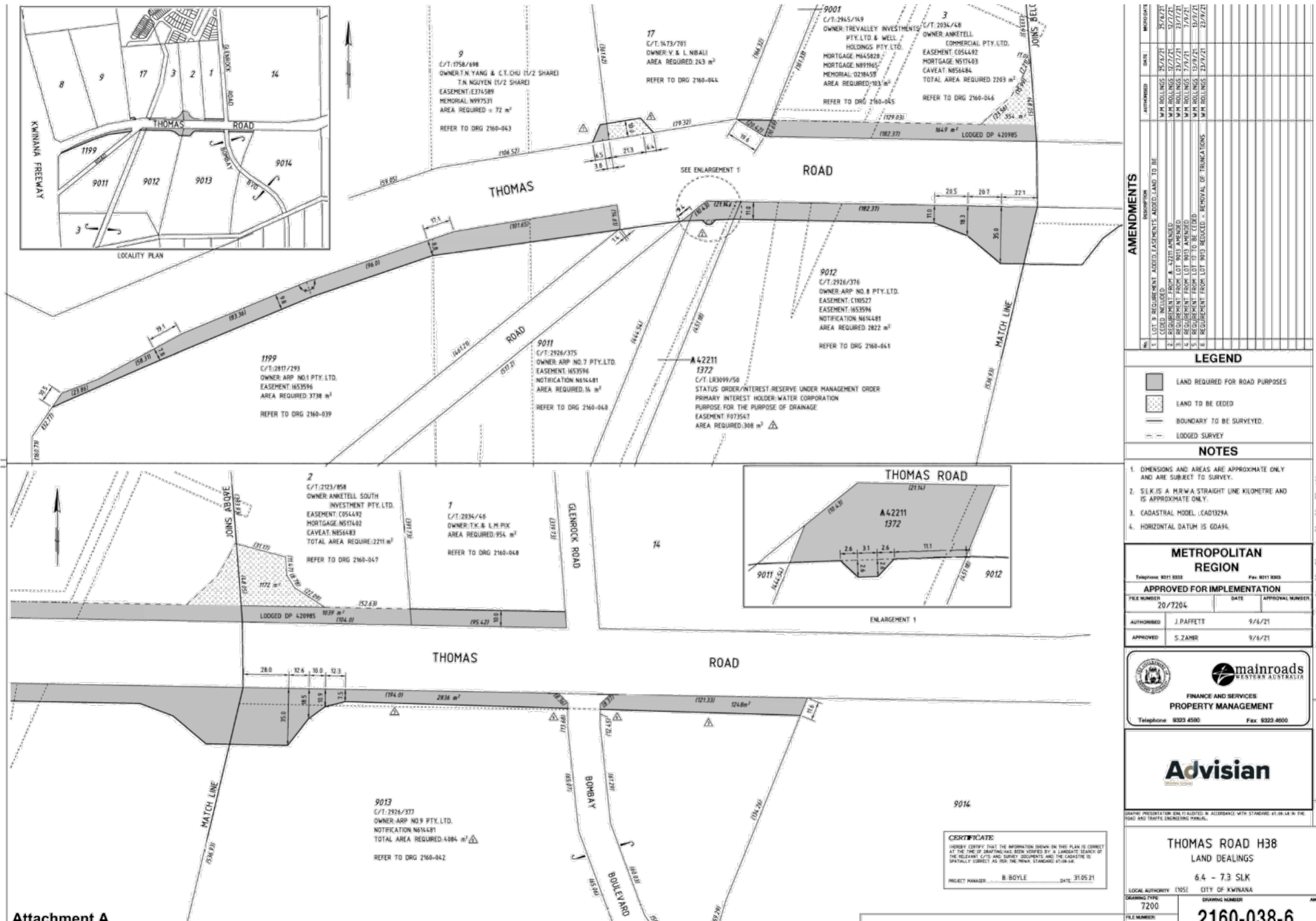
**COMMUNITY ENGAGEMENT**

Main Roads advise that they have communicated with all land owners and stakeholders are in the finalisation of acquiring said land as detailed at Attachment A.

No public advertising is required to undertake for the dedication of land as a Road.

**ATTACHMENTS**

- A. Road Plan - Thomas Rd Anketell & Casuarina - Road Dedication**
- B. Letter from Main Roads - Land Dedication Request - 21 October 2021**







Enquiries: Martin Hadodo 9323 5438  
Our Ref:  
Your Ref:

21 October 2021

Mr Wayne Jack  
City of Kwinana  
PO Box 21  
KWINANA WA 6966

Dear Mr Jack

### **Thomas Road and Kwinana Freeway Project**

Attached for consideration by Council are plans depicting land required for the Thomas Road and Kwinana Freeway project (6.4 – 7.3 SLK). In order for the project to proceed, the land shown shaded on the enclosed copy of overall Land Dealing Plan 2160-038-6 is required for inclusion in the road reserve.

Main Roads has approached all landowners and other affected parties and arrangements for acquisition are being finalised. To enable the land to be dedicated as road reserve, it is a requirement of the Land Administration Act 1997 that local government resolve to dedicate the road.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in a letter to Main Roads marked to my attention. This will satisfy the requirements of Regional and Metro Services (RMS) at the Department of Lands who will be arranging dedication when the land has been acquired.

*"Council at its ordinary meeting held on (Day Month Year) passed a resolution for the dedication of the land the subject of Main Roads Land Dealing Plans 2160-038-6 as a road pursuant to Section 56 of the Land Administration Act 1997".*

In addition, please provide a copy of the minutes of the Council meeting relating to the resolution, which is required for the Department of Lands and Main Roads' records.

Main Roads will be responsible for any costs and claims that may arise as a result of the dedication.

If you require any further information please contact me on 9323 5438 or e-mail [martion.hadodo@mainroads.wa.gov.au](mailto:martion.hadodo@mainroads.wa.gov.au).

Yours faithfully

Martin Hadodo  
**A/Land Acquisition Officer**

Enc

Main Roads Western Australia  
Don Aitken Centre, Waterloo Crescent, East Perth WA 6004  
PO Box 6202, East Perth WA 6892

[mainroads.wa.gov.au](http://mainroads.wa.gov.au)  
[enquiries@mainroads.wa.gov.au](mailto:enquiries@mainroads.wa.gov.au)  
138 138

## 18.5 QUARTERLY PERFORMANCE REPORT - STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN - QUARTER 2 OCTOBER TO DECEMBER 2021

### SUMMARY

Council has endorsed a 'Plan for the Future' made up of the City's *Strategic Community Plan* (SCP) and a *Corporate Business Plan* (CBP). These plans set out Outcomes, Strategic Objectives and Actions that have been developed in order to achieve the community's vision. Every quarter, Council receives a report detailing the progress against the adopted actions within the Strategic Community Plan and Corporate Business Plan. The report for Quarter 2 of the 2021-22 financial year is attached (Attachment A) for Council's information and noting.

### OFFICER RECOMMENDATION

**That Council note the Quarterly Performance Report (Q2 October to December 2021) detailed in Attachment A.**

### DISCUSSION

The *Integrated Planning and Reporting - Framework and Guidelines 2016* (Department of Local Government and Communities) recommend implementing quarterly reporting to inform Council of the City's performance against community outcomes, enabling the City to respond to changing priorities. A Quarterly Strategic Community Plan and Corporate Business Plan Performance Report is provided to Council each quarter.

This is the second quarter of reporting against the City's newly adopted Strategic Community Plan and Corporate Business Plan. Highlights for the quarter include the initiation of many important projects, such as the creation or review of important informing plans and the early stages of important community projects, such as the Kwinana Loop Trail Upgrade.

The majority of actions in the report are being progressed and on track. However, there are some actions in the report that indicate that they have not been started as they are scheduled to begin later in the financial year. These actions are identifiable by a comment that details their expected start date.

It is recommended that Council note the attached report.

### 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	This report allows Council to see the progress made towards implementing

			the Strategic Community Plan and Corporate Business Plan.
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**SOCIAL IMPLICATIONS**

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

**LEGAL/POLICY IMPLICATIONS**

There are no legal/policy implications as a result of this proposal.

**FINANCIAL/BUDGET IMPLICATIONS**

There are no budget implications in providing this report to Council.

**ASSET MANAGEMENT IMPLICATIONS**

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

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

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

**COMMUNITY ENGAGEMENT**

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

**ATTACHMENTS****A. Attachment A - Quarterly Performance Report**



Attachment A

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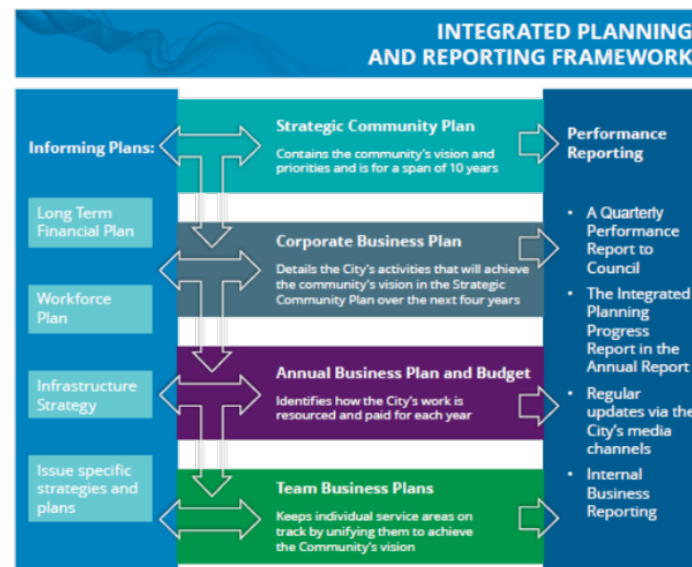
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## 1 Our Integrated Planning and Reporting Framework

The City of Kwinana uses the Integrated Planning and Reporting Framework outlined in by the Local Government Act 1995 and the Local Government (Administration) Regulations 1996. These detail that a local government must have a “Plan for the Future”. The plan for the future is to comprise of two important documents, a Strategic Community Plan and a Corporate Business Plan. The SCP sets out the “what” the community would like their local government to achieve and the CBP outlines how the local government will go about achieving it. To remain consistent with the SCP, the CBP undergoes an internal review every year, with a major review scheduled every two years to coincide with reviews of the SCP.

The Corporate Business Plan activates the Strategic Community Plan by detailing the actions, projects and programs that the City will undertake to achieve the community's vision. It is the key point at which the City's operational activities are aligned to community priorities. To ensure that these activities can be undertaken, the Corporate Business Plan is informed by the Long Term Financial Plan, Asset Management Strategy, Workforce Plan and issue specific strategies and plans.





## 2 What is the Corporate Business Plan?

The Corporate Business Plan activates the Strategic Community Plan by detailing the important services and actions that the City will undertake to achieve the community's vision.

- Details key actions that the City will undertake over the next 4 years.
- Indicates key services that deliver the community's vision.
- Details expected resourcing costs of key actions.
- Details the forecast operational and capital budgets.
- Is guided by the Strategic Community Plan and informed by the Long Term Financial Plan, Workforce Plan and Infrastructure Strategy.
- Is required by WA legislation.
- Is reviewed every year, with a minor review occurring in the first year and a major review occurring in the second year. This is to coincide with the review of the Strategic Community Plan.

## 3 How do we report progress?

As part of its Integrated Planning and Reporting Framework, the City reports progress made on actions in the Corporate business Plan through the following ways:

- Quarterly Report to Council
- Annual Report

In this report, progress updates are provided against each action to provide an overall summary of how the City is progressing towards delivering its commitments.

Attachment A

## 4 Services we provide

For the most part, the City undertakes its day to day operations as usual, providing many important services to the community. Aligning these services with our new strategic direction helps us to define the important key services which support the achievement of the Corporate Business Plan. Through the City's reporting mechanisms and engagement with the community, the level of service the City provides to the community has been deemed adequate and no changes to current services have been identified for the life of the Corporate Business Plan. This provides a stable foundation for the City to build its financial sustainability going forward. These services and their alignment with community outcomes can be seen below:

Community Outcome	Key City Services	Responsible Team
1 A naturally beautiful environment that is enhanced and protected	<ul style="list-style-type: none"> <li>Animal and feral wildlife control</li> <li>Coastal planting</li> <li>Contaminated site monitoring</li> <li>Environmental education programs</li> <li>Environmental health services</li> <li>Environmental subsidies and rebates</li> <li>Litter and illegal dumping management</li> <li>Mosquito management</li> <li>Noise control</li> <li>Urban forest management</li> <li>Verge collections</li> <li>Waste and recycling management</li> </ul>	Environment and Health
	<ul style="list-style-type: none"> <li>Dog and cat control</li> </ul>	City Assist
	<ul style="list-style-type: none"> <li>Emergency management</li> <li>Fire breaks</li> <li>Volunteer bushfire services</li> </ul>	Emergency Services
	<ul style="list-style-type: none"> <li>Graffiti removal</li> <li>Maintenance of natural areas and parks</li> </ul>	City Operations
	<ul style="list-style-type: none"> <li>Landscape design and construction</li> <li>Stormwater construction, maintenance and management</li> <li>Streetscape design and maintenance</li> </ul>	Engineering

Attachment A

Community Outcome	Key City Services	Responsible Team
2 A resilient and thriving economy with exciting opportunities	<ul style="list-style-type: none"> <li>Business events and support</li> <li>Grants and funding</li> <li>Economic planning</li> </ul>	Economic Development and Advocacy
	<ul style="list-style-type: none"> <li>Activity centre planning</li> <li>Local development plans</li> <li>Planning applications</li> <li>Strategic urban planning</li> </ul>	Planning and Development
	<ul style="list-style-type: none"> <li>Building applications</li> </ul>	Building Services
	<ul style="list-style-type: none"> <li>Building renewal projects</li> </ul>	Engineering
	<ul style="list-style-type: none"> <li>Facility and venue hire</li> <li>Volunteer resource centre</li> <li>Library Education Programs</li> </ul>	Community Services
Community Outcome	Key City Services	Responsible Team
3 Infrastructure and services that are affordable and contribute to health and wellbeing	<ul style="list-style-type: none"> <li>Financial management and planning</li> </ul>	Finance
	<ul style="list-style-type: none"> <li>Asset management Planning</li> <li>Street lighting</li> </ul>	Asset Management Services
	<ul style="list-style-type: none"> <li>Engineering design and construction</li> </ul>	Engineering
	<ul style="list-style-type: none"> <li>Waste management</li> </ul>	Environment and Health
	<ul style="list-style-type: none"> <li>Infrastructure maintenance</li> </ul>	City Operations
Community Outcome	Key City Services	Responsible Team
4 A unique, vibrant and healthy City that is safe, connected and socially diverse	<ul style="list-style-type: none"> <li>Capacity development for community organisations</li> <li>Community safety education programs and resources</li> <li>Disability access and inclusion planning</li> <li>Events, grants and funding</li> <li>Health and wellbeing Services</li> <li>Children and early years services</li> <li>Children's programs</li> <li>Local history</li> <li>Place activation</li> <li>Playgrounds</li> <li>Public art, exhibitions and awards</li> </ul>	Community Engagement

Attachment A

Community Outcome	Key City Services	Responsible Team
	<ul style="list-style-type: none"> <li>Reconciliation action planning</li> <li>Senior services</li> <li>Youth services, scholarships and awards</li> <li>Citizenship ceremonies</li> </ul>	
	<ul style="list-style-type: none"> <li>City assist services</li> <li>Crime prevention</li> <li>Vandalism and abandoned vehicles</li> </ul>	City Assist
	<ul style="list-style-type: none"> <li>Communications and stakeholder engagement</li> </ul>	Marketing and Communications
	<ul style="list-style-type: none"> <li>Community centres and libraries</li> <li>Creche services</li> <li>Recquatic centre</li> <li>Swim programs</li> <li>Volunteer resource centre</li> <li>Retirement Village</li> <li>Bright Futures Children Services</li> </ul>	Community Services
	<ul style="list-style-type: none"> <li>Pool applications and fencing requirements</li> </ul>	Building services

Community Outcome	Key City Services	Responsible Team
5 Visionary leadership dedicated to acting for its community	<ul style="list-style-type: none"> <li>Governance services</li> </ul>	Governance
	<ul style="list-style-type: none"> <li>Lobbying and advocacy</li> </ul>	Elected members and Economic Development
	<ul style="list-style-type: none"> <li>Continuous improvement and business excellence</li> </ul>	City Strategy and Improvement
	<ul style="list-style-type: none"> <li>Strategy and plan development</li> </ul>	City Strategy and Improvement
	<ul style="list-style-type: none"> <li>Customer service</li> </ul>	Customer services
	<ul style="list-style-type: none"> <li>Community engagement planning</li> </ul>	Community engagement
	<ul style="list-style-type: none"> <li>Workforce planning</li> </ul>	Human Resources

Attachment A

## 5 Quarter highlights

### 5.1 Environment

<p>1 A naturally beautiful environment that is enhanced and protected</p>	<ul style="list-style-type: none"> <li>• Development of the Urban Forest Plan has begun.</li> <li>• Development of an Energy Sustainability Plan has commenced.</li> <li>• Landscape Strategy review in progress.</li> <li>• Local Biodiversity Strategy development is in progress.</li> <li>• Natural Areas Management Plan review in progress.</li> <li>• Draft Local Planning Strategy adopted by Council, a plan for community engagement is underway</li> <li>• Kwinana Loop Trail upgrade project is in progress, with 164 community members engaged.</li> <li>• Environmental Education Plan actions have progressed with the digital guided tour trialled at Wildflower Reserve during wildflower season.</li> <li>• Waste Local Law advertising period completed, Littering and Illegal Dumping Strategy development progressed.</li> </ul>
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### 5.2 Economy

<p>2 A resilient and thriving economy with exciting opportunities</p>	<ul style="list-style-type: none"> <li>• Local Economic Development Strategy initial engagement completed.</li> <li>• A Pathways to Employment Plan is being considered as part of the Local Economic Development Strategy.</li> <li>• Review of the Local Commercial and Activity Centres Strategy initiated.</li> <li>• Small Business Friendly Approval System action plan has progressed to the implementation stage with key actions being implemented.</li> <li>• Tender for a Mini Golf provider in Kwinana is in development.</li> </ul>
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### 5.3 Sustainability

<p>3 Infrastructure and services that are affordable and</p>	<ul style="list-style-type: none"> <li>• The Community Infrastructure Plan review is in its final stages.</li> <li>• Draft Waste Local Law adopted and advertised for public comment.</li> <li>• Littering and Illegal Dumping Strategy development commenced.</li> </ul>
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Attachment A

contribute to health and wellbeing	<ul style="list-style-type: none"> <li>• Development of a project management framework is progressing.</li> <li>• Capital investment projects are on track.</li> <li>• A four year review of the LTFP was completed.</li> <li>• Construction of Gilmore Avenue share path stage 1 is progressing, design of stage 2 in progress.</li> </ul>
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## 5.4 Community

4 A unique, vibrant and healthy City that is safe, connected and socially diverse	<ul style="list-style-type: none"> <li>• Work towards developing the Kwinana Healthy Lifestyles Program has commenced.</li> <li>• Work progressed on the development of a masterplan for the Kwinana Loop trail with a draft plan prepared.</li> <li>• Ascot Park 'Parks for People' has commenced construction.</li> <li>• The City was successful in applying for an \$80,000 partnership grant from RAC WA through their Reconnect WA program.</li> <li>• Public Art Master Plan consultation completed and draft Master Plan completed.</li> <li>• Final draft of the Disability Access and Inclusion Plan has been presented to community and key stakeholders for feedback.</li> </ul>
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## 5.5 Leadership

5 Visionary leadership dedicated to acting for its community	<ul style="list-style-type: none"> <li>• A four year review of the LTFP was completed.</li> <li>• Actions from within the Customer Experience Plan 2019-2022 continue to be implemented with majority of the actions now complete.</li> <li>• Business Improvement Framework development is progressing.</li> <li>• The City's leadership program was delivered across the organisation, with a Cultural Optimisation Group (COG) formed.</li> <li>• The Safety and Health Framework development has progressed.</li> </ul>
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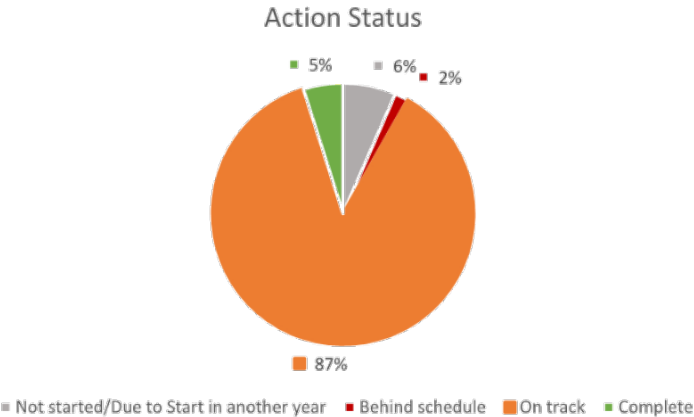


Attachment A

6 Progress updates















Action Status Key		Budget Status Key	
Not started/Due to Start in another year		N/A	
Behind schedule		Over Budget	
On track		On track	
Complete		Under budget	

6.1 Overall Progress





















Attachment A

## 6.2 Environment

<b>Outcome</b>			
1 A naturally beautiful environment that is enhanced and protected			
<b>Strategic Objective</b>			
1.1 Retain and improve our streetscapes and open spaces, preserving the trees and greenery that makes Kwinana unique			
<b>Action</b>	<b>Action Status</b>	<b>Budget Status</b>	<b>Progress Update</b>
1.1.1 Implement the Landscape Strategy			Landscape strategy is being reviewed for effectiveness and once completed will be presented to Council (end of 2021) for endorsement and implementation.
1.1.2 Implement the City Operations Annual Maintenance Program			All master schedules are currently implemented and are routinely updated on present performance, including Officer Individual Work Plans.
1.1.3 Implement the Kwinana Adventure Park Management Plan			38% of actions within the Kwinana Adventure Park management plan have been completed. Remaining actions are being progressed in alignment with resource availability.
1.1.4 Develop the Urban Forest Plan			Brief and scope is currently being developed.
<b>Strategic Objective</b>			
1.2 Maintain and enhance our beautiful, natural environment through sustainable protection and conservation			
<b>Action</b>	<b>Action Status</b>	<b>Budget Status</b>	<b>Progress Update</b>
1.2.1 Develop a Local Biodiversity Strategy			External consultant is providing 2nd draft for internal review in February.
1.2.2 Review the Natural Areas Management Plan			A revised RFQ has been developed for the assessment, data collection and analysis of all City managed natural reserves, with the expectation to go out for RFQ end of January / Start of Feb. This work is to be completed around September / October with an expected revised NAMP to follow early 2023.
1.2.3 Implement the Local Planning Strategy			Local Planning Strategy adopted March 2021. Likely to be considered by the Western Australian Planning Commission in February / March 2022.

















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Attachment A

Strategic Objective			
1.2 Maintain and enhance our beautiful, natural environment through sustainable protection and conservation			
Action	Action Status	Budget Status	Progress Update
1.2.4 Prepare the Local Planning Scheme			Project Plan has been finalised and work is commencing.
1.2.5 Upgrade the Kwinana Loop Trail			First draft of the Master Plan has been developed and feedback from all relevant stakeholders was captured. This Master Plan draft will be presented to Executive Leadership Team and Elected members in January 2022.
1.2.6 Implement the Environmental Education Plan			Digital guided tour trialled at Wildflower Reserve during wildflower season, planning commenced for 2022 Living Green Series and Biodiversity Month.
1.2.7 Implement the Waste Education Plan			Number of community education workshops and events held, 2021/22 Waste Services Survey developed and commenced, Battery Stewardship Scheme agreement, 2022 Bin Tagging Program planning commenced.
1.2.8 Implement the Waste Plan			Waste Local Law advertising period completed, Littering and Illegal Dumping Strategy development progressed, waste data review project progressed.
1.2.9 Implement the Climate Change Plan			WALGA Green Power Contract executed, Energy Sustainability Plan development commenced, South West Group Electric Vehicle Project commenced, scoping of Sustainability Strategy commenced.
1.2.10 Implement the Sustainable Water Management Plan			Mid-cycle review of plan completed, updated plan adopted 15 December 2021.
1.2.11 Develop an Energy Sustainability Plan			Scoping has commenced.
1.2.12 Implement the Mosquito and Midge Management Plan			All trapping and treatment activities on schedule. Additional trapping sites established at the Spectacles.













Attachment A

## 6.3 Economy

Outcome			
2 A resilient and thriving economy with exciting opportunities			
Strategic Objective			
2.1 Enable a thriving and sustainable local economy that supports and sustains quality jobs and economic opportunities			
Action	Action Status	Budget Status	Progress Update
2.1.1 Develop a Local Economic Development Strategy			Regional profiling with SWG completed. Undertaking assessment of a facilitator to commence next stage of stakeholder engagement.
2.1.2 Implement the Local Planning Strategy			See comment 1.2.3
2.1.3 Review the Local Commercial and Activity Centres Strategy			External consultant has commenced study with first briefing note expected in February 2022.
2.1.4 Develop a Pathways to Employment Plan			Employment Plan to be explored with the Economic Development strategy.
2.1.5 Develop a Small Business Friendly Approval System			Approximately half the reforms are now in the process of being completed. Two half day workshops scheduled for January.
Strategic Objective			
2.2 Create strong regional connections that will improve the ability for residents to access jobs, training and goods and services			
Action	Action Status	Budget Status	Progress Update
2.2.1 Review Advocacy and Investment Plans			Review completed.
2.2.2 Attract a Mini Golf provider to Kwinana			Tender under development with aim to release late first quarter 2022.
2.2.3 Contribute to the development of an Economic and Spatial Governance Plan			The final draft has been completed with the City providing further comment.

Attachment A

## 6.4 Sustainability

Outcome			
3 Infrastructure and services that are affordable and contribute to health and wellbeing			
Strategic Objective			
3.1 Develop quality, affordable infrastructure and services designed to improve the health and wellbeing of the community			
Action	Action Status	Budget Status	Progress Update
3.1.1 Review the Community Infrastructure Plan			The draft of the Community Infrastructure Plan was completed taking into consideration feedback from the Department of Planning. The draft has been forwarded to the Department of Planning for final comment, at which time the City will review their comments, make any necessary amendments and provide to Council for endorsement.
3.1.2 Develop a Sustainability Strategy			Scheduled to commence in Q3.
3.1.3 Implement the Waste Plan			Waste Local Law advertising period completed, Littering and Illegal Dumping Strategy development progressed, waste data review project progressed.
3.1.4 Implement the Asset Management Strategy			To deliver the Asset Management Strategy, some documents have been put in place, additional processes are being defined and training is being developed.
3.1.5 Implement the Buildings Asset Management Plan			All actions are being progressed and are on track.
3.1.6 Implement the Long Term Financial Plan			The LTFP 2022/23 to 2025/26 was adopted by Council on 15 December 2021. The LTFP ensures the long term financial sustainability of the Council while meeting the needs and expectations of our community and delivering infrastructure to support the Strategic Community Plan.









Attachment A

Strategic Objective			
3.2 Provide for an accessible and well-connected City by integrating public transport and improving safe streets for driving, walking and cycling			
Action	Action Status	Budget Status	Progress Update
3.2.1 Implement the Bike and Walk Plan	●	●	Construction of Gilmore Ave share path stage 1 is progressing with completion this FY 2021/22 and design of stage 2 is in progress. Completed the design of Parmelia stage 1 and now awaiting funds (grant funding) for construction.
3.2.2 Implement the Roads and Transport Asset Management Plan	●	●	All actions are being progressed and are on track.
3.2.3 Implement the Public Lighting Asset Management Plan	●	●	All actions are being progressed and are on track.
Strategic Objective			
3.3 Maintain infrastructure, playgrounds, parks and reserves to a high standard through sustainable asset maintenance and renewal			
Action	Action Status	Budget Status	Progress Update
3.3.1 Implement Parks Upgrade Strategy	●	●	This is to be implemented through expenditure per locality of cash in lieu collected from newly developed lots. Internal consultation is in progress to develop strategy on prioritisation of which park to upgrade per locality.
3.3.2 Implement the Parks and Reserves Asset Management Plan	●	●	All actions are being progressed and are on track.
3.3.3 Implement the Drainage Asset Management Plan	●	●	All actions are being progressed and are on track.















Attachment A

## 6.5 Community









Outcome			
4 A unique, vibrant and healthy City that is safe, connected and socially diverse			
Strategic Objective			
4.1 Create, activate and manage places and local centres that are inviting, unique and accessible			
Action	Action Status	Budget Status	Progress Update
4.1.1 Implement the Social Strategy			Social Strategy is a guiding strategic document for lower level functional Action Plans, and essentially implementation is by delivery of the entire City Life Directorate business planning and budget, which are ongoing and on track this quarter.
4.1.2 Implement the Local Planning Strategy			See comment 1.2.3
4.1.3 Develop Place Plans			Place Plan development has been completed with Council signing off on all Place Plans. Implementation highlights this quarter include:  - Ascot Park 'Parks for People' has commenced construction. An on-site consultation with young people was conducted, and their feedback incorporated into the final design. Construction due for completion March 2022.  - Place Leaders continue to support implementation of the Small Business Collective actions.  - The City was successful in applying for an \$80,000 partnership grant from RAC WA through their Reconnect WA program. The funding will provide a 12-month program of trials, activations, beautification and temporary changes to the public realm to create more inviting spaces for people at The Strand in Wellard.
4.1.4 Review the Local Commercial and Activity Centres Strategy			See comment 2.1.3

Attachment A

Strategic Objective			
4.2 Improve Kwinana's perception by leveraging and promoting the unique attributes of the area and supporting feelings of safety and security in community			
Action	Action Status	Budget Status	Progress Update
4.2.1 Implement the Social Strategy			See comment 4.1.1
4.2.2 Implement the Public Art Masterplan			Public Art Master Plan consultation completed and draft Master Plan completed.
4.2.3 Implement the Heritage Implementation Plan			Service Level Agreement signed with Museum of Perth for Sloan's Cottage and Heritage House site. Officers continue to support Heritage Group regarding a new lease and MoU for Smirk's Cottage.
4.2.4 Review the Emergency Services Delivery Model			The Emergency Services Delivery Model has been reviewed with the Department of Fire and Emergency Services and City's Volunteer Bush Fire Brigades (VBFs). Any further progress on the delivery of any changes is dependent on the VBFs. Fire Break inspections complete, BFAC Terms of Reference being developed.
Strategic Objective			
4.3 Enhance opportunities for community to meet, socialise, recreate and build local connections			
Action	Action Status	Budget Status	Progress Update
4.3.1 Implement the Local Economic Development Strategy			N/A
4.3.2 Implement the Innovate Reconciliation Action Plan			<p>Highlights of ongoing implementation of the Innovate RAP this quarter include:</p> <ul style="list-style-type: none"> <li>- Ongoing facilitation of a \$100,000 funding opportunity from Main Roads to be informed by local Elders and community.</li> <li>- A Nyoongar naming sub-group has been established within the Boola Maara advisory group to identify opportunities and provide advice around dual naming across the City.</li> </ul>

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Attachment A

			- Ongoing facilitation of the Boola Maara advisory group. The group have been involved in providing advice and feedback on a number of City documents, such as the Public Art Masterplan.
<b>Strategic Objective</b>			
4.3 Enhance opportunities for community to meet, socialise, recreate and build local connections			
<b>Action</b>	<b>Action Status</b>	<b>Budget Status</b>	<b>Progress Update</b>
4.3.3 Implement the Disability Access and Inclusion Plan			Highlights of ongoing implementation of the DAIP this quarter include:  - Final draft of the DAIP has been presented to community and key stakeholders for feedback. The draft will now be presented to key City staff for any final feedback.  - A Disability Reference Group is being established with membership from community, service providers. this group will provide advice on access an inclusion matters, as well as work with the City to deliver on DAIP outcomes.
4.3.4 Construct a Children's Safety Bike Track			Preliminary costings completed and decision of location of the bike track is being determined based on location of mini golf site (community development project).
<b>Strategic Objective</b>			
4.4 Develop wellbeing programs and implement physical recreation that is culturally appropriate for Kwinana's community			
<b>Action</b>	<b>Action Status</b>	<b>Budget Status</b>	<b>Progress Update</b>
4.4.1 Develop the Kwinana Healthy Lifestyles Program			Recruitment of a Healthy and Active Project Officer has been completed. The new position will commence in January Q3. This new role will begin work and develop the Kwinana Healthy Lifestyles Program in Q3 and Q4.
4.4.2 Review the Public Health Plan			N/A

Attachment A









Attachment A

## 6.6 Leadership

Outcome			
5 Visionary leadership dedicated to acting for its community			
Strategic Objective			
5.1 Model accountable and ethical governance, strengthening trust with the community			
Action	Action Status	Budget Status	Progress Update
5.1.1 Implement the Strategic Community Plan and Corporate Business Plan			The Strategic Community Plan is being implemented through the City's Corporate Business Plan. The majority of Corporate Business Plan actions scheduled to be completed this year are on track for this quarter.
5.1.2 Implement the Long Term Financial Plan			The LTFP 2022/23 to 2025/26 was adopted by Council on 15 December 2021. The LTFP ensures the long term financial sustainability of the Council while meeting the needs and expectations of our community and delivering infrastructure to support the Strategic Community Plan.
5.1.3 Implement the Infrastructure Strategy			See comment 3.1.4
5.1.4 Develop a Strategic Procurement Plan Annually			Annual update of upcoming procurement has been included on the City of Kwinana's website. This will also be updated when additional procurements become known throughout the year.
5.1.5 Review Advocacy and Investment Plans			Review completed.
5.1.6 Implement the Innovate Reconciliation Action Plan			See comment 4.3.2
Strategic Objective			
5.2 Develop strong community engagement through strong partnerships with the community			
Action	Action Status	Budget Status	Progress Update
5.2.1 Implement the Community Engagement Strategy			Implementation of the Community Engagement Strategy this quarter featured increasing development of the Love My Kwinana online engagement hub with more staff and projects undertaking consultation via the hub. A Consultation Guide and

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Attachment A

			an evaluation tool continue being developed for use by staff to improve engagement understanding and practice, and planning continues for future phases of IAP2 training for additional staff.
<b>Strategic Objective</b>			
5.3 Provide a high standard of customer service with the community as priority			
<b>Action</b>	<b>Action Status</b>	<b>Budget Status</b>	<b>Progress Update</b>
5.3.1 Implement the Customer Service Strategy			The City is continuing to progress two of the significant projects identified within both the Customer Experience Plan and the Small Business Friendly Approvals Implementation Plan, which include the Customer Knowledge Base and a Customer Satisfaction Survey tool.
<b>Strategic Objective</b>			
5.4 Establish a culture of continuous improvement achieving high levels of business excellence			
<b>Action</b>	<b>Action Status</b>	<b>Budget Status</b>	<b>Progress Update</b>
5.4.1 Develop the Business Excellence Framework			The development of a Business Excellence Framework has begun with progress being reported through to the Executive Leadership Team.
5.4.2 Implement the Workforce Plan			<p>The Workforce Plan (WFP) aligns with the LTFP, reflecting the new positions identified for the City. Both informing documents are referenced through recruitment processes ensuring compliance. Any requests outside of the WFP require justification and CEO approval through the Business Case process.</p> <p>During this period, the City's leadership program concluded and the Cultural Optimisation Group (COG) was formed.</p> <p>Development and progression of the Safety and Health Framework continued. Developed and implemented a new Staff Code of Conduct. Rolled out specific training.</p>
5.4.3 Implement the Corporate Business System Project			Majority of configuration completed and functional testing started. A tender was sought to enhance technical support and evaluation will be completed early January.



## **18.6 MONTHLY FINANCIAL REPORT JANUARY 2022**

### **SUMMARY**

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the period ended 31 January 2022 has been prepared for Council acceptance.

### **OFFICER RECOMMENDATION**

**That Council:**

- 1. Accepts the Monthly Statements of Financial Activity for the period ended 31 January 2022, as detailed in Attachment A; and**
- 2. Accepts the explanations for material variances for the period ended 31 January 2022, as detailed in Attachment A.**

### **DISCUSSION**

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

This report is a summary of the financial activities of the City at the reporting date. The 2020/2021 Annual Financial Statements have been finalised and audited by the City's auditors and presented to the Audit Committee in December 2021.

The period of review is January 2022. The current closing municipal surplus for this period is \$26,038,617 compared to a budget position of \$20,088,931. This is considered a satisfactory result for the City as it is maintaining a healthy budget surplus position. Opening municipal surplus has been adjusted as the 2021 Annual Financial Statements are now finalised.

The City's cash balances are tracking well with a positive unrestricted cash balance as at 31 January of \$16,636,739.

Income for the January 2022 period year to date is \$58,450,354. This is made up of \$57,461,666 in operating revenues and \$988,688 in non-operating grants, contributions and subsidies received and proceeds from other investing activities. The current budget estimated \$60,803,027 would be received for the same period. The variance to budget is (\$2,352,673).

Expenditure for the January 2022 period year to date is \$46,145,812. This is made up of \$40,167,453 in operating expenditure and \$5,978,359 in capital expenditure. The budget estimated \$55,447,939 would be spent for the same period. The variance to budget is \$9,302,127 predominantly due to the timing of works being completed.

Details of all significant variances against the Current Budget are provided in the notes to the Monthly Financial Report contained within Attachment A.

## 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	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Transparent reporting of City financial position.

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

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

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

## FINANCIAL/BUDGET IMPLICATIONS

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment A.

## ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications associated with this report.

## ENVIRONMENTAL/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.

**ATTACHMENTS**

**A. Monthly Financial Report January 2022**



# Monthly Financial Report

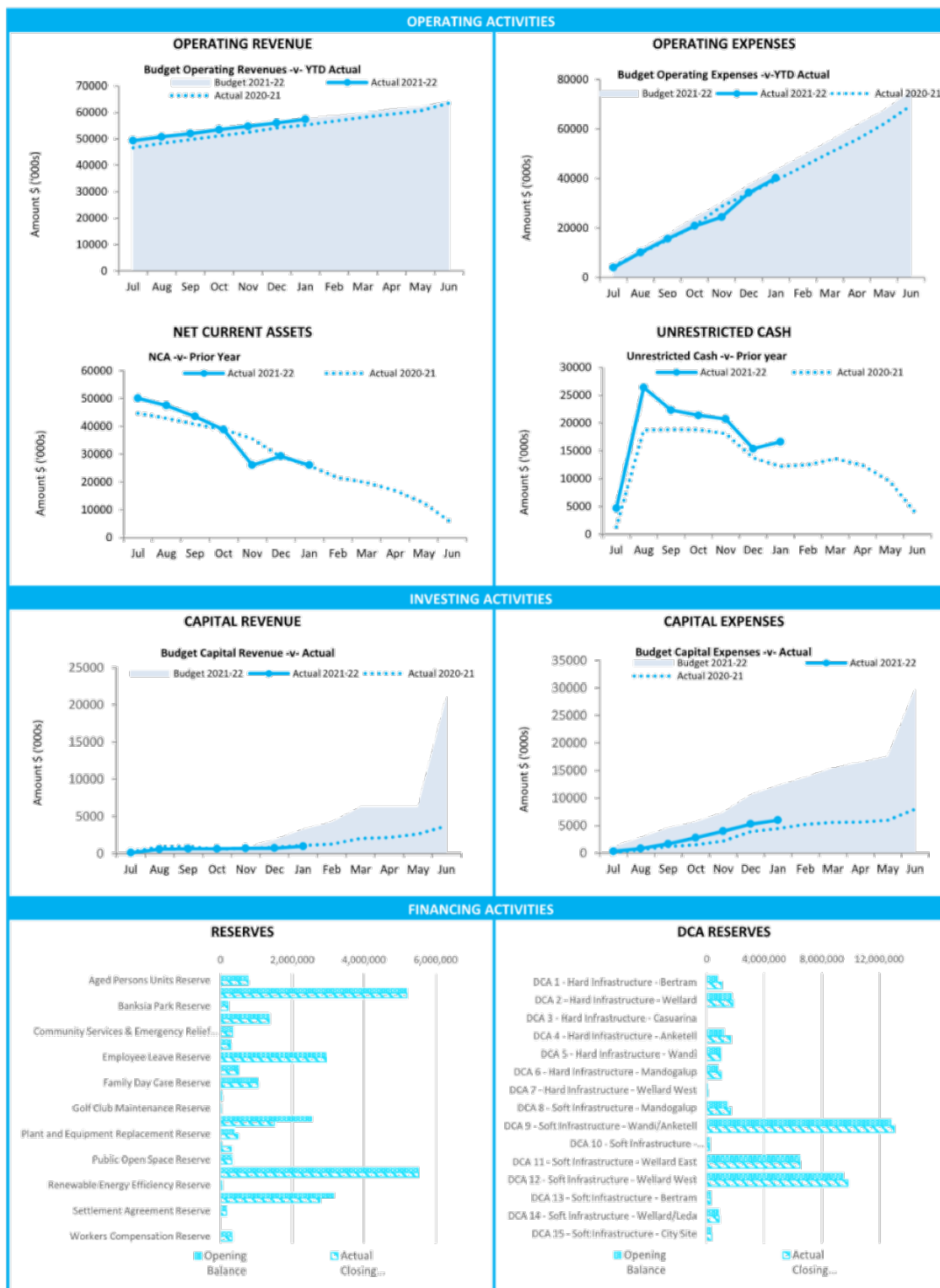


**CITY OF KWINANA****MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the period ending 31 January 2022****LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996****TABLE OF CONTENTS**

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**SUMMARY INFORMATION - GRAPHS**



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



**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**EXECUTIVE SUMMARY**

Funding surplus / (deficit) Components

Funding surplus / (deficit)

Current Budget

YTD Current Budget (a)

YTD Actual (b)

Var. \$ (b)-(a)

Opening

Closing

\$3.37 M

\$2.64 M

\$3.37 M

\$20.09 M

\$3.37 M

\$26.04 M

(\$0.00 M)

\$5.95 M

Refer to Statement of Financial Activity

Cash and cash equivalents

\$80.14 M

% of total

Unrestricted Cash

Restricted Cash

\$16.64 M

\$63.50 M

20.8%

79.2%

Refer to Note 3 - Cash and Financial Assets

Payables

\$3.64 M

Trade Payables

Bonds & Deposits Held

Other Payables

\$0.72 M

\$1.82 M

\$1.10 M

Receivables

\$13.38 M

% Outstanding

Rates Receivable

Trade Receivable

\$11.71 M

\$1.68 M

20.3%

Refer to Note 4 - Receivables

Key Operating Activities

Amount attributable to operating activities

Current Budget

YTD Budget (a)

YTD Actual (b)

Var. \$ (b)-(a)

\$5.39 M

\$23.87 M

\$26.49 M

\$2.62 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual

YTD Budget

\$42.50 M

\$42.66 M

% Variance

(0.4%)

Refer to Statement of Financial Activity

Operating Grants and Contributions

YTD Actual

YTD Budget

\$3.52 M

\$4.40 M

% Variance

(20.1%)

Refer to Note 9 - Operating Grants and Contributions

Fees and Charges

YTD Actual

YTD Budget

\$10.26 M

\$9.80 M

% Variance

4.7%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget

YTD Budget (a)

YTD Actual (b)

Var. \$ (b)-(a)

(\$10.63 M)

(\$9.20 M)

(\$1.66 M)

\$7.54 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual

YTD Budget

Current Budget

\$0.23 M

\$0.49 M

\$1.11 M

% Received

20.6%

Refer to Note 5 - Disposal of Assets

Asset Acquisition

YTD Actual

Current Budget

Adopted Budget

\$5.98 M

\$29.75 M

\$26.23 M

% Spent

20.1%

22.8%

Refer to Note 6 - Capital Acquisition

Capital Grants

YTD Actual

Current Budget

Adopted Budget

\$0.76 M

\$19.99 M

\$17.52 M

% Received

3.8%

4.3%

Refer to Note 6 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget

YTD Budget (a)

YTD Actual (b)

Var. \$ (b)-(a)

\$4.71 M

\$2.05 M

(\$2.16 M)

(\$4.21 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments

Interest expense

Principal due

\$3.48 M

\$0.44 M

\$17.41 M

Refer to Note 7 - Borrowings

Reserves

Reserves balance

DCA Reserve Balance

Interest earned

\$24.15 M

\$39.33 M

\$0.03 M

Refer to Note 8 - Cash Reserves

Lease Liability

Principal repayments

Interest expense

Principal due

\$0.09 M

\$0.00 M

\$0.45 M

reclassified from Lease Expense June 2020 - AASB16

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>		500,000	3,374,335	3,374,335	<b>3,374,334</b>	(1)	(0.0%)	
<b>Revenue from operating activities</b>								
Rates	5	42,663,528	42,663,528	42,663,528	<b>42,502,274</b>	(161,254)	(0.4%)	
Operating grants, subsidies and contributions	9	7,101,622	7,425,009	4,399,858	<b>3,517,548</b>	(882,310)	(20.1%)	▼
Fees and charges		13,077,409	13,077,409	9,797,543	<b>10,262,776</b>	465,233	4.7%	
Interest earnings		694,600	694,600	442,600	<b>444,763</b>	2,163	0.5%	
Other revenue		448,580	452,364	278,164	<b>664,775</b>	386,611	139.0%	▲
Profit on disposal of assets	5	1,767	1,767	1,767	<b>69,529</b>	67,762	3834.9%	▲
		<b>63,987,506</b>	<b>64,314,677</b>	<b>57,583,460</b>	<b>57,461,666</b>	(121,794)		
<b>Expenditure from operating activities</b>								
Employee costs		(27,892,254)	(27,935,787)	(17,128,557)	<b>(16,189,679)</b>	938,878	5.5%	▲
Materials and contracts		(26,127,651)	(26,764,055)	(14,573,625)	<b>(12,379,064)</b>	2,194,561	15.1%	▲
Utility charges		(2,712,312)	(2,712,312)	(1,368,908)	<b>(1,323,468)</b>	45,440	3.3%	
Depreciation on non-current assets		(16,305,054)	(16,305,054)	(9,511,281)	<b>(9,193,295)</b>	317,986	3.3%	
Interest expenses		(834,101)	(834,101)	(3,490)	<b>(446,508)</b>	(443,018)	(12693.9%)	▼
Insurance expenses		(613,769)	(613,769)	(613,769)	<b>(593,412)</b>	20,357	3.3%	
Other expenditure		(363,550)	(42,000)	(24,650)	<b>(40,793)</b>	(16,143)	(65.5%)	
Loss on disposal of assets	5	(37,879)	(37,879)	(22,046)	<b>(1,234)</b>	20,812	94.4%	
		<b>(74,886,570)</b>	<b>(75,244,957)</b>	<b>(43,246,326)</b>	<b>(40,167,453)</b>	3,078,873		
Non-cash amounts excluded from operating activities	2	16,317,966	16,317,966	9,531,560	<b>9,194,141</b>	(337,419)	(3.5%)	
<b>Amount attributable to operating activities</b>		<b>5,418,902</b>	<b>5,387,686</b>	<b>23,868,694</b>	<b>26,488,353</b>	2,619,659		
<b>Investing activities</b>								
Grants, Subsidies and Contributions	10	17,515,755	19,990,799	2,725,739	<b>761,019</b>	(1,964,720)	(72.1%)	
Proceeds from disposal of assets	5	943,425	1,105,078	493,828	<b>227,669</b>	(266,159)	(53.9%)	
Self-Supporting Loan Principal Received	7	17,847	17,847	10,411	<b>11,849</b>	1,438	13.8%	
Payments for property, plant and equipment	6	(26,229,317)	(29,751,590)	(12,201,613)	<b>(5,978,359)</b>	6,223,254	51.0%	▲
		<b>(7,752,290)</b>	<b>(8,637,866)</b>	<b>(8,971,635)</b>	<b>(4,977,822)</b>	3,993,813		
Non-cash amounts excluded from investing activities	2	(2,880,331)	(2,880,331)	(230,790)	<b>3,314,384</b>	3,545,174	1536.1%	
<b>Amount attributable to investing activities</b>		<b>(10,632,621)</b>	<b>(11,518,197)</b>	<b>(9,202,425)</b>	<b>(1,663,439)</b>	7,538,987		
<b>Financing Activities</b>								
Proceeds from new debentures	7	2,500,000	2,500,000	2,500,000	<b>2,500,000</b>	0	0.0%	
Repayment of debentures	7	(4,601,930)	(4,601,930)	(2,500,000)	<b>(3,479,800)</b>	(979,800)	(39.2%)	▼
Payments for principal portion of lease liabilities		(176,055)	(176,055)	(93,943)	<b>(91,134)</b>	2,809	3.0%	
Transfer from reserves	8	21,810,003	22,592,955	2,843,988	<b>2,435,636</b>	(408,352)	14.4%	
Transfer to reserves	8	(14,818,299)	(14,920,349)	(701,717)	<b>(3,525,334)</b>	(2,823,617)	(402.4%)	▼
<b>Amount attributable to financing activities</b>		<b>4,713,719</b>	<b>5,394,621</b>	<b>2,048,328</b>	<b>(2,160,631)</b>	(4,208,959)		
<b>Closing funding surplus / (deficit)</b>		<b>0</b>	<b>2,638,445</b>	<b>20,088,931</b>	<b>26,038,617</b>	5,949,686		

**KEY INFORMATION**

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

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

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

**STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 JANUARY 2022**

	NOTE	Closing 30 June 2021 \$	Current Month 31 January 2022 \$	This Time Last Year 31 January 2021 \$
<b>CURRENT ASSETS</b>				
Cash and cash equivalents	8	6,968,593	21,189,561	20,316,468
Other financial assets - Term Deposits	8	59,711,623	58,919,696	52,649,843
Other financial assets - Banksia Park Deferred Mgmt Fees		212,269	212,269	319,490
Other financial assets - Self Supporting Loans		17,847	17,847	17,269
Rates receivable	4	3,471,676	11,706,155	12,139,562
Other receivables (incl. allowance for impairment)	4	2,246,269	2,079,893	1,592,548
Inventories		0	0	34,343
Other assets		944,913	658,242	1,311,758
Assets classified as held for sale		498,000	498,000	0
<b>TOTAL CURRENT ASSETS</b>		<b>74,071,190</b>	<b>95,281,662</b>	<b>88,381,281</b>
<b>NON-CURRENT ASSETS</b>				
Trade and other receivables		846,399	789,294	746,740
Other financial assets - Banksia Park Deferred Mgmt Fees		3,576,482	3,576,482	3,184,673
Other financial assets - Local Govt House Trust		129,162	129,162	129,162
Other financial assets - Self Supporting Loans		214,857	203,008	221,239
Investment in associate (SMRC)		535,835	535,835	504,775
Property, plant and equipment		137,838,654	136,559,707	132,569,327
Infrastructure		366,067,322	362,766,012	360,507,496
Investment property		570,000	570,000	0
Intangible assets		1,851,061	3,160,080	1,252,302
Right of use assets		566,185	463,113	122,929
<b>TOTAL NON-CURRENT ASSETS</b>		<b>512,195,956</b>	<b>508,752,692</b>	<b>499,238,642</b>
<b>TOTAL ASSETS</b>		<b>586,267,146</b>	<b>604,034,355</b>	<b>587,619,922</b>
<b>CURRENT LIABILITIES</b>				
Trade and other payables		6,341,995	3,637,190	3,387,020
Banksia Park Unit Contributions		16,733,635	16,733,635	16,975,350
Contract and other liabilities	9 & 10	6,429,920	7,007,737	10,404,091
Lease liabilities		174,595	83,461	52,293
Borrowings	7	2,537,530	2,537,530	2,314,779
Employee related provisions		5,706,854	5,718,889	5,473,303
<b>TOTAL CURRENT LIABILITIES</b>		<b>37,924,528</b>	<b>35,718,442</b>	<b>38,606,836</b>
<b>NON-CURRENT LIABILITIES</b>				
Other liabilities (Developer Contributions)	10	28,097,678	30,995,542	22,474,167
Lease liabilities		371,179	371,179	77,148
Borrowings	7	15,851,996	14,872,195	17,020,819
Employee related provisions		445,000	445,000	410,209
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>44,765,853</b>	<b>46,683,917</b>	<b>39,982,343</b>
<b>TOTAL LIABILITIES</b>		<b>82,690,382</b>	<b>82,402,359</b>	<b>78,589,179</b>
<b>NET ASSETS</b>		<b>503,576,764</b>	<b>521,631,996</b>	<b>509,030,743</b>
<b>EQUITY</b>				
Retained surplus		213,378,678	230,344,212	230,194,931
Reserves - cash/financial asset backed	8	62,382,819	63,472,516	58,812,307
Revaluation surplus		227,815,267	227,815,267	220,023,505
<b>TOTAL EQUITY</b>		<b>503,576,764</b>	<b>521,631,996</b>	<b>509,030,743</b>

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 1  
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021-22 year is \$50,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Rates	(161,254)	(0%)	No Material Variance	
Operating Grants, Subsidies and Contributions	(882,310)	(20%)	▼ Permanent	Refer note 9. First instalment of 21/22 Financial Assistance Grant was received in last financial year.
Fees and Charges	465,233	5%	No Material Variance	
Interest Earnings	2,163	0%	No Material Variance	
Other Revenue	386,611	139%	▲ Permanent	Long Service, Paid Parental leave and Insurance reimbursements.
Profit on Disposal of Assets	67,762	3835%	▲ Permanent	Sales proceeds has exceeded budgeted expectations.
<b>Expenditure from operating activities</b>				
Employee Costs	938,878	5%	▲ Permanent	Various vacancies YTD.
Materials and Contracts	2,194,561	15%	▲ Timing	\$731k Timing of facility & infrastructure maintenance expenses. \$358k Timing of fire mitigation works. \$224k Timing of payment of Family Day Care and In Home Care Child Care Benefits partially offset by lower Child Care Benefit contributions received. \$105k Timing of DCA Administration projects. \$101k Timing of payment of Arts Centre management fees.
Utility Charges	45,440	3%	No Material Variance	
Depreciation on Non-Current Assets	317,986	3%	No Material Variance	
Interest Expenses	(443,018)	(12694%)	▼ Timing	\$379k Interest on various loans - charged in September and December, budgeted for June 2022.
Insurance Expenses	20,357	3%	No Material Variance	
Other Expenditure	(16,143)	(65%)	Permanent	\$15k SMCC unspent grant funding returned to Perth Region NRM. Perth Region NRM to take over administration of this grant funding.
Loss on Disposal of Assets	20,812	94%	Permanent	Sales proceeds has exceeded budgeted expectations.
<b>Investing activities</b>				
Non-Operating Grants, Subsidies and Contributions	(1,964,720)	(72%)	Timing	Refer note 10.
Proceeds from disposal of assets	(266,159)	(54%)	Permanent	Refer note 5.
Self-Supporting Loan Principal	1,438	14%	No Material Variance	
Purchase of Right of Use assets	0	0%	No Material Variance	
Payments for property, plant and equipment	6,223,254	51%	▲ Timing	Refer note 6.
<b>Financing activities</b>				
Proceeds from new debentures	0	0%	No Material Variance	
Repayment of debentures	(979,800)	(39%)	▼ Timing	\$970k loan repayments made in December, budgeted for June 2022.
Payments for principal portion of lease liabilities	2,809	3%	No Material Variance	
Transfer from reserves	(408,352)	14%	Timing	Timing of capital projects funded from Reserves.
Transfer to reserves	(2,823,617)	(402%)	▼ Permanent	Receipt of Developer Contributions transferred to Reserve.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 2  
NET CURRENT FUNDING POSITION**

	Notes	Last Years Closing 30 June 2021	This Time Last Year 31 January 2021	YTD Actual 31 January 2022
		\$	\$	\$
<b>(a) Non-cash items excluded from operating activities</b>				
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.				
<b>Non-cash items excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	5	(70,922)	(9,190)	(69,529)
Less: Share of net profit of associates and joint ventures accounted for using the equity method		(20,980)	-	-
Less: Movement in pensioner deferred rates (non-current)		(86,273)	13,386	57,105
Movement in employee benefit provisions		235,714	(32,628)	12,036
Add: Loss on asset disposals		13,332	11,454	1,234
Mvmt in Local Govt House Trust		(4,525)	(4,525)	-
Add: Depreciation on assets		16,091,943	9,295,824	9,193,295
Mvmt in operating contract liabilities associated with restricted cash		(84,825)	(47,043)	-
Mvmt in Banksia Park deferred management fees receivable		(284,589)	-	-
Mvmt in Banksia Park valuation of unit contribution		(241,715)	-	-
Rounding adjustment prior year closing		-	-	-
<b>Total non-cash items excluded from operating activities</b>		<b>15,547,160</b>	<b>9,227,278</b>	<b>9,194,141</b>
Mvmt in non-operating liabilities (non-current)		11,144,052	-	2,897,864
Mvmt in non-operating liabilities associated with restricted cash		(5,011,207)	5,689,650	416,520
<b>Total non-cash items excluded from investing activities</b>		<b>6,132,845</b>	<b>5,689,650</b>	<b>3,314,384</b>
<b>Total Non-cash items</b>		<b>21,680,005</b>	<b>14,916,927</b>	<b>12,508,524</b>

**(b) Adjustments to net current assets in the Statement of Financial Activity**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

<b>Adjustments to net current assets</b>			
Less: Reserves - restricted cash	(62,382,819)	(58,812,307)	(63,472,516)
Less: Financial assets at amortised cost - self supporting loans	(17,847)	(17,269)	(17,847)
Less: Banksia Park DMF Recievable	(212,269)	(319,490)	(212,269)
Less: Land held for resale	(498,000)	-	(498,000)
Add: Borrowings	2,537,530	2,314,779	2,537,530
Add: Provisions - employee	5,706,854	5,473,303	5,718,889
Add: Current portion of contract and other liability held in reserve	5,185,994	10,404,091	5,602,514
Add: Lease liabilities	174,595	52,293	83,461
Add: Banksia Park Unit Contributions	16,733,635	16,975,350	16,733,635
<b>Total adjustments to net current assets</b>	<b>(32,772,328)</b>	<b>(23,929,250)</b>	<b>(33,524,604)</b>

**(c) Net current assets used in the Statement of Financial Activity**

<b>Current assets</b>	74,071,190	88,381,281	95,281,662
<b>Less: Current liabilities</b>	(37,924,528)	(38,606,836)	(35,718,442)
<b>Less: Total adjustments to net current assets</b>	<b>(32,772,328)</b>	<b>(23,929,250)</b>	<b>(33,524,604)</b>
<b>Closing funding surplus / (deficit)</b>	<b>3,374,334</b>	<b>25,845,195</b>	<b>26,038,617</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022

OPERATING ACTIVITIES  
NOTE 3  
CASH AND FINANCIAL ASSETS

Description	Unrestricted	Restricted	Trust	Total Cash	Interest Rate	Institution	S&P Rating	Maturity Date	Days
	\$	\$	\$	\$					
<b>Cash on hand</b>									
CBA Municipal Bank Account	3,626,845	4,552,821		8,179,666	Variable	CBA	AA		
CBA Online Saver Bank Account	13,005,925			13,005,925	0.20%	CBA	AA		
CBA Trust Bank Account			33,269	33,269	N/A	CBA	AA		
Cash On Hand - Petty Cash	3,970			3,970	N/A	PC	N/A		
<b>Reserve Funds Investments (Cash Backed Reserves)</b>									
Asset Management Reserve		5,227,207		5,222,400	0.28%	NAB	AA	Feb 2022	120
Plant and Equipment Replacement Reserve		240,666		240,445	0.28%	NAB	AA	Feb 2022	120
Information Technology Reserve		1,788,859		1,788,859	0.30%	SUN	A	Feb 2022	90
Refuse Reserve		5,479,523		5,479,523	0.30%	NAB	AA	Feb 2022	90
Golf Club Maintenance Reserve		8,900		8,900	0.30%	BEN	AAA	Mar 2022	272
Golf Course Cottage Reserve		29,557		29,557	0.30%	BEN	AAA	Mar 2022	272
Employee Vacancy Reserve		502,650		502,650	0.30%	BEN	AAA	Mar 2022	272
CLAG Reserve		267,722		267,722	0.32%	SUN	A	Mar 2022	120
Workers Compensation Reserve		325,193		325,193	0.32%	SUN	A	Mar 2022	120
Settlement Agreement Reserve		168,932		168,932	0.32%	SUN	A	Mar 2022	120
Public Art Reserve		29,945		29,945	0.32%	SUN	A	Mar 2022	120
City Infrastructure Reserve		1,362,207		1,362,207	0.35%	SUN	A	Apr 2021	161
Employee Leave Reserve		2,952,958		2,952,958	0.28%	CBA	AA	May 2022	120
Public Open Space Reserve		321,296		321,296	0.28%	CBA	AA	May 2022	120
Comm. Serv. & Emergency Relief Reserve (incl. Covid \$250k)		334,244		334,244	0.38%	NAB	AA	May 2022	178
Family Day Care Reserve		1,185,960		1,185,960	0.40%	SUN	A	Jun 2022	210
APIU Reserve		780,962		780,962	0.40%	SUN	A	Jun 2022	210
BP Reserve		225,418		225,418	0.40%	SUN	A	Jun 2022	210
Renewable Energy Efficiency Reserve		50,932		50,932	0.40%	SUN	A	Jun 2022	210
<b>Reserve Funds Investments (Developer Contributions)</b>									
DCA - 4 Hard Infrastructure - Anketell		1,195,219		1,195,219	0.26%	NAB	AA	Feb 2022	181
DCA 5 - Hard Infrastructure - Wandl		972,709		972,709	0.25%	BEN	AAA	Feb 2022	181
DCA 7 - Hard Infra Mandogalup		52,753		52,753	0.26%	NAB	AA	Feb 2022	181
DCA 8 - Soft Infrastructure - Mandogalup		1,420,285		1,420,285	0.26%	NAB	AA	Feb 2022	181
DCA 9 - Soft Infrastructure - Wandl/Anketell		12,823,437		12,823,437	0.26%	NAB	AA	Feb 2022	181
DCA 10 - Soft Infrastructure - Casuarina/Anketell		197,424		197,424	0.26%	NAB	AA	Feb 2022	181
DCA 13 - Soft Infrastructure - Bertram		269,336		269,336	0.26%	NAB	AA	Feb 2022	181
DCA 14 - Soft Infrastructure - Wellard/Leda		814,600		814,600	0.26%	NAB	AA	Feb 2022	181
DCA 15 - Soft Infrastructure - Townsite		307,113		307,113	0.25%	BEN	AAA	Feb 2022	181
DCA 1 - Hard Infrastructure - Bertram		1,018,163		1,018,163	0.30%	CBA	AAA	Jun 2022	151
DCA 2 - Hard Infrastructure - Wellard		1,834,559		1,834,559	0.30%	CBA	AAA	Jun 2022	151
DCA 6 - Hard Infrastructure - Mandogalup		1,018,357		1,018,357	0.30%	CBA	AAA	Jun 2022	151
DCA 11 - Soft Infrastructure - Wellard East		5,868,304		5,868,304	0.35%	BEN	AAA	Jun 2022	151
DCA 12 - Soft Infrastructure - Wellard West		9,844,305		9,844,305	0.35%	BEN	AAA	Jun 2022	151
<b>Total</b>	<b>16,636,739</b>	<b>63,472,516</b>	<b>33,269</b>	<b>80,137,496</b>	<b>0.30% weighted average interest rate</b>				
	21%	79%	0.0%						
<b>Comprising</b>									
Cash and cash equivalents (Exclude Trust)	16,636,739	11,821,203	0	28,457,943					
Financial assets at amortised cost	0	51,651,313	0	51,646,285					
Trust	0	0	33,269	33,269					
	<b>16,636,739</b>	<b>63,472,516</b>	<b>33,269</b>	<b>80,137,496</b>					

**KEY INFORMATION**

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

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

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

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

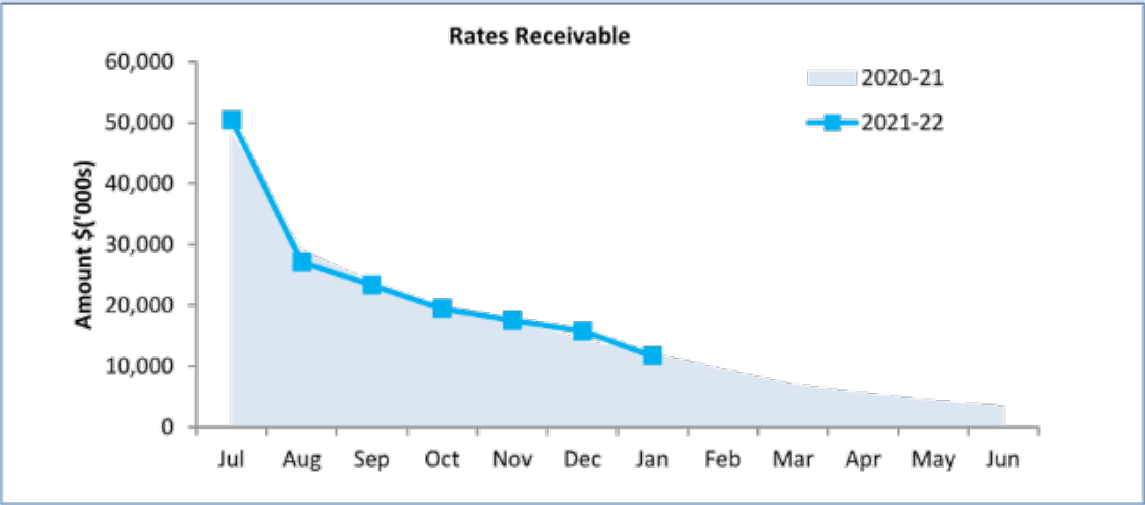
Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	21,404,617	27%	100%	✓
AA	52,542,778	66%	100%	✓
A	6,186,131	8%	60%	✓
BBB	-	0%	20%	✓
Unrated	3,970	0%	20%	✓

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	17,533,538	22%	45%	✓
NAB (AA)	28,049,665	35%	45%	✓
CBA (AA)	28,364,192	35%	45%	✓
SUN (A)	6,186,131	8%	45%	✓
WBC (AA)	-	0%	45%	✓



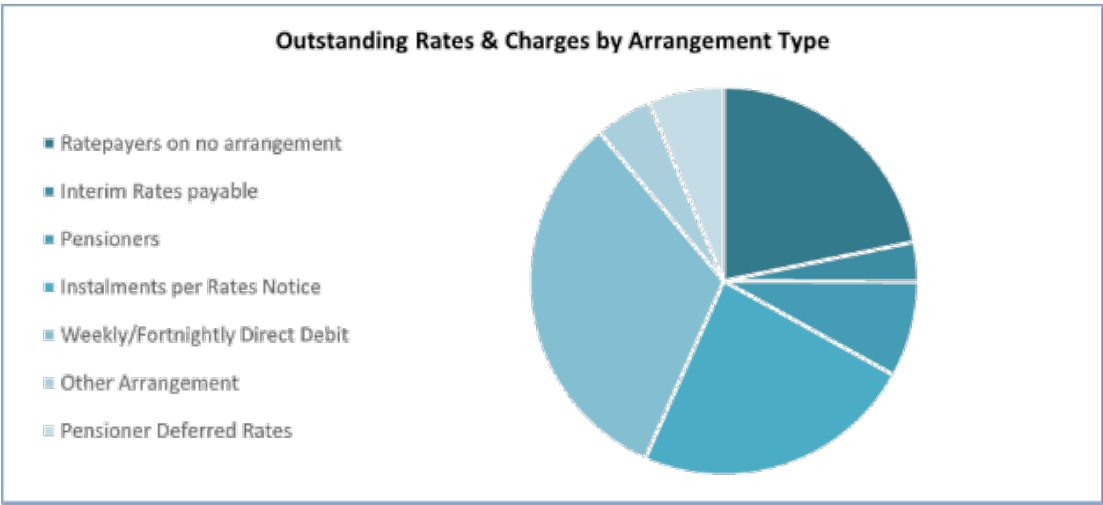
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022

Rates receivable	30 June 2021	31 January 2021	31 Jan 2022
	\$		\$
Opening arrears previous years	3,148,533	3,148,533	3,262,814
Levied this year	52,278,031	51,900,227	54,394,663
<b>Rates &amp; Charges to be collected</b>	<b>55,426,565</b>	<b>55,048,760</b>	<b>57,657,477</b>
<u>Less</u> Collections to date	(51,108,490)	(42,162,458)	(45,162,029)
<u>Less</u> Pensioner Deferred Rates	(846,399)	(746,740)	(789,294)
<b>Net Rates &amp; Charges Collectable</b>	<b>3,471,676</b>	<b>12,139,562</b>	<b>11,706,155</b>
% Outstanding	6.26%	22.05%	20.30%
<u>Prepaid</u> Rates received (not included above)	(1,055,273)	(622,961)	(629,766)
	4.36%	20.92%	19.21%



OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES

Outstanding Rates & Charges by Payment Arrangement Type	31 Jan 2022		
	No. of Assessments	\$	%
Ratepayers on no arrangement	809	2,720,041	22%
Interim Rates payable	213	412,068	3%
Pensioners	1,280	996,569	8%
Instalments per Rates Notice	3,283	2,950,419	24%
Weekly/Fortnightly Direct Debit	4,597	4,032,363	32%
Other Arrangement	160	594,695	5%
	<b>10,342</b>	<b>11,706,155</b>	<b>94%</b>
Pensioner Deferred Rates	230	789,294	6%
	<b>10,572</b>	<b>12,495,449</b>	<b>100%</b>

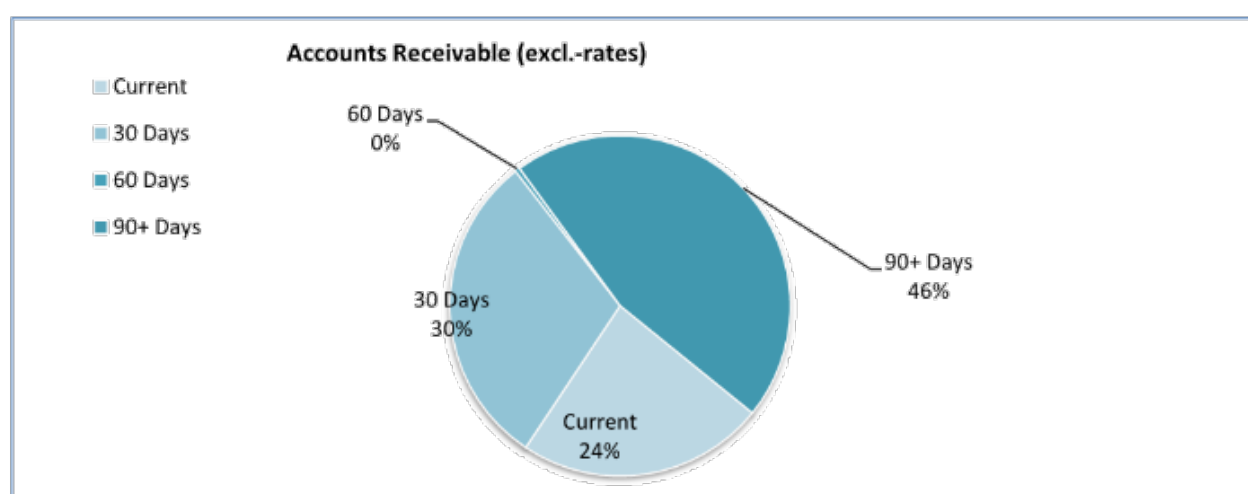


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Receivables - general	Current	30 Days	60 Days	90+ Days	Total
<i>Amounts shown below include GST (where applicable)</i>	\$	\$	\$	\$	\$
Sundry receivable	199,309	266,378	115	217,752	683,553
Infringements Register	15,295	8,633	4,078	201,018	229,024
<b>Total sundry receivables outstanding</b>	<b>214,604</b>	<b>275,011</b>	<b>4,194</b>	<b>418,769</b>	<b>912,577</b>
<i>Exclude rebates receivable</i>	24%	30%	0%	46%	
Rebates receivable - Rates	742,529	0	0	0	742,529
Rebates receivable - ESL	21,807	0	0	0	21,807
<b>Total general receivables outstanding</b>	<b>978,939</b>	<b>275,011</b>	<b>4,194</b>	<b>418,769</b>	<b>1,676,913</b>

*Note: 60day debtor includes \$1.2m Developer Contribution - payment to be received upon Project Completion.*



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

Description	Debtor #	Status	\$
<b>Sundry Debts with Fines Enforcement Registry (FER)</b>			
Prosecution Dog Act 1976	2442.07	Registered with FER. Regular payments being received.	3,828
Prosecution Planning & Development Act	2549.07	Registered with FER. Regular payments being received.	3,373
Prosecution Planning & Development Act	3859.07	Registered with FER. Regular payments being received.	12,275
Prosecution Local Government Act 1995	3909.07	Registered with FER.	3,652
Prosecution Dog Act 1976 Dangerous Dog	4131.07	Registered with FER. Regular payments being received.	1,461
Prosecution Local Law Fencing	4233.07	Registered with FER.	2,500
Prosecution Dog Act 1976	4274.07	Registered with FER. Regular payments being received.	2,317
Prosecution Local Law Urban Environment	4275.07	Registered with FER.	
Nuisance - Disrepair Vehicle			13,734
Prosecution Dog Act 1976	4387.07	Registered with FER.	10,200
Prosecution Dog Act 1976	4465.07	Registered with FER. Regular payments being received.	3,975
Prosecution Planning & Development Act	4467.07	Registered with FER. Regular payments being received.	8,865
Prosecution Dog Act 1976	4610.07	Registered with FER.	25,598
Prosecution Dog Act 1976	4741.07	Registered with FER. Regular payments being received.	2,875
Prosecution Planning & Development Act	4885.07	Registered with FER. Regular payments being received.	18,136
Prosecution Parking Act	5152.07	Registered with FER.	5,250
Prosecution Dog Act 1976	5285.07	Registered with FER. Regular payments being received.	1,701
Prosecution Building Act	5321.07	Registered with FER. Regular payments being received.	2,627
Prosecution Planning & Development Act	5325.07	Registered with FER.	38,463
Prosecution Building Act 2011	5474.07	Registered with FER. Regular payments being received.	37,864
Prosecution Dog Act 1976	5537.07	Registered with FER. Regular payments being received.	7,298
			<b>205,991</b>
<b>Other Sundry Debtors</b>			
Local Government Act 1995 abandoned vehicle	3884.03	Defaulted Payment arrangement. Potential minor case claim.	1,155
Developer Contribution- Hazard Reduction costs	4312.03/06	Property to be sold. Hazard Reduction costs to be transferred to rates.	1,390
Hazard Reduction costs	4355.03	To be transferred to rates - Debtors policy complete.	1,054
<b>Total Debtors 90+ days &gt; \$1,000</b>			<b>209,591</b>

**KEY INFORMATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022

OPERATING ACTIVITIES  
NOTE 5  
DISPOSAL OF ASSETS

Asset description	Current Budget				YTD Actual				Comment
	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	
	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Motor Vehicles</b>									
Plant Replacement P495	22,825	20,000	0	(2,825)	0	0	0	0	
Plant Replacement P502	19,800	20,000	200	0	0	0	0	0	
Plant Replacement P512	20,000	20,000	0	0	0	0	0	0	
Plant Replacement P517	22,825	22,825	0	0	0	0	0	0	
Plant Replacement P522	20,000	20,000	0	0	0	0	0	0	
Plant Replacement P519	20,000	20,000	0	0	0	0	0	0	
Plant Replacement P524	22,825	22,825	0	0	0	0	0	0	
Plant Replacement P541	15,822	14,850	0	(972)	0	0	0	0	
Plant Replacement P543	16,164	14,850	0	(1,314)	0	0	0	0	
Plant Replacement P545	23,937	22,825	0	(1,112)	0	0	0	0	
Plant Replacement P548	18,161	14,850	0	(3,311)	0	0	0	0	
Plant Replacement P549	26,211	22,825	0	(3,386)	0	0	0	0	
Plant Replacement P550	24,910	22,825	0	(2,085)	0	0	0	0	
Plant Replacement P523	20,000	20,000	0	0	20,000	32,632	12,632	0	
Plant Replacement P553	25,975	23,000	0	(2,975)	26,152	29,905	3,753	0	
Plant Replacement P492	22,050	22,050	0	0	0	0	0	0	cfwd from FY21.
<b>Plant &amp; Equipment</b>									
Plant Replacement P260	16,250	13,000	0	(3,250)	0	0	0	0	
Plant Replacement P263	20,560	16,250	0	(4,310)	0	0	0	0	
Plant Replacement P446	40,000	40,000	0	0	0	0	0	0	
Plant Replacement P332	433	2,000	1,567	0	0	0	0	0	
Plant Replacement P419	3,080	1,000	0	(2,080)	0	0	0	0	
Plant Replacement P441	10,000	10,000	0	0	0	0	0	0	
Plant Replacement P442	33,273	25,000	0	(8,273)	0	0	0	0	
Plant Replacement P503	9,486	7,500	0	(1,986)	9,934	8,700	0	(1,234)	
Plant Replacement P531	10,000	10,000	0	0	0	0	0	0	
Plant Replacement P114 - Tandem Axle Tilt Trailer	2,000	2,000	0	0	2,000	3,521	1,521	0	cfwd from FY21.
Plant Replacement P351 Mitsubishi Canter Tip Truck	25,000	25,000	0	0	25,000	29,639	4,639	0	cfwd from FY21.
Plant Replacement P223 Volvo Loader L70	80,000	80,000	0	0	50,000	87,462	37,462	0	cfwd from FY21.
Plant Replacement P557	32,603	32,603	0	0	26,288	35,810	9,523	0	cfwd from FY21.
<b>Land</b>									
Moombaki	517,000	517,000	0	0	0	0	0	0	
	<b>1,141,190</b>	<b>1,105,078</b>	<b>1,767</b>	<b>(37,879)</b>	<b>159,374</b>	<b>227,669</b>	<b>69,529</b>	<b>(1,234)</b>	
			<b>Net Profit/(Loss)</b>	<b>(36,112)</b>			<b>Net Profit/(Loss)</b>	<b>68,296</b>	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**













































**INVESTING ACTIVITIES  
NOTE 6  
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
Land and Buildings	6,745,168	8,172,772	4,871,165	1,333,777	(3,537,388)
Plant, Furniture and Equipment	1,269,300	1,601,981	1,064,388	598,976	(465,412)
Intangible Assets	1,407,909	1,407,909	833,260	1,302,298	469,038
Infrastructure - Roads	13,386,090	13,401,090	2,746,127	1,804,290	(941,837)
Infrastructure - Parks & Reserves	1,612,892	2,527,222	684,022	124,544	(559,478)
Infrastructure - Footpaths	1,265,975	1,679,975	1,440,276	637,432	(802,844)
Infrastructure - Car Parks	49,717	99,717	4,520	4,520	0
Infrastructure - Drainage	268,278	623,152	369,879	152,170	(217,709)
Infrastructure - Bus Shelters	29,796	29,796	0	0	0
Infrastructure - Street Lights	194,192	207,976	187,976	20,352	(167,624)
<b>Payments for Capital Acquisitions</b>	<b>26,229,317</b>	<b>29,751,590</b>	<b>12,201,613</b>	<b>5,978,359</b>	<b>(6,223,254)</b>
Right of use assets	0	0	0	0	0
<b>Total Capital Acquisitions</b>	<b>26,229,317</b>	<b>29,751,590</b>	<b>12,201,613</b>	<b>5,978,359</b>	<b>(6,223,254)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	17,515,755	19,990,799	2,725,739	761,019	(1,964,720)
Disposal of Assets	943,425	486,028	493,828	140,208	(353,621)
Cash Backed Reserves	8,684,361	19,733,670	2,247,002	1,926,539	(320,463)
Municipal Funds	(914,224)	(10,458,907)	6,735,044	3,150,594	(3,584,450)
<b>Capital funding total</b>	<b>26,229,317</b>	<b>29,751,590</b>	<b>12,201,613</b>	<b>5,978,359</b>	<b>(6,223,254)</b>











































NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022

INVESTING ACTIVITIES  
NOTE 6  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure			Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			\$	\$	\$	\$	\$	
<b>Buildings</b>								
	15030	Recquatic Front Counter - Automated Gates	90,000	90,000	0	32,442	32,442	Deposit Paid.
	14003	Kwinana South VBFB Station Extensions - Meeting/Training Room,	699,600	1,853,204	699,600	4,830	(694,770)	
	15023	Sloans Heritage (Caretaker) Cottage Accessibility Works	44,000	44,000	44,000	0	(44,000)	LRCI Round 1 funding extended to June 2022. Design has commenced.
	14002	Kwinana South VBFB - Additional work	25,000	25,000	0	0	0	Work to commence once Kwinana South VBFB Station Extensions (14003) is complete.
	15002	Administration Building - New / Upgrade	50,000	132,500	40,000	28,485	(11,515)	Additional \$165k carried forward from FY21.
	15002	Administration Building - Renewal	50,000	132,500	50,000	28,485	(21,515)	Painting completed August, awaiting finalisation of drawings.
	15004	Building & Parks Contingency	100,000	100,000	50,000	22,677	(27,323)	
	15014	DCA 9 - Local Sports Ground Clubroom - Honeywood	3,718,203	3,718,203	2,168,950	493,169	(1,675,781)	Site clearing has commenced.
	15029	Operations Centre Extension - New / Upgrade	578,947	578,947	478,947	283,717	(195,230)	Work commenced September 2021. Delayed by a month.
	15029	Operations Centre Extension - Renewal	578,947	578,947	478,947	283,717	(195,230)	Work commenced September 2021. Delayed by a month.
	15005	Building Renewals - 18 Maydwell Way - window screens	4,988	4,988	238	238	0	
	15006	Building Renewals - Administration Building - fire alarm sensors	12,968	12,968	12,968	618	(12,350)	
	15008	Building Renewals - asbestos removal Bright Futures	6,983	6,983	6,983	4,222	(2,761)	
	15007	Building Renewals - Administration Building - front counter window tint	5,985	5,985	5,985	285	(5,700)	
	15010	Building Renewals - asbestos removal 156 Medina Avenue	12,469	12,469	12,469	594	(11,875)	
	15012	Building Renewals - Business Incubator - security screens	14,963	14,963	713	713	0	
	15013	Building Renewals - Business Incubator - ablutions renovation	24,938	24,938	24,938	2,350	(22,588)	
	15009	Building Renewals - Bright Futures Family Day Care Office - AC units	7,980	7,980	7,980	380	(7,600)	
	15015	Building Renewals - John Wellard Community Centre - creche softfall	24,938	24,938	24,938	1,188	(23,750)	
	15033	Building Renewals - Recquatic Centre - stadium floor strip and seal	12,469	12,469	12,469	594	(11,875)	
	15034	Building Renewals - Recquatic Centre - mechanical	59,850	59,850	59,850	2,850	(57,000)	
	15035	Building Renewals - Recquatic Centre - emergency exit doors	13,466	13,466	13,466	8,522	(4,944)	
	15037	Building Renewals - Senior Citizens Centre	39,900	39,900	39,900	15,700	(24,200)	Works are in progress.
	15016	Building Renewals - Sloan Heritage House (1950's) - external repairs	14,963	14,963	14,963	713	(14,250)	
	15017	Building Renewals - Sloan Cottage - renewal and accessibility works	49,875	49,875	49,875	2,375	(47,500)	Work to commence December 2021.
	15018	Building Renewals - Smirks Cottage Museum - drainage	9,975	9,975	5,225	4,425	(800)	
	15019	Building Renewals - Tennis Club	9,975	9,975	9,975	12,955	2,980	
	15020	Building Renewals - Wandl Schoolrooms	14,963	14,963	14,963	713	(14,250)	Work to commence December 2021.
	15021	Building Renewals - Wheatfield Cottage	49,875	49,875	49,875	2,375	(47,500)	Work to commence March/April 2022.
	15022	Building Renewals - Koorliny Arts Centre	34,913	34,913	34,913	1,663	(33,250)	Works to commence December 2021.
	15024	Darius Wells Library and Resource Centre - Electrical Works	80,000	80,000	80,000	0	(80,000)	LRCI Grant Round 2.
	15025	Darius Wells Library and Resource Centre - Ken Jackman hall flooring	45,000	45,000	45,000	35,280	(9,720)	LRCI Grant Round 2.
	15026	John Wellard Community Centre - Repair solar panels connection to	10,000	10,000	10,000	0	(10,000)	LRCI Grant Round 2.
	15027	Koorliny Community Arts Centre - Air conditioner and exhaust fan	8,500	8,500	8,500	0	(8,500)	LRCI Grant Round 2.
	15031	Recquatic Centre - Front Admin east and Reception area - Air Conditioner	67,000	67,000	67,000	0	(67,000)	LRCI Grant Round 2.
	15038	Zone Youth Centre - repaint basketball court	30,000	30,000	30,000	13,950	(16,050)	LRCI Grant Round 2. Work completed September 2021.
	15028	Thomas Oval Pavilion(Old) - Roof Restoration including gutters and downpipes	20,000	20,000	20,000	0	(20,000)	LRCI Grant Round 2. Work to commence December 2021.
	15032	Recquatic Centre - Stadium Floor Replacement - Insurance claim	38,065	38,065	38,065	37,785	(280)	
	15036	Animal Care Facility Refurbishment	85,470	85,470	85,470	5,768	(79,702)	Fence installed. Cattery almost complete, dog area scheduled for January 2022.
	15249	Shade Structure - Honeywood Oval - funded by Honeywood Primary School Contribution	0	50,000	50,000	0	(50,000)	Budget Variation 27 October 2021.
	15263	Medina Hall - Main Hall fan replacement - LRCI Round 3 - Project# 11	0	15,000	0	0	0	Budget Variation 27 October 2021.
	15264	Recquatic Yoga Room - Office Conversion - LRCI Round 3 - Project# 12	0	20,000	0	0	0	Budget Variation 27 October 2021.
	15265	Feilman Building - Level 1, 18 Darius Drive (DFES) - Lighting Upgrade	0	24,000	24,000	0	(24,000)	Budget Variation pending 15 December 2021.
	<b>Buildings Total</b>		<b>6,745,168</b>	<b>8,172,772</b>	<b>4,871,165</b>	<b>1,333,777</b>	<b>(3,537,388)</b>	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022


































INVESTING ACTIVITIES  
NOTE 6  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure			Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			\$	\$	\$	\$	\$	
<b>Plant, Furniture and Equipment</b>								
<b>Furniture and Equipment</b>								
	15059	Furniture and Fittings Renewal	20,000	20,000	20,000	17,821	(2,179)	
	15207	Furniture - Councillors Lounge	0	35,000	22,938	20,437	(2,501)	Carried forward from FY21.
<b>Computing Equipment</b>								
	15042	CFWD City Website Redevelopment	22,909	55,000	25,341	0	(25,341)	Additional \$23k carry forward from FY21. Budget Variation 15 December 2021.
	15043	OneCouncil Implementation	1,385,000	1,385,000	807,919	1,302,298	494,379	
<b>Plant and Equipment</b>								
	15088	City Assist - Animal Enclosures	12,000	12,000	0	14,468	14,468	
	15089	Recquatic Equipment renewal - 25m pool stairs and trolley	30,000	30,000	30,000	5,474	(24,526)	
	15090	Recquatic Plant renewal	27,300	27,300	27,300	16,107	(11,193)	
	15091	Variable Message Sign - Fire & Emergency Services	35,000	35,000	35,000	0	(35,000)	
	15190	Plant Replacement P353	4,000	4,000	4,000	0	(4,000)	Purchase complete. Under \$5k - has been expensed
	15092	Plant Replacement P438	5,000	5,000	5,000	5,486	486	Purchase complete.
	15093	Plant Replacement P147	4,500	4,500	4,500	0	(4,500)	
	15094	Plant Replacement P260	60,000	60,000	0	0	0	
	15095	Plant Replacement P263	65,000	65,000	0	0	0	
	15096	Plant Replacement P446	240,000	240,000	0	0	0	
	15097	Plant Replacement P332	7,500	7,500	7,500	0	(7,500)	
	15098	Plant Replacement P419	36,500	36,500	36,500	0	(36,500)	
	15099	Plant Replacement P441	29,000	29,000	29,000	0	(29,000)	
	15100	Plant Replacement P442	100,000	111,000	0	0	0	Budget Variation OCM 15 December 2021.
	15101	Plant Replacement P503	22,000	22,000	22,000	28,000	6,000	Purchase complete.
	15102	Plant Replacement P530	6,000	6,000	6,000	0	(6,000)	
	15103	Plant Replacement P531	38,000	38,000	38,000	0	(38,000)	
	15104	Plant Replacement P532	6,500	6,500	6,500	0	(6,500)	
	15216	Plant Replacement P531	0	5,440	0	0	0	Carried forward from FY21.
	15217	Plant Replacement P114	0	14,750	14,750	0	(14,750)	Carried forward from FY21.
	15218	Plant Replacement P557	0	99,350	99,350	99,350	0	Carried forward from FY21. Purchase complete. Budget Variation OCM 13 October 2021 for actuals.
	15220	Plant Replacement P351	0	135,050	135,050	134,410	(640)	Carried forward from FY21. Purchase complete.
<b>Motor Vehicles</b>								
	15107	Plant Replacement P495	41,500	41,500	41,500	0	(41,500)	
	15109	Plant Replacement P502	45,000	45,000	45,000	39,784	(5,216)	Purchase complete.
	15110	Plant Replacement P512	41,000	41,000	41,000	43,052	2,052	
	15111	Plant Replacement P517	41,500	41,500	41,500	0	(41,500)	
	15114	Plant Replacement P522	41,000	41,000	41,000	46,395	5,395	Purchase complete.
	15108	Plant Replacement P519	41,000	41,000	41,000	41,198	198	Purchase complete.
	15112	Plant Replacement P524	41,500	41,500	41,500	41,943	443	Purchase complete.
	15115	Plant Replacement P541	27,500	27,500	27,500	0	(27,500)	
	15117	Plant Replacement P543	27,500	27,500	27,500	0	(27,500)	
	15116	Plant Replacement P545	35,000	35,000	35,000	0	(35,000)	
	15118	Plant Replacement P548	27,500	27,500	27,500	0	(27,500)	
	15120	Plant Replacement P549	35,000	35,000	35,000	0	(35,000)	
	15121	Plant Replacement P550	35,000	35,000	35,000	0	(35,000)	
	15113	Plant Replacement P523	41,000	41,000	41,000	45,051	4,051	Purchase complete.
<b>Plant, Furniture and Equipment Total</b>			<b>2,677,209</b>	<b>3,009,890</b>	<b>1,897,648</b>	<b>1,901,274</b>	<b>3,626</b>	






































NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022

INVESTING ACTIVITIES  
NOTE 6  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure			Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			\$	\$	\$	\$	\$	
<b>Park and Reserves</b>								
	15061	Kwinana Loop Trail Upgrade	350,000	350,000	0	0	0	
	15062	Parks Upgrade Strategy - Ascot Park	160,000	180,000	160,000	0	(160,000)	Works programed for January to March.
	15063	Public Open Space/Parks & Reserves Renewals	697,892	697,892	381,314	78,396	(302,918)	
	15064	Streetscape Strategy - Gilmore Ave	150,000	150,000	13,636	17,136	3,500	Under design/consultation.
	15065	Streetscape Strategy - Sulphur Road	70,000	70,000	6,364	6,364	0	Under design/consultation. Works programmed for June.
	15066	Urban Tree Planting - Sulphur Road	185,000	185,000	16,818	16,818	0	Under design/consultation. Works programmed for May/June.
	15221	Calista Oval Bike Track	0	350,000	100,000	0	(100,000)	
	15223	Bird Waterer for administration building grounds	0	5,890	5,890	5,830	(60)	Carried forward from FY21. Installation complete.
	15256	Honeywood POS - Disability Access - LRCI Round 3 - Project# 4	0	9,440	0	0	0	Budget Variation OCM 27 October 2021.
	15257	Ascot Park Playground - paths, shelter, seating, shade - LRCI Round 3 - Project# 6	0	0	0	0	0	Budget Variation OCM 27 October 2021.
	15258	Homestead Ridge Park Shelter - LRCI Round 3 - Project# 7	0	6,000	0	0	0	Budget Variation OCM 27 October 2021.
	15259	Softfall Replacements - various non-compliant - LRCI Round 3 - Project# 10	0	60,000	0	0	0	Budget Variation OCM 27 October 2021.
	15260	Wellard Oval Lighting Installation - LRCI Round 3 - Project# 9	0	450,000	0	0	0	Budget Variation OCM 27 October 2021.
	15261	Bertram Oval Cricket Pitch Upgrade - LRCI Round 3 - Project# 13	0	7,000	0	0	0	Budget Variation OCM 27 October 2021.
	15262	Kelly Park Soccer Goal Replacements - LRCI Round 3 - Project# 14	0	6,000	0	0	0	Budget Variation OCM 27 October 2021.
<b>Parks and Reserves Total</b>			<b>1,612,892</b>	<b>2,527,222</b>	<b>684,022</b>	<b>124,544</b>	<b>(559,478)</b>	
<b>Roads</b>								
<b>Urban Road Grant Construction</b>								
	15070	MRRG Road Renewals Gilmore Ave	450,836	450,836	373,985	42,444	(331,541)	Works scheduled for January.
	15071	MRRG Road Renewals Wellard Road A	514,640	514,640	514,640	455,919	(58,721)	Works completed November, awaiting outstanding invoices.
	15072	MRRG Road Renewals Hope Valley	340,684	340,684	340,684	327,715	(12,970)	Works completed November, awaiting outstanding invoices.
<b>Black Spot Grant Construction</b>								
	15068	Wellard Road & Henley Boulevard Pre-deflection	470,000	470,000	470,000	45,745	(424,255)	Under design/consultation.
<b>Roads to Recovery Grant Construction</b>								
	15083	Roads to Recovery Westcott Road	480,000	480,000	43,636	188,685	145,049	Work in progress, anticipated completion February.
<b>DCA Funded Construction</b>								
	15069	DCA 3,4 - Thomas Road	9,009,930	9,009,930	0	0	0	
<b>LRCI Projects</b>								
	15079	LRCI Phase 2 Sicklemore Road	760,000	760,000	760,000	584,176	(175,824)	Works completed September, awaiting outstanding invoices.
	15080	LRCI Phase 2 Joiner Place	150,000	0	0	0	0	
	15081	LRCI Phase 2 Summerton Rd and Gilmore Ave Intersection crossing	50,000	50,000	50,000	53,701	3,701	Works completed August.
	15252	Anketell Road - Resealing - LRCI Round 3 - Project# 1	0	100,000	0	0	0	Budget Variation OCM 27 October 2021.
<b>Municipal Road Construction</b>								
	15073	Road Renewals Hefron Way	275,000	275,000	25,000	25,000	0	Works programmed for March.
	15074	Road Renewals Munday Way	205,000	205,000	18,636	18,636	0	Works programmed for April.
	15075	Road Renewals Derbal St	185,000	185,000	16,818	16,818	0	Works programmed for April.
	15076	Road Renewals Powel Ct	135,000	135,000	12,273	12,273	0	Works programmed for May.
	15077	Road Renewals Inglis Ct	135,000	135,000	12,273	12,273	0	Works programmed for May.
	15078	Road Renewals Dent Court	125,000	125,000	11,364	11,364	0	Works programmed for June.
	15082	Traffic Management Projects	100,000	100,000	31,818	9,541	(22,277)	Under design/consultation.
	15248	Leath/Donaldson Rd Intersection Upgrade - Contribution from Kleenheat/Evol LNG for Road Train driveway access	0	65,000	65,000	0	(65,000)	Budget Variation 15 December 2021
<b>Roads Total</b>			<b>13,386,090</b>	<b>13,401,090</b>	<b>2,746,127</b>	<b>1,804,290</b>	<b>(941,837)</b>	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022

INVESTING ACTIVITIES  
NOTE 6  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure			Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			\$	\$	\$	\$	\$	
Street Lighting								
	15084	Challenger Ave Street light construction - Warner to Bertram Road	135,000	135,000	135,000	3,318	(131,682)	Works completed January, awaiting outstanding invoices.
	15085	Street Lighting New	40,000	40,000	20,000	15,289	(4,711)	
	15086	Street Lighting Renewal per Asset Management Plan	19,192	19,192	19,192	1,745	(17,447)	
	15250	Replacement Street Light Gilmore Avenue PR0033520 - To be funded by Insurance Proceeds	0	13,784	13,784	0	(13,784)	Budget Variation 15 December 2021.
Street Lighting Total			194,192	207,976	187,976	20,352	(167,624)	
Bus Shelter Construction								
	15039	Bus Shelters - New	12,000	12,000	0	0	0	Under design/consultation.
	15040	Bus Shelters - Renewal	17,796	17,796	0	0	0	
Bus Shelter Construction Total			29,796	29,796	0	0	0	
Footpath Construction								
	15046	Footpath Renewals	109,669	109,669	79,970	72,771	(7,199)	
	15058	Gilmore Ave Shared path Construction - Thomas Rd to Chisham Ave	850,000	950,000	850,000	1,886	(848,114)	Includes Budget Variation OCM 27 October 2021. \$50k LRCI Round 3 funding.
	15047	LRCI Phase 2 - Hunt Place Footpath	35,000	35,000	35,000	18,720	(16,280)	Works completed September, awaiting outstanding invoices.
	15048	LRCI Phase 2 - Cowling Way Footpath	55,000	55,000	55,000	49,282	(5,718)	Works completed September.
	15049	LRCI phase 2 - Mulligan Way Footpath	55,000	55,000	55,000	0	(55,000)	Completed last financial year.
	15050	LRCI phase 2 - Napoleon Way Footpath	20,000	20,000	20,000	22,558	2,558	Works completed September.
	15051	LRCI phase 2 - Warrior Pass Footpath	25,000	25,000	25,000	26,404	1,404	Works completed September, awaiting outstanding invoices.
	15052	LRCI phase 2 - Tranby Way Footpath	30,000	30,000	30,000	28,205	(1,795)	Works completed September.
	15053	LRCI phase 2 - Ameer Cres Footpath	25,000	25,000	25,000	30,551	5,551	Works completed September, awaiting outstanding invoices.
	15054	LRCI phase 2 - Roach Place Footpath	25,000	25,000	25,000	45,812	20,812	Works completed November, awaiting outstanding invoices.
	15055	LRCI phase 2 - Sub N Drain Footpath	22,000	22,000	22,000	28,788	6,788	Works completed November.
	15057	LRCI phase 2 - Trusty Way West, Bertram - New 1.5m footpath construction	14,306	14,306	14,306	21,072	6,766	Works commenced December.
	15209	LRCI phase 2 - Gamble Place Footpath	0	30,000	0	41,599	41,599	Works completed December, awaiting outstanding invoices.
	15210	LRCI phase 2 - Waddingham Way Footpath	0	60,000	0	53,467	53,467	Works completed November, awaiting outstanding invoices.
	15211	LRCI phase 2 - Pudney Place Footpath	0	20,000	0	26,229	26,229	Works completed September.
	15212	LRCI phase 2 - Joiner Place Footpath	0	150,000	150,000	170,088	20,088	Works completed October.
	15240	Gilmore Ave Shared Path Stage 2 Design - Chisham Ave to Henley Blvd	0	54,000	54,000	0	(54,000)	Budget Variation OCM 13 October 2021. PBN LG Grants Program. Under design/consultation.
Footpath Construction Total			1,265,975	1,679,975	1,440,276	637,432	(802,844)	
Drainage Construction								
	15044	Tanson Road Drainage Upgrade	250,000	250,000	22,727	22,727	0	Works programmed for March.
	15045	Drainage Renewals per Asset Management Plan	18,278	18,278	18,278	4,811	(13,467)	
	15227	DCA 1 Stormwater Management Infrastructure	0	328,874	328,874	124,632	(204,242)	Carried forward from FY21. Project complete, awaiting outstanding invoices.
	15255	Cimbor Way - Drainage Upgrade - LRCI Round 3 - Project# 2	0	26,000	0	0	0	Budget Variation OCM 27 October 2021.
Drainage Construction Total			268,278	623,152	369,879	152,170	(217,709)	
Car Park Construction								
	15041	Car Park Renewal	49,717	99,717	4,520	4,520	0	Includes Budget Variation OCM 27 October 2021. \$50k LRCI Round 3 funding.
Capital Expenditure Total			26,229,317	29,751,590	12,201,613	5,978,359	(6,223,254)	
Level of Completion Indicators (Percentage YTD Actual to Annual Budget)								
	0%							
	20%							
	40%							
	60%							
	80%							
	100%							
	Over 100%							

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**FINANCING ACTIVITIES  
NOTE 7  
BORROWINGS**

**Repayments - borrowings**

**Information on borrowings**

Particulars	Finalisation of Loan	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>										
Loan 99 - Administration Building Renovations	2024/25	474,796	0	0	53,158	107,976	421,639	366,820	16,632	31,413
<b>Education and welfare</b>										
Loan 96 - Youth Specific Space	2022/23	65,755	0	0	15,539	31,663	50,216.16	34,092	2,745	4,855
Loan 100 - Youth Specific Space	2027/28	1,136,128	0	0	69,545	140,713	1,066,584	995,415	30,505	59,110
<b>Recreation and culture</b>										
Loan 94 - Wellard Sports Pavilion	2021/22	56,126	0	0	27,622	56,126	28,504	0	2,059	2,841
Loan 95 - Orelia Oval Pavilion	2022/23	157,813	0	0	37,294	75,991	120,519	81,822	6,589	11,652
Loan 97 - Orelia Oval Pavilion Extension	2024/25	1,050,587	0	0	117,622	238,920	932,965	811,667	36,802	69,508
Loan 102 - Library & Resource Centre	2028/29	6,191,172	0	0	325,251	657,885	5,865,921	5,533,287	161,897	315,089
Loan 104 - Recquatic Refurbishment	2029/30	3,072,151	0	0	143,159	289,216	2,928,992	2,782,935	73,044	142,512
Loan 105 - Bertram Community Centre	2029/30	1,156,743	0	0	57,646	116,232	1,099,097	1,040,511	22,469	43,760
Loan 106 - Destination Park - Calista	2030/31	1,218,976	0	0	52,353	105,528	1,166,623	1,113,448	23,431	45,790
<b>Transport</b>										
Loan 98 - Streetscape Beautification	2024/25	640,975	0	0	71,763	145,768	569,213	495,207	22,453	42,417
Loan 101 - City Centre Redevelopment	2021/22*	2,500,000	0	0	2,500,000	2,500,000	0	0	0	0
Loan 101B - City Centre Redevelopment	TBA*	0	2,500,000	2,500,000	0	118,065	2,500,000	2,381,935	39,697	50,005
<b>B/Fwd Balance</b>		17,721,222	2,500,000	2,500,000	3,470,950	4,584,083	16,750,272	15,637,139	438,323	818,952
<b>Self supporting loans</b>										
<b>Recreation and culture</b>										
Loan 103B - Golf Club Refurbishment	2031/32	232,704	0	0	8,850	17,847	223,854	214,857	4,680	9,169
		232,704	0	0	8,850	17,847	223,854	214,857	4,680	9,169
<b>**Share of SMRC Loan</b>		435,600	0	0	0	0	435,600	435,600	0	0
<b>Total</b>		18,389,526	2,500,000	2,500,000	3,479,800	4,601,930	17,409,725	16,287,596	443,003	828,121
Current borrowings		4,601,930					2,537,530			
Non-current borrowings		13,787,596					14,872,195			
		18,389,526					17,409,725			

\*City Centre Redevelopment loan has been refinanced Sep 21.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022

OPERATING ACTIVITIES  
NOTE 8  
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual Closing Balance
<b>Municipal Reserves</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Units Reserve	772,744	3,768	962	189,193	0	(190,000)	0	775,705	773,706
Asset Management Reserve	5,190,293	63,740	4,807	1,824,777	0	(3,741,911)	0	3,336,899	5,195,101
Banksia Park Reserve	209,270	124	278	128,950	0	(90,000)	0	248,344	209,547
City Infrastructure Reserve	1,360,526	5,064	1,677	0	0	(404,418)	0	961,172	1,362,204
Community Services & Emergency Relief Reserve	334,163	1,720	328	0	0	(200,000)	0	135,883	334,491
Contiguous Local Authorities Group Reserve	278,785	1,356	400	23,840	0	(38,800)	0	265,181	279,184.44
Employee Leave Reserve	2,946,683	0	6,273	0	0	0	0	2,946,683	2,952,956
Employee Vacancy Reserve	502,648	2,544	0	0	0	0	0	505,192	502,648
Family Day Care Reserve	1,040,525	6,020	1,460	0	0	(64,186)	0	982,359	1,041,985
Golf Course Cottage Reserve	29,557	148	0	0	0	0	0	29,705	29,557
Golf Club Maintenance Reserve	17,145	44	0	5,004	0	(5,004)	0	17,189	17,145
Information Technology Reserve	2,546,176	10,680	3,046	80,000	80,000	(1,385,000)	(1,125,413)	1,251,856	1,503,809
Plant and Equipment Replacement Reserve	378,327	2,880	221	895,050	312,403	(995,444)	(205,516)	280,813	485,436
Public Art Reserve	29,900	152	45	0	270,000	0	0	30,052	299,945
Public Open Space Reserve	320,613	0	683	0	0	0	0	320,613	321,296
Refuse Reserve	5,524,521	0	6,523	0	0	(184,178)	0	5,340,343	5,531,044
Renewable Energy Efficiency Reserve	34,354	172	42	16,535	0	(9,035)	0	42,026	34,397
Restricted Grants & Contributions Reserve	3,157,387	0	0	85,000	231,520	(2,471,822)	(611,540)	770,565	2,777,367
Settlement Agreement Reserve	168,670	856	252	0	0	0	0	169,526	168,922
Strategic Property Reserve	0	0	0	512,000	0	0	0	512,000	0
Workers Compensation Reserve	324,699	732	486	0	0	0	0	325,431	325,185
<b>Sub-Total Municipal Reserves</b>	<b>25,166,985</b>	<b>100,000</b>	<b>27,483</b>	<b>3,760,349</b>	<b>893,923</b>	<b>(9,779,798)</b>	<b>(1,942,468)</b>	<b>19,247,536</b>	<b>24,145,924</b>
<b>Developer Contribution Reserves</b>									
DCA 1 - Hard Infrastructure - Bertram	738,950	5,652	400	500,000	318,335	(283,284)	0	961,318	1,057,685
DCA 2 - Hard Infrastructure - Wellard	1,720,913	9,012	486	50,000	109,944	(14,410)	0	1,765,515	1,831,343
DCA 3 - Hard Infrastructure - Casuarina	0	0	0	6,000,000	0	(5,535,695)	0	464,305	0
DCA 4 - Hard Infrastructure - Anketell	1,194,025	5,420	408	3,200,000	467,778	(3,503,055)	0	896,390	1,662,212
DCA 5 - Hard Infrastructure - Wandi	972,057	4,436	223	500,000	0	(14,410)	0	1,462,083	972,280
DCA 6 - Hard Infrastructure - Mandogalup	753,955	2,564	252	400,000	262,752	(14,410)	0	1,142,109	1,016,959
DCA 7 - Hard Infrastructure - Wellard West	52,703	224	17	5,000	26,857	(14,410)	0	43,517	79,577
DCA 8 - Soft Infrastructure - Mandogalup	1,418,990	5,876	442	200,000	246,531	(14,410)	0	1,610,456	1,665,963
DCA 9 - Soft Infrastructure - Wandij/Anketell	12,810,629	58,108	4,376	5,000	727,510	(3,332,613)	(493,168)	9,541,124	13,049,347
DCA 10 - Soft Infrastructure - Casuarina/Anketell	197,221	920	69	5,000	0	(14,410)	0	188,731	197,291
DCA 11 - Soft Infrastructure - Wellard East	6,478,479	29,020	45	5,000	17,092	(14,410)	0	6,498,089	6,495,616
DCA 12 - Soft Infrastructure - Wellard West	9,488,144	42,468	79	5,000	336,947	(14,410)	0	9,521,202	9,825,170
DCA 13 - Soft Infrastructure - Bertram	269,075	1,184	89	5,000	0	(14,410)	0	260,849	269,164
DCA 14 - Soft Infrastructure - Wellard/Leda	813,783	3,708	279	5,000	54,468	(14,410)	0	808,081	868,531
DCA 15 - Soft Infrastructure - City Site	306,909	1,408	70	5,000	28,476	(14,410)	0	298,907	335,455
<b>Sub-Total Developer Contribution Reserves</b>	<b>37,215,834</b>	<b>170,000</b>	<b>7,235</b>	<b>10,890,000</b>	<b>2,596,691</b>	<b>(12,813,157)</b>	<b>(493,168)</b>	<b>35,462,677</b>	<b>39,326,593</b>
<b>Total Reserves</b>	<b>62,382,819</b>	<b>270,000</b>	<b>34,719</b>	<b>14,650,349</b>	<b>3,490,615</b>	<b>(22,592,955)</b>	<b>(2,435,636)</b>	<b>54,710,213</b>	<b>63,472,516</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 9  
OPERATING GRANTS AND CONTRIBUTIONS**

Operating grants, subsidies and contributions	Contract Liability	Current Budget Revenue	Budget YTD Revenue	Actual YTD Revenue	Comments
Provider	\$	\$		\$	
<b>Governance</b>					
Local Government General Purpose Grant		994,876	743,280	241,741	Qtr 1 FY22 received June 2021.
Local Government General Purpose Grant - Roads		811,188	615,056	180,218	Qtr 1 FY22 received June 2021.
Non Rateable Property - Dampier to Bunbury Natural Gas Pipeline Corridor		175,000	0	0	
<b>Law, order, public safety</b>					
Department Fire and Emergency Services - ESL	0	191,030	95,516	104,134	
Department Fire and Emergency Services - ESL 2022	52,067	0	0	15,170	Qtr 1 FY22 received June 2021.
DFES Mitigation Activity Grant 20/21 Round 2	0	376,250	268,126	188,126	Round 1 received July 21.
<b>Health</b>					
Mosquito Management Contributions (CLAG)	0	21,840	12,740	19,251	
Department of Health - Larvicide	0	2,000	2,000	1,881	
<b>Education and welfare</b>					
Banksia Park Operating Cost Contribution	0	353,808	206,388	205,632	
Family Daycare - Mainstream Childcare Benefit Subsidy		2,640,000	1,540,000	1,482,089	
Family Daycare - Inclusion Subsidy Scheme		5,004	2,919	0	
In-Home Care - CCB Subsidy		900,000	525,000	463,364	
In-Home Care - Subsidy - Department of Communities		10,320	6,020	0	
Family Day Care Sustainability Grant	33,937	0	0	0	Unspent balance to be refunded.
NGALA My Time Program	0	10,560	7,920	10,032	
Operational Subsidy - Aboriginal Resource Worker		31,500	31,500	30,514	
Library Contributions and Donations		2,096	2,056	705	
Childrens Bookweek - CBC of Australia		1,100	1,100	2,100	
Youth Social Justice Program	0	174,000	130,500	135,814	
Youth Leadership and Development LYRIK	10,000	30,000	30,000	20,617	
Youth Intervention Program		20,000	20,000	0	
Youth Spaces Activation	2,500	5,000	5,000	0	
DLGSCI Grant - Creative Communities - Artist in Residence		25,537	25,537	0	
<b>Community amenities</b>					
PTA Bus Shelter Subsidy		10,000	0	0	
SMCC - BP Coastcare		10,000	0	0	
SMCC - Tronox Adopt a Beach		5,000	5,000	0	
SMCC - Suez/ProAlliance Adopt a Beach		5,000	5,000	0	
Greening fund	23,201	23,200	23,200	0	
<b>Recreation and culture</b>					
Shared Use Agreements		127,500	0	95,586	
Every Club Funding - Dept. Gaming and Waging		30,000	30,000	30,000	
Good Things Foundation Grant - Get Online Week		1,000	1,000	0	
Event Sponsorship		60,000	45,000	0	
Community Development Fund - Kwinana Industries Council		40,000	20,000	19,000	
DLGSC - Community Arts & Storytelling	25,537	0	0	0	
<b>Transport</b>					
Main Roads Annual Direct Grant		192,000	0	205,684	Received July, budgeted in June.
Main Roads Street Light Subsidy		6,200	0	0	
Main Roads Maintenance Contribution		134,000	0	65,890	
<b>TOTALS</b>	<b>147,242</b>	<b>7,425,009</b>	<b>4,399,858</b>	<b>3,517,548</b>	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022

NOTE 10

NON-OPERATING GRANTS AND CONTRIBUTIONS

Non-operating grants, subsidies and contributions Provider	Unspent Funding Liability	Adopted Budget Revenue	Current Budget Revenue	Budget YTD Revenue	Actual YTD Revenue	Comments
	\$		\$		\$	
<b>Law, order, public safety</b>						
Department Fire and Emergency Services – Kwinana South V8FB extensions	349,800	699,600	1,453,204	699,600	0	Budget Variation OCM 15 December 2021.
<b>Local Roads and Community Infrastructure Program – Round 3</b>						
Kwinana South Volunteer Bushfire Brigade Station – Demolition and rebuild	0	0	400,000	0	0	
<b>Recreation and culture</b>						
Honeywood Oval – Sports Ground Clubroom – Dept. Local Government	100,000	400,000	400,000	0	0	CSRFF first claim received Sep21.
Honeywood Oval – Shade Structure – Honeywood Primary School	0	0	50,000	50,000	0	
Local Government Canopy Grant Program – WALGA – Sulphur Road Tree Planting	18,480	36,960	36,960	0	0	
Calista Oval Jnr Bike Rd Safety Track – Dept. Local Government	350,000	0	350,000	55,000	0	
Cash in lieu of Public Art	20,000	0	0	0	0	Funds held in Public Art Reserve.
Cash in lieu of Public Art	250,000	0	0	0	0	Funds held in Public Art Reserve.
<b>Local Roads and Community Infrastructure Program – Round 1</b>						
Sloan House (1950s) + Balance of funds unspent	46,305	44,000	44,000	44,000	0	
<b>Local Roads and Community Infrastructure Program – Round 2</b>						
Darius Wells Library – electrical works	40,000	80,000	80,000	80,000	0	
Darius Wells – Ken Jackman Hall flooring	22,500	45,000	45,000	45,000	0	
John Wellard Community Centre – Repair solar panel connections	5,000	10,000	10,000	10,000	0	
Koorliny Arts Centre – air conditioner replacement	4,250	8,500	8,500	8,500	0	
Thomas Oval Pavilion (old) roof restoration	10,000	20,000	20,000	20,000	0	
Requatic Centre – front admin east and reception area airconditioner replacement	33,500	67,000	67,000	67,000	0	
Zone Youth Centre – repaint basketball court	13,983	30,000	30,000	30,000	0	
<b>Local Roads and Community Infrastructure Program – Round 3</b>						
Medina Hall – Main Hall fan replacement	0	0	15,000	0	0	
Requatic Yoga Room – office conversion	0	0	20,000	0	0	
Wellard Oval Lighting Installation	0	0	300,000	0	0	
Softfall Replacements – various non-compliant	0	0	60,000	0	0	
Ascot Park Playground – paths, shelter, seating, shade	0	0	20,000	0	0	
Bertram Oval Cricket Pitch upgrade	0	0	7,000	0	0	
Kelly Park Soccer Goal Replacements	0	0	6,000	0	0	
Homestead Ridge Park Shelter	0	0	6,000	0	0	
Honeywood POS – disability access	0	0	9,440	0	0	
<b>Transport</b>						
Perth Bicycle Network LG Grant – Gilmore Avenue Shared Path Stage 1 Design	293,040	425,000	475,000	0	0	
Perth Bicycle Network LG Grant – Gilmore Avenue Shared Path Stage 2 Design	0	0	27,000	27,000	0	
Kwinana Loop Trail	0	175,000	175,000	0	0	
Leath/Donaldson Rd Intersection Upgrade – Contribution from Kleenheat/Evol LNG	0	0	65,000	65,000	65,000	Budget Variation OCM 15 December 2021.
<b>Local Roads and Community Infrastructure Program – Round 2</b>						
Footpaths – Gamble Place, Orelia	15,000	30,000	30,000	0	0	
Footpaths – Joiner Place, Parmelia	15,000	180,000	150,000	150,000	0	
Footpaths – Hunt Place (with Cowling Way), Parmelia	10,000	20,000	35,000	35,000	0	
Footpaths – Cowling Way (with Hunt Place ), Parmelia	25,000	50,000	55,000	55,000	0	
Footpaths – Mulligan Way, Orelia	0	0	55,000	0	0	
Footpaths – Waddingham Way (formerly Porter Garden, Leda)	30,000	60,000	60,000	0	0	
Footpaths – Pudney Place, Orelia	10,000	20,000	20,000	0	0	
Footpaths – Napoleon Way, Bertram	8,000	16,000	20,000	20,000	0	
Footpaths – Warrior Pass, Bertram	9,000	18,000	25,000	25,000	0	
Footpaths – Tranby Way, Bertram	12,500	25,000	30,000	30,000	0	
Footpaths – Ameer Cres, Bertram	11,500	23,000	25,000	25,000	0	
Footpaths – Trusty Way West, Bertram	7,153	14,306	14,306	14,306	0	
Footpaths – Roach Place	10,000	0	25,000	25,000	0	
Footpaths – Sub N Drain	14,750	0	22,000	22,000	0	
Roads – Sicklemore Road, Parmelia	430,000	760,000	760,000	760,000	0	
Roads – Summerton Road, Calista	21,646	50,000	50,000	50,000	0	
<b>Local Roads and Community Infrastructure Program – Round 3</b>						
Carpark – Pace Road Carpark reconstruction	0	0	50,000	0	0	
Drainage – Cimbor Way Parmelia – Drainage Upgrade	0	0	26,000	0	0	
Footpaths – Gilmore Ave Shared Path Stage 1 – Bike Path Construction	0	0	50,000	0	0	
Roads – Anketell Road – Resealing	0	0	100,000	0	0	
<b>Main Roads MRRG Funding</b>						
MRRG Road Renewals Gilmore Ave	0	300,557	300,557	0	119,288	40% claim received, work scheduled for January.
MRRG Road Renewals Wellard Road A	0	343,093	343,093	0	272,092	40% claim received, work completed.
MRRG Road Renewals Hope Valley	0	227,123	227,123	0	179,306	40% claim received, work completed.
<b>Roads to Recovery</b>						
Roads to Recovery Westcott Road	0	480,000	480,000	0	0	
<b>Blackspot</b>						
Blackspot – Wellard Road & Henley Boulevard Pre-Deflection	0	313,333	313,333	313,333	125,333	
<b>Community amenities</b>						
DCA 1 – Hard Infrastructure – Bertram	428,279	14,410	14,410	0	0	
DCA 2 – Hard Infrastructure – Wellard	1,427,235	14,410	14,410	0	0	
DCA 3 – Hard Infrastructure – Casuarina	0	5,535,695	5,535,695	0	0	
DCA 4 – Hard Infrastructure – Anketell	1,825,577	3,503,055	3,503,055	0	0	
DCA 5 – Hard Infrastructure – Wandl	1,499,723	14,410	14,410	0	0	
DCA 6 – Hard Infrastructure – Mandogalup	1,013,444	14,410	14,410	0	0	
DCA 7 – Hard Infrastructure – Mandogalup (west)	78,496	14,410	14,410	0	0	Revenue is recognised upon meeting performance
DCA 8 – Soft Infrastructure – Mandogalup	1,655,111	14,410	14,410	0	0	obligations
DCA 9 – Soft Infrastructure – Wandl / Anketell	11,527,307	3,332,613	3,332,613	0	0	(in-line with expenditure on DCA Infrastructure).
DCA 10 – Soft Infrastructure – Casuarina/Anketell	186,550	14,410	14,410	0	0	
DCA 11 – Soft Infrastructure – Wellard East	5,729,312	14,410	14,410	0	0	
DCA 12 – Soft Infrastructure – Wellard West	9,018,268	14,410	14,410	0	0	
DCA 13 – Soft Infrastructure – Bertram	174,169	14,410	14,410	0	0	
DCA 14 – Soft Infrastructure – Wellard / Leda	751,887	14,410	14,410	0	0	
DCA 15 – Soft Infrastructure – Townsite	354,273	14,410	14,410	0	0	
<b>TOTALS</b>	<b>37,856,037</b>	<b>17,515,755</b>	<b>19,990,799</b>	<b>2,725,739</b>	<b>761,019</b>	



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 11  
TRUST FUND**

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

Description	Opening Balance 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 Jan 2022
	\$	\$	\$	\$
APU Security Bonds	21,434	1,000	(580)	21,854
Contiguous Local Authorities Group (CLAG)	5,161	601	0	5,762
Off Road Vehicles	0	0	0	0
Uncollected Vehicles	4,829	824	0	5,653
	31,424	2,425	(580)	33,269

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 12  
BUDGET VARIATIONS**

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

Date	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
<b>23/06/2021</b>	<b>Annual Budget adoption</b>	<b>0</b>	<b>0</b>
<b>14/07/2021</b>	<b>FY21 Carry Forward Projects</b>		
	Capital Expenditure - Buildings - Administration Building refurbishment	(165,000)	
	Brought forward surplus	165,000	0
	Capital Expenditure - Computing Infrastructure - City Website Project	(23,091)	
	Reserve Transfer - Restricted Grants and Contributions Reserve - City Website Project	23,091	0
	Capital Revenue - Sales Proceeds - Sale of P492- Fleet Vehicle	22,050	
	Reserve Transfer - Plant & Equipment Replacement Reserve	(22,050)	0
	Capital Expenditure - Plant & Equipment - Plant Replacement P531 - Toro Ride on Mower deck only	(5,440)	
	Reserve Transfer - Plant & Equipment Replacement Reserve	5,440	0
	Capital Expenditure - Plant & Equipment - Plant Replacement P114 - Tandem Axle Trailer	(14,750)	
	Capital Revenue - Sales Proceeds - Sale of P114 - Tandem Axle Tilt Trailer	2,000	
	Reserve Transfer - Plant & Equipment Replacement Reserve	12,750	0
	Capital Revenue - Sales Proceeds - Sale of P351 Mitsubishi Canter Truck	25,000	
	Reserve Transfer - Plant & Equipment Replacement Reserve	(25,000)	0
	Capital Expenditure - Plant & Equipment - Plant Replacement P557 - Mitsubishi Canter Truck	(99,610)	
	Capital Revenue - Sales Proceeds - Sale of P557 Mitsubishi Canter Truck	25,000	
	Reserve Transfer - Plant & Equipment Replacement Reserve	74,610	0
	Capital Revenue - Sales Proceeds - Sale of P223 Volvo Loader L70	80,000	
	Reserve Transfer - Plant & Equipment Replacement Reserve	(80,000)	0
<b>14/07/2021</b>	<b>Calista Oval Bike Track - State Government Grant</b>		
	Capital Expenditure - Reserve Development - Calista Oval Bike track	(350,000)	
	Non-Operating Grant - Other Liability - Department of Local Government, Sport and Cultural Industries	350,000	0
<b>28/07/2021</b>	<b>Carried forward Project - Councillors Lounge Furniture</b>		
	Capital Expenditure - Furniture & Equipment - Councillor Lounge furniture	(35,000)	
	Brought forward surplus	35,000	0
	<b>Reallocation of LRCI Round 2 funding</b>		
	Non-Operating Grant - LRCI 2	110,000	
	Capital Expenditure - Footpaths - Various LRCI 2 Projects	(110,000)	0
<b>11/08/2021</b>	<b>DFES Mitigation Grant</b>		
	Revenue - Operating Grant	296,250	
	Operating Expenditure - Consultancy - Fire & Emergency Management	80,000	
	Operating Expenditure - Mitigation Works - Fire & Emergency Management	(376,250)	0
<b>24/08/2021</b>	<b>Increase to Special Projects Officer role (OCM not required)</b>		
	Operating Expenditure - Salaries	(20,783)	
	Operating Expenditure - Materials & Contracts	20,783	0
<b>8/09/2021</b>	<b>Carried forward Project - Stormwater Drainage</b>		
	Capital Expenditure - Drainage	(328,874)	
	Reserve Transfer - Restricted Grants & Contributions Reserve	60,000	
	Reserve Transfer - DCA 1 Reserve	268,874	0
	<b>Carried forward Project - Bird Watering Station - Admin Building Grounds</b>		
	Capital Expenditure - Reserves	(5,890)	
	Brought forward surplus	5,890	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 12  
BUDGET VARIATIONS**

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

Date	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
<b>22/09/2021</b>	<b>Carried forward Project - Plant Replacement P351</b>		
	Capital Expenditure - Plant & Equipment	(135,050)	
	Proceeds from sale of asset	25,000	
	Reserve Transfer - Plant & Equipment Replacement Reserve	110,050	0
<b>13/10/2021</b>	<b>Gilmore Ave Shared Path Stage 2 Design - Chisham Ave to Henley Blvd - West Australia Bicycle Network Grants Program</b>		
	Capital Expenditure - Plant & Equipment	(54,000)	
	Non Operating Grant - West Australia Bicycle Network	27,000	
	Corporate Overheads Recovered - Project Management Fees	27,000	0
	<b>Change of asset replacement - Plant Replacement P557 to P392 (includes adjustment for actual expenditure and proceeds)</b>		
	Capital Expenditure - Plant & Equipment	260	
	Proceeds from sale of asset	7,603	
	Reserve Transfer - Plant & Equipment Replacement Reserve	(7,863)	0
<b>27/10/2021</b>	<b>Honeywood Oval Shade Structure - recognition of construction by Honeywood Primary School</b>		
	Capital Expenditure - Infrastructure Buildings	(50,000)	
	Non Operating Contribution - Honeywood Primary School	50,000	0
	<b>Allocation of Local Roads and Community Infrastructure Phase Three and Community Project Quarantined Funds</b>		
	Capital Expenditure - Various (refer Note 6 for further details).	(1,219,440)	
	Operating Expenditure - Community Events	(25,000)	
	Non-Operating Grant - LRCI 3	1,069,440	
	Reserve Transfer - Restricted Grants and Contributions Reserve	175,000	0
<b>24/11/2021</b>	<b>Recquatic - Transfer from expendable equipment for additional gate for creche</b>		
	Operating Expenditure - Recquatic Administration	(2,322)	
	Operating Expenditure - Recquatic Centre Building Expenses	2,322	0
<b>6/12/2021</b>	<b>Recquatic - Transfer from various operating expense for additional staff uniforms</b>		
	Operating Expenditure - Recquatic Administration	(22,400)	
	Operating Expenditure - Recquatic Marketing	10,400	
	Operating Expenditure - Recquatic Centre Operations	8,000	
	Operating Expenditure - Recquatic Health & Fitness	4,000	0
<b>15/12/2021</b>	<b>City Website Development Project - transfer of additional budget from operating for Phase 3 for the Recquatic sub-site</b>		
	Capital Expenditure - Infrastructure Buildings	(9,000)	
	Operating Expenditure - Recquatic Marketing	7,000	
	Operating Expenditure - Marketing & Communication	2,000	0
	<b>Gilmore Avenue Footpath - Additional funding approval received from DOT for LRCI phase 3 project</b>		
	Capital Expenditure - Gilmore Ave Footpath	(50,000)	
	Non-Operating Grant - LRCI 3	50,000	0
	<b>Replacement of Street lighting - City of Kwinana Property Claim - Street Light hit by vehicle, extra budget needed for excess difference</b>		
	Capital Expenditure - Replacement Street Light	13,784	
	Operating Expenditure - Maintenance Roads - Street Lights	(10,000)	
	Non-Operating Reimbursement - LGIS Insurance Claim	(3,784)	0
	<b>Kwinana South Volunteer Fire Brigade Station Rebuild - additional DFES grant funding</b>		
	Capital Expenditure - Kwinana South Volunteer Fire Brigade Station Rebuild	(753,604)	
	Non-Operating Grant - DFES	753,604	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**NOTE 12  
BUDGET VARIATIONS**

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

Date	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
<b>15/12/2021</b>	<b>Leath/Donaldson Rd Intersection Upgrade - Road Train Driveway Access contribution received</b>		
	Capital Expenditure - Roads	(65,000)	
	Non-Operating Contribution - Kleenheat	65,000	<b>0</b>
	<b>Plant Replacement P442 - budget increased due to current economic conditions (funds from Plant and Equipment Replacement Reserve)</b>		
	Capital Expenditure - Plant & Equipment	(11,000)	
	Reserve Transfer - Plant and Equipment Replacement Reserve	11,000	<b>0</b>
	<b>Feilman Building - Level 1, 18 Darius Drive lighting upgrade as part of DFES lease renewal</b>		
	Capital Expenditure - Buildings	(24,000)	
	Brought forward surplus	24,000	
	<b>Annual seedling subsidy - project was omitted from the Adopted Budget.</b>		
	Operating Expenditure - Natural Environment	(9,000)	
	Brought forward surplus	9,000	<b>0</b>
	<b>CCTV Subsidy Scheme (funded from Restricted Grants &amp; Contributions Reserve)</b>		
	Operating Expenditure - City Engagement	(50,000)	
	Reserve Transfer - Restricted Grants and Contributions Reserve	50,000	<b>0</b>
		<b>0</b>	

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JANUARY 2022**

**REVENUE**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**NATURE OR TYPE DESCRIPTIONS**

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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



**19 NOTICES OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****19.1 NOTICE OF MOTION - AMENDMENT TO ACTION #10 OF THE CLIMATE CHANGE PLAN 2021-2026****SUMMARY**

At the Ordinary Council Meeting of 9 February 2022, Cr Brown submitted the notice of motion:

*“That the CEO prepare a report outlining an amendment to Mitigation Action #10 of the Climate Change Plan 2021-2026 ‘Investigate feasibility of electric vehicle charging stations within the City of Kwinana’ which changes the ‘Timeframe for completion’ from ‘2025-2026’ to ‘2021-2022’ in order to reflect the City’s participation in a study that has been underway with the South West Group since 2021, therefore working to mitigate the potential for this inaccurate statement to misinform broader planning at the City and ensuring the value of the aforementioned study to the City does not diminish due to a delay in utilisation following its release (eg. if the 2025-2026 timeframe is not amended). This report is to be presented to Council for review and a decision no later than the Ordinary Council Meeting scheduled for Wednesday 23rd February 2022.”*

City Officers have reviewed the request outlined in the Notice of Motion and recommend that the Notice of Motion be rejected based on the following key factors:

- The reason provided for the requested change is not considered a sufficient trigger or cost-benefit opportunity to warrant an update to the adopted Climate Change Plan outside its scheduled review cycle.
- While Action #10 is already underway, the requested completion timeframe of 2021-2022 is not possible. The earliest that Action #10 could viably be completed would be by the end of 2022-2023, however this would require an estimated budget increase of \$30,000 to \$80,000 to avoid significant impacts on the delivery of other, higher priority, actions that would yield greater outcomes than Action #10 being completed slightly sooner than originally planned.
- As with all other actions, City Officers will continue to progress Action #10 as quickly and effectively as possible, with due consideration of overall resourcing of the carefully planned priority actions each year to achieve the adopted Climate Change Plan objectives.
- The scheduled mid-cycle review in 2023-2024 is the appropriate time to review the content and timeframes of all actions in the Climate Change Plan. By this time, Action #10 will have been significantly progressed and further clarity gained on the role of local government in the provision of electric vehicle charging infrastructure, with all applicable actions therefore able to be reviewed with greater effectiveness.

**OFFICER RECOMMENDATION**

**That Council:**

- 1. Reject the notice of motion to change the timeframe for completion of Action #10 in the Climate Change Plan 2021-2026, as adopted in March 2021.**
- 2. Resolve to consider future Officer Recommendations on the update of all applicable actions and timeframes in the Climate Change Plan 2021-2026 at the time of its scheduled mid-cycle review in 2023-2024.**



## DISCUSSION

### Operational plans and standard review cycles

The City has in place a multitude of adopted operational plans aimed at the coordinated activation of actions that support the objectives of the City's strategic level adopted plans. Operational plans typically have a 4-5 year duration, after which they are comprehensively reviewed and updated. The development or update of any given plan is a snap-shot of decision making at that point in time based on the information available. Change is inevitable within any planning period however. As such, most plans have a scheduled "mid-cycle" review point, which provides the opportunity to revisit actions and their timeframes at an appropriate interval for the given plan. Most of the City's plans specify their intended review cycle within the plan, including the Climate Change Plan 2021-2026 (CCP), which specifies its mid-cycle review in 2023-2024.

Where a mid-cycle review results in noteworthy changes, the updated plan is submitted to Council for readoption. This ensures transparency and accountability with Council and an appropriate work planning horizon for City Officers that enables effective medium-long term resource planning. Between these scheduled review cycles, minor changes, such as timeframes and responsible officers, are inevitable and operationally normal. It is not advisable or common, however, to undertake updates outside the scheduled review cycle, as this is administratively inefficient and diverts officer resourcing away from the actual implementation of planned actions.

The timeframes listed in the CCP Action Plan are completion timeframes, and are therefore not indicative of intended commencement timeframes. Critically, it should be noted that the opportunistic advancement of actions ahead of schedule is not stifled by planned completion timeframes and City Officers work tirelessly to progress all actions as effectively as possible amongst constant change occurring around them in multiple industry sectors.

Typically, an adopted plan will not be updated outside of a scheduled review cycle unless there is a significant trigger to do so. Such triggers may include a change of law, contract, policy or industry standard that necessitates a key update. Although rare, the City may also wish to update a Plan in response to a sudden unforeseen advancement, where a clear cost beneficial opportunity is identified, such as technology or market shift for example.

The reason provided in the Notice of Motion for the requested change to the timeframe of CCP Action #10 is not considered a significant trigger, nor a cost-benefit opportunity. Any assumption that the City would not progress recommendations of the South West Group Electric Vehicle Infrastructure Charging Network Plan, once completed, into planning, advocacy or infrastructure simply on accord of a later completion timeframe being listed in the CCP is simply unfounded and incorrect. As with all other actions, City Officers will progress Action #10 as quickly and effectively as possible, with due consideration of overall resourcing of the carefully planned priority actions aimed at achieving the CCP objectives and targets most effectively.

### Climate Change Plan 2021-2026

The CCP was adopted less than 12 months ago on 24 March 2021. The CCP replaced its successful predecessor, the Climate Change Mitigation and Adaptation Plan 2015-2020 (CCMAP), which had been recognised as one of the best examples in Western Australia in WALGA's Climate Change Governance Study 2020, and had driven a 30.2% reduction in the City's greenhouse gas emissions over its duration. The City has a strong record of effective planning and delivery of its climate change actions.

The development of the CCP involved a comprehensive review process, as outlined in the Council Report for its adoption, and was developed concurrently with both the Strategic Community Plan 2021-31 and Local Planning Strategy 2021-2036. The CCP Action Plan was developed in consultation with key stakeholders to ensure a prioritised and coordinated approach that seeks to most effectively deliver the Plan's overall objectives and targets, with consideration of the City's resourcing capacity in each year of the Plan's duration.

The City has a single Sustainability Officer position, who is responsible for several operational plans, as well as monitoring and reporting the City's corporate utilities and emissions. The CCP alone contains 41 actions, with the Sustainability Officer responsible for, or directly involved with, the overwhelming majority of these. As such, the prioritisation and timing of actions is critical to the City's ability to successfully deliver the Plan's objectives.

Unlike the preceding CCMAP, the CCP includes actions that seek to influence the impact of climate change on, or by, the community, rather than solely focusing on the City's own operations. This expanded focus is indicative of the continuing maturity of the City's climate change planning and operations, however, it is crucial to note that the City is still working towards achieving best practice corporate operations and emissions management. As such, the CCP still primarily focuses on improvements to the City's internal operations, with the prioritisation and timing of actions reflecting this, while also balancing the resourcing of opportunities intended to influence community behaviours and their impact on climate change into the future, such is the case with Action #10.

#### Climate Change Plan 2021-2026 Action #10

CCP Action #10 is to "*investigate feasibility of electric vehicle charging stations within the City of Kwinana.*" This particular action has the potential to influence both the City's corporate emissions and the emissions of the community in the longer term. With regard to the City's fleet emissions, Action #10 is, in effect, also operationally linked to Action #9 (investigate amendments to the City's Fleet Policy to reduce emissions). Progression of both of these actions is already underway and are ahead of schedule for their respective planned completion timeframes in the adopted CCP.

The City is a partner in the South West Group Electric Vehicle Infrastructure Charging Network Plan (EV Network Plan) currently being developed. This EV Network Plan is a crucial body of work in this sector and considers, amongst a wide range of factors, the infrastructure type and quantity demands across the south-western-metropolitan region of Perth. It is important to note that this EV Network Plan, once complete, is the first, and not the final step in investigating the feasibility of charging stations in Kwinana. Action #10 will not simply be completed by the EV Network Plan.

It is anticipated that certain recommendations expected from the EV Network Plan will be feasible to apply to City operations/policy quite quickly, such as planning development considerations for example. The feasibility of infrastructure installation in the City's established areas, however, will require further investigation and stakeholder engagement to complete at the local level. The transition of the EV Network Plan infrastructure recommendations to determine exactly what hardware, at what locations, at whose cost and when, will require additional time and resourcing to undertake. For this reason, at this point in time, it is not advisable to bring forward the completion timeframe for CCP Action #10.

It should be noted that EV charging infrastructure is a highly dynamic sector. In the absence of clear government planning or guidance, the private sector is actively progressing the roll-out of charging infrastructure, and the role of local government in the provision of infrastructure is still unclear. It is anticipated that at the scheduled mid-cycle review of the CCP in 2023-2024, there will be much greater clarity that will enable not only the appropriate review of the intent and timing of existing actions, but also consider if additional actions are necessary in what is a rapidly developing sector.

### Timeframe request

The completion of Action #10 in 2021-2022, as requested in the Notice of Motion, is not possible. The South West Group Electric Vehicle Infrastructure Charging Network Plan that is currently under development is not anticipated to be complete until at least the end of 2021-2022. The transition of the findings and recommendations of this report into the development of a localised feasibility assessment for Kwinana therefore cannot commence until at least 2022-23, and would require sufficient time to undertake appropriate community and key stakeholder engagement to inform the local needs and demands for this infrastructure.

Resourcing CCP Action #10 at a higher level that would likely see more rapid progression in the short to medium term is not possible without impacting other key priority activities that have been adopted in a number of operational plans, including the CCP. While the progression of charging infrastructure in Kwinana is important, and hence its inclusion in the CCP Action Plan, there are also other, more immediate and higher priority actions in the CCP. Numerous continuing and newly developed actions are scheduled for completion in the first half of the CCP's planning period that have a direct, immediate, impact on the City's corporate emissions and utility costs. Without additional human resourcing or consultancy budget being made available, the hypothetical prioritisation of electric vehicle charging infrastructure ahead of actions already planned in the CCP will result in these direct benefits being delayed, or not realised at all, and potentially compromise the overall objectives and targets of the adopted CCP.

### Options

Option 1 – Support the notice of motion to change the timeframe for completion for CCP Action #10 from 2025-2026 to 2021-2022 – Proposed timeframe is not possible to achieve, is not advisable due to ongoing regional assessment work that is still in progress, does not reflect the priorities or timeframes established with key stakeholders during the development of the CCP and would likely compromise the achievement of the objectives and targets of the adopted CCP, as well as those of other adopted plans that may have their resourcing impacted by an unplanned diversion of Officer resourcing towards CCP Action #10.

Option 2 (recommended) – Reject the notice of motion, do not change the timeframe for completion for Action #10 at this time and review all actions and timeframes at the scheduled mid-cycle review of the CCP in 2023-2024 – Action #10 would still be progressed unimpeded with the intent to complete on or ahead of schedule, other priority actions would not be negatively impacted and their benefits realised as intended, and clarity on the role of local government in the electric vehicle charging infrastructure sector will likely be gained, with actions and their timeframes subsequently revised appropriately at the time of the scheduled mid-cycle review.

Option 3 – Increase human resourcing or consultancy budget funds to enable faster progression of electric vehicle infrastructure feasibility in Kwinana, likely enabling completion by the end of 2022-2023 – The feasibility assessment would be progressed more quickly than otherwise possible, however at an estimated expense of \$30,000 to \$80,000. It would be unlikely to demonstrate a clear cost-benefit in the pursuit of the objectives and targets of the CCP, or any other plan currently adopted by Council, and inherently be undertaken at the expense of higher priority activities that would yield greater outcomes than CCP Action #10 being completed slightly sooner than originally planned.

## **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**

Climate Change Policy

**FINANCIAL/BUDGET IMPLICATIONS**

Acceptance of the Officer Recommendation to reject the Notice of Motion has no negative financial implications; furthermore, by enabling the progression of the Climate Change Plan 2021-2026 as originally planned, priority actions that have the potential to reduce expenditure through improved utility efficiencies and subsequent emissions reductions are expected.

Acceptance of the Notice of Motion would either (a) result in the lost opportunity to progress current priority actions that would seek to reduce utility costs and emissions or (b) necessitate increased salaries or consultancy budget (estimated at \$30,000 to \$80,000) to progress electric vehicle charging infrastructure feasibility work sooner than originally planned without impeding other priority activities.

**ASSET MANAGEMENT IMPLICATIONS**

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

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

Acceptance of the Officer Recommendation to reject the Notice of Motion will enable the Climate Change Plan 2021-2026 to be progressed as planned with early prioritisation of improved utility efficiencies and subsequent emissions reductions bringing environmental benefits sooner than if the Notice of Motion were supported.

**COMMUNITY ENGAGEMENT**

Community and key stakeholder engagement was undertaken in the development of the Climate Change Plan 2021-2026, performed concurrently with the development of the Strategic Community Plan 2021-31 and Local Planning Strategy 2021-2036. Prioritisation and timing of actions in the Climate Change Plan resulted from this engagement process.

The City has not yet undertaken any engagement specifically concerning electric vehicle charging infrastructure. The level of community interest or demand for such infrastructure is currently unknown and would be subject to the feasibility assessment intended under Climate Change Plan Action #10.

**ATTACHMENTS**

Nil

**20 NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING  
IF GIVEN DURING THE MEETING****20.1 NOTICE OF MOTION – COUNCILLOR MATTHEW ROWSE, POTENTIAL IMPACT OF  
THE UPGRADE TO THE PENGUIN ISLAND DISCOVERY CENTRE ON THE EXISTING  
POPULATION AND FUTURE BREEDING COLONIES OF LITTLE PENGUINS**

That the Council directs the CEO to write to the Hon Mr Reece Whitby, Minister for Environment, requesting that before any upgrade to the Penguin Island Discovery Centre the environmental impacts and research of the potential impact of the development on the existing population and future breeding colonies of Little Penguins on Penguin Island is completed. The population of Little Penguins on Penguin Island is in rapid decline and the protection of the species is of major importance to our region.

**21 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.

**22 REPORTS OF ELECTED MEMBERS****23 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE****24 MAYORAL ANNOUNCEMENTS****25 CONFIDENTIAL ITEMS**

Nil

**26 CLOSE OF MEETING**