

# Ordinary Council Meeting

28 September 2022

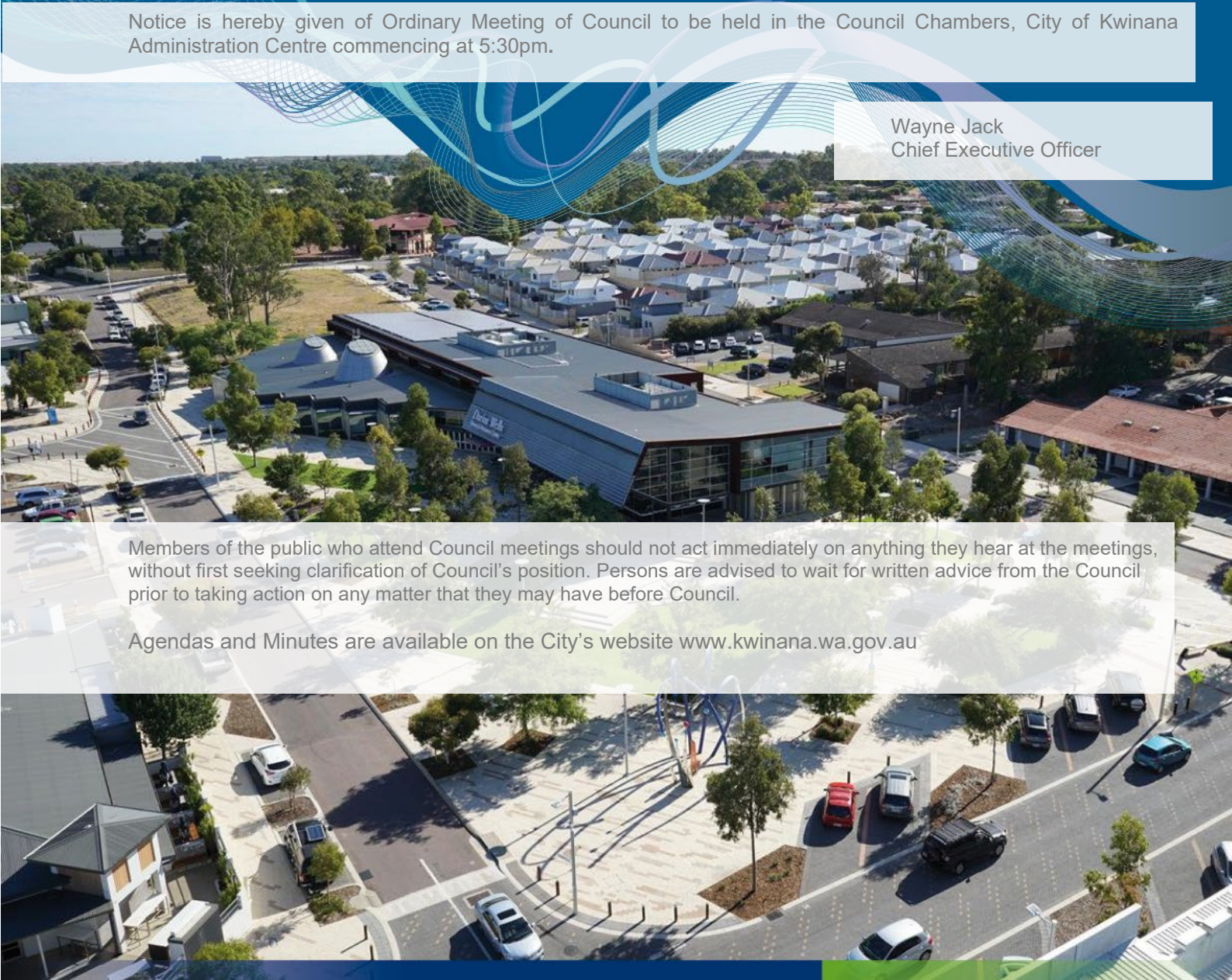
## Agenda

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.

Presiding Member to announce that the Ordinary Council Meeting is being live streamed and recorded in accordance with the City's Live streaming and Recording Council Meetings policy.

By being present at this meeting, members of the public consent to the City recording and livestreaming their image and/or voice.

## 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 djoorpiny 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 Sherilyn Wood 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):**

Nil

### **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 14 SEPTEMBER 2022**

#### **RECOMMENDATION**

**That the Minutes of the Ordinary Council Meeting held on 14 September 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**

Nil

**12 RECOMMENDATIONS OF COMMITTEES**

Nil

**13 ENBLOC REPORTS**

**14 REPORTS – COMMUNITY**

Nil

**15 REPORTS – ECONOMIC****15.1 STANDARDISATION OF PLANNING CONTROLS IN THE GLOBAL ADVANCED INDUSTRY HUB****SUMMARY**

The Global Advanced Industry Hub (GAIH) is the State Government's designation of area covering the coastal industrial areas of Cockburn, Kwinana and Rockingham. The State Government recently formed a taskforce to help drive economic investment and development in the region, noting the existing industrial and naval manufacturing capabilities as well as the emerging battery industry, green energy and port development related uses. The CEOs of the three local governments sit on the taskforce, along with a range of industrial companies and government officials.

One criticism that has been levelled at the GAIH area, is the range of planning controls in the region, with the three local governments having separate planning schemes with little consistency. The City of Kwinana along with the City of Cockburn and City of Rockingham have advocated to standardise the planning controls across the three local governments, to create consistent zone names, definitions, permissibility of land uses as well as a joint set of development standards, such as landscaping requirements, setbacks and percent for arts scheme.

The Western Australian Planning Commission has agreed to fund the project, with the three local governments working with a consultant to devise the best planning standards and policies that could be consistently adopted across the region. To this end, a Memorandum of Understanding (MOU) is presented for Council's endorsement (Attachment A). The MOU sets out the principles and process for the three local governments to work collaboratively to amend their planning schemes and policies in order to create a consistent planning framework. There may be minor changes to the MOU (such as the nominated signatories from the State Government) that are amended from the draft MOU presented in Attachment A.

**OFFICER RECOMMENDATION**

**That Council authorise the Mayor and Chief Executive Officer to endorse the Memorandum of Understanding as set out in Attachment A, with minor amendments as required by other parties.**

**VOTING REQUIREMENT**

Simple majority

## DISCUSSION

The three local governments have a combined 12 zones, in addition to reserves and a range of other planning jurisdictions in Latitude 32 and Improvement Area 47. With the State Government committed to the development of the Westport Project to move Perth's container port to Kwinana, the region will be the focus of significant investment and development focus. To ensure that the region offers a clear and transparent pathway to would be investors, and to demonstrate the ability for the three local governments to cooperatively manage and mutually benefit from economic development in the region, the project will create a single approach to planning in the area, while maintaining each local government's ability to determine applications.

The MOU sets out that the three local governments, WAPC and Minister for State Development will work collaboratively and use their best efforts to come to a consensus position on the planning framework, which will be implemented through separate town planning scheme amendments and adoption of planning policies. There will be some regional variations, noting that the Australian Marine Complex is focused on naval development as opposed to heavy industry, which is more appropriately located in Kwinana and Rockingham.

The attached document *Global Advance Industries Hub: Planning Strategy and Scheme Proposal* (Attachment B) sets out the proposed schedule of works and deliverables. The process will involve the appointment of a planning consultant to review the planning instruments of each local government and work with the three local governments to determine the best practice way forward. The proposed amendments will then be presented to each Council to consider independently, and while there is no legal obligation to agree to the amendments, the expectation of the agreement is that the local governments will use their best efforts to implement a single approach.

It is proposed that the planning consultant will be appointed through a tender process, led by the City of Kwinana with representatives of the Cities of Cockburn and Rockingham joining Kwinana in assessing and recommending the consultant. The cost of the consultant will be met by the WAPC, with each local government committing time to the process, as well as the costs of the amendments. In the event of a dispute about the most appropriate way forward, the three local governments will meet with the Chair of the WAPC for their guidance.

The proposal document sets out the short-term outcomes of the project, noting the potential for a further study, which would visit more complex issues, including best practice integrated approvals systems (incorporating state approvals with local government), issues regarding interface of the industrial and non-industrial uses and an integrated land use planning strategy to better coordinate the competing interests in the area. Only the short-term actions are being pursued at this time, in order to demonstrate the State and local governments working together to achieve quick wins, however the scoping document notes potential longer term opportunities that could be considered at the completion of this work, which could help lift the region to having a globally competitive approvals system, while maintaining the important checks and balances of interfacing the State's premier industrial area with the surrounding residential population.

While the MOU is not legally binding, there would be reputational damage if the City did not fulfil the objectives of the project and actively participate in pursuing a single planning framework for the region. Ultimately the project will help position Western Australia and the GAIH as a more advantageous place to do business with improvements to the planning process.

## 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?
2 – A resilient and thriving economy and exciting opportunities	2.1 – Enable a thriving and sustainable local economy that supports and sustains quality jobs and economic opportunities	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Through cooperating with adjacent local governments, the City shows its commitment to supporting new business growth.
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	Reviewing the approvals pathway will lead to a better planning system for applicants.

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

The MOU is not legally binding but will lead to Council considering future amendments to their Planning Scheme and policies.

## FINANCIAL/BUDGET IMPLICATIONS

The cost of engaging the consultant to review the scheme provisions and policies and draft amendment documents would be met by the State Government with the City responsible for the costs associated with management of the contract.

## ASSET MANAGEMENT IMPLICATIONS

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

## ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no Environmental or 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. Memorandum of Understanding GAIH**
- B. GAIH Planning Proposal - Final**

# **GLOBAL ADVANCED INDUSTRIES HUB**

## **MEMORANDUM OF UNDERSTANDING**

### **BETWEEN**

**MINISTER FOR STATE DEVELOPMENT**

**WESTERN AUSTRALIAN PLANNING COMMISSION**

**CITY OF KWINANA**

**CITY OF ROCKINGHAM**

**and**

**CITY OF COCKBURN**

**Global Advanced Industries Hub  
Memorandum of Understanding**

**PARTIES**

The parties to this Memorandum of Understanding (**MOU**) are:

The **Minister for State Development (State)**

The **Western Australian Planning Commission (WAPC)**

The **City of Kwinana (Kwinana)**;

The **City of Rockingham (Rockingham)**; and

The **City of Cockburn (Cockburn)**

(together the **parties**)

**BACKGROUND**

The State has committed to positioning the Western Trade Coast as a Global Advanced Industries Hub (**GAIH**), and as an investment and trade destination for new and emerging industries.

The Western Trade Coast is a major industrial complex in Perth's south metropolitan area covering 3,900 hectares between Munster and Rockingham. It includes, amongst other things, the Australian Marine Complex, Kwinana Industrial Area, Rockingham Industry Zone and Latitude 32.

The region is home to a range of strategic and advanced industries, including existing critical minerals processing, chemical manufacturing, energy generation and most recently, large-scale ammonia and hydrogen production and export.

The region will become even more significant with the progress of Westport, Western Australia's new container port at Kwinana. Westport will unlock further industrial development, technology innovation and local jobs – linked directly to our export markets.

Combined, the Kwinana, Rockingham and Cockburn areas contribute \$20 billion to the State's GDP and support more than 13,000 jobs. Over the coming decades, the region will be a major focus of industrial development, with unprecedented investment in the areas of defence, port construction, lithium processing and ship-building.

**TERM**

This MoU between the parties will be for a term of five (5) years commencing on the date when the last party to sign, signs this MoU.

**PURPOSE**

To work toward a more harmonious statutory approval framework across the GAIH, with consistent approaches to planning and development proposals within the region. This will enhance this period of growth, simplify the administration of the area, improve user experience, and work toward better and more consistent outcomes.

### **UNDERTAKINGS**

#### **Kwinana, Rockingham and Cockburn**

The three local governments will work collaboratively with a consultant to identify the best practice approach to the statutory mechanisms and will:

- review planning frameworks;
- identify and implement “quick win” outcomes to align statutory provisions;
- participate as key partners in the strategic planning of the region; and
- undertake further improvements to the harmonisation of the statutory administration of the GAIH, as informed by the strategic planning for the region.

#### **State**

##### **The State Government will:**

- support the work of the local governments through supporting funding; and
- work collaboratively with the local governments to plan and promote the region.

#### **WAPC**

##### **The WAPC will:**

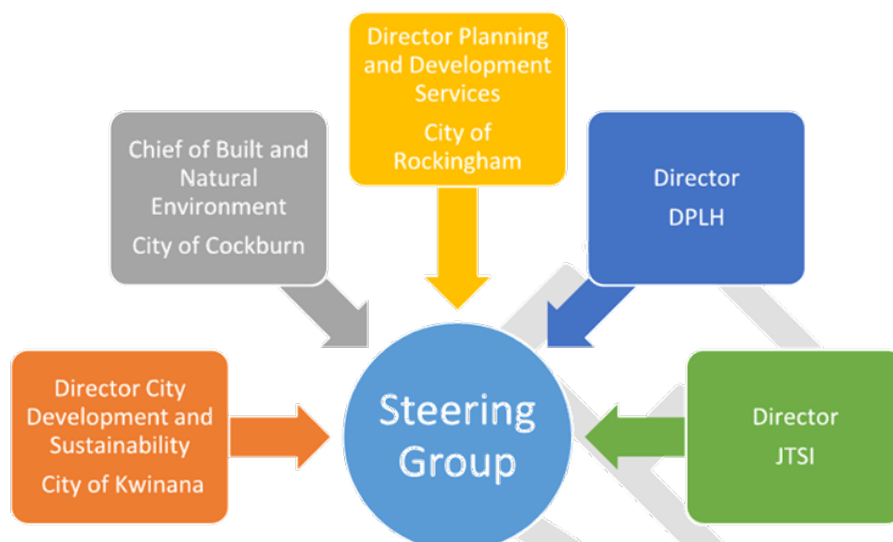
- assist with the provision of professional advice; and
- support the progression of changes to statutory planning instruments in a timely manner.

### **DESIRED OUTCOME**

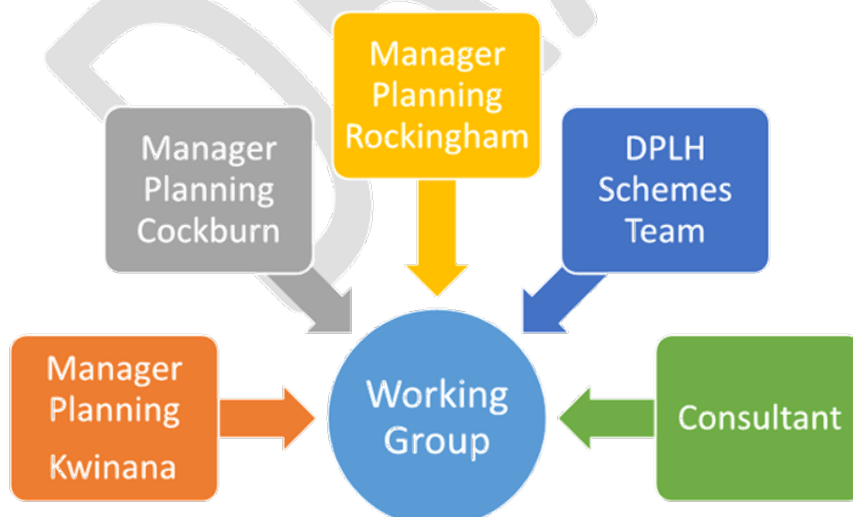
The parties will work constructively towards the unified planning goal. Notwithstanding the individual roles of the local governments in initiating changes to their planning schemes, the local government parties will present all recommended modifications to create a single approach to their respective elected members for consideration in a timely manner. In the event that the parties cannot agree on what constitutes best practice in a particular circumstance, the parties will be guided by the advice of the Chair of the WAPC.

**GOVERNANCE**

**Project Sponsor – Chairman WAPC**

**Steering Group**

The steering group will manage the appointment of the consultant and measure progress of the project across agreed outcomes.

**Working Group**

The Working Group will meet regularly with the consultant to determine the practical changes that can be implemented across the statutory planning and policy framework.

Signed by and on behalf of the **State of Western Australia:**

Name	Signature	Date
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Signed by and on behalf of the **Western Australia Planning Commission:**

Name	Signature	Date
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Signed by and on behalf of the **City of Kwinana:**

**Carol Adams, Mayor**

Name	Signature	Date
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Signed by and on behalf of the **City of Rockingham:**

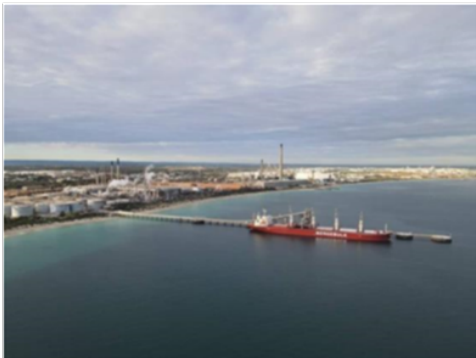
**Deb A. Hamblin, Mayor**

Name	Signature	Date
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Signed by and on behalf of the **City of Cockburn:**

**Logan K. Howlett**

Name	Signature	Date
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# **Global Advanced Industries Hub: Planning Strategy and Scheme Proposal**

**August 2022**



## Introduction

The Global Advanced Industries Hub stretches for 15km along Perth's south-western coastline, encompassing three separate local authorities and a range of planning controls.

The State Government is committed to relocating Perth's container port to Kwinana, as well as growing the State's naval construction capability and developing the battery industry in the region.

The region is host to a range of unique industrial sites with operations from numerous multinational corporations. Decisions to come to the region are often based on global economic trends, making the investment decisions comparisons of a range of international options. Therefore, it is important that the region is internationally competitive for potential investors across a range of areas, including planning controls.

## Subject Area

The Global Advanced Industries Hub encompasses approximately 3900 hectares and includes the Australian Marine Complex, Latitude 32, Kwinana Industrial Area and Rockingham Industry Zone. The region contributes \$20 billion to the WA economy every year and employs 13,000 people directly.

While the area may present to investors as a single precinct, there is a complex arrangement of planning and tenure controls, which could be streamlined to simplify the approval processes.

### Objectives

This proposal seeks to find quick win opportunities to help remove the variances between the various planning authorities and find ways of improving industrial planning in the region with the following objectives:

- Single unifying vision for the Global Advanced Industries Hub
- Working towards the development of a coordinated strategic plan to guide the development of the area
- Consistent approach to the planning of the area
- Determine applications efficiently and promptly
- Simplify planning approaches for Industry

### History

In 2010, the State Government lead the development of the Western Trade Coast Spatial Plan. The Land Use Strategy Outcome (figure 1) could serve as the basis for a review of the current strategic objectives of the area. It is noted that the then Western Trade Coast Industries Committee actions were to “promote consistency between Local Governments” as well as other planning jurisdictions. With the area becoming more contested, this objective appears to be more relevant than ever.

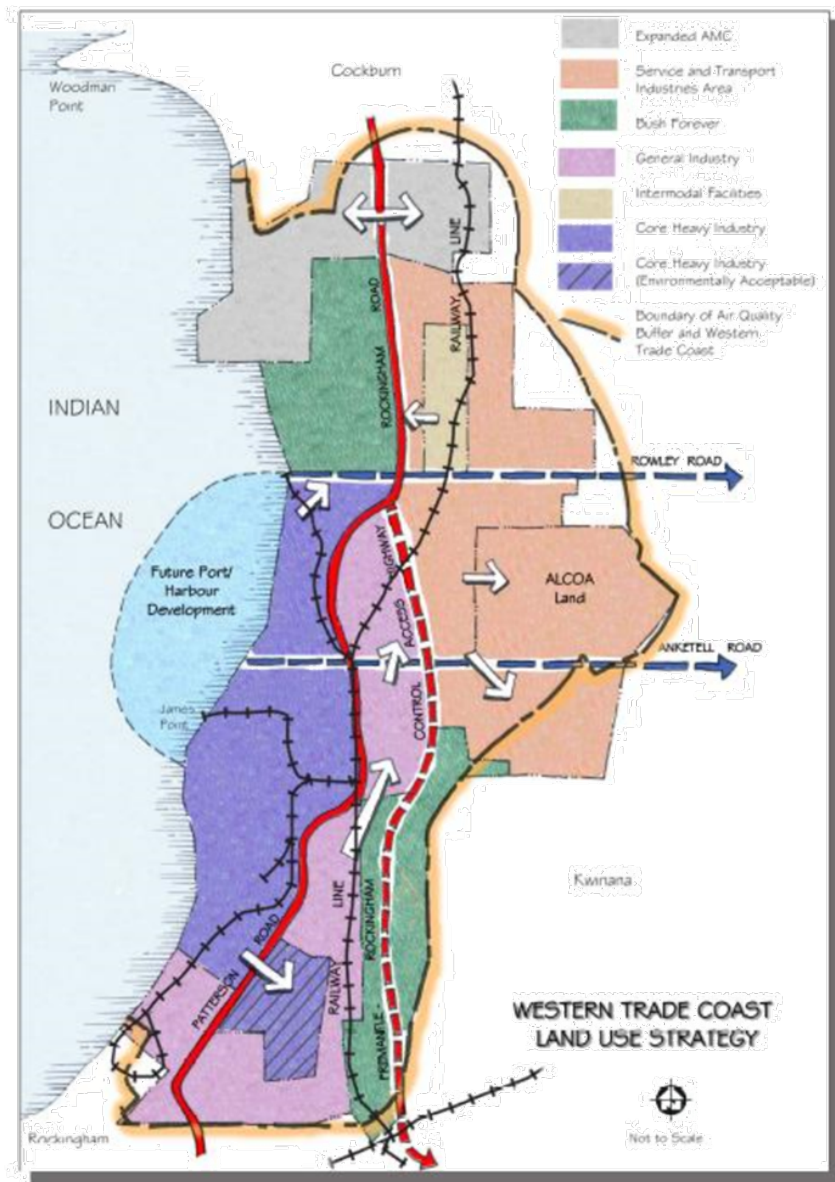


Figure 1 Western Trade Coast Land Use Strategy Concept (2010)

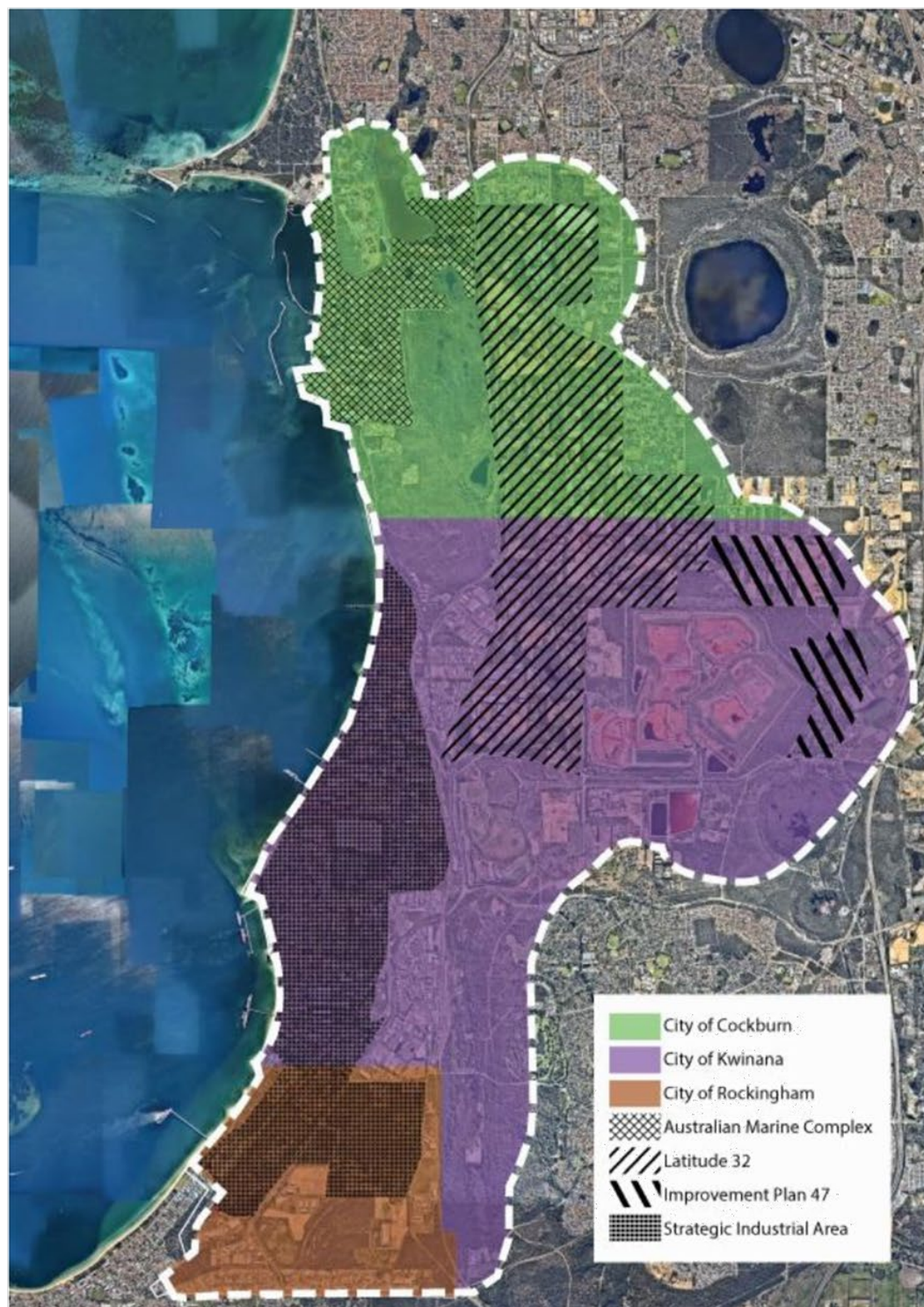


Figure 2 Planning Regions of Global Advanced Industries Hub

## Current Regulatory Framework

The Subject Area is the subject of the following zones and reservations:

### City of Cockburn

Strategic Industry  
Light and Service Industry  
Development zone  
Special Use zone  
Rural  
Rural Living  
Public Purpose  
Parks and Recreation

### City of Kwinana

General Industry  
Service Commercial  
Rural A  
Rural B

### City of Rockingham

General Industry  
Special Industry  
Light Industry  
Special Use zone

In addition to this, there are a range of Metropolitan Region Scheme, Local Planning Scheme reserves and Improvement Plans as well as the Hope Valley Wattleup Redevelopment Act area (where the local planning schemes do not apply)

There is a lack of consistency with regard to zone names, definitions, permissibility of land uses, development standards and processing methods. As an applicant, this can cause confusion as permissibility and development standards can change across what is a conceived by the applicant as a single development area. Equally, developers may currently choose to “shop around” for more lenient planning approvals, where the authorities should be focussed on good planning outcomes only. While adoption of model scheme provisions

may simplify land use and zone names in due course, the development standards will not necessarily become aligned over time without purposeful intervention.

With the Hope Valley Wattleup Redevelopment Act (Latitude 32) and Improvement Area 47 (IP47) areas being controlled by the State, at some point in the future this land will need to be normalised into a scheme. By creating a series of planning instruments that anticipate this normalisation, the local governments can ensure that this can occur with minimal disruption for land owners and developers. Opportunity to bring consistencies into the Latitude 32 planning framework can also be considered as part of this body of work.

### Strategic Framework

Each local government is currently progressing its strategic framework for their collective areas. While this entails the industrial areas, the planning strategies cover a more extensive area of each local authority.

The City of Cockburn is about to advertise their new Local Planning Strategy, having received consent from the WAPC. Similarly, the City of Kwinana has undertaken preliminary consultation for the City's draft Local Planning Strategy and is awaiting consent to advertise.

The City of Rockingham has undertaken significant community consultation in preparation of drafting a new Local Planning Strategy and have undertaken regular reviews of the industrial provision of their scheme to ensure it remains contemporary.

While all three local governments recognise the importance of the region to the State's economy, there remains no single agreed vision or framework for the region.

The second part of the scope would facilitate further studies and development of a joint planning strategy for the area to identify key advantages, protect environmental features and coordinate the orderly planning of the region. The plan would build upon the geographical advantages that the area has and allow for the coordinated planning the development of the new container port, expanded AMC operations and demand for industrial land. The plan would further address the need for further investigation of the optimum interface between the industrial and urban land uses. The development of the strategic plan would complement the spatial planning work completed by the Perth South West Metropolitan Alliance, but offer greater detail regarding spatial requirements and implementation.

### Air Quality Buffer

There is currently significant debate about the appropriate planning controls and location for the air quality buffer that extends around the industrial area. This is a highly contested and immensely complex issue and it is not the purpose of this body of work to address where the buffer should extend in the short term. This issue may be recommended for further exploration as part of a longer term and more detailed study of the strategic planning needs of the region.

### Statutory Framework

One of the objectives of the work package in the short term would be to examine the statutory frameworks situation and identify potential for short term refinements which each local government could discuss as a collective, then progress individually.

### Steering Committee

In order to ensure that the planning controls meet State and industry requirements, it is proposed that the three local government CEO's report to the Global Advanced Industries Taskforce on the progress of the work, with a steering group working under the CEO's constituted of the heads of planning for the three local governments, along with representation from the Department of Planning Lands and Heritage and the Department of Jobs, Tourism, Science and Innovation. This would allow access to the wider Industry Reference Group should a particular matter require specialist industry input. Notwithstanding the involvement of State and industry experts, amendments to individual planning schemes would require adoption of each Council independently.

## Benefits

The benefits of the proposal include simplifying the planning system for applicants and decision-makers, ensuring that government (state and local) have a common understanding of development standards. The updated and uniform approvals system will also demonstrate to investors that the area has a united approach to development, with consistent application of conditions, design guidance and access arrangements.

The future coordinated development of the region has a positive impact more broadly, as economic development in the Global Advanced Industries Hub has significant benefits across the state, particularly in the industrial processing spaces. Additionally, the project will allow for consideration of planning controls needed to support the container port locating to the area, and the freight and logistics uses that will be introduced into the area. Through the application of land use controls, the limited core areas can be preserved for the most critical and heavy industrial uses, whereas other land can be used for less offensive industries as it integrates into the wider metropolitan area.

Consideration can also be given to how Development Assessment Panels apply in the area, where highly expensive, but low complexity applications, such as fuel tanks, are routinely delayed by overly regulatory approval systems. This could create further efficiencies in the processes and help to speed up approvals for simple applications.

## Risks

While this work could occur at a later date, once the redevelopment of Latitude 32 area has been completed, the opportunities from a more holistic planning system may be lost through the anticipated demand created by the Westport Project. Ideally this work should have occurred earlier, however due to competing priorities within local governments, important planning such as this is often overlooked due to prioritisation of residential infill and development.

The biggest risk for the State is that its approval processes are not internationally competitive. While there are benefits to being able to demonstrate a fair, green and ethical supply chain for industry, there remains a requirement for approval pathways to be efficient and address contemporary development issues. With investment decisions being made between Australia, Europe and North America, we cannot afford a regulatory system that does not support a unified position from all tiers of government.

In order to act upon the opportunities that this project would bring and noting the requirement for debating the best practices that each local government and agency bring, this project is best suited to be led by an independent consultant. This would allow for a range of opinions to be brought together and an independent expert provide commentary, facilitation and recommendations of the group.

The project would occur over a number of stages to identify the simple improvements that could be implemented in the short term, while noting longer term strategic issues and opportunities that can be addressed during wider strategic planning for the region.

## Deliverables

The proposed works would deliver the following outcomes, in chronological order:

### *Memorandum of Understanding*

The Local Governments and State Government agree to a cooperative process that is geared towards facilitating enhanced planning outcomes for Industry.

### *Strategic Review*

Review all relevant schemes and strategies, highlighting the collective vision for the area.  
Identify key short-term opportunities to be explored that will add benefit to the region.  
Identify further opportunities that require longer term resolution to consider at later stages.

### *Short-Term Actions*

The identified quick wins from the Strategic Review will be considered to bring greater alignment to the planning frameworks across the three local governments, along with identified policy standards and potential conditions, where appropriate, by reviewing each local government, best practice examples and identifying the preferred way forward.  
Prepare any necessary amendments or policy documentation as templates each local government can consider.

### *Develop United Planning Strategy*

Longer term, the three local governments will seek to work with the State Government on the development of a united spatial vision that looks to strategically locate industry in a way that cluster development, efficient movement of supply chains and prioritisation of finite land resources can be implemented to leverage the greatest economic opportunities for the region. This may include a Planning Strategy or approach for the region that considers the future role of the area as a focus for Port uses, Green Energy, Battery Metals and Defence.

### *Develop Long Term Statutory Framework*

In the longer term, opportunities may arise for the area to develop the range of statutory documents or powers that give effect to the changes (such as amendments to Town Planning Schemes, identification of other statutory functions that would assist in the delivery of the collective vision). This would include consideration of opportunities for a more internationally competitive approval process. This could be informed through the identification of more complex issues in the Strategic Review.

It is anticipated that the Strategic Review will be guided by the Steering Group, with regular engagement of the Working Group. In addition, the *Planning and Development Act 2005* will offer further engagement opportunities through the adoption of the planning documents, as required under that legislation.

### Costs

It is anticipated that *Strategic Review* and *Short-Term Actions* will cost \$200,000 in consultant fees. As further development of the regional strategic planning occurs, a second stage, creating greater alignment of statutory functions can be scoped.

The three local governments would contribute in-kind resources to the project through officer time to participate and develop best practice processes, along with the costs of advertising and implementing Scheme and Policy amendments. This is subject to the resourcing and budgeting constraints each local government will face over this period. There will be limitations given existing workloads and resources for the current financial year are already set.

These learnings could then be applied to other Strategic Industrial Areas throughout the State to ensure that the high order industrial estates across WA share a common statutory environment.

## Timeframe

The proposed timeframe to develop the first stages of the project are as follows:

Development of MOU

- 2 Months

Appointment of Consultant

- 2 Months

Meeting with Stakeholders to determine extent of short term wins

- 2 Months

Review of Strategic Plans, meetings with stakeholders and identification of long-term issues and opportunities.

- 4 Months

Development Short-Term wins

- 4 Months + 12 Months adoption

Total: 24 Months

**16      REPORTS – NATURAL ENVIRONMENT**

Nil

## **17 REPORTS – BUILT INFRASTRUCTURE**

### **17.1 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION - MEDICAL CLINIC - LOT 9012 ALBINA AVENUE, ANKETELL (DA10372)**

#### **SUMMARY**

The City of Kwinana has received an application for a Medical Clinic at Lot 9012 Albina Avenue, Anketell. The applicant is seeking approval for a Medical Clinic and an incidental pharmacy on a portion of the subject lot. The proposal includes associated parking and landscaping areas (refer to Attachments 2 - 6 of the Responsible Authority Report: Attachment A). The pharmacy is integrated into the development and is therefore considered incidental to the Medical Clinic. The application has been assessed against relevant planning requirements and is considered to meet the requirements of the City's Local Planning Scheme No. 2 (LPS2).

As the estimated development cost of this application is in excess of \$2 million (estimated cost of this development is \$2.25 million), the applicant has opted to pursue this application through the Joint Development Assessment Panel (JDAP). The application is therefore required to be referred to the Metro Outer JDAP for determination. City Officers have prepared the attached Responsible Authority Report (RAR) in accordance with the *Planning and Development (Development Assessment Panels) Regulations 2011*. The RAR and associated attachments are attached for Council's consideration and adoption – see Attachments A and B.

#### **OFFICER RECOMMENDATION**

**That Council resolve to support the development application for a Medical Clinic at Lot 9012 Albina Avenue, Anketell as per the recommendation outlined in the Responsible Authority Report (Attachment A) to the Metro Outer Joint Development Assessment Panel.**

#### **VOTING REQUIREMENT**

Simple majority

#### **DISCUSSION**

The subject application is for a Medical Clinic to be approved on a portion of Lot 9012 Albina Avenue, Anketell. The proposed Medical Clinic is located on a portion of the subject lot directly adjacent to the Anketell Road reserve (refer to the location plan in Attachment B).

The applicant is seeking approval for a Medical Clinic and incidental pharmacy that will be operated by 8 medical practitioners in addition to administration staff. Key elements of the proposed development are as follows:

- A single storey, flat roofed 779 sqm building that orientates to Anketell Road;
- A total of 30 car parking bays for the development;
- 2x vehicle access points (to the front and rear of the development) that will eventually connect to the adjoining lots in accordance with subdivision planning; and
- Landscaping areas.

The subject site is vacant and forms part of a balance lot fronting onto Anketell Road. Although Lot 9012, being a balance lot, is approximately three hectares in size, the proposed development area is only 2001 square metres (m<sup>2</sup>). Anketell Road is a key arterial east-west road that is planned to become a major highway connecting to the future container port in Kwinana. The development site will be accessed via a reciprocal right of carriageway that connects to the major entrance from Anketell Road into the Anketell North subdivision area (Albina Avenue). The subject site and its immediate surrounds are currently in the process of urbanisation being zoned 'Development' under the LPS2. The Anketell North Local Structure Plan has then nominated the subject site to be zoned 'Service Commercial'.

Several key planning matters in relation to the proposed Medical Clinic are as follows:

- Vehicle Access and Parking
- Building Design;
- Noise;
- Landscaping; and
- Public Art

Further discussion in relation to each of the above matters can be found under the heading 'Planning Assessment' in the attached RAR (Attachment A). The proposal was the subject of an Elected Member Briefing (EMB) session held on 19 September 2022.

The application has been advertised to all owners and occupiers of properties within 100 metres of the subject site in addition to the Department of Fire and Emergency Services (DFES), Main Roads WA, and Westport. One objection was raised during the public advertising period. DFES also provided a response outlining a number of issues that have since been clarified by the applicant. The matters raised in responses are further discussed in the RAR but are not considered to materially affect the application.

As the estimated development cost exceeds \$2 million (estimated cost of this development is \$2.25 million) and the applicant has opted to have the application determined by the JDAP, the application is required to be referred to the JDAP for determination. The application is scheduled to be considered by the JDAP at a meeting in early October 2022. The City is required to submit the RAR to the DAP Secretariat on 4 October 2022.

The application has been referred to Council prior to submitting the RAR to the JDAP for determination, as City Officers do not have delegation to prepare the RAR under the *Planning and Development (Development Assessment Panel) Regulations 2015*. In the event that Council wishes to modify or make an alternative recommendation to that contained within the RAR, this will form a separate recommendation to that of Officers in the RAR for the JDAP's consideration.

#### Draft Local Planning Strategy

This proposal is considered to be in alignment with the City's adopted draft Local Planning Strategy as it seeks to address the following Strategic Direction:

*Promote activity centres as key nodes for shopping, entertainment, community facilities and where appropriate business services, social services, health services and housing diversity.*

## 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?
2 – A resilient and thriving economy and exciting opportunities	2.1 – Enable a thriving and sustainable local economy that supports and sustains quality jobs and economic opportunities	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	The proposed development will provide for jobs and other opportunities that will assist the local economy.
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	The proposed development is considered to provide for a high-quality amenity outcome for this up-and-coming urban area.

## 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	4.5 – Improve local community pride-of-place and neighbourliness	The proposed development will provide a service benefit for the local community in which it is located
1 – Healthy and Active	1.0 – A physically and mentally healthy and active community	1.6 – Support local services and programs that promote healthy relationships	The proposed development will provide access to a service that seeks to promote healthy living.

**LEGAL/POLICY IMPLICATIONS**

For the purpose of Councilors considering a financial or impartiality interest only, the proponent is Apex Planning and the landowner is CPG Anketell Pty Ltd.

Legislation

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Planning and Development (Development Assessment Panels) Regulations 2011*

Schemes

City of Kwinana Local Planning Scheme No.2

State Government Policies

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 5.4 – Road and Rail Noise

State Planning Policy 7.0 – Design of the Built Environment

Local Structure Plans

Anketell North Local Structure Plan

Local Policies

Local Planning Policy No.5 – Development Contribution towards Public Art

Local Planning Policy No.8 – Designing Out Crime

**FINANCIAL/BUDGET IMPLICATIONS**

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

**ASSET MANAGEMENT IMPLICATIONS**

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

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

The subject site is in the process of urbanisation and civil earthworks relating to the subdivision approval on the site have commenced. The site is cleared and currently void of native vegetation. Environmental impacts are considered minimal, also noting the proposal includes landscaping on the site that will provide for shade, reducing impacts of heat island. The proposed land use is considered to be of benefit to the community, as also noted in a number of submissions received during the public advertising period.

**COMMUNITY ENGAGEMENT**

The application was advertised to all landowners within 100 metres of the development site for a period of 21 days. Ten submissions were received during the advertising period – seven outlining support and one objecting to the proposal. The remaining two submissions were neutral. This is further discussed in the RAR (Attachment A).

**ATTACHMENTS**

- A. Responsible Authority Report (RAR) - Medical Clinic - Lot 9012 Albina Ave ANKETELL**
- B. Attachments to the RAR - Medical Clinic - Lot 9012 Albina Avenue ANKETELL**

## Lot 9012 Albina Avenue, Anketell – Medical Clinic

### Form 1 – Responsible Authority Report (Regulation 12)

<b>DAP Name:</b>	Metro Outer	
<b>Local Government Area:</b>	City of Kwinana	
<b>Applicant:</b>	Apex Planning	
<b>Owner:</b>	CPG Anketell Pty Ltd	
<b>Value of Development:</b>	\$2.25 million <input type="checkbox"/> Mandatory (Regulation 5) <input checked="" type="checkbox"/> Opt In (Regulation 6)	
<b>Responsible Authority:</b>	City of Kwinana	
<b>Authorising Officer:</b>	Jared Veenendaal	
<b>LG Reference:</b>	DA10372	
<b>DAP File No:</b>	DAP/22/02266	
<b>Application Received Date:</b>	19 July 2022	
<b>Report Due Date:</b>	4 October 2022	
<b>Application Statutory Process Timeframe:</b>	90 Days	
<b>Attachment(s):</b>	1: Location Plan 2 – 13: Development Plans 14: Anketell North Local Structure Plan 15: Approved Subdivision Plan 16: Approved Local Development Plan 17: Bushfire Management Plan 18: DFES Response 19: Response from Applicant re. BMP 20: Schedule of Submissions 21: Council Minutes (to be inserted)	
<b>Is the Responsible Authority Recommendation the same as the Officer Recommendation?</b> <i>This section to be completed following council meeting</i>	<input type="checkbox"/> Yes	Complete Responsible Authority Recommendation section
	<input type="checkbox"/> No	Complete Responsible Authority and Officer Recommendation sections

### Responsible Authority Recommendation

That the Metro-Outer JDAP resolves to:

- Approve** DAP Application reference DAP/22/02193 and accompanying plans:

in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and Clause 6.1 of the City of Kwinana Local Planning Scheme No. 2, subject to the following conditions:

### Conditions

1. Pursuant to clause 26 of the Metropolitan Region Scheme, this approval is deemed to be an approval under clause 24(1) of the Metropolitan Region Scheme.
2. This decision constitutes planning approval only and is valid for a period of 4 years from the date of approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.
3. Prior to the lodgement of a building permit application, detailed drawings shall be submitted to the City of Kwinana detailing the design of the stormwater drainage system. The stormwater drainage system shall be designed, constructed, and managed in accordance with the Stormwater Management Manual for Western Australia (DWER, May 2022) to the satisfaction of the City of Kwinana on advice from the Department of Water and Environmental Regulation.
4. Prior to the lodgement of a building permit application, a Landscaping Plan is to be submitted to the City of Kwinana for approval that includes the following:
  - a. Trees provided in the rear car parking area at a rate of 1 per 4 car bays
  - b. Trees within the two-metre landscaping strip adjacent to the Anketell Road reserve to be *Agonis Flexuosa* (or similar), to the satisfaction of the City of Kwinana.
5. Prior to the lodgement of a building permit application, details of lighting for the access and parking areas shall be submitted to and approved by the City of Kwinana. Pedestrian pathways, car parking areas and communal areas shall be suitably lit in accordance with the applicable Australian Standards to the satisfaction of the City of Kwinana.
6. The requirements of Local Planning Policy No.5 - Development Contribution towards Public Art (LPP5) must be met through one of the following options:
  - a. Prior to the lodgement of a building permit application, the owner/applicant must submit a Public Art Report in accordance with LPP5 to the City of Kwinana for approval, which must detail the provision of Public Art on site to a minimum value as specified in LPP5. Prior to the use or occupation of the development, the approved Public Art must be installed on site to the satisfaction of the City of Kwinana; or
  - b. Prior to the commencement of works, the owner/applicant shall provide a financial contribution of a minimum value as specified in LPP5 to the City of Kwinana in lieu of installing Public Art on site to the satisfaction of the City of Kwinana.
7. The applicant shall implement dust control measures for the duration of site works to the satisfaction of the City of Kwinana.
8. Prior to occupation of the development, the landowner/applicant shall contribute towards development infrastructure provisions pursuant to the City of Kwinana Local Planning Scheme No.2.
9. Prior to occupation of the development, vehicle and pedestrian access shall be provided via a public access easement to a gazetted road in accordance with the

approved subdivision plan (WAPC reference: S158005) and constructed to the specifications and satisfaction of the City of Kwinana.

10. Prior to occupation of the development, the landowner shall register a public access easement in favour of the City of Kwinana over the land the subject of the development, pursuant to sections 195 and 196 of the Land Administration Act 1997, for the purpose of securing public access over the area depicted on the approved plans including driveways and parking areas. The deed of easement shall ensure that parking and unrestricted access on the Land remains available for use for the public. The easement shall be prepared and registered by the City's solicitors at the cost of the landowner on terms satisfactory to the City of Kwinana.
11. Prior to occupation of the development, landscaping shall be installed on the site in accordance with the approved Landscaping Plans and maintained thereafter to the satisfaction of the City of Kwinana.
12. Prior to occupation of the development, all trafficable areas are to be sealed and drained as per the City of Kwinana 'Trafficable Areas' Specifications and maintained thereafter to the satisfaction of the City of Kwinana.
13. Prior to occupation of the development, vehicle parking bays are to be constructed in accordance with AS2890, clearly marked on the ground and drained to the satisfaction of the City of Kwinana.
14. Prior to occupation of the development, the subject site is to be connected to a suitable sewerage service, to the satisfaction of the City of Kwinana in consultation with the Water Corporation.
15. Operating hours for the development are limited to between 8am – 6pm, Monday to Saturday and 9am - 4pm on Sundays.
16. A minimum of 50% of each window facing Anketell Road is to be clear glazing to the satisfaction of the City of Kwinana.

#### Advice Notes

1. In relation to Condition 8, access is to be provided as per the Traffic Impact Statement dated 31 August 2022, prepared by Carmeron Steel – specifically section 3.1.
2. The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the *Environmental Protection Act 1986* and Regulations, *Health (Miscellaneous Provisions) Act 1911* and associated Regulations, the *Environmental Protection (Noise) Regulations 1997* and the National Construction Code.
3. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.
4. The applicant is advised that this conditional development approval is not a building permit giving authority to commence construction. Prior to any building

work commencing on site, a building permit must be issued and penalties apply for failing to adhere to this requirement.

### Reasons for Responsible Authority Recommendation

*This section is to be completed where the Council resolution differs from the Officer recommendation. Council reasons are to be outlined here.*

### Details: outline of development application

Region Scheme	Metropolitan Region Scheme
Region Scheme - Zone/Reserve	Urban
Local Planning Scheme	Development
Local Planning Scheme - Zone/Reserve	N/A
Structure Plan/Precinct Plan	Anketell North Local Structure Plan
Structure Plan/Precinct Plan - Land Use Designation	Service Commercial
Use Class and permissibility:	'P' - Permitted
Lot Size:	2001m <sup>2</sup>
Existing Land Use:	Vacant Land
State Heritage Register	No
Local Heritage	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Heritage List <input type="checkbox"/> Heritage Area
Design Review	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Local Design Review Panel <input type="checkbox"/> State Design Review Panel <input type="checkbox"/> Other
Bushfire Prone Area	Yes
Swan River Trust Area	No

### Proposal:

Proposed Land Use	Medical Clinic (Medical Clinic & incidental Pharmacy)
Proposed No. Storeys	1
Proposed No. Dwellings	N/A

The City of Kwinana has received an application for a proposed Medical Clinic on a portion of Lot 9012 Albina Avenue, Anketell. The proposed Medical Clinic is designed to have a pharmacy integrated into the one building that orientates to Anketell Road. The development is located on a future proposed lot (shown on Attachment 4) and its location is presently on Lot 9012 (subject site) is shown on the location plan – Attachment 1.

The applicant is seeking approval for a Medical Clinic and incidental Pharmacy that will be operated by 8 medical practitioners in addition to administration staff. Key elements of the proposed development are as follows:

- A single storey, flat roofed 779 square metre (m<sup>2</sup>) building that orientates to Anketell Road;
- A total of 30 car parking bays for the development;
- 2x vehicle access points (to the front and rear of the development) that will eventually connect to the adjoining lots in accordance with subdivision planning; and
- Landscaping areas.

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The development plans can be seen in Attachments 2 – 13.

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**Background:**

Site Context

The subject site is vacant and cleared of vegetation. It forms part of a balance lot fronting onto Anketell Road – refer to Attachments 1 and 3. Although Lot 9012, being a balance lot, is approximately three hectares in size, the proposed development area is only 2001 sqm. Anketell Road is a key arterial east-west road that is planned to become a major highway connecting to the future container port in Kwinana. The development site will be accessed via a reciprocal right of carriageway that connects to the major entrance from Anketell Road into the Anketell North subdivision area (Albina Avenue). The subject site and its immediate surrounds are currently in the process of urbanisation being zoned 'Development' under the City of Kwinana LPS2. The Anketell North Local Structure Plan has then nominated the subject site to be zoned 'Service Commercial'. This is further discussed below.

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Site History

The history of the subject site (as relevant to the application) is listed below:

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*Anketell North Local Structure Plan*

A Local Structure Plan (LSP) for the Anketell North development area was initially approved by the Western Australian Planning Commission (WAPC) on 6 November 2017. Since this time, multiple amendments have been undertaken, although these amendments have generally not affected the subject lot – the current LSP can be seen in Attachment 14. This LSP nominates lots fronting onto Anketell Road (including the subject lot) to be zoned Service Commercial. The LSP also sets out the subdivision conditions to be imposed by the WAPC on subdivision approvals, including the provision of Local Development Plans and an easement for reciprocal right of carriageway across the Service Commercial zoned lots.

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*Approved Subdivision Application:*

The WAPC approved a subdivision application over the subject site in July 2019 (subdivision reference S158005) – refer to Attachment 15. The proposed Medical Clinic is located on Lot 222 as denoted on the subdivision plan. The subdivision plans also show the location of an easement for reciprocal right of carriageway as per the approved Anketell North LSP. A subdivision clearance has not been lodged with the City, hence why Lot 9012 remains a balance lot.

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*Approved Local Development Plan:*

A Local Development Plan (LDP) was approved in 2021 for the Service Commercial zoned lots that abut Anketell Road as per the approved LSP – refer to Attachment 16. This LDP sets out development provisions that seek to guide the design of commercial development and promote better outcomes that reduce impacts on the surrounding area. The LDP also sets out the vehicle access arrangements to the site, considering

no vehicle access is permitted directly onto Anketell Road. The proposed development has been assessed against the provisions of the LDP as further discussed below.

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**Legislation and Policy:**Legislation

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

*Planning and Development (Development Assessment Panels) Regulations 2011*

Schemes

City of Kwinana Local Planning Scheme No.2

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State Government Policies

State Planning Policy 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 5.4 – Road and Rail Noise

State Planning Policy 7.0 – Design of the Built Environment

Local Structure Plans

Anketell North Local Structure Plan

Local Policies

Local Planning Policy No.5 – Development Contribution towards Public Art

Local Planning Policy No.8 – Designing Out Crime

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**Consultation:**Public Consultation

The application was advertised to all landowners within 100 metres of the development site for a period of 21 days. Ten submissions were received during the advertising period – seven outlining support and one objecting the proposal. The remaining two submissions were neutral. Refer to the schedule of submissions and associated responses in Attachment 20. A response to each of the submissions, including the objection, is detailed in the schedule.

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Referrals/consultation with Government/Service Agencies

The application was referred to the following agencies:

- Westport
- Main Roads WA (MRWA)
- Department of Fire and Emergency Services (DFES)

The responses are summarised below.

Westport:

The application was referred to Westport considering the significance of Anketell Road as a key corridor to the planned container port in Kwinana. The proposed development abuts and addresses the Anketell Road reserve. Westport has no objection to the proposal.

**MRWA:**

Anketell Road is classified as a Primary Regional Road under the Metropolitan Region Scheme and the application was therefore referred to MRWA for comment. MRWA noted that Anketell Road will be modified to a state road in future to align with its function as a key freight route. MRWA also requested that the applicant be informed that upon future duplication of Anketell Road, the Anketell Road/Albina Avenue intersection will become a left-in/left-out intersection only. The existing right turn movements at this intersection will no longer be possible. The applicant has been notified of this advice and has factored this into the traffic modelling for the site.

**DFES:**

The subject site is located within a bushfire prone area and was therefore accompanied by a Bushfire Management Plan (refer to Attachment 17) which was referred to DFES for review. The proposed land use is not considered to be a vulnerable land use under State Planning Policy 3.4 – Planning in Bushfire Prone Areas. The site is designed with minimal evacuation challenges and the proposal does not fall under higher risk land uses such as a hospital or aged care centre.

DFES provided a response identifying several issues in relation to the content of the Bushfire Management Plan (refer to the DFES response in Attachment 18). Several queries were raised in relation to substantiating the vegetation classifications shown in the BMP. The applicant has provided a response to each of the issues raised (refer to Attachment 19). The applicant has justified its conclusions regarding the determined vegetation classification in the BMP. The following summary comments are made:

- The applicant has provided further detail as evidence to support how vegetation classification has been arrived at.
- The applicant provided additional site photos in response to the comments raised by DFES to further demonstrate how the vegetation in the relevant plot areas has been decided.

The applicant's response has also been reviewed and City Officers consider it to be satisfactory in addressing the issues raised by DFES.

**Design Review Panel Advice**

Not applicable

**Planning Assessment:****Land Use**

The proposal is for the use and development of a Medical Clinic and a pharmacy integrated into the one building. Pursuant to the provisions of LPS2, a 'Medical Clinic', is defined as: *"a premises in which facilities are provided for the practice of more than one medical practitioner or dental practitioner, physiotherapist, chiropractor or masseur."* Considering the design of the proposed development, whereby the pharmacy component is integrated and connected to the medical clinic, it is appropriate to consider the pharmacy component as incidental to the medical clinic. Notwithstanding, a pharmacy is not listed as a land use under LPS2 and could be classified as a 'shop'.

The subject site is zoned Service Commercial under the approved Anketell North LSP. The prescribed land use permissibility for a 'Medical Clinic' in the Service Commercial zone under LPS2 is 'P' – a permitted land use. Conversely, the land use permissibility for a 'Shop' in the Service Commercial zone is 'X' under LPS2 – a land use that is not

permitted. However, in this situation, the subject lot has been zoned under the Anketell North LSP. Therefore, a decision maker must have due regard to the LSP, however it is not binding. As the LSP is not binding, the decision maker can consider approving an 'X' land use (i.e. the proposed Shop/Pharmacy) as incidental to the permitted 'Medical Clinic' land use. This is on the condition that due regard is given to the provisions of the LSP.

In this regard, the Anketell North LSP lists several land uses recommended to be located within the Service Commercial zone. These recommended uses including a 'Medical Clinic' and 'Local Shop'. Although a Pharmacy is not considered to fall under the land use definition of a 'Local Shop', its function is similar to that of a 'Local Shop'. Notwithstanding, City Officers consider in this situation that the pharmacy is incidental to the Medical Clinic land use, as previously discussed in this report. The proposal is therefore consistent with the provisions of the Anketell North LSP and therefore can be approved.

In addition to relevant provisions of the Anketell North LSP, several key matters that were identified in the assessment of the application are discussed below.

#### Vehicular Access & Parking

A key consideration in assessing the application is in relation to vehicular access to, from and within the site. A Traffic Impact Statement (TIS) was provided to support the proposed vehicular access arrangements. The key matters that were considered are outlined and discussed in the table below. It should be noted that the key provisions outlined below are taken from the LDP (as seen in Attachment 16) and LPS2.

Key Provision	Planning Assessment
Vehicular Access to be provided via Reciprocal Right of Carriageway - (RROC) in accordance with the LDP	The proposed development shows the RROC to be provided in accordance with the approved LDP (as seen in Attachment 16). A RROC is provided to the 'front' and 'rear' of the development as required under the LDP.
An Easement in Gross is to provide for the RROC for vehicles and pedestrians.	A condition of approval is recommended to ensure the Easement in Gross is provided prior to occupation of the development. The easement will be in the areas marked as RROC on the plans. Furthermore, a condition of approval will also ensure the reciprocal right of carriageway is provided to connect to the existing road network (considering the adjoining lots are currently vacant). This will ensure sufficient access is provided to the site in accordance with the applicable Traffic Impact Statement. It is considered appropriate to ensure this access is provided in accordance with the approved subdivision plan (reference S158005) as seen in Attachment 15.
Parking to be in the indicative location as per the LDP.	Parking areas are proposed to be consistent with that indicated on the relevant LDP.
Car parking spaces shall be provided as follows: Pharmacy = 1 per 20m <sup>2</sup> of GFA;	Pharmacy: Required bays = 10 bays Medical Clinic Required bays = 20 bays Total required = 30 bays

<p>Medical Clinic = 4 per consulting room (for the first 2) and 2 for every additional room.</p>	<p><b>Proposed bays = 30</b></p> <p>It should be noted that until the adjoining property to the west is developed, one of the 30 bays will be utilised for turnaround purposes. This is an interim measure and is not considered to adversely impact the development. The proposed parking meets the parking ratios otherwise and can therefore be approved.</p>
--	--

Further to the assessment above, it is noted that vehicular access to the site is via a RROC which connects to a future road (Collerson Street) connecting to the primary entrance into the residential estate: Albina Avenue. This proposed road and RROC is required to be constructed prior to occupation of the proposed development. Works are likely to be undertaken as part of the approved subdivision (reference S158005). The RROC and its alignment is shown in several planning instruments that exist over the site including:

- The Anketell North LSP (Attachment 14)
- The existing subdivision approval (S158005) (Attachment 15)
- The Local Development Plan (Attachment 16)

The applicant has requested that considering the adjoining lots are vacant, access only be required to be provided via the RROC to the site as noted on the plan below. As shown, staff and service vehicle will access the rear (south) of the site and visitors/patrons will access the development via the front (north) of the site. The rear of the site allows for the circulation of vehicles, with the entire RROC being constructed to and from Collerson Street. However, due to a significant portion of the adjacent lot (referred to as Lot 223 in the image below) being unable to be developed at this point in time (the area highlighted in red in the image below), the RROC will terminate at the site boundary until the adjacent lot has been developed. Therefore, as an interim solution, a parking bay is proposed to be temporarily used as a turnaround bay for vehicles to enter and exit the development in the same direction. The TIS submitted as part of the application sufficiently demonstrates how this access arrangement will work.

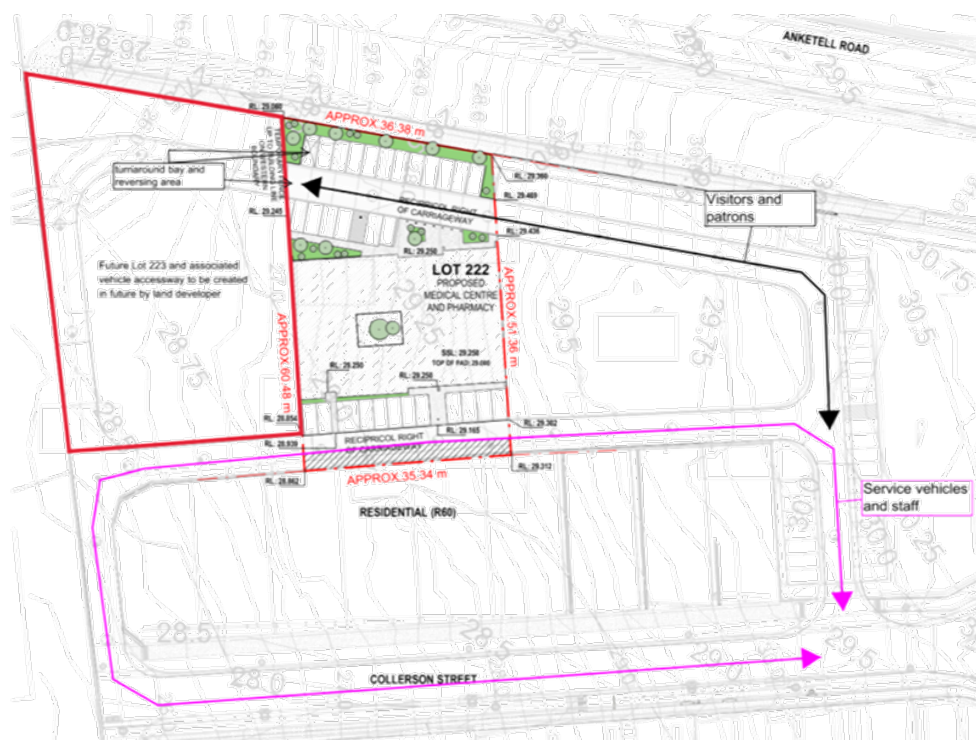


Figure 1 - Proposed Access to and from the Site

In summary, conditions of approval are recommended in relation to the following:

- An easement in gross is to be provided over the portions of RROC as noted on the development plans.
- Provision of vehicle access connecting to the portions of RROC is to be constructed and connected to a gazetted road to ensure appropriate access to the site is constructed prior to occupation of the development.
- A condition is recommended to ensure vehicular access and parking areas are constructed in accordance with relevant standards.

#### Building Design

In relation to the design of the proposed development, the application was assessed against various planning provisions that seek to provide for better built form outcomes, including those within the LDP.

LDP Requirement	Planning Assessment
<p>Orientation of development is to address the street as per the LDP through:</p> <ul style="list-style-type: none"> <li>• Appropriate articulation;</li> <li>• Well defined building entry points;</li> <li>• Variation in materials/colours/textures;</li> <li>• Substantial clear glazing; and</li> <li>• Blank walls not permitted.</li> </ul>	<p>The proposed design meets these requirements as follows:</p> <ul style="list-style-type: none"> <li>• The building is designed with appropriate articulation including varied roof heights. The entrance ways are recessed.</li> <li>• The entry points are well defined being recessed and designed with significant door entrances.</li> <li>• 6x (+) materials and colours are proposed on the front façade of the building. This variation in colours and</li> </ul>

	<p>materials provides for greater visual interest, also when coupled with the proposed landscaping.</p> <ul style="list-style-type: none"> <li>• Clear glazing is proposed for the pharmacy, and this is recommended to also be conditioned. Other windows for consulting rooms break up the façade and will be designed with clear glazing.</li> <li>• The design is such that there are no expansive blank walls provided on the front façade. It is noted that some portions of the rear elevation could be considered 'blank', however, the fact that this is the rear elevation and varying roof heights are proposed in addition to various materials (and colours) ensures no adverse impacts in terms of amenity to the rear.</li> </ul>
--	--

City Officers are of the view that a significant element of consideration is the design of the proposed building and its interaction with the street – specifically the façade facing Anketell Road. During the assessment process, City Officers received amended plans that provide for greater landscaping areas and more attractive materials on the front facade that seek to better address the building design and provide for a more attractive design outcome. The proposed design of the building is considered to positively contribute to the streetscape and maintain a high standard of amenity. It will also set the benchmark for future development on the adjoining lots.

#### Noise

Noise impacts on future residential areas to the south of the development have been considered as part of the application. There are two components of noise that have been considered and discussed below.

1. *Impacts of traffic noise from Anketell Road on proposed Medical Clinic and future residential development to the south of the service commercial zoned lots:*  
As seen in the Anketell North LSP, the land south of the proposed development is for future residential development. The Anketell North LSP considered vehicular noise impacts from Anketell Road on the proposed residential development to the south. A Transport Noise Assessment was therefore submitted and recommended that that buildings within the Service Commercial zone fronting onto Anketell Road (including the subject site) be designed to provide "a significant barrier to the residential lots behind, hence reducing the requirement for noise amelioration". The proposed design with zero lot side boundaries and adequate building height will provide adequate noise amelioration for future residential. The Anketell North LSP also seeks to restrict noise sensitive land uses being located adjacent to the Anketell Road reserve. The proposed Medical Clinic is not considered to be a noise sensitive land use under State Planning Policy 5.4 – Road and rail noise. The objectives of the noise assessment are therefore considered to be adequately addressed.
2. *Impacts of the proposed development on future residential development to the south of the service commercial zoned lots:*

The applicant has provided justification stating that a noise assessment is not required to be provided relating specifically to the proposed development and its impacts on future residential development to the south for the following reasons:

- A medical facility is not inherently a noise-generating land use which would create impact to adjoining properties
- The facility will operate 8am-6pm Monday to Saturday and 9am-4pm on Sundays. These times are within the 'daytime' period of the *Environmental Protection (Noise) Regulations 1997* and creates low risk of impact.
- The operation of the facility occurs entirely within an enclosed building, and the operation simply involves consultation between patrons and health practitioners, which in itself does not create noise discernible to external receivers.
- The use of parking bays will be within the 'daytime' period due to the opening hours of the facility.
- A "uniform fence" is being installed along the southern boundary of the site as part of the subdivision process which will further reduce any noise transfer.

City Officers have considered the justification provided and agree that a noise assessment is not necessary for the proposed development. It should be noted that regardless, the proposed development is required to meet the requirements of the *Environmental Protection (Noise) Regulations 1997*. Considering the nature of the development and its operating hours, the proposed development and future 'uniform fence' to the rear of the site will ensure the development can operate in accordance with the *Environmental Protection (Noise) Regulations 1997*. Standard advice is recommended for the development to comply with these noise regulations.

#### Landscaping

Landscaping was considered as part of the assessment under LPS2. LPS2 requires a minimum of 8% of this Service Commercial zoned site to be landscaped. Under this provision, a minimum of 160m<sup>2</sup> of the site is to be landscaped with a minor variation being proposed (152m<sup>2</sup> of landscaping is proposed). The City's Landscape Architects have provided comment in relation to the proposed landscaping and the following is noted:

- Trees are to be provided within the parking area to the rear of the site. Tree diamonds are recommended in this regard at a rate of 1 per 4 car bays.
- Landscaping in the front 2 metre landscaping strip is to be larger trees such as *Agonis Flexuosa* to provide shade for the adjacent parking area.

The above listed elements will provide for a better landscaping design outcome that is practical and will provide for greater amenity. The applicant has agreed to the above and has requested they be conditioned. Therefore, a condition of approval is recommended to provide a landscaping plan that address the above elements.

#### Public Art

The application was considered against Local Planning Policy No. 5 – Development Contributions towards Public Art (LPP5) as the proposed development is valued greater than \$2 million. This policy requires a public art contribution be provided for new developments valued over \$2 million. The public art contribution requirement can be met in a variety of ways, including the provision of public art on the subject site or on public land, or a financial contribution.

The City considers the policy requirements are relevant to the proposal as it has a reasonable planning purpose, and the development is highly visible from the public

realm. A condition of approval requiring adherence with the policy is therefore included in the recommendation.

#### Developer Contribution Requirements

The subject lot is affected by two development contribution areas (DCA): DCA 4 and 9. Considering the subject lot is zoned Service Commercial, only contributions under DCA4 for civil ('hard') infrastructure, such as roads (new or upgrades to existing), the land component of community infrastructure items and drain upgrades are required. The development contribution methodology for DCA4 is calculated on a land area basis. A condition is therefore recommended for contributions under DCA4 to be provided prior to occupation of the development.

#### **Conclusion:**

City Officers have considered the proposed Medical Clinic (and incidental Pharmacy) on the subject lot and conclude that the application can be supported subject to conditions. The proposal is considered to be consistent with the objectives of the local area and provide for an attractive development and land use that will benefit this up-and-coming local community.

#### **Officer Recommendation**

*This section is to be completed if Council recommendation differs from the recommendation as noted under the heading 'Responsible Authority Recommendation'.*

#### **Reasons for Officer Recommendation**

*This section is to be completed if Council recommendation differs from the recommendation as noted under the heading 'Responsible Authority Recommendation'.*

## Attachment 1 : Location Plan



Attachment 2 : Development Plans



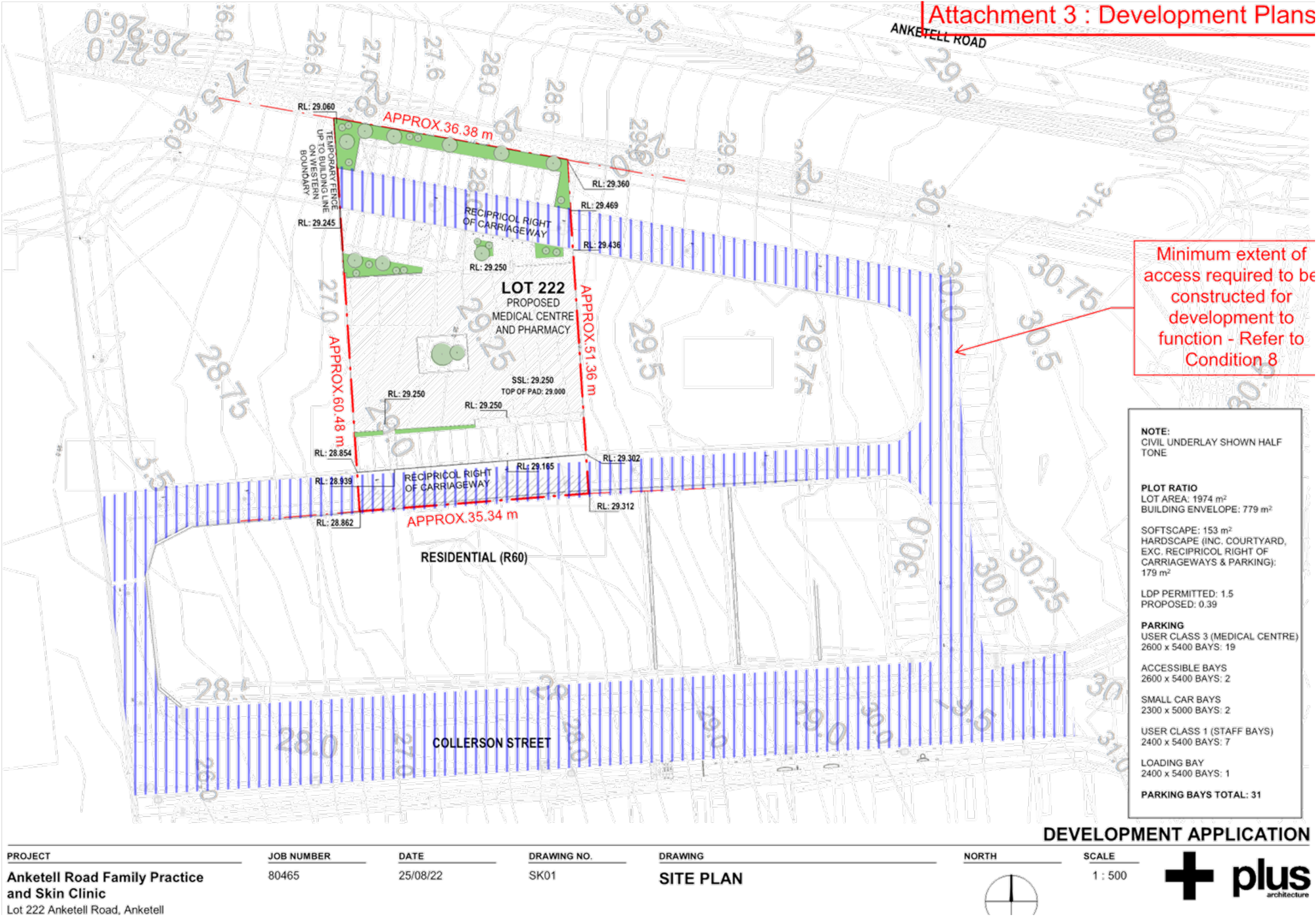
DRAWING LIST	
SK01	SITE PLAN
SK02	LDP CONTEXT PLAN- ALBERO ESTATE
SK03	GROUND FLOOR PLAN
SK04	ROOF PLAN
SK05	EXTERNAL ELEVATIONS
SK06	EXTERNAL ELEVATIONS
SK07	EXTERNAL ELEVATIONS
SK08	VISUALISATION 1- STREET VIEW
SK09	VISUALISATION 2- STREET VIEW
SK10	VISUALISATION 3- REAR LANEWAY
SK11	VISUALISATION 4- REAR LANEWAY

**NOTE:**  
'PHARMACY' AND 'ANKETELL ROAD FAMILY PRACTICE AND SKIN CLINIC' SIGNAGE IS INDICATIVE ONLY AND IS TO BE PROVIDED BY CLIENT

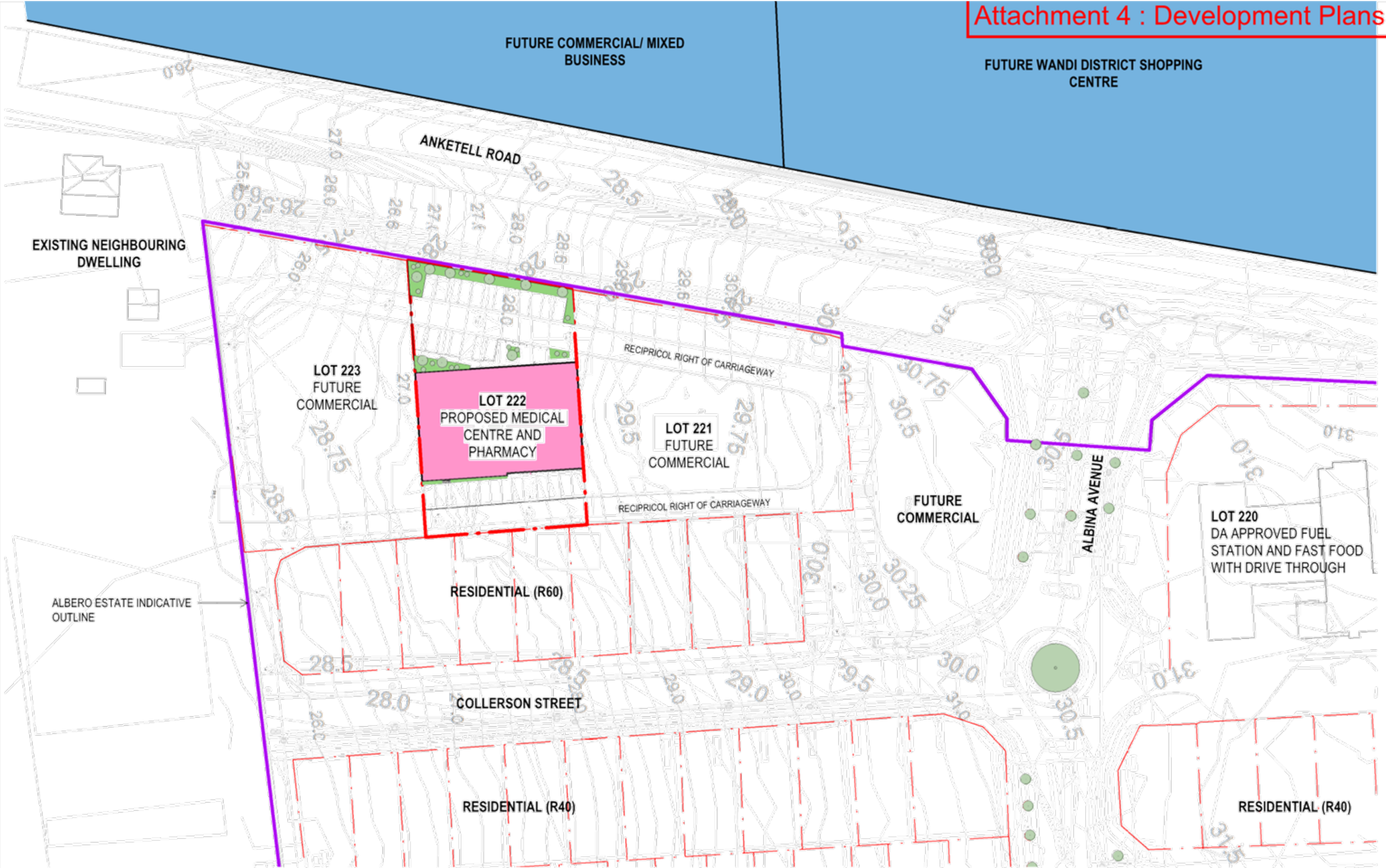
**Anketell Road Family Practice  
and Skin Clinic**  
Lot 222 Anketell Road, Anketell

DEVELOPMENT APPLICATION



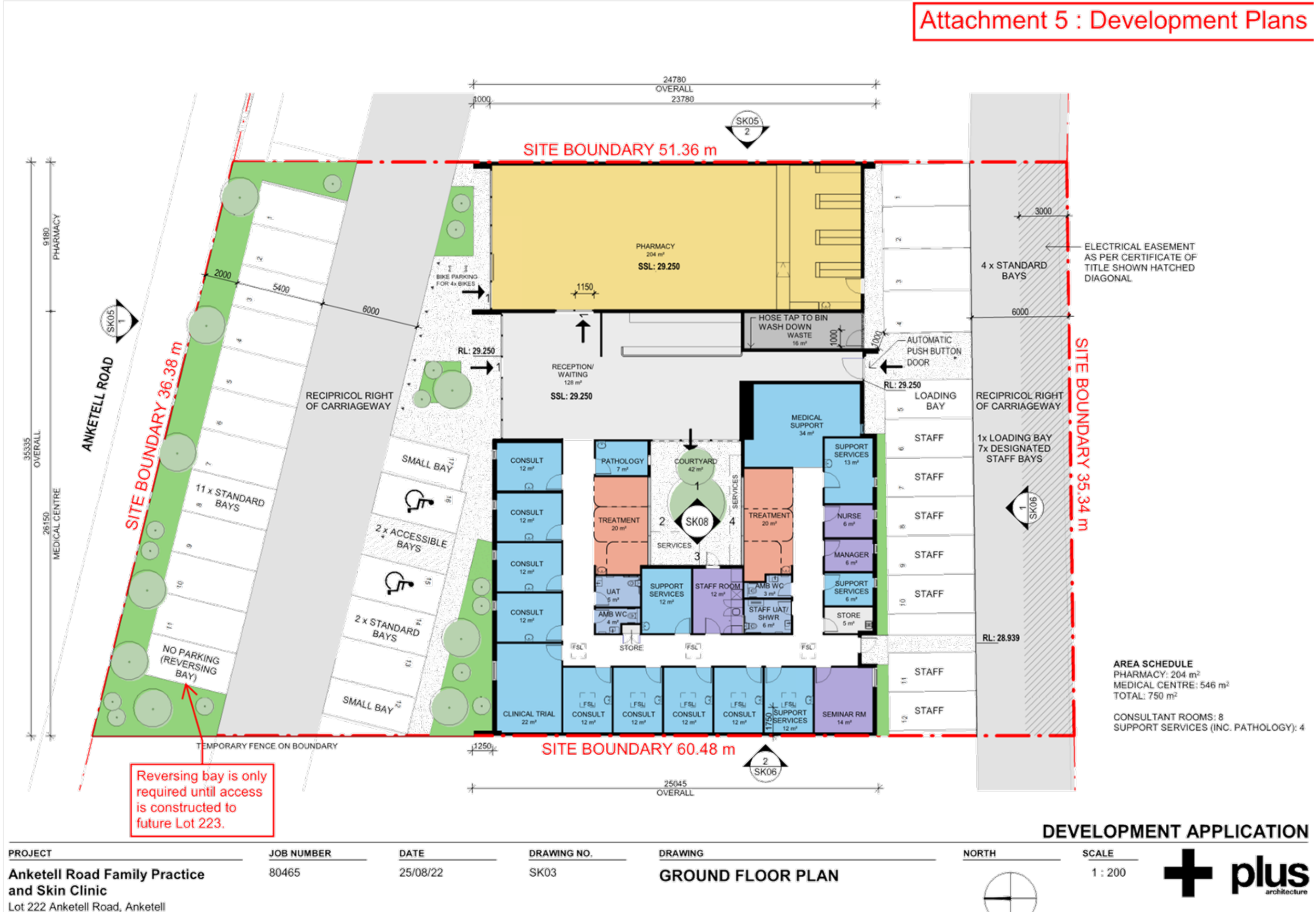


Attachment 4 : Development Plans



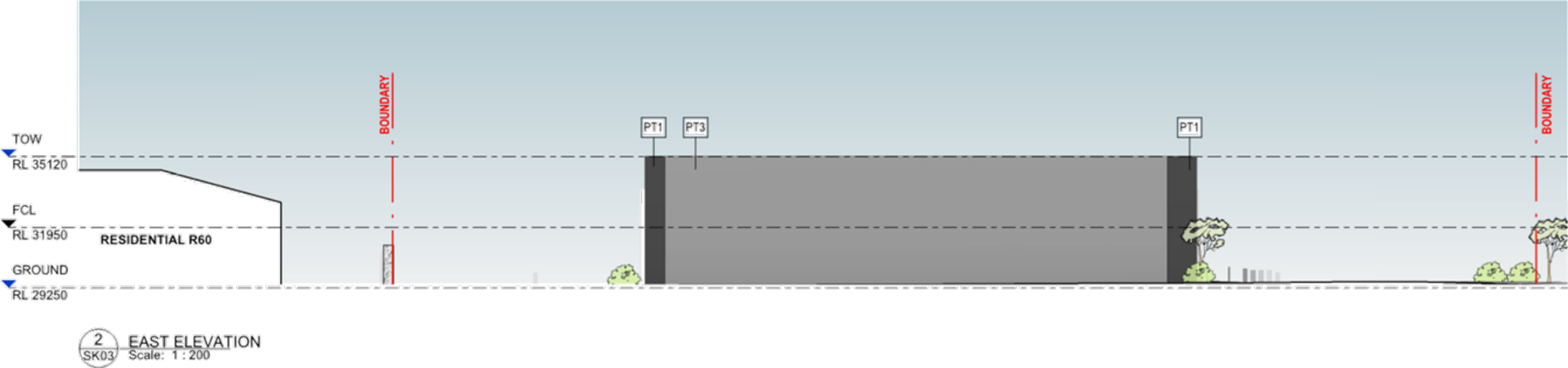
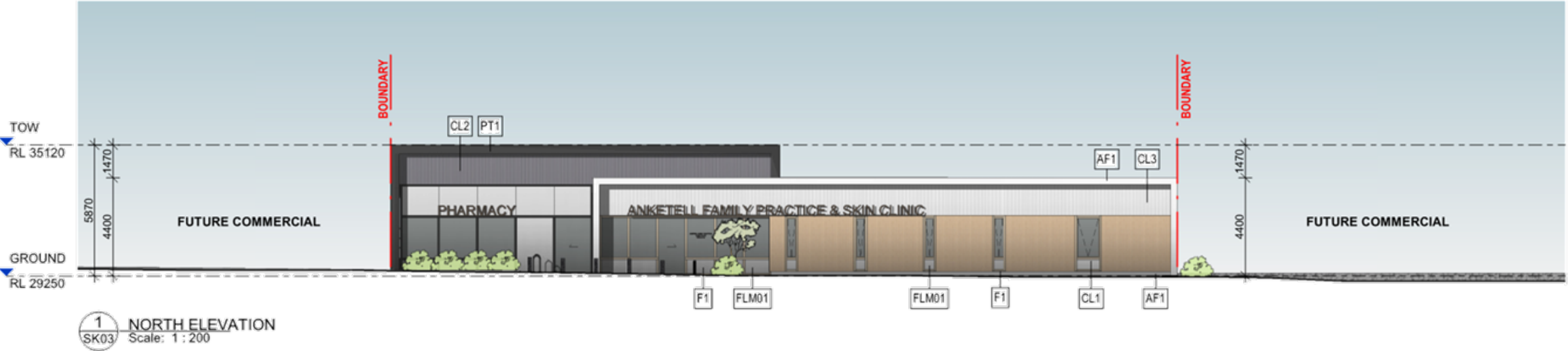
DEVELOPMENT APPLICATION

PROJECT	JOB NUMBER	DATE	DRAWING NO.	DRAWING	NORTH	SCALE	
Anketell Road Family Practice and Skin Clinic Lot 222 Anketell Road, Anketell	80465	25/08/22	SK02	LDP CONTEXT PLAN- ALBERO ESTATE		1 : 750	





Attachment 7 : Development Plans

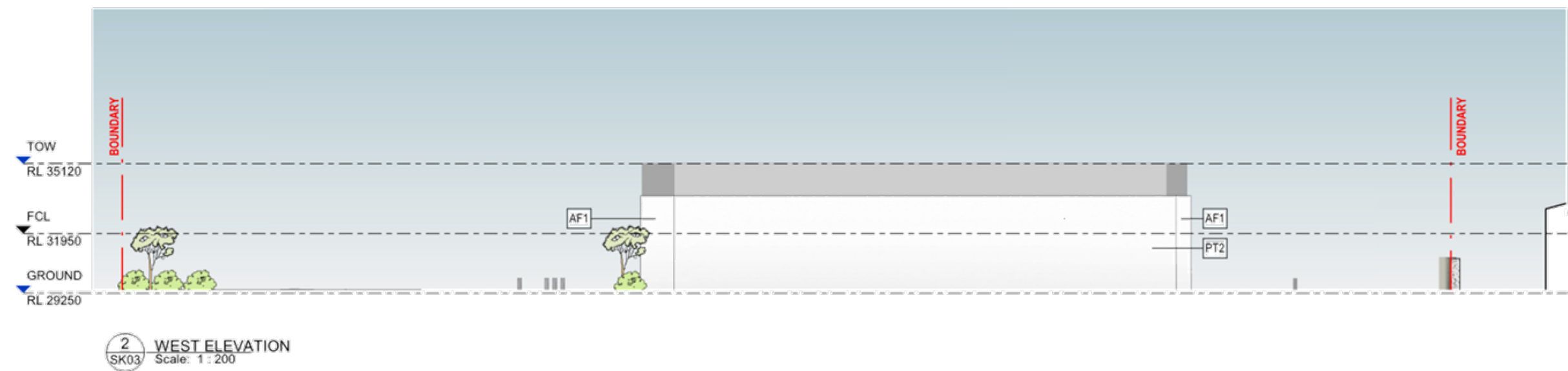


NOTE:  
SIGNAGE SHOWN IS INDICATIVE ONLY  
AND IS TO BE PROVIDED BY CLIENT

DEVELOPMENT APPLICATION

PROJECT	JOB NUMBER	DATE	DRAWING NO.	DRAWING	NORTH	SCALE	
Anketell Road Family Practice and Skin Clinic Lot 222 Anketell Road, Anketell	80465	25/08/22	SK05	EXTERNAL ELEVATIONS		1 : 200	

Attachment 8 : Development Plans



NOTE:  
SIGNAGE SHOWN IS INDICATIVE ONLY  
AND IS TO BE PROVIDED BY CLIENT

DEVELOPMENT APPLICATION

PROJECT	JOB NUMBER	DATE	DRAWING NO.	DRAWING	NORTH	SCALE
Anketell Road Family Practice and Skin Clinic Lot 222 Anketell Road, Anketell	80465	25/08/22	SK06	EXTERNAL ELEVATIONS		1 : 200



Attachment 9 : Development Plans



NOTE:  
SIGNAGE SHOWN IS INDICATIVE ONLY  
AND IS TO BE PROVIDED BY CLIENT

DEVELOPMENT APPLICATION

PROJECT	JOB NUMBER	DATE	DRAWING NO.	DRAWING	NORTH	SCALE
Anketell Road Family Practice and Skin Clinic Lot 222 Anketell Road, Anketell	80465	25/08/22	SK07	EXTERNAL ELEVATIONS		1 : 200



Attachment 10 : Development Plans



NOTE:  
'PHARMACY' AND 'ANKETELL ROAD FAMILY PRACTICE AND SKIN CLINIC'  
SIGNAGE IS INDICATIVE ONLY AND IS TO BE PROVIDED BY CLIENT

DEVELOPMENT APPLICATION

PROJECT	JOB NUMBER	DATE	DRAWING NO.	DRAWING	NORTH	SCALE	
Anketell Road Family Practice and Skin Clinic Lot 222 Anketell Road, Anketell	80465	25/08/22	SK08	VISUALISATION 1- STREET VIEW			

Attachment 11 : Development Plans



NOTE:  
‘ PHARMACY ’ AND ‘ ANKETELL ROAD FAMILY PRACTICE AND SKIN CLINIC ’  
SIGNAGE IS INDICATIVE ONLY AND IS TO BE PROVIDED BY CLIENT

DEVELOPMENT APPLICATION

PROJECT	JOB NUMBER	DATE	DRAWING NO.	DRAWING	NORTH	SCALE	
Anketell Road Family Practice and Skin Clinic Lot 222 Anketell Road, Anketell	80465	25/08/22	SK09	VISUALISATION 2- STREET VIEW			

Attachment 12 : Development Plans



NOTE:  
‘ PHARMACY ’ AND ‘ ANKETELL ROAD FAMILY PRACTICE AND SKIN CLINIC ’  
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DEVELOPMENT APPLICATION

PROJECT	JOB NUMBER	DATE	DRAWING NO.	DRAWING	NORTH	SCALE	
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Attachment 13 : Development Plans

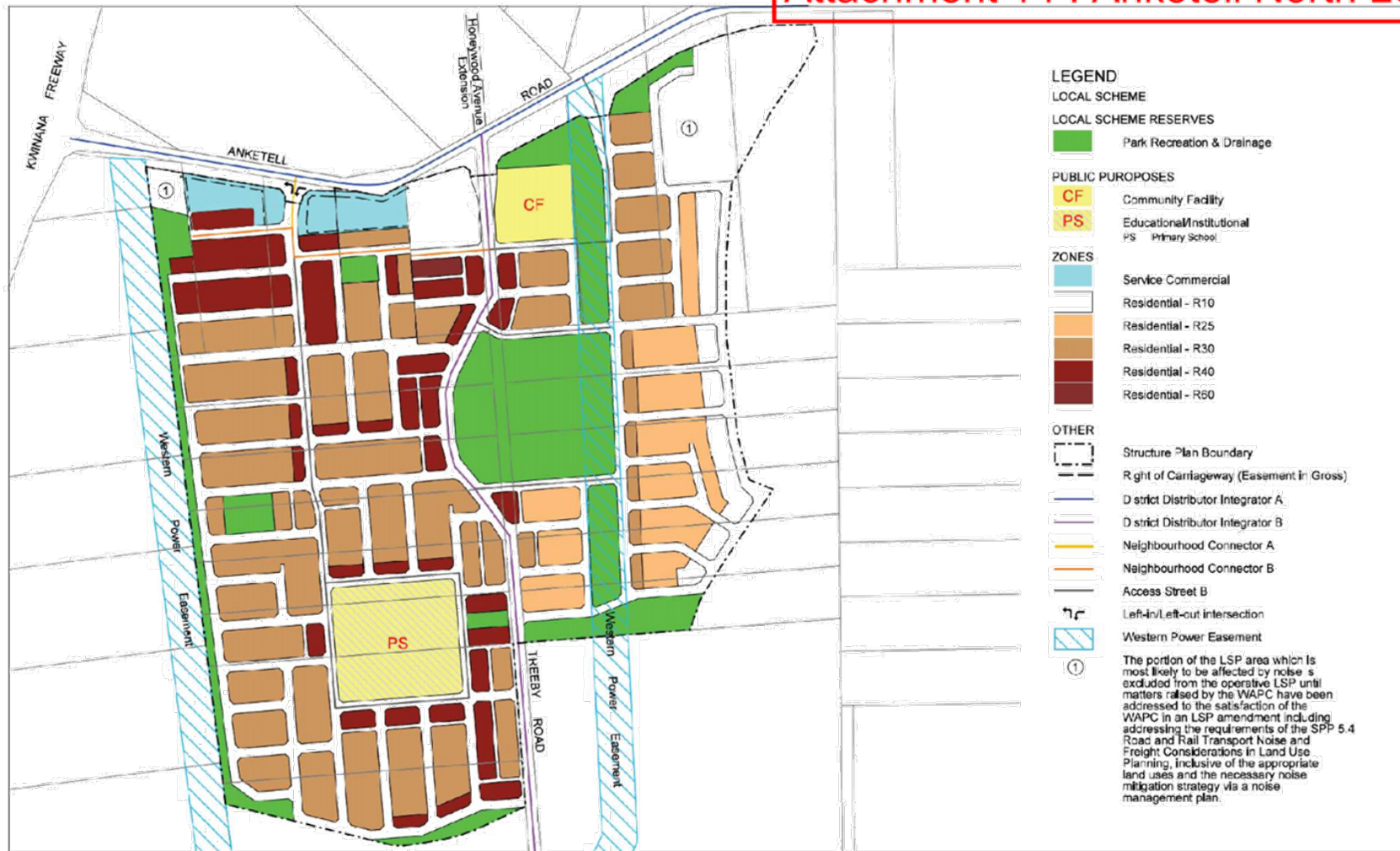


NOTE:  
'PHARMACY' AND 'ANKETELL ROAD FAMILY PRACTICE AND SKIN CLINIC'  
SIGNAGE IS INDICATIVE ONLY AND IS TO BE PROVIDED BY CLIENT

DEVELOPMENT APPLICATION

PROJECT	JOB NUMBER	DATE	DRAWING NO.	DRAWING	NORTH	SCALE	
Anketell Road Family Practice and Skin Clinic Lot 222 Anketell Road, Anketell	80465	25/08/22	SK11	VISUALISATION 4- REAR LANEWAY			

# Attachment 14 : Anketell North LSP



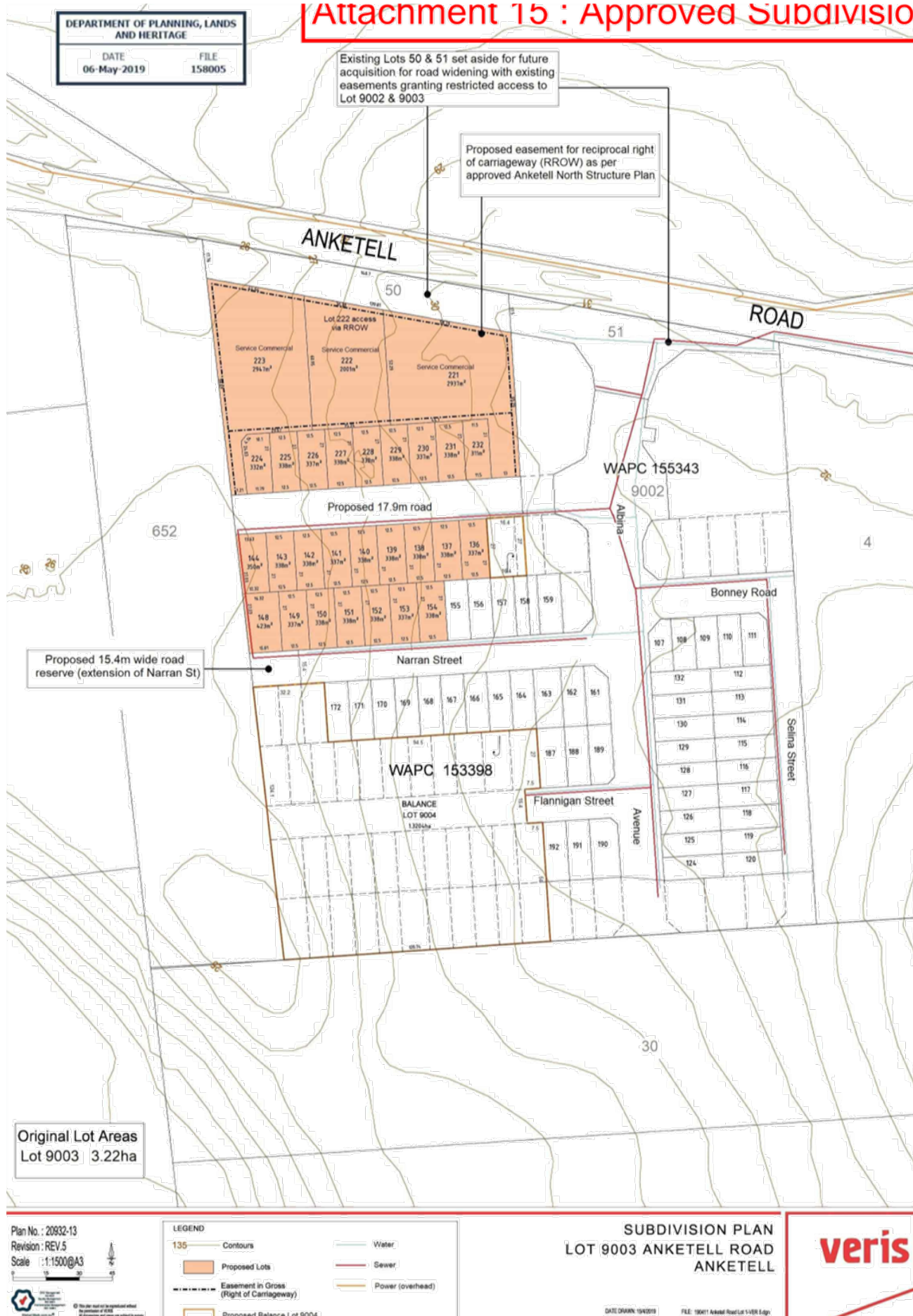
Source: VERIS, 100424 Anketell North Local Structure plan.amc5 rev10.dwg

## ANKETELL NORTH LOCAL STRUCTURE PLAN

Scale: 1:1000  
d. 29 May 2019  
p. 17/03/2019

Taylor Russell Barrett Town Planning and Design  
Level 7, 160 St Georges Terrace, Perth WA 6000  
t: (08) 9226 6291 f: (08) 9226 7177  
e: info@taylor-russell.com.au

# Attachment 15 : Approved Subdivisio



## Attachment 17.1 - Approved LDP



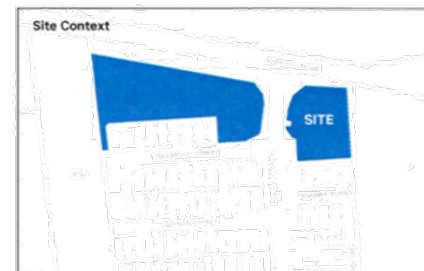
## Local Development Plan (LDP) Provisions

The provisions of the City of Kwinana Town Planning Scheme No. 2 are varied in the following manner:

- Service commercial development to prevent adverse impacts on abutting residential development from noise, odour and light emissions through appropriate built form design, orientation and adequate setback of development from residential use.
- Uniform fencing to provide for noise mitigation between service commercial and abutting residential development as shown on the LDP in accordance with the recommendations of the Transport Noise Assessment Report prepared by Herring Storer Acoustics and dated June 2020.
- Vehicular access to service commercial is to be provided via Reciprocal Right of Carriageway (Easement in Gross) as shown on this LDP.
- Reciprocal Right of Carriageway (Easement in Gross) is to be provided as shown on the LDP providing adequate vehicular and pedestrian connection with neighbouring lots.
- Noise Impact:
  - Any application for development on the subject sites shall include a noise impact assessment prepared by a suitably qualified acoustic consultant to determine the impacts of the proposed development on the nearest sensitive premises to ensure compliance with the Environmental Protection (Noise) Regulations 1997.
  - Any application for development on the subject sites shall demonstrate compliance with the recommendations of the Transport Noise Assessment Report prepared by Herring Storer Acoustics and dated June 2020 to ensure compliance with the requirements of SPP 5.4 - Road and Rail Noise.

- A minimum 2m landscaping strip is to be provided generally at the location shown in the LDP. Additional landscaping may be required along other street frontages or in areas as determined by the City for streetscape amenity.
  - Areas for parking shall generally be in accordance with the indicative location shown in the LDP.
  - Service commercial built form shall not directly abut residential lots.
  - Design of service commercial access to be adequate to accommodate 19m length vehicle sweep paths.
- For Lots 221 - 223 the following specific development requirements shall apply:
- the reciprocal right of carriageway at the rear of Lots 221 - 223 shall only be used by maximum 12m length vehicles, and
  - for vehicles greater than 12m length, deliveries shall be limited to after-hours, so as not to conflict with staff/customer parking.
- Orientation of development shall address the streets as shown in this LDP through:
    - appropriate building articulation;
    - well defined building entry points;
    - variation in materials / colours / textures;
    - substantial clear glazing; and
    - the use of blank walls is not permitted.

- Built form at the landmark location(s) identified on the Local Development Plan shall present as a gateway into the area and built form shall be treated with additional emphasis such as building articulation, feature landscaping, distinctive roof forms, additional facade height and a contrast in colours and materials.
- Blank walls visible from adjacent residential lots shall be treated through the use of architectural features / textures / painting to provide variation and interest to the built form.
- The design of the site access / egress to provide for acceptable vehicle manoeuvring supplemented with on-site traffic management to the City's satisfaction. Examples of on-site traffic management are shown in the attached concept movement drawings, of which such designs shall not be limited to these drawings. Where the site access / egress design is not able to be achieved to the City's satisfaction, restrictions to directions of movement at the intersection may be imposed by the City.
- The land subject to this LDP is within a bushfire prone area, as designated by the Department of Fire and Emergency Services. Lots 219 - 223 are subject to a Bushfire Management Plan and require a Bushfire Attack Level Assessment and certification prior to construction, in accordance with Australian Standard 3959.



## Approval

This Local Development Plan has been approved by the Council under the provisions of the City of Kwinana Town Planning Scheme No. 2.

Maria Cooke

Director City Development and Sustainability:

12 March 2021

Date:

**Local Development Plan**  
Lots 219-223 Anketell Road, Anketell



Date: 11 Feb 2021 Scale: 1:1000 @ A3 File: 19-370 CP-1 A Staff: JP GW Checked: JP

**element.**

Level 10, 100 St Georges Terrace, Perth, Western Australia 6000  
AC 154 724, Children Square, Perth, Western Australia 6000  
E: +61 8 9249 6300 F: +61 8 9249 6301

## Attachment 17 : BMP

Bushfire Management Plan:  
Development Application: Lot 222 Anketell Road,  
Anketell

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**CPG Anketell ATF Anketell Medical Trust**

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Bushfire Management Plan:  
Development Application: Lot 222 Anketell Road, Anketell | CPG Anketell ATF Anketell Medical Trust

## DOCUMENT TRACKING

<b>Project Name</b>	Bushfire Management Plan: Development Application: Lot 222 Anketell Road, Anketell
<b>Project Number</b>	22PER-2061
<b>Project Manager</b>	Stephen Moore
<b>Prepared by</b>	Stephen Moore
<b>Reviewed by</b>	Daniel Panickar (BPAD Level 3 – 37802)
<b>Approved by</b>	Daniel Panickar (BPAD Level 3 – 37802)
<b>Status</b>	Draft
<b>Version Number</b>	v1
<b>Last saved on</b>	12 May 2022

This report should be cited as 'Eco Logical Australia 2022. *Bushfire Management Plan: Development Application: Lot 222 Anketell Road, Anketell.*' Prepared for CPG Anketell ATF Anketell Medical Trust.

## ACKNOWLEDGEMENTS

This document has been prepared by Eco Logical Australia Pty Ltd with support from CPG Anketell ATF Anketell Medical Trust (the client) and Apex Planning Pty Ltd.

### Disclaimer

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Template 2.8.1

Version control	
Version	Purpose
v1	Draft – Submission to client

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Bushfire Management Plan:  
Development Application: Lot 222 Anketell Road, Anketell | CPG Anketell ATF Anketell Medical Trust

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## 1. Introduction

### 1.1 Proposal details

Eco Logical Australia (ELA) was commissioned by CPG Anketell ATF Anketell Medical Trust to prepare a Bushfire Management Plan (BMP) to support a development application for Lot 222 Anketell Road, Anketell (hereafter referred to as the subject site, Figure 1). The proposed development will result in an intensification of land use and involves the development of a medical centre with an attached ancillary chemist located within the subject site (Figure 2).

The subject site is within a designated bushfire prone area as per the *Western Australia State Map of Bush Fire Prone Areas* (DFES 2021; Figure 3), which triggers bushfire planning requirements *under State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7; Western Australian Planning Commission (WAPC) 2015) and reporting to accompany submission of the development application in accordance with the associated *Guidelines for Planning in Bushfire Prone Areas v 1.4* (the Guidelines; WAPC 2021).

The subject site is currently zoned 'Service Commercial' under the City of Kwinana Anketell North Structure Plan. The subject site is adjacent to undeveloped land that has been cleared of native vegetation, classed as 'Service Commercial' and 'Residential', and a developed residential subdivision.

This assessment has been prepared by ELA Bushfire Consultant Stephen Moore with quality assurance undertaken by Principal Bushfire Consultant Daniel Panickar (FPAA BPAD Level 3 Certified Practitioner No. BPAD37802).

### 1.2 Purpose and application of the plan

The primary purpose of this BMP is to act as a technical supporting document to inform planning assessment. This BMP is also designed to provide guidance on how to plan for and manage the bushfire risk to the development through implementation of a range of bushfire management measures in accordance with the Guidelines.

### 1.3 Environmental considerations




SPP 3.7 policy objective 5.4 recognises the need to consider bushfire risk management measures alongside environmental, biodiversity and conservation values.

Majority of subject site has been previously cleared with small patches of vegetation on and adjacent to the site remaining. The remaining vegetation within the surrounding residential and commercial developments will be cleared with the exception of some isolated trees to be retained (see Appendix D).

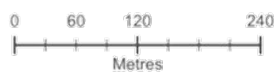
No revegetation is proposed within the development and landscaping will be maintained in a low-threat state.



Figure 1: Site Overview

-  Subject site
-  100m site assessment
-  150m site assessment

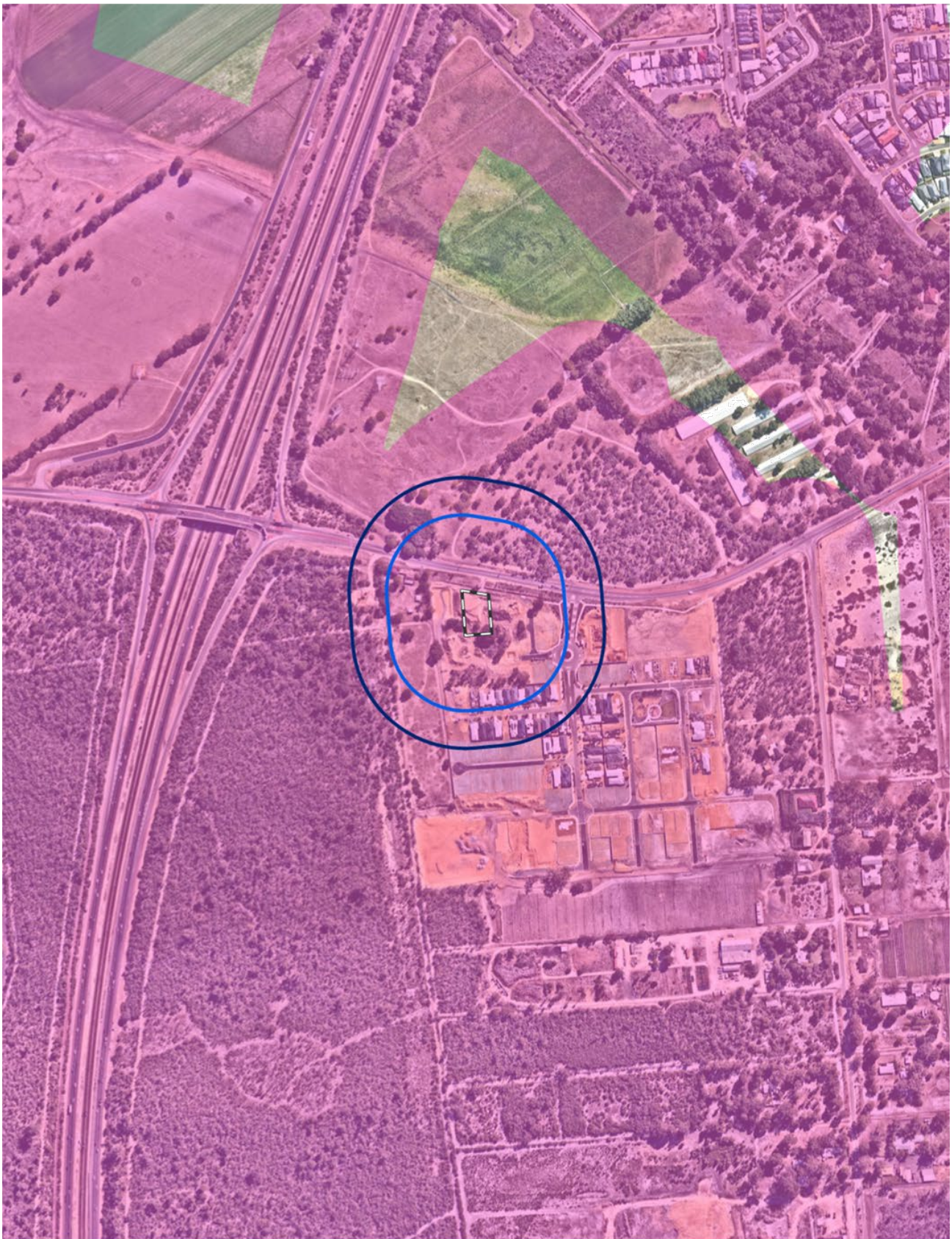
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Datum/Projection:  
GDA 1994 MGA Zone 50  
22PER2061-SM Date: 10/05/2022

eco  
logical  
AUSTRALIA

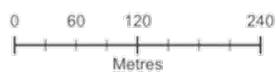




**Figure 3: Bushfire Prone Areas**

-  Subject site
-  100m site assessment
-  150m site assessment

2



Datum/Projection:  
GDA 1994 MGA Zone 50  
22PER2061-SM Date: 10/05/2022



## 2. Bushfire assessment results

### 2.1 Bushfire assessment inputs

The following section is a consideration of spatial bushfire risk and has been used to inform the bushfire assessment in this report.

#### 2.1.1 Fire Danger Index

A blanket Fire Danger Index (FDI) 80 is adopted for Western Australia, as outlined in Australian Standard AS 3959: 2018 *Construction of Buildings in Bushfire Prone Areas* (SA 2018) and endorsed by Australasian Fire and Emergency Service Authorities Council (AFAC).

#### 2.1.2 Vegetation classification and slope under vegetation

Vegetation and effective slope (i.e. slope under vegetation) within the subject site and surrounding 150 m (the assessment area) were assessed in accordance with the Guidelines and AS 3959: 2018 with regard given to the *Visual guide for bushfire risk assessment in Western Australia* (DoP 2016). Site assessment was undertaken on 4 May 2022.

The classified vegetation and effective slope from each of the identified vegetation plots within the assessment area are identified below in Table 1 and Figure 4.

Majority of subject site has been previously cleared with small patches of vegetation on and adjacent to the site remaining (see Figure 4, Plot 2). The remaining vegetation within the surrounding residential and commercial developments (i.e. Plot 2) will be cleared with the exception of some isolated trees to be retained (see Appendix D).

**Table 1: Classified vegetation as per AS 3959: 2018**

Plot	Vegetation Classification	Effective Slope
1	Class B Woodland	All upslopes and flat land (0 degrees)
2	Class D Scrub	All upslopes and flat land (0 degrees)
3	Class D Scrub	All upslopes and flat land (0 degrees)
4	Class G Grassland	All upslopes and flat land (0 degrees)
5	Excluded AS 3959: 2018 2.2.3.2 (e) & (f)	-

Photographs relating to each area and vegetation type are included in Appendix A.

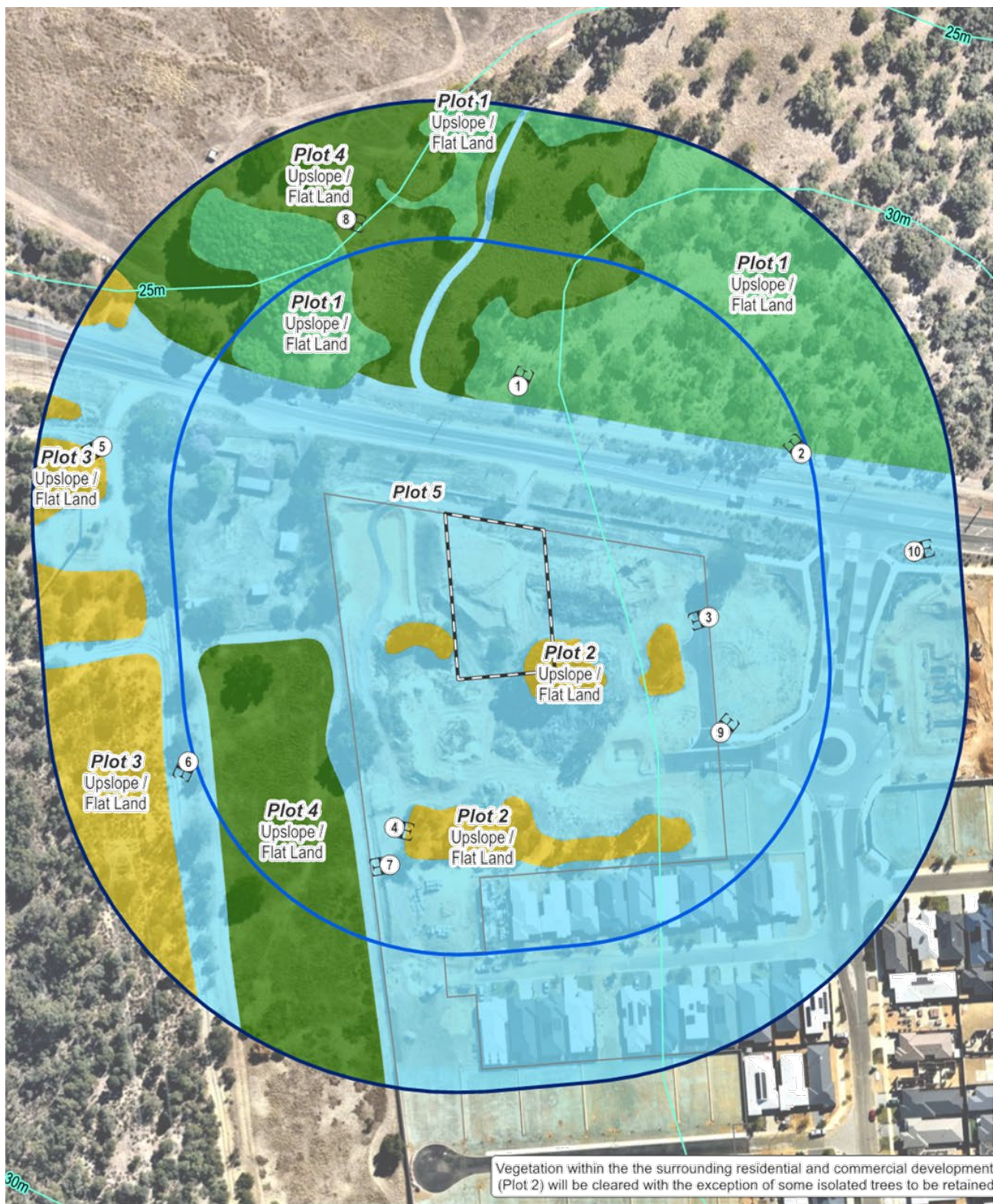
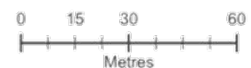


Figure 4: Vegetation Classification

- Subject site
- 100m site assessment
- 150m site assessment
- Residential / commercial development
- Contour (5m)
- Photo location

**Vegetation classification**

- Class B woodland
- Class D scrub
- Class G grassland
- Excluded as per clause 2.2.3.2 (e) and (f)



Datum/Projection:  
GDA 1994 MGA Zone 50  
22PER2061-SM Date: 12/05/2022



## 2.2 Bushfire assessment outputs

A Bushfire Attack Level (BAL) assessment has been undertaken in accordance with SPP 3.7, the Guidelines, AS 3959: 2018 and the bushfire assessment inputs in Section 2.1.

### 2.2.1 BAL assessment

All land located within 100 m of the classified vegetation depicted in Figure 4 is considered bushfire prone and is subject to a BAL assessment in accordance with AS 3959: 2018.

A Method 1 BAL assessment (as outlined in AS 3959: 2018) has been completed for the proposed development and incorporates the following factors:

- Fire Danger Index (FDI) rating;
- Vegetation class;
- Slope under classified vegetation; and
- Distance between proposed development and the classified vegetation.

Based on the identified BAL, construction requirements for the subject building can then be assigned. The BAL rating gives an indication of the expected level of bushfire attack (i.e. radiant heat flux, flame contact and ember penetration) that may be received by the buildings and subsequently informs the standard of construction required to increase building survivability.

### 2.2.2 Method 1 BAL assessment

Table 2 and Figure 5 display the Method 1 BAL assessment (in the form of BAL contours) that has been completed for the proposed development in accordance with AS 3959: 2018 methodology.

For the purposes of the BAL assessment, all vegetation within Plot 2 (Class D Scrub) will be removed as outlined in Appendix D.

Table 2: Method 1 BAL calculation (BAL contours)

Plot	Vegetation Classification	Effective Slope	Separation distances required				
			BAL-FZ	BAL-40	BAL-29	BAL-19	BAL-12.5
1	Class B Woodland	All upslopes and flat land (0 degrees)	<10	10-<14	14-<20	20-<29	29-<100
3	Class D Scrub	All upslopes and flat land (0 degrees)	<10	10-<13	13-<19	19-<27	27-<100
4	Class G Grassland	All upslopes and flat land (0 degrees)	<6	6-<8	8-<12	12-<17	17-<50
5	Excluded AS 3959: 2018 2.2.3.2 (e) & (f)	-	No separation distances required – BAL-LOW				
*PLOT 2 HAS BEEN REMOVED FROM THE BAL ASSESSMENT, AS IT WILL BE FULLY CLEARED PRIOR TO DEVELOPMENT (APPENDIX D).							

Based on the site assessment inputs and BAL assessment, the subject building will achieve a BAL rating of BAL-12.5. A summary of the BAL rating for the subject building is provided in Table 3.

The Guidelines state:

*The bushfire construction requirements of the Building Code of Australia only apply to certain types of residential buildings (being Class 1, 2 or 3 buildings and/or Class 10a buildings or decks associated with a Class 1, 2 or 3 building) in designated bushfire prone areas. As such, AS 3959 does not apply to all buildings. Only vulnerable or high-risk land uses that fall within the relevant classes of buildings as set out in the Building Code of Australia will be required to comply with the bushfire construction requirements of the Building Code of Australia. As such, the planning process focuses on the location and siting of vulnerable and high-risk land uses rather than the application of bushfire construction requirements.*

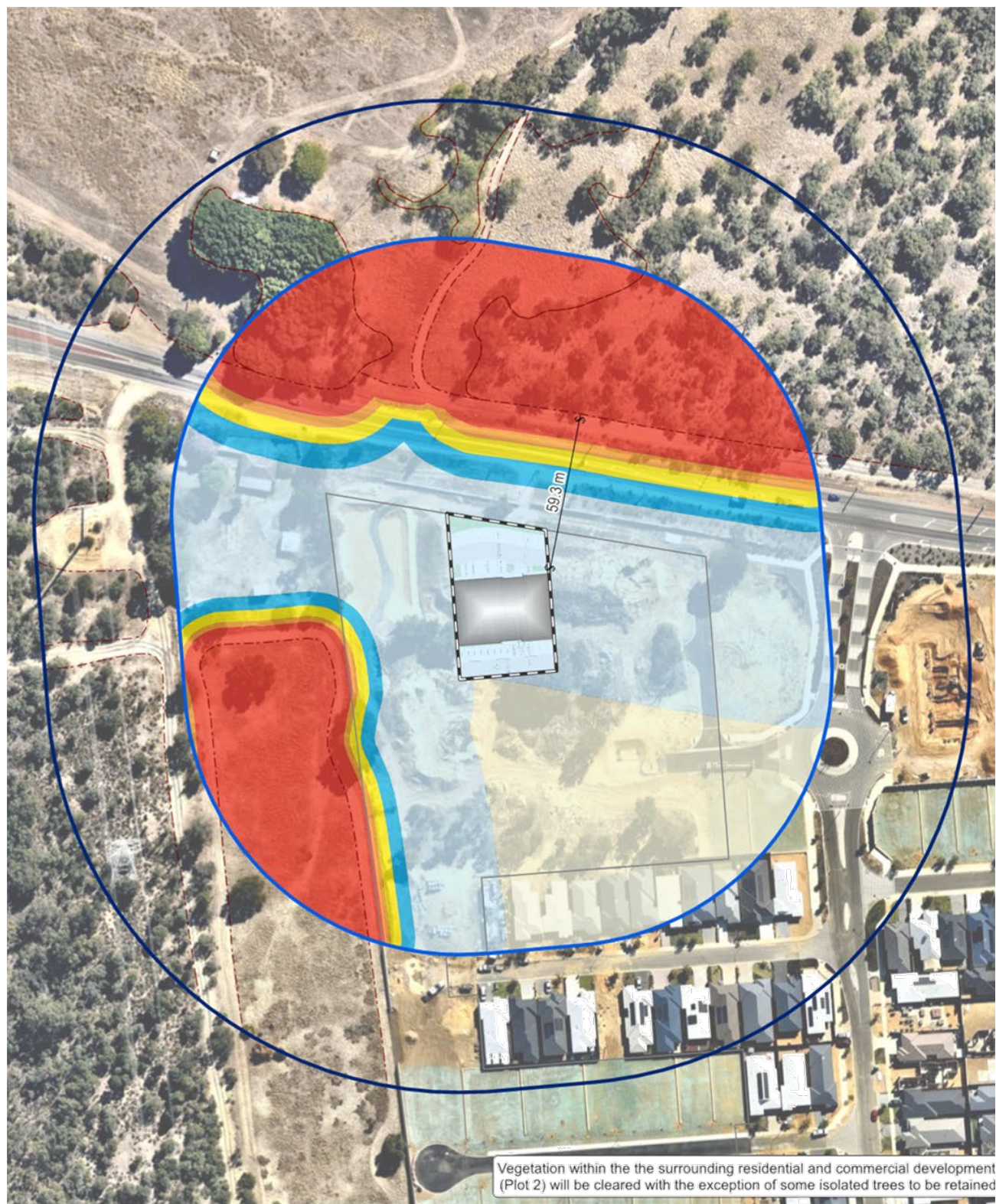
The class of building for this development application falls outside of the classes covered in AS 3959: 2018, however ELA recommends that subject building is constructed to BAL-12.5 where possible, to improve resilience in the event of a bushfire.

Table 3: BAL rating for subject building within the development footprint

Plot most affecting BAL rating	Separation Distance (m)	BAL Rating
Plot 1	59.3 m	BAL-12.5

### 2.3 Identification of issues arising from the BAL assessment

Should there be any changes in development design or vegetation/hazard extent that requires a modified bushfire management response, then the above BAL ratings will need to be reassessed for the affected areas and documented in a brief addendum to this BMP.

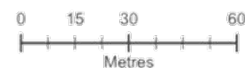


**Figure 5: Bushfire Attack Level (BAL) Contours – Post-Development**

- Subject site
- 100m site assessment
- 150m site assessment
- Residential / commercial development
- Subject building
- Bushfire hazard interface

**Bushfire Attack Level (BAL)**

- BAL - FZ
- BAL - 40
- BAL - 29
- BAL - 19
- BAL - 12.5



Datum/Projection:  
GDA 1994 MGA Zone 50  
22PER2061-SM Date: 12/05/2022



### 3. Assessment against the Bushfire Protection Criteria

#### 3.1 Compliance

The proposed development is required to comply with policy measures 6.2 and 6.5 of SPP 3.7 and the Guidelines. Implementation of this BMP is expected to meet objectives 5.1-5.4 of SPP 3.7.

In response to the above requirements of SPP 3.7 and the Guidelines, bushfire risk management measures, as outlined, have been devised for the proposed development in accordance with Guideline acceptable solutions to meet compliance with bushfire protection criteria.

Table 4 outlines the Acceptable Solutions (AS) that are relevant to the proposal and summarises how the intent of each Bushfire Protection Criteria has been achieved. No Performance Solutions (PS) have been proposed for this proposal. These management measures are depicted in Figure 6 where relevant.

**Table 4: Summary of solutions used to achieve bushfire protection criteria**

Bushfire Protection Criteria	AS	PS	N/A	Comment
<b>Element 1: Location</b>				
A1.1 Development location	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The subject building within the development will be located in an area that is subject to a BAL rating of BAL-12.5 (Figure 5; Figure 6).</p> <p>The proposed development is considered to be compliant with A1.1.</p>
<b>Element 2: Siting and design of development</b>				
A2.1 Asset Protection Zone (APZ)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The proposed development has an APZ sufficient for the potential radiant heat flux to not exceed 29kW/m<sup>2</sup>, is contained within the boundary of the subject site and will be managed in accordance with the requirements of 'Standards for Asset Protection Zones' (WAPC 2021; Appendix B).</p> <p>The proposed development is considered to be compliant with A2.1.</p>
<b>Element 3: Vehicular access</b>				
A3.1 Public Roads	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The subject site is accessed via existing public roads as well as roads to be constructed within the development. The Guidelines do not prescribe values for the trafficable (carriageway/pavement) width of public roads as they should be in accordance with the class of road as specified in the IPWEA Subdivision Guidelines, Liveable Neighbourhoods, Austroad Standards and/or any applicable standard in the local government area. ELA are not traffic/civil engineers so cannot comment on whether these roads comply with Local Government Guidelines for Subdivisional Development (IPWEA Subdivision Guidelines), Liveable Neighbourhoods, Austroad standards and/or any applicable standards for the local government area, however the surrounding roads including Anketell Road, and Albina Avenue that provide access to the subject site are a regional distribution and access road respectively and connected to the Kwinana Freeway, a primary distributor road.</p>

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Bushfire Protection Criteria	AS	PS	N/A	Comment
				<p>ELA's assessment identified that all connecting roads are bitumen with estimated width of the sealed surface achieving a minimum width of 6 m and therefore consider the existing road network would provide suitable access and egress for the community and emergency services personnel in the event of a bushfire. Vehicular access technical requirements in accordance with the Guidelines are detailed in (Appendix C).</p> <p>The proposed development is considered to be compliant with A3.1.</p>
A3.2a Multiple access routes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The subject site has direct access onto Anketell Road through Albina Avenue, which provides access in at least two directions to/from the subject site to suitable destinations (Figure 6).</p> <p>The proposed development is considered to be compliant with A3.2a.</p>
A3.2b Emergency Access way	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>No emergency access way is required or proposed.</p> <p>A3.2b is not applicable to the proposed development.</p>
A3.3 Through-roads	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Acceptable Solution A3.3 only applies to the strategic planning proposal, structure plan or subdivision application stage of the planning process.</p> <p>A3.3 is not applicable to the proposed development.</p>
A3.4a Perimeter roads	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Acceptable Solution A3.4a only applies to the strategic planning proposal, structure plan or subdivision application stage of the planning process.</p> <p>A3.4a is not applicable to the proposed development.</p>
A3.4b Fire service access route	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Acceptable Solution A3.4b only applies to the strategic planning proposal, structure plan or subdivision application stage of the planning process.</p> <p>A3.4b is not applicable to the proposed development.</p>
A3.5 Battle-axe access legs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Acceptable Solution A3.5 only applies to the structure plan or subdivision application stage of the planning process.</p> <p>A3.4b is not applicable to the proposed development.</p>
A3.6 Private driveways	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The subject site is serviced by reticulated water. The most distant external part of the subject building is within 70 m of the public road (measured as a hose lay) and the subject site is accessed by public roads where speed limit is not greater than 70 km/hr.</p> <p>A3.6 is not applicable to the proposed development.</p>
<b>Element 4: Water</b>				
A4.1 Identification of future water supply	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Acceptable Solution A4.1 only applies to the strategic planning proposal or structure plan stage of the planning process.</p> <p>A4.1 is not applicable to the proposed development.</p>

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Bushfire Protection Criteria	AS	PS	N/A	Comment
A4.2 Provision of water for firefighting purposes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing reticulated water is present within the area and an existing hydrant is installed on Albina Avenue. Additional hydrants will also be installed as part of the development (Appendix E). ELA assume these hydrants and the reticulated water supply present in the area likely complies with Water Corporations Design Standard DS 63 Water Reticulation Standard, however, recommend this is confirmed with the Water Corporation, where possible. Hydrants within the surrounding residential development are generally spaced approximately 100 m apart as depicted in Figure 6.  The proposed development is considered to be compliant with A4.2.
Element 5: Vulnerable tourism land uses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This development application is not considered vulnerable tourism land use.  Element 5 is not applicable to the proposed development.

NOTE – AS- ACCEPTABLE SOLUTION, PS- PERFORMANCE SOLUTION, N/A- NOT APPLICABLE

### 3.2 Additional Bushfire Requirements

All landscaping areas within the subject site will be maintained a low threat state in accordance with Standards for Asset Protection Zones (Appendix B).



Figure 6: Spatial representation of the bushfire management strategies



## 4. Implementation and enforcement

Implementation of the BMP applies to the developer, future owners within the subject site and the local government to ensure bushfire management measures are adopted and implemented on an ongoing basis. A summary of the bushfire management measures described in Section 3, as well as a works program, is provided in Table 5. These measures will be implemented to ensure the ongoing protection of life and property assets is achieved. Timing and responsibilities are also defined to assist with implementation of each measure.

**Table 5: Proposed work program**

No	Bushfire management measure	Responsibility
<b>Immediately following development approval (where issued)</b>		
1	Ensure vegetation clearing within the surrounding residential and commercial developments (i.e. Plot 2) is complete prior to development as depicted in Appendix D.	Developer
2	Ensure hydrants are installed as per the Water Reticulation Plan (Appendix E)	Developer
3	Ensure proposed development is located outside of areas subject to BAL-FZ and BAL-40 as per the design in Figure 6.	Developer
4	Ensure all APZs as depicted in Figure 6 are established and maintained to a low threat standard as per 2.2.3.2 of AS 3959: 2018.	Developer
<b>Ongoing management</b>		
5	Continue to maintain all APZs as depicted in Figure 6 to a low threat standard as per 2.2.3.2 of AS 3959: 2018.	Landowner

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## 5. Conclusion

In the author's professional opinion, the bushfire protection requirements listed in this assessment provide an adequate standard of bushfire protection for the proposed development. As such, the proposed development is consistent with the aim and objectives of SPP 3.7 and associated guidelines and is recommended for approval.

## 6. References

City of Mandurah. 2021. City of Mandurah Fire Compliance Notice.

Department of Fire and Emergency Services (DFES), 2021, *Map of Bush Fire Prone Areas*, [Online], Government of Western Australia, available from: <http://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx>

Department of Planning (DoP), 2016, *Visual guide for bushfire risk assessment in Western Australia*. DoP, Perth.

Standards Australia (SA), 2018, *Construction of buildings in bushfire-prone areas*, AS 3959-2018. SAI Global, Sydney.




Western Australian Planning Commission (WAPC), 2015, *State Planning Policy 3.7 Planning in Bushfire Prone Areas*. WAPC, Perth.

Western Australian Planning Commission (WAPC), 2021, *Guidelines for Planning in Bushfire Prone Areas Version 1.4 (including appendices)*, WAPC, Perth.

## Appendix A – Classified Vegetation Photos

Plot	1	Classification	Class B Woodland
<b>Photo Point 1</b>		<p>Classified vegetation within this plot consists of trees less than 30 m tall, a foliage cover of 10% - 30% and a predominantly grassy understorey with some isolated shrubs.</p> <p>Effective slope under the vegetation is all upslopes and flat land (0 degrees).</p>	
Plot	1	Classification	Class B Woodland
<b>Photo Point 2</b>		<p>Classified vegetation within this plot consists of trees less than 30 m tall, a foliage cover of 10% - 30% and a predominantly grassy understorey with some isolated shrubs.</p> <p>Effective slope under the vegetation is all upslopes and flat land (0 degrees).</p>	
Plot	2	Classification	Class D Scrub
<b>Photo Point 3</b>		<p>Classified vegetation within this plot consists of trees and shrubs less than 6 m tall with a foliage cover of 10% - 30%.</p> <p>Effective slope under the vegetation is all upslopes and flat land (0 degrees).</p> <p>Note: This vegetation will be removed (aside from some isolated trees as detailed in Appendix D).</p>	

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Plot	2	Classification	Class D Scrub
<p><b>Photo Point 4</b></p> <p>Classified vegetation within this plot consists of trees and shrubs less than 6 m tall with a foliage cover of 10% - 30%.</p> <p>Effective slope under the vegetation is all upslopes and flat land (0 degrees).</p> <p>Note: This vegetation will be removed (aside from some isolated trees as detailed in Appendix D).</p>			
			
Plot	3	Classification	Class D Scrub
<p><b>Photo Point 5</b></p> <p>Classified vegetation within this plot consists of shrubs less than 6 m tall with a foliage cover of greater than 30%.</p> <p>Effective slope under the vegetation is all upslopes and flat land (0 degrees).</p>			
			
Plot	3	Classification	Class D Scrub
<p><b>Photo Point 6</b></p> <p>Classified vegetation within this plot consists of shrubs less than 6 m tall with a foliage cover of greater than 30%.</p> <p>Effective slope under the vegetation is all upslopes and flat land (0 degrees).</p>			
			

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Plot	4	Classification	Class G Grassland
<b>Photo Point 7</b>		<p>Classified vegetation within this plot consists of unmanaged grassland with an overstory foliage cover of less than 10%.</p> <p>Effective slope under the vegetation is all upslopes and flat land (0 degrees).</p>	
Plot	4	Classification	Class G Grassland
<b>Photo Point 8</b>		<p>Classified vegetation within this plot consists of unmanaged grassland with an overstory foliage cover of less than 10%.</p> <p>Effective slope under the vegetation is all upslopes and flat land (0 degrees).</p>	
Plot	5	Exclusion Clause	Excluded AS 3959: 2018 2.2.3.2 (e) & (f)
<b>Photo Point 9</b>		<p>This plot consists of land within/adjacent to the subject site, cleared of vegetation for development.</p>	

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Plot	5	Exclusion Clause	Excluded AS 3959: 2018 2.2.3.2 (e) & (f)
		<p><b>Photo Point 10</b></p> <p>This plot consists of land cleared for development, developed land, vegetation managed to a low threat state, roadways and footpaths.</p>	 <p>04 May 2022</p>

## Appendix B – Standards for Asset Protection Zones

The following standards have been extracted from the *Guidelines for Planning in Bushfire Prone Areas v 1.4* (WAPC 2021).

Every habitable building is to be surrounded by, and every proposed lot can achieve, an APZ depicted on submitted plans, which meets the following requirements:

**a. Width:** Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a fire does not exceed 29kW/m<sup>2</sup> (BAL-29) in all circumstances.

**b. Location:** the APZ should be contained solely within the boundaries of the lot on which a building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity (see explanatory notes).

**c. Management:** the APZ is managed in accordance with the requirements of 'Standards for Asset Protection Zones' (below):

- Fences within the APZ:
  - Should be constructed from non-combustible materials or bushfire-resisting timber referenced in Appendix F of AS 3959.
- Fine fuel load (Combustible, dead vegetation matter <6 millimetres in thickness):
  - Should be managed and removed on a regular basis to maintain a low threat state;
  - Should be maintained at <2 tonnes per hectare (on average); and
  - Mulches should be non-combustible (e.g. stone, gravel or crushed mineral earth) or wood mulch >6 millimetres in thickness.
- Trees (>6 metres in height):
  - Trunks at maturity should be a minimum distance of six metres from all elevations of the building;
  - Branches at maturity should not touch or overhand a building or powerline;
  - Lower branches and loose bark should be removed to a height of two metres above the ground and/or surface vegetation;
  - Canopy cover within the APZ should be <15 per cent of the total APZ area; and
  - Tree canopies at maturity should be at least five metres apart to avoid forming a continuous canopy. Stands of existing mature trees with interlocking canopies may be treated as an individual canopy provided that the total canopy cover within the APZ will not exceed 15 per cent and are not connected to the tree canopy outside the APZ.

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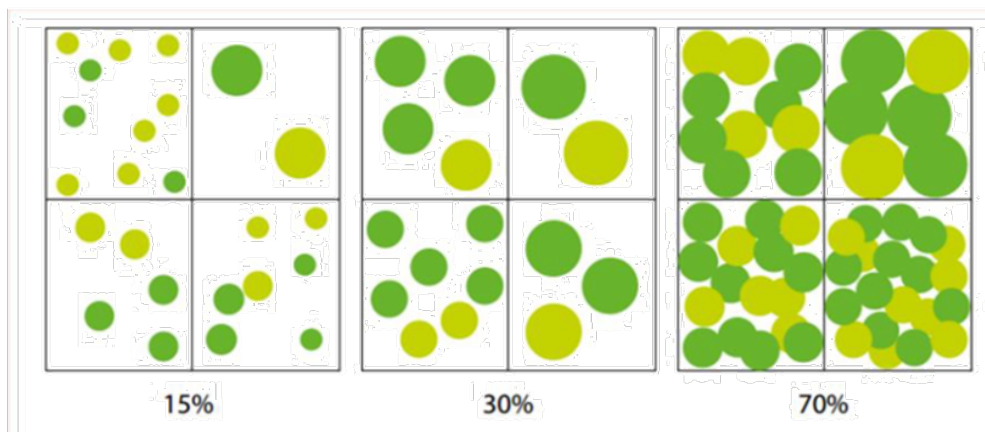


Figure 7: Illustrated tree canopy cover projection (WAPC 2021)

- Shrub and scrub 0.5 metres to six metres in height (shrub or scrub >6 metres in height are to be treated as trees):
  - Should not be located under trees or within three metres of buildings;
  - Should not be planted in clumps >5 square metres in area; and
  - Clumps should be separated from each other and any exposed window or door by at least 10 metres.
- Ground covers <0.5 metres in height (ground covers >0.5 metres in height are to be treated as shrubs):
  - Can be planted under trees but must be maintained to remove dead plant material, as prescribed in 'Fine fuel load' above; and
  - Can be located within two metres of a structure, but three metres from windows or doors if >100 millimetres in height.
- Grass:
  - Grass should be maintained at a height of 100 millimetres or less, at all times; and
  - Wherever possible, perennial grasses should be used and well-hydrated with regular application of wetting agents and efficient irrigation.
- Defendable space:
  - Within three metres of each wall or supporting post of a habitable building, the area is kept free from vegetation, but can include ground covers, grass and non-combustible mulches as prescribed above.
- LP Gas Cylinders:
  - Should be located on the side of a building furthest from the likely direction of a bushfire or on the side of a building where surrounding classified vegetation is upslope, at least one metre from vulnerable parts of a building;
  - The pressure relief valve should point away from the house;
  - No flammable material within six metres from the front of the valve; and
  - Must site on a firm, level and non-combustible base and be secured to a solid structure.

**Additional notes**

The Asset Protection Zone (APZ) is an area surrounding a building that is managed to reduce the bushfire hazard to an acceptable level. Hazard separation in the form of using subdivision design elements or excluded and low threat vegetation adjacent to the lot may be used to reduce the dimensions of the APZ within the lot.

The APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity. The APZ may include public roads, waterways, footpaths, buildings, rocky outcrops, golf courses, maintained parkland as well as cultivated gardens in an urban context, but does not include grassland or vegetation on a neighbouring rural lot, farmland, wetland reserves and unmanaged public reserves.

Plant flammability, landscaping design and maintenance should also be considered for trees, shrub, scrub and ground covers within the APZ. Please refer to explanatory notes 'E2 Managing an Asset Protection Zone (APZ) to a low threat state,' 'E2 Landscaping and design of an asset protection zone,' and 'E2 Plant flammability' in the Guidelines for further information relating to APZ standards.

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## Appendix C – Vehicular access technical requirements (WAPC 2021)

Technical requirements	Public road	Emergency access way <sup>1</sup>	Fire service access route <sup>1</sup>	Battle-axe and private driveways <sup>2</sup>
Minimum trafficable surface (m)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (m)	N/A	6	6	6
Minimum vertical clearance (m)		4.5		
Minimum weight capacity (t)		15		
Maximum grade unsealed road <sup>3</sup>	As outlined in the IPWEA Subdivision Guidelines		1:10 (10%)	
Maximum grade sealed road <sup>3</sup>	As outlined in the IPWEA Subdivision Guidelines		1:7 (14.3%)	
Maximum average grade sealed road	As outlined in the IPWEA Subdivision Guidelines		1:10 (10%)	
Minimum inner radius of road curves (m)	As outlined in the IPWEA Subdivision Guidelines		8.5	

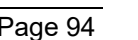
<sup>1</sup> To have crossfalls between 3 and 6 %.

<sup>2</sup> Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.

<sup>3</sup> Dips must have no more than a 1 in 8 (12.5% -7.1 degree) entry and exit angle

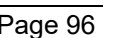
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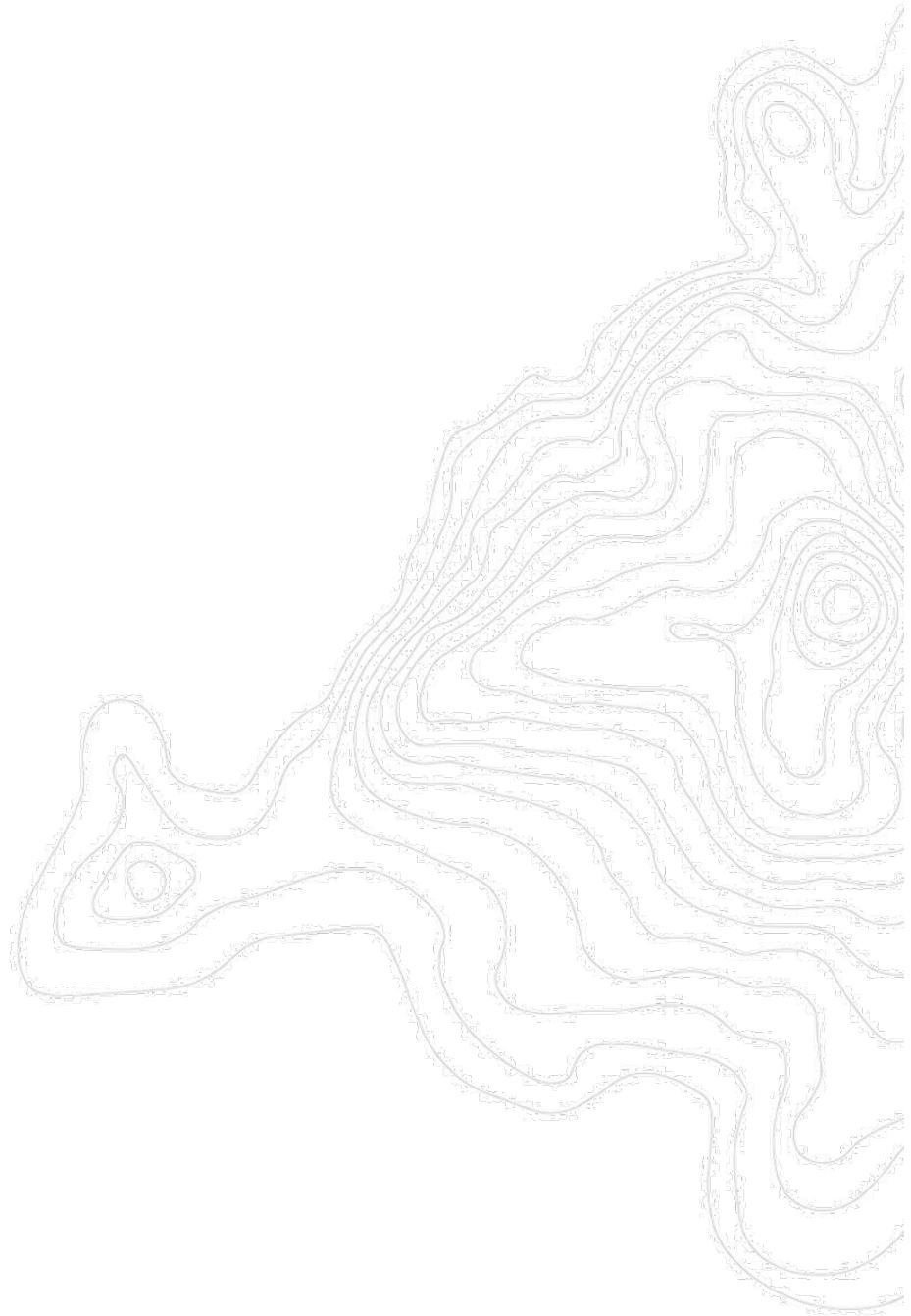
## Appendix D – Vegetation Clearing / Tree Retention



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## Appendix E – Water Reticulation Plan







## Attachment 18 : DFES Response

Our Ref: D25283  
Your Ref: DA10372

Jared Veenendaal  
City of Kwinana  
customer@kwinana.wa.gov.au

Dear Mr Veenendaal

### **RE: VULNERABLE LAND USE – LOT 9012 ANKETELL ROAD, ANKETELL - NEW MEDICAL CENTRE AND PHARMACY - DEVELOPMENT APPLICATION**

I refer to your email dated 22 July 2022 regarding the submission of a Bushfire Management Plan (BMP) (Version 1), prepared by Eco Logical Australia and dated 12 May 2022, for the above development application. The BMP is accompanied by a report 'Anketell Medical Centre' from the proponent dated 29 June 2022 for the above development application (DA).

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

#### **Assessment**

- DFES acknowledges that the site is 2000m<sup>2</sup> and that the development application seeks planning approval for a 'medical centre and pharmacy'.
- The decision maker has confirmed this to be intensification of development and the application of SPP 3.7 is triggered.
- It is noted that the BMP does not have a signed statement by the bushfire consultant.
- DFES notes the City indicates the proposal constitutes a High Risk Land use. DFES does not consider the proposal meets the definition of High Risk land use, however the City, at its discretion, may wish to determine the proposal as a Vulnerable land use. The Guidelines provide further information regarding Vulnerable land uses. The BMP does not consider the proposal as either a Vulnerable or High Risk land use.
- Further clarification is required within the BMP of the requirements of SPP 3.7, and the supporting Guidelines as outlined in our assessment below.

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

<b>Issue</b>	<b>Assessment</b>	<b>Action</b>
<b>Vegetation classification</b>	<p>Vegetation plot 1 cannot be substantiated as Class B Woodland with the limited information and photographic evidence available. The foliage cover appears to exceed 30%.</p> <p>The BMP should detail specifically how the Class B Woodland classification was derived as opposed to Class A Forest.</p> <p>If unsubstantiated, the vegetation classification should be revised to consider the vegetation potential as per AS3959:2018, or the resultant BAL ratings may be inaccurate.</p>	Modification to the BMP is required.
<b>Vegetation classification</b>	<p>Evidence to support the exclusion of the Anketell Road reserve as managed to low threat in accordance with AS3959 is required.</p> <p>Images provided do not support the classification of 'managed to low threat'. Evidence has not been provided to validate management of the road reserve by the responsible authority.</p> <p>Alternatively, the vegetation should be classified as per AS3959, or the resultant BAL ratings may be inaccurate.</p>	<p>Clarification required.</p> <p>The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed.</p>
<b>Vegetation classification</b>	<p>Evidence to support the exclusion of the entirety of Plot 5 as managed to low threat in accordance with AS3959 is required. Specifically, evidence to support the exclusion of vegetation on the residential lot adjoining the parent lot of the subject site to the west along Anketell Road should be provided.</p> <p>If unsubstantiated, the vegetation classification should be revised to consider AS3959, or the resultant BAL ratings may be inaccurate.</p>	<p>Clarification required.</p> <p>The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed.</p>

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

<b>Element</b>	<b>Assessment</b>	<b>Action</b>
<b>Location, and Siting &amp; Design</b>	<p><b>A1.1 &amp; A2.1 – not demonstrated</b></p> <p>The BAL ratings cannot be validated for the reason(s) outlined in the above table.</p>	Modification of the BMP required.

### 3. Policy Measure 6.6.1 Vulnerable land uses

Issue	Assessment	Action
<b>Bushfire Emergency Evacuation Plan (BEEP)</b>	DFES notes the BMP has not considered the proposal as a Vulnerable land use, and therefore the referral has not included a ' <i>Bushfire Emergency Evacuation Plan</i> ' for the purposes of addressing the policy requirements. Should the City determine the proposal a Vulnerable land use, consideration should be given to the Guidelines Section 5.5.2 ' <i>Developing a Bushfire Emergency Evacuation Plan</i> '. This contains detail regarding what should be included in a BEEP and will ensure the appropriate content is detailed when finalising the BEEP to the satisfaction of the City.	Comment only.

#### **Recommendation – not supported modifications required**

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

1. The development design has not demonstrated compliance to -  
Element 1: Location, and  
Element 2: Siting and Design.

As this planning decision is to be made by a Joint Development Assessment Panel please forward notification of the decision to DFES for our records.

If you require further information, please contact me on telephone number 9395 9561.

Yours sincerely



Naomi Mynott  
**DIRECTOR LAND USE PLANNING**

17 August 2022

CC Jared.Veenendaal@kwinana.wa.gov.au

## Attachment 19 : BMP Response



Level 1, Bishop's See  
235 St Georges Terrace  
Perth WA 6000  
t: (08) 6218 2200

26 August 2022

Our ref: 22PER-2061

City of Kwinana  
PO Box 21  
Kwinana WA 6966

Attention: Jared Veenendaal

Dear Jared,

**Re: Response to DFES comments: Lot 9012 Anketell Road, Anketell - New Medical centre and Pharmacy - Development application**

Eco Logical Australia (ELA) has prepared this response to comments provided by Department of Fire & Emergency Services (DFES) on 17 August 2022 (DA10372) regarding the Bushfire Management Plan (BMP; ELA 2022) submitted to support the Development Application of a new Medical Centre and Pharmacy located at Lot 9012 Anketell Rd, Anketell (the subject site).

ELA reviewed the DFES advice letter and has provided responses to issues raised in Table 1.

These responses been prepared by Daniel Panickar (Principal Bushfire Consultant and Level 3 BPAD accredited practitioner).

### RESPONSE TO DFES COMMENTS

ELA's response to the DFES comments made in regard to the BMP (ELA 2022) are presented below in Table 1.

**Table 1: Response to DFES comments**

DFES comment	ELA response
<b>1. Policy measure 6.5a) (ii) Preparation of a BAL Contour Map</b>	
<p><u>Vegetation classification</u></p> <p>Vegetation plot 1 cannot be substantiated as Class B Woodland with the limited information and photographic evidence available. The foliage cover appears to exceed 30%. The BMP should detail specifically how the Class B Woodland classification was derived as opposed to Class A Forest.</p> <p>If unsubstantiated, the vegetation classification should be revised to consider the vegetation potential as per AS3959:2018, or the resultant BAL ratings may be inaccurate.</p> <p>Modification to the BMP is required.</p>	<p>ELA disagrees with this comment.</p> <p>Aerial imagery should not be relied on to assign vegetation classifications.</p> <p>ELA has assessed the vegetation within Plot 1 as Class B Woodland based on a number of factors, of which canopy cover is only one.</p> <p>Predominant vegetation within Plot 1 is comprised of Banksia trees and scattered Eucalypts over exotic grasses and limited shrubs. This meets the definition of Class B Woodland in AS 3959: 2018. As evidenced by Photo ID 1 &amp; 2 provided within the BMP.</p> <p>It is not appropriate to include all photographs recorded from a site visit in a BMP as this would result in an overly long document. In this instance, ELA has enclosed an additional photograph to reaffirm vegetation typical of the identified plot and its classification as per descriptions of AS 3959: 2018 (Appendix A).</p> <p>The DFES comment regarding canopy cover cannot be accurately responded to as no detail regarding the way in which DFES has measured canopy cover is provided. Using aerial imagery and provided photographs is one way, however quality of image, resolution, angle, time of day etc. can all affect this measurement.</p> <p>In addition, the canopy cover ranges in AS3959: 2018 are only a guide and not to be taken verbatim. The canopy cover measurement is only one of a number of factors which influence vegetation classification. ELA assume DFES has not been to site to assess vegetation and therefore recommend that their comment be disregarded as it has no standing when compared to the detailed site assessment undertaken by ELA.</p> <p>Vegetation classifications identified in Plot 1 are in line with the assessments made within the BMP supporting <i>Local Structure Plan: Anketell North</i> developed by Taylor Burrell Barnett (2020) (pg. 214), approved by the WAPC on 21 October 2020.</p> <p>ELA is confident in our vegetation classifications and believe that no changes are required to the BMP.</p> <p>Notwithstanding the above, adoption of a Class A Forest classification would not impact the BAL rating for the proposed medical centre and pharmacy given the large separation distance between the vegetation and the building.</p>

DFES comment	ELA response
<p><u>Vegetation classification</u></p> <p>Evidence to support the exclusion of the Anketell Road reserve as managed to low threat in accordance with AS3959 is required.</p> <p>Images provided do not support the classification of 'managed to low threat'. Evidence has not been provided to validate management of the road reserve by the responsible authority.</p> <p>Alternatively, the vegetation should be classified as per AS3959, or the resultant BAL ratings may be inaccurate.</p> <p>Clarification required.</p> <p>The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed.</p>	<p>AS3959: 2018 Exclusion – Low Threat vegetation clause 2.2.3.2 (f) refers to "Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load."</p> <p>It is our assertion that road reserves can be identified as Low threat vegetation as they contain an ongoing low fuel load, as maintained public reserves and nature strips are.</p> <p>It is not appropriate to include all photographs recorded from a site visit in a BMP as this would result in an overly long document. In this instance, ELA has enclosed an additional photograph to reaffirm vegetation management of road reserves, typical for Plot 5 and its classification as per descriptions of AS 3959: 2018 (Appendix A).</p> <p>Additionally, exclusions of similar road reserves are included in the BMP supporting <i>Local Structure Plan: Anketell North</i> developed by Taylor Burrell Barnett (2020) (pg. 218), approved by the WAPC on 21 October 2020.</p> <p>ELA is confident in our vegetation classifications and believe that no changes are required to the BMP.</p>
<p><u>Vegetation Management</u></p> <p>Evidence to support the exclusion of the entirety of Plot 5 as managed to low threat in accordance with AS3959 is required. Specifically, evidence to support the exclusion of vegetation on the residential lot adjoining the parent lot of the subject site to the west along Anketell Road should be provided.</p> <p>If unsubstantiated, the vegetation classification should be revised to consider AS3959, or the resultant BAL ratings may be inaccurate.</p> <p>Clarification required.</p> <p>The decision maker to be satisfied with the vegetation exclusions and vegetation management proposed.</p>	<p>Plot 5 has been excluded as non vegetated areas and low threat vegetation as per clause 2.2.3.2 (e) &amp; (f) of AS3959: 2018.</p> <p>AS3959: 2018 Exclusion – Low Threat vegetation 2.2.3.2 (e) refers to "Non vegetated areas that are permanently cleared of vegetation including roads, footpaths and buildings."</p> <p>AS3959: 2018 Exclusion – Low Threat vegetation 2.2.3.2 (f) refers to "Vegetation regarded as low threat due to factors such as flammability, moisture content or fuel load."</p> <p>It is the intention of AS3959:2018 for classifications of vegetation to be based on the current and future potential growth. The subject site is located within a newly developed area where neighbouring lots will be developed imminently.</p> <p>It is not appropriate to include all photographs recorded from a site visit in a BMP as this would result in an overly long document. In this instance, ELA has enclosed an additional photograph to reaffirm vegetation typical of the Excluded vegetation plot and its classification as per descriptions of AS 3959: 2018 (Appendix A). The image demonstrates a windbreak, short grass and the residence to the west of the Subject site.</p> <p>Additionally, within ELA's BMP (pg. 14) it stipulates in Item 1 of the Implementation and enforcement table :</p> <p>"Ensure vegetation clearing within the surrounding residential and commercial developments (i.e. Plot 2) is complete prior to development as depicted in Appendix D."</p> <p>Appendix D of ELA's BMP contains an Engineering diagram depicting Trees to be retained and removed.</p> <p>With acceptance of the associated Engineering diagram depicting proposed removal of trees and the vegetation</p>

DFES comment	ELA response
	<p>remaining; future development equates to Low threat vegetation and non-vegetated areas.</p> <p>Item 1 is required to be implemented prior to occupation which should provide confidence that development will not proceed until the subject vegetation is removed.</p> <p>ELA is confident in our vegetation classifications and believe that no changes are required to the BMP.</p>

## 2. Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria

<p><u>Location, and Siting &amp; Design</u></p> <p>A1.1 &amp; A2.1 – not demonstrated</p> <p>The BAL ratings cannot be validated for the reason(s) outlined in the above table.</p> <p>Modification of the BMP required.</p>	<p>Based on the acceptance of vegetation classifications as outlined above, no updates to the BMP are required.</p>
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### Bushfire Emergency Evacuation Plan (BEEP)

DFES notes the BMP has not considered the proposal as a Vulnerable land use, and therefore the referral has not included a 'Bushfire Emergency Evacuation Plan' for the purposes of addressing the policy requirements. Should the City determine the proposal a Vulnerable land use, consideration should be given to the Guidelines Section 5.5.2 'Developing a Bushfire Emergency Evacuation Plan'. This contains detail regarding what should be included in a BEEP and will ensure the appropriate content is detailed when finalising the BEEP to the satisfaction of the City.

Comment only.

ELA agrees with DFES that the proposed Pharmacy and Medical centre are not considered a High-risk land use.

ELA acknowledges the identification of a proposal as a Vulnerable land use be at the discretion of the decision-maker.

ELA is of the understanding that while land uses that accommodate the sick, injured or people may experience evacuation challenges, the nature of "Vulnerable land use" is intended for those where the occupancy and duration on the land is greater than that of what a Pharmacy or a Medical centre would be. Vulnerable land uses in relation to the sick/injured in the *Guidelines for Planning in Bushfire Prone Areas* (WAPC 2021) refer to "dedicated facilities such as aged or assisted care, nursing homes, education centres, education establishments, schools, child care centres, hospitals and rehabilitation centres." All of these land use examples relate to those where people who may not be able to respond as effectively as able bodied adults in an evacuation will be accommodated for extended periods of time.

If the Medical centre was a place of Respite or a Hospital where short term accommodation occupancy occurred, then "Vulnerable land use" would be an applicable classification. Presumably, all occupants attending the Pharmacy or Medical centre will have arrived via private vehicles (on their own or with a carer, family member, guardian etc.) or taxi/rideshare services, and evacuation will not be a significant challenge.

ELA recommends the decision maker should not categorise the proposed land use as "Vulnerable".

**CONCLUSION**

ELA believe the proposed development within the subject site currently complies with SPP3.7 and the associated Guidelines as detailed in our BMP (ELA 2022) and subsequent response to DFES comments detailed above provided to the City of Kwinana.

Additional images to affirm classifications have been provided in Appendix A.

Due to its size, a link to the Anketell North Structure Plan (2020) has been provided for your reference [here](#).

If you wish to discuss any of the matters above, please contact us via email or phone (details provided).

Regards,



**Daniel Panickar**  
**Principal Bushfire Consultant**  
**BPAD Level 3 Practitioner (37802)**



#### REFERENCES

Eco Logical Australia (ELA), 2022, *Bushfire Management Plan: Development Application: Lot 222 Anketell Road, Anketell*. Report prepared for CPG Anketell ATF Anketell Medical Trust.

Standards Australia (SA), 2018, *Construction of buildings in bushfire-prone areas, AS 3959: 2018*. SAI Global, Sydney.

Taylor Burrell Barnett, 2020, *Anketell North Structure Plan*. Report prepared for Acumen Development Solutions on behalf of Sanpoint Pty Ltd and RPoint Land Pty Ltd.

Western Australian Planning Commission (WAPC), 2015, *State Planning Policy 3.7 Planning in Bushfire Prone Areas*. WAPC, Perth.

Western Australian Planning Commission (WAPC), 2021, *Guidelines for Planning in Bushfire Prone Areas Version 1.4 (including appendices)*. WAPC, Perth.

## Appendix A – Additional photos

### Plot 1 – Class B - Woodland

Banksia Woodland with grassy understorey.



### Plot 5 – Non vegetated areas and low threat vegetation: Excluded – clause 2.2.3.2 (e) & (f)

Windbreak and short grass on Property with residence to the west of subject site.



**Plot 5 – Low threat vegetation: Excluded – clause 2.2.3.2 (f)**

Managed grass & vegetation in road reserve.



**Schedule of Submissions**  
**DA10372**

Overall object / support / neutral	Summary of Submission	Planning Response
Support	<p>Medical centre is a good land use for this location</p> <p>Pedestrian access and footpaths for this development and the area need to be considered. There is no footpath on Anketell Road and no connection to Wandi across Anketell Road.</p>	<p>Noted.</p> <p>Footpaths and a crossing over Anketell Road will be considered as part of the upgrades of the road undertaken by MRWA. It is anticipated that footpaths would also be delivered as part of the urbanisation of the locality through future subdivision applications.</p>
Support	Happy for the medical centre and pharmacy to proceed.	Noted.
Support	The proposal is a great idea	Noted.
Support	Happy with this proposal. With the area growing it will be needed in the future	Noted.
Neutral	<p>The proposed parking is inadequate - the proposal for 8 doctors, all support staff, nurses, managers &amp; clerical and the pharmacy with only 30 bays is insufficient.</p> <p>If you can't park you won't go there.</p>	<p>While it is noted the parking on site seems limited, the proposal meets the parking requirements under the City's local planning scheme. Furthermore, the applicant has demonstrated how the development will operate with appointments and scattered visitors to the site throughout the day. Based on the information provided, the development can adequately function with the parking provided.</p>

**Schedule of Submissions  
DA10372**

Support	Given the growing population in Wandi and now south of Anketell Road at Alberto Estate, the proposal is supported.	Noted.
Object	<p>Object to the proposal for a medical centre and pharmacy at this location. The area is in need of other land uses such as a supermarket.</p> <p>There is adequate access to medical centres in surrounding suburbs</p>	While City Officers agree there is a need for supermarket type land uses in the area, these types of land uses will be facilitated within the future Wandi District Centre, located to the north of Anketell Road. The proposed development and land use is better suited for the Service Commercial zone in which it is located.
Support	Support the proposal.	Noted.
Support	Support the proposal. It will provide a service to residents and add to the amenity of the area.	Noted.

## **17.2 DEVELOPMENT APPLICATION FOR COUNCIL RECONSIDERATION - AUTO MASTERS MOTOR REPAIR STATION - LOT 89 (4) CHISHAM AVENUE KWINANA TOWN CENTRE (DA10281)**

### **SUMMARY**

The City has received a development application for a proposed Auto Masters Service Centre at Lot 89 (4) Chisham Avenue, Kwinana City Centre (the subject site) (see Attachments A-E). The use falls under the 'Motor Repair Station' definition under the City's Local Planning Scheme. The auto service centre is proposed in the existing shopping centre car park to the immediate north of the Market Place (see Location Plan A).

The auto service centre will have five vehicle service bays, and a waiting bay, intended to be operated by four staff. The applicant estimates the development will service an average of eight vehicles per day.

The application requires Council determination as it is considered to be a major development within the Kwinana City Centre and City Officers do not have the delegation to make a determination on major development in the City Centre.

The initial development application was submitted for the auto service centre in February 2022. It was deemed to be refused and the applicants appealed to State Administrative Tribunal (SAT) in May 2022. The current application (received in August 2022) is for reconsideration of the deemed refusal as result of SAT orders issued at a mediation hearing in July 2022.

City Officers are of the view that the application should be refused as it is inconsistent with the intent of the Kwinana City Centre Master Plan and prejudicial to future development at Chisham Avenue 'Main Street' as set out in the Kwinana City Centre Master Plan.

### **OFFICER RECOMMENDATION**

**That Council resolve to refuse the proposed Motor Repair Station at Lot 89 (4) Chisham Avenue, Kwinana City Centre, for the following reasons:**

- (a) The built form of the development is inconsistent with main street design principles of a continuous edge to Chisham Avenue.**
- (b) The siting of the development is prejudicial to future development in accordance with main street design principles set out in the Kwinana City Centre Master Plan.**
- (c) The development will detract from the visual amenity of users of the road and the footpath along Chisham Avenue.**

### **VOTING REQUIREMENT**

Simple majority

## DISCUSSION

### **Proposed Development**

The development application proposes a new auto service centre on the subject lot (see Attachments A to E). The location is currently car parking area for the Kwinana Marketplace shopping centre, and 28 car parking bays are intended to be removed for the development to occur.

The proposal falls best under the Motor Repair Station definition of LPS2. The applicant provided details of the proposed business (Auto Masters) to operate as follows:

- Operating Hours:
  - Monday to Friday – 8am to 5:30pm
  - Saturday – 8am to 1pm
  - Sunday & Public Holidays – Closed
- A maximum of four (4) staff will be on the premises at any one time
- There will be eight (8) cars on average that are serviced per day. Customers are expected via appointment only
- Two (2) deliveries of materials and stock will be made to the development each day

The applicant provided planning justification prepared by Dynamic Planning, and traffic engineer's report prepared by Urbii, in support of the application. The supporting documents are considered to have merit with regard to:

- Signage
- Car parking quantity and layout alterations

### **Background**

The subject lot is located at the north-eastern corner of the Kwinana Marketplace shopping centre car parking area, Kwinana City Centre. The parent site is 10.52ha, located in the Shopping/Business zone of Local Planning Scheme No.3 (LPS3).

An initial development application was submitted for the use in February 2022. It was deemed to be refused as no determination had been made by the City and the applicant appealed to SAT in May 2022. The current application (received in August 2022) is for reconsideration of the deemed refusal as result of SAT orders issued at a mediation hearing in July 2022.

City Officers have not been supportive of the auto service centre being located in the Shopping/Business zone of LPS3 in and around the Market Place's car park.

City Officers strong preference would be for this use to be located within the existing Service Commercial uses located to the east of the Market Place within the City Centre where similar types of auto service and repair centres are located. Nonetheless, if a location was to be sought around the Market Place, City Officers had advised the applicant and the Market Place land owners that its preference was for the centre to be located away from its current proposed location and situated towards Challenger Avenue or behind the building/shops fronting the southern side of Chisham Avenue. Further, if it is to be near to its current proposed location, City Officers requested that the auto service centre be relocated a little further south with an increased setback to Chisham Avenue. This would soften the visual impact on the Chisham Avenue as a Main Street and reduce the potential for the centre to prejudice future development on Chisham Avenue.

The proponents advised however that that they would not alter the auto service centre location as proposed. The applicants did however provide updated the plans to enhance front façade / customer reception area, add a public art mural on the eastern facade, reduce signage, improve traffic circulation / line marking.

**Draft Local Planning Strategy**

The City's adopted draft Local Planning Strategy sets out the following Strategic Directions for the site:

*Promote the City Centre as the primary centre within the City of Kwinana and prepare and implement a City Centre Precinct Structure Plan to (amongst other things):*

- *optimise the potential of the City Centre as a key location for retail, restaurant, entertainment (night and day), arts, childcare, housing, education, health services, social services and short term accommodation;*
- *review the design of Chisham Avenue so that it will function as a 'Main Street';*

*Promote activity centres as key nodes for shopping, entertainment, community facilities and where appropriate business services, social services, health services and housing diversity.*

The application in its initial and revised form whilst contributing to auto services within the City Centre, does not respond to the City Centre aspirations which would see new uses introduced that would support and enhance the City Centre and provide greater diversity of services for our local community.

**Planning Assessment****Use Class and Permissibility**

The subject site is zoned 'Shopping / Business' in the City's LPS3. A Motor Repair Station is an 'AA' (discretionary) use in the zone.

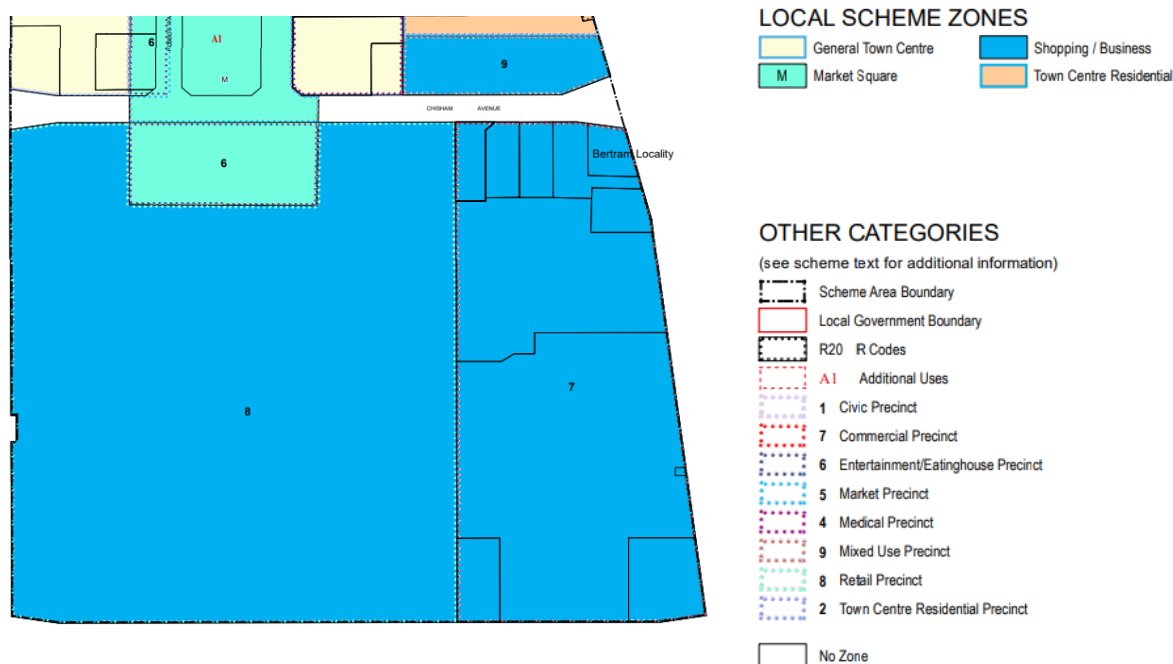
It should be noted that the applicant proposed that the land use fits best under the definition of Service Station under the City's scheme which reads;

*means land and buildings used for the supply of petroleum products and automotive accessories and includes greasing, tyre repairs, and minor mechanical repairs.*

After taking legal advice, City Officers are satisfied that the more applicable land use definition is Motor Repair Station, which it reads;

*means land and buildings used for or in connection with mechanical repair and overhauls including tyre recapping, retreading, panel beating, spray painting and chassis reshaping.*

The zones in LPS3 are further classified and divided into Policy Precincts, and the subject site is located in the Retail Precinct (Precinct 8 below).



Motor Repair Station is a type of service commercial land use, and LPS3 includes the following comment on suitability in the Shopping/Business zone:

*4.5.2 Service commercial, bulk retail and service trades will not generally be supported unless Council is satisfied that such land use and development would be consistent with the orderly and proper planning of the Town Centre and the preservation of the amenity of the Town Centre*

In this case, the built form of the development is considered detrimental to amenity of the City Centre, and it is a departure from the Master Plan vision for a main street along Chisham Avenue as discussed in the following section.

### **Kwinana City Centre Master Plan**

The development is subject to the Kwinana City Centre Master Plan (Master Plan) adopted by Council in 2019. The Master Plan envisions a “Main Street” design concept along Chisham Avenue, characterised by built form that is designed as a continuous edge to the street in order create a high-quality pedestrian environment with active frontages that provide visual interest.

## Vision



Location 1 above – The vision is to reinforce a slow speed pedestrian environment and continuous edge to Chisham Avenue Main Street providing visual interest and generous space for alfresco dining and pedestrian movement.

The following objectives of the Master Plan are considered relevant to the development:

- *Provide a high quality Main Street environment facilitating a pedestrian-orientated environment.*
- *Encourage a wider variety of uses within the City Centre to facilitate activity outside of business hours.*
- *Minimise the impact of vehicle traffic and car parking within the City Centre public spaces.*
- *Promote a high quality mixed use environment accommodating ground level retail and opportunity for multi-unit residential dwellings above.*

The Master Plan Concept Plan (Figure 10 in the Kwinana City Centre Master Plan) illustrates key elements of the Master Plan, of which the following are considered relevant:

1. *Reinforce a slow speed pedestrian environment and continuous edge to Chisham Avenue Main Street providing visual interest and generous space for alfresco dining and pedestrian movement.*
5. *Reinforce legible and attractive north-south and east west primary pedestrian routes connecting uses within the City Centre to public transport, Calista Oval and surrounding residential development.*
8. *Sleeving of longer-stay off-street car parking to the rear of buildings or partially screened from the street – preferably shared between many uses.*
10. *Promote shared use pedestrian environment to link main entry points between the Kwinana Market Place and the Main Street.*

On balance, the proposed Motor Repair Station development is considered to be inconsistent with the intent of the Master Plan as discussed in detail below.

### Inconsistent with Main Street design principles

The City's assessment gives substantial weight to the Chisham Avenue Main Street identified in the Master Plan which provides a vision for development of the locality. The Main Street concept specifies high quality development fronting Chisham Avenue, with multi-storey development (four storeys) and mixed use (commercial and residential) development.

This vision is illustrated below:-

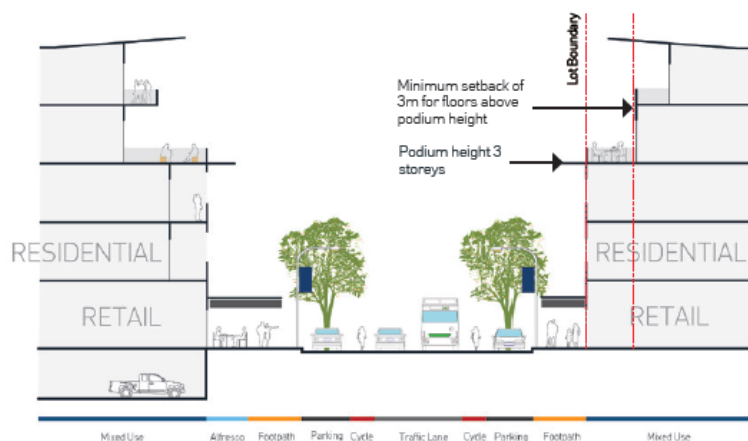


Figure 20: West Facing Street Section - Chisham Avenue Main Street

The proposed auto service centre is not considered consistent with these key objectives of LPS3 and it is an inappropriate impediment to the City's publicly adopted vision for future development. It is therefore inconsistent with proper and orderly planning.

The applicant contends that it will be decades before multi-story mixed use development occurs along the Main Street, and the proposed auto service centre is acceptable in the interim. Further, it is contended by the applicant that the land is to remain under the ownership of the Market Place and any future development to Chisham Avenue would be controlled by the Market Place owner in any event.

City Officers take the view however that the current application for short-term activity would create an obstacle to long-term delivery of the Master Plan's vision for the main street. It is considered that any interim development ought to be consistent with the master plan and maximise opportunities for subsequent development to comply.

### Impact on amenity

As the Main Street of the Kwinana City Centre, City Officers believe there is a reasonable expectation that a high level of visual appeal is achieved for this high street locality. In this context, City Officers are concerned about the visual impact of the auto service centre when viewed from Chisham Avenue. This refers to both pedestrian and car sightlines but particularly refers to eastbound pedestrian movement along Chisham Avenue when looking towards the Market Place and its car parking areas.

These concerns were expressed to the applicant when consideration was given to the initial design of the auto service centre which had little architectural merit and, given its corporate colour scheme, was readily visible in its location in the Market Place car park.

This initial design has subsequently been amended by the applicant via the SAT process to improve the built form articulation, introduce windows to the north western façade and to include artwork for the western boundary (facing an internal driveway).

While these changes have improved the aesthetic presentation of the centre itself to Chisham Avenue (particularly when viewed from the north west), the location of the centre hasn't changed nor has the underlying colour scheme. As such, while an improvement, the Auto Service Centre will still remain readily visible from Chisham Avenue and would detract from the amenity of the Main Street. It is not a positive contribution towards the planned character of the area under the Kwinana Master Plan.

#### Car Parking

The proposed auto service centre results in a reduction in the capacity of the Market Place shopping centre car parking area. In total, 28 bays are to be removed. The auto service centre itself requires 15 additional car parking bays at the following ratio:

Land Use	Parking Requirements
Motor Repair Station and Service Station	6 bays for customers plus 1 bay for each lubrication and maintenance bay plus 1 for each person working on the site

The total reduction in car parking reduces the requirement for shade trees (three to be removed), and it is considered that the new landscaped area would offset shade tree removal.

Updated plans were received during the assessment process to address the City's concerns in relation to parking and manoeuvring area finalisation. E.g. ACROD parking bay and sightlines south of the building. These details do not seriously alter the planning merits of the proposal and are part of ongoing work with the City's Engineers.

The applicants submitted a traffic engineers report in support of the development application to justify the proposed parking and manoeuvring areas surrounding the new auto service centre. The City's Engineering Department advises that the proposed manoeuvring and parking areas will be acceptable.

Although the total quantity of car parking is reduced by 28, the quantity of remaining car parking bays is considered acceptable for the Market Place shopping centre and the proposed new auto service centre.

#### Advertising Signage

The application proposes five wall signs and two window signs (Attachment D). The City's Local Planning Policy No. 9 - Advertising Signage (LPP9) makes specific provision for advertising signs in the City Centre and Chisham Avenue:

*"Chisham Avenue is the focus of public activity in the Kwinana City Centre and it is important that signage be coordinated and integrated into the design of the building. Acceptable sign types include wall signs, awning signs and sandwich board signs."*

The two window signs are considered acceptable and the glazed surfaces remain a positive architectural feature. The applicant contend that the number of wall signs is acceptable because only a limited number of signs can be viewed from any direction. This justification is considered to have merit, and the application does not result in undesirable proliferation of advertising signage.

The proposed advertising signs are consistent with the standards of LPP9 and are acceptable to be displayed in view of Chisham Avenue Main Street.

**Public Art**

The estimated cost of development is beneath the threshold specified in Local Planning Policy No. 5 - Development Contribution Towards Public Art, accordingly no contribution is required.

A mural is proposed on the eastern (rear) wall of the structure for the purpose of improving visual interest and breaking-up the blank façade. This mural has been introduced to the proposal subsequent to discussions held at SAT. Should Council determine to approve the Service Station, it is recommended that a standard condition be imposed to facilitate the design / approval / installation and maintenance processes for the public artwork.

**Summary**

The application does not satisfy the City's scheme and policy requirements for development in the City Centre. The built form of the development and the visual impact for users of the Main Street are not considered appropriate. The strategic planning considerations are considered to have substantial weight in the decision-making process, but it is recognised that the application includes acceptable car parking, advertising signage, and land use permissibility. On balance, the Service Station development is considered an unacceptable departure from the City's established vision for the Chisham Avenue Main Street and the application is recommended to be refused.

**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.

<b>Strategic Community Plan</b>			
<b>Outcome</b>	<b>Strategic Objective</b>	<b>Action in CBP (if applicable)</b>	<b>How does this proposal achieve the outcomes and strategic objectives?</b>
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	Visual amenity of Chisham Avenue Main Street is to be maintained, and the application is not supported accordingly.
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	4.1.2 – Implement the Local Planning Strategy	The recommendation for refusal is intended to improve opportunities to deliver the Master Plan.

**SOCIAL IMPLICATIONS**

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

<b>Social Strategy</b>			
<b>Social Outcome</b>	<b>Objective</b>	<b>Strategic Priority</b>	<b>How does this proposal achieve the social outcomes, objectives and strategic priorities?</b>
6 – Vibrant and Celebrated	6.0 – Vibrancy and creativity thrive and our unique identity and achievements are celebrated	6.6 – Provide opportunities to establish a thriving creative economy	The application is not supported to allow the economic opportunities identified in the Master Plan to remain available. The proposed development is considered to prejudice future development.

**LEGAL/POLICY IMPLICATIONS**Legislation

- *Planning and Development Act, 2005*
- Metropolitan Region Scheme
- Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015
- City of Kwinana Town Planning Scheme No. 3

Policy

- Kwinana City Centre Master Plan

**FINANCIAL/BUDGET IMPLICATIONS**

If the application is refused, then the ongoing SAT matter may continue, and the City may incur the expense of engaging external consultants to advocate for defence of Council's decision. Whereas, if the application for reconsideration is approved the SAT matter is expected to become redundant.

**ASSET MANAGEMENT IMPLICATIONS**

Nil.

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

As noted above, in respect to noise and odour, appropriate management plans would be required should the proposal be determined for approval.

## **COMMUNITY ENGAGEMENT**

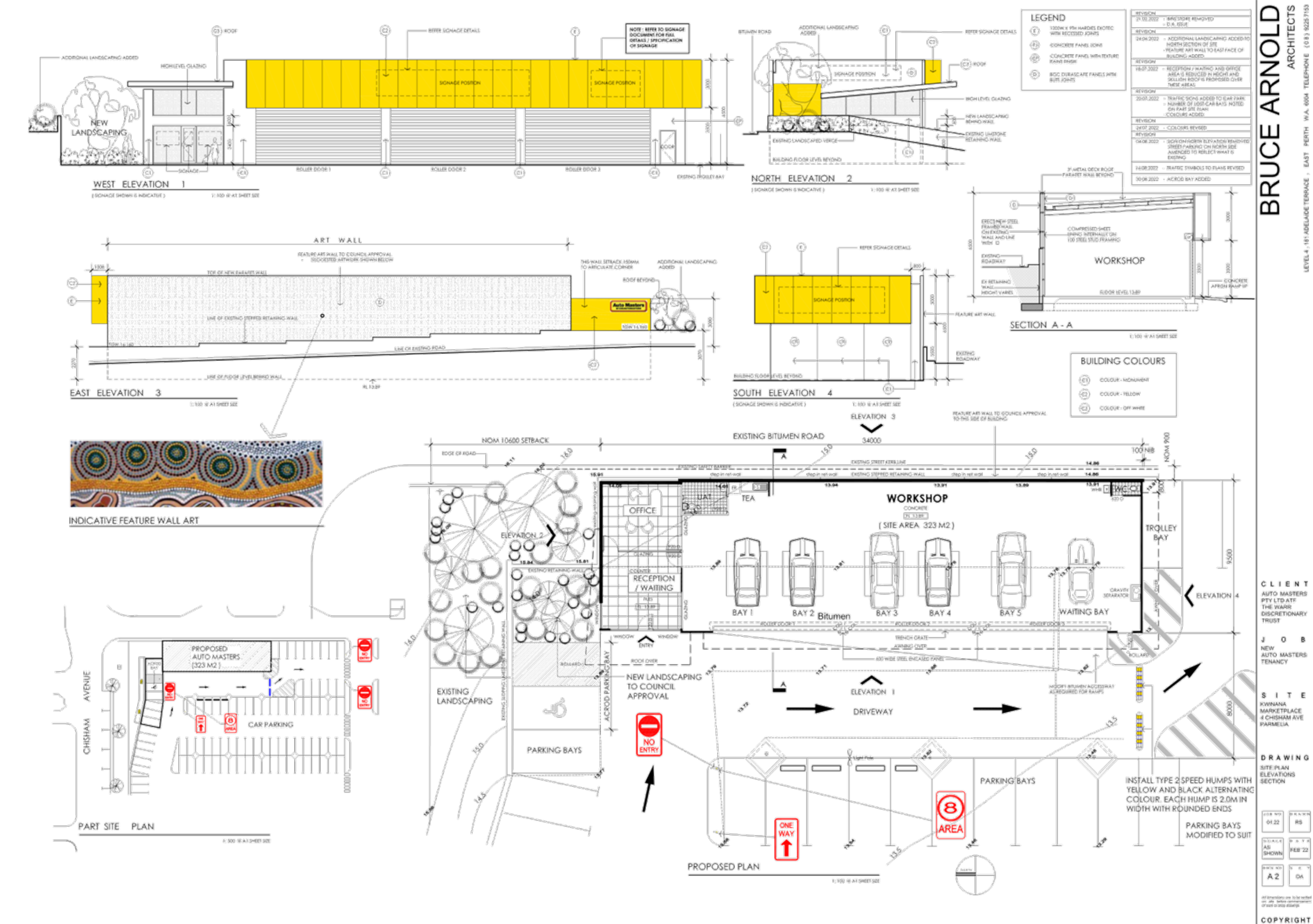
Nil.

The application did not require public consultation.

## **ATTACHMENTS**

- A. Location Plan**
- B. Development Plans**
- C. Artist's Impression (3d Render)**
- D. Advertising Signage Plans**
- E. Car Park Plan**





Attachment C - perspective 3D render



6000mm

2500mm

Auto Masters

☎ 1300 AUTOMASTERS

Service & Repair Centre

3mm thick satin black ACM cut out text

direct stick to building fascade Sika=flex 11c

scale 1:50

sizes TBC

4640mm

370mm

✓ Minor Services

✓ Standard Services

✓ Major Services

✓ Log Book Services

3mm thick satin black ACM cut out text

direct stick to building fascade Sika=flex 11c

scale 1:50

sizes TBC

4070mm

✓ Brakes

✓ Air Conditioning

✓ Suspension

✓ Batteries

2400mm

700mm

Reception

3mm thick satin black ACM panel sign

digitally printed graphics

direct stick to building fascade Sika=flex 11c

scale 1:20

sizes TBC

signsource

CLIENT APPROVAL

NAME:

SIGNATURE:

File name: Auto Masters Kwinana

Description: West Elevation

Page

ENGINEERING MANAGER CHECK

PROJECT MANAGER CHECK

01

Revision Details

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Author

Checked

Revised

NAME:

SIGNATURE:

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SIGNATURE:

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01

02

03

Initial Release

Revised Layout

6 Nov 2022



digitally printed one way vision graphics  
scale 1:20  
sizes TBC

	CLIENT APPROVAL	File name: Auto Masters Kwinana	Page	ENGINEERING MANAGER CHECK	PROJECT MANAGER CHECK	01	Revision Details	A	Author	Checked	Revised
	NAME:	Description: West Elevation		NAME:	NAME:	00	Initial Release				6 Nov 21
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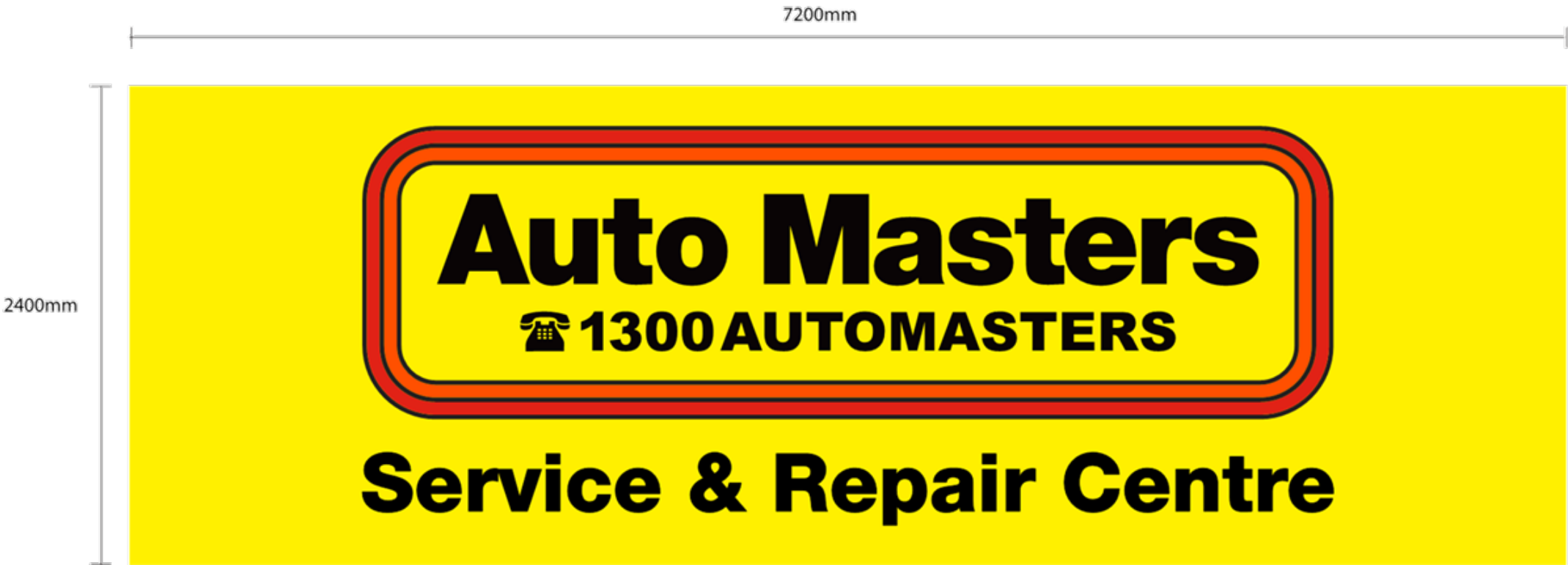
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direct stick to building fascade Sika=flex 11c  
scale 1:25  
sizes TBC

	CLIENT APPROVAL	File name: Auto Masters Kwinana	Page	ENGINEERING MANAGER CHECK	PROJECT MANAGER CHECK	01	Revision Details	A	Author	Checked	Revised By
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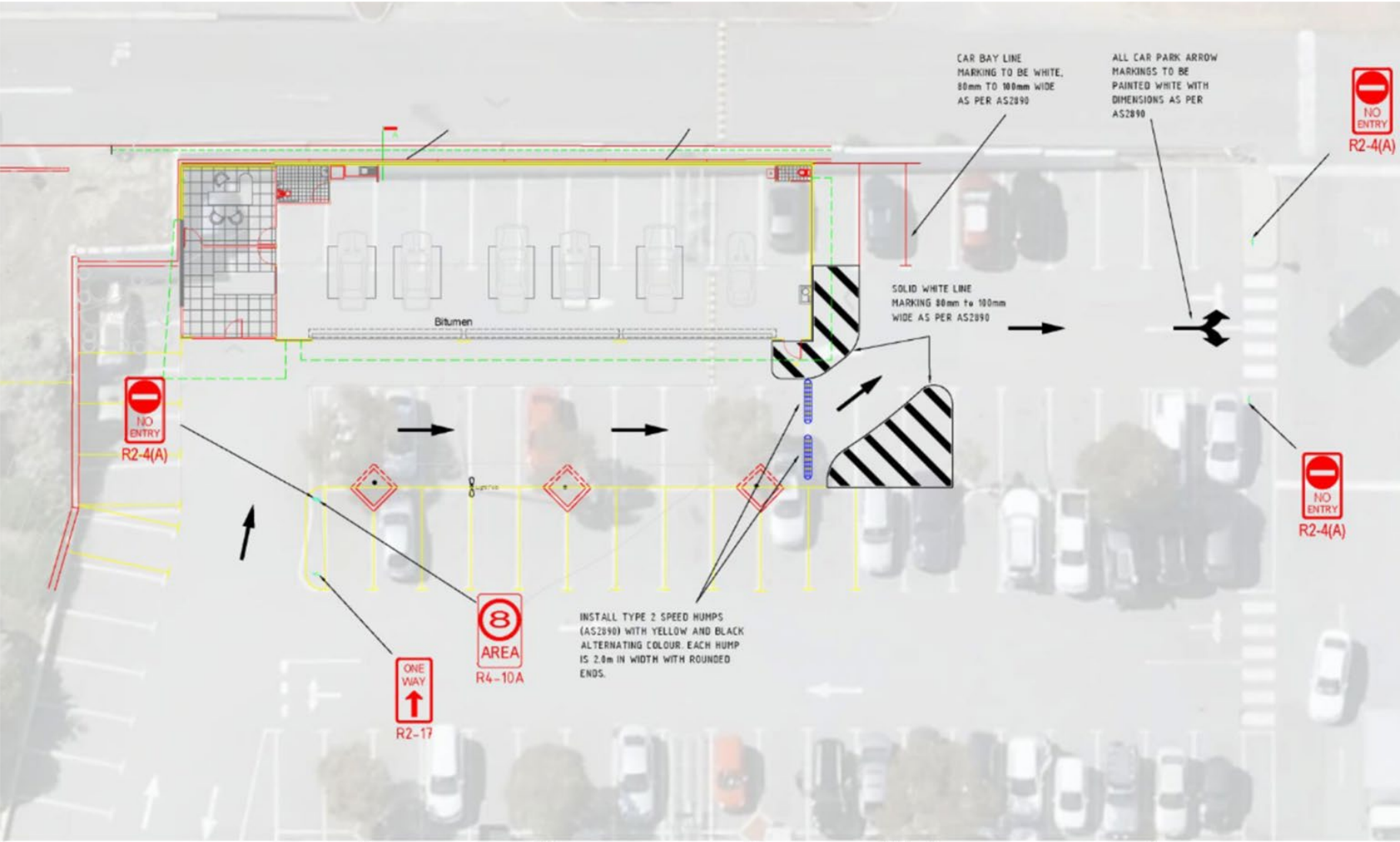
3mm thick satin black ACM cut out text  
direct stick to building fascade Sika=flex 11c  
scale 1:25  
sizes TBC

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	NAME:	Description: South Elevation		NAME:	NAME:	00	Initial Release				6 Nov 20
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3mm ACM panel sign  
mechanical fix to building  
scale 1:25  
sizes TBC

	CLIENT APPROVAL	File name: Auto Masters Kwinana	Page	ENGINEERING MANAGER CHECK	PROJECT MANAGER CHECK	01	Revision Details	A	Author	Checked	Revised
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Revision notes:		Drawn by: Paul Sharlow	Project: U22 06T-4 Chisham Ave, Palmilla Proposed Automasters Workshop	Date: 14/09/2022	 <b>urbii</b> Sustainable Transport. Safe Solution <small>PO Box 4395, Seaford VIC 3197</small>
Date: 14/09/2022	Notes:				
		Client: Automasters Australia Pty Ltd	Drawing Title: Traffic Management Plan	Scale @ A3: 1:200	Revision: 1

## **18 REPORTS – CIVIC LEADERSHIP**

### **18.1 CHANGE OF METHOD OF FILLING THE POSITION OF MAYOR**

#### **SUMMARY**

In November 2021, proposed reforms to the Local Government Act 1995 ('the Act') were released for public comment. The reform represented the most significant changes to local government since the Act was passed more than 25 years ago.

Public consultation conducted by the State Government ran from November 2021 to February 2022. Following a review of over 200 submissions, the final package of reforms has now been announced. State Government plan to introduce the legislation to Parliament in early 2023 to enact the reforms.

The reforms will introduce a number of changes to the City. The more significant of these changes is the requirement for the City to transition its system of selecting the position of Mayor. Presently the Mayor is chosen by the Councillors. However, the reforms will require the City to switch to a system whereby electors vote directly for the Mayor.

Where appropriate, the City has sought to implement changes to the Act early. For example, the City has already transitioned to live-streaming of Council meetings. Council consideration should be given to transitioning to a popularly elected Mayor ahead of the reform implementation. Doing so would align with the broader trend of local government, with councils such as Stirling and Rockingham already having moved to a public vote for the election of their respective Mayors.

The City has received advice from the Local Government Advisory Board that the impending reform will not require any change to the number of Councillors. However, should Council consider that a transition to an odd number of Councillors is also appropriate, consideration should be given to reducing the number of Elected Members at the City's 2025 election, and this reduction has been encouraged by the Minister for Local Government in his commentary about the proposed reforms and appears also to be an industry trend. In accordance with the Act, Council must resolve to undertake a representation review examining what best suits the characteristics of the City and its residents if it intends to alter the number of elected members.

#### **OFFICER RECOMMENDATION**

##### **That Council:**

- 1. Approve the change in method of filling the office of the Mayor used by the City of Kwinana from the election by the council method to the election by the electors method pursuant to section 2.11(2) of the *Local Government Act 1995*.**
- 2. Note that filling of the office of the Mayor by public vote will take place in the 2023 elections.**
- 3. Note that the total number of elected members will remain at eight with seven Councillors and one Mayor.**

## OFFICER ALTERNATIVE RECOMMENDATION

### That Council:

1. **Approve the change in method of filling the office of the Mayor used by the City of Kwinana from the election by the council method to the election by the electors method pursuant to section 2.11(2) of the *Local Government Act 1995*.**
2. **Resolve to undertake a review of the City of Kwinana's representation, in accordance with the requirements of the *Local Government Act 1995*.**
3. **Direct the Chief Executive Officer to prepare for endorsing by Council, a representation review discussion paper for the purpose of inviting public comment in regards to the review.**

## VOTING REQUIREMENT

Absolute Majority

## DISCUSSION

State Government first gave notice of the proposed local government reform in November 2021. Submissions were open from 10 November 2021 to 25 February 2022. Over 200 submissions were submitted, of which 95 were from local governments (including the City).

The final package of reforms has now been announced by State Government, with only minor changes resulting from the submissions. The more significant of the reforms which will impact the City include:

- All electors in large local governments will be able to vote directly for the Mayor;
- Caretaker periods will be introduced;
- Key performance indicators for the CEO will be made public;
- Standardised standing orders will be introduced across local governments;
- Local laws will be streamlined to create greater consistency and reduce the complexity of regulation;
- A new oversight Inspector for local government will be appointed. Specialist independent Monitors will be appointed by the Inspector;
- Stronger penalties for breaches by council members will be imposed by a new Conduct Panel;
- Councils will be able to decide whether to pay superannuation, as an additional allowance;
- Optional preferential voting will be introduced;
- The Act will be amended to provide Elected Members with parental and medical leave entitlements; and
- Large local governments will be required to livestream meetings, and post recordings online.

Currently the position of Mayor of the City of Kwinana is elected by the Councillors. Under the impending reform, the City will be required to transition to a system whereby the Mayor is elected directly by the electors of the district. This reflects a broader trend across local governments, with councils such as Stirling and Rockingham already having moved to a popularly elected Mayor in recent years.

Council are recommended by the Minister to commence implementing the impending reforms where possible. Correspondence to the City of 20 September 2022 from Hon John Carey MLA is provided at Attachment A.

In order to transition to a popularly elected Mayor at this time, the Act specifies that one of the following requirements is met:

1. *Electors (at least 250 or 10%) may propose a change to the method of filling the office of Mayor (section 2.12(1)), following which*

(a) *the local government is to consider the proposal by such means as the council thinks fit; and*

(b) *a motion to change the method of filling the office of Mayor is to be put to Council for decision.*

2. *A local government may change the method of its own accord by way of an absolute majority decision of Council (section 2.11(2)).*

The Act specifies that a decision of Council to change the method of selecting a Mayor would take effect at the next election and must be made no later than 80 days prior to such election. The City's next election is scheduled for 2023, with four of the City's eight Councillor terms expiring at that time. One of the four positions expiring in 2023 is proposed to switch to the popularly elected Mayor. Unless all Elected Members were to opt to vacate their seats resulting in a spill of Council, switching systems for that election would result in the City seeking nominations for three seats of councillor and one of Mayor. This is due to the wording of section 2.17 of the Act.

Currently Mayor Adams' term as a Councillor is scheduled to expire in 2025, having been elected in the 2021 cohort and as the position of Mayor is currently determined following each election this would cease in 2023 should the City transition to a popularly elected Mayor at its 2023 elections. If a member of the 2021 cohort was successful in their nomination for Mayor, an extraordinary election will be required for the then vacant position of Councillor. This is by virtue of section 2.32(f) of the Act. It should however be noted that an extraordinary election is always a possibility given the structure of electing half of a council at two-year periods, which will not change under the proposed reforms to the Act.

Council may determine not to transition systems until the 2025 election. However, extraordinary elections will still be required in the event that any other current sitting Elected Member of the 2023 cohort is successfully voted to the seat of Mayor. There is no process by which the casual vacancy created in the process of a Mayoral election can be filled without an extraordinary election. City Officers have raised this dilemma with the Minister for Local Government's office, as ideally the vacancy could be filled with a nominee to the concurrently running Councillor election, if the legislation allowed this.

Note, the method to select the Deputy Mayor is not permitted to change and must occur via Council vote.

It is recommended that Council resolve to change the method of filling the office of Mayor from the election by the council method to the election by the electors method, to take effect at the 2023 elections. Doing so would result in the number of elected members remaining at eight (seven Councillors and the Mayor).

The Western Australian Electoral Commission has yet to release advise of cost estimates for the 2023 Local Government Ordinary Election, though have provided preliminary advice that the additional fees payable by the City should it switch to an elector chosen Mayor would be an additional \$6,000.00 approximately.

An alternative recommendation for consideration by Council is transitioning to an elector chosen Mayor and also undertake a review of the City's representation. Retaining the current number of total offices of Council is considered the preferred option at this time. Should Council determine that an odd number of elected members is appropriate, consideration should be given to decreasing to 7 total members (inclusive of the Mayor). In this scenario, it would be recommended that the City opt to transition to a popularly elected Mayor at the 2023 elections (resulting in an election for the position of Mayor and 3 Councillor seats that year) then drop one seat at the 2025 elections (resulting in 3 Councillor seats being up for election that year).

The cost to the City of each additional elected member is approximately \$50,000.00, comprised of primarily of attendance fees, training and allowances. This sum will increase under the impending reform, which entitles Elected Members to certain leave entitlements as well as the option to pay themselves superannuation.

Section 2.17(2) of the Act currently sets the size of the City's Council as follows:

- (2) If the method of filling the office of mayor or president is election by the council, the council is to consist of not less than 6 nor more than 15 councillors of whom**
- (a) one is to hold the office of mayor or president as well as the office of councillor; and**
- (b) another is to hold the office of deputy mayor or deputy**

Under the impending reforms, Council size will be dictated by the population size of the district. The population of the Kwinana district according to the 2021 Census is 45,867. Under the reform, districts having a population of between 5000 and 75,000 may have between 5 to 9 councillors (including the Mayor). For populations over 75,000, a Council size of between 9 to 15 is permitted (including the Mayor). However, current forecasting demonstrates that the City will not reach a population of this size until 2036.

Changing the number of Councillors from the present 8 (inclusive of the Mayor) requires the Minister's recommendation to the Governor. The Minister may only make such recommendation upon receiving the recommendation of the Local Government Advisory Board. Before the City can approach the Advisory Board, the Act specifies that the City must carry out a review as to whether or not an order should (in the Council's opinion) be made. Public notice of the review must be given and a discussion or information paper developed and made available. This is required to explain the various options and the five factors against which they will be assessed:

- Community of interest
- Physical and topographical features
- Demographic trends
- Economic factors
- The ratio of councillors to electors in the various wards.

Council must consider all submissions received and demonstrate why a particular option has been chosen, assessed against these the five factors above.

The below chart shows a comparison between the City and local government of a similar population size:

<b>LG Area</b>	<b>Population</b>	<b>Total Councillors (including Mayor)</b>	<b>Tier</b>	<b>Method of election of Mayor</b>
Mundaring	39,166	12 (4 wards)	2	Council chosen
Busselton	40,640	9	1	Council chosen
Belmont	42,257	9 (3 wards)	1	Council chosen
South Perth	43,405	9 (4 wards)	2	Council chosen
<b>Kwinana</b>	<b>45,867</b>	<b>8</b>	<b>1</b>	Council chosen
Kalamunda	58,762	12 (4 wards)	2	Council chosen
Bayswater	69,283	11 (4 wards)	1	Council chosen
Mandurah	90,306	13 (4 wards)	1	Elected
Armadale	94,184	14 (7 wards)	1	Council chosen

In their 2021 annual report, the Local Government Advisory Board state that there has been a trend across the State to reduce the number of Elected Members. They cited greater decision-making ability and the positive financial effect as key benefits. In 2020/21 the Advisory Board assessed 20 reviews regarding ward and representations. None sought to increase representation. 7 sought to maintain their status quo. 5 elected to decrease councillor numbers as a result of their reviews, with all being recommended to, and approved by the Minister:

<b>Local Government</b>	<b>Council Size</b>	<b>District Population</b>
Dalwallinu	Decreased from 9 to 8	1,379
Dumbleyung	Decreased from 9 to 7	681
Katanning	Decreased from 9 to 7	4,057
Moora	Decreased from 9 to 7	2,292
Subiaco	Decreased from 11 to 8	17,267

The Local Government Review Panel, who developed the reform proposals, state in their final report that it was desirable for councils to have an odd number of positions.

Currently, if the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote (section 5.21(3)). There is no indication this will change under the reform. However, a tied vote occurs only rarely at the City (approximately once every several years). The introduction of an odd number of Councillors does not guarantee that casting votes will not be used, as Councillors may have declared interests or be on a leave of absence, leading to an even number of voters on an item.

## 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	The implementation of this change will see the Council in compliance with the upcoming directive to move to a popularly elected Mayor.

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

*Local Government Act 1995:*

### 2.11. Alternative methods of filling office of mayor or president

- ...(2) A local government may change\* the method of filling the office of mayor or president used by the local government from the election by the council method to the election by the electors method.  
*\* Absolute majority required.*

### 2.13. When new method takes effect

- (1) A decision under section 2.11(2) to change to the election by electors method has effect in relation to the filling of the office of mayor or president at the next ordinary elections of the local government held after the decision is made and from then on until a change under section 2.11(4) to the election by the council method takes effect.
- (2) A change under section 2.11(4) to the election by the council method has effect in relation to the filling of the office of mayor or president at the first meeting of the council after the ordinary elections of the local government in the year in which the term of office of the incumbent mayor or president ends and from then on until a decision under section 2.11(2) to change to the election by electors method takes effect.
- (3) A decision under section 2.11(2) has no effect if it is made during, and a decision under section 2.12A(2) has no effect unless a poll resulting from it is held before, the period beginning on the 80<sup>th</sup> day before, and ending on, the ordinary election day in the year in which the term of office of the incumbent mayor or president ends.

**2.18. Fixing and changing number of councillors**

- (1) When a local government is newly established the Governor, by order made on the recommendation of the Minister, is to —
  - (a) specify the number of offices of councillor on the council of the local government; and
  - (b) if the district is to have a ward system, specify the numbers of offices of councillor for the wards.
- (2) When an order is made under section 2.2 discontinuing a ward system for a district, the number of offices of councillor on the council remains unchanged unless the order specifies otherwise.
- (3) The Governor, on the recommendation of the Minister, may make an order —
  - (a) changing the number of offices of councillor on a council; or
  - (b) specifying or changing the number of offices of councillor for a ward; or
  - (c) as to a combination of those matters.
- (4) The Minister can only make a recommendation under subsection (1) or (3) if the Advisory Board has recommended under Schedule 2.2 that the order in question should be made.

**2.32. How extraordinary vacancies occur in offices elected by electors**

The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —

...

- (f) having been elected to an office of councillor, is elected by the electors to the office of mayor or president of the council.

Schedule 2.2, clause 5:

**5. Local government may propose ward changes or make minor proposals**

A local government may, whether or not it has received a submission —

- (a) carry out a review of whether or not an order under section 2.2, 2.3(3) or 2.18 should, in the council's opinion, be made; or

...

**FINANCIAL/BUDGET IMPLICATIONS**

Cost to the City to switch to an elector chosen Mayor is approximately \$6,000.00 in additional fees payable to the Western Australian Electoral Commission.

Should Council elect to reduce the number of Councillors by one, it results in a cost saving to the City of approximately \$50,000 per annum, conversely if Council chose to increase the number by one the cost would be approximately \$50,000 per annum.

Moving to a popularly elected Mayor will increase the cost of running elections, with a separate ballot for Mayor included. Depending on the outcome of the election, an extraordinary election may be required.

**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**

Should Council seek to amend the number of Elected Members, community engagement will be required as part of the representation review process set out in the *Local Government Act 1995*.

**ATTACHMENTS****A. Letter from Hon John Carey MLA - Local Government Reforms**



**Hon John Carey MLA**  
**Minister for Housing; Lands; Homelessness; Local Government**

Our Ref: 78-08502 (Category 2)

20 September 2022

Dear Local Government Chief Executive Officers

**MEMORANDUM TO CHIEF EXECUTIVE OFFICERS**  
**LOCAL GOVERNMENT REFORMS: ELECTION TRANSITION ARRANGEMENTS**  
**(DIRECT ELECTION OF THE MAYOR OR PRESIDENT)**

On 3 July 2022, I announced the final package of proposed local government reforms, following a review of public submissions. As part of the reforms to strengthen local democracy and increase community engagement, new requirements will be introduced to provide for:

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

Work on a Bill to amend the *Local Government Act 1995* (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- Reduce the number of elected members on council in accordance with population thresholds; or
- Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or
- Abolish wards (for band 3 and 4 local governments with wards); or
- Implement more than one of the above.

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections. Many councils have expressed a proactive intent to implement reforms as early as possible.

Level 7, Dumas House, 2 Havelock Street, West Perth, WA, 6005  
Telephone: +61 8 6552 5300 Facsimile: +61 8 6552 5301 Email: [minister.carey@dpc.wa.gov.au](mailto:minister.carey@dpc.wa.gov.au)

**The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to change to having a directly-elected Mayor or President under the proposed reforms.**

Section 2.11(2) of the Act already provides that the council of a local government may resolve, by absolute majority, to change the method of filling the office of the Mayor or President to a direct vote by the electors of the district.

Accordingly, I write to request that your local government provides advice to the DLGSC of whether it intends to make such a resolution, preferably before 31 December 2022.

Alternatively, it is intended that the Amendment Act will contain provisions for this change to be applied in the absence of such a resolution.

The DLGSC is available to assist with these election transition arrangements. If you require any assistance, please contact Ms Julie Craig, Strategy and Research Officer, on 6552 7300 or at [advisoryboard@dlgsc.wa.gov.au](mailto:advisoryboard@dlgsc.wa.gov.au).

I have also written a formal letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



**HON JOHN CAREY MLA  
MINISTER FOR LOCAL GOVERNMENT**

**18.2 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 AUGUST 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 August 2022, as required by the *Local Government (Financial Management) Regulations 1996*.

**OFFICER RECOMMENDATION**

**That Council:**

1. **Accepts the list of accounts, totalling \$7,475,769.22, paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 August 2022, as detailed within Attachment A.**
2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 August 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	\$ 9,195.02
Cheque Payments #000003 to #000004	\$ 76.05
EFT Payments	\$ 6,132,192.75
Payroll Payments	\$ 1,334,305.40
<b>Total Attachment A</b>	<b>\$ 7,475,769.22</b>

Contained within Attachment B is a detailed transaction listing of credit card expenditure paid for the period ended 31 August 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 Report August 2022**
- B. Credit Card Transactions August 2022**

## Payment Listing

Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
<b>Cheques</b>			
<b>Cheques 05-Aug-2022</b>			
City Of Kwinana - Pay Cash	02082022-LIBRARY	Petty cash recoup to 020822 - Library	57.60
<b>Cheques 18-Aug-2022</b>			
City Of Kwinana - Pay Cash	28072022 - RECQUATIC	Petty cash recoup to 280722 - Recquatic	18.45
<b>Total Cheques</b>			<b>76.05</b>
<b>EFT</b>			
<b>EFT 04-Aug-2022</b>			
Bright Futures Family Day Care - Pa	250722 TO 310722	FDC payroll 250722 to 310722	27,616.20
Bright Futures In Home Care - Payro	250722 TO 310722	IHC payroll 250722 to 310722	11,783.64
<b>EFT 05-Aug-2022</b>			
Lo-Go Appointments	H1081	Temp staff week ending 160722	643.26
Advans Exhibition Services	58483	Poster boards	2,503.66
Construction Training Fund	INV-146792-M4L7H3	CTF levy remittance June 22	9,790.79
Department of Transport	8029795	Vehicle search fees	16.40
Easifleet	161466	Novated lease charges 270722	394.98
Easifleet	160434	Novated lease charges 070122	8,799.27
Advanced Traffic Management (WA)	00158055	Traffic management Derbal Street	12,627.15
Advanced Traffic Management (WA)	00157793	Traffic management Beacham Crescent	1,502.47
Advanced Traffic Management (WA)	00158008	Traffic management Beacham Crescent	964.28
Advanced Traffic Management (WA)	157790.1	Traffic management Derbal Street	1,989.53
Advanced Traffic Management (WA)	157380.1	Prepare traffic management plan Kellam Way	339.24
Advanced Traffic Management (WA)	00157788	Traffic management Perham Crescent	692.31
Australia Post	1011713453	Agency commission fees to 310722	884.79
Bunnings Building Supplies	2163/01004634	Items for City Operations Team	113.74
City of Canning	10961	SPLIS Consultant Analyst	3,740.00
Civica Pty Ltd	M/LG022726	Authority monthly maintenance	8,605.78
Winc Australia Pty Ltd	9039586030	Stationery for City Operations	853.05
Winc Australia Pty Ltd	9039801905	Stationery for Admin Building	758.35
Fire & Emergency Services, Dept of	02AUGUST2022	ESL collections for July 22 option A	709,259.33
Blackwood & Sons Ltd	KW3738EN	Gloves for City Operations	694.40
Leisure Institute of WA (Aquatics)	3936	LIWA Aquatics Annual State Conference	3,185.00
Mandogalup Volunteer Fire Brigade	02AUGUST2022	Hazard reduction burn	660.00
Port Printing Works	INV080259	Business cards	47.85
Port Printing Works	INV080258	Business cards	100.65
Port Printing Works	INV080301	Library code bookmarks	174.35
Royal Life Saving Society	171853	Pool barrier inspections	6,776.00
Rockingham Kwinana Chamber of C	IV000106520	RKCC Business Awards nomination fees	275.00
Total Eden Pty Ltd	412200444	Reticulation stock	645.83
Waste Stream Management Pty Ltd	00432020	Tipping fees 150722	330.00
Qualcon Laboratories Pty Ltd	0001042	Testing pavement thickness Medina Shopping Centre	1,540.00
Taylor Tyres Pty Ltd	26922	Tyre repair	66.00
Arteil	00082359	Office chairs x 3	1,240.80
Arteil	00082358	Office chairs x 4	1,883.20
Beaver Tree Services Aust Pty Ltd	82895	Tree pruning West Brook Street	486.48
Beaver Tree Services Aust Pty Ltd	82931	Tree removal 240 Runnymede Gate	845.50
Neverfail Springwater	WA	Water for Administration Building	141.60
Natural Area Consulting Managemer	00018072	Weed control Bushland Reserve	27,810.07
Wilson Security Pty Ltd	W00294973	Mobile security patrols at Callistemon	971.73
Downer EDI Works Pty Ltd	6013636	10mm Gran AC50B	628.38
Hudson Global Resources (Aust) Pty	AU1292596	Temp staff week ending 310722	6,354.81
Hudson Global Resources (Aust) Pty	AU1291125	Temp staff week ending 240722	6,354.81
Hudson Global Resources (Aust) Pty	AU1288023	Temp staff week ending 170722	6,354.81
Hudson Global Resources (Aust) Pty	AU1286773	Temp staff week ending 100722	5,291.47
Signaltech	4086	Investigate issues with TV U17 Banksia Park	165.00
Chefmaster Australia	00057248	54L roadside litter bag	1,400.00
KLMedia Pty Ltd	1155181	Nintendo switch games for the Library	71.54
Hays Specialist Recruitment Pty Ltd	51045314	Temp staff week ending 240722	827.64
Hays Specialist Recruitment Pty Ltd	51045313	Temp staff week ending 240722	2,280.72
Hays Specialist Recruitment Pty Ltd	51029748	Temp staff week ending 170722	2,357.56
Hays Specialist Recruitment Pty Ltd	51029747	Temp staff week ending 170722	1,227.67
Hays Specialist Recruitment Pty Ltd	51029746	Temp staff week ending 170722	3,851.87
Hays Specialist Recruitment Pty Ltd	51015119	Temp staff week ending 100722	3,623.68
Hays Specialist Recruitment Pty Ltd	51061743	Temp staff week ending 310722	2,512.16
Hays Specialist Recruitment Pty Ltd	51061742	Temp staff week ending 310722	3,851.87
Hays Specialist Recruitment Pty Ltd	51045316	Temp staff week ending 100722	2,821.35
Hays Specialist Recruitment Pty Ltd	51045315	Temp staff week ending 310722	400.03
Eclipse Soils Pty Ltd	KWIN01R044757	Tipping fees 150722	742.50
Schweppes Australia Pty Ltd	0811241859	Drinks for Recquatic Centre fridges	829.95
BGC (Australia) Pty Ltd	IO584962	Concrete to Dewsbury Dr and Heyford Park	406.78

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## Payment Listing

Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
Eco Resources Pty Ltd	00054735	Tipping fees 070722	690.36
Redfish Technologies Pty Ltd	INV-4021	Annual livestreaming Council Chambers	4,158.00
Totally Workwear Rockingham	RK112802	Safety gumboots	83.66
Programmed Property Services Pty Ltd	SINV634367	Gardening and turf maintenance July 2022	10,257.86
Rockypest Pest Management	INV-00038708	Pest control	10,818.50
Imagesource Digital Solutions	463314	Exhibition competition entries	4,744.30
Woolworths Group Limited	129728767	Kitchen supplies for Admin	103.80
Woolworths Group Limited	129722097	Operation Depot catering	155.70
Woolworths Group Limited	129057855	Kitchen supplies for Admin	147.41
Woolworths Group Limited	128182916	Kitchen supplies for Admin	142.20
Woolworths Group Limited	126936219	City Operation morning tea supplies	126.80
Drainflow Services Pty Ltd	00010498	Gully eduction works various locations	2,420.00
Drainflow Services Pty Ltd	00009865	Gully eduction works various locations	2,420.00
Elexacom	118131	Replace ceiling light in kitchen U51 Callistemon	268.08
Elexacom	118006	Repair alarm system at Koorliny Centre	91.70
Total Green Recycling	INV12183	E waste recycling	497.97
John Phillips Consulting	00000299	Annual performance review	4,400.00
Slimline warehouse	402804	Poster holder for Darius Wells	797.73
thinkproject Australia Pty Ltd	RSL-18833	RAMM application renewal	12,358.93
Fire And Safety Australia Pty Ltd	TX006312	Fire Warden training	1,375.00
Links Modular Solutions	IN0720362	Integrated Eftpos	880.00
McLeods Barrister & Solicitors	125066	Legal matter 40431	3,353.98
Department of Mines, Industry Regul	13JULY2022	Building Services Levy June 22	44,278.37
Natsales Advertising Pty Ltd	00348179	New art panels for Hidden Nature	193.00
Charles Service Company	00035131	Additional cleaning services 080722	132.90
Charles Service Company	00035132	Additional cleaning services 080722	132.90
Charles Service Company	00035195	Emergency clean 140722	433.25
Charles Service Company	35134	Cleaning services July 2022	332.25
Street Hassle Events	1818	Delivery of a gazebo and chairs	709.50
Freedom Fairies	INV-2808	Arts and crafts for the Library	2,293.50
Department of Planning, Lands and I	DAP/22/02266	DAP/22/02266 application fee	5,815.00
Alex Krsnik	SQ22002	Streetscapes litter collection	975.15
Alex Krsnik	SQ22003	Landscape maintenance Gilmore Ave	1,072.66
Alex Krsnik	SQ22009	Landscape maintenance roundabouts	3,634.91
Alex Krsnik	SQ22008	City Centre litter collection	3,292.08
Alex Krsnik	SQ22007	Landscape maintenance Hope Valley Road	4,563.30
Alex Krsnik	SQ22005	Landscape maintenance Sicklemore Road	487.58
Alex Krsnik	SQ22006	Landscape maintenance Cockburn Road	487.58
All Ages First Aid Training	3012020500144470	First aid course	130.00
Chorus Australia Ltd	C125807	Gardening for Bright Futures	266.81
Turf Care WA Pty Ltd	INV-5151	Turf renovation for various areas	2,988.67
Cyclus Australia	INV-2441	Staff hire for event	290.40
Building Lines	INV-2201064	Building permits various areas	1,045.00
Bliss Momos Cafe & Restaurant Pty	1019	Items for Community events	200.00
Mackie Plumbing and Gas Pty Ltd	I103400	Repair toilets at Recquatic Centre	83.52
Mackie Plumbing and Gas Pty Ltd	I103488	Replace shower head U52 Callistemon	177.77
Mackie Plumbing and Gas Pty Ltd	I103483	Emergency call out blocked toilet U2 Callistemon	316.42
Mackie Plumbing and Gas Pty Ltd	I103635	Relight HWS at V2 Banksia Park	80.09
Mackie Plumbing and Gas Pty Ltd	I103615	Investigate dripping tap/water pressue V7 Banksia Park	129.99
Mackie Plumbing and Gas Pty Ltd	I103612	Replace burst flexi hose at U52 Callistemon	115.71
Mackie Plumbing and Gas Pty Ltd	I103599	Replace dripping tap at U62 Callistemon	282.21
Mailing Solutions Pty Ltd	509024	Kwinana rates notices	14,306.48
Asbestos Masters WA	0055	Asbestos removal Thomas Rd	660.00
Stantec Australia Pty Ltd	1891899	Design workshop "Revitalise the Strand"	2,289.32
Woolworths Group Open Pay	TXN910537	Purchase of lego	252.00
Woolworths Group Open Pay	TXN938467	Animal food	12.00
Woolworths Group Open Pay	TXN920555	Milk for the Library	4.50
Woolworths Group Open Pay	TXN1010381	Storage containers for Library	72.00
Woolworths Group Open Pay	TXN872292	Items for Bright Futures	43.20
Woolworths Group Open Pay	TXN920559	Items for Library	4.40
Woolworths Group Open Pay	TXN920548	Items for Library	4.40
Woolworths Group Open Pay	TXN920434	Items for Library	8.80
StepChange Consultants Pty Ltd	SC0013807	Temp staff week ending 030722/100722	5,472.50
StepChange Consultants Pty Ltd	SC0014060	Temp staff week ending 170722/240722	9,303.25
StepChange Consultants Pty Ltd	SC0014059	Temp staff week ending 170722/240722	11,825.00
StepChange Consultants Pty Ltd	SC0013805	Temp staff week ending 030722/100722	9,460.00
SmartSensor Technologies Pty Ltd	20254	Bigbelly 12V battery	404.80
HWL Ebsworth Lawyers	1437318	Legal matters EGH-C0207749	15,300.56
Allways Property Maintenance	INV-0506	Repair to roof leak at V41 Banksia	220.00
Allways Property Maintenance	INV-0507	Repair to roof leak at V49 Banksia	165.00
Procurement Australia Ltd	IN030069	Samsung Galaxy Tab x 10	5,726.27
Procurement Australia Ltd	IN029799	Computer equipment x 3	1,788.77

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## Payment Listing

Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
Myriad Images Pty Ltd	INV-2552	Graphic design services for 10 weeks	110.00
Sundry EFT	100006	Crest Capital landscape bond Kenby Chase	49,541.59
Sundry EFT	100005	Annabel Fernandez	100.00
Sundry EFT	1479	Shane Russon	1,532.41
Sundry EFT	23754	Cortes Management Group	495.91
Sundry EFT	3856	Riley Leske	150.00
Sundry EFT	23943	Armana Holdings	1,171.00
Sundry EFT	KW17759	Melissa Duncan	25.00
Sundry EFT	01AUGUST2022	Megan Meldrum	108.65
Sundry EFT	03AUGUST2022	Glynn Davies	69.85
Sundry EFT	19365	Carlin Team	565.86
Sundry EFT	25JULY2022	Sarah Louise MacDonald	175.00
Sundry EFT	1524	Martin Hickey	2,104.90
Pascal Balley	10230753	Reimbursement for Engineers Membership	500.00
Emma Lavery	DSW/D637183	Reimbursement for WWCC	87.00
<b>EFT 10-Aug-2022</b>			
Bright Futures Family Day Care - Pa	010822 TO 080822	FDC Payroll 010822 to 080822	29,398.89
Bright Futures In Home Care - Payro	010822 TO 080822	IHC Payroll 010822 to 080822	12,152.46
<b>EFT 12-Aug-2022</b>			
Australian Taxation Office	KWINANA 07/08/2022	Withholding Tax (PAYG)	192,504.00
Australian Taxation Office	KWINANA 07/08/2022	Extra Tax	1,098.00
Australian Taxation Office	KWINANA 07/08/2022	HELP	5,450.00
LGRCEU	KWINANA 07/08/2022	LGREC F/T	407.28
LGRCEU	KWINANA 07/08/2022	LGREC P/T	11.00
Australian Services Union	KWINANA 07/08/2022	Aust Service Union F/T	200.23
Australian Services Union	KWINANA 07/08/2022	Aust Service Union P/T	71.70
Australian Services Union	KWINANA 05/08/2022	Aust Service Union F/T	25.90
Child Support Agency	KWINANA 07/08/2022	Child Support Agency	628.21
City of Kwinana - Xmas fund	KWINANA 07/08/2022	Christmas Saver	7,080.00
Health Insurance Fund of WA (HIF)	KWINANA 07/08/2022	Health Insurance Fund of WA (HIF) Temp	765.95
Lo-Go Appointments	H1045	Staff week ending 100722	1,887.81
Lo-Go Appointments	H1162	Temp staff week ending 030722	1,887.81
Lo-Go Appointments	H1123	Temp staff week ending 230722	1,412.36
Lo-Go Appointments	H1161	Temp staff week ending 300722	2,295.40
Lo-Go Appointments	H1124	Temp staff week ending 230722	1,833.60
Event & Conference Co	WASTE & RECYCLECONFERENCE	2022 Registration Waste and Recycling Conference	3,060.00
The Local Farmers Market	INV-0239	Shop Local market stall	550.00
The Royal WA Historical Society Inc	INV-1395	Book Swan River Colony	40.00
Childcare Experts	8846	Professional development	808.50
This is Creative	119817567	NCC seminars and webinars	580.00
John Scarfe	1	Handcrafted pens x 40 Citizenships	600.00
Cheesecake Shop Kwinana	2777	YCW morning tea	70.90
Home Group WA	72008 2022/353	Refund duplicate payment BP2022/353	1,292.43
Western Australian Birds of Prey Cei	2565	Educational display	330.00
Blueprint Homes (WA) Pty Ltd	100822	Refund payment submitted online in error	211.65
Easifleet	161704	Novated lease charges 010822	8,799.27
Maxxia Pty Ltd	100329020220731	Net ITC for July 2022	279.28
Maxxia Pty Ltd	KWINANA 07/08/2022	Novated Lease (Maxxia) - Pre Tax	909.17
Maxxia Pty Ltd	KWINANA 07/08/2022	Novated Lease (Maxxia) - Post Tax	915.06
Absolute Painting Services	INV-2724	Touch up paint at V11 Banksia	264.00
Advanced Traffic Management (WA)	00158447	Traffic management Beacham Street	1,928.58
Advanced Traffic Management (WA)	00158056	Traffic management Gilmore	1,012.00
Advanced Traffic Management (WA)	00157795	Traffic management Beacham Crescent	1,618.05
Advanced Traffic Management (WA)	00158446	Traffic management Gilmore Avenue	991.31
Bunnings Building Supplies	2016/01127301	Waste Workshop materials	95.36
Bunnings Building Supplies	2442/01945494	Plants and fertiliser for Village	232.97
Civica Pty Ltd	M/LA022822	Licence support and maintenance	330.00
Civica Pty Ltd	M/LG022591	Adjusted uplift	99.20
Civica Pty Ltd	M/LG022604	Adjusted uplift	99.20
Civica Pty Ltd	M/LG022608	Adjusted uplift	99.20
Civica Pty Ltd	M/LG022612	Adjusted uplift	99.20
Civica Pty Ltd	M/LG022584	Adjusted uplift	168.96
Winc Australia Pty Ltd	9039806212	Items for Administration Building	135.08
Winc Australia Pty Ltd	9039898007	Stationery City Operations July 2022	239.00
Winc Australia Pty Ltd	9039981034	Stationery Admin Building July 2022	35.99
Winc Australia Pty Ltd	9040014588	Stationery for the Library	289.32
Custom Built Saunas	2145	Fix fault to steam generator Recquatic	209.00
Landgate	375480	Gross rental valuations	345.80
Landgate	374846	Gross rental valuations	770.80
Landgate	374410	Gross rental valuations	147.59
Landgate	374292	Gross rental valuations	2,778.44

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## Payment Listing

Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
Landgate	376714	Gross rental valuations	332.34
Landgate	377243	Gross rental valuations	546.39
Goodchild Enterprises	474878	Battery	23.10
Harmony Software	12601	Annual subscription	2,160.00
Harmony Software	3-1290	IHC electronic subscription July 2022	375.50
Harmony Software	3-1279	Web educator subscription July 2022	1,106.80
Koorliny Arts Centre	00004853	Operating subsidy for quarter 1 2022	111,925.00
Nilfisk Pty Ltd	PRI0004775	Recquatic scrubber hire August 2022	660.00
Paint Industries	64547	Space blue aerosols	124.21
Port Printing Works	INV080692	Environmental Health calling cards	149.05
Sonic Health Plus	2690165	Pre-employment medicals	448.80
Sonic Health Plus	2699194	Pre-employment medicals	198.00
Sonic Health Plus	2700564	Pre-employment medicals	198.00
Reface Industries	00032921	Photocopier service Library	787.83
Satellite Security Services	IV014852	Replace card reader at Thomas Kelly	600.60
Shane McMaster Surveys	KWIN331	Complete survey Harlow Road	7,370.00
St John Ambulance Australia (WA) I	KITSLS00010203	First aid supplies	78.21
St John Ambulance Australia (WA) I	KITSLS00010200	First aid supplies	252.32
St John Ambulance Australia (WA) I	KITSLS00010201	First aid supplies	99.16
State Library of Western Australia	RI032731	Better Beginnings invoicing 2022-23	4,213.00
Telstra	K062732790-1	Internet and data	2,491.62
Australian Home Childcare Associati	202226	AHCA membership renewal 2023	250.00
Thomson Reuters (Professional) Aus	6148776413	E-Recruitment solutions fees	35,589.04
Toll Transport Pty Ltd	6026305	Health samples courier charges	60.70
Toll Transport Pty Ltd	0439-T221490	Health samples courier charges	13.39
Toll Transport Pty Ltd	6027176	Health samples courier charges	43.43
Water Corporation of Western Austr:	9018171503JUL22	Rushbrooke Park	18.52
Water Corporation of Western Austr:	9018600726JUL22	Wellard Community Centre	760.41
Water Corporation of Western Austr:	9019159709JUL22	Thomas Kelly Sports Pavilion trade waste permit	369.51
Water Corporation of Western Austr:	9017376507JUL22	Fiona Harris Pavilion trade waste permit	336.11
Water Corporation of Western Austr:	9018587808JUL22	Darius Wells trade waste permit	432.06
Water Corporation of Western Austr:	9014096921JUL22	Wellard Pavilion	549.50
Water Corporation of Western Austr:	9021239484JUL22	Ryhill Cr drink fountain	49.76
Water Corporation of Western Austr:	9021554601JUL22	Heywood Action Park	18.52
Water Corporation of Western Austr:	9014249617JUL22	Bertram Oval Club Facility	615.48
Westbooks	330272	Books for Library	41.27
Westbooks	330268	Books for Library	34.28
Australian Medical Supplies	104528	WAW Bands	747.56
Western Power Corporation	CORPB0619022	Works Broughton Way Orelia	2,948.00
Coles Group & Myer	CGC1020347	Purchase of corporate gift vouchers	2,714.85
Dell Australia Pty Ltd	2411089548	20 x Dell docks	6,600.00
Dell Australia Pty Ltd	2411099425	10 x Dell pens	539.00
Beaver Tree Services Aust Pty Ltd	82989	Tree removal Perham Cres	3,024.23
Beaver Tree Services Aust Pty Ltd	82972	Root barrier installation Lambeth Circle	686.22
Beaver Tree Services Aust Pty Ltd	83002	Tree maintenance various July 2022	22,779.77
Beaver Tree Services Aust Pty Ltd	83091	Emergency make safe call out Depot	4,901.50
Beaver Tree Services Aust Pty Ltd	83095	Frank Konecny tree pruning	2,940.89
Synergy	2029595316	Lambeth Park	878.61
Synergy	2045588970	Wellard Community Centre	1,255.36
Synergy	2001634139	Decorative lighting	2,802.34
Synergy	2041591637	Street lighting	121,675.68
Synergy	2037594973	Kwinana Adventure Park	1,057.83
Synergy	2033607528	Challenger Beach toilets	116.05
Synergy	2033607737	New Thomas Oval Pavilion (Thomas Kelly)	1,555.14
Synergy	2045591923	Darius Wells Library/Resource Centre	12,108.55
Synergy	2053588235	The Zone	3,881.14
Synergy	2061586525	Incubator	1,320.89
Synergy	2077589757	Recquatic	20,458.10
Synergy	2041595828	Depot	1,390.11
Synergy	2097558145	Bertram Community Centre	995.38
Synergy	2025604713	Admin/Arts/Parmelia	10,402.05
Prestige Catering & Event Hire	000286H	OCM dinners	424.00
Ixom Operations Pty Ltd	6554166	Chlorine for Recquatic	132.31
Ixom Operations Pty Ltd	6551043	Chlorine for Recquatic	1,057.08
Ixom Operations Pty Ltd	6557245	Chlorine for Recquatic	1,057.08
Sigma Chemicals	159540/01	Pool chemicals	1,287.00
Toyota Fleet Management	1307265	Fleet management August 2022	635.24
Hudson Global Resources (Aust) Pty	AU1287307	Temp staff week ending 100722	4,918.18
Hudson Global Resources (Aust) Pty	AU1294425	Temp staff week ending 10082022	3,106.80
Hudson Global Resources (Aust) Pty	AU1285791	Temp staff w/e 030722	11,872.49
PFD Food Services Pty Ltd	LD583841	Icecream stock Recquatic	430.20
Marketforce Pty Ltd	44538	Public Notice Cat Law (The West)	417.38

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## Payment Listing



Payments made between 01-Aug-2022 and 31-Aug-2022

Payee	Invoice	Description	Amount
Marketforce Pty Ltd	44537	Public Notice advertising July 2022	283.12
Marketforce Pty Ltd	44536	Public Notice advertising	425.13
Marketforce Pty Ltd	44541	Tender advertising The West July 2022	609.66
Marketforce Pty Ltd	44540	Tender advertising The West July 2022	609.66
Marketforce Pty Ltd	44539	Tender advertising The West July 2022	759.44
Marketforce Pty Ltd	44542	Tender advertising The West July 2022	652.47
Marketforce Pty Ltd	44535	Fortnightly advertising The Sound Telegraph July 2022	1,980.00
Hays Specialist Recruitment Pty Ltd	KWTO05	Temp staff week ending 100722	2,172.62
Eclipse Soils Pty Ltd	KWIN01044773	Top soil tipping Kellam Way	1,638.34
TC Precast Pty Ltd (Hydra Storm)	SI-00005220	Manhole cover	937.20
KAJ Installations & Services	00009057	Install battery backup to 3 garage doors Callistemon	176.00
Wizard Training Solutions	WTS07	Decision Making in Conflict Situations training 020822	3,795.00
Infiniti Group	584569	Recquatic toiletries	219.12
Infiniti Group	584759	Recquatic toiletries	199.89
Infiniti Group	586187	Recquatic dispensers	110.66
Kelyn Training Services	00031274	Training Advanced Worksite Traffic Management	510.00
LD Total	121416	Landscape maintenance various areas July 2022	4,898.09
LD Total	121417	Landscape maintenance July 2022	13,472.17
LD Total	121404	Landscape maintenance July 2022	4,772.02
LD Total	121405	Landscape maintenance July 2022	15,109.51
LD Total	121397	Landscape maintenance July 2022	64.54
LD Total	121424	Landscape maintenance July 2022	2,967.77
LD Total	121422	Landscape maintenance July 2022	3,923.21
LD Total	121428	Landscape maintenance July 2022	2,844.71
LD Total	121430	Landscape maintenance July 2022	559.32
LD Total	121433	Landscape maintenance July 2022	503.98
LD Total	121438	Landscape maintenance July 2022	727.98
LD Total	121432	Landscape maintenance July 2022	1,151.32
LD Total	121427	Landscape maintenance July 2022	831.85
LD Total	121429	Landscape maintenance July 2022	292.28
LD Total	121425	Landscape maintenance July 2022	1,420.58
LD Total	121426	Landscape maintenance July 2022	3,122.20
LD Total	121423	Landscape maintenance July 2022	2,631.20
LD Total	121440	Landscape maintenance July 2022	152.52
LD Total	121436	Landscape maintenance July 2022	804.98
LD Total	121435	Landscape maintenance July 2022	377.03
LD Total	121439	Landscape maintenance July 2022	75.97
LD Total	121437	Landscape maintenance July 2022	44.14
LD Total	121441	Streetscapes services July 2022	5,520.37
Rockingham Skylights	13143	Callistemon U14 repair skylight	350.00
Data #3 Limited	SIN000031778	Support subscription to 220923	891.30
Data #3 Limited	SIN000032209	ProSupport Plus to 260723	10,648.47
BGC (Australia) Pty Ltd	IO587029	1.2 M3 concrete Maydwell Way	363.44
BGC (Australia) Pty Ltd	IO583668	Ready mixed concrete Trusty Way	363.44
Complete Office Supplies Pty Ltd	11234942	Stationery City Operations	53.90
Complete Office Supplies Pty Ltd	11207831	Stationery for Recquatic Centre	149.09
Tony Aveling & Associates Pty Ltd	513941	White card construction training	80.00
PAV Sales & Installations	00209830	Handheld radio microphone	351.05
Eco Resources Pty Ltd	00055073	Mixed waste tipping Derbal Street	1,178.10
Eco Resources Pty Ltd	00054933	Mixed waste tipping Kellam Way	875.16
Animal Pest Management Services	A-18616	Animal services	13,640.00
Master Lock Service	9043	Banksia V26 repair front screen lock	125.00
Master Lock Service	9030	Banksia V64 repair wooden front door	141.00
Master Lock Service	8991	Repair to rear door at Dome	150.00
Master Lock Service	8960	Re-key 2 x BBQs	220.00
Totally Workwear Rockingham	RK112849	Staff uniforms	120.85
Programmed Property Services Pty Ltd	SINV635052	Temp staff week ending 260722	7,150.00
Accord Security Pty Ltd	26904	Security services for Administration	577.50
Accord Security Pty Ltd	26853	Security services for the Library	178.75
Rockypest Pest Management	INV-00038839	Annual termite inspections Callistemon	5,362.50
ALSCO Pty Ltd	CPER2248330	Table linen hire July 2022	62.74
ALSCO Pty Ltd	CPER2250943	Table linen hire August 2022	58.63
Imagesource Digital Solutions	463415	Letterbox unit numbers Banksia Park	451.00
Woolworths Group Limited	128320996	Items for City Operations Team	59.30
Woolworths Group Limited	130111049	Items for City Operations Team	81.40
Drainflow Services Pty Ltd	00010429	Gully education in Doherty Heights 150722	2,420.00
Drainflow Services Pty Ltd	00010528	Works controlled waste truck 280722	1,490.50
Cadgroup Australia	IN-009747.00	Autocad licencing	15,345.00
Advance Scanning Services	20167785	Locate and pothole Frederic Street	1,947.00
Exit Waste	6004	Greasetrap cleaning various locations	2,189.00
Integrity Management Solutions Pty Ltd	INV-0196	Attain subscription to June 2023	30,338.00
The Green Barista Coffee	19228	Catering for National Tree Day	235.00

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## Payment Listing

Payments made between 01-Aug-2022 and 31-Aug-2022

Payee	Invoice	Description	Amount
Moncrieff Technology Solutions Pty L	INV34406	Webroot licence renewal 2023	8,250.00
Total Tools Rockingham	212053	Disposable gloves	69.90
The Smart Security Company P/L	Q16252	Banksia Quarterly monitoring of medi-minder	5,186.78
The Smart Security Company P/L	73351	Replace Medi-minder unit	724.00
GISSA International	00048252	Annual support and maintenance fee 22/23	3,215.30
Purearth	INV-2460	Road sweeping/tonne July 2022	6,389.91
Ohura Consulting	INV-0272	IR support July 2022	1,066.80
Landscape and Maintenance Solutio	INV-2898	Mowing sports grounds July 2022	8,426.51
Landscape and Maintenance Solutio	INV-2899	Mowing sports grounds additional July	237.56
Landscape and Maintenance Solutio	INV-2900	Mowing service passive areas July 2022	3,713.57
Landscape and Maintenance Solutio	INV-2901	Mowing service passive areas July 2022	104.75
Landscape and Maintenance Solutio	INV-2902	Mowing service various areas July 2022	4,613.56
Landscape and Maintenance Solutio	INV-2903	Mowing service streetscapes July 2022	2,992.26
Vocus Communications	P894720	Vocus internet express	1,287.00
McLeods Barrister & Solicitors	125330	Legal matter 49143	1,214.37
McLeods Barrister & Solicitors	125566	Legal matter 49523	527.40
McLeods Barrister & Solicitors	125567	Legal matter 49554	647.60
McLeods Barrister & Solicitors	125565	Legal matter 44455	1,563.10
Air Liquide Australia	Y17801	Gas cylinders Recquatic July 2022	50.56
Daytone Printing Pty Ltd	57726	Mental health youth posters x 100	198.00
The Worm Shed	6895	Kids holiday workshops July 2022	1,700.00
Engineering Technology Consultants	INV11960	Wellard Oval lighting electrical consult	1,100.00
Beards Security Doors and Awnings	00250522	Replace roller shutters V11 Banksia	1,595.00
Beards Security Doors and Awnings	00061422	Replace sliding window V11 Banksia	1,750.00
Beards Security Doors and Awnings	00061295	Shower screen V46 Banksia	1,395.00
Alex Krsnik	SQ22010	Streetscape litter collection July 2022	17,701.36
AHA Consulting Pty Ltd	I-455	Catering for training workshop	71.50
Outback Handyman	3845	Fix leak above store room at U66 Callistemon	308.00
Outback Handyman	3846	Investigate roof leak at U51 & V42 Banksia	176.00
Outback Handyman	3850	Clean drain at U51 Callistemon	55.00
Outback Handyman	3821	Fix bi-fold door V18 Banksia Park	88.00
Kleenheat	5519424	Gas for various locations	9,706.15
Austraffic WA	1548	Video survey work Thomas Road	1,716.00
Back Beach Co Pty Ltd	INV-220007	Robes for Recquatic shop	598.40
Portner Press Pty Ltd (Workforce Ad	INV-31450	Employment Law Handbook annual subscription	739.00
Burson Automotive Pty Ltd	124926831	Cabin filter	24.48
Mackie Plumbing and Gas Pty Ltd	I103662	Callistemon U26 install new HWS	395.36
Mackie Plumbing and Gas Pty Ltd	I103316	Replace shower head at U22 Callistemon	202.61
Archival Survival Pty Ltd	00061248	Mylar sleeves for Library	686.29
As Clean As A Whistle	00001192	Banksia Clubhouse and office cleaning	979.00
NORDA Architects Pty Ltd	2207-07	Kwinana South BFB variation engineering	6,325.00
NORDA Architects Pty Ltd	2207-06	Kwinana South BFB contract administration	14,176.25
Payreq Australia Pty Ltd	1004633	Payreq pre-purchased credits	2,640.00
Kadeklerk Photography (Wildfolie)	11 AUGUST, 2022	Photography for Healthy Lifestyles	500.00
Kalino Music and Arts Academy	PO311	Music Jam Sessions and Workshops	2,200.00
Asbestos Masters WA	0054	Removal of asbestos at Depot	484.00
Woolworths Group Open Pay	TXN995981	Milk for the Zone	12.60
Woolworths Group Open Pay	TXN889935	Milk and cleaning products for the Zone	14.09
Woolworths Group Open Pay	TXN914598	Community Night catering for the Zone	97.90
Woolworths Group Open Pay	TXN963644	Milk for the Zone	12.40
Woolworths Group Open Pay	TXN1031265	Items for the Zone	12.80
Woolworths Group Open Pay	TXN1032962	Items for Bright Futures	20.64
Woolworths Group Open Pay	TXN975260	Morning tea at the Zone	155.80
Woolworths Group Open Pay	TXN1032964	Food/Supplies Bright Futures	11.00
Woolworths Group Open Pay	TXN965084	Animal Food	60.00
Woolworths Group Open Pay	TXN975737	Catering for EOFY BBQ	199.40
Woolworths Group Open Pay	TXN1038465	Food/Supplies Bright Futures	60.25
Woolworths Group Open Pay	TXN965415	Items for Bright Futures	20.10
Woolworths Group Open Pay	TXN933112	Items for Bright Futures	24.04
Woolworths Group Open Pay	TXN933121	Items for Bright Futures	6.20
Woolworths Group Open Pay	TXN998439	Items for Bright Futures	118.75
Woolworths Group Open Pay	TXN965375	Items for Bright Futures	65.17
Woolworths Group Open Pay	TXN977148	Catering for Youth ID Clinic	376.06
Woolworths Group Open Pay	TXN998479	Gift card for volunteer retiring	100.00
Woolworths Group Open Pay	TXN1020194	Catering staff farewell	4.90
Woolworths Group Open Pay	TXN900774	Milk for Library	3.90
Woolworths Group Open Pay	TXN953967	Milk for Library	4.50
Woolworths Group Open Pay	TXN1051759	Milk for Library	4.50
Woolworths Group Open Pay	TXN1039322	Milk for Library	4.50
Woolworths Group Open Pay	TXN971819	Milk for Library	4.50
Woolworths Group Open Pay	TXN1003946	Milk for Library	4.50
Woolworths Group Open Pay	TXN986514	Library ear buds	90.00

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Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
Woolworths Group Open Pay	TXN980809	USBs for Library	115.28
Woolworths Group Open Pay	TXN986546	Milk for Library	4.50
Woolworths Group Open Pay	TXN953890	Game for Library	39.00
Woolworths Group Open Pay	TXN986710	Catering Worm Farm Workshop	27.26
Woolworths Group Open Pay	TXN947424	Catering Staff Waste Workshop	252.65
Woolworths Group Open Pay	TXN902878	Catering Worm Farm Workshop	34.66
Woolworths Group Open Pay	TXN963670	Boola Maara meeting Catering	33.95
Woolworths Group Open Pay	TXN1010313	Animal food	88.00
Woolworths Group Open Pay	TXN1016482	Catering staff farewell	94.20
Woolworths Group Open Pay	TXN969730	Multicultural Network catering	9.43
StepChange Consultants Pty Ltd	SC0014285	Temp staff week ending 070822	8,277.50
StepChange Consultants Pty Ltd	SC0014286	Temp staff w/e 310722	3,830.75
Nordic Fitness Equipment	NFE-005349SF	Equipment wipes	436.00
Avantgarde Technologies Pty Ltd	00002406	Office 365 migration	20,900.00
AK Food Services WA Pty Ltd	1256	Coffees/catering Wells Park	200.00
Smokey J's BBQ (Jacobs Family Tru	000040	Catering One Council staff event	2,584.00
Galaxy 42 Pty Ltd	FTIG42002711	Business consulting July 2022	35,392.50
Robert Walters Pty Ltd	1996714	Temp staff w/e 170722	5,093.01
Robert Walters Pty Ltd	2001818	Temp staff w/e 310722	5,049.86
Robert Walters Pty Ltd	1999364	Temp staff w/e 240722	5,049.86
Robert Walters Pty Ltd	2003636	Temp staff w/e 050822	5,182.75
Allways Property Maintenance	INV-0509	Investigate roof leak at U5 Callistemon	121.00
Youngster.co	1134	Workshops for Tech Needs at Darius Wells	3,300.00
Randstad Pty Ltd	RA4632729	Temp staff w/e 290522	1,988.51
Living and Creating	00002	Macrame workshop	250.00
Netcaz Pty Ltd (Premier Tarps)	12316	Pull out tarp for KWN2073	1,859.00
Myriad Images Pty Ltd	INV-2560	Business cards/maps/poster	731.50
Oracle Customer Management Solut	00178912	After hours calls May to July 2022	1,515.07
Sundry EFT	25322	Qube rates overpayment refund	8,773.32
Sundry EFT	03AUGUST2022	Madako Nakamura	121.50
Sundry EFT	19674	Hannah Ayre-Wynne	720.00
Sundry EFT	A10338	Geoffrey and Maureen Ward	46.00
Sundry EFT	A4384	Charles Patzel	460.05
Sundry EFT	A20765	Carlin Rentals	1,950.74
Sundry EFT	AG352021A	Jarrod King	175.00
Sundry EFT	030822	Shiralee Farr	50.00
Prad Mahalingam	10394583	Reimbursement as per contract	500.00
Yuma Suzuki	129037546	Reimbursement for drivers licence	146.50
<b>EFT 17-Aug-2022</b>			
Bright Futures Family Day Care - Pa	08082022 TO 14082022	FDC payroll 080822 to 140822	30,853.10
Bright Futures In Home Care - Payro	08082022 TO 140822	IHC payroll 080822 to 140822	12,364.33
<b>EFT 18-Aug-2022</b>			
Lo-Go Appointments	H1164	Temp staff w/e 300722	2,055.60
Lo-Go Appointments	H1012	Temp staff w/e 020722	1,833.60
Lo-Go Appointments	H1202	Temp staff w/e 060822	2,295.40
Lo-Go Appointments	H1163	Temp staff w/e 300722	1,833.60
Lo-Go Appointments	H1122	Temp staff w/e 230722	2,363.25
Lo-Go Appointments	H1125	Temp staff w/e 230722	2,295.40
Lo-Go Appointments	H1047	Temp staff w/e 090722	2,295.40
Lo-Go Appointments	H1080	Temp staff w/e 160722	1,887.81
Lo-Go Appointments	H1010	Temp staff w/e 020722	1,887.81
Lo-Go Appointments	H1240	Temp staff w/e 130822	1,833.60
Lo-Go Appointments	H1238	Temp staff w/e 130822	1,887.81
Lo-Go Appointments	H1200	Temp staff w/e 060822	2,363.25
Lo-Go Appointments	H1201	Temp staff w/e 060822	2,363.25
Lo-Go Appointments	H1239	Temp staff w/e 130822	1,887.81
Allcom Communications	32049	Install switch mode converter	1,213.30
Integrated ICT	23118	Yealink Huddle Room Solution	8,421.60
Julia Kay Wallis	KWIN/2022-2023-001	Oral history transcript	357.50
Treasury Consolidated - Unclaimed	100007	Unclaimed bond monies	508,534.37
AAA Windscreens & Tinting	INV-56489	Rear screen to Trail Blazer	487.00
Advanced Traffic Management (WA)	00157794	Traffic management Beacham 070722	1,016.03
BOC Limited	5005801771	Gas container service charges	1,489.22
Bunnings Building Supplies	2163/01626770	Sloan public toilets materials/signs	259.92
Bunnings Building Supplies	2163/01626768	Gap filler Admin Building	75.24
Bunnings Building Supplies	2163/01626772	Recquatic toilet seats/materials	299.07
Bunnings Building Supplies	2163/01629209	City Operations waste baskets	65.44
Bunnings Building Supplies	2442/01280661	Hex screws	129.20
Bunnings Building Supplies	2163/01625102	Toilet block paint	116.74
Bunnings Building Supplies	2163/01629128	Items for Village	88.22
Challenge Chemicals Australia	114122	Chemicals for Recquatic Centre	49.65
City of Rockingham	122658	Rubbish tipping from yard	7,055.40

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## Payment Listing



Payments made between 01-Aug-2022 and 31-Aug-2022

Payee	Invoice	Description	Amount
City of Rockingham	122887	Tipping fees July 2022	1,758.50
Coastline Mowers	33523 #5	Air filter element	37.00
Coastline Mowers	33704#7	Mower repairs	44.95
Winc Australia Pty Ltd	9039907557	Depot morning tea supplies	25.62
Winc Australia Pty Ltd	9040055515	Stationery for Admin	500.85
Goodchild Enterprises	635767	Battery	34.10
StrataGreen	146963	Pressure sprayers and glyphosate	1,435.29
StrataGreen	147007	Weed control mat	131.81
StrataGreen	147275	Litter pickers x 20	1,422.63
Blackwood & Sons Ltd	PE8841ES	Earmuffs x 3 City Operations	112.17
Kwinana Early Years Services Inco	INV-0409	Take a Stand workshop 270722	550.00
Lamp Replacements	IN1044994	Tube T5 21 W x 60 for Darius Wells	289.49
Main Roads Western Australia	186000	Road Safety Audit Training course	2,937.00
Paint Industries	64612	Graffiti remover x 12	1,128.60
Port Printing Works	INV078918	Staff business cards	44.55
Red Sand Supplies Pty Ltd	00014435	Tipping fees 080722	682.00
Satellite Security Services	IV014766	Wheatfield cottage alarm maintenance	200.20
St John Ambulance Australia (WA) I	KITSLS00010268	First Aid Supplies Banksia Park	104.59
St John Ambulance Australia (WA) I	KITSLS00010189	First Aid Supplies Zone	80.62
St John Ambulance Australia (WA) I	KITSLS00010188	First Aid Supplies Community Resources	128.41
St John Ambulance Australia (WA) I	KITSLS00010187	First Aid Supplies Wellard Comm Centre	81.01
St John Ambulance Australia (WA) I	FAINV01005632	First aid training 100822	128.00
St John Ambulance Australia (WA) I	FAINV01000225	First aid training 210722	128.00
Sunny Sign Company Pty Ltd	482090	Street sign x 2	148.50
Sunny Sign Company Pty Ltd	482197	Street sign X 1	74.25
Sunny Sign Company Pty Ltd	482813	Street sign X 1	74.25
Telstra	K282026111-4	ICT cloud disaster recovery services	1,675.67
Telstra	1355246271-15AUG22	Mobile device whole organisation Jul 22	9,824.18
The Good Guys	D0921752270	Depot fridges x 2	1,465.00
The Good Guys	D0921757249	Depot urn	139.95
Toll Transport Pty Ltd	0438-T221490	Courier charges 120722	13.39
Waste Stream Management Pty Ltd	00432122	Tipping fees 200722	66.00
Water Corporation of Western Austr	9022594998AUG22	Honeywood Oval drink fountains	29.11
Water Corporation of Western Austr	9022017875AUG22	Honeywood Pavilion	33.46
Wattleup Tractors	1287488C	Tractor service/repair	793.29
Westbooks	330271	Library books	11.89
Westbooks	330270	Library books	122.38
Westbooks	330269	Library books	10.49
Westbooks	330267	Library books	162.89
Westbooks	330266	Library books	230.92
Sterlings Office National	229805	Chairs for the Depot	6,347.00
Beaver Tree Services Aust Pty Ltd	83098	Emergency clean up work	2,940.91
Beaver Tree Services Aust Pty Ltd	82995	Stump grinding various locations	2,469.18
Beaver Tree Services Aust Pty Ltd	82996	Tree removals/pruning Reliance Bend	1,974.85
Veolia - Suez	49517617	General waste 250722	1,462.99
Synergy	2061593170	Wandi Oval	110.84
Synergy	2077596617	Wandi fire pump	118.50
Synergy	2093583308	Honeywood Ave retic	124.47
Synergy	2069591022	Gecko Park bore	111.12
Synergy	2053591809	Mornington Park	132.41
Synergy	2033611647	Honeywood bore	164.58
Synergy	2049603085	Bruny Meander bore/BBQ/lights	158.80
Synergy	2021615011	Mandogalup Fire Station/bore	811.07
Synergy	2069593245	Landscape maintenance July 2022	130.86
Synergy	2037602023	Honeywood Park Wandii BBQ/lights	124.61
Synergy	2069593428	Art Sculpture Darling Park	116.88
Synergy	2089587072	Willandra Park	124.52
Synergy	2097566490	Woko Park bore	112.72
Synergy	2093587444	Chipperton Park	686.22
Synergy	2037603929	Thomas Oval retic	129.11
Synergy	2009616341	Prince Regent Gate Reserve	371.39
Synergy	2077598483	Wellard Pavilion	640.05
Synergy	2045600985	Wandi Reserve	1,999.54
Prestige Catering & Event Hire	INV-4463	Catering on 100822 OCM dinner	418.80
Prestige Catering & Event Hire	INV-4386	Catering Citizenship 260722	2,099.00
ABCO Products	INV816500	Sanitiser and wipes Recquatic	263.74
Battery World	IN6080156718	Batteries x 3	725.00
Technology One Limited	212232	SOW03: Infrastructure	4,441.25
Technology One Limited	212233	DMC consultant	21,855.63
Technology One Limited	212234	SOW03: Trial Data Migration	3,740.00
Technology One Limited	212235	SOW03: Final Data Migration	8,648.75
Technology One Limited	212236	SOW03: Data Migration Management	9,623.35

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Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
Technology One Limited	212238	CR23: Post live support	15,840.00
Technology One Limited	212237	CR26 Deployment and preparation for	3,731.20
Technology One Limited	212240	CR26 Talent Management Configuration	880.00
Technology One Limited	212181	Infrastructure hosting June 22	398.84
Technology One Limited	212239	CR23: Project management	13,585.00
Technology One Limited	212439	Infrastructure hosting July 22	398.84
Natural Area Consulting Manager	00018244	Maintenance works at Peel sub drain	3,135.00
Downer EDI Works Pty Ltd	6013763	10mm Gran AC50 for City Operations	453.06
Bolinda Publishing Pty Ltd	268077	Large print Library books	54.23
Bolinda Publishing Pty Ltd	266818	Books for the Library	108.46
Hudson Global Resources (Aust) Pty AU1289679		Adjustment temp staff w/e 080722	41.18
Hudson Global Resources (Aust) Pty AU1289678		Temp staff w/e 170722	5,181.00
KLMedia Pty Ltd	1155546	Books for the Library	34.06
Hays Specialist Recruitment Pty Ltd	51076110	Temp staff w/e 070822	2,241.61
KAJ Installations & Services	00009175	Callistemon Garage block 33 to 36 repairs	154.00
Commercial Aquatics Australia	27319	Charger card chlorine gas system Recquatic	533.50
Infiniti Group	586589	Recquatic toiletries	898.38
LD Total	121398	Landscape maintenance July 2022	363.99
LD Total	121414	Landscape maintenance July 2022	661.33
LD Total	121408	Landscape maintenance July 2022	154.73
LD Total	121407	Landscape maintenance July 2022	10,678.50
LD Total	121406	Landscape maintenance July 2022	5,311.89
LD Total	121419	Landscape maintenance July 2022	1,373.13
LD Total	121410	Landscape maintenance July 2022	2,324.85
LD Total	121412	Landscape maintenance July 2022	1,720.66
LD Total	121399	Landscape maintenance July 2022	2,670.04
LD Total	121400	Landscape maintenance July 2022	663.93
LD Total	121403	Landscape maintenance July 2022	6,528.85
LD Total	121413	Landscape maintenance July 2022	5,660.06
LD Total	121402	Landscape maintenance July 2022	3,152.50
LD Total	121418	Landscape maintenance July 2022	347.01
LD Total	120865	Maintenance additional work July 2022	4,220.91
LD Total	121411	Landscape maintenance July 2022	7,281.24
LD Total	121409	Landscape maintenance July 2022	525.07
LD Total	121401	Landscape maintenance July 2022	1,017.18
LD Total	121415	Landscape maintenance July 2022	2,351.32
Elliotts Irrigation Pty Ltd	F26244	Iron filter services July 2022	3,514.50
Complete Office Supplies Pty Ltd	11187659	Stationery for City Operations	391.92
Complete Office Supplies Pty Ltd	11288703	Stationery for the Zone	211.17
Spotlight Pty Ltd	006501299056	Supplies for the Depot	262.90
Master Lock Service	9044	Koorliny master lock key	235.00
Master Lock Service	8914	Darius Creche bifold doors repair	165.00
ALSCO Pty Ltd	CPER2245011	Table linen hire July 2022	59.19
ALSCO Pty Ltd	CPER2246853	Table linen hire July 2022	58.63
Imagesource Digital Solutions	463344	Bob Ridley exhibition	104.50
Priority 1 Fire & Safety Pty Ltd	2223-121	Breathing apparatus training 150722	1,100.00
Drainflow Services Pty Ltd	00010720	Educting works various areas	2,117.50
Drainflow Services Pty Ltd	00010461	Jetting and educting works various	2,420.00
Elexacom	118227	Inspect BBQ at Casuarina Fire Station	98.48
Elexacom	118226	Reset alarm at Sloan Cottage	73.87
Elexacom	118166	Foyer data installations Admin Building	8,373.86
Elexacom	118379	Banksia V20 replace exhaust fan	270.89
Elexacom	118359	Callistemon U10 remove bollard light	1,773.97
Elexacom	118358	Install sensors at Adventure Park	1,400.85
Elexacom	118224	Test power point at Recquatic poolside	127.02
Elexacom	118283	Repair lights at Recquatic foyer	560.36
Elexacom	118167	Replace lights at Civic Administration	662.52
Elexacom	118362	Banksia V64 install light fitting	192.80
Elexacom	118361	Callistemon U13-16 replace RCD on doors	49.24
Elexacom	118381	Install down light to Admin Building	445.28
Elexacom	118175B	Recquatic gym faulty light	561.04
Elexacom	118175A	Recquatic gym faulty light	98.48
Elexacom	118171	Magenup Equestrian Centre HWS repair	211.70
Shelford Constructions Pty Ltd	9034HON/9	Honeywood Sporting Clubrooms claim 9	256,327.61
Australia Post	1011731355	Postage ending 310722	17,986.29
Veolia Environmental Services	2600791448	Collection paint waste/oil/cylinders	3,575.00
Pickles Auctions	DI000271867	Sale fees/impound costs	405.00
Flex Industries Pty Ltd	1039415	Fuel filters	86.65
Total Tools Rockingham	217694	Various tools City Operations	540.00
Master Instruments	1111106	Metrocount 5600 batteries x 24	492.59
Kearns Garden Supplies	JULY 2022	Various hardware	193.30
Charles Service Company	00035133	Cleaning various locations	2,126.32

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## Payment Listing

Payments made between 01-Aug-2022 and 31-Aug-2022

Payee	Invoice	Description	Amount
Charles Service Company	00035130	Fiona Harris Pavilion high pressure cleaning	417.73
Daytone Printing Pty Ltd	57788	Business cards	154.00
Playmaster Pty Ltd	INV-1389	Boyne Park equipment	3,055.80
Apple Pty Ltd	AJ24770103	Apple iphone	1,738.00
All Ages First Aid Training	PO00000862	First Aid training 180822	100.00
AHA Consulting Pty Ltd	I-474	Taste of Engagement workshop 250822	1,650.00
Turf Care WA Pty Ltd	INV-5174	Calista Oval turf maintenance	531.21
Red Oxygen Pty Ltd	CI00206490-576448	Software licence fee	45.32
Burson Automotive Pty Ltd	124957881	Penrite oil	95.98
Mackie Plumbing and Gas Pty Ltd	I103724	Banksia V7 install new garden tap	203.36
Mackie Plumbing and Gas Pty Ltd	I103716	Banksia V23 inspect laundry taps	194.44
Mackie Plumbing and Gas Pty Ltd	I103638	Replace taps at Bulrush Park	436.93
Mackie Plumbing and Gas Pty Ltd	I103613	Reset pumps at Kwinana Bowling Club	160.18
Mackie Plumbing and Gas Pty Ltd	I103603	Inspect toilets at Recquatic Centre	240.95
Mackie Plumbing and Gas Pty Ltd	I103614	Isolate drink fountain at Recquatic Cent	80.09
Mackie Plumbing and Gas Pty Ltd	I103389A	Darius July scheduled maintenance water filters	1,619.56
Mackie Plumbing and Gas Pty Ltd	I103389B	Darius July scheduled maintenance water filters	160.17
Mackie Plumbing and Gas Pty Ltd	I103454	Wellard Pavilion HW shower repairs	271.96
Mackie Plumbing and Gas Pty Ltd	I103746	Banksia Park U11 filter cartridges	378.46
Premier & Cabinet Department of	1002198	Waste Local Law 2022	2,168.90
Australian HVAC Services Pty Ltd	67418	Air con repairs Frank Baker/Alf Lyndon	373.67
Australian HVAC Services Pty Ltd	67703	Darius Wells a/c works	4,379.22
Australian HVAC Services Pty Ltd	67670	Thomas Kelly a/c works	373.67
Australian HVAC Services Pty Ltd	67652	Admin Building a/c works	1,508.08
Australian HVAC Services Pty Ltd	67385	Medina Hall a/c works final claim	26,663.18
Bannerworld	8082	Signage for outdoor marquee	314.84
Veraison Training and Development	INV-0982	Team Level OCI Debriefs in July	1,650.00
Veraison Training and Development	INV-0981	Culture Optimisation Group meetings	2,046.00
Asbestos Masters WA	0061	Asbestos removal Hope Valley verge	726.00
Woolworths Group Open Pay	TXN1058602	Items for Bright Futures	21.60
Woolworths Group Open Pay	TXN1081441	Milk for The Zone	12.40
Woolworths Group Open Pay	TXN1072101	Items for Village	49.00
Woolworths Group Open Pay	TXN1081591	Food/Supplies Moorditj Kulungars	83.50
Woolworths Group Open Pay	TXN1089511	Items for Bright Futures	30.89
Woolworths Group Open Pay	TXN1087668	Items for Bright Futures	25.00
Woolworths Group Open Pay	TXN1031046	Boola Maara meeting catering	30.70
Wheelers ePlatform Limited	5009196	Digital Library licence for 2023	3,000.00
Zipline.io Pty Ltd	2021-12654	Rate It charges	9,350.00
Procurement Australia Ltd	IN030623	3m USB-A to USB-C charger	105.60
Procurement Australia Ltd	IN030565	1 x Otterbox Case	94.74
Sundry EFT	1697003 01/07/2020	Kevin Judd	50.00
Sundry EFT	1846432 31/03/2021	Sara Elizabeth Judd	100.00
Sundry EFT	9249	St John Ambulance Australia	717.33
Sundry EFT	982934/1	Rodney Maring	50.00
Sundry EFT	100008	Thelma Rossell	500.00
Sundry EFT	AG372021	Braedon Law	175.00
Sundry EFT	6371	Rick Brendon Beazley	40.38
Sundry EFT	17120	Olga Alexandrovna Naoumova	2,286.88
<b>EFT 19-Aug-2022</b>			
Victor John Little	16AUGUST2022	Christmas Saver	1,622.37
Cesarina Fitzgerald	17AUGUST2022	Reimbursement for Dome gift cards	300.00
Adam Prestage	05AUGUST2022	Christmas Saver	2,161.29
Alana Caldwell	E0390520	WWCC reimbursement	87.00
<b>EFT 24-Aug-2022</b>			
Art Up	PO000000707	Annual photographic exhibition	1,850.54
Tam Bakes Cakes	INV-1869	Bob Ridley exhibition	67.50
Jane Li Art (Xiuzhen Li)	043	Artwork re-use	117.00
Carol Elizabeth Adams	COUNCILLOR ALLOWANCE AUG	Council meeting fees and allowances August 2022	10,627.67
Advanced Traffic Management (WA)	00158846	Traffic management Beacham Crescent	890.11
Advanced Traffic Management (WA)	00158845	Traffic management Ankadel Road	551.94
Bunnings Building Supplies	2160/99856585	Items for Community Development	535.05
Bunnings Building Supplies	2163/01150840	MODE 4 Brushed Nickel Hooks	49.22
Bunnings Building Supplies	2163/01127304	Replacement taps for Facilities Dept	209.43
Bunnings Building Supplies	2163/01540901	Items for Banksia and Callistemon Units	243.98
City of Gosnells	25186	City of Kwinana annual Switch your think	6,600.00
Coastline Mowers	33812#5	Mower handle	70.00
Winc Australia Pty Ltd	9040103252	Stationery for Admin	60.81
Winc Australia Pty Ltd	9040108404	Items for IT Centre	89.89
Winc Australia Pty Ltd	9040108402	Items for IT Centre	129.75
Blackwood & Sons Ltd	PE6282ET	Filter protectors	309.94
Blackwood & Sons Ltd	PE6281ET	Filters for Recquatic Centre	19.23
Royal Life Saving Society	144639	First Aid online course 130922	109.00

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## Payment Listing



Payments made between 01-Aug-2022 and 31-Aug-2022

Payee	Invoice	Description	Amount
Shane McMaster Surveys	KWIN 332	Road survey Henry Street	1,650.00
South West Group	222305	222-23 Member Council contributions	37,074.40
St John Ambulance Australia (WA) Ii KITSLS00010186		First aid supplies	625.43
St John Ambulance Australia (WA) Ii KITSLS00010387		Defibrillator pads	195.00
St John Ambulance Australia (WA) Ii KITSLS00010383		Defibrillator pads	112.00
St John Ambulance Australia (WA) Ii KITSLS00010385		Defibrillator pads	112.00
St John Ambulance Australia (WA) Ii KITSLS00010185		First aid supplies	394.43
T-Quip	112538 #12	Mower blades	1,184.40
Waste Stream Management Pty Ltd	00432230	Tipping of concrete and asphalt waste	396.00
Westbooks	330522	Children's Library books	66.55
Westbooks	330523	Children's Library books	162.90
Westbooks	330524	Children's Library books	482.43
Westbooks	330449	Adult Library books	317.62
Westbooks	330465	Library books supply	178.35
Westbooks	330453	Library books supply	32.09
Westbooks	330451	Library books supply	612.16
Westbooks	330450	Library books supply	1,016.41
Westbooks	330526	Children's Library books	113.33
Westbooks	330525	Children's Library books	342.47
Western Power Corporation	CORPB0616462	Connection for Barker Road Casuarina	37,218.00
Dennis Cleve Wood	COUNCILLOR ALLOWANCE AUG	Council meeting fees and allowances August 2022	2,961.25
Sherilyn Wood	COUNCILLOR ALLOWANCE AUG	Council meeting fees and allowances August 2022	2,961.25
Taylor Tyres Pty Ltd	27008	Tyres x 4	1,834.80
Hames Sharley Pty Ltd	WA015559	Residential subdivision policy review	2,761.00
Veolia - Suez	49488908	Mixed waste collection Jul 22	187,903.45
Veolia - Suez	166307	Waste and recycling services Jul22	158,639.82
Synergy	2033617735	Orelia Oval	1,785.10
Synergy	2021617955	Industrial s/scape Naval Base	122.45
ABCO Products	INV818719	Items for Recquatic Centre	915.20
Sigma Chemicals	159007/01	Chemicals for Recquatic	797.50
Sigma Chemicals	159657/01	Led clock for Aquatics at Recquatic	412.50
Downer EDI Works Pty Ltd	6013855	10mm Gran AC50 for City Operations	82.69
Bolinda Publishing Pty Ltd	269059	Large print library books	54.23
Peter Edward Feasey	COUNCILLOR ALLOWANCE AUG	Council meeting fees and allowances August 2022	4,877.83
Hudson Global Resources (Aust) Pty	AU1292808	Temp staff week ending 310722	4,559.28
Envirocare Systems Pty Ltd	00055634	Waterless urinal service Recquatic	303.71
Hays Specialist Recruitment Pty Ltd	51090747	Temp staff w/e 140822	2,898.64
Schweppes Australia Pty Ltd	0811314504	Drinks for Recquatic fridges	865.33
LD Total	121352	Maintenance & additional work Aug 22	5,326.20
LD Total	121353	Maintenance & additional work Aug 22	1,775.40
LD Total	121327	Maintenance & additional work Aug 22	405.37
LD Total	122228	Maintenance & additional work Aug 22	3,550.80
Website Weed & Pest (WA) Pty Ltd	00005509	Street scape treatment July 22	10,529.83
Website Weed & Pest (WA) Pty Ltd	00005510	Street scape treatment July 22	1,911.23
Website Weed & Pest (WA) Pty Ltd	00005508	Street scape treatment July 22	264.00
Website Weed & Pest (WA) Pty Ltd	00005511	Street scape treatment July 22	2,531.85
Centrecare	SI-0002424	Promotional material	30.75
Centrecare	SI-0002505	EAP registration fee July 2022	2,062.50
Centrecare	SI-0002102	EAP registration fee May 2022	2,062.50
Centrecare	SI-0002425	Management Solutions training/consult	902.00
Master Lock Service	8926	Supply padlock for the Depot	180.02
Key's Wheelie Kleen	17654	Wheelie bin cleaning at John Wellard	110.00
Imagesource Digital Solutions	463661	City of Kwinana coreflute signs	202.40
Melville Subaru	31399	Centre console lid	415.25
Woolworths Group Limited	130900938	Items for Recquatic Centre	136.80
Elexacom	118164	Repair aerial cables at the Depot	3,082.97
Elexacom	118230	Sensor for lights broken at Wellard	302.47
Elexacom	118170	Lights not working in the Library	257.55
Elexacom	118229	Red light flashing Kwinana Bowling Club	465.73
Elexacom	118285	Investigate light sensors in the Depot	254.06
Elexacom	118435	Banksia V11 replace GPO cover in bedroom	148.97
Elexacom	118344	Replace emergency light in IT offices	505.54
Elexacom	118338	Works to cables at Depot	2,122.69
Elexacom	118434	Repairs to powerpoint on pooldeck Recquatic	112.07
Elexacom	118284	Disconnect power points Civic Admin	725.18
Elexacom	118301	Move data points at Civic Admin	1,231.45
Elexacom	118082	Reset electrical wiring at Recquatic	659.33
Elexacom	118168	Inspect and replace lights at the Zone	841.98
Elexacom	118288	RCD testing Casuarina Hall	49.24
Shelford Constructions Pty Ltd	9034HON/10	Honeywood Sporting Clubrooms claim 10	121,870.43
Challenger Veterinary Hospital	148458	Animal services	65.00
Challenger Veterinary Hospital	149756	Animal services	220.00

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Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
Sign a Rama	INV-14371	Door sliders x2	165.00
Matthew James Rowse	COUNCILLOR ALLOWANCE AUG	Council meeting fees and allowances August 2022	2,961.25
Business Base	DINV-20790	Office equipment for Admin	810.00
Summers Consulting	INV-1113	Mosquito monitoring June 22	880.00
Summers Consulting	INV-1121	Mosquito monitoring Aug22	979.00
Summers Consulting	INV-1120	Mosquito monitoring July22	880.00
Rockingham Toyota	PI22026125	Cover outer mirror	104.02
Retech Rubber	00003814	Install soft rubber fall Wellard Park	1,452.00
Netstar Australia Pty Ltd	146469	EZ Web subscription 23	2,626.80
Chorus Australia Ltd	SINV0024039	Garden maintenance for July 22	114.35
Outback Handyman	3866	Install piping under paving V62 Banksia	352.00
Turf Care WA Pty Ltd	INV-5236	Turf maintenance various locations	1,817.06
Burson Automotive Pty Ltd	124999190	Battery	422.40
Burson Automotive Pty Ltd	125101668	Oil/fuel/air filters	214.01
Mackie Plumbing and Gas Pty Ltd	I103694	Replace cistern at Koorliny Centre	622.60
Mackie Plumbing and Gas Pty Ltd	I103747	Inspect pumps at Animal Facility	80.09
Mackie Plumbing and Gas Pty Ltd	I103745	Repairs to zip fountain at Recquatic	85.59
Sine Group Pty Ltd	2020-23936	Annual subscription core implementation advanced	3,296.70
Australian HVAC Services Pty Ltd	67774	Zone air con repairs	240.70
Soma Mandal Datta (TranquilCanvas)	0246	Chalk Painting on Glass workshop	481.00
Woolworths Group Open Pay	TXN920923	Drop in food shopping for the Zone	224.08
Woolworths Group Open Pay	TXN1100423	Items for Bright Futures	10.10
Woolworths Group Open Pay	TXN1100592	Items for Bright Futures	25.00
Woolworths Group Open Pay	TXN1100941	Items for Creche Centre	276.00
Avantgarde Technologies Pty Ltd	00002438	CCTV audit	9,064.00
Susan Edith Kearney	COUNCILLOR ALLOWANCE AUG	Council meeting fees and allowances August 2022	2,961.25
Barry Charles Winnmar	COUNCILLOR ALLOWANCE AUG	Council meeting fees and allowances August 2022	2,961.25
Michael Brown	COUNCILLOR ALLOWANCE AUG	Council meeting fees and allowances August 2022	2,961.25
Bubble Bakes Perth	1	Children's Healthy Food session 070722	425.00
AJ Betts	23AUGUST2022	Writing workshop for Library 230822	489.16
Sundry EFT	885846	Alissa & Ian Ryan	50.00
Sundry EFT	6168	Roman & Christine Davids	400.00
Sundry EFT	AG332021	Jucinta Dann	175.00
Sundry EFT	22AUGUST2022	Naomi Hallsworth	375.00
Sundry EFT	25082	Dept of Housing	1,219.00
Sundry EFT	2424	Olivier Pecheur	2,290.02
Sundry EFT	RATES-A25492	Dept of Housing	1,219.00
Sundry EFT	RATES-25487	Dept of Housing	1,219.00
Sundry EFT	RATES-25486	Housing Authority	1,220.04
Sundry EFT	RATES-23082022	Whitford Properties	1,075.55
Sundry EFT	RATES3052	Gibson Tax & Accounting	46.40
<b>EFT 25-Aug-2022</b>			
Carol Elizabeth Adams	COUNCILLOR ALLOWANCE BAL	Council meeting fees and allowances August 2022	1,352.84
Bright Futures Family Day Care - Pa	15082022 TO 210822	FDC payroll 150822 to 210822	29,606.81
Bright Futures In Home Care - Payro	15082022 TO 210822	IHC payroll 150822 to 210822	11,008.88
<b>EFT 30-Aug-2022</b>			
Australian Taxation Office	KWINANA 29/07/2022	Withholding Tax (PAYG)	290.00
Australian Taxation Office	KWINANA 29/07/2022	ETP Tax - Code O	34.00
Australian Taxation Office	KWINANA 24/07/2022	Withholding Tax (PAYG)	55.00
Australian Taxation Office	KWINANA 02/08/2022	Withholding Tax (PAYG)	1,080.00
Australian Taxation Office	KWINANA 02/08/2022	ETP Tax - Code O	338.00
Australian Taxation Office	KWINANA 05/08/2022	Withholding Tax (PAYG)	1,856.00
Australian Taxation Office	KWINANA 05/08/2022	ETP Tax - Code O	21.00
Australian Taxation Office	KWINANA 05/08/2022	HELP	186.00
Australian Taxation Office	KWINANA 09/08/2022	Withholding Tax (PAYG)	52.00
Australian Taxation Office	KWINANA 08/08/2022	Withholding Tax (PAYG)	832.00
Australian Taxation Office	KWINANA 08/08/2022	ETP Tax - Code O	486.00
Australian Taxation Office	KWINANA 16/08/2022	Withholding Tax (PAYG)	478.00
Australian Taxation Office	KWINANA 16/08/2022	ETP Tax - Code O	101.00
Australian Taxation Office	KWINANA 21/08/2022	Withholding Tax (PAYG)	193,266.00
Australian Taxation Office	KWINANA 21/08/2022	Extra Tax	1,098.00
Australian Taxation Office	KWINANA 21/08/2022	HELP	5,424.00
Australian Taxation Office	KWINANA 21/08/2022	Withholding Tax (PAYG)	206.00
Australian Taxation Office	KWINANA 21/08/2022	HELP	76.00
LGRCEU	KWINANA 21/08/2022	LGREC F/T	407.28
LGRCEU	KWINANA 21/08/2022	LGREC P/T	11.00
Australian Services Union	KWINANA 21/08/2022	Aust Service Union F/T	200.23
Australian Services Union	KWINANA 21/08/2022	Aust Service Union P/T	71.70
Child Support Agency	KWINANA 21/08/2022	Child Support Agency	623.43
City of Kwinana - Xmas fund	KWINANA 21/08/2022	Christmas Saver	6,930.00
Health Insurance Fund of WA (HIF)	KWINANA 21/08/2022	Health Insurance Fund of WA (HIF)	765.95
Maxxia Pty Ltd	KWINANA 21/08/2022	Novated Lease (Maxxia) - Pre Tax	909.17

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Payee	Invoice	Description	Amount
Maxxia Pty Ltd	KWINANA 21/08/2022	Novated Lease (Maxxia) - Post Tax	915.06
EFT 31-Aug-2022			
Lo-Go Appointments	H1275	Temp staff week ending 200822	2,363.25
Lo-Go Appointments	H1276	Temp staff week ending 200822	2,295.40
Lo-Go Appointments	H1277	Temp staff week ending 200822	1,999.68
Sweet Apple Lane	258	Catering 150722	125.00
Cascada	15752	Stormwater cover grate	566.50
Julia Kay Wallis	KWIN/2022-2023-002	Oral history transcript	235.00
Monique Mulligan	221	Blackout Poetry for Library week	330.00
Rebecca Laffar-Smith	202208221	Children's book week talks x 3	660.00
Ceiltek Pty Ltd	CT2	Banksia V7 repairs to ceiling	850.00
Marn Trust	00000003	Power usage Lot 9041 Wandi	1,930.17
AAA Windscreens & Tinting	INV-56570	Install windscreen to KWN2161	500.00
Absolute Painting Services	INV-2754	Callistemon U59 paint repairs	132.00
Absolute Painting Services	INV-2753	Callistemon U68 paint repairs	198.00
Advanced Traffic Management (WA)	00158930	Traffic management Derbal Street	5,786.86
Advanced Traffic Management (WA)	00157777	Traffic management Kellam Way	7,314.56
Advanced Traffic Management (WA)	00158232	Traffic management Derbal Street	8,811.96
Advanced Traffic Management (WA)	00158007	Traffic management Kellam Way	2,702.49
Benara Nurseries	385064	Plant stock	338.14
Bunnings Building Supplies	2163/01155957	Items for Essential Services	131.88
Bunnings Building Supplies	2163/01627938	Items for Facilities Department	117.13
Bunnings Building Supplies	2442/01949548	Gardening supplies Callistemon Court	135.40
Bunnings Building Supplies	2442/01944061	Purchase of plants	175.26
City of Rockingham	123565	Tipping fees 150822	1,275.12
Civica Pty Ltd	M/LG023002	Authority monthly main Oct 22	8,605.78
Coastline Mowers	33908#5	Lawnmower parts for Depot	83.70
Winc Australia Pty Ltd	9040117306	Stationery items for City Operations	43.67
Winc Australia Pty Ltd	9040109147	Items for City Operations Team	2,017.79
Winc Australia Pty Ltd	9040146304	Stationery for Bright Futures	119.37
Winc Australia Pty Ltd	9040129332	Items for City Operations Team	61.47
Winc Australia Pty Ltd	9039629332	Stationery for Environment and Health	16.32
Council On The Ageing (WA) Inc	00006950	Annual Fee for Strength for Life	646.80
Landgate	1206794	Title search	56.40
EJ's Mini Excavator	13605	Runnymede Gate limestone wall construction and repair	5,280.00
Bright Futures Family Day Care - Pa	220822 TO 280822	FDC payroll 220822 to 280822	31,457.12
Bright Futures In Home Care - Payro	220822 TO 280822	IHC payroll 210822 to 280822	12,677.83
Fire & Emergency Services, Dept of	63314	Annual Monitoring Orelia Sports Pavilion	1,881.00
Fire & Emergency Services, Dept of	63321	Annual Monitoring John Wellard	1,881.00
Fire & Emergency Services, Dept of	63449	Annual monitoring Administration	1,881.00
Fire & Emergency Services, Dept of	63319	Annual monitoring Darius Wells	1,881.00
Fire & Emergency Services, Dept of	63320	Annual monitoring The Zone	1,881.00
Fire & Emergency Services, Dept of	63450	Annual monitoring Recquatic	1,881.00
Heatley Sales Pty Ltd	C1045963	Uniforms for City Operations	101.08
ABC Corp Australasia Pty Ltd	33953	Stock item barcodes	517.00
Local Health Authority Analytical Cor	MA2022 070	Analytical services for 2023	11,387.67
Port Printing Works	INV081309	Printing for envelopes	167.75
Port Printing Works	INV081400	Staff business cards	47.85
Rockingham Betta Electrical & Gas	32410038778	Callistemon U64 oven	2,477.00
Royal Life Saving Society	177147	Recquatic swim school certificates	1,917.00
Royal Life Saving Society	144872	Breathing apparatus refresher course	350.00
Satellite Security Services	IV014240	Replace battery on alarm at Fiona Harris	180.51
Scitech Discovery Centre	FTI-004232	Incursion Library 180822	360.00
Sunny Sign Company Pty Ltd	484156	Signs for Dalrymple Drive	74.25
The Good Guys	D0921758942	Oven for City Operations Team	899.00
Returned Services League Of Austr	2141	Vietnam Veterans Day wreath	90.00
Toll Transport Pty Ltd	6029880	Courier charges 170822	38.02
Total Eden Pty Ltd	412243178	Reticulation stock for Depot	2,924.14
Water Corporation of Western Austr:	9000348470AUG22	Depot	945.98
Water Corporation of Western Austr:	9000358855AUG22	Kwinana Senior Citizens	475.16
Water Corporation of Western Austr:	9000358839AUG22	Medina Hall	654.75
Water Corporation of Western Austr:	9000358337AUG22	Girl Guides Hall	13.23
Water Corporation of Western Austr:	9000358310AUG22	Girl Guides Hall	1,014.17
Water Corporation of Western Austr:	9000357641AUG22	Orelia Oval	1,058.90
Water Corporation of Western Austr:	9000356366AUG22	Bright Futures	240.44
Water Corporation of Western Austr:	9000354133AUG22	Thomas Oval Pav/Tucker St Res	2,153.72
Water Corporation of Western Austr:	9000354002AUG22	BMX Track amenities	261.79
Water Corporation of Western Austr:	9000343688AUG22	Little Rascals	311.71
Water Corporation of Western Austr:	9000343469AUG22	156 Medina Ave	100.38
Kyocera Document Solutions Austral	90514186	Copy cost BI IT July 22	129.75
Kyocera Document Solutions Austral	90514187	Copy cost Darius Community Centre Team	41.15
Kyocera Document Solutions Austral	90514189	Copy cost Zone Staff July 22	153.03

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Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
Kyocera Document Solutions Austral	90514190	Copy cost Admin Planning July 22	112.23
Kyocera Document Solutions Austral	90514191	Copy cost Zone Multimedia July 22	17.27
Kyocera Document Solutions Austral	90514188	Copy cost Library Staff July 22	152.08
Kyocera Document Solutions Austral	90514192	Copy cost Admin Finance July 22	203.27
Kyocera Document Solutions Austral	90514194	Copy cost Admin Governance July 22	79.55
Kyocera Document Solutions Austral	90514198	Copy cost Depot Demountable July 22	15.39
Kyocera Document Solutions Austral	90514195	Copy cost Library Public July 22	56.31
Kyocera Document Solutions Austral	90514193	Copy cost Family Day Care July 22	57.53
Kyocera Document Solutions Austral	90514210	Copy cost Depot Mechanics July 22	16.32
Kyocera Document Solutions Austral	90514207	Copy cost Darius Creche July 22	40.11
Kyocera Document Solutions Austral	90514209	Copy cost Darius Volunteer Centre	57.97
Kyocera Document Solutions Austral	90514205	Copy cost Wellard Staff July 22	45.87
Kyocera Document Solutions Austral	90514204	Copy cost Zone Downstairs July 22	20.14
Kyocera Document Solutions Austral	90514208	Copy cost Bertram Staff July 22	16.31
Kyocera Document Solutions Austral	90514202	Copy cost Darius Downstairs July 22	17.85
Kyocera Document Solutions Austral	90514201	Copy cost Bertram Public July 22	20.54
Kyocera Document Solutions Austral	90514203	Copy cost Wellard Community Centre July 22	46.19
Kyocera Document Solutions Austral	90514196	Copy cost Depot Admin July 22	51.77
Kyocera Document Solutions Austral	90514200	Copy cost Admin CSO July 22	57.10
Kyocera Document Solutions Austral	90514197	Copy cost Recquatic July 22	114.50
Kyocera Document Solutions Austral	90514199	Copy cost Admin Records July 22	139.76
Kyocera Document Solutions Austral	90514206	Copy cost Banksia Park July 22	34.46
Officeworks BusinessDirect	602443643	Stationery items for City Operations	78.33
Environmental Health Association (V)	50021	Corporate members level 2 annual licence	1,639.00
Orelia Primary School	1951	Bus services for Darius Wells	440.02
Synergy	2065606379	Warner Road sump	119.19
Synergy	2029613308	Sloan Caretakers Cottage (old bore)	115.10
Synergy	2097574433	Parmelia verge bore	141.09
Synergy	2041609350	Wellard Village/Pimlico Gardens	91.34
Synergy	2069601049	Brandon Mews Reserve	125.43
Synergy	2053601689	Sutherland Parade bore	127.64
Synergy	2061599867	Sloan Reserve bore pump 3	126.09
Synergy	2025621173	Challenger/Bertram entry statement	137.39
Synergy	2025621228	Skottowe Park	159.05
Synergy	2073600987	Wellard Park	231.74
Synergy	2085598931	Cassia Glades BBQs	135.26
Synergy	2001653663	Shop 24/40 Meares Ave Kwinana	385.72
Synergy	2001653662	Shop 23/40 Meares Ave Kwinana	117.08
Synergy	2033622345	Feilman Building top floor	173.98
Synergy	2041612775	Lights Robbos Place carpark	475.18
Synergy	2061603990	Hewison Park BBQ	116.79
Synergy	2053606048	Medina Oval lighting	1,075.86
Synergy	2017627672	Hoyle Road Park	161.15
Synergy	2065608967	Newstead Park	233.46
Synergy	2061603441	Stidworthy Way carpark lighting	257.41
Synergy	2053606576	Wellard Road verge	221.34
Synergy	2089598389	Feilman Building/Conference Gd Flr	297.25
Synergy	2013630021	Medina Hall	1,052.34
Synergy	2033625792	Ascot Park	159.62
Synergy	2025623693	Chisham Ave street lights	253.25
Synergy	2069605705	Feilman Bldg - lift & security lights	761.52
Synergy	2009625613	The Strand public open space lighting	486.94
Synergy	2077607658	Feilman Building (DFES)	1,675.99
Synergy	2009625678	Industrial s/scapes Kwinana Beach	231.06
Synergy	2009625743	Hennessy Park	115.96
Synergy	2069604661	The Strand street lighting	710.25
Synergy	2013628854	Wellard Village lighting	559.20
Synergy	2025622464	Sutherland/Chisham bore	239.18
Synergy	2037613505	Leda Community Hall and bore	542.10
Synergy	2073602108	Rogan Park	227.59
Synergy	2073602071	Chisham Oval	219.92
Synergy	2057609376	Sloan's Caretaker Cottage	194.72
Synergy	2061602179	Djilba View	231.70
Synergy	2013627530	Bourman Heights Reserve	121.73
Synergy	2013627654	Barney Park	142.23
Prestige Catering & Event Hire	INV-4527	Catering 180822	343.20
Prestige Catering & Event Hire	INV-4561	Catering 290822	108.05
ABCO Products	INV819560	Cleaning products for Recquatic	444.21
Ixom Operations Pty Ltd	6564155	Chlorine for Recquatic	1,057.08
Neverfail Springwater	INV-000706887	Purchase of water	53.10
Neverfail Springwater	INV-00706876	Purchase of water	35.40
Modern Teaching Aids Pty Ltd	44997825	Gloves for creche centres	186.79

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## Payment Listing



Payments made between 01-Aug-2022 and 31-Aug-2022

Payee	Invoice	Description	Amount
Natural Area Consulting Manager	00018291	Weed control Wildflower Reserves	29,833.58
Downer EDI Works Pty Ltd	6013866	Emulsion seal to Derbal Street	9,924.79
Downer EDI Works Pty Ltd	6013856	Gran AC50B 7mm	172.01
Downer EDI Works Pty Ltd	6013941	Road base for Derbal Street	34,036.72
Signaltech	4080	Banksia V44 investigate loss of signal	264.00
Playmaker Sports (Lethbridge Glen)	1953	Resealing of floor at the Zone	5,632.00
KLMedia Pty Ltd	1155547	Media for request	164.27
KLMedia Pty Ltd	1155545	Media for requests	405.39
Hays Specialist Recruitment Pty Ltd	51106097	Temp staff week ending 210822	2,898.64
Foreshore Rehabilitation & Fencing	INV-5143	Fence repairs to Medina Oval	187.33
Foreshore Rehabilitation & Fencing	INV-5145	Fencing repairs to Djilba View	2,090.00
Foreshore Rehabilitation & Fencing	INV-5146	Fencing installation Djilba View	330.00
Chamber Of Commerce & Industry	439085	Safety & Health Representatives training	990.00
Schweppes Australia Pty Ltd	0811350763	Drinks for Recquatic Centre fridges	416.66
CA Technology Pty Ltd T/as CAM M	INV13386	Annual licence fee Aug 2023	22,825.00
Infiniti Group	589898	Cleaning products for Recquatic	281.23
LD Total	121434	Landscape maintenance Belgravia Central	594.66
Data #3 Limited	SIN000037890	Adobe ESign renewal	4,059.00
Environmental Health Australia (QLC	00003587	Advertisement for position	198.00
LGISWA	100-150410	Workers compensation endorsement	546.07
Programmed Property Services Pty L	SINV636122	Garden maintenance Aug 22	10,257.86
Imagesource Digital Solutions	463689	Corflute signs	1,497.10
Imagesource Digital Solutions	463792	Door vinyl lettering for Depot	269.50
Imagesource Digital Solutions	463819	Signs for Recquatic promotion	181.50
Cat Haven	00004439	Animal services	247.50
Elexacom	118478	Banksia V12 replace exhaust fan	367.52
Elexacom	118174	Electrical tagging Recquatic	86.88
Elexacom	118286	RCD testing Margaret Feilman	98.48
Elexacom	118287	RCD testing Recquatic	295.45
Elexacom	118444	Replace courtyard lights Medina Hall	1,122.25
Elexacom	118462	Replace light switch at Wellard Pavilion	76.63
Elexacom	118348	Replace lights at Koorliny Arts Centre	2,289.10
Elexacom	118360	RCD testing Kwinana Boy Scouts	49.29
Elexacom	118163	Replace carpark lights at Wandl Hall	1,723.62
Elexacom	118173	Replace lights at Group Fitness room Recquatic	233.94
Elexacom	118442	Repair to security lights Medina Hall	683.25
Elexacom	118256	Replace tank float at Wandl Hall	1,843.07
Elexacom	118179	Repair to perimeter lights John Wellard	2,841.34
Elexacom	118302	Replace lights at Senior Citizens	4,748.88
Elexacom	118255	Investigate sewerage pump alarm Wandl Hall	850.18
Elexacom	118169	Repair to light switch at Admin kitchen	332.90
Elexacom	118172	Recquatic Hydro PR light switch	195.65
Elexacom	118552	Banksia V22 replace lights	88.20
Elexacom	118553	Callistemon U12 replace led light	273.23
Elexacom	118507	Replace RCD on spa pump at Recquatic	903.52
Elexacom	118508	Darius Wells replace switch	98.48
Starbucks Flooring	INV-000964	Callistemon U73install carpet	1,237.00
Starbucks Flooring	INV-000963	Callistemon U59 install carpet	492.00
Walter J Pratt Pty Ltd	615698	Sensor for balance tank at Recquatic	838.20
The Green Barista Coffee	19229	Catering for Community Planting	120.00
Total Tools Rockingham	218234	Pruners for City Operations	197.90
Total Tools Rockingham	217694 AA	Ladder extension for City Operations	449.00
Envirosweep	99750	Road sweeping various suburbs	8,151.59
Retech Rubber	00003821	Repairs at Honeywood Oval	1,058.75
Outback Handyman	3882	Callistemon U68 repair shower seal	198.00
Outback Handyman	3888	Callistemon U37 replace pipe outlet	143.00
Turf Care WA Pty Ltd	INV-5237	Application of casper to various ovals	397.95
Turf Care WA Pty Ltd	INV-5279	Fertiliser application various parks	1,225.65
Turf Care WA Pty Ltd	INV-5238	Fertiliser application various parks	567.30
Medina IGA 101	04/2243	Items for programs	31.29
Medina IGA 101	04/7971	Items for Book week	39.93
DNR Contracting Pty Ltd	00001317	Derbal Street upgrade	46,837.69
Donovan Payne Architects	INV 001052	Honeywood Sporting Clubrooms claim 3	21,362.00
Red Oxygen Pty Ltd	C100206490-579864	Software licence Aug 22	45.32
Burson Automotive Pty Ltd	125214214	Filters for City Operations Team	163.63
Mackie Plumbing and Gas Pty Ltd	I103784	Banksia V38 replace laundry tap	108.50
Mackie Plumbing and Gas Pty Ltd	I103782	Callistemon U32 replace kitchen spout	199.13
Mackie Plumbing and Gas Pty Ltd	I103763	Unblock showers at Medina Oval	158.23
Mackie Plumbing and Gas Pty Ltd	I103744	Repairs to Medina Oval toilets	104.55
Mackie Plumbing and Gas Pty Ltd	I103783	Replace kitchen mixer at Wandl Hall	197.02
Mackie Plumbing and Gas Pty Ltd	I103786	Service new drink fountain at Recquatic	330.78
Mackie Plumbing and Gas Pty Ltd	I103777	Plumbing repairs at Thomas Kelly	312.10

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## Payment Listing

Payments made between 01-Aug-2022 and 31-Aug-2022



Payee	Invoice	Description	Amount
Mackie Plumbing and Gas Pty Ltd	I103401	Replace water filters at Casuarina Hall	226.64
Mackie Plumbing and Gas Pty Ltd	I103764	Recquatic hydro pool showers repair	80.09
Mackie Plumbing and Gas Pty Ltd	I103843	Banksia V64 install oven	341.64
Mackie Plumbing and Gas Pty Ltd	I103877	Callistemon U43 inspect hwu	100.11
Mackie Plumbing and Gas Pty Ltd	I103885	Callistemon U2 inspect blocked toilet	132.00
Mackie Plumbing and Gas Pty Ltd	I103842	Banksia V17 repairs to toilets	80.09
Mackie Plumbing and Gas Pty Ltd	I103840	Callistemon U60 replace burst pipes	259.93
Premier & Cabinet Department of	1002320	Basis of rates	109.20
Online Social Butterfly	INV-0147	Social Media consultation	1,500.00
NORDA Architects Pty Ltd	2208-08	Kwinana South BFB Administration stage	2,887.50
Kadeklerk Photography (Wildfolie)	319	Photography for Recquatic Centre	375.00
The Play Room O'Connor	22-00040389	Items for the Library	808.34
Dell Financial Services Pty Ltd	5400101234	Rental contract for 010722-300922	34,802.42
Kalino Music and Arts Academy	PO1007	Skinner incursion for the Zone 140722	100.00
Asbestos Masters WA	0065	Removal of asbestos various sites	1,980.00
Asbestos Masters WA	0067	Removal of asbestos various sites	880.00
Woolworths Group Open Pay	TXN1120580	Items for Turtle Information Night	57.67
Woolworths Group Open Pay	TXN1090349	Animal food	102.00
Woolworths Group Open Pay	TXN1140598	Items for the Village	51.50
Woolworths Group Open Pay	TXN1150343	Items for City Operations Team	60.90
Woolworths Group Open Pay	TXN1150165	Items for City Operations Team	270.10
Woolworths Group Open Pay	TXN1113875	Items for Bright Futures	19.10
illion Australia Pty Ltd	983304	Risk of Failure report	110.00
AK Food Services WA Pty Ltd	8923	Staff coffees for events	920.00
Adventure Kids Entertainment	333	Nutrition Mission show	275.00
Reads West Coast Maintenance Pty	7194	Replace perspex to Sloans Reserve	1,009.50
Sydney Tools Pty Ltd	9136615	Shovels for City Operations Team	275.60
Procurement Australia Ltd	IN030831	Iphone cases x 5	307.67
Myriad Images Pty Ltd	INV-2576	Graphic design for BioDiversity	148.50
South West Corridor Development F	202215	Contribution to SOSNT Project	500.00
Sundry EFT	RATES1103	Kathleen Murphy	299.00
Sundry EFT	RATES2723	Vincent Dale Watts	1,227.16
Sundry EFT	RATES4434	Raymond Hamilton	1,021.72
Sundry EFT	RATES2191	Nicholas Taylor	112.00
Sundry EFT	CROSSOVER42	Eric Yamoah & Ricky Hughes	375.00
Sundry EFT	BOND35	Doreen Collings	590.00
Sundry EFT	BOND128	Wellard Residential Pty Ltd	267,735.79
Naomi Beatriz Morgan	D4186075	WWCC Reimbursement	87.00
Susan Michele Wiltshire	183255	Reimbursement of tyres 1GQE726	378.00
Michael Bain	230822	Reimbursement of fuel	104.91
Diane St Jack	D4186074	WWCC Reimbursement	87.00
Olivia Del Signore	926042	Reimbursement of Police clearance	58.70
<b>Total EFT</b>			<b>6,132,192.75</b>
<b>Automatic Deductions</b>			
<b>Automatic Deductions 01-Aug-2022</b>			
Go Go On-Hold Pty Ltd	00059688	Messages on hold August 2022	198.00
<b>Automatic Deductions 04-Aug-2022</b>			
iinet Technologies Pty Ltd	742133802	Internet connection Bertram Community	79.99
<b>Automatic Deductions 05-Aug-2022</b>			
Commonwealth Bank		Corporate Credit Card Purchases	18.17
Commonwealth Bank		Corporate Credit Card Purchases	1,953.60
Commonwealth Bank		Corporate Credit Card Purchases	2,104.65
Commonwealth Bank		Corporate Credit Card Purchases	253.19
Commonwealth Bank		Corporate Credit Card Purchases	1,185.14
Commonwealth Bank		Corporate Credit Card Purchases	1,597.97
Commonwealth Bank		Corporate Credit Card Purchases	64.44
Commonwealth Bank		Corporate Credit Card Purchases	14.26
Commonwealth Bank		Corporate Credit Card Purchases	-179.00
Commonwealth Bank		Corporate Credit Card Purchases	1,134.70
<b>Automatic Deductions 06-Aug-2022</b>			
iinet Technologies Pty Ltd	133129421	Internet connection various locations	589.93
<b>Automatic Deductions 11-Aug-2022</b>			
TPG Internet Pty Ltd	I296575137	Internet service Kwinana South	59.99
<b>Automatic Deductions 14-Aug-2022</b>			
Commonwealth Bank	CBA140822	Audit Certificate Fee	60.00
<b>Automatic Deductions 16-Aug-2022</b>			
TPG Internet Pty Ltd	I296903492	Internet service Mandogalup Station	59.99
<b>Total Automatic Deductions</b>			<b>9,195.02</b>
<b>Payroll</b>			

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## Payment Listing



Payments made between 01-Aug-2022 and 31-Aug-2022

Payee	Invoice	Description	Amount
Payroll		KWINANA 21/08/2022	660,263.21
Payroll		KWINANA 07/08/2022	659,579.94
Payroll		KWINANA 05/08/2022	4,524.07
Payroll		KWINANA 02/08/2022	3,842.10
Payroll		KWINANA 08/08/2022	3,686.08
Payroll		KWINANA 16/08/2022	2,088.17
Payroll		KWINANA 09/08/2022	321.83
<b>Total Payroll</b>			<b>1,334,305.40</b>
<b>Grand Total</b>			<b>7,475,769.22</b>

\*Sundry EFT includes bond refunds, rate refunds or individuals receiving a one off payment



## Credit Card Transactions

Payments made between 01-Aug-2022 and 31-Aug-2022



Reference	Trans Date	Payment Date	Amount	Transaction Description
<b>Credit Card Coordinator Events, Engagement and Grants</b>			<b>1,134.70</b>	
100562	07/07/2022	5/08/2022	60.68	LGA Challenge morning tea
100562	08/07/2022	5/08/2022	172.73	Team Building event walking tour Fremantle
100562	12/07/2022	5/08/2022	227.27	Catering for the SS Kwinana event
100562	13/07/2022	5/08/2022	13.82	Catering for Elected Member Briefing Session
100562	14/07/2022	5/08/2022	45.45	Elected members briefing session
100562	22/07/2022	5/08/2022	190.91	Catering for City Engagement Team Building
100562	24/07/2022	5/08/2022	66.96	City Engagement supplies
100562	25/07/2022	5/08/2022	158.26	Catering for Elected Member Briefing Session
100562	29/07/2022	5/08/2022	95.45	Catering for Elected Member Briefing Session
100562	Commonweal	5/08/2022	103.17	GST
<b>Credit Card Chief Executive Officer</b>			<b>14.26</b>	
100563	14.07.22 -	5/08/2022	5.27	Parking for CEO to attend meeting at WALGA
100563	14.07.22 -	5/08/2022	2.09	Parking for CEO to attend meeting at WALGA
100563	26.07.22 -	5/08/2022	5.60	Parking for CEO to attend meeting with Minister
100563	Commonweal	5/08/2022	1.30	GST
<b>Credit Card Rates Coordinator</b>			<b>-179.00</b>	
100564	13/07/2022	5/08/2022	-162.73	Refund of amount incorrectly charged by SMS Broadcast
100564	Commonweal	5/08/2022	-16.27	GST

<b>Credit Card Executive Assistant</b>			<b>64.44</b>	
100566	13.07.22 -	5/08/2022	35.41	Catering
100566	14.07.22 -	5/08/2022	23.17	Ink pad refill for common seal stamp
100566	Commonweal	5/08/2022	5.86	GST
<b>Credit Card Director City Infrastructure</b>			<b>1,597.97</b>	
100567	06/07/2022	5/08/2022	-599.91	Reverse charge refunded - web hosting company
100567	15/07/2022	5/08/2022	590.86	Certificate required for securing web services
100567	19/07/2002	5/08/2022	452.65	Submission fee new street light on Meares Ave
100567	20/07/2022	5/08/2022	300.00	Membership fees subscription Before You Dig
100567	27/07/2022	5/08/2022	709.09	Purchase hardcopy of Australian Construction Handbook
100567	Commonweal	5/08/2022	145.28	GST
<b>Credit Card Director City Life</b>			<b>1,185.14</b>	
100568	19/07/2022	5/08/2022	482.73	2022/23 LG Professionals Membership
100568	22/07/2022	5/08/2022	567.27	Annual subscription for the West Australian for Library
100568	26/07/2022	5/08/2022	13.76	Parking for meeting at Australian Institute Company Directors
100568	29/07/2022	5/08/2022	6.82	Parking for Team Building session
100568	30/07/2022	5/08/2022	6.82	Parking for Place Making workshop
100568	Commonweal	5/08/2022	107.74	GST
<b>Credit Card Director City Regulation</b>			<b>253.19</b>	
100569	19/07/2022	5/08/2022	9.18	Parking for meeting Development WA
100569	22/07/2022	5/08/2022	27.27	Women in Planning Network registration fee
100569	26/07/2022	5/08/2022	207.89	Milestone celebration
100569	26/07/2022	5/08/2022	5.20	Milestone celebration
100569	Commonweal	5/08/2022	3.65	GST

<b>Credit Card Manager Customer and Communications</b>				<b>2,104.65</b>
100570	05/07/2022	5/08/2022	51.52	Subscription advanced form module
100570	05/07/2022	5/08/2022	1.29	International transaction fee
100570	08/07/2022	5/08/2022	468.18	Email marketing software
100570	15/07/2022	5/08/2022	1.06	Social media marketing and advertising
100570	15/07/2022	5/08/2022	219.03	Social media marketing and advertising
100570	15/07/2022	5/08/2022	286.86	Social media marketing and advertising
100570	15/07/2022	5/08/2022	29.99	Social media marketing and advertising
100570	15/07/2022	5/08/2022	341.91	Social media marketing and advertising
100570	15/07/2022	5/08/2022	100.00	Social media marketing and advertising
100570	15/07/2022	5/08/2022	100.00	Social media marketing and advertising
100570	28/07/2022	5/08/2022	28.94	Website analytics tool
100570	28/07/2022	5/08/2022	0.72	International transaction fee
100570	31/07/2022	5/08/2022	181.21	Social media marketing and advertising
100570	31/07/2022	5/08/2022	207.13	Social media marketing and advertising
100570	31/07/2022	5/08/2022	50.00	Social media marketing and advertising
100570	31/07/2022	5/08/2022	36.81	Social media marketing and advertising
<b>Credit Card Manager Human Resources</b>				<b>1,953.60</b>
100571	02/08/2022	5/08/2022	45.45	Smart Rider autoloan
100571	21/07/2022	5/08/2022	90.91	Registration fee Australian Society of Archivists
100571	28/07/2022	5/08/2022	1,803.60	Study Assistance payment
100571	Commonweal	5/08/2022	13.64	GST
<b>Credit Card Executive Manager Governance and Advocac</b>				<b>18.17</b>
100572	20/07/2022	5/08/2022	16.52	Parking for Urbis Industrial Land Insights
100572	Commonweal	5/08/2022	1.65	GST
<b>Grand Total:</b>			<b>\$</b>	<b>8,147.12</b>

### 18.3 BUDGET VARIATIONS

#### SUMMARY

To amend the 2022/2023 budget to reflect various adjustments to the General Ledger as detailed below. At the time of publishing the budget, final expenditure for in progress capital projects is difficult to predict and estimates are made. This variation captures the final budget amendments to projects that have been carried forward from the prior year budget to the current year. It includes a request of \$21,000 contribution to be made to the Wellard Oval Lights installation project from the Councillor Community Funding that has been quarantined in reserve for approved projects.

#### OFFICER RECOMMENDATION

**That Council approves the required budget variations to the Current Budget for 2022/2023 as follows:**

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expenditure - Greenwich Gardens, Bertram-Footpath	0	(30,000)	(30,000)
	Capital Expenditure – Kellam Way, 1.8m footpath & kerbing upgrade	0	(13,500)	(13,500)
	Capital Expenditure - Traffic Management Projects	0	(18,500)	(18,500)
	Retained surplus brought forward	0	62,000	62,000
2	Capital Expenditure - The Grove Event Site - upgrade infrastructure	0	(39,254)	(39,254)
	Retained surplus brought forward	0	39,254	39,254
3	Operating Expenditure – DFES Mitigation Activity Expenses	(230,000)	(175,953)	(405,953)
	Operating Grants & Contributions – DFES Mitigation Activity Grant	150,000	175,953	325,953
4	Operating Expenditure - Youth Mental Health Initiatives - WA Primary Health Alliance Grant	0	(100,000)	(100,000)
	Operating Grants & Contribution – Youth Initiatives	0	100,000	100,000
5	Operating Expenditure – CCTV subsidy scheme	0	(47,563)	(47,563)
	Transfer from Restricted Grants & Contributions Reserve – CCTV subsidy scheme	0	47,563	47,563
6	Capital Expenditure – Kwinana South VBFB station Extensions	(1,762,532)	368,886	(1,393,646)
	Non-Operating Grants & Contribution - Kwinana South VBFB station Extensions	1,762,532	(368,886)	1,393,646
7	Capital Expenditure - DCA 9 - Local Sports Ground Clubroom – Honeywood	(593,868)	946,565	(1,540,433)
	Non-Operating Grants & Contributions – DLGSCI grant	0	100,000	100,000
	Transfer from DCA 9 Reserve	593,868	846,565	1,440,433

8	Capital Expenditure - Building Renewals - John Wellard Community Centre - Creche Softfall	(24,938)	24,938	0
	Transfer from Asset Management Reserve - Building Renewals - John Wellard Community Centre - Creche Softfall	24,938	(24,938)	0
	Capital Expenditure - Honeywood POS - Disability Access - LRCI Round 3 - Project# 4	(9,440)	9,440	0
	Non-Operating Grants & Contributions – LRCI Round 3	9,440	(9,440)	0
	Capital Expenditure - Road Renewals Munday Way	(74,032)	74,032	0
	Transfer from Asset Management Reserve - Road Renewals Munday Way	74,032	(74,032)	0
9	Capital Expenditure - Medina Hall Air Conditioning	(50,000)	25,619	(24,381)
	Transfer from Restricted Grants & Contribution Reserve - Medina Hall Air Conditioning	50,000	(25,619)	24,381
	Capital Expenditure - Bertram Oval Cricket Pitch Upgrade - LRCI Round 3 - Project# 13	(2,000)	(5,000)	(7,000)
	Non-Operating Grants & Contributions - Bertram Oval Cricket Pitch Upgrade - LRCI Round 3 - Project# 13	2,000	5,000	7,000
	Capital Expenditure - Anketell Road - Resealing - LRCI Round 3 - Project# 1	(100,000)	2,351	2,351
	Non-Operating Grants & Contributions – LRCI Round 3	100,000	(2,351)	97,649
10	Capital Expenditure – Administration Building Upgrade	0	(27,425)	(27,425)
	Transfer from Asset Management Reserve - Administration Building Upgrade	0	27,425	27,425
	Capital Expenditure – Administration Building Renewal	0	(27,425)	(27,425)
	Transfer from Asset Management Reserve - Administration Building Renewal	0	27,425	27,425
	Capital Expenditure - Building Renewals - 18 Maydwell Way - window screens	0	(12,469)	(12,469)
	Transfer from Asset Management Reserve - Building Renewals - 18 Maydwell Way - window screen	0	12,469	12,469
	Capital Expenditure - Building Renewals - Wheatfield Cottage	0	(17,500)	(17,500)
	Transfer from Asset Management Reserve - Building Renewals - Wheatfield Cottage	0	17,500	17,500

	Capital Expenditure - Road Renewals Derbal Street	0	(162,512)	(162,512)
	Transfer from Asset Management Reserve - Road Renewals Derbal Street	0	162,512	162,512
	Capital Expenditure - Road Renewals Dent Court	0	(125,000)	(125,000)
	Transfer from Asset Management Reserve - Road Renewals Dent Court	0	125,000	125,000
	Capital Expenditure - DCA 1 Stormwater Management Infrastructure	0	(194,245)	(194,245)
	Transfer from Restricted Grants & Contributions Reserve - DCA 1 Stormwater Management Infrastructure	0	194,245	194,245
11	Capital Expenditure – Wellard Oval Lighting Installation	(450,000)	(21,000)	(471,000)
	Transfer from Restricted Grants & Contributions Reserve – Councillor Project Funds	0	21,000	21,000

## VOTING REQUIREMENT

Absolute Majority of Council is required.

## DISCUSSION

ITEM #	DESCRIPTION	CURRENT BUDGET	INCREASE/ DECREASE	REVISED BUDGET
1	Capital Expenditure - Greenwich Gardens, Bertram-Footpath	0	(30,000)	(30,000)
	Capital Expenditure – Kellam Way, 1.8m footpath & kerbing upgrade	0	(13,500)	(13,500)
	Capital Expenditure - Traffic Management Projects	0	(18,500)	(18,500)
	Retained surplus brought forward	0	62,000	62,000
	<p>There was an unspent total of \$62,000 of traffic management projects in 2021/22.</p> <p>It is proposed that \$18,500 to be allocated to Traffic Management Project, \$13,500 to be allocated to Kellam Way footpath &amp; kerbing upgrade project as carried forward projects, and \$30,000 for a new project; the construction of footpath at Greenwich Gardens to provide link to supported living units.</p> <p>The brought forward surplus is increased to reflect those monies not spent in the last financial year.</p>			
2	Capital Expenditure - The Grove Event Site - upgrade infrastructure	0	(39,254)	(39,254)
	Retained surplus brought forward	0	39,254	39,254
	The capital project for the Grove Event Site has now been identified as a carry forward from 2021/2022. It is proposed that the remaining funds for this project			

	are budgeted for in the 2022/2023 financial years and the brought forward surplus is increased to reflect those monies not spent in the last financial year.			
3	Operating Expenditure – DFES Mitigation Activity Expenses	(230,000)	(175,953)	(405,953)
	Operating Grants & Contributions – DFES Mitigation Activity Grant	150,000	175,953	325,953
	The purpose of budget variation is to recognise the additional expenditure for the on-ground mitigation works as per current bushfire management plan due to grant funding received from Department of Fire and Emergency Services.			
4	Operating Expenditure - Youth Mental Health Initiatives - WA Primary Health Alliance Grant	0	(100,000)	(100,000)
	Operating Grants & Contributions – Youth Initiatives	0	100,000	100,000
	The purpose of budget variation is to recognise the expenditure to facilitate the Youth Mental Health Initiatives project due to grant funding received from WA Primary Health Alliance.			
5	Operating Expenditure – CCTV subsidy scheme	0	(47,563)	(47,563)
	Transfer from Restricted Grants & Contributions Reserve – CCTV subsidy scheme	0	47,563	47,563
	The CCTV subsidy scheme operating project was not fully spent in 2021/2022. The unspent portion is now being carried forward and budgeted into 2022/2023. This project is funded as per Council resolution in the prior year by the Councillor Community Projects funds.			
6	Capital Expenditure – Kwinana South VBFB station Extensions	(1,762,532)	368,886	(1,393,646)
	Non-Operating Grants & Contribution - Kwinana South VBFB station Extensions	1,762,532	(368,886)	1,393,646
	City of Kwinana has received the grant funding from Department of Fire and Emergency Services of \$1,520,555 together with the LRCI grant funding of \$400,000 for the extension of Kwinana South VBFB station. The purpose of this budget variation is to adjust the expenditure as per approved funding amount.			
7	Capital Expenditure - DCA 9 - Local Sports Ground Clubroom – Honeywood	(593,868)	946,565	(1,540,433)
	Non-Operating Grants & Contributions – DLGSCI grant	0	100,000	100,000
	Transfer from DCA 9 Reserve	593,868	846,565	1,440,433
	The DCA 9 - Local Sports Ground Clubroom – Honeywood project was identified as a project to be carried forward from 2021/2022. The purpose of this budget variation is to adjust the amount to be carried forward in 2022/2023 adopted budget to reflect the remaining unspent funds for 2021/2022. It was originally funded from DCA 9 Reserve. Due to grant funding from DLGSCI of \$100,000, it is proposed to decrease the funding from DCA 9 Reserve and recognise \$100,000 from DLGSCI grant.			

8	Capital Expenditure - Building Renewals - John Wellard Community Centre - Creche Softfall	(24,938)	24,938	0
	Transfer from Asset Management Reserve - Building Renewals - John Wellard Community Centre - Creche Softfall	24,938	(24,938)	0
	Capital Expenditure - Honeywood POS - Disability Access - LRCI Round 3 - Project# 4	(9,440)	9,440	0
	Non-Operating Grants & Contributions – LRCI Round 3	9,440	(9,440)	0
	Capital Expenditure - Road Renewals Munday Way	(74,032)	74,032	0
	Transfer from Asset Management Reserve - Road Renewals Munday Way	74,032	(74,032)	0
	<p>The above capital projects were originally identified as projects to be carried forward from 2021/2022. Due to early completion of works, these are now unnecessary to carry forward.</p> <p>It is proposed to adjust the budget as follow:</p> <ul style="list-style-type: none"> <li>- Building Renewals - John Wellard Community Centre - Creche Softfall – to reduce the capital expenditure and return the fund to the Asset Management Reserve</li> <li>- Honeywood POS - Disability Access - LRCI Round 3 - Project# 4 – to reduce the capital expenditure and the LRCI grant amount</li> <li>- Road Renewals Munday Way – to reduce the capital expenditure and return the fund to the Asset Management Reserve.</li> <li>-</li> </ul>			
9	Capital Expenditure - Medina Hall Air Conditioning	(50,000)	25,619	(24,381)
	Transfer from Restricted grants & Contributions Reserve - Medina Hall Air Conditioning	50,000	(25,619)	24,381
	Capital Expenditure - Bertram Oval Cricket Pitch Upgrade - LRCI Round 3 - Project# 13	(2,000)	(5,000)	(7,000)
	Non-Operating Grants & Contributions - Bertram Oval Cricket Pitch Upgrade - LRCI Round 3 - Project# 13	2,000	5,000	5,000
	Capital Expenditure - Anketell Road - Resealing - LRCI Round 3 - Project# 1	(100,000)	2,351	(97,649)
	Non-Operating Grants & Contributions – LRCI Round 3	100,000	(2,351)	97,649
	<p>The above capital projects were identified as projects to be carried forward from 2021/2022. The purpose of this budget variation is to adjust the amount to be carried forward in 2022/2023 adopted budget to reflect the remaining unspent funds for 2021/2022.</p>			
10	Capital Expenditure – Administration Building Upgrade	0	(27,425)	(27,425)
	Transfer from Asset Management Reserve - Administration Building Upgrade	0	27,425	27,425

	Capital Expenditure – Administration Building Renewal	0	(27,425)	(27,425)
	Transfer from Asset Management Reserve - Administration Building Renewal	0	27,425	27,425
	Capital Expenditure - Building Renewals - 18 Maydwell Way - window screens	0	(12,469)	(12,469)
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	Transfer from Asset Management Reserve - Road Renewals Dent Court	0	125,000	125,000
	Capital Expenditure - DCA 1 Stormwater Management Infrastructure	0	(194,245)	(194,245)
	Transfer from Restricted Grants & Contributions Reserve - DCA 1 Stormwater Management Infrastructure	0	194,245	194,245
	The above capital projects have now been identified as projects that should have been carried forward from 2021/2022 and not included in 2022/2023 Adopted Budget. The purpose of this budget variation is to re-budget these amounts in 2022/2023 financial year.			
11	Capital Expenditure – Wellard Oval Lighting Installation	(450,000)	(21,000)	(471,000)
	Transfer from Restricted Grants & Contributions Reserve – Councillor Project Funds	0	21,000	21,000
	<p>Due to current market trends, tenders have come in at a higher cost than anticipated, resulting in prices slightly exceeding the budget allocation. This variation is to request a \$21,000 increase to the current year budget to cover the additional cost of installation, consultants' costs and any unforeseen latent conditions that may occur during the project.</p> <p>The funds are proposed to be budgeted from the Councillor Project Fund reserve. Originally Council had agreed to fund \$150,000 from this reserve. The City was successful in gaining a grant for \$126,000. As a result the ask from this reserve is now only \$21,000.</p>			

## 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	1.2 – Maintain and enhance our beautiful, natural environment through sustainable protection and conservation	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Maintain and enhance our beautiful, natural environment through sustainable protection and conservation
	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	Retain and improve our streetscapes and open spaces, preserving the trees and greenery that makes Kwinana unique
3 – Infrastructure and services that are affordable and contribute to health and wellbeing	3.1 – Develop quality, affordable infrastructure and services designed to improve the health and wellbeing of the community	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Develop quality, affordable infrastructure and services designed to improve the health and wellbeing of the community

## 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

\$21,000 is being sought from the Councillor Community Funds held in Reserve.

\$101,254 is being funded from the expected surplus funds from 2021/2022 closing balance due to under expenditure of capital projects in the prior year.

The remaining projects are funded by Reserve or Grants.

### **ASSET MANAGEMENT IMPLICATIONS**

All asset management implications have been assessed and recorded for the future asset management plans.

### **ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

There are no Environmental/Public implications as a result of this proposal.

### **COMMUNITY ENGAGEMENT**

There are no Community Engagement implications as a result of this proposal.

### **ATTACHMENTS**

Nil

## **18.4 QUARTERLY PERFORMANCE REPORT - STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN - QUARTER 4, APRIL TO JUNE 2022**

### **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 4 of the 2021/2022 financial year is attached (Attachment A) for Council's information and noting.

The Annual Report 2021/2022 will provide a full overview of the City's performance and an opportunity to reflect on the events and achievements that the City and the community have shared over the past financial year, as well including major initiatives that are proposed to commence or will continue into the next financial year. This is not due to be presented to Council until December 2022. In the interim this Quarterly Report provides an overview of the project status.

### **OFFICER RECOMMENDATION**

**That Council note the Quarterly Performance Report (Q4 April to June 2022) 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 fourth quarter of reporting against the City's newly adopted Strategic Community Plan and Corporate Business Plan. Highlights for the quarter include the progression 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 next financial year or due to an explained delay. 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.

## SOCIAL IMPLICATIONS

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

## LEGAL/POLICY IMPLICATIONS

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

## FINANCIAL/BUDGET IMPLICATIONS

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. Quarterly Performance Report - Strategic Community Plan and Corporate Business Plan - April to June 2022docx**



# Quarterly Performance Report April to June 2022



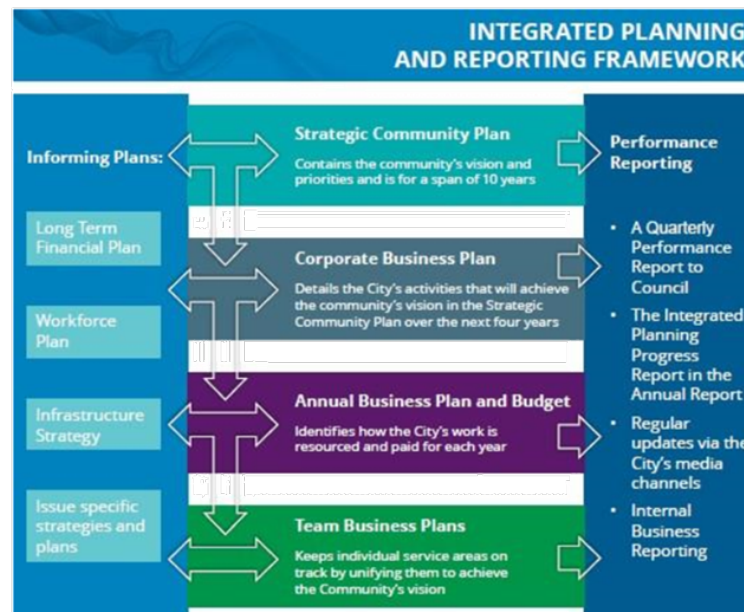
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# 1 Our Integrated Planning and Reporting Framework

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 (SCP) and a Corporate Business Plan (CBP). 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.

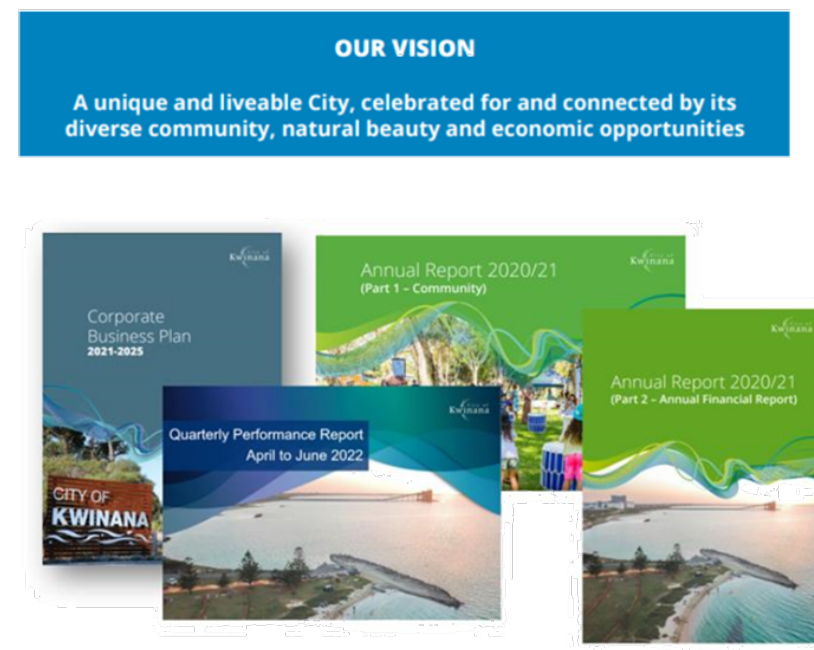
The Corporate Business Plan activates the Strategic Community Plan by detailing the actions, projects and programs that the City will undertake to achieve the community's vision. It is the key point at which the City's operational activities are aligned to community priorities. To ensure that these activities 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.

## 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
Outcome 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

Community Outcome	Key City Services	Responsible Team
<b>Outcome 2 –</b> 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>	Asset Management Services
	<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
<b>Outcome 3 –</b> 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> </ul>	Asset Management Services
	<ul style="list-style-type: none"> <li>• Street lighting</li> </ul>	Engineering
	<ul style="list-style-type: none"> <li>• Engineering design and construction</li> </ul>	Environment and Health
	<ul style="list-style-type: none"> <li>• Waste management</li> </ul>	City Operations
	<ul style="list-style-type: none"> <li>• Infrastructure maintenance</li> </ul>	

Community Outcome	Key City Services	Responsible Team
<p>Outcome 4 – A unique, vibrant and healthy City that is safe, connected and socially diverse</p>	<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> <li>• Reconciliation action planning</li> <li>• Senior services</li> <li>• Youth services, scholarships and awards</li> <li>• Citizenship ceremonies</li> </ul>	Community Engagement
	<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
Outcome 5 – Visionary leadership dedicated to acting for its community	• Governance services	Governance and Legal Services
	• Lobbying and advocacy	Elected Members and Economic Development
	• Continuous improvement and business excellence	City Strategy and Improvement
	• Strategy and plan development	
	• Customer service	Customer Services
	• Community engagement planning	Community Engagement
	• Workforce planning	Human Resources

## 5 Quarter highlights

### 5.1 Environment

<p>Outcome 1 - A naturally beautiful environment that is enhanced and protected</p>	<ul style="list-style-type: none"> <li>• The Landscape Strategy has been adopted by Council and actions are progressing.</li> <li>• Kwinana Adventure Park Management Plan has 33% of its actions completed. Remaining actions are to be prioritised and progressed over the life of the plan in consultation with relevant stakeholders.</li> <li>• Development of the Urban Forest Plan has been scoped and Officers have been examining other best practice approaches and determining what data sources are needed.</li> <li>• Local Biodiversity Strategy development is in progress.</li> <li>• Natural Areas Management Plan review is progressing with the bushland condition and weed mapping survey planned to be undertaken by external consultants in November 2022.</li> <li>• Local Planning Strategy was adopted by Council in March 2021 and forwarded to the Western Australian Planning Commission (WAPC) for its consent to advertise.</li> <li>• Kwinana Loop Trail is progressing including finalising the masterplan for Council endorsement, seeking external funding from Lotterywest and advocating for increased funding for the whole project.</li> <li>• Sustainable Water Management Plan was reviewed and adopted.</li> <li>• Development of the Energy Efficiency Plan has been deferred to 2022/2023 following the re-allocation of resourcing to the Sustainability Strategy development.</li> <li>• Green Power Partnership Agreement signed, reducing emissions by over 70% from April 2022.</li> </ul>
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### 5.2 Economy

<p>Outcome 2 – A resilient and thriving economy with exciting opportunities</p>	<ul style="list-style-type: none"> <li>• Local Economic Development Strategy engagement is completed and the strategy developed.</li> <li>• The City commenced and progressed the bulk of the review of the Local Commercial and Activity Centres Strategy.</li> <li>• Advocacy and Investment Plans have been reviewed and will be updated in 2022/2023 with current Australian Bureau Statistics (ABS) Data.</li> <li>• Attracting a Mini Golf provider to Kwinana is behind schedule, due to the need for specialist legal advice.</li> <li>• The City has contributed to the development of an Economic and Spatial Governance Plan, the plan has been completed and published by the South West Group.</li> </ul>
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### 5.3 Sustainability

<p>Outcome 3 – Infrastructure and services that are affordable and contribute to health and wellbeing</p>	<ul style="list-style-type: none"> <li>• The Community Infrastructure Plan review was endorsed by Council on 8 June 2022.</li> <li>• Development of the Sustainability Strategy has progressed and is on schedule for completion in 2022/2023.</li> <li>• The Waste Plan actions have progressed on schedule, most notably with the Proposed Waste Local Law being presented to Council on 8 June 2022, with Council approving giving public notice, which will occur shortly.</li> <li>• The asset management plans and forward works programs continue to assist the organisation in making informed decisions with regard to the suitability and affordability of assets such as the dual-named sporting pavilion in Honeywood, Ngook Boorn Mia-Mia / Honeywood Pavilion currently under construction.</li> <li>• Construction of Gilmore Avenue share path stage one is progressing, design of stage two is in progress.</li> <li>• Ascot Park Upgrade was completed.</li> </ul>
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### 5.4 Community









<p>Outcome 4 – A unique, vibrant and healthy City that is safe, connected and socially diverse</p>	<ul style="list-style-type: none"> <li>• Draft Public Art Master Plan was presented to Council on 11 May 2022, along with the revised draft Local Planning Policy No. 5 – Development Contribution Towards Public Art and draft City of Kwinana Public Art Guidelines all are approved for community consultation.</li> <li>• The Disability Access and Inclusion Plan has been presented to and endorsed by Council. Following its endorsement, the plan has been promoted to the community.</li> <li>• The City received confirmation of funding of \$85,000 from the RAC towards the delivery of the Children's Safety Bike Track. Concept planning complete for the bike track and detailed design in progress. Construction is scheduled to be complete by March 2023.</li> <li>• Kwinana Recquatic received Gold Waterwise Aquatic Centre award from the Water Corporation for its work in water reduction strategies and meeting benchmarking targets.</li> </ul>
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## 5.5 Leadership

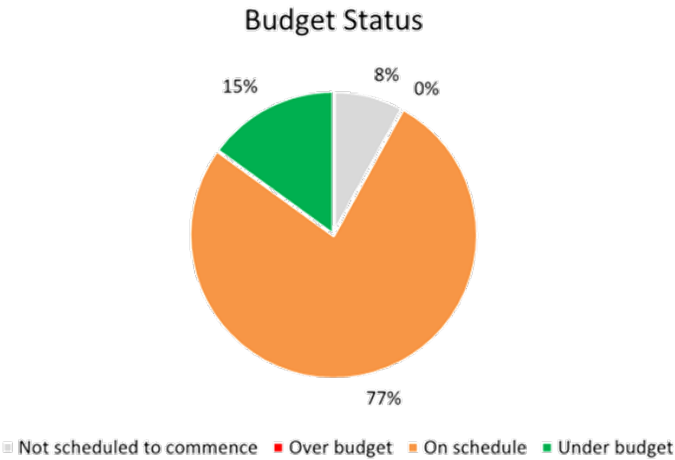
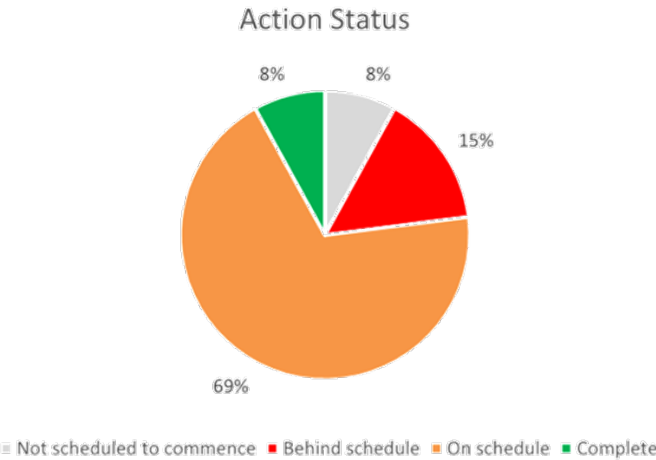
### Outcome 5 – Visionary leadership dedicated to acting for its community

- A minor review of the Corporate Business Plan has been completed and was adopted by Council at its Ordinary Council Meeting held on 25 May 2022.
- Annual Strategic Procurement Plan has been developed and included on the City of Kwinana's website and will be updated each year following the adoption of the City's budget. In addition, this will also be updated when additional procurements become known throughout the year.
- Customer Experience Plan has continued to be implemented with actions such as its customer experience improvement strategy as well as working towards initiatives such as: implementing a point of sale Customer Satisfaction tool and an upgrade to its internal customer knowledge base
- Business Improvement Framework development is progressing.
- The City's leadership program was delivered across the organisation.
- The Safety and Health Framework development has progressed.
- The Corporate Business System was successfully launched on 4 July 2022.









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



## 6.2 Environment











Outcome			
1 A naturally beautiful environment that is enhanced and protected			
Strategic Objective			
1.1 Retain and improve our streetscapes and open spaces, preserving the trees and greenery that makes Kwinana unique			
Action	Action Status	Budget Status	Progress Update
1.1.1 Implement the Landscape Strategy			Gilmore Avenue Landscape Upgrade, Sulphur Road median planting and tree planting to the Kwinana Industrial Area and Bertram completed as part of the 2021/2022 capital projects and Landscape Strategy.
1.1.2 Implement the City Operations Annual Maintenance Program			Annual Maintenance Programs implemented for the 2021/2022 financial year included; street tree planting, turf renovations for active play fields, litter and illegal dumping collections, landscape and irrigation maintenance, weed control, mowing and slashing operations.
1.1.3 Implement the Kwinana Adventure Park Management Plan			33% of actions within the Kwinana Adventure Park Management Plan are complete. Remaining actions are to be prioritised and progressed over the life of the plan in consultation with relevant stakeholders.
1.1.4 Develop the Urban Forest Plan			Scoping of the Urban Forest Plan, examining other best practice approaches and determining what data sources are needed has progressed with the project expected to commence and has been budgeted for 2022/2023.







Strategic Objective			
1.2 Maintain and enhance our beautiful, natural environment through sustainable protection and conservation			
Action	Action Status	Budget Status	Progress Update
1.2.1 Develop a Local Biodiversity Strategy			The Local Biodiversity Strategy has commenced and progressed. It is expected to be completed during the first half of 2022/23 and will form an important sub strategy to the City's Local Planning Strategy.
1.2.2 Review and implement the Natural Areas Management Plan			Currently waiting on the completion of bushland condition and weed mapping survey (November 2022) by external consultants, which will inform the development of the new Natural Area Management Plan.
1.2.3 Implement the Local Planning Strategy			Council adopted the draft Local Planning Strategy in March 2021 and forwarded the strategy to the Western Australian Planning Commission (WAPC) for its consent to advertise. The City has been awaiting formal advice and anticipates that the WAPC will provide its consent in the latter half of 2022.
1.2.4 Prepare the Local Planning Scheme			Preparation of the project plan for the new Local Planning Scheme is progressing well. This includes establishing an accurate mapping base for the new scheme and considering future land use and scheme provisions.
1.2.5 Upgrade the Kwinana Loop Trail			The Kwinana Loop Trail is progressing, including finalising the masterplan for Council endorsement, seeking external funding from Lotterywest and advocating for increased funding for the whole project.
1.2.6 Implement the Environmental Education Plan			The Environmental Education Plan actions have progressed on schedule, most notably the annual Living Green Series, Month of Biodiversity and Community Planting Program.
1.2.7 Implement the Waste Education Plan			The Waste Education Plan actions have progressed on schedule, most notably the annual Bin Tagging Program, Waste and Recycling Guide and community workshops on composting, worm farming and reusable nappies.

1.2.8 Implement the Waste Plan			The Waste Plan actions have progressed on schedule, most notably the adoption of the City's inaugural Waste Local Law, and progression of the Litter and Illegal Dumping Strategy and 3-Bin Feasibility Assessment, both on-schedule to be completed in 2022/2023.
1.2.9 Implement the Climate Change Plan			Key achievements of the Climate Change Plan include the WALGA Green Power Purchase Agreement that is anticipated to reduce the City's overall emissions by >70%, the South West Group EV Charging Infrastructure Plan, delivery of the annual Sustainable Living and Switch Your Thinking community courses.
1.2.10 Implement the Sustainable Water Management Plan			The Sustainable Water Management Plan underwent a review and re-adoption in November 2021, actions progressed on schedule, most notably including the retention of Gold Waterwise Accreditation.
1.2.11 Develop an Energy Sustainability Plan			The Energy Sustainability Plan project has been deferred to 2022/2023 following re-allocation of resourcing to the Sustainability Strategy development.
1.2.12 Implement the Mosquito and Midge Management Plan			The Mosquito and Midge Management Plan actions progressed on schedule. Key achievements include delivery of the annual trapping and treatment program and a treatment pilot at the Spectacles Wetland in partnership with Department of Health and Department of Biodiversity, Conservation and Attractions.



### 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			The Local Economic Development Strategy engagement and strategy development have been completed, with plan due to be presented to Council in Quarter 2, 2022/2023.
2.1.2 Implement the Local Planning Strategy			As per comment 1.2.3: Council adopted the draft Local Planning Strategy in March 2021 and forwarded the strategy to the Western Australian Planning Commission (WAPC) for its consent to advertise. The City has been awaiting formal advice and anticipates that the WAPC will provide its consent in the latter half of 2022.
2.1.3 Review the Local Commercial and Activity Centres Strategy			The City commenced and progressed the bulk of the review of the Local Commercial and Activity Centres Strategy during 2021/2022. It will be completed during the first half of 2022/2023 and form an important sub strategy to the City's Local Planning Strategy.
2.1.4 Develop a Pathways to Employment Plan			Action not due to commence until 2022/2023.
2.1.5 Develop a Small Business Friendly Approval System			Actions listed in the Small Business Friendly Approval System Implementation Plan have been progressively implemented.













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			Advocacy and Investment Plans reviewed and will be updated in 2022/2023 with current Australian Bureau of Statistics (ABS) Data.
2.2.2 Attract a Mini Golf provider to Kwinana			The need for specialist legal advice delayed the Mini Golf project and it is anticipated to move forward in the 2022/2023 financial year.
2.2.3 Contribute to the development of an Economic and Spatial Governance Plan			The City completed contributing to the development of the Economic and Spatial Governance Plan and the South West Group has published their Spatial Plan.



## UN Sustainable Development Goal Alignment:













## 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 endorsed for public comment. Once the public comment period has closed, a further report will be presented to Council for endorsement.

3.1.2	Develop a Sustainability Strategy			The Sustainability Strategy development has progressed and the project is on-schedule for completion in 2022/2023.
3.1.3	Implement the Waste Plan			As per comment 1.2.8: The Waste Plan actions have progressed on schedule, most notably the adoption of the City's inaugural Waste Local Law, and progression of the Litter and Illegal Dumping Strategy and 3-Bin Feasibility Assessment, both on-schedule to be completed in 2022/2023.
3.1.4	Investigate options for Bulk Waste Collection			The Bulk Waste Collection action is not due to commence until 2023/2024.
3.1.5	Implement the Infrastructure Strategy			The Infrastructure Strategy was used to inform the Long Term Financial Plan.
3.1.6	Implement the Buildings Asset Management Plan			The Buildings Asset Management Plan together with the forward works programs assist the organisation in making informed decisions with regard to the suitability and affordability of assets such as the such as the dual-named sporting pavilion in Honeywood, Ngook Boorn Mia-Mia / Honeywood Pavilion.
3.1.7	Implement the Long Term Financial Plan			The Long Term Financial Plan is updated annually to ensure that we continue to reflect the changing needs of the community and the City.









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			The implementation of the Bike and Walk Plan continues due to the City investing in the expansion of the City's path and bike infrastructure network each year. A large section of bike path has recently been completed on Gilmore Avenue, with design for another section complete, awaiting State Government funding.









3.2.2 Implement the Roads and Transport Asset Management Plan			Implementation of the Roads and Transport Asset Management Plan continues. The forward works programs consider the requirements of plans such as the Bike and Walk plan when determining asset renewal requirements, this in turn feeds into the Asset Management Plan and Infrastructure Strategy.
3.2.3 Implement the Public Lighting Asset Management Plan			Implementing the Public Lighting Asset Management Plan continues. When developing or reviewing a forward works program, consideration is given to the surrounding assets and the needs of the community, these items are included, where required.





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			Ascot Park Upgrade completed as part of the 2021/2022 capital projects and the Parks Upgrade Strategy.
3.3.2 Implement the Parks and Reserves Asset Management Plan			Implementation of the Parks and Reserves Asset Management Plan continues. The asset management plans and forward works programs assist the organisation in making informed decisions with regard to the suitability and affordability of assets and services to service the community.
3.3.3 Implement the Drainage Asset Management Plan			Implementation of the Drainage Asset Management Plan continues. When developing or review a forward works program consideration is given to the surrounding assets and the needs of the community, these items are included where required.











## 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			The Social Strategy was adopted by Council and the implementation of it covers various aspects, including the Disability Access and Inclusions Plan (DAIP), Reconciliation Action Plan (RAP) etc.
4.1.2 Implement the Local Planning Strategy			As per comment 1.2.3: Council adopted the draft Local Planning Strategy in March 2021 and forwarded the strategy to the Western Australian Planning Commission (WAPC) for its consent to advertise. The City has been awaiting formal advice and anticipates that the WAPC will provide its consent in the latter half of 2022.
4.1.3 Develop Place Plans			Significant process in Place Plan development has been made and part of the work has seen an investment into the Wellard precinct. The City held a community workshop with the well-known Place Maker, David Engwicht and further plans to stimulate Wellard, as well as other areas, such as Medina.
4.1.4 Review the Local Commercial and Activity Centres Strategy			As per comment 2.1.3: The City commenced and progressed the bulk of the review of the Local Commercial and Activity Centres Strategy during 2021/2022. It will be completed during the first half of 2022/2023 and form an important sub strategy to the City's Local Planning Strategy.

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			As per comment 4.1.1: The Social Strategy was adopted by Council and the implementation of it covers various aspects, including the Disability Access and Inclusions Plan (DAIP), Reconciliation Action Plan (RAP) etc.
4.2.2 Implement the Public Art Masterplan			The Public Art Masterplan has been endorsed for public comment. Once the public comment period closes this will be brought back to Council for final adoption.
4.2.3 Implement the Heritage Implementation Plan			The Heritage Implementation Plan has been implemented, including a workshop for staff focusing on Heritage facilities and generating consensus.
4.2.4 Review the Emergency Services Delivery Model			Review of the Emergency Services Delivery Model has commenced with mapping of the units services and deliverables currently being undertaken as well as comparison work with other Local Governments.

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			Implementing the Local Economic Development Strategy is due to commence in 2022/2023.
4.3.2 Implement the Innovate Reconciliation Action Plan			The Innovate Reconciliation Action Plan has been adopted by Council with the implementation ongoing, including facilitation of the Boola Maara Many Hands Advisory Group and ongoing partnerships with key Aboriginal community groups.







4.3.3 Implement the Disability Access and Inclusion Plan			The Disability Access and Inclusion Plan has been adopted by Council and the implementation is ongoing.
4.3.4 Construct a Children's Safety Bike Track			Concept planning is complete for the Children's Safety Bike Track and detailed design in progress. Construction is scheduled to be complete by March 2023.







Strategic Objective			
4.4 Develop wellbeing programs and implement physical recreation that is culturally appropriate for Kwinana's community			
Action	Action Status	Budget Status	Progress Update
4.4.1 Develop the Kwinana Healthy Lifestyles Program			<p>The Kwinana Healthy Lifestyles program has included Free Community Fitness Sessions, with two 10 week fitness programs being scheduled.</p> <p>Active Transport progressed with five safe routes of 800 meters being mapped and subsequently painted with stop and walk signs to help families of students (Year 1 - Year 6) of Honeywood Primary School in Wandi travel to school actively (bike, walk, and scoot), thus improving the health and at the same time deal with issues of traffic congestion arising from driving to school in a car.</p> <p>A free Cancer Council WA Health Talk that was attended by eight community members was held as a part of a bigger event on Elder Abuse Awareness.</p> <p>Seniors Workshop was held to discuss ways to promote healthy and active ageing in the City.</p> <p>A dedicated landing page for health information has been included on the City of Kwinana website.</p>
4.4.2 Review the Public Health Plan			Review of the Public Health Plan is due to commence in 2022/2023.



UN Sustainable Development Goal Alignment:









## 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 Corporate Business Plan was presented to Council at its meeting on 8 June 2022. 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.
5.1.2 Implement the Long Term Financial Plan			As per comment 3.1.7: The Long Term Financial Plan is updated annually to ensure that we continue to reflect the changing needs of the community and the City.
5.1.3 Implement the Infrastructure Strategy			As per comment 3.1.5: The Infrastructure Strategy was used to inform the Long Term Financial Plan.

5.1.4 Develop a Strategic Procurement Plan Annually			The Strategic Procurement Plan has been implemented with an annual update of upcoming procurement being developed and included on the City of Kwinana's website, and which is updated each year following the adoption of the City's budget. In addition, this will also be updated when additional procurements become known throughout the year.
5.1.5 Review Advocacy and Investment Plans			As per comment 2.2.1: Advocacy and Investment Plans reviewed and will be updated in 2022/2023 with current Australian Bureau of Statistics (ABS) Data.
5.1.6 Implement the Innovate Reconciliation Action Plan			As per comment 4.3.2 The Innovate Reconciliation Action Plan has been adopted by Council with the implementation ongoing, including facilitation of the Boola Maara Many Hands Advisory Group and ongoing partnerships with key Aboriginal community groups.

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			The Community Engagement Strategy has progressed and the City has made significant progress in, in the following areas: <ul style="list-style-type: none"> <li>• Training and development</li> <li>• Supporting tools developed</li> <li>• Lifted focus on community engagement by assigning dedicated resources to it</li> </ul>

Strategic Objective			
5.3 Provide a high standard of customer service with the community as priority			
Action	Action Status	Budget Status	Progress Update
5.3.1 Continue to implement the Customer Experience Plan			The implementation of the Customer Experience Plan has continued with the City working towards initiatives such as implementing a point of sale Customer Satisfaction tool as well as an upgrade to its internal customer knowledge base.

Strategic Objective			
5.4 Establish a culture of continuous improvement achieving high levels of business excellence			
Action	Action Status	Budget Status	Progress Update
5.4.1 Develop the Business Excellence Framework			Business Excellence Framework development continues with Nintex Promapp being utilised by the majority of the organisation and as such, work towards Business Excellence and Continuous Improvement is high on the agenda for City employees. The City uses Nintex Promapp to ensure the customer experience is consistent throughout the organisation and it enables a lean and efficient service for all.
5.4.2 Implement the Workforce Plan			The Workforce Plan contains strategic priorities with associated actions to achieve the priorities. Some of the actions that are being implemented and progressed by HR include a Leadership Program, customer centric focussed training, staff retention and ageing workforce strategies, further enhanced continuous improvement processes and the development and alignment of the City's safety and well-being framework that reflects the new Work Health and Safety legislation, to name a few.

<p>5.4.3 Implement the Corporate Business System Project</p>			<p>The Corporate Business System project went live on 4 July 2022, delivering the Phase One core enterprise modules from Technology One. Teams from across the City worked with the Corporate Business System Project Team to deliver OneCouncil comprising of new systems in Finance, Contracts, Supply Chain Payroll, Assets and Works Operations.</p> <p>Training was provided to all staff ahead of go live with artefacts being made available to support staff into the future.</p> <p>A series of Lessons Learned workshops were conducted to document what worked well and areas for improvement for future phases. Modules from Phase One have now transitioned into IT for oversight and support in partnership with both Technology One and Atturra.</p> <p>Recruitment is currently underway for a Project Manager to facilitate the scoping and development of Phase two.</p>
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## 18.5 ADOPTION OF REVISED PROCUREMENT POLICY

### SUMMARY

A review of the current Procurement Policy has been undertaken with some revisions included. Adoption of this revised Policy is recommended for Council endorsement.

### OFFICER RECOMMENDATION

**That Council adopt the revised Procurement Policy – 2022**

### VOTING REQUIREMENT

Simple majority

### DISCUSSION

The regular review of council policies gives Council the opportunity to ensure that policies remain current with legislation and operational practices, and provide clear direction to the City and its stakeholders. This report relates to the review of the current procurement policy.

During the review, a few improvement opportunities were identified. A summary of the changes are as follows:

- **Waiver of Quotation** – a change to allow Directors to approve in addition to the CEO, where it is within Director financial authorisation.
- **Procurement Exemptions** – included an additional exemption to cover purchases made via government agencies or local governments etc. This is already a tender exempt method of procurement, however included to cover instances where it falls below the tender threshold. These purchases are still required to obtain and ensure value for money and follow all procurement principles.
- **Update of Delegation number** – as the numbering of the delegation has been amended, it has been updated to reflect this recent change within the references table.
- **Other Grammatical or Incidental Changes** – a few other minor changes made throughout to provide clarity and improve readability etc.

The Executive Leadership Team have been briefed on these changes and support the proposed amendments.

**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.

<b>Strategic Community Plan</b>			
<b>Outcome</b>	<b>Strategic Objective</b>	<b>Action in CBP (if applicable)</b>	<b>How does this proposal achieve the outcomes and strategic objectives?</b>
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	Policy assists good governance and trustworthy procurement processes
2 – A resilient and thriving economy and exciting opportunities	2.1 – Enable a thriving and sustainable local economy that supports and sustains quality jobs and economic opportunities	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Policy assists by providing preference to local economic benefits within procurement processes

**SOCIAL IMPLICATIONS**

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

**LEGAL/POLICY IMPLICATIONS**

*Regulations 11A to 24 of the Local Government (Functions and General) Regulations 1996*

**FINANCIAL/BUDGET IMPLICATIONS**

There are likely to be positive financial, economic and budget implications as a result of this report and the adoption of the revised policy. Under the revised policy, Officers are directed to always consider value for money, local suppliers and sustainability principles and considerations when making purchasing decisions.

**ASSET MANAGEMENT IMPLICATIONS**

There are no direct asset management implications related to this report.

**ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

There are no direct environmental implications related to this report.

## **COMMUNITY ENGAGEMENT**

There are no direct community engagement implications related to this report.

## **ATTACHMENTS**

### **A. Procurement Policy - 2022**



# Council Policy

## Procurement



<b>Council Policy</b>	
Legal Authority	<i>Local Government Act 1995 &amp; Local Government (Functions and General) Regulations 1996 (WA) 11A</i>
Department	Office of the CEO

## 1 Title

Council Policy – Procurement

## 2 Purpose

The purpose of this Policy is to guide the City's purchasing activities and procurement decisions to:

- ensure compliance with legislation, regulations, common law obligations, and requirements consistent with the City's policies and Code of Conduct;
- provide guidance on ethical behaviour and ensure probity, transparency, effective competition and the avoidance of conflicts of interest and bias in all City procurement and contracting activities
- ensure the City receives value for money in its procurement;
- reduce the risk of corruption and fraud;
- provide a balance between best value for money and administrative burden; and
- assist progression of the City's sustainability and social visions.

For the avoidance of doubt, this Policy is the purchasing policy referred to in the *Local Government (Functions and General) Regulations 1996, Part 4, Reg 11A*.

## 3 Scope

This Policy applies to all purchasing and procurement activities undertaken by and on behalf of the City.

## 4 Non-compliance

Failure to comply with this Policy, the *Local Government Act 1995 (the Act)* and Part 4 of the *Local Government (Functions and General) Regulations 1996 (the Regulations)* may be considered misconduct under the City's Code of Conduct and could result in disciplinary action.

## 5 Principles

The purchasing or procurement of goods and services by or on behalf of the City shall be conducted in accordance with the following principles:

- Principle 1 – Socially Sustainable Procurement - Aboriginal Business and Australian Disability Enterprises;
- Principle 2 – Sustainable Procurement;
- Principle 3 – Act fairly;
- Principle 4 – Value for money; and
- Principle 5 – Local economic benefit.

## **5.1 Socially sustainable procurement**

### **5.1.1 Aboriginal business**

The City recognises that Kwinana's aspirations and Aboriginal aspirations are aligned and that there will be times when procurement requires close consideration of Aboriginal cultural competencies such as language, Aboriginal understanding knowledge, skills, procedures, customs, practices and protocols.

The City's Reconciliation Action Plan will seek to deliver agreed priorities and ensure that the City's purchasing activities consider, where possible:

- the potential to engage and enable Aboriginal community and business; and
- the delivery of Aboriginal customer friendly services.

Where the City makes a determination to contract directly with an Aboriginal Business it must be satisfied that the engagement truly represents value for money.

### **5.1.2 Australian disability enterprises**

*Regulation 11(2)(i)* provides a Tender exemption if the goods or services are supplied by an Australian Disability Enterprise. An Australian Disability Enterprises (ADE) is a type of employment support for people with disability who need significant support to work.

The City's Disability Access and Inclusion Plan will seek to ensure that WA Disability Enterprises have the same opportunity as other people to obtain and maintain work with the City. Where the City makes a determination to contract directly with an Australian Disability Enterprise it must be satisfied that the engagement truly represents value for money.

### **5.1.3 Considerations**

Where appropriate and practicable, the City will:

- consider practices, procedures and specifications that avoid bias and do not without due cause, disadvantage Aboriginal Businesses or Australian Disability Enterprises;
- consider direct or indirect flow on benefits for Aboriginal Businesses or Australian Disability Enterprises;
- explore the capability of Aboriginal Businesses or Australian Disability Enterprises to meet requirements and ensure that procurements are designed to accommodate the capabilities of Aboriginal Businesses and/or Australian Disability Enterprises;
- provide adequate and consistent information to potential suppliers; and
- consider a qualitative weighting in the evaluation of quotes and Tenders to provide advantages to Australian Disability Enterprises, Aboriginal Businesses or businesses that demonstrate a high level of aboriginal employment.

## 5.2 Sustainable procurement

Sustainable procurement is the procurement of goods and services that have better social, environmental, community and economic impacts than competing goods and services.

The City is committed to implementing sustainable procurement and will, where possible, consider the extent to which a prospective supplier's business practices will result in positive social, environmental, community and economic outcomes.

More particular considerations may include:

- a) value for money over the life cycle of the engagement, rather than just the initial cost;
- b) the supplier's strategies to minimise environmental impacts;
- c) supplier's practices and/or employment opportunities e.g. disability training opportunities
- d) the supplier's strategies to avoid unnecessary consumption and manage demand and minimise waste;
- e) the supplier's general social responsibility practices, including compliance with its legislative obligations to its employees; and
- f) other sustainability outcomes identified in the City's Strategic Community Plan and Corporate Business Plan.

## 5.3 Act fairly

The City's procurement of goods, works and services will be conducted with the utmost integrity.

All City's members, employees and suppliers are expected to conduct themselves with the highest standards of honesty, fairness, and personal integrity. It is critical that both employees and suppliers adhere to these standards, all applicable laws, and avoid all perceptions of conflict of interest and impropriety.

Fundamental aspects of this principle are:

- **Transparency** – following procurement guidelines and be open in administration, ensure spend and appropriate contract award information is available to the public, promote a shared understanding of respective roles and obligations between council and any external parties participating in purchasing activities;
- **Accountability** – be accountable for performance and be able to give complete and accurate accounts of public funds, including funds passed on to others for particular purposes. It will also have suitable governance in place to oversee procurement arrangements; and
- **Ethical consideration** – behave ethically, adhering to the standards set in this Policy and associated procurement guidelines and any other relevant internal policies, i.e. Code of Conduct, Gifts and Hospitality Policy etc.

All open contestable procurement activities will be publicly notified so all potential suppliers have equal access. The procurement documentation that the City provides the market will contain information which makes it clear what the City is looking for by way of response, and evaluations will be undertaken in a manner that avoids bias.

#### 5.4 Value for money

Value for money is an overarching principle governing the procurement of goods and services and underpins the City's purchasing activities. Value for money is the achievement of the best possible outcomes for the total cost of ownership (or whole of life cost), it does not necessarily mean selecting the lowest price response. Other related considerations include:

- a) the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier's resource availability, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies and response times, ease of inspection and maintenance, ease of after sales service, ease of communications, etc.;
- b) the supplier's financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- c) a strong element of competition by obtaining a sufficient number of competitive quotations consistent with this Policy, where practicable;
- d) the safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance; and
- e) the environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant City Policy including Local Economic Benefit.

#### 5.5 Local economic benefit

Under the State Government's Buy Local Policy, Government Agencies and Local Governments, including the City, are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by the City in accordance with the City's local economy objectives and Strategic Community Plan.

A key goal in this policy is open and fair competition to ensure that Western Australian businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works purchased by the City will lend itself to supply by local businesses.

The City is committed to not unfairly disadvantaging local businesses within the City's boundary, the surrounding South West Metropolitan Group of Councils and Western Australia.

The City will embrace a good – better – best methodology during procurement activities:

1. **Good** – Within Western Australia
2. **Better** - Within the South West Metropolitan Group of Councils
3. **Best** - Within the City of Kwinana's boundary

Where appropriate and practicable, the City will:

- consider practices, procedures and specifications that avoid bias and do not without due cause, disadvantage local or small businesses;
- consider direct or indirect flow on benefits for a local business or area;
- explore the capability of local businesses to meet requirements and ensure that procurements are designed to accommodate the capabilities of local businesses; and
- provide adequate and consistent information to potential suppliers.

To this extent, officers are encouraged to consider local economic benefit when evaluating quotes and submissions by asking suppliers to demonstrate where and how they can benefit or contribute to the local economy, including use of local businesses and subcontractors and also potential employment and skill development opportunities within local region/s. A qualitative weighting may be afforded in the evaluation of formal quotes and Tenders.

## 6 Procurement requirements

### 6.1 Legislative/regulatory requirements

The requirements that must be complied with by the City, including procurement thresholds and processes, are prescribed within the Regulations, this Policy and associated Procurement Procedures.

### 6.2 Procurement from existing contracts

Where the City has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the contract (including the scope) allows. Officers must refer to the City's Contracts Register in the first instance before seeking to obtain quotes and/or Tenders.

### 6.3 Procurement value thresholds

The table below outlines the practice requirements that apply to the City's purchasing and procurement activities. All procurement must be conducted in accordance with the City's Procurement Procedures and must be approved by an officer with the appropriate financial authorisation/ limits and/or delegation.

Value of procurement	Procurement requirement	Minimum assessment panel requirement	Approval of procurement	Record of decision
Up to \$2,000	Seek at least 1 verbal or visual quote (ie: advertising/website) for ad-hoc activities	One officer	An authorised employee (that is not the evaluator) with a financial authorisation limit more than the consideration value	Required information to be entered when raising a requisition including providing comments to justify the purchase decision
\$2,001 to \$10,000	Seek at least 1 written quote (email/advertising/website)	One officer	An authorised employee (that is not the evaluator)	Required information to be entered when

Value of procurement	Procurement requirement	Minimum assessment panel requirement	Approval of procurement	Record of decision
	etc.)		with a financial authorisation limit more than the consideration value	raising a requisition including providing comments to justify the purchase decision
\$10,001 to \$20,000	Seek at least 2 written quotes (email/advertising/website etc.)  <b>OR</b> Seek at least 1 written quote from a <b>pre-qualified</b> Tender Exempt Supplier			
\$20,001 to \$100,000	Seek at least 3 written quotes  <b>OR</b> Seek at least 2 written quotes from <b>pre-qualified</b> Tender Exempt Suppliers	One officer up to 50k  <b>OR</b> Two officers 50k-100k		Evaluation Report 20k – 50k  <b>OR</b> Evaluation Report 50k – 100k
\$100,001 to \$250,000	Seek at least 3 written quotes via a Formal Request for Quotation process (including detailed specifications and pre-determined selection criteria) from suppliers or from <b>pre-qualified</b> Tender Exempt Suppliers.  All processes over \$100,000 are to be conducted by Procurement and Contracts.	The responsible coordinator or equivalent (or above) and two officers		Using the appropriate memorandum to Director or CEO (as applicable)
Over \$250,000 (Tender Threshold)	Conduct a formal Request for Tender in accordance with the Act and formal Tender process.  <b>OR</b>	The responsible manager (or above) and two officers	CEO approval up to delegated financial authorisation limits  <b>OR</b> Council approval if	Using the appropriate memorandum to CEO  <b>OR</b> Council Report

Value of procurement	Procurement requirement	Minimum assessment panel requirement	Approval of procurement	Record of decision
	<p>Seek at least 3 written quotations from Tender Exempt Suppliers via a Formal Request for Quotation process</p> <p>All processes over \$250,000 are to be conducted by Procurement and Contracts.</p>		above CEO authorisation limits	

Table 1 – Procurement Requirements

**The following notes apply to Table 1 above and all procurement activities:**

- 1) the value is exclusive of Goods and Services Tax;
- 2) an approved budget is required for the purchase of any goods or services;
- 3) the value of procurement will be based on the estimated total expenditure for a category of goods or service over a minimum 3-year period;
- 4) the appropriate length of the contract is to be determined based on market volatility, ongoing nature of supply, historical purchasing evidence and estimated future purchasing activities or business decisions;
- 5) procurement activities for the same category of supply (good or service) should, where possible, be aggregated into single contract arrangements to achieve best value and efficiency in future purchasing activities;
- 6) officers must not conduct multiple procurement activities or raise multiple purchase orders with the intent of 'splitting' or 'staging' the contract and its value, in order to avoid a procurement requirement in line with this policy, the City's Procurement Procedures and/or Reg 12;
- 7) any person evaluating submissions must be suitably experienced and have a reasonable knowledge of the goods/services being purchased;
- 8) sourcing of quotations from at least one local supplier is highly encouraged when available;
- 9) the City's Procurement Procedures apply to all procurement activities; and
- 10) All recording of purchasing and procurement decisions must be performed in accordance with the City's Procurement Procedures and Record Keeping Policy;

#### **6.4 Waiver of quotation (exceptional circumstances)**

Where quotes are not practical and the total expenditure is expected to fall under the tender threshold, a Director or the Chief Executive Officer, at their discretion, may waive the requirements to obtain quotations under this policy, providing that written and justifiable reasons for such waiver are provided by the responsible Officer and documented in line with the City's Procurement Procedures.

All waivers exercised by a Director or the Chief Executive Officer are to be captured in the City's Waiver of Quotation Register and will be reported bi-annually to the Audit and Risk Committee.

Time constraints, poor planning, administrative omissions and errors do not justify a purchase under a Waiver. Every effort must be made to research and anticipate purchasing requirements in advance to allow sufficient time for planning and scoping proposed purchases and undertaking the relevant procurement process, as applicable.

## 6.5 Procurement exemptions

The City is exempt from publicly inviting Tenders when procurement meets any of the requirements outlined under *Regulation 11(2) of the Functions and General Regulations 1996*.

Furthermore, if a good or service falls within one of the below categories and the purchase value is under the Tender threshold (over the life of the Contract) and every effort to ensure value for money is achieved, the procurement is not subject to the above procurement requirements and officers may approach a single supplier:

- advertising of employment opportunities at the City;
- recruitment of temporary personnel (as defined in the Procurement Procedures - conditional to the WALGA Preferred Supplier Arrangements and Common Use Arrangements);
- advertising services, including mandated state-wide public notices (conditional to the WALGA Preferred Supplier Arrangements and State Common Use Arrangements) and digital advertising (for example, Facebook, Instagram or Google);
- purchasing of training services or training courses undertaken by the City's Human Resources department;
- conferences and seminars;
- legal services (conditional to WALGA Preferred Supplier Arrangements and State Common Use Arrangements only);
- annual memberships and subscriptions. For example, WALGA, LGIS, and SAI Global;
- non-contestable utility services;
- purchases from the original manufacturer or supplier whereby any other purchase may void the warranty;
- light fleet (conditional to State Common Use Arrangements and WALGA Preferred Supplier Arrangements);
- expenditure related to a local emergency that is required (**within existing budget allocations**) to respond to an imminent risk to public safety, or to protect or make property or infrastructure assets safe; and  
purchases obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government, a regional local government or government body/statutory authority.

## 6.6 Unique nature of supply (sole supplier)

Where the procurement requirement is over the value of \$10,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a quotation or Tender process. This is only permitted in circumstances where the City is satisfied and can evidence that there is only one source of supply for those goods, services or works. The City must use its best endeavours to determine if the sole source of supply is genuine by exploring if there

are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into or purchase order being raised and must be captured in the City's Sole Supplier Register.

An arrangement of this nature will only be approved for a period not exceeding one year. For any continuing purchasing requirement, the approval must be re-assessed before expiry, to evidence that only one potential supplier still genuinely exists.

All sole supplier endorsements made by the Chief Executive Officer are to be captured in the City's Sole Supplier Register and will be reported bi-annually to the Audit and Risk Committee.

### **6.7 Inviting Tenders under the Tender threshold**

Where considered appropriate and beneficial, or to manage procurement risk, the City may consider publicly advertising Tenders in lieu of undertaking a Formal Request for Quotation for purchases under the Tender threshold (\$250,000). This decision should be made after considering the benefits of this approach in comparison with the costs, sustainability, timeliness and compliance requirements.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the City's tendering process must be followed in full.

### **6.8 Expressions of interest**

Expressions of Interest (**EOI**) will be considered as a prerequisite to a Tender process where the required supply evidences one or more of the following criteria:

- a) unable to sufficiently scope or specify the requirement;
- b) there is significant variability for how the requirement may be met;
- c) there is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- d) subject to a creative element; or
- e) provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

All EOI processes will be based upon qualitative and other non-price information only. EOIs are to be conducted in line with the City's tendering process.

## **7 Annual procurement plan**

The City will release an Annual Procurement Plan on its website that captures the City's known upcoming procurement for the next financial year. This information will be released in order to better demonstrate to the market what, when, and how the City is expecting to undertake public Tenders, in order to meet the City's needs.

## **8 Panels of pre-qualified suppliers**

### **8.1 Panel policy objectives**

In accordance with Regulation 24AC of the *Local Government (Functions and*

*General) Regulations 1996*, a Panel of Pre-qualified Suppliers (“**Panel**”) may be created where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s);
- the procurement activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

## **8.2 Establishing and maintaining a panel**

Should the City determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*. The following is to be considered and documented accordingly for each Panel:

- a) a Panel may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel. This will be undertaken through a public invitation process (similar to that of a Tender) in line with the City's Procurement Procedures.
- b) Panels may be established for a minimum of one (1) year and for a maximum length of three (3) years.
- c) evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.
- d) at the commencement of each Panel, a communications plan must be developed. This will set out how all communications between the City and each Panel Member will take place during the term of the Panel.
- e) there shall be a minimum of two (2) suppliers appointed to a Panel and a minimum of one supplier for each category when more than one category is set out in the Panel.
- f) should a Panel member leave or be terminated from the Panel within 6 months of contract commencement, they may be replaced by the next ranked Panel member determined in the value for money assessment (should they accept). Should the next ranked supplier decline, the City may decide to invite the next ranked supplier and so forth until a supplier accepts a contract. Should the City deem that all suitable suppliers be exhausted, the City may continue to operate the Panel ensuring that the minimum of two (2) Panel Members remain and if this is not the case, the City must re-establish a new Panel via the relevant procurement process as set out in this policy.
- g) the City may publicly re-advertise a Panel with a view of adding Panel members to an existing Panel using the same evaluation criteria used to initially establish the Panel.
- h) should a Panel Member leave or be terminated from the Panel after 6 months from contract commencement, the City may continue to operate the Panel ensuring that the minimum of 2 Panel members remain and if this is not the case, the City must either re-establish a new Panel or publicly re-advertise a Panel with a view of adding Panel members to an existing Panel using the same evaluation criteria used to initially establish the Panel.

### 8.3 Distributing work amongst panel members

To satisfy *Regulation 24AD(5)* of the Regulations, when establishing a Panel, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the City intends to:

- a) Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; or
- b) Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- c) Purchase goods/services from pre-qualified suppliers on the Panel in line with the contracted Schedule of Rates; or
- d) Develop a ranking system establishing clear rules when each Panel member will be able to quote; or
- e) A mix of any of the above distribution methods (eg: based on suitability, skills, experience availability, costs etc.)

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

## 9 Contract management

Contracts are to be proactively managed during their lifecycle by the City Officer responsible for the delivery of the contracted goods, services or works, to ensure the city receives value for money and to enforce performance against the contract.

Where a contract variation is required, the contract can only be varied if it is necessary in order for the goods/services to be supplied and does not change the scope of the contract. When considering contract variations, any variation must also be identified as not to have affected the outcome of the initial procurement process in the view of both a reasonably skilled and experienced person having relevant expertise in the specific industry or type of work and the Contracts Services team.

For all contract variations, a formal variation agreement must be completed by Contract Services. This agreement must be signed by a person with appropriate delegation and authorisation.

Further requirements are outlined in the City's Procurement Procedures.

## 10 Definitions

**CUA** – State Government formed Contracts, otherwise known as Common Use Arrangements.

**Formal Request for Quotation** - the process of developing, in conjunction with Contract Services, a detailed written description of purchase requirements along with assessment criteria, formal quote documentation (including a contract) and an appropriate assessment process.

**Officer** – any employee of the City of Kwinana or an external party engaged to perform works for the City (eg: consultants, temp personnel etc)

**Pre-Qualified Tender Exempt Supplier** – a supplier that has met the pre-qualification and due diligence requirements to be contracted to either a WALGA Preferred Supplier

Arrangement or a State Government Common Use Arrangement (CUA) and is contracted under a valid WALGA Contract or CUA for the particular scope or category of work at the time of purchase.

**Procurement Procedures** – relating document which governs the requirements for all City Procurement activities.

**Scope** – a general description of the goods/services required to achieve a desired outcome.

**Tender** – a publicly advertised invitation to submit a proposal to provide described goods or services for a fixed price.

**Tender Exempt** - any Tenders that do not have to be publicly invited pursuant to Local Government (Functions and General) Regulations 1996 Regulation 11(2)(a)-(k) inclusive.

**Tender Exempt Supplier** – a supplier that sits within a category referred to in the Local Government (Functions and General) Regulations 1996 Regulation 11(2)(a)-(k) inclusive.

**WALGA** - The WA Local Government Association (WALGA)

**WALGA Preferred Supplier Arrangement** – A specified grouping of suppliers that have been pre-qualified and appointed by WALGA to supply a category of goods or services to Local Governments.

## 11 References

Date of adoption and resolution No.	12 August 2020 - #222
Review dates and resolution No.	24 November 2021 - #025 28 September 2022 - #
Next review due date	September 2024
Related documents	<ul style="list-style-type: none"> <li>• Procurement Procedures for the Procurement of Goods and/or Services</li> <li>• Finance Procedures for the Procurement of Goods and/or Services</li> <li>• Contract Register</li> <li>• Sole Supplier Register</li> <li>• Register of Delegated Authority</li> <li>• Strategic Community Plan 2021 - 2031</li> <li>• Corporate Business Plan 2021 - 2025</li> </ul>
	<ul style="list-style-type: none"> <li>• 1.1.22 – Expressions of Interest/Tenders for supply of goods and services</li> <li>• 1.1.2 – Execution of Documents (as supported by prior approval of Council)</li> </ul>

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

## **18.6 MONTHLY FINANCIAL REPORT JULY 2022 AND AUGUST 2022**

### **SUMMARY**

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the periods ending 31 July 2022 and 31 August 2022 have been prepared for Council acceptance.

### **OFFICER RECOMMENDATION**

**That Council:**

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

### **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. End of financial year processing continues and adjustments are still being finalised which will impact the carry forward surplus. The 2021/2022 Annual Financial Statements will be finalised and audited by the City's auditors with presentation due to the Audit Committee in December 2022. At this time, the final 2021/2022 result will be determined and any impact on the 2022/2023 Annual Budget will be presented to Council for consideration.

The reporting functionality is still being developed in the new corporate business system, hence the brief, but still compliant reports attached. The period of review is July and August 2022. The current closing municipal surplus for August is \$47,407,316 compared to a budget position of \$45,392,102. This is considered a satisfactory result for the City as it is maintaining a healthy budget surplus position.

Income for the August 2022 period year to date is \$53,429,523. This is made up of \$53,404,764 in operating revenues and \$24,759 in non-operating grants, contributions and subsidies received and proceeds from other investing activities. The current budget estimated \$53,462,959 would be received for the same period. The variance to budget is (\$33,436).

Expenditure for the August 2022 period year to date is \$8,439,683. This is made up of \$7,412,342 in operating expenditure and \$1,027,341 in capital expenditure. The budget estimated \$13,149,037 would be spent for the same period. The variance to budget is \$4,709,354 predominantly due to depreciation not being processed until the annual financials have been finalised.

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

### **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 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 Attachments A & B.

### **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 July 2022**
- B. Monthly Financial Report August 2022**



# Monthly Financial Report July 2022



**CITY OF KWINANA**  
**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)  
**For the period ending 31 July 2022**

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

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Statement of Financial Activity by Nature or Type	2
Note 1      Explanation of Material Variances	3
Note 2      Receivables	4
Note 3      Cash Reserves	6
Note 4      Capital Acquisitions	7

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

**BY NATURE OR TYPE**

	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$		\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	2,339,025	2,339,025	2,339,025	<b>2,371,874</b>	32,849	1.4%	
<b>Revenue from operating activities</b>							
Rates	45,623,279	45,623,279	44,823,279	<b>44,977,886</b>	154,607	0.3%	
Operating grants, subsidies and contributions	5,465,252	5,465,252	668,010	<b>322,331</b>	(345,679)	(51.7%)	▼
Fees and charges	13,349,224	13,349,224	6,705,414	<b>6,736,527</b>	31,113	0.5%	
Interest earnings	646,927	646,927	31,700	<b>47,583</b>	15,883	50.1%	
Other revenue	543,046	543,046	58,161	<b>51,229</b>	(6,932)	(11.9%)	
Profit on disposal of assets	143,250	143,250	0	<b>0</b>	0	0.0%	
	<b>65,770,978</b>	<b>65,770,978</b>	<b>52,286,564</b>	<b>52,135,555</b>	(151,009)		
<b>Expenditure from operating activities</b>							
Employee costs	(28,003,938)	(28,003,938)	(2,497,175)	<b>(2,229,681)</b>	267,494	10.7%	▲
Materials and contracts	(28,005,688)	(28,005,688)	(1,223,037)	<b>(778,116)</b>	444,921	36.4%	▲
Utility charges	(2,488,413)	(2,488,413)	(72,365)	<b>(222,190)</b>	(149,825)	(207.0%)	▼
Depreciation on non-current assets	(16,582,989)	(16,582,989)	(1,372,479)	<b>0</b>	1,372,479	100.0%	▲
Interest expenses	(698,484)	(698,484)	(44,332)	<b>(26)</b>	44,306	99.9%	
Insurance expenses	(646,682)	(646,682)	(408,145)	<b>(223,360)</b>	184,785	45.3%	▲
Other expenditure	(298,146)	(298,146)	(9,250)	<b>(15)</b>	9,235	99.8%	
Loss on disposal of assets	(10,425)	(10,425)	0	<b>0</b>	0	0.0%	
	<b>(76,734,765)</b>	<b>(76,734,765)</b>	<b>(5,626,783)</b>	<b>(3,453,388)</b>	2,173,395		
Non-cash amounts excluded from operating activities	16,450,164	16,450,164	1,372,479	<b>0</b>	(1,372,479)	(100.0%)	▼
<b>Amount attributable to operating activities</b>	<b>5,486,377</b>	<b>5,486,377</b>	<b>48,032,260</b>	<b>48,682,167</b>	649,907		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	5,648,463	5,648,463	0	<b>4,759</b>	4,759	0.0%	
Proceeds from disposal of assets	872,500	872,500	20,000	<b>0</b>	(20,000)	(100.0%)	
Self-Supporting Loan Principal Received	18,444	18,444	0	<b>0</b>	0	0.0%	
Payments for property, plant and equipment	(15,789,602)	(15,789,602)	(699,560)	<b>(154,475)</b>	545,085	77.9%	▲
	<b>(9,250,195)</b>	<b>(9,250,195)</b>	<b>(679,560)</b>	<b>(149,716)</b>	529,844		
Non-cash amounts excluded from investing activities	(698,494)	(698,494)		<b>0</b>	0	0.0%	
<b>Amount attributable to investing activities</b>	<b>(9,948,689)</b>	<b>(9,948,689)</b>	<b>(679,560)</b>	<b>(149,716)</b>	529,844		
<b>Financing Activities</b>							
Repayment of debentures	(2,261,960)	(2,261,960)	0	<b>0</b>	0	0.0%	
Payments for principal portion of lease liabilities	(139,257)	(139,257)	(555)	<b>(577)</b>	(22)	(4.0%)	
Transfer from reserves	(5,995,349)	(5,995,349)	0	<b>0</b>	0	0.0%	
Transfer to reserves	10,519,853	10,519,853		<b>17,049</b>	17,049	0.0%	
<b>Amount attributable to financing activities</b>	<b>2,123,287</b>	<b>2,123,287</b>	<b>(555)</b>	<b>16,472</b>	17,027		
<b>Closing funding surplus / (deficit)</b>	<b>0</b>	<b>0</b>	<b>49,691,170</b>	<b>50,920,797</b>	1,229,627		

**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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 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.

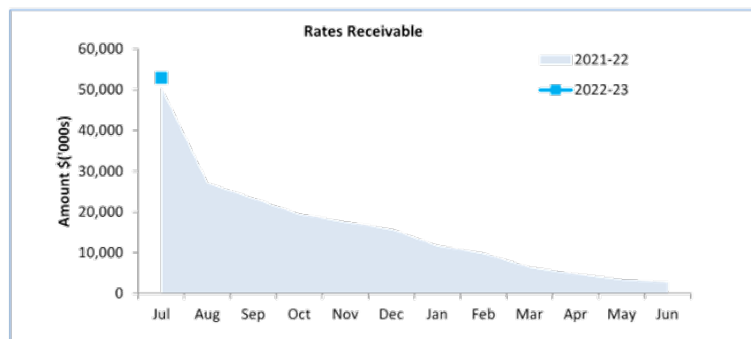
The material variance adopted by Council for the 2022-23 year is \$50,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Rates	154,607	0%	No Material Variance	
Operating Grants, Subsidies and Contributions	(345,679)	(52%)	▼ Timing	Main Roads Direct Grant not received to date.
Fees and Charges	31,113	0%	No Material Variance	
Interest Earnings	15,883	50%	No Material Variance	
Other Revenue	(6,932)	(12%)	No Material Variance	
Profit on Disposal of Assets	0	0%	No Material Variance	
<b>Expenditure from operating activities</b>				
Employee Costs	267,494	11%	▲ Permanent	Positions budgeted but not filled.
Materials and Contracts	444,921	36%	▲ Timing	Finalisation of end of financial year for 21/22 requires all invoices relating to prior year are processed to be processed into June, lessening the impact of invoices processed into the current month.
Utility Charges	(149,825)	(207%)	▼ Timing	Street lights received and paid in July.
Depreciation on Non-Current Assets	1,372,479	100%	▲ Timing	Depreciation will be processed once end of year accounts have been finalised.
Interest Expenses	44,306	100%	No Material Variance	
Insurance Expenses	184,785	45%	▲ Timing	Insurance has been received and paid. Waiting on work orders to be created to allocate costs.
Other Expenditure	9,235	100%	No Material Variance	
Loss on Disposal of Assets	0	0%	No Material Variance	
<b>Investing activities</b>				
Non-Operating Grants, Subsidies and Contributions	4,759	0%	No Material Variance	
Proceeds from disposal of assets	(20,000)	(100%)	No Material Variance	
Self-Supporting Loan Principal	0	0%	No Material Variance	
Purchase of Right of Use assets	0	0%	No Material Variance	
Payments for property, plant and equipment	545,085	78%	▲ Timing	Refer note 4.
<b>Financing activities</b>				
Repayment of debentures	0	0%	No Material Variance	
Payments for principal portion of lease liabilities	(22)	(4%)	No Material Variance	
Transfer from reserves	0	0%	No Material Variance	
Transfer to reserves	17,049	0%	No Material Variance	

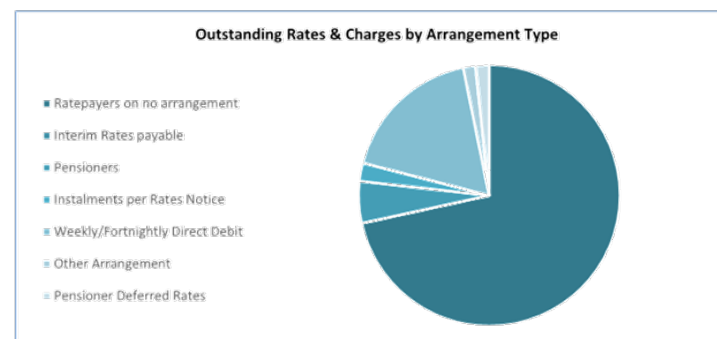
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2022

OPERATING ACTIVITIES  
NOTE 2  
RECEIVABLES

Rates receivable	30 Jun 2022	31 July 2021	31 Jul 2022
	\$		\$
Opening arrears previous years	3,262,814	3,262,814	2,357,892
Levied this year	55,081,277	53,440,107	57,066,763
<b>Rates &amp; Charges to be collected</b>	<b>58,344,091</b>	<b>56,702,921</b>	<b>59,424,656</b>
Less Collections to date	(54,694,261)	(5,404,442)	(5,560,054)
Less Pensioner Deferred Rates	(907,498)	(822,953)	(905,450)
<b>Net Rates &amp; Charges Collectable</b>	<b>2,742,332</b>	<b>50,475,527</b>	<b>52,959,151</b>
% Outstanding	4.70%	89.02%	89.12%
Prepaid Rates received (not included above)	(1,141,077)	(341,317)	(327,548)
	2.74%	88.42%	88.57%



Outstanding Rates & Charges by Payment Arrangement Type	31 Jul 2022		
	No. of Assessments	\$	%
Ratepayers on no arrangement	10,816	38,549,471	72%
Interim Rates payable	0	0	0%
Pensioners	2,069	2,784,416	5%
Instalments per Rates Notice	636	1,212,026	2%
Weekly/Fortnightly Direct Debit	4,519	9,591,696	18%
Other Arrangement	187	821,541	2%
	<b>18,227</b>	<b>52,959,151</b>	<b>98%</b>
Pensioner Deferred Rates	256	905,450	2%
	<b>18,483</b>	<b>53,864,601</b>	<b>100%</b>

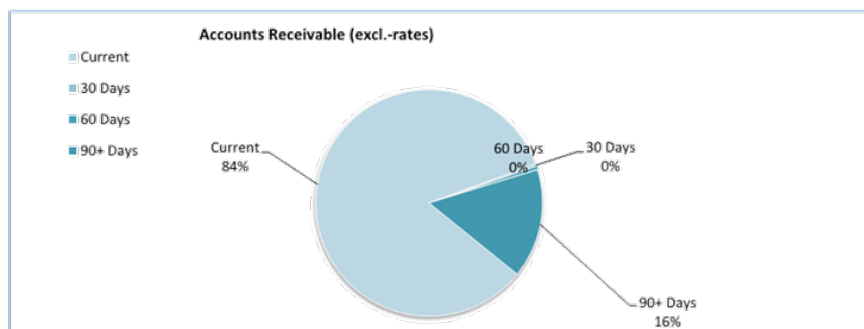


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2022

OPERATING ACTIVITIES  
NOTE 2  
RECEIVABLES

Receivables - general	Current	30 Days	60 Days	90+ Days	Total
Amounts shown below include GST (where applicable)	\$	\$	\$	\$	\$
Sundry receivable	2,331,981	6,230	12,516	194,559	2,545,285
Infringements Register	510	2,017	1,296	240,397	244,219
<b>Total sundry receivables outstanding</b>	<b>2,332,491</b>	<b>8,246</b>	<b>13,811</b>	<b>434,956</b>	<b>2,789,504</b>
Exclude rebates receivable	84%	0%	0%	16%	

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. Payments being received	3,251
Prosecution Planning & Development Act	2549.07	Registered with FER- payments being received	1,468
Prosecution Planning & Development Act	3859.07	Registered with FER- payments being received	9,675
Prosecution Local Government Act 1995	3909.07	Registered with FER.	3,652
Prosecution Local Law Fencing	4233.07	Registered with FER.	2,500
Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	4275.07	Registered with FER.	13,734
Prosecution Dog Act 1976	4387.07	Registered with FER	10,200
Prosecution Dog Act 1976	4465.07	Registered with FER- payments being received	3,000
Prosecution Planning & Development Act	4467.07	Registered with FER- payments being received	6,265
Prosecution Dog Act 1976	4610.07	Registered with FER	25,548
Prosecution Dog Act 1976	4741.07	Registered with FER- payments being received	1,900
Prosecution Planning & Development Act	4885.07	Registered with FER- payments were being received debtor to be in contact a	18,096
Prosecution Parking Act	5152.07	Registered with FER	5,250
Prosecution Dog Act 1976	5285.07	Registered with FER - payments being received	1,017
Prosecution Building Act	5321.07	Registered with FER- payments being received	1,907
Prosecution Planning & Development Act	5325.07	Registered with FER	38,463
Prosecution Building Act 2011	5474.07	Registered with FER - payments being received	31,624
Prosecution Dog Act 1976	5534.07	Registered with FER- payments being received	6,448
			<b>183,997</b>
<b>Other Sundry Debtors</b>			
Local Government Act 1995 abandoned vehicle	3884.03	Defaulted Payment arrangement. Potential	1,155
Private works - dangerous tree removal.	5959.06	On approved payment plan by direct debit	1,990
<b>Total Debtors 90+ days &gt; \$1,000</b>			<b>187,142</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 JULY 2022

OPERATING ACTIVITIES  
NOTE 3  
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>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Aged Persons Units Reserve	772,744	3,166	0	177,912	0	(190,000)	0	763,822	772,744
Asset Management Reserve	5,190,293	13,539	0	1,710,878	0	(4,902,128)	0	2,012,582	5,190,293
Banksia Park Reserve	209,270	0	0	79,813	0	(90,000)	0	199,083	209,270
City Infrastructure Reserve	1,360,526	3,950	3,360	0	0	0	0	1,364,476	1,363,886
Community Services & Emergency Relief Reserve	334,163	1,400	0	0	0	0	0	335,563	334,163
Contiguous Local Authorities Group Reserve	278,785	214	528	27,000	0	(38,000)	0	267,999	279,313.45
Employee Leave Reserve	2,946,683	12,376	0	0	0	0	0	2,959,059	2,946,683
Employee Vacancy Reserve	502,648	2,122	994	0	0	0	0	504,770	503,642
Family Day Care Reserve	1,040,525	4,733	0	0	0	(8,371)	0	1,036,887	1,040,525
Golf Course Cottage Reserve	29,557	125	58	0	0	0	0	29,682	29,615
Golf Club Maintenance Reserve	17,145	38	18	5,044	0	(5,044)	0	17,183	17,163
Information Technology Reserve	2,546,176	4,941	0	1,000,000	0	(532,088)	0	3,019,029	2,546,176
Plant and Equipment Replacement Reserve	378,327	1,104	0	1,894,837	0	(1,890,900)	0	383,368	378,327
Public Art Reserve	29,900	126	567	0	0	0	0	30,026	30,467
Public Open Space Reserve	320,613	0	0	0	0	0	0	320,613	320,613
Refuse Reserve	5,524,521	22,570	10,160	0	0	(311,544)	0	5,235,547	5,534,681
Renewable Energy Efficiency Reserve	34,354	177	0	49,035	0	(49,035)	0	34,531	34,354
Restricted Grants & Contributions Reserve	3,157,387	0	0	85,000	0	(1,252,757)	0	1,989,630	3,157,387
Settlement Agreement Reserve	168,670	712	320	0	0	0	0	169,382	168,990
Strategic Property Reserve	0	0	0	0	0	(270,000)	0	(270,000)	0
Workers Compensation Reserve	324,699	1,367	1,044	0	0	0	0	326,066	325,743
<b>Sub-Total Municipal Reserves</b>	<b>25,166,986</b>	<b>72,660</b>	<b>17,049</b>	<b>5,029,519</b>	<b>0</b>	<b>(9,539,867)</b>	<b>0</b>	<b>20,729,298</b>	<b>25,184,035</b>
<b>Developer Contribution Reserves</b>									
DCA 1 - Hard Infrastructure - Bertram	738,950	7,206	0	25,000	0	(12,299)	0	758,857	738,950
DCA 2 - Hard Infrastructure - Wellard	1,720,913	7,764	0	25,000	0	(12,299)	0	1,741,378	1,720,913
DCA 3 - Hard Infrastructure - Casuarina	0	1,950	0	200,000	0	(12,299)	0	189,651	0
DCA 4 - Hard Infrastructure - Anketell	1,194,025	3,797	0	25,000	0	(12,299)	0	1,210,523	1,194,025
DCA 5 - Hard Infrastructure - Wandl	972,057	6,182	0	25,000	0	(12,299)	0	990,940	972,057
DCA 6 - Hard Infrastructure - Mandogalup	753,955	3,995	0	25,000	0	(12,299)	0	770,651	753,955
DCA 7 - Hard Infrastructure - Wellard West	52,703	131	0	200,000	0	(12,299)	0	240,535	52,703
DCA 8 - Soft Infrastructure - Mandogalup	1,418,990	6,279	0	25,000	0	(12,303)	0	1,437,966	1,418,990
DCA 9 - Soft Infrastructure - Wandl/Anketell	12,810,629	40,451	0	25,000	0	(12,299)	0	12,863,781	12,810,629
DCA 10 - Soft Infrastructure - Casuarina/Anketell	197,221	786	0	25,000	0	(12,299)	0	210,708	197,221
DCA 11 - Soft Infrastructure - Wellard East	6,478,479	27,337	0	25,000	0	(12,299)	0	6,518,517	6,478,479
DCA 12 - Soft Infrastructure - Wellard West	9,488,144	39,981	0	25,000	0	(816,167)	0	8,736,958	9,488,144
DCA 13 - Soft Infrastructure - Bertram	269,075	1,037	0	25,000	0	(12,299)	0	282,813	269,075
DCA 14 - Soft Infrastructure - Wellard/Leda	813,783	3,418	0	50,000	0	(12,299)	0	854,902	813,783
DCA 15 - Soft Infrastructure - City Site	306,909	1,227	0	25,000	0	(12,299)	0	320,837	306,909
<b>Sub-Total Developer Contribution Reserves</b>	<b>37,215,833</b>	<b>151,541</b>	<b>0</b>	<b>750,000</b>	<b>0</b>	<b>(988,357)</b>	<b>0</b>	<b>37,129,017</b>	<b>37,215,833</b>
<b>Total Reserves</b>	<b>62,382,819</b>	<b>224,201</b>	<b>17,049</b>	<b>5,779,519</b>	<b>0</b>	<b>(10,528,224)</b>	<b>0</b>	<b>57,858,315</b>	<b>62,399,868</b>

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

INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
Land and Buildings	4,476,677	4,476,677	51,671	50,106	(1,565)
Plant, Furniture and Equipment	2,018,900	2,018,900	10,151	2,840	(7,311)
Intangible Assets	545,557	545,557	44,341	77,218	32,877
Infrastructure - Roads	4,486,650	4,486,650	379,785	22,911	(356,874)
Infrastructure - Parks & Reserves	3,268,928	3,268,928	124,771	0	(124,771)
Infrastructure - Footpaths	194,500	194,500	17,681	0	(17,681)
Infrastructure - Car Parks	214,000	214,000	19,455	1,400	(18,055)
Infrastructure - Drainage	376,000	376,000	34,182	0	(34,182)
Infrastructure - Bus Shelters	21,850	21,850	0	0	0
Infrastructure - Street Lights	96,540	96,540	7,523	0	(7,523)
Infrastructure - Other	90,000	90,000	10,000	0	(10,000)
<b>Payments for Capital Acquisitions</b>	<b>15,789,602</b>	<b>15,789,602</b>	<b>699,560</b>	<b>154,475</b>	<b>(545,085)</b>
Right of use assets	0	0	0	0	0
<b>Total Capital Acquisitions</b>	<b>15,789,602</b>	<b>15,789,602</b>	<b>699,560</b>	<b>154,475</b>	<b>(545,085)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,660,106	4,660,106	0	0	0
Disposal of Assets	872,500	872,500	20,000	0	(20,000)
Cash Backed Reserves	8,702,431	8,702,431	0	0	0
Municipal Funds	1,554,565	1,554,565	0	154,475	154,475
<b>Capital funding total</b>	<b>15,789,602</b>	<b>15,789,602</b>	<b>20,000</b>	<b>154,475</b>	<b>134,475</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2022INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
<b>Buildings</b>					
Admin Building - Asbestos Removal Program	10,500	10,500	500	0	(500)
Administration Building - refurbishment	246,934	246,934	8,512	0	(8,512)
Animal Care Facility Refurbishment	60,350	60,350	0	0	0
Building Contingency	80,996	80,996	8,333	0	(8,333)
Business Incubator - ablutions	5,000	5,000	0	0	0
Business Incubator - Doors	29,400	29,400	1,400	0	(1,400)
Business Incubator - Flooring	15,750	15,750	750	0	(750)
Calista Oval Tennis Club - fencing	26,250	26,250	1,250	0	(1,250)
Casuarina Wellard Hall - security	10,500	10,500	500	0	(500)
Challenger Beach Ablutions	150,000	150,000	0	0	0
City Operations - Asbestos Removal Program	10,500	10,500	500	0	(500)
Darius Wells - curtains	31,500	31,500	1,500	0	(1,500)
Darius Wells - Floors	31,500	31,500	1,500	0	(1,500)
Darius Wells - painting	15,750	15,750	750	0	(750)
DCA12 Wellard West Community Centre/Clubroom design	210,000	210,000	0	0	0
DCA9 Honeywood Pavilion	593,868	593,868	0	0	0
FDC - airconditioning	7,980	7,980	0	0	0
FDC - Asbestos Removal Program	10,500	10,500	500	0	(500)
FDC - Paint corrugated fence	5,250	5,250	250	0	(250)
Fiona Harris Pavilion - painting	21,000	21,000	1,000	0	(1,000)
John Wellard - creche softfall	24,938	24,938	0	0	0
John Wellard - painting	8,400	8,400	400	0	(400)
John Wellard - security	18,900	18,900	900	0	(900)
Koorliny - carpet	36,750	36,750	1,750	0	(1,750)
Kwinana South VFB	25,000	25,000	0	0	0
Kwinana South VFB Station Ext	1,762,532	1,762,532	0	50,106	50,106
Margaret Feilman - airconditioning	5,150	5,150	245	0	(245)
Medina Hall - fan replacement	15,000	15,000	0	0	0
Medina Hall - painting	15,750	15,750	750	0	(750)
Medina Hall - security	9,450	9,450	450	0	(450)
Medina Hall Airconditioning	50,000	50,000	0	0	0
Mini Golf Course Kiosk and Toilets	270,000	270,000	0	0	0
Parmelia House - airconditioning	22,050	22,050	1,050	0	(1,050)
Recquatic Centre - air quality pool hall	57,750	57,750	2,750	0	(2,750)
Recquatic Centre - cafe	20,000	20,000	0	0	0
Recquatic Centre - mechanical renewal	59,850	59,850	0	0	0
Recquatic Centre - painting	15,750	15,750	750	0	(750)
Recquatic Centre - pool plant	21,000	21,000	1,000	0	(1,000)
Recquatic Centre - stadium floors	10,500	10,500	500	0	(500)
Recquatic Centre 25m pool repairs	40,004	40,004	1,000	0	(1,000)
Recquatic Solar Upgrade	15,000	15,000	0	0	0
Rhodes Park Accessible Public Toilet	60,000	60,000	2,381	0	(2,381)
Senior Citizens Centre - flooring	17,850	17,850	850	0	(850)
Sloan 1950s Caretakers Cottage roof	15,750	15,750	750	0	(750)
Sloan Cottage - conservation works	5,250	5,250	250	0	(250)
Sloan Cottage - renewal and accessibility	93,875	93,875	0	0	0
Smirk Cottage - conservation works	5,250	5,250	250	0	(250)
Solar & Efficiency Equipment	25,000	25,000	0	0	0
Thomas Kelly Pavilion - security	15,750	15,750	750	0	(750)
Wellard Pavilion - painting	15,750	15,750	750	0	(750)
Wellard Pavilion - security	21,000	21,000	1,000	0	(1,000)
Wells Park Public Toilets - roof	17,850	17,850	850	0	(850)
Wells Park Public Toilets - rust treatment	17,850	17,850	850	0	(850)
Wheatfield Cottage - windows & screens	42,000	42,000	2,000	0	(2,000)
William Bertram - painting	8,400	8,400	400	0	(400)
Zone - evaporative air cooler	6,300	6,300	300	0	(300)
Zone Youth Centre - painting	31,500	31,500	1,500	0	(1,500)
<b>Buildings Total</b>	<b>4,476,677</b>	<b>4,476,677</b>	<b>51,671</b>	<b>50,106</b>	<b>(1,566)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2022INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
<b>Plant, Furniture and Equipment</b>					
<b>Furniture and Equipment</b>					
Furniture and Fittings Renewal	20,000	20,000	1,818	2,840	1,022
Library - Self Check outs	8,000	8,000	0	0	0
Recquatic - Equipment renewal	100,000	100,000	8,333	0	(8,333)
Recquatic Plant renewal	18,500	18,500	0	0	0
<b>Computing Equipment</b>					
City Website Redevelopment	13,469	13,469	0	0	0
Corporate Business System	532,088	532,088	44,341	77,218	32,877
<b>Plant and Equipment</b>					
Plant Replacement Program	777,500	777,500	0	0	0
<b>Motor Vehicles</b>					
Plant Replacement Program - Light Fleet	1,094,900	1,094,900	0	0	0
<b>Plant, Furniture and Equipment Total</b>	<b>2,564,457</b>	<b>2,564,457</b>	<b>54,492</b>	<b>80,058</b>	<b>25,566</b>
<b>Park and Reserves</b>					
Ascot Park	50,000	50,000	0	0	0
Bertram Oval Cricket Pitch Upgrade	2,000	2,000	0	0	0
Calista Oval Bike Track	450,000	450,000	0	0	0
Facilities - POS Renewal	290,000	290,000	0	0	0
Honeywood POS - Disability Access	9,440	9,440	0	0	0
Kwinana Loop Trail Upgrade	450,000	450,000	0	0	0
Minor Parks Projects	10,000	10,000	0	0	0
Parks & Reserves Renewal	990,488	990,488	71,407	0	(71,407)
Parks Upgrade Apex Park	36,000	36,000	3,273	0	(3,273)
Parks Upgrade Price Regent Park	8,000	8,000	8,000	0	(8,000)
Parks Upgrade Rhodes Park	50,000	50,000	4,545	0	(4,545)
Parks Upgrade Rhyley POS	43,000	43,000	3,909	0	(3,909)
Parks Upgrade Warner Road POS	15,000	15,000	1,364	0	(1,364)
Softfall Replacement - various non-compliant	60,000	60,000	0	0	0
Streetscape Strategy	170,000	170,000	15,455	0	(15,455)
Urban Tree Planting	185,000	185,000	16,818	0	(16,818)
Wellard Oval Lighting Installation	450,000	450,000	0	0	0
<b>Parks and Reserves Total</b>	<b>3,268,928</b>	<b>3,268,928</b>	<b>124,771</b>	<b>0</b>	<b>(124,771)</b>
<b>Roads</b>					
Black Spot Leasham Ct	547,606	547,606	49,782	0	(49,782)
Black Spot Summerton Rd	209,100	209,100	19,009	0	(19,009)
Kellam Way Medina	0	0	0	10,758	10,758
LRCI Anketell Road - Resealing	100,000	100,000	0	0	0
MRRG - Abercrombie Rd	153,878	153,878	13,989	0	(13,989)
MRRG - Anketell Rd	189,887	189,887	17,262	0	(17,262)
MRRG - Chisham Avenue	551,480	551,480	50,135	0	(50,135)
R2R Brownell Crescent	320,000	320,000	29,091	0	(29,091)
R2R Hewison Road	213,000	213,000	19,364	0	(19,364)
R2R Hoyle Road	285,000	285,000	25,909	0	(25,909)
Road Renewal Harrison Way	284,000	284,000	25,818	0	(25,818)
Road Renewal Barney Ct	36,000	36,000	3,273	0	(3,273)
Road Renewal Chilcott Place	79,500	79,500	7,227	0	(7,227)
Road Renewal Chilcott Street	155,000	155,000	14,091	0	(14,091)
Road Renewal Corrigin Ht	36,000	36,000	3,273	0	(3,273)
Road Renewal Crawford Rd	198,000	198,000	18,000	0	(18,000)
Road Renewal Darkins Rtt	36,000	36,000	3,273	0	(3,273)
Road Renewal David Place	96,000	96,000	8,727	0	(8,727)
Road Renewal Derbal St C/fwd	0	0	0	12,154	12,154
Road Renewal Leasham Ct	128,500	128,500	11,682	0	(11,682)
Road Renewal Miscellaneous Roads	320,167	320,167	29,106	0	(29,106)
Road Renewal Powell Ct	118,500	118,500	10,773	0	(10,773)
Road Renewal Satinover Way	120,000	120,000	10,909	0	(10,909)
Road Renewals Inglis Ct	135,000	135,000	0	0	0
Road Renewals Munday Way	74,032	74,032	0	0	0
Traffic Mgt Abingdon Crescent	15,000	15,000	1,364	0	(1,364)
Traffic Mgt Bertram Primary School	25,000	25,000	2,273	0	(2,273)
Traffic Mgt Champion Drive	10,000	10,000	909	0	(909)
Traffic Mgt Feilman Dr	15,000	15,000	1,364	0	(1,364)
Traffic Mgt Leda Primary	15,000	15,000	1,364	0	(1,364)
Traffic Mgt Moombaki Av car park	10,000	10,000	909	0	(909)
Traffic Mgt Trusty Way Pedestrian	10,000	10,000	909	0	(909)
<b>Roads Total</b>	<b>4,486,650</b>	<b>4,486,650</b>	<b>379,785</b>	<b>22,911</b>	<b>(356,874)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2022INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
<b>Street Lighting</b>					
Replacement Streetlight Gilmore Avenue	13,784	13,784	0	0	0
Street Lighting New	40,000	40,000	3,636	0	(3,636)
Street Lighting Renewal	42,756	42,756	3,887	0	(3,887)
<b>Street Lighting Total</b>	<b>96,540</b>	<b>96,540</b>	<b>7,523</b>	<b>0</b>	<b>(7,523)</b>
<b>Bus Shelter Construction</b>					
Bus Shelters - Renewal	21,850	21,850	0	0	0
<b>Bus Shelter Construction Total</b>	<b>21,850</b>	<b>21,850</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Footpath Construction</b>					
Footpaths Brownell Crescent - from Gilmore Ave Ser	94,000	94,000	8,545	0	(8,545)
Footpaths Chilcott Place	16,500	16,500	1,500	0	(1,500)
Footpaths Crawford Rd - from Sulphur Rd to Hennessy	42,000	42,000	3,818	0	(3,818)
Footpaths Leasham Ct - Cul de sac from Leasham Way	25,500	25,500	2,318	0	(2,318)
Footpaths Powell Ct - From Crawford Rd	16,500	16,500	1,500	0	(1,500)
<b>Footpath Construction Total</b>	<b>194,500</b>	<b>194,500</b>	<b>17,681</b>	<b>0</b>	<b>(17,681)</b>
<b>Drainage Construction</b>					
Drainage Brownell Crescent - from Gilmore Ave	21,000	21,000	1,909	0	(1,909)
Drainage Chilcott Street - from Harlow Rd to Gilm	60,000	60,000	5,455	0	
Drainage Crawford Rd -Sulphur Rd to Hennessy Ave	45,000	45,000	4,091	0	(4,091)
Drainage Frederic St - Cr Frederic St & Hentry St	50,000	50,000	4,545	0	(4,545)
Drainage Summerton Road - Seabrook Way to Calista	200,000	200,000	18,182	0	(18,182)
<b>Drainage Construction Total</b>	<b>376,000</b>	<b>376,000</b>	<b>34,182</b>	<b>0</b>	<b>(28,727)</b>
<b>Car Park Construction</b>					
Carpark - Pace Road	214,000	214,000	19,455	1,400	(18,055)
<b>Car Park Construction Total</b>	<b>214,000</b>	<b>214,000</b>	<b>19,455</b>	<b>1,400</b>	<b>(18,055)</b>
<b>Other Infrastructure</b>					
Revitalising the Strand in Wellard	90,000	90,000	10,000	0	(10,000)
<b>Other Infrastructure Total</b>	<b>90,000</b>	<b>90,000</b>	<b>10,000</b>	<b>0</b>	<b>(10,000)</b>
<b>Capital Expenditure Total</b>	<b>15,789,602</b>	<b>15,789,602</b>	<b>699,560</b>	<b>154,475</b>	<b>(539,630)</b>



# Monthly Financial Report August 2022



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

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

**BY NATURE OR TYPE**

	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$		\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	2,339,025	2,339,025	2,339,025	<b>2,371,874</b>	32,849	1.4%	
<b>Revenue from operating activities</b>							
Rates	45,623,279	45,623,279	44,823,279	<b>44,977,886</b>	154,607	0.3%	
Operating grants, subsidies and contributions	5,465,252	5,465,252	968,395	<b>759,381</b>	(209,014)	(21.6%)	▼
Fees and charges	13,349,224	13,349,224	7,451,232	<b>7,402,572</b>	(48,660)	(0.7%)	
Interest earnings	646,927	646,927	113,100	<b>180,294</b>	67,194	59.4%	▲
Other revenue	543,046	543,046	86,953	<b>84,631</b>	(2,322)	(2.7%)	
Profit on disposal of assets	143,250	143,250	0	<b>0</b>	0	0.0%	
	<b>65,770,978</b>	<b>65,770,978</b>	<b>53,442,959</b>	<b>53,404,764</b>	(38,195)		
<b>Expenditure from operating activities</b>							
Employee costs	(28,003,938)	(28,003,938)	(4,749,255)	<b>(4,350,990)</b>	398,265	8.4%	▲
Materials and contracts	(28,005,688)	(28,005,688)	(3,104,347)	<b>(2,402,869)</b>	701,478	22.6%	▲
Utility charges	(2,488,413)	(2,488,413)	(273,520)	<b>(426,678)</b>	(153,158)	(56.0%)	▼
Depreciation on non-current assets	(16,582,989)	(16,582,989)	(2,740,265)	<b>0</b>	2,740,265	100.0%	▲
Interest expenses	(698,484)	(698,484)	(44,332)	<b>(51)</b>	44,281	99.9%	
Insurance expenses	(646,682)	(646,682)	(420,645)	<b>(223,360)</b>	197,285	46.9%	▲
Other expenditure	(298,146)	(298,146)	(13,500)	<b>(8,394)</b>	5,106	37.8%	
Loss on disposal of assets	(10,425)	(10,425)	0	<b>0</b>	0	0.0%	
	<b>(76,734,765)</b>	<b>(76,734,765)</b>	<b>(11,345,864)</b>	<b>(7,412,342)</b>	3,933,522		
Non-cash amounts excluded from operating activities	16,450,164	16,450,164	2,740,265	<b>0</b>	(2,740,265)	(100.0%)	▼
<b>Amount attributable to operating activities</b>	<b>5,486,377</b>	<b>5,486,377</b>	<b>44,837,360</b>	<b>45,992,422</b>	1,155,062		
<b>Investing activities</b>							
Grants, Subsidies and Contributions	5,648,463	5,648,463	0	<b>4,759</b>	4,759	0.0%	
Proceeds from disposal of assets	872,500	872,500	20,000	<b>20,000</b>	0	0.0%	
Self-Supporting Loan Principal Received	18,444	18,444	0	<b>0</b>	0	0.0%	
Payments for property, plant and equipment	(15,789,602)	(15,789,602)	(1,803,173)	<b>(1,027,341)</b>	775,832	43.0%	▲
	<b>(9,250,195)</b>	<b>(9,250,195)</b>	<b>(1,783,173)</b>	<b>(1,002,582)</b>	780,591		
Non-cash amounts excluded from investing activities	(698,494)	(698,494)		<b>0</b>	0	0.0%	
<b>Amount attributable to investing activities</b>	<b>(9,948,689)</b>	<b>(9,948,689)</b>	<b>(1,783,173)</b>	<b>(1,002,582)</b>	780,591		
<b>Financing Activities</b>							
Repayment of debentures	(2,261,960)	(2,261,960)	0	<b>0</b>	0	0.0%	
Payments for principal portion of lease liabilities	(139,257)	(139,257)	(1,110)	<b>(1,104)</b>	6	0.5%	
Transfer from reserves	(5,995,349)	(5,995,349)	0	<b>0</b>	0	0.0%	
Transfer to reserves	10,519,853	10,519,853	0	<b>46,706</b>	46,706	0.0%	
<b>Amount attributable to financing activities</b>	<b>2,123,287</b>	<b>2,123,287</b>	<b>(1,110)</b>	<b>45,602</b>	46,712		
<b>Closing funding surplus / (deficit)</b>	<b>0</b>	<b>0</b>	<b>45,392,102</b>	<b>47,407,316</b>	2,015,214		

**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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 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.

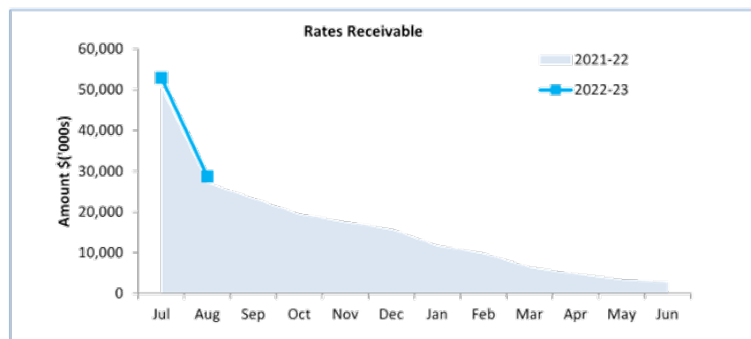
The material variance adopted by Council for the 2022-23 year is \$50,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Rates	154,607	0%	No Material Variance	
Operating Grants, Subsidies and Contributions	(209,014)	(22%)	▼ Timing	Main Roads Direct Grant not received to date.
Fees and Charges	(48,660)	(1%)	No Material Variance	
Interest Earnings	67,194	59%	▲ No Material Variance	Recognition of interest earned on term deposits that matured in August.
Other Revenue	(2,322)	(3%)	No Material Variance	
Profit on Disposal of Assets	0	0%	No Material Variance	
<b>Expenditure from operating activities</b>				
Employee Costs	398,265	8%	▲ Permanent	Positions budgeted but not filled.
Materials and Contracts	701,478	23%	▲ Timing	End of month cut off results in a timing lag with invoice processing.
Utility Charges	(153,158)	(56%)	▼ Timing	Street lights received and paid in July.
Depreciation on Non-Current Assets	2,740,265	100%	▲ Timing	Depreciation will be processed once end of year accounts have been finalised.
Interest Expenses	44,281	100%	No Material Variance	
Insurance Expenses	197,285	47%	▲ Timing	Insurance has been received and paid. Waiting on work orders to be created to allocate costs.
Other Expenditure	5,106	38%	No Material Variance	
Loss on Disposal of Assets	0	0%	No Material Variance	
<b>Investing activities</b>				
Non-Operating Grants, Subsidies and Contributions	4,759	0%	No Material Variance	
Proceeds from disposal of assets	0	0%	No Material Variance	
Self-Supporting Loan Principal	0	0%	No Material Variance	
Purchase of Right of Use assets	0	0%	No Material Variance	
Payments for property, plant and equipment	775,832	43%	▲ Timing	Refer note 4.
<b>Financing activities</b>				
Repayment of debentures	0	0%	No Material Variance	
Payments for principal portion of lease liabilities	6	1%	No Material Variance	
Transfer from reserves	0	0%	No Material Variance	
Transfer to reserves	46,706	0%	No Material Variance	

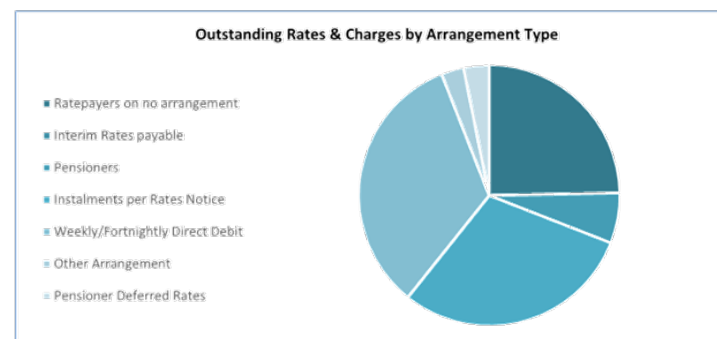
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2022

OPERATING ACTIVITIES  
NOTE 2  
RECEIVABLES

Rates receivable	30 Jun 2022	31 August 2021	31 Aug 2022
	\$		\$
Opening arrears previous years	3,262,814	3,262,814	2,357,892
Levied this year	55,081,277	53,771,020	57,223,270
<b>Rates &amp; Charges to be collected</b>	<b>58,344,091</b>	<b>57,033,834</b>	<b>59,581,163</b>
Less Collections to date	(54,694,261)	(29,066,363)	(30,886,302)
Less Pensioner Deferred Rates	(907,498)	(822,724)	(904,175)
<b>Net Rates &amp; Charges Collectable</b>	<b>2,742,332</b>	<b>27,144,747</b>	<b>27,790,686</b>
% Outstanding	4.70%	47.59%	46.64%
Prepaid Rates received (not included above)	(1,141,077)	(415,247)	(398,235)
	2.74%	46.87%	45.98%



Outstanding Rates & Charges by Payment Arrangement Type	31 Aug 2022		
	No. of Assessments	\$	%
Ratepayers on no arrangement	2,221	7,086,226	25%
Interim Rates payable	3	3,657	0%
Pensioners	1,514	1,787,396	6%
Instalments per Rates Notice	4,116	8,552,064	30%
Weekly/Fortnightly Direct Debit	4,765	9,560,331	33%
Other Arrangement	181	801,012	3%
	<b>12,800</b>	<b>27,790,686</b>	<b>97%</b>
Pensioner Deferred Rates	255	904,175	3%
	<b>13,055</b>	<b>28,694,861</b>	<b>100%</b>

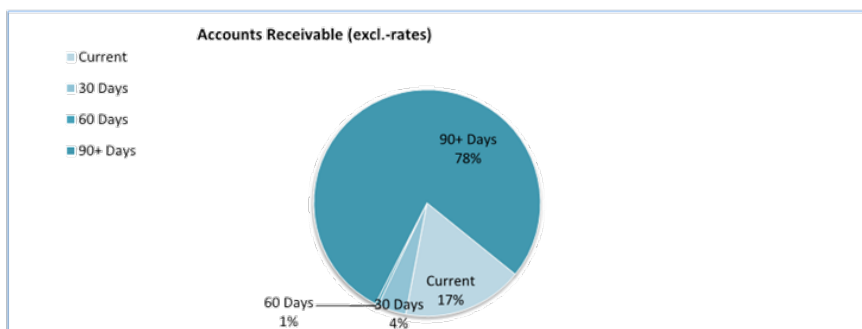


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2022**

**OPERATING ACTIVITIES  
NOTE 2  
RECEIVABLES**

Receivables - general	Current	30 Days	60 Days	90+ Days	Total
<i>Amounts shown below include GST (where applicable)</i>	\$	\$	\$	\$	\$
Sundry receivable	91,988	21,992	121	201,388	315,488
Infringements Register	2,800	460	2,087	230,197	235,543
<b>Total sundry receivables outstanding</b>	<b>94,788</b>	<b>22,452</b>	<b>2,207</b>	<b>431,585</b>	<b>551,031</b>
<i>Exclude rebates receivable</i>	17%	4%	0%	78%	

*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. Payments being received	3,131
Prosecution Planning & Development Act	2549.07	Registered with FER- payments being received	1,168
Prosecution Planning & Development Act	3859.07	Registered with FER- payments being received	9,675
Prosecution Local Government Act 1995	3909.07	Registered with FER.	3,652
Prosecution Local Law Fencing	4233.07	Registered with FER.	2,500
Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	4275.07	Registered with FER.	13,734
Prosecution Dog Act 1976	4387.07	Registered with FER	10,200
Prosecution Dog Act 1976	4465.07	Registered with FER- payments being received	2,775
Prosecution Planning & Development Act	4467.07	Registered with FER- payments being received	5,665
Prosecution Dog Act 1976	4610.07	Registered with FER	25,548
Prosecution Dog Act 1976	4741.07	Registered with FER- payments being received	1,750
Prosecution Planning & Development Act	4885.07	Registered with FER- payments were being received debtor to be in contact a	18,096
Prosecution Parking Act	5152.07	Registered with FER	5,250
Prosecution Building Act	5321.07	Registered with FER- payments being received	1,787
Prosecution Planning & Development Act	5325.07	Registered with FER	38,463
Prosecution Building Act 2011	5474.07	Registered with FER - payments being received	30,664
Prosecution Dog Act 1976	5534.07	Registered with FER- payments being received	6,358
			<b>180,415</b>
<b>Other Sundry Debtors</b>			
Local Government Act 1995 abandoned vehicle	3884.03	Defaulted Payment arrangement. Potential minor case claim.	1,155
Private works - dangerous tree removal.	5959.06	On approved payment plan by direct debit	1,650
<b>Total Debtors 90+ days &gt; \$1,000</b>			<b>183,220</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 AUGUST 2022

OPERATING ACTIVITIES  
NOTE 3  
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>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Aged Persons Units Reserve	772,744	3,166	0	177,912	0	(190,000)	0	763,822	772,744
Asset Management Reserve	5,190,293	13,539	13,378	1,710,878	0	(4,902,128)	0	2,012,582	5,203,671
Banksia Park Reserve	209,270	0	0	79,813	0	(90,000)	0	199,083	209,270
City Infrastructure Reserve	1,360,526	3,950	3,360	0	0	0	0	1,364,476	1,363,886
Community Services & Emergency Relief Reserve	334,163	1,400	1,252	0	0	0	0	335,563	335,415
Contiguous Local Authorities Group Reserve	278,785	214	528	27,000	0	(38,000)	0	267,999	279,313.45
Employee Leave Reserve	2,946,683	12,376	12,125	0	0	0	0	2,959,059	2,958,808
Employee Vacancy Reserve	502,648	2,122	994	0	0	0	0	504,770	503,642
Family Day Care Reserve	1,040,525	4,733	0	0	0	(8,371)	0	1,036,887	1,040,525
Golf Course Cottage Reserve	29,557	125	58	0	0	0	0	29,682	29,615
Golf Club Maintenance Reserve	17,145	38	18	5,044	0	(5,044)	0	17,183	17,163
Information Technology Reserve	2,546,176	4,941	0	1,000,000	0	(532,088)	0	3,019,029	2,546,176
Plant and Equipment Replacement Reserve	378,327	1,104	1,583	1,894,837	17,049	(1,890,900)	0	383,368	396,959
Public Art Reserve	29,900	126	567	0	0	0	0	30,026	30,467
Public Open Space Reserve	320,613	0	1,319	0	0	0	0	320,613	321,932
Refuse Reserve	5,524,521	22,570	10,160	0	0	(311,544)	0	5,235,547	5,534,681
Renewable Energy Efficiency Reserve	34,354	177	0	49,035	0	(49,035)	0	34,531	34,354
Restricted Grants & Contributions Reserve	3,157,387	0	0	85,000	0	(1,252,757)	0	1,989,630	3,157,387
Settlement Agreement Reserve	168,670	712	320	0	0	0	0	169,382	168,990
Strategic Property Reserve	0	0	0	0	0	(270,000)	0	(270,000)	0
Workers Compensation Reserve	324,699	1,367	1,044	0	0	0	0	326,066	325,743
<b>Sub-Total Municipal Reserves</b>	<b>25,166,986</b>	<b>72,660</b>	<b>46,706</b>	<b>5,029,519</b>	<b>17,049</b>	<b>(9,539,867)</b>	<b>0</b>	<b>20,729,298</b>	<b>25,230,741</b>
<b>Developer Contribution Reserves</b>									
DCA 1 - Hard Infrastructure - Bertram	738,950	7,206	0	25,000	0	(12,299)	0	758,857	738,950
DCA 2 - Hard Infrastructure - Wellard	1,720,913	7,764	0	25,000	0	(12,299)	0	1,741,378	1,720,913
DCA 3 - Hard Infrastructure - Casuarina	0	1,950	0	200,000	0	(12,299)	0	189,651	0
DCA 4 - Hard Infrastructure - Anketell	1,194,025	3,797	0	25,000	0	(12,299)	0	1,210,523	1,194,025
DCA 5 - Hard Infrastructure - Wandl	972,057	6,182	0	25,000	0	(12,299)	0	990,940	972,057
DCA 6 - Hard Infrastructure - Mandogalup	753,955	3,995	0	25,000	0	(12,299)	0	770,651	753,955
DCA 7 - Hard Infrastructure - Wellard West	52,703	131	0	200,000	0	(12,299)	0	240,535	52,703
DCA 8 - Soft Infrastructure - Mandogalup	1,418,990	6,279	0	25,000	0	(12,303)	0	1,437,966	1,418,990
DCA 9 - Soft Infrastructure - Wandl/Anketell	12,810,629	40,451	0	25,000	0	(12,299)	0	12,863,781	12,810,629
DCA 10 - Soft Infrastructure - Casuarina/Anketell	197,221	786	0	25,000	0	(12,299)	0	210,708	197,221
DCA 11 - Soft Infrastructure - Wellard East	6,478,479	27,337	0	25,000	0	(12,299)	0	6,518,517	6,478,479
DCA 12 - Soft Infrastructure - Wellard West	9,488,144	39,981	0	25,000	0	(816,167)	0	8,736,958	9,488,144
DCA 13 - Soft Infrastructure - Bertram	269,075	1,037	0	25,000	0	(12,299)	0	282,813	269,075
DCA 14 - Soft Infrastructure - Wellard/Leda	813,783	3,418	0	50,000	0	(12,299)	0	854,902	813,783
DCA 15 - Soft Infrastructure - City Site	306,909	1,227	0	25,000	0	(12,299)	0	320,837	306,909
<b>Sub-Total Developer Contribution Reserves</b>	<b>37,215,833</b>	<b>151,541</b>	<b>0</b>	<b>750,000</b>	<b>0</b>	<b>(988,357)</b>	<b>0</b>	<b>37,129,017</b>	<b>37,215,833</b>
<b>Total Reserves</b>	<b>62,382,819</b>	<b>224,201</b>	<b>46,706</b>	<b>5,779,519</b>	<b>17,049</b>	<b>(10,528,224)</b>	<b>0</b>	<b>57,858,315</b>	<b>62,446,574</b>

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

INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
Land and Buildings	4,476,677	4,476,677	810,004	654,398	(155,606)
Plant, Furniture and Equipment	2,018,900	2,018,900	20,302	3,576	(16,726)
Intangible Assets	545,557	545,557	88,682	233,900	145,218
Infrastructure - Roads	4,486,650	4,486,650	477,966	126,664	(351,302)
Infrastructure - Parks & Reserves	3,268,928	3,268,928	277,378	1,000	(276,378)
Infrastructure - Footpaths	194,500	194,500	17,681	0	(17,681)
Infrastructure - Car Parks	214,000	214,000	19,455	1,400	(18,055)
Infrastructure - Drainage	376,000	376,000	34,182	3,270	(30,912)
Infrastructure - Bus Shelters	21,850	21,850	0	0	0
Infrastructure - Street Lights	96,540	96,540	7,523	3,133	(4,390)
Infrastructure - Other	90,000	90,000	50,000	0	(50,000)
<b>Payments for Capital Acquisitions</b>	<b>15,789,602</b>	<b>15,789,602</b>	<b>1,803,173</b>	<b>1,027,341</b>	<b>(775,832)</b>
Right of use assets	0	0	0	0	0
<b>Total Capital Acquisitions</b>	<b>15,789,602</b>	<b>15,789,602</b>	<b>1,803,173</b>	<b>1,027,341</b>	<b>(775,832)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,660,106	4,660,106	0	0	0
Disposal of Assets	872,500	872,500	20,000	0	(20,000)
Cash Backed Reserves	8,702,431	8,702,431	0	0	0
Municipal Funds	1,554,565	1,554,565	0	1,027,341	1,027,341
<b>Capital funding total</b>	<b>15,789,602</b>	<b>15,789,602</b>	<b>20,000</b>	<b>1,027,341</b>	<b>1,007,341</b>

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

INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
<b>Buildings</b>					
Admin Building - Asbestos Removal Program	10,500	10,500	500	0	(500)
Administration Building - refurbishment	246,934	246,934	8,512	9,825	1,313
Animal Care Facility Refurbishment	60,350	60,350	0	0	0
Building Contingency	80,996	80,996	16,666	22,000	5,334
Business Incubator - ablutions	5,000	5,000	0	0	0
Business Incubator - Doors	29,400	29,400	1,400	0	(1,400)
Business Incubator - Flooring	15,750	15,750	750	0	(750)
Calista Oval Tennis Club - fencing	26,250	26,250	1,250	0	(1,250)
Casuarina Wellard Hall - security	10,500	10,500	500	0	(500)
Challenger Beach Ablutions	150,000	150,000	0	0	0
City Operations - Asbestos Removal Program	10,500	10,500	500	0	(500)
Darius Wells - curtains	31,500	31,500	1,500	0	(1,500)
Darius Wells - Floors	31,500	31,500	1,500	0	(1,500)
Darius Wells - painting	15,750	15,750	750	0	(750)
DCA12 Wellard West Community Centre/Clubroom design	210,000	210,000	0	0	0
DCA9 Honeywood Pavilion	593,868	593,868	250,000	363,236	113,236
FDC - airconditioning	7,980	7,980	0	0	0
FDC - Asbestos Removal Program	10,500	10,500	500	0	(500)
FDC - Paint corrugated fence	5,250	5,250	250	0	(250)
Fiona Harris Pavilion - painting	21,000	21,000	1,000	0	(1,000)
John Wellard - creche softfall	24,938	24,938	0	0	0
John Wellard - painting	8,400	8,400	400	0	(400)
John Wellard - security	18,900	18,900	900	0	(900)
Koorliny - carpet	36,750	36,750	1,750	0	(1,750)
Kwinana South VFB	25,000	25,000	0	0	0
Kwinana South VFB Station Ext	1,762,532	1,762,532	500,000	235,098	(264,902)
Margaret Feilman - airconditioning	5,150	5,150	245	0	(245)
Medina Hall - fan replacement	15,000	15,000	0	0	0
Medina Hall - painting	15,750	15,750	750	0	(750)
Medina Hall - security	9,450	9,450	450	0	(450)
Medina Hall Airconditioning	50,000	50,000	0	24,239	24,239
Mini Golf Course Kiosk and Toilets	270,000	270,000	0	0	0
Parmelia House - airconditioning	22,050	22,050	1,050	0	(1,050)
Recquatic Centre - air quality pool hall	57,750	57,750	2,750	0	(2,750)
Recquatic Centre - cafe	20,000	20,000	0	0	0
Recquatic Centre - mechanical renewal	59,850	59,850	0	0	0
Recquatic Centre - painting	15,750	15,750	750	0	(750)
Recquatic Centre - pool plant	21,000	21,000	1,000	0	(1,000)
Recquatic Centre - stadium floors	10,500	10,500	500	0	(500)
Recquatic Centre 25m pool repairs	40,004	40,004	1,000	0	(1,000)
Recquatic Solar Upgrade	15,000	15,000	0	0	0
Rhodes Park Accessible Public Toilet	60,000	60,000	2,381	0	(2,381)
Senior Citizens Centre - flooring	17,850	17,850	850	0	(850)
Sloan 1950s Caretakers Cottage roof	15,750	15,750	750	0	(750)
Sloan Cottage - conservation works	5,250	5,250	250	0	(250)
Sloan Cottage - renewal and accessibility	93,875	93,875	0	0	0
Smirk Cottage - conservation works	5,250	5,250	250	0	(250)
Solar & Efficiency Equipment	25,000	25,000	0	0	0
Thomas Kelly Pavilion - security	15,750	15,750	750	0	(750)
Wellard Pavilion - painting	15,750	15,750	750	0	(750)
Wellard Pavilion - security	21,000	21,000	1,000	0	(1,000)
Wells Park Public Toilets - roof	17,850	17,850	850	0	(850)
Wells Park Public Toilets - rust treatment	17,850	17,850	850	0	(850)
Wheatfield Cottage - windows & screens	42,000	42,000	2,000	0	(2,000)
William Bertram - painting	8,400	8,400	400	0	(400)
Zone - evaporative air cooler	6,300	6,300	300	0	(300)
Zone Youth Centre - painting	31,500	31,500	1,500	0	(1,500)
<b>Buildings Total</b>	<b>4,476,677</b>	<b>4,476,677</b>	<b>810,004</b>	<b>654,398</b>	<b>(155,606)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2022INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
<b>Plant, Furniture and Equipment</b>					
<b>Furniture and Equipment</b>					
Furniture and Fittings Renewal	20,000	20,000	3,636	3,576	(60)
Library - Self Check outs	8,000	8,000	0	0	0
Recquatic - Equipment renewal	100,000	100,000	16,666	0	(16,666)
Recquatic Plant renewal	18,500	18,500	0	0	0
<b>Computing Equipment</b>					
City Website Redevelopment	13,469	13,469	0	0	0
Corporate Business System	532,088	532,088	88,682	233,900	145,218
<b>Plant and Equipment</b>					
Plant Replacement Program	777,500	777,500	0	0	0
<b>Motor Vehicles</b>					
Plant Replacement Program - Light Fleet	1,094,900	1,094,900	0	0	0
<b>Plant, Furniture and Equipment Total</b>	<b>2,564,457</b>	<b>2,564,457</b>	<b>108,984</b>	<b>237,476</b>	<b>128,492</b>
<b>Park and Reserves</b>					
Ascot Park	50,000	50,000	0	0	0
Bertram Oval Cricket Pitch Upgrade	2,000	2,000	0	0	0
Calista Oval Bike Track	450,000	450,000	46,200	0	(46,200)
Facilities - POS Renewal	290,000	290,000	0	0	0
Honeywood POS - Disability Access	9,440	9,440	0	0	0
Kwinana Loop Trail Upgrade	450,000	450,000	35,000	0	(35,000)
Minor Parks Projects	10,000	10,000	0	0	0
Parks & Reserves Renewal	990,488	990,488	142,814	0	(142,814)
Parks Upgrade Apex Park	36,000	36,000	3,273	0	(3,273)
Parks Upgrade Price Regent Park	8,000	8,000	8,000	0	(8,000)
Parks Upgrade Rhodes Park	50,000	50,000	4,545	0	(4,545)
Parks Upgrade Rhyley POS	43,000	43,000	3,909	0	(3,909)
Parks Upgrade Warner Road POS	15,000	15,000	1,364	0	(1,364)
Softfall Replacement - various non-compliant	60,000	60,000	0	0	0
Streetscape Strategy	170,000	170,000	15,455	0	(15,455)
Urban Tree Planting	185,000	185,000	16,818	0	(16,818)
Wellard Oval Lighting Installation	450,000	450,000	0	1,000	1,000
<b>Parks and Reserves Total</b>	<b>3,268,928</b>	<b>3,268,928</b>	<b>277,378</b>	<b>1,000</b>	<b>(276,378)</b>
<b>Roads</b>					
Black Spot Leasham Ct	547,606	547,606	49,782	0	(49,782)
Black Spot Summerton Rd	209,100	209,100	19,009	0	(19,009)
Kellam Way Medina	0	0	0	12,556	12,556
LRCI Anketell Road - Resealing	100,000	100,000	0	0	0
MRRG - Abercrombie Rd	153,878	153,878	13,989	0	(13,989)
MRRG - Anketell Rd	189,887	189,887	17,262	0	(17,262)
MRRG - Chisham Avenue	551,480	551,480	50,135	0	(50,135)
R2R Brownell Crescent	320,000	320,000	29,091	0	(29,091)
R2R Hewison Road	213,000	213,000	19,364	0	(19,364)
R2R Hoyle Road	285,000	285,000	25,909	0	(25,909)
Road Renewal Harrison Way	284,000	284,000	25,818	0	(25,818)
Road Renewal Barney Ct	36,000	36,000	36,000	0	(36,000)
Road Renewal Chilcott Place	79,500	79,500	7,227	0	(7,227)
Road Renewal Chilcott Street	155,000	155,000	14,091	0	(14,091)
Road Renewal Corrigin Ht	36,000	36,000	36,000	0	(36,000)
Road Renewal Crawford Rd	198,000	198,000	18,000	0	(18,000)
Road Renewal Darkins Rtt	36,000	36,000	36,000	0	(36,000)
Road Renewal David Place	96,000	96,000	8,727	0	(8,727)
Road Renewal Derbal St C/fwd	0	0	0	113,660	113,660
Road Renewal Leasham Ct	128,500	128,500	11,682	0	(11,682)
Road Renewal Miscellaneous Roads	320,167	320,167	29,106	0	(29,106)
Road Renewal Powell Ct	118,500	118,500	10,773	0	(10,773)
Road Renewal Satinover Way	120,000	120,000	10,909	0	(10,909)
Road Renewals Inglis Ct	135,000	135,000	0	0	0
Road Renewals Munday Way	74,032	74,032	0	0	0
Traffic Mgt Abingdon Crescent	15,000	15,000	1,364	0	(1,364)
Traffic Mgt Bertram Primary School	25,000	25,000	2,273	0	(2,273)
Traffic Mgt Champion Drive	10,000	10,000	909	0	(909)
Traffic Mgt Feilman Dr	15,000	15,000	1,364	0	(1,364)
Traffic Mgt Leda Primary	15,000	15,000	1,364	0	(1,364)
Traffic Mgt Moombaki Av car park	10,000	10,000	909	448	(461)
Traffic Mgt Trusty Way Pedestrian	10,000	10,000	909	0	(909)
<b>Roads Total</b>	<b>4,486,650</b>	<b>4,486,650</b>	<b>477,966</b>	<b>126,664</b>	<b>(351,302)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2022INVESTING ACTIVITIES  
NOTE 4  
CAPITAL ACQUISITIONS (CONTINUED)

Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
<b>Street Lighting</b>					
Replacement Streetlight Gilmore Avenue	13,784	13,784	0	0	0
Street Lighting New	40,000	40,000	3,636	3,133	(503)
Street Lighting Renewal	42,756	42,756	3,887	0	(3,887)
<b>Street Lighting Total</b>	<b>96,540</b>	<b>96,540</b>	<b>7,523</b>	<b>3,133</b>	<b>(4,390)</b>
<b>Bus Shelter Construction</b>					
Bus Shelters - Renewal	21,850	21,850	0	0	0
<b>Bus Shelter Construction Total</b>	<b>21,850</b>	<b>21,850</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Footpath Construction</b>					
Footpaths Brownell Crescent - from Gilmore Ave Ser	94,000	94,000	8,545	0	(8,545)
Footpaths Chilcott Place	16,500	16,500	1,500	0	(1,500)
Footpaths Crawford Rd - from Sulphur Rd to Hennessy	42,000	42,000	3,818	0	(3,818)
Footpaths Leasham Ct - Cul de sac from Leasham Way	25,500	25,500	2,318	0	(2,318)
Footpaths Powell Ct - From Crawford Rd	16,500	16,500	1,500	0	(1,500)
<b>Footpath Construction Total</b>	<b>194,500</b>	<b>194,500</b>	<b>17,681</b>	<b>0</b>	<b>(17,681)</b>
<b>Drainage Construction</b>					
Drainage Brownell Crescent - from Gilmore Ave	21,000	21,000	1,909	0	(1,909)
Drainage Chilcott Street - from Harlow Rd to Gilm	60,000	60,000	5,455	0	
Drainage Crawford Rd -Sulphur Rd to Hennessy Ave	45,000	45,000	4,091	0	(4,091)
Drainage Frederic St - Cr Frederic St & Hentry St	50,000	50,000	4,545	3,270	(1,275)
Drainage Summerton Road - Seabrook Way to Calista	200,000	200,000	18,182	0	(18,182)
<b>Drainage Construction Total</b>	<b>376,000</b>	<b>376,000</b>	<b>34,182</b>	<b>3,270</b>	<b>(25,457)</b>
<b>Car Park Construction</b>					
Carpark - Pace Road	214,000	214,000	19,455	1,400	(18,055)
<b>Car Park Construction Total</b>	<b>214,000</b>	<b>214,000</b>	<b>19,455</b>	<b>1,400</b>	<b>(18,055)</b>
<b>Other Infrastructure</b>					
Revitalising the Strand in Wellard	90,000	90,000	50,000	0	(50,000)
<b>Other Infrastructure Total</b>	<b>90,000</b>	<b>90,000</b>	<b>50,000</b>	<b>0</b>	<b>(50,000)</b>
<b>Capital Expenditure Total</b>	<b>15,789,602</b>	<b>15,789,602</b>	<b>1,803,173</b>	<b>1,027,341</b>	<b>(770,377)</b>

## 18.7 LOCAL LAW ADOPTION - CAT AMENDMENT LOCAL LAW

### SUMMARY

At its ordinary meeting of 22 June 2022, Council resolved to give public notice pursuant to section 3.12(3) of the *Local Government Act 1995* ('the Act') of its intention to make the City of Kwinana Cat Amendment Local Law 2022 ('Local Law'). The intention of the Local Law is to amend the recently enacted Cat Local Law 2022 by"

- a) Deleting clause 3.1 – cats wandering; and
- b) Creating cat prohibited areas across key bushland and reserves in the district.

The Local Law was open for public comment from 6 July 2022 to 29 August 2022. Notices were placed in The West Australian, Sound Telegraph, City noticeboards as well as on the City's website. A copy was also forwarded to the Minister for Local Government and the Department of Local Government, Sport and Cultural Industries ('DLGSC').

No public submissions were received by the City. Further, no drafting issues were identified by DLGSC.

It is recommended that Council resolve to adopt the Local Law provided at Attachment A. Minor amendments have been recommended to the signing clause as well as to correct minor typographical errors.

### OFFICER RECOMMENDATION

**That Council:**

1. **Resolve that the Presiding Member reads aloud the City of Kwinana Cat Amendment Local Law 2022 purpose and effect as follows:**

**Purpose - the purpose of the local law is to amend the City of Kwinana Cat Local Law 2022.**

**Effect - the effect of the local law is to:**

- a) **Delete clause 3.1 – cats wandering; and**
  - b) **Create cat prohibited areas across key bushland and reserves in the district.**
2. **Adopt the City of Kwinana Cat Amendment Local Law at Attachment A.**
  3. **Cause the City of Kwinana Cat Amendment 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.**
  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.**

### VOTING REQUIREMENT

Absolute Majority

## DISCUSSION

On 23 February 2022, Council resolved to adopt the City of Kwinana Cat Local Law 2022 ('Local Law'). The Local Law was gazetted 29 March 2022 and came into effect 12 April 2022. Local public notice was given of the law coming into effect. Copies were also sent to the Minister for Local Government as well as the Joint Standing Committee on Delegated Legislation ('JSCDL').

On 8 June 2022, Council resolved to provide an undertaking to JSCDL to remove clause 3.1 relating to cats wandering. The undertaking was subsequently provided to JSCDL on 20 June 2022.

On 22 June 2022, Council resolved to give public notice of the Cat Amendment Local Law 2022. The intention of this law is to remove the original clause 3.1 relating to cats under effective control. In addition, the Local Law adds cat prohibited areas across 10 parks and reserves across the district, identified for their environmental value and proximity to residential areas.

Reducing the impacts of wandering cats was the original intention in enacting the Cat Local Law 2022. Removing clause 3.1 results in the law not delivering entirely on this intent without the introduction of further provisions introduced, aimed at addressing the environmental impact of wandering cats. In addition to removing clause 3.1, the City therefore proposes to include the creation of cat prohibited areas. These will cover key reserves and bushland areas within the district that have been identified due to their environmental sensitivity and habitat value.

The key identified reserves and bushland areas proposed to become cat prohibited areas include:

Common Name	Land Lot	Description
Belgravia Dampland Reserve	Reserve Number 49702	All bushland and parkland within the listed reserve
Bertram Sanctuary Reserve	Reserve Number 49067	All bushland and parkland within the listed reserve
Clementi Reserve	Reserve Number 41746	All bushland and parkland within the listed reserve
Cordata Wetland	Reserve Number 52722	All bushland and parkland within the listed reserve
"Living Edge" Reserve	Reserve Number 53383 Reserve Number 53384	All bushland and parkland within the listed reserves
"Lizard Park" Reserve	Reserve Number 51852	All bushland and parkland within the listed reserve
Miller Reserve	Reserve Number 25684	All bushland and parkland within the listed reserve
"Sunrise" Reserve	Reserve Number 52361 Reserve Number 52840	All bushland and parkland within the listed reserves
Wells Park	Reserve Number 24575 Reserve Number 46281	All bushland and parkland within the listed reserves
Wildflower Reserve	Reserve Number 38747 and Lot 9215 on DP55472	All bushland and parkland within the listed reserve and lot

It should be noted that the cat prohibited areas have been limited to the above reserves in the first instance to align with existing Council resources to support compliance activities at these reserves and could be reviewed over time to consider other reserves as appropriate.

The Local Law was open for public comment from 6 July 2022 to 29 August 2022. No public comments were received. A copy was also provided to the Minister for Local Government and DLGSC, with no editing issues noted.

The Local Law is recommended to be adopted by Council with only amendments following the public consultation period:

- 1) Amending the signing clause to be consistent with other City local laws; and
- 2) Correcting minor typographical errors.

A copy of the Cat Amendment Local Law as recommended for adoption by Council is provided at Attachment A. Further, a tracked changes version is provided at Attachment B for noting, demonstrating the minor changes to the law following the City seeking public submissions.

A copy of the Cat Local Law 2022 which demonstrates the changes introduced by the Cat Amendment Local Law is provided at Attachment C.

In accordance with section 3.12 of the Act, following a resolution by Council to adopt the Local Law, the City is required to publish a copy in the Government Gazette and give local public notice of it coming into effect. A copy is also to be provided to JSCDL.

## 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**

The City will incur costs of approximately \$1,000.00 for publication in the Gazette as well as giving local public notice via publication in a local newspaper.

Minor costs will be incurred in the ongoing promotion of the Cat Local Law 2022 (as amended).

To support achieving the intent of the Cat Local Law 2022, the City's cat trapping program may need to be expanded. This expansion may be in the form of either inclusion of the nominated cat prohibited areas or an escalation in the trapping program frequency. The trapping program cost increases may be offset by infringements issued to owners of cats found in the cat prohibited areas.

## **ASSET MANAGEMENT IMPLICATIONS**

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

## **ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS**

The creation of cat prohibited areas at a number of the City's key reserves and bushland areas will have a positive impact to help achieve the original intent of the Cat Local Law 2022. Wandering cats may pose a public health risk in playground spaces, with sand and loose soil being attractive toilet options for cats. Cat faeces can carry disease which results in illness for humans.

**COMMUNITY ENGAGEMENT**

The amendment local law has been advertised publicly in the form of local public notice being given in accordance with s.3.12 of the *Local Government Act 1995*.

The City's website and relevant promotional material will be updated to reflect the changes brought about by the amendment local law.

At the time the original Cat Local Law 2022 was gazetted, a media release highlighted the major impacts and benefits of the new local law. This stimulated an amount of conversation in the public realm, both for and against the laws. It will be necessary for the City to effectively communicate the changes that will impact the community as a result of the amendments (including the promotion of environmental and community benefits) to ensure the public have adequate understanding.

**ATTACHMENTS**

- A. Cat Amendment Local Law 2022**
- B. Cat Amendment Local Law 2022 - Tracked Changes**
- C. Cat Local Law 2022 - As Amended**

**CAT ACT 2011**  
**LOCAL GOVERNMENT ACT 1995**

CITY OF KWINANA

**CAT AMENDMENT 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] 2022 to make the following local law.

**PART 1 - PRELIMINARY**

**1. Citation**

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

**2. Commencement**

This local law will come into operation 14 days after publication in the *Government Gazette*.

**3. Principal Local Law**

This local law amends the *City of Kwinana Cat Local Law 2022* as published in the *Government Gazette* on 29 March 2022.

**PART 2 – AMENDMENTS**

**4. Clause 1.2 amended**

In clause 1.2 —

- (a) delete the definition for “*effective control*”; and
- (b) insert in the appropriate alphabetical position —  
‘*cat prohibited area* means an area described in Schedule 2’.

**5. Clause 2.4 amended**

Delete subclause 2.4(1)(b) and the subclauses following this being renumbered accordingly.

**6. Clause 3.1 replaced**

Delete clause 3.1 and insert:

**‘3.1 Cats in Prohibited Areas**

A cat shall not be in any cat prohibited area unless the owner of the cat has first obtained written authorisation from the local government.’.

**7. Schedule 1 amended**

In Schedule 1 at item 3 delete “Cat wandering” and insert “Cat in prohibited area without consent”.

**8. Insert Schedule 2**

Immediately following Schedule 1 insert —

**Schedule 2**

**Cat Prohibited Areas**

Areas where cats are prohibited —

Common Name	Physical Boundaries	Description
Belgravia Dampland Reserve	Reserve Number 49702	All bushland and parkland within the listed reserve.
Bertram Sanctuary Reserve	Reserve Number 49067	All bushland and parkland within the listed reserve.
Clementi Reserve	Reserve Number 41746	All bushland and parkland within the listed reserve.
Cordata Wetland	Reserve Number 52722	All bushland and parkland within the listed reserve.
Henley Reserve	Reserve Number 43072 and 50531	All bushland and parkland within the listed reserves.
“Living Edge” Reserve	Reserve Number 53383 Reserve Number 53384	All bushland and parkland within the listed reserves.
“Lizard Park” Reserve	Reserve Number 51852	All bushland and parkland within the listed reserve.
Miller Reserve	Reserve Number 25684	All bushland and parkland within the listed reserve.

Wayne Jack  
Chief Executive Officer

**CAT ACT 2011**  
**LOCAL GOVERNMENT ACT 1995**

CITY OF KWINANA

**CAT AMENDMENT 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] 2022 to make the following local law.

**PART 1 - PRELIMINARY**

**1. Citation**

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

**2. Commencement**

This local law will come into operation 14 days after publication in the *Government Gazette*.

**3. Principal Local Law**

This local law amends the *City of Kwinana Cat Local Law 2022* as published in the *Government Gazette* on 29 March 2022.

**PART 2 – AMENDMENTS**

**4. Clause 1.2 amended**

In clause 1.2 —

- (a) delete the definition for “*effective control*”; and
- (b) insert in the appropriate alphabetical position —  
‘*cat prohibited area* means an area described in Schedule 2’.

**5. Clause 2.4 amended**

Delete subclause 2.4(1)(b) and the subclauses following this being renumbered accordingly.

**6. Clause 3.1 replaced**

Delete clause 3.1 and insert:

**‘3.1 Cats in Prohibited Areas**

A cat shall not be in any cat prohibited area unless the owner of the cat has first obtained written authorisation from the local government.’.

**7. Schedule 1 amended**

In Schedule 1 at item 3 delete “Cat wandering” and insert “Cat in prohibited area without consent”.

**8. Insert Schedule 2**

Immediately following Schedule 1 insert —

**Schedule 2**

**Cat Prohibited Areas**

Areas where cats are prohibited —

Common Name	Physical Boundaries	Description
Belgravia Dampland Reserve	Reserve Number 49702	All bushland and parkland within the listed reserve.
Bertram Sanctuary Reserve	Reserve Number 49067	All bushland and parkland within the listed reserve.
Clementi Reserve	Reserve Number 41746	All bushland and parkland within the listed reserve.
Cordata Wetland	Reserve Number 52722	All bushland and parkland within the listed reserve.
Henley Reserve	Reserve Number 43072 and 50531	All bushland and parkland within the listed reserves.
“Living Edge” Reserve	Reserve Number 53383 Reserve Number 53384	All bushland and parkland within the listed reserves.
“Lizard Park” Reserve	Reserve Number 51852	All bushland and parkland within the listed reserve.
Miller Reserve	Reserve Number 25684	All bushland and parkland within the listed reserve.

"Sunrise" Reserve	Reserve Number 52361 Reserve Number 52840	All bushland and parkland within the listed reserves.
Wildflower Reserve	Reserve Number 38747 and Lot 9215 on DP55472	All bushland and parkland within the listed reserve and lot.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

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

\_\_\_\_\_  
Carol Adams  
Mayor

\_\_\_\_\_  
Wayne Jack  
Chief Executive Officer



# City of Kwinana Cat Local Law 2022



## City of Kwinana

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**Cat Act 2011  
Local Government Act 1995**

**City of Kwinana**

**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 23 February 2022 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;

**cat prohibited area** means an area described in Schedule 2;

**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;

**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) the permit holder will provide adequate space for the exercise of the cats;
  - (c) the premises shall be maintained in good order and in a clean and sanitary condition;
  - (d) 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);
  - (e) premises may be inspected by the local government; and
  - (f) 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 in Prohibited Areas**

A cat shall not be in any cat prohibited area unless the owner of the cat has first obtained written authorisation from the local government.

#### **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 the premises	200
2	2.4(2)	Failure to comply with a permit condition	200
3	3.1	Cat in prohibited area without consent	200
4	3.2(1)	Cat causing a nuisance	200
5	3.2(5)	Failure to comply with a notice	200

**Schedule 2**  
**Cat Prohibited Areas**

Areas where cats are prohibited —

Common Name	Physical Boundaries	Description
Belgravia Dampland Reserve	Reserve Number 49702	All bushland and parkland within the listed reserve.
Bertram Sanctuary Reserve	Reserve Number 49067	All bushland and parkland within the listed reserve.
Clementi Reserve	Reserve Number 41746	All bushland and parkland within the listed reserve.
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"Living Edge" Reserve	Reserve Number 53383 Reserve Number 53384	All bushland and parkland within the listed reserves.
"Lizard Park" Reserve	Reserve Number 51852	All bushland and parkland within the listed reserve.
Miller Reserve	Reserve Number 25684	All bushland and parkland within the listed reserve.
"Sunrise" Reserve	Reserve Number 52361 Reserve Number 52840	All bushland and parkland within the listed reserves.
Wildflower Reserve	Reserve Number 38747 and Lot 9215 on DP55472	All bushland and parkland within the listed reserve and lot.

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

Wayne Jack  
Chief Executive Officer

**19 NOTICES OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**20 NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING  
IF GIVEN DURING THE MEETING**

**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**

Nil

**24 MAYORAL ANNOUNCEMENTS**

**25 CONFIDENTIAL ITEMS****25.1 DEVELOPMENT OF MINI-GOLF ATTRACTION****Reason for Confidentiality**

This report and its attachments are confidential in accordance with Section 5.23(2)(c) and (e) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting
- (e) a matter that if disclosed, would reveal –
  - (i) a trade secret; or
  - (ii) information that has a commercial value; or
  - (iii) information about the business, professional, commercial or financial affairs of a person

**26      CLOSE OF MEETING**