

Ordinary Council Meeting

11 October 2023

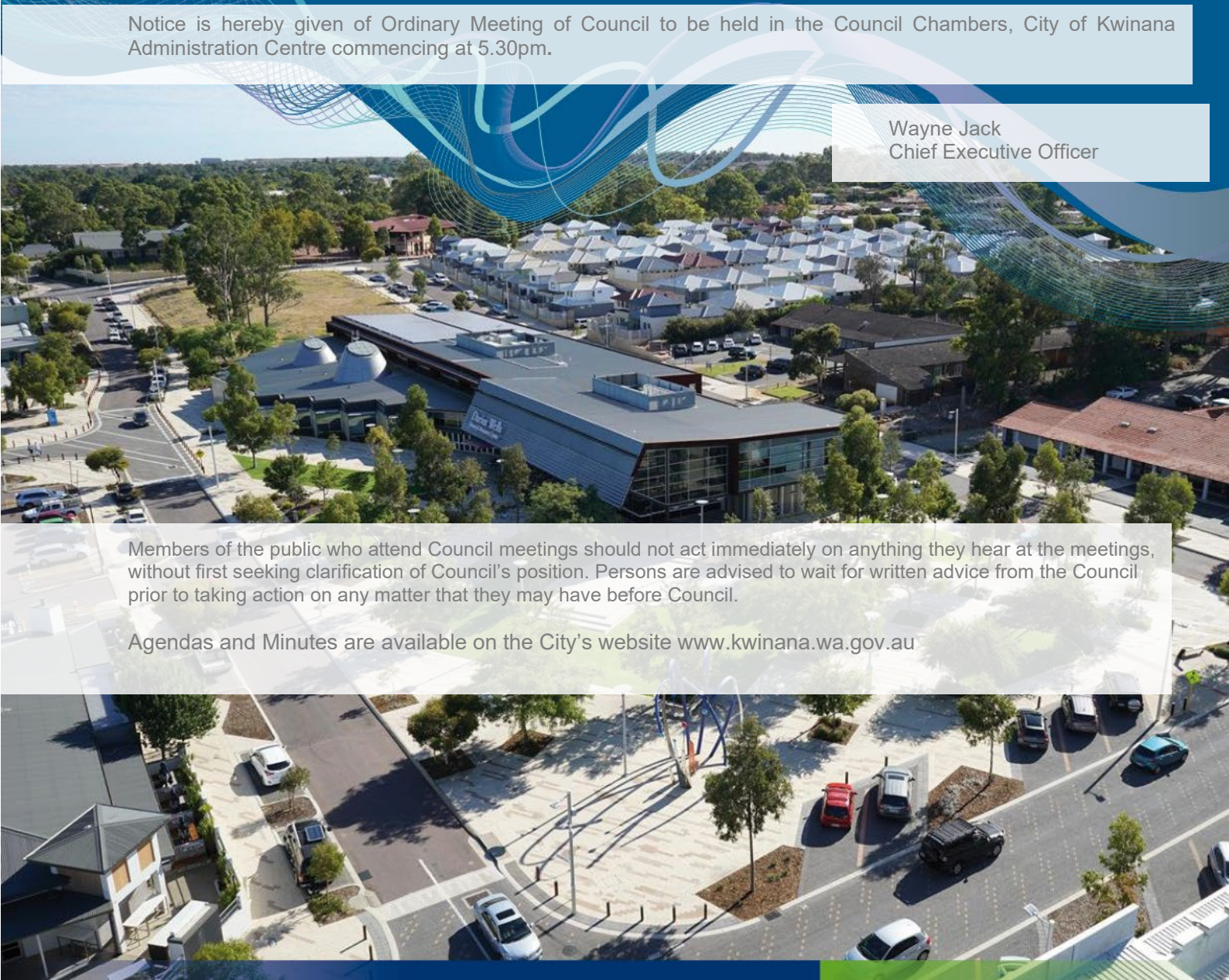
Agenda

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



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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 koor a 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.

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 koort djoorpiny nidja Noongar boodjar daadjaling waankganinyj Noongar Boodjar.

Hello and welcome my heart is happy as we are gathered on country and meeting 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:**

Unknown at the time of issuing the agenda.

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 27 SEPTEMBER 2023

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 27 September 2023 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

12.1 BUSINESS CONTINUITY FRAMEWORK

SUMMARY

The City's Crisis Management and Business Disruption Procedures Manual (Manual) and Crisis Management and Business Disruption Response Plan (Plan) have been in place since circa 2015. Since then, the City has only conducted minor reviews of the documents and no further exercising or testing of the plans have been conducted.

At the last review undertaken pursuant to regulation 17 of the *Local Government (Audit) Regulation 1996*, it was noted that the Manual and Plan were out of date and recommended that a comprehensive review be conducted so that the documents can be brought up to date.

The City engaged Riskwest to conduct the review and align the City's Business Continuity Management (BCM) program with the international standards, AS ISO 22301:2020 Security and Resilience – Business continuity management system – Requirements.

The City's Business Continuity Framework, Business Continuity Plan and Crisis Management Plans (Plans) have now been reviewed and are detailed within **Confidential Attachments A, B and C** for review and comment by the Committee.

It is important to note that these Plans are live working documents. They will continue to be updated on an 'as required' basis.

As part of the next phase of implementation, Riskwest will be conducting a walkthrough and testing of the documentation.

OFFICER RECOMMENDATION

That the Audit and Risk Committee:

1. Note the City's new, Business Continuity Framework, Business Continuity Plan and Crisis Management Plan as detailed in Confidential Attachments A, B and C,
2. Note that the Business Continuity Framework, Business Continuity Plan and Crisis Management Plan will continue to be live working documents and will receive regular minor updates on an as required basis; and
3. Notes that major review updates will be presented to the Audit and Risk Committee for noting.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:

1. **Note the City's new, Business Continuity Framework, Business Continuity Plan and Crisis Management Plan as detailed in Confidential Attachments A, B and C,**
2. **Note that the Business Continuity Framework, Business Continuity Plan and Crisis Management Plan will continue to be live working documents and will receive regular minor updates on an as required basis; and**
3. **Notes that major review updates will be presented to the Audit and Risk Committee for noting.**

Audit and Risk Committee Comments:

- The Audit and Risk Committee commented that it was excellent to see this work being done as its such an important part of the risk management strategy.
- The Audit and Risk Committee requested that the BCP is reviewed on an annual basis.

VOTING REQUIREMENT

Simple majority

DISCUSSION

Riskwest was engaged by the City to conduct the Business Continuity project. The project was split into the following phases:

Phase One – Baseline Review (completed):

- **Stage 1 - Review and Gap Analysis**
Conduct a baseline review of the existing Manual and Plan, and more broadly, the City's BCM program against contemporary better practice and alignment with relevant industry standards. The outcome of the review guided the improvements to the BCM program.
- **Stage 2 - Awareness and Desktop Scenario Workshop**
Prepare and conduct a two-hour awareness and desktop scenario workshop for the City's Leadership Team and other appropriate staff. The aim of the workshop is to:
 - Build a greater awareness and management buy-in of crisis management and business continuity; and
 - Highlight existing gaps and identify opportunities for improving the City's response capabilities.

- **Stage 3 - Reporting**
Riskwest prepared a report summarising the findings and observations from the baseline review and gaps analysis.

Based on the work undertaken in Phase One, Riskwest proposed the following scope of works to assist the City with the update and improve of the BCM program by implementing a BCM process that aligns with the international standards, AS ISO 22301:2020 Security and Resilience – Business continuity management system – Requirements:

- Develop a documented BCM framework that outlines the program objectives, requirements, governance structure, roles, and responsibilities and overall BCM implementation process at the City as detailed in Confidential Attachment A.
- Revised the business impact analysis (BIA) methodology and update the priorities of service and functions undertaken by the City and identify the resources requirements and interdependencies for each business area.
- Develop new business continuity plans (BCPs) and Crisis Management Plan (CMP) and Crisis Management Plan for the administration building and works depot to include notification and escalation procedures, strategic and operational response actions and business continuity strategies, solutions, and procedures for priority services in each business area, as detailed in Confidential Attachment B and C.
- Conduct planned walkthrough sessions with business areas to build awareness and validate the new BCP.

Phase Two - Proposed approach

- **Stage 1 – BCM Framework (inclusive of Business Continuity Plan and Crisis Management Plan)**
This stage was run parallel with Stages 2 and 3 and involved the development of a BCM framework for the City. The purpose of the framework is to set the standards, requirements, and management expectations of how the City's BCM program is to be implemented, managed, and maintained. This includes:
 - Objectives and scope of the BCM program
 - BCM governance structure
 - Roles, responsibilities, and accountabilities
 - Key requirements for BCM
 - BCM implementation process
- **Stage 2 – Strategic Business Impact Analysis**
Conducted a strategic business impact analysis (SBIA) with the City's Leadership Team to review and update the business continuity priorities and scope of the BCM program. The SBIA will provide a senior-level and City-wide perspective of what the 'value at risk' might be to the City if a disruption to services determines the maximum tolerable period of disruption (MTPD) and identify the priority services and locations that are of the most significant concerns to the City. The outcomes of the SBIA will help to set the strategic priorities and direction for the City's BCM program and form the basis for the development of the location specific BCPs.
- **Stage 3 – BCP Development**
The development of new location specific BCPs. The priority services and exact number of plans required will be informed by the outcome of the BCPs for the administration building and works depot. The BCPs for other facilities (such as the library and community centres), if required, may be developed later.

Next Steps - To be completed.

- **Stage 4 – Walkthrough**
This stage will constitute the formal roll-out of the completed BCPs. The purpose of the plan walkthrough is to familiarise managers and key personnel with the new BCPs.
- **Stage 5 – BCP Development – Other Sites (to be determined)**
This stage involves writing the BCPs for other sites that were not included in Stage 3. The key tasks identified in Stage 3 will be similar for this stage, but the process is expected to be more efficient as the City will be able to leverage on the work already completed.
- **Stage 6 – Exercising and Testing**
This stage involves conducting several tests/exercises to validate and rehearse the BCPs. The specific requirements for testing and exercising will be determined on the completion of the BCPs.

Business Continuity Management Framework (Confidential Attachment A)

The Business Continuity Management (BCM) Framework for the City is a strategic document that outlines how the City intends to prepare for and respond to business disruptions or crisis. The framework encompasses the City's Business Continuity Plan, Crisis Management Plan and Local Business Continuity Plans, these plan help support the mitigation of risk, prioritise safety, and maintain essential services. By having such framework in place, the City can ensure its resilience and ability to recover from unexpected events.

Business Continuity Plan (BCP) (Confidential Attachment B)

The purpose of the Business Continuity Plan (BCP) is to set out the principles to be followed, actions to be taken and resources to be used for the initial response, continuity of priority services and activities and long-term recovery in the event of a prolonged disruption impacting the City of Kwinana (the City). The plan provides a process that facilitates organised decision-making in the event of a major incident that might otherwise be quite chaotic.

The objectives of the BCP is to:

- Safeguard the health and safety of employees, contractors, and customers during and after a disruptive event;
- Minimise and prevent further damage to the City's property and other assets;
- Minimise any potential operational, reputational, financial, and legal/compliance impacts on the City, rate payers and other stakeholders resulting from a disruption;
- Ensure the continuity and resumption of priority services and business functions within pre-established timeframes and service levels following a disruption; and
- Meet the relevant compliance/regulatory requirements on business continuity.

Crisis Management Plan (CMP) (Confidential Attachment C)

The Crisis Management Plan (CMP) is to set out the principles to be followed, actions to be taken and resources to be used for supporting Executive decision-making, and coordination of communications and response at the City when the impact of an incident at the City reaches a point and is declared as a 'crisis'.

The primary focus of the plan is to deal with the broader strategic issues impacting the City, such as:

- Allocation and mobilisation of resources to support response and recovery of the impacted site;
- Communications with internal and external stakeholders;
- Management of public relations; and
- Coordination of decision making across business areas at the Executive level.

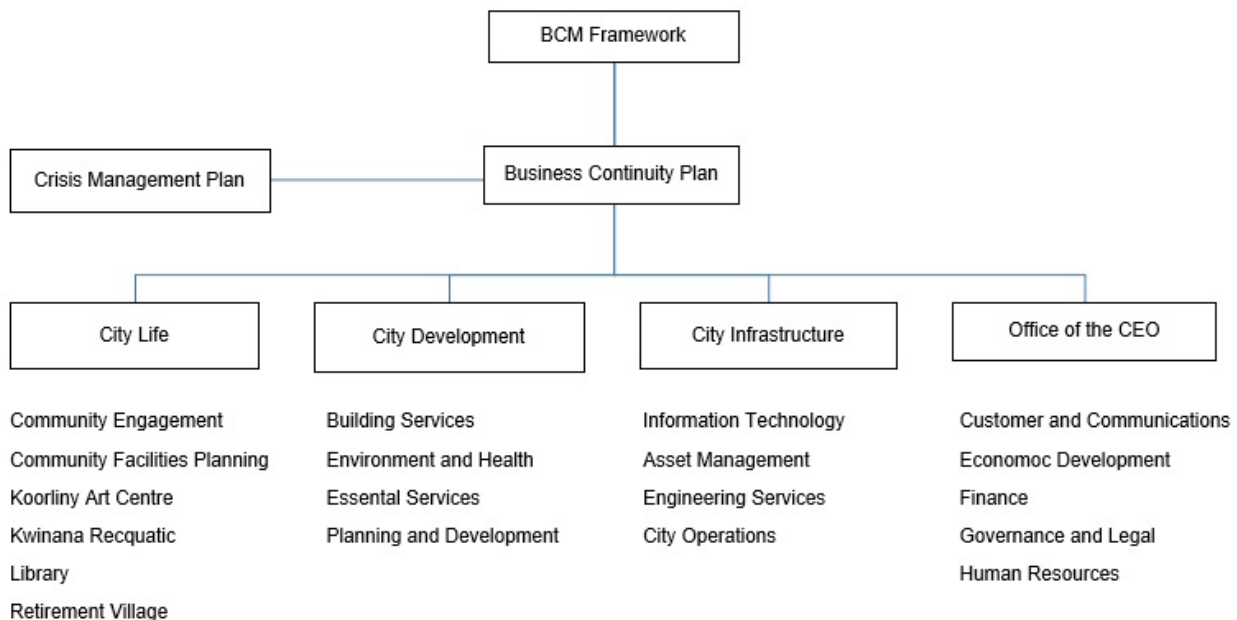
The CMP outlines the processes to be used for assessing and responding to any adverse events that threaten to cause prolonged disruption to services, irreparable damage to critical assets and/or serious reputational damage to the City. It is not based on any specific scenario or causes of disruption but considers the actions required of the Executive to provide strategic management oversight. It is activated when an incident is declared a crisis by the CEO.

Local Business Continuity Plans (LBCP)

The Local Business Continuity Plans (LBCP) are business area specific response plan that forms part of the City’s Business Continuity Plan (BCP).

The LBCP is activated by the City’s Crisis Management Team (CMT) when a major incident causes prolonged disruption to the City’s prioritised services/functions and significant impacts on the community and other stakeholders.

The below image details how the City’s Business Continuity is structured.



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

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. DRAFT - Business Continuity Management Framework - Confidential**
- B. DRAFT - Business Continuity Plan - Confidential**
- C. DRAFT - Crisis Management Plan - Confidential**

12.2 RISK MANAGEMENT ACTIVITY REPORT

SUMMARY

This report provides an update to the Audit and Risk Committee ('Committee') on the City's operational and strategic risk profile for the purpose of facilitating appropriate and independent oversight of the management and control of the City's risk management processes.

This report is a standard item for the Committee and details all identified strategic risks and high-level operational risks, including the status of identified actions to manage those risks.

There are presently no high level (residual) operational risks for reporting to the Committee.

The Strategic Risk Register is provided at Attachment A for noting and comment by the Committee.

OFFICER RECOMMENDATION

That the Audit and Risk Committee note and provide comment where appropriate on the City of Kwinana Organisational Risk Registers – Strategic Risks detailed in Attachment A.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note and provide comment where appropriate on the City of Kwinana Organisational Risk Registers – Strategic Risks detailed in Attachment A.

Audit and Risk Committee Comments:

- The Audit and Risk Committee commented that in terms of the next report that controls are reviewed and this should go hand in hand with the assessment of the review period and the overarching risk as the level of controls can impact the risk rating.

VOTING REQUIREMENT

Simple majority

DISCUSSION

While it is not feasible to eliminate all risk, it is possible to manage uncertainty and create an environment where the occurrence of unexpected events is minimised.

Effective management of risk creates value for the organisation and its community and contributes to the demonstrable achievement of objective whether in strategic or project-based initiatives or in normal operations.

The City’s Audit and Risk Committee is a Committee of Council in accordance with the *Local Government Act 1995* (the Act) and is responsible for providing guidance, assistance, and oversight to the Council, in relation to matters which include risk management.

The City’s Risk Management Strategy sets the following role and responsibilities for the Committee in relation to risk management:

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

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

The City of Kwinana Risk Management Strategy (Strategy) establishes the following risk assessment criteria:

Measures of Likelihood			
Level	Rating	Description	Frequency
A	Almost Certain	80-100% probability that the event will occur in the time period being considered.	Likely to occur at least once in every 1 to 1 ¼ years.
B	Likely	50-79% probability that the event will occur in the time period being considered.	Likely to occur once every 1 ¼ years to 2 years.
C	Possible	25-49% probability that the event will occur in the time period being considered.	Likely to occur once every 2 years to every 4 years.
D	Unlikely	2-24% probability that the event will occur in the time period being considered.	Likely to occur once every 4 years to every 50 years.
E	Rare	0-2% probability that the event will occur in the time period being considered.	Not likely to occur more than once in 50 years.

The City’s risk appetite/attitude for residual risk set out in the Strategy is as follows:

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

The Organisational Risk Register shows all 12 active strategic risks recorded for the City. Of the 107 operational risks recorded for the City, those that that are recorded with a residual rating of ‘high’ or ‘extreme’ are presented.

The following is a summary of all active risks within the City’s risk portfolio:

Risks		Risks by Ratings (Residual)	
Operational Risks	110	Extreme	0
		High	0
		Medium	51
		Low	57
Strategic	12	Extreme	0
		High	2
		Moderate	4
		Low	6

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	City Officers report risk in an accountable and transparent manner.

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

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

17. CEO to review certain systems and procedures

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

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. Attachment A - Strategic Risk Register**



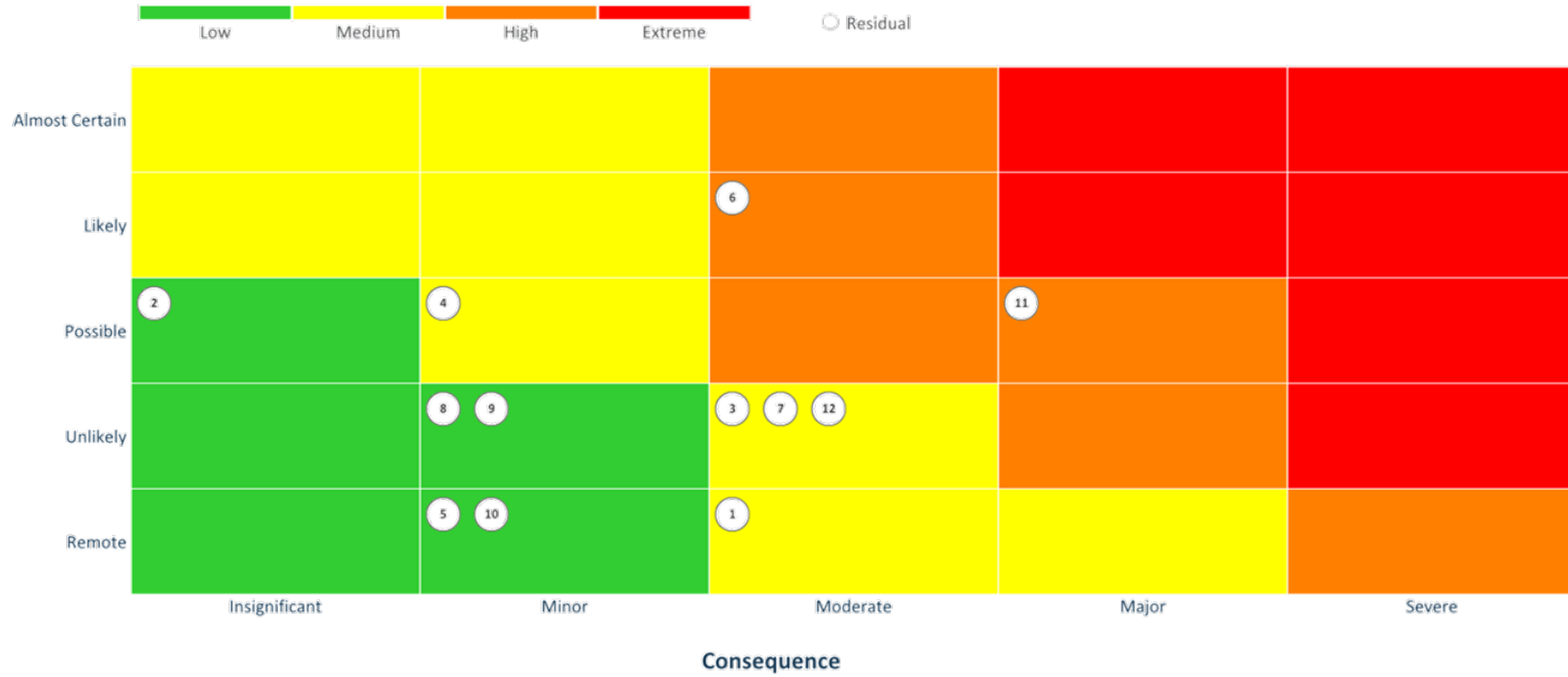
Heatmap Report

City of Kwinana

Camms.

Print Date: 15-Sep-2023

HEATMAP



RISK SUMMARY

Strategic Risk

No.	Risk Title	Residual	Trend
1	SR2 - Financial ratios falling below DLGSC standards	Medium	
	Risk Comment: Financial ratios are no longer required to be included in the AFS, however they will be monitored via the LTFP processes.		
2	SR3 - Strategic performance not being reported back to Council	Low	
	Risk Comment: The risk item has been reviewed, amendments have been made including the addition of further controls and actions. These amendments reflect current processes and the future implementation of the required software.		
3	SR6 - Appropriate management of City assets	Medium	
	Risk Comment: Risk reviewed amended controls. Next review of Long Term Financial Plan will commence 2023, which will map out investments into asset management.		
4	SR12 - Ensuring compliance with Work Health and Safety (WHS) legislation and associated regulations	Medium	
	Risk Comment: As of the 31 March 2023, the transition period for the new WHS legislation ended, the City undertook several projects to ensure the City is compliant with the new legislation. Updating and implementing amendments to the WHS framework to achieve the strategic outcomes of this framework. Whilst the City has assessed and reviewed its documentation and processes against the new WHS legislation and this has been implemented across the City, (now considered as business as usual), moving forward there is a requirement to ensure that workers are adhering to and applying these updates. Ensuring this compliance is on-going strategic risk that needs to be mitigated."		
5	SR16 - Integrated planning requirements in accordance with the relevant legislation	Low	
	Risk Comment: The risk item has been reviewed, amendments have been made including the addition of further controls and actions.		
6	SR17 - State Government Waste Avoidance and Resource Recovery Strategy 2030 requirement for 3-bin FOGO waste systems to be implemented across Perth and Peel by 2025	High	
	Risk Comment: Feasibility Assessment project completed with the Feasibility Assessment Report endorsed by Council at the 28 June Ordinary Council Meeting with recommendations adopted. Feasibility Assessment has been provided to the Department for comment.		
7	SR18 - Community Engagement Practices	Medium	
	Risk Comment: In the past 12 months, the City have increased the levels and frequency of engagement with the community. While there is some inherent risks associated with community engagement practices, it must be noted that the overall risk in the space if declined due to greater levels of transparency and a greater involvement from the community in decisions that impact their lives.		

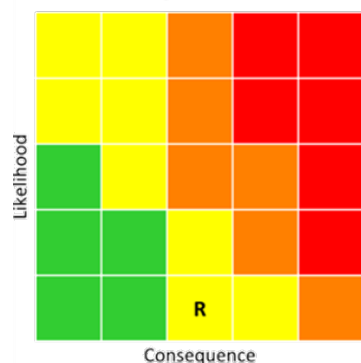
No.	Risk Title	Residual	Trend
8	SR19 - The City operating services and undertaking projects that are not aligned to the Strategic Community Plan and Corporate Business Plan	Low	
	<p>Risk Comment: This risk has been reviewed and an additional control has been identified and included: Team Business Plans.</p> <p>Additional comments to note:</p> <p>The Quarter 4 (April to June 2023), Quarterly Performance Report regarding the Strategic Community Plan and Corporate Business Plan are currently being prepared and will be presented to Council at an Ordinary Council Meeting scheduled to be held on 13 September 2023.</p> <p>The Team Business Templates have been circulated to all teams for completion, this is expected to be fully completed by September 2023.</p>		
9	SR20 - Under insuring assets resulting in insufficient insurance proceeds to fund projects if replacement required	Low	
	<p>Risk Comment: Asset valued as per LG requirements or if FV have been impacted.</p>		
10	SR23 - Financial loss arising from inaccurate assessment of DCP infrastructure cost estimates resulting in inability to deliver required infrastructure	Low	
	<p>Risk Comment: DCP Audit has been conducted, audit findings have been provided to the finance team. The new process with regards to minimising the use of multiple consultants has been developed and is currently being undertaken/tested with regards to engagement of external consultant.</p> <p>Risk reviewed 14/09/2022. Implementing tender to cover all estimates required for infrastructure. Contract will require consultant to directly enter estimates into costing system to remove risk of typographical error.</p> <p>24/05/2023 - Still current as of May 2023</p> <p>20/04/2023. Rawlinsons Cost Management (RCM) consultant has been appointed on a 3 year contract plus the possibility of extension by a 1 year plus 1 year. RCM undertook a full DCP infrastructure cost review for Public Open Space, Drainage and Road infrastructure and develop a cost data management software to ensure direct and automated electronic information sharing between engineering and finance and prevent manual and second hand data input.</p>		
11	SR25 - Impact of impending reform to the Retirement Villages Act 1992 on the City's ability to operate Banksia Park Retirement Estate	High	
	<p>Risk Comment: Continuing to monitor and investigating the impact this will have on Banksia Park Retirement Estate to determine the best business model for the future.</p>		
12	SR28 - Impact of mandated transition from Federal to State industrial relations (IR) system on 1 January 2023	Medium	
	<p>Risk Comment: The City's HR team continue to monitor the information being presented and attend information sessions held. The City is currently on schedule to transition to the new requirement by the 31 December 2024.</p>		

RISK OVERVIEW

Strategic Risk

SR2	Financial ratios falling below DLGSC standards		
Risk Categories: Financial, ICT, Assets/Infrastructure	Risk Owner: Vanisha Govender	Last Reviewed Date: 02 Jun, 2023	Next Review Date: 01 Dec, 2023

Individual Heatmap



R Residual Risk Assessment

Effectiveness of control	
R	Substantially Effective



OUT OF APPETITE

The appetite benchmark score is 9.000000 for this category

Causes

- Inadequate asset sustainability practices

Consequences

- Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated lifecycle from procurement to maintenance and ultimate disposal.

Risk Review Comments: Financial ratios are no longer required to be included in the AFS, however they will be monitored via the LTFP processes.

Residual Controls

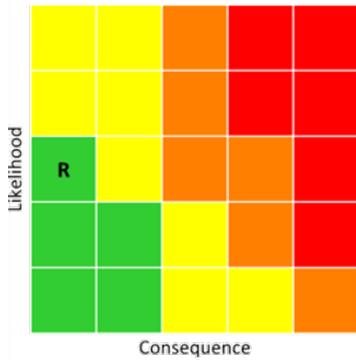
Control Title	Control Owner	Control Effectiveness	Next Review Date
2022-2041 Long Term Financial Plan	Vanisha Govender	Substantially Effective	30 Jun, 2023

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Ensure that future budgets and LTFPs continue to increase asset renewal expenditure to bring the asset sustainability ratio to an acceptable level.	Vanisha Govender	In Progress	30	01 Dec, 2023
Investigate options to create a report in OneCouncil to provide current ratio status at quarterly intervals.	Vanisha Govender	Not Started	0	01 Dec, 2023

SR3	Strategic performance not being reported back to Council		
Risk Categories: Legislative Compliance, Service Delivery	Risk Owner: Alicia McKenzie	Last Reviewed Date: 22 May, 2023	Next Review Date: 31 Mar, 2024

Individual Heatmap



R Residual Risk Assessment

Effectiveness of control	
R	Fully Effective



WITHIN APPETITE

The appetite benchmark score is 9.000000 for this category

Causes

- Failure to set up performance reporting processes

Consequences

- Providing inadequate advice/information

Risk Review Comments: The risk item has been reviewed, amendments have been made including the addition of further controls and actions. These amendments reflect current processes and the future implementation of the required software.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Corporate Business Plan Actions - Quarterly Performance Tracking Sheet	Alicia McKenzie	Substantially Effective	31 Mar, 2023
Attain Compliance Calendar	Vicky Patton	Substantially Effective	29 Feb, 2024
Reporting software	Alicia McKenzie	Totally Ineffective	29 Feb, 2024

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Implementation of OneCouncil - Intergrated Planning Module.	Alicia McKenzie	Not Started	0	30 Jun, 2024
Report quarterly to Ordinary Council Meetings	Alicia McKenzie	In Progress	75	30 Jun, 2023

SR6	Appropriate management of City assets		
Risk Categories: ICT, Assets/Infrastructure, Financial, Service Delivery	Risk Owner: Doug Elkins	Last Reviewed Date: 24 May, 2023	Next Review Date: 24 May, 2025

Individual Heatmap

Consequence

R Residual Risk Assessment

Effectiveness of control

R Partially Effective

WITHIN APPETITE

The appetite benchmark score is 16.000000 for this category

Causes

- City infrastructure failure
- failure to fund asset renewal obligations and asset maintenance requirements over the long term
- Inadequate asset data
- Inadequate asset sustainability practices

Consequences

- Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads, playgrounds, boat ramps and all other assets and their associated life-cycle from procurement to maintenance and ultimate disposal. It does not include issues with the inappropriate use of the plant, equipment or machinery.
- Failure to fulfill statutory regulations or compliance requirements
- Financial burden of extended project implementation
- Poor financial reporting and investment to address the City's commitment to asset management

Risk Review Comments: Risk reviewed amended controls. Next review of Long Term Financial Plan will commence 2023, which will map out investments into asset management.

Residual Controls

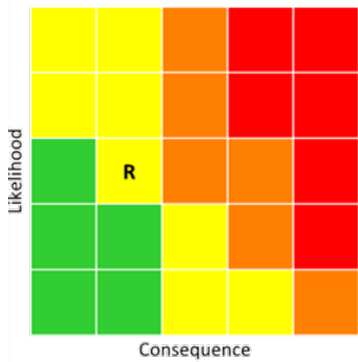
Control Title	Control Owner	Control Effectiveness	Next Review Date
Advocate to maintain asset financial ratios in the annual report and the My Council Website	Doug Elkins	Partially Effective	31 Mar, 2024
Provide updated financial data for asset valuation and financial ratios	Ann Nicholas	Partially Effective	31 Aug, 2023
Asset Management Plans	Ann Nicholas	Partially Effective	23 May, 2025
Prioritisation of asset management and accurate planning of works.	Ann Nicholas	Substantially Effective	30 Nov, 2025

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Asset Management Plans	Ann Nicholas	Completed	100	30 Nov, 2024
Petition IPWEA to advocate to retain financial ratios in the annual report and MY Council website	Doug Elkins	Completed	100	23 Jan, 2023
Provide asset financial data	Ann Nicholas	Completed	100	31 Aug, 2023
Review systems associated with prioritisation of asset management and accurate planning of works	Ann Nicholas	Completed	100	30 Nov, 2023

SR12	Ensuring compliance with Work Health and Safety (WHS) legislation and associated regulations		
Risk Categories: Legislative Compliance	Risk Owner: Sue Wiltshire	Last Reviewed Date: 02 Mar, 2023	Next Review Date: 01 Jun, 2024

Individual Heatmap



R Residual Risk Assessment

Effectiveness of control
R Substantially Effective



OUT OF APPETITE

Causes

- Changes to legislative requirements by State Government
- Departments/teams are not adhering to the WHS documentation and processes.
- Departments/teams not updating their risk assessments to align with WHS documentation.

Consequences

- Financial loss to the City
- Negative reputation from bad publicity
- New legislative obligations imposed on the City
- Non-compliance to WHS legislation

Risk Review Comments: As of the 31 March 2023, the transition period for the new WHS legislation ended, the City undertook several projects to ensure the City is compliant with the new legislation. Updating and implementing amendments to the WHS framework to achieve the strategic outcomes of this framework.

Whilst the City has assessed and reviewed its documentation and processes against the new WHS legislation and this has been implemented across the City, (now considered as business as usual), moving forward there is a requirement to ensure that workers are adhering to and applying these updates. Ensuring this compliance is on-going strategic risk that needs to be mitigated."

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Work Health and Safety (WHS) Regulations and advice from WALGA/LGIS.	Sue Wiltshire	Substantially Effective	19 Apr, 2023
WHS Framework	Sue Wiltshire	Substantially Effective	01 Mar, 2024
WHS Committee	Sue Wiltshire	Substantially Effective	01 Jul, 2025
LGIS/WorkSafe Audit	Sue Wiltshire	N/A	01 Jul, 2023
Hazards Guidelines	Sue Wiltshire	Partially Effective	01 Apr, 2024
City of Kwinana Safety and Wellbeing Strategy 2022-2024	Sue Wiltshire	Substantially Effective	19 Apr, 2023

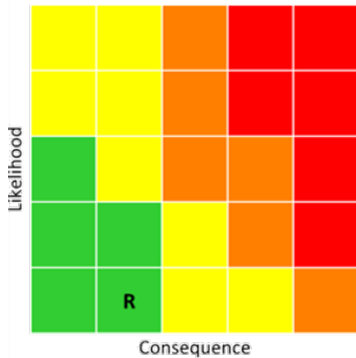
Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Continue to deliver training for key staff (including induction, where appropriate)	Sue Wiltshire	In Progress	50	19 Apr, 2023
Implement actions identified in GAP analysis.	Sue Wiltshire	Completed	100	31 Mar, 2023
Implement actions out of the City of Kwinana Safety and Wellbeing Strategy 2022-2024.	Sue Wiltshire	In Progress	20	01 Apr, 2024
Implement new Strategic Work Health and Safety Committee	Sue Wiltshire	Completed	100	19 Apr, 2023
Monitor implementation of Regulations and WALGA advice	Sue Wiltshire	Completed	100	03 Nov, 2022

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Undertake the role out of new WHS documentation to all teams within the City, advising them of the changes and their requirements	Sue Wiltshire	Not Started	0	01 Dec, 2023

SR16	Integrated planning requirements in accordance with the relevant legislation
Risk Categories: Legislative Compliance	Risk Owner: Alicia McKenzie
	Last Reviewed Date: 09 Feb, 2023
	Next Review Date: 17 Nov, 2024

Individual Heatmap



R Residual Risk Assessment

Effectiveness of control	
R	Fully Effective



WITHIN APPETITE

The appetite benchmark score is 9.000000 for this category

Causes

- Failure to fulfill statutory regulations or compliance requirements

Consequences

• Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal and public domain) to reflect changes. This does not include Occupational Safety and Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices") It does include legislative based obligations for Local Government, such as the Local Government Act 1995.

Risk Review Comments: The risk item has been reviewed, amendments have been made including the addition of further controls and actions.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Attain Compliance Calendar	Vicky Patton	Substantially Effective	29 Feb, 2024
Intergrated Planning and Special Projects Officer	Alicia McKenzie	Substantially Effective	29 Feb, 2024

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Monitor actions within Attain and complete the required tasks.	Alicia McKenzie	In Progress	50	29 Feb, 2024
The appointment of an Integrated Planning Officer to oversee the review and improvement of all integrated planning documents.	Alicia McKenzie	Completed	100	17 May, 2021

SR17
State Government Waste Avoidance and Resource Recovery Strategy 2030 requirement for 3-bin FOGO waste systems to be implemented across Perth and Peel by 2025

Risk Categories: Legislative Compliance, Environmental, Financial, Reputation/Image

Risk Owner: Troy Morley

Last Reviewed Date: 19 Jul, 2023

Next Review Date: 30 Sep, 2025

Individual Heatmap

Likelihood

Consequence

R Residual Risk Assessment

Effectiveness of control

R Partially Effective

OUT OF APPETITE

Causes

- Change to the City's legislative obligations by State Government

Consequences

- Financial implication estimated at approx \$1-2m to initially implement the 3-bin system and annual waste management costs will be increased.
- Non-compliance with State Government direction
- Reputation to State Government, other Local Governments and the public may be diminished.

Risk Review Comments: Feasibility Assessment project completed with the Feasibility Assessment Report endorsed by Council at the 28 June Ordinary Council Meeting with recommendations adopted. Feasibility Assessment has been provided to the Department for comment.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Undertake feasibility assessment of implementing a 3-bin system.	Troy Morley	Partially Effective	20 Oct, 2022
City of Kwinana Waste Plan 2021-25	Troy Morley	N/A	

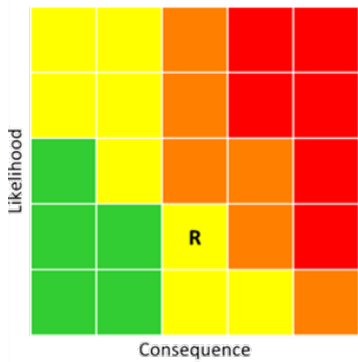
Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Assess initial viability of 3-bin system with Energy from Waste supply contract	Troy Morley	Completed	100	16 Apr, 2021
Commit to feasibility assessment through adoption of City of Kwinana Waste Plan 2021-25	Troy Morley	Completed	100	10 Mar, 2021
Participate in FOGO (Market) Feasibility for Perth and Peel Regions coordinated through Rivers Regional Council	Troy Morley	Completed	100	31 Dec, 2022
Scope, procure and undertake City of Kwinana 3-bin feasibility assessment to determine optimal future delivery option	Troy Morley	Completed	100	30 Jun, 2023

SR18 Community Engagement Practices

Risk Categories: Reputation/Image, Financial, Legislative Compliance, Service Delivery | **Risk Owner:** Alexi Peacock | **Last Reviewed Date:** 02 Jun, 2023 | **Next Review Date:** 01 Aug, 2024

Individual Heatmap



R Residual Risk Assessment

Effectiveness of control
R Substantially Effective



Causes

• Failure to maintain effective working relationships with the community and stakeholders, including media, businesses, agencies, organisations, community groups, government officials and/or Elected Members, due to ineffective communication, relationship management, partnering, consultation and other engagement practices.

Consequences

- Financial burden of extended project implementation
- Inadequate analysis, design, delivery and/or status reporting of change initiatives, resulting in additional expenses, time requirements of scope changes
- Potential risk to organisational reputation
- Providing inadequate advice/information
- Relationship damage with key stakeholder groups

Risk Review Comments: In the past 12 months, the City have increased the levels and frequency of engagement with the community. While there is some inherent risks associated with community engagement practices, it must be noted that the overall risk in the space if declined due to greater levels of transparency and a greater involvement from the community in decisions that impact their lives.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Love My Kwinana (Online Engagement Platform)	Alexi Peacock	N/A	01 Aug, 2024
Engagement Framework	Denver D'Cruz	Substantially Effective	31 Jul, 2024
Training and Certification	Denver D'Cruz	Substantially Effective	31 Aug, 2024
Engagement Policy	Denver D'Cruz	Partially Effective	31 Aug, 2023
Council Reports and Project Planning Process	Denver D'Cruz	Substantially Effective	04 May, 2024
Cross-functional championing team	Denver D'Cruz	Substantially Effective	01 Jul, 2024
City Advisory Groups	Denver D'Cruz	Substantially Effective	01 Aug, 2024

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Establish a campaign for staff encouraging use and update engagement platform, Love My Love Kwinana.	Denver D'Cruz	Completed	100	01 Jun, 2024
Establish staff awareness campaign in relation to the new Engagement Policy.	Alexi Peacock	Completed	100	31 Oct, 2023
Implement the City's Engagement Policy, establishing the principles for engagement between the City, stakeholders and the wider community.	Alexi Peacock	Completed	100	30 Nov, 2023

SR19 The City operating services and undertaking projects that are not aligned to the Strategic Community Plan and Corporate Business Plan

Risk Categories: Legislative Compliance	Risk Owner: Alicia McKenzie	Last Reviewed Date: 26 Apr, 2023	Next Review Date: 28 Aug, 2024
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Individual Heatmap

Likelihood

Consequence

R Residual Risk Assessment

Effectiveness of control

R Substantially Effective

The appetite benchmark score is 9.000000 for this category

Causes

- Failure to fulfill statutory regulations or compliance requirements

Consequences

- Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal and public domain) to reflect changes. This does not include Occupational Safety and Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer "Ineffective Employment practices") It does include legislative based obligations for Local Government, such as the Local Government Act 1995.

Risk Review Comments: This risk has been reviewed and an additional control has been identified and included: Team Business Plans.

Additional comments to note:

The Quarter 4 (April to June 2023), Quarterly Performance Report regarding the Strategic Community Plan and Corporate Business Plan are currently being prepared and will be presented to Council at an Ordinary Council Meeting scheduled to be held on 13 September 2023.

The Team Business Templates have been circulated to all teams for completion, this is expected to be fully completed by September 2023.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Team Business Plans	Alicia McKenzie	Substantially Effective	01 Apr, 2024
Quarterly Reports Presented to Council	Alicia McKenzie	Substantially Effective	30 Jun, 2023

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Team Business Plans are completed annually.	Alicia McKenzie	Completed	100	01 Apr, 2024
The Quarterly Performance Report is presented to Council.	Alicia McKenzie	In Progress	75	30 Jun, 2023

SR20 Under insuring assets resulting in insufficient insurance proceeds to fund projects if replacement required

Risk Categories: Financial, ICT, Assets/Infrastructure	Risk Owner: Vanisha Govender	Last Reviewed Date: 02 Jun, 2023	Next Review Date: 18 Jul, 2023
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Individual Heatmap

Consequence

Causes

- Inaccurate asset valuations
- replacement costs

Consequences

- Insufficient insurance proceeds to fund project if replacement required

Risk Review Comments: Asset valued as per LG requirements or if FV have been impacted.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
For each department across the City, cross check current asset list against assets insured	Vanisha Govender	Substantially Effective	01 Dec, 2023
Revaluation of assets	Vanisha Govender	Substantially Effective	30 Jun, 2025

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Complete annual LGIS questionnaire, including checking with each department that all assets are adequately insured	Paula Hunt	Completed	100	31 Mar, 2022

R Residual Risk Assessment

Effectiveness of control	
R	Substantially Effective

WITHIN APPETITE

The appetite benchmark score is 9.000000 for this category

SR23	Financial loss arising from inaccurate assessment of DCP infrastructure cost estimates resulting in inability to deliver required infrastructure			
Risk Categories: Financial, Reputation/Image, Service Delivery	Risk Owner: Pascal Balley	Last Reviewed Date: 24 May, 2023	Next Review Date: 19 May, 2026	

Individual Heatmap

Likelihood

Consequence

R Residual Risk Assessment

Effectiveness of control

R Substantially Effective

WITHIN APPETITE

Causes

- Appointment of separate consultants for annual review of DCP calculations for landscaping for public open space, road drainage and road infrastructure resulted in incorrect infrastructure cost calculation figures not being identified.
- Inaccurate assessment of costs. Lack of adequate information to guide DCP's infrastructure cost calculation and Cost Apportionment Schedule.

Risk Review Comments: DCP Audit has been conducted, audit findings have been provided to the finance team. The new process with regards to minimising the use of multiple consultants has been developed and is currently being undertaken/tested with regards to engagement of external consultant.

Risk reviewed 14/09/2022. Implementing tender to cover all estimates required for infrastructure. Contract will require consultant to directly enter estimates into costing system to remove risk of typographical error.

24/05/2023 - Still current as of May 2023

20/04/2023. Rawlinsons Cost Management (RCM) consultant has been appointed on a 3 year contract plus the possibility of extension by a 1year plus 1 year. RCM undertook a full DCP infrastructure cost review for Public Open Space, Drainage and Road infrastructure and develop a cost data management software to ensure direct and automated electronic information sharing between engineering and finance and prevent manual and second hand data input.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Developer Contributions Payment Audit	Pascal Balley	Substantially Effective	31 Dec, 2023
Minimise use of multiple external consultants where possible	Pascal Balley	Substantially Effective	24 May, 2024

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Develop and implement processes to minimise use of multiple external consultants where possible.	Pascal Balley	Completed	100	21 Oct, 2022
Estimate of works costs to cover all works with a single consultant, and enter data directly into costing system.	Pascal Balley	Completed	100	31 Dec, 2022
Rawlinsons Cost Management has been appointed as sole quantity surveyor constant to manage the DCP infrastructure cost review, and apportionment schedule for (1) public Open Space, (2) Drainage and (3) Road infrastructure. The appointment is for 3 years plus the possibility of extension on 1 year + 1 year basis	Pascal Balley	Completed	100	19 Apr, 2024

SR25	Impact of impending reform to the Retirement Villages Act 1992 on the City's ability to operate Banksia Park Retirement Estate		
Risk Categories: Legislative Compliance, Financial, Reputation/Image	Risk Owner: Fiona Grieves	Last Reviewed Date: 02 Jun, 2023	Next Review Date: 30 Nov, 2023

Individual Heatmap

Likelihood

Consequence

R Residual Risk Assessment

Effectiveness of control	
R	Substantially Effective

OUT OF APPETITE

Causes

- Changes to legislation

Consequences

- Banksia Park being potentially financially non-viable to the City
- Non-compliance with legislation

Risk Review Comments: Continuing to monitor and investigating the impact this will have on Banksia Park Retirement Estate to determine the best business model for the future.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Monitor impending changes to the Retirement Villages Act 1997 (WA), including reviewing the adequacy of existing City resources to meet additional legislative obligations imposed as well as assessing associated risks.	Fiona Grieves	Substantially Effective	30 Nov, 2023

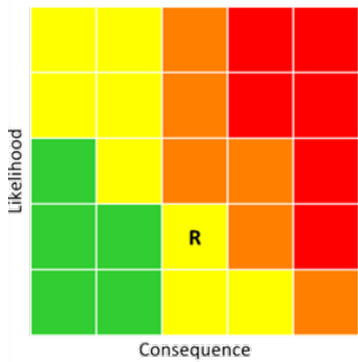
Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Review 'Decision Regulatory Impact Statement' (DRIS) recommending amendments to the Retirement Villages Act 1997 to determine appropriate City response.	Fiona Grieves	In Progress	10	31 Aug, 2023
Review impact of the new DRIS amendments to determine the appropriate City response.	Fiona Grieves	In Progress	85	31 Aug, 2023

SR28 Impact of mandated transition from Federal to State industrial relations (IR) system on 1 January 2023

Risk Categories: Financial, Legislative Compliance, Reputation/Image Risk Owner: Sue Wiltshire Last Reviewed Date: 25 May, 2023 Next Review Date: 31 Dec, 2024

Individual Heatmap



R Residual Risk Assessment

Effectiveness of control
R Partially Effective



Causes

- Changes to legislation

Consequences

- Financial loss to the City
- Loss of workforce
- Negative reputation from bad publicity
- Non-compliance with legislation

Risk Review Comments: The City's HR team continue to monitor the information being presented and attend information sessions held. The City is currently on schedule to transition to the new requirement by the 31 December 2024.

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
HR Strategic Project Officer	Sue Wiltshire	Fully Effective	31 Dec, 2024
Ensuring the City's compliance with amendments to Industrial Relations Act 1979 and Minimum Conditions of Employment Act 1993.	Sue Wiltshire	N/A	06 Jun, 2023

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Consultation to take place with workforce regarding transition	Sue Wiltshire	Completed	100	06 May, 2023
HR Strategic Project Officer	Sue Wiltshire	Completed	100	07 Feb, 2023
HR Strategic Project Officer to undertake review of all relevant City policies and procedures.	Sue Wiltshire	In Progress	90	06 May, 2023
Submit an application for the HR Strategic Project Officer to sit on WALGA State industrial relations working group	Sue Wiltshire	In Progress	90	01 Aug, 2023

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12.3 AUDIT ACTION LOG - PROGRESS REPORT

SUMMARY

The Audit and Risk Committee ('Committee') is responsible for assisting Council to discharge its responsibility to exercise due care, diligence, and skill in relation to the oversight of internal and external audits at the City.

Recommended areas of improvement identified through all internal and external auditing of the City are recorded and tracked within the City's audit log until such actions are finalised. A copy of the audit log, including updated comments from responsible officers, is presented as a standard item at each meeting of the Committee.

The City's audit log as at September 2023 is presented at Attachment A for noting by the Committee. New officer comments and any changes to completion dates are highlighted in red.

Actions arising from the recently completed Planning and Building internal audit by Paxon Group (Attachment B) have been added to the audit log.

Actions which were marked as finalised at the Committees meeting of 19 June 2023 and subsequently removed from the audit log are as follows:

- **Office of the Auditor General – General Computer Controls Review 2022**
 - a) EA: 2022/06 (1) Network Access Management – Generic Accounts
 - b) EA: 2022/06 (3) Financial System – User Access Management
 - c) EA: 2021/06 (2) Network – User Access Management
 - d) EA: 2021/06 (3) Physical and environmental security
 - e) EA: 2021/06 (4) Business Continuity
 - f) EA: 2021/06 (5) Network penetration management
 - g) EA: 2021/06 (7) Network password management

The following audits were recently undertaken at the City, with findings yet to be finalised:

- Interim finance audit by RSM;
- Information Technology General Controls (ITGC) audit by RSM; and
- Financial management systems and procedures review by RSM.

Finding will be presented at the next Committee meetings.

OFFICER RECOMMENDATION

That the Audit and Risk Committee:

1. Note the status of previous audit recommended actions as detailed in Attachment A; and
2. Note the finding of the Planning and Building internal audit by Paxon Group as detailed in Attachment B.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:

1. **Note the status of previous audit recommended actions as detailed in Attachment A; and**
2. **Note the finding of the Planning and Building internal audit by Paxon Group as detailed in Attachment B.**

Audit and Risk Committee Comments:

- The Audit and Risk Committee recommended to implement a process of regular monitoring and spot checks of processes.
- The Audit and Risk Committee recommended that progress is shown against the audit action plan and any updates to timings shown.
- The Audit and Risk Committee recommended that they provide input into the Audit Action Plan on an ongoing basis.

VOTING REQUIREMENT

Simple majority

DISCUSSION

Due to an increased focus on the accountability of local governments, a review of the effectiveness of all business processes is becoming best practice. Internal audit is one way to reduce risk and identify improvements in internal controls. There are many benefits to conducting internal audits, such as:

- improving the performance of the organisation.
- making the organisation process-dependent instead of person-dependent.
- identification of redundancies in operational and control procedures and the provision of recommendations to improve the efficiency and effectiveness of procedures.
- it serves as an early warning system, enabling deficiencies to be identified and remediated on a timely basis (i.e., prior to external, regulatory or compliance audits); and
- increases accountability within the organisation and supporting strategic objectives (for example cost reduction initiatives).

At its meeting of 13 October 2021, Council resolved to adopt the Strategic Internal Audit Plan 2021 /2022 to 2023/2024, a summary of which is as follows:

Area of Review	2021/22 (hours)	2022/23 (hours)	2023/24 (hours)
Planning & Building	80		
Asset Management	80		
Community Services – Events (Community Engagement, Resource Centre, Family Day Care, Events)	80		
Recquatic		80	
Environmental & Health Services/Waste		80	
Finance - Financial Management Regulation 5*		80	
Project/Program Management (Building, Operations & Engineering)		80	
Occupational Safety & Health / Human Resources			80
City Legal & Governance - Audit Regulation 17 (Legislative compliance, risk and internal control) *			80
Business Continuity/Disaster Recovery/Pandemic/Emergency Planning			80
Essential Services (Security, Rangers & Parking)			80
City Strategy			
Customer service			
Information Technology			
Contracts & Procurement	80		

The City’s audit log showing all outstanding actions from previous audits is provided at Attachment A for noting.

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 7.13 of the *Local Government Act 1995* provides:

7.13. Regulations as to audits

- (1) *Regulations may make provision as follows —*
 - (aa) *as to the functions of a CEO in relation to —*
 - (i) *a local government audit; and*
 - (ii) *a report (an action report) prepared by a local government under section 7.12A(4)(a); and*
 - (iii) *an audit report; and*

- (iv) a report on an audit conducted by a local government under this Act or any other written law;
- (ab) as to the functions of an audit committee, including in relation to —
 - (v) the selection and recommendation of an auditor under Division 2; and
 - (vi) a local government audit; and
 - (vii) an action report; and
 - (viii) an audit report; and
 - (ix) a report on an audit conducted by a local government under this Act or any other written law;
- (ac) as to the procedure to be followed in selecting an auditor under Division 2;
- (ad) deleted]
- (ae) as to monitoring action taken in respect of any matters raised in an audit report;
- (a) with respect to matters to be included in an agreement in writing (**agreement**) made under section 7.8(1);
 - (b) for notifications and reports to be given in relation to an agreement, including any variations to, or termination of an agreement;
 - (ba) as to a copy of an agreement being provided to the Department;
 - (c) as to the manner in which an application may be made to the Minister for approval as an auditor under section 7.5;
 - (d) in relation to approved auditors, for the following —
 - (i) reviews of, and reports on, the quality of audits conducted;
 - (ii) the withdrawal by the Minister of approval as an auditor;
 - (iii) applications to the State Administrative Tribunal for the review of decisions to withdraw approval;
 - (e) for the exercise or performance by auditors of their powers and duties under this Part;
 - (f) as to the matters to be addressed in an audit report;
 - (g) requiring an auditor (other than the Auditor General) to provide the Minister with prescribed information as to an audit conducted by the auditor;
 - (h) prescribing the circumstances in which an auditor (other than the Auditor General) is to be considered to have a conflict of interest and requiring an auditor (other than the Auditor General) to disclose in an audit report such information as to a possible conflict of interest as is prescribed;
 - (i) requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —
 - (i) of a financial nature or not; or
 - (ii) under this Act or another written law.
- (2) Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees.

Regulation 16 of the *Local Government (Audit) Regulations 1996* provides:

16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO’s report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;

- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *(iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. City of Kwinana - Audit Log**
- B. Paxon - Audit Report - Planning and Building - August 2023**



AUDIT LOG

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AUDITS UNDERTAKEN SINCE PREVIOUS AUDIT AND RISK COMMITTEE MEETING

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
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Paxon - Building and Planning Internal Audit Review				
IA: 2023/08 (5.1) Pool Register Accuracy and Timely Inspection	Management Comment	Completed	N/A	N/A

Finding

Paxon reviewed a report of the register of pools extracted from Authority as at 18 January 2023 and noted there were a total of 1,860 pools, out of which 645 were scheduled for inspection in 2022/2023. There were 19 (1.0%) pools which were last inspected over four years ago which is non-compliant with the Building Regulations 2012 Part 8 Division 2, R.53.

Through review of the last two DMIRS' progress reports on WA wide local government pool inspection status in 2020/21 and 2021/22 we noted that there were also overdue inspections during those periods, though the overdue % has decreased at the time of our review.

Year	Total no. of Pools	Number inspected	Overdue	Overdue %
2020/21	1,779	325	78	4.4%
2021/22	1,834	421	100	5.5%

Paxon also selected a sample of 30 pools with coverage of different status within Authority e.g. compliant; non-compliant; removed; cancelled; completed; and returned to City from RLSWA. We assessed the accuracy of the register and alignment of inspection status with underlying evidence such as inspection records and letters.

Our testing identified in 4 of the sample of 30 pools the following inaccuracies:

- Brandon Mews, Parmelia - Pool was recorded as completed but had supporting evidence showing it was cancelled.
- Gilmore Av, Medina - Pool was recorded as non-compliant but supporting evidence from 8/6/22 indicated it should be compliant.
- Dargin Pl, Orelia - Pool was recorded as compliant, but

Management Comment
 Building Services team in collaboration with the City Assist Compliance team have completed an entire review of the swimming pool inspection program including but not limited to the following actions:
 • A full review of the City's live swimming pool register within Authority
 • Adding a column within the task list of Authority to include a due date to ensure the reports accurately reflect when the swimming pool is due for an inspection.
 • Training of Building Services Administration Officers in relation to updating and reporting of swimming pools within the live swimming pool register.
 • A review of the spreadsheet illustrating the inspections required to be completed by RLSSWA for 2021-2025.
 • Inspections and review of all swimming pools nominated as being removed/decommissioned to confirm actual status.
 • Creation of a separate spreadsheet highlighting all the swimming pools removed/decommissioned with the aim of removing all these pools from the live register and creating an archive register to be saved within CM9 for any required future reference.
 • A full review of any swimming pools that may have been missed or not noted on the current RLSSWA inspection list or still under construction.



AUDIT LOG

evidence from 3/2/23 indicated a rusted fence that needed to be changed to meet compliance requirements.

- Parson Ave, Parmelia - Pool was recorded as compliant, but evidence showed it was referred back to the City from RLSWA on 22/8/22 so should have been recorded as returned to City or as decommissioned as this appears to be the status of the pool.

Recommendation

5.1.1 The overdue pools report should be re-run and all overdue pools scheduled for examination as soon as possible.

5.1.2 Implement a process of regular monitoring and spot checks to verify and validate the accuracy of the register and the status of pools. This should include pools of different status to ensure accuracy, time elapsed since last inspection and ensuring that non-compliant pools are followed-up on a timely basis.

The City is implementing the TechOne system which has the potential for greater reporting functionality including live dashboard reporting that could be considered as a longer-term solution.

Risk Rating

High

- The introduction of modified penalties for any owners/occupiers reluctant to comply with the legislated requirements.

- The City has introduced a six-monthly review of the active and archived swimming pool live registers to ensure accuracy of reporting and status of compliance, with the next scheduled review to be undertaken in November 2023.

These action and others have resulted in the City reporting back to DMIRS that only 4 swimming pools were pending compliance for the four yearly-mandated swimming pool safety barrier inspections, however these have all had an initial inspection completed but were pending items of non-compliance noted at time of inspection to be completed.

The swimming pools noted within the report for have differences in reporting of compliance or non-compliance have all been reviewed and the current information recorded within Authority is true and correct. It appears that you have looked at Authority and noted that the swimming pools were listed as Compliant or Not Compliant but may have not considered the 'Date' of that compliance or non-compliance determination being made.

In Authority, the City maintains a record of the status of the barrier (compliant or non-compliant) and the date/time that record was completed. In addition to this within the same register in Authority the City also has ongoing tracking steps/notes with regards to the booking in and undertaking of ongoing inspections.

AUDIT LOG



For example: A Compliant pool might have a ROC against it dated 16/08/2019 – but have additional tracking steps relating to ongoing inspections in 2023 due to potential non-compliance issues post the 2019 inspection.

I am confident that the City is taking the correct actions to ensure swimming pool legislation is being met and with addition of OneCouncil we will have a more accurate overview and reporting of the City's position regarding swimming pool compliance.

Responsible Officer
Manager Building Services



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
<p>Paxon - Building and Planning Internal Audit Review</p> <p>IA: 2023/08 (5.2) Pool Inspection Information</p> <p>Finding As part of our review Paxon examined reports derived from Authority including the Mandatory Pool Inspections 2021-25 and the DMIRS Swimming Pool Report, which is another internal report generated from Authority. The Mandatory Pool Inspections report contains a comprehensive list of pool inspections required for each year until 2025, serving as a useful resource for creating an inspection timeline. The DMIRS Swimming Pool Report has been modified by the Manager Building Services to include compliance status and referrals to specific staff members responsible for certain pools.</p> <p>Paxon noted differences between the DMIRS Swimming Pool Report and the Mandatory Pool Inspections 2021-25.</p> <p>Whilst we realise that excel reports from the system may be used for work scheduling, Authority needs to remain the single source of truth for pools, their status, supporting evidence and recording all interaction with the customer.</p> <p>Recommendation Exports from the system should be used for scheduling, but updates in status of pools should only be performed within Authority so that all officers have access to the most accurate and up to date information available and monitoring of pools status can be performed effectively.</p> <p>Risk Rating High</p>	<p>Management Comment The items of risk illustrated within the report were entirely correct at time of my commencement with the City in April 2022 and possibly up to January 2023 as indicated, however since that time the City's Building Services team in collaboration with the City Assist Compliance team have completed an entire review of the swimming pool inspection program including but not limited to the following actions:</p> <ul style="list-style-type: none"> • A full review of the City's live swimming pool register within Authority. • Adding a column within the task list of Authority to include a due date to ensure the reports accurately reflect when the swimming pool is due for an inspection. • Training of Building Services Administration Officers in relation to updating and reporting of swimming pools within the live swimming pool register. • A review of the spreadsheet illustrating the inspections required to be completed by RLSSWA for 2021-2025. • Inspections and review of all swimming pools nominated as being removed/decommissioned to confirm actual status. • Creation of a separate spreadsheet highlighting all the swimming pools removed/decommissioned with the aim of removing all these pools from the live register and creating an archive register to be saved within CM9 for any required future reference. • A full review of any swimming pools that may have been missed or not noted on the current RLSSWA 	Completed	N/A	N/A



AUDIT LOG

inspection list or still under construction.

- The introduction of modified penalties for any owners/occupiers reluctant to comply with the legislated requirements.

- Suitable training has been provided to all officers involved within the City's swimming pool compliance program, which includes but is not limited to all Building Surveyors, Building Services Administration Officers and the City's Compliance Officers to ensure consistency with data entry within Authority and when reviewing and updating the live swimming pool registers. Attendance to swimming pool compliance seminars/information sessions hosted by the States regulatory bodies. The City's Building Surveyors and Compliance Officers recently attended an information session hosted by DMIRS on the proposed swimming pool compliance regulations to be introduced in the near future. The information gained from this information session will be passed onto all City officers involved in the swimming pool compliance program.

These action and others have resulted in the City reporting back to DMIRS that only 4 swimming pools were pending compliance for the four yearly-mandated swimming pool safety barrier inspections, however these have all had an initial inspection completed but were pending items of non-compliance noted at time of inspection to be completed.

The swimming pools noted within the report for have differences in reporting of compliance or non-compliance have all been reviewed and the current



AUDIT LOG

information recorded within Authority is true and correct. It appears that you have looked at Authority and noted that the swimming pools were listed as Compliant or Not Compliant but may have not considered the 'Date' of that compliance or non-compliance determination being made.

In Authority, the City maintains a record of the status of the barrier (compliant or non-compliant) and the date/time that record was completed.

In addition to this within the same register in Authority the City also has ongoing tracking steps/notes with regards to the booking in and undertaking of ongoing inspections. For example: A Compliant pool might have a ROC against it dated 16/08/2019 – but have additional tracking steps relating to ongoing inspections in 2023 due to potential non-compliance issues post the 2019 inspection.

I am confident that the City is taking the correct actions to ensure swimming pool legislation is being met and with addition of OneCouncil we will have a more accurate overview and reporting of the City's position regarding swimming pool compliance.

Responsible Officer
Manager Building Services



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
<p>Paxon - Building and Planning Internal Audit Review</p> <p>IA: 2023/08 (5.3) Pool Inspection Information</p> <p>Finding Paxon reviewed the monthly and quarterly management information reporting to assess the effectiveness and adequacy of team performance and compliance with timeline requirements at the City for Verge, Planning, Development and Building Applications. In general there is adequate information in place, but with some limitations: • The Authority system is not equipped to effectively handle and report against specified deadlines. Because of this information is extracted from the Authority system using crystal reports and then transferred onto spreadsheets. • The current reporting does not include information on the duration or number of days taken for each application. Instead, it focuses solely on compliance with the statutory time frame. This limitation may hinder the ability to analyse workload distribution, identify bottlenecks and implement targeted improvements that may benefit community.</p> <p>Recommendation Improvements to management information should be considered to include the actual number of days taken in assessment/processing and also their complexity.</p> <p>Risk Rating Low</p>	<p>Management Comment Unfortunately as the City is moving away from Authority and actively moving toward having OneCouncil as the City's operating program together with having limited Staff within the City's current IT team that have the level of expertise required to make required changes within Authority, I have continued to work out the correct turn-around times by reviewing each application which I provide within a monthly report to the Director Community Development & Sustainability. This is tedious task, which will hopefully be rectified in the near future with assistance from the City's IT department.</p> <p>Responsible Officer Manager Building Services</p>	TBC		TBC



AUDIT LOG

ITEMS OUTSTANDING FROM PRIOR AUDITS

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
<p>Paxon - Reg 17 Review EA: 2021/05 (7) Disaster Recovery Plan</p> <p>Finding The City's Disaster Recovery Plan is outdated (2018) V2 and still includes names of previous CEO and officers. Reference to COVID-19 situations are not included. Paxon have been advised that a Cloud Disaster Recovery is being sourced.</p> <p>Recommendation The City should ensure updated Disaster Recovery Plan is updated to align with Cloud DR.</p> <p>Risk Rating Medium</p>	<p>Management Comment Agree to recommended action.</p> <p>Responsible Officer Manager Governance and Legal</p>	<p>1 December 2021</p>	<p>Whilst the City has a Disaster Recovery Plan, it is high level and outdated in parts. The City has retained an external consultant, namely Riskwest, to review the existing plan and prepare a new plan suited to the City's needs. A two-hour workshop is scheduled for 1 March 2023 with the Leadership Team and other managers to build better awareness of business continuity and the City's business priorities for recovery when a major disruption occurs.</p> <p>Workshop objectives:</p> <ul style="list-style-type: none"> • To build an understanding of the basic principles of incident and business continuity response • To build better awareness of the roles and responsibilities for coordination, decision-making, and communications during a disruptive event • To reassess the business priorities for recovery and validate these against the City's existing business continuity arrangements • To identify opportunities for improving the City's response plans and capabilities <p>26/04/2023 – Manager Governance and Legal: The workshop has now been completed by Riskwest, who are moving to phase two involving:</p> <ul style="list-style-type: none"> ▪ Develop and document a BCM policy and framework ▪ Revise the business impact 	<p>September 2023</p>

AUDIT LOG



analysis (BIA) methodology and update the priorities of services and functions undertaken

- Develop new business continuity plans (BCPs)
- Conduct plan walkthrough sessions with business areas

05/06/2023 Manager Information Technology:

The City has an IT DR plan which has yearly reviews (monitored via the City's audits). This only addresses IT matters. Riskwest are addressing organisation wide disaster recovery.

06/06/2023 Governance and Risk Officer:

Recently, Riskwest completed a desktop review and gap analysis of the City of Kwinana's (the City's) business continuity management (BCM) program against contemporary BCM standards and better practice and provided a number of recommendations for improvement. The City has moved onto Phase Two of these recommendations and will be commencing work mid-July, in partnership with Riskwest to deliver its BCM Policy and Framework, Strategic Business Impact Analysis, BCP Development and walkthrough.

23/08/2023 Governance and Risk Officer:

Riskwest have met with all directorates and will provide draft documentation shortly.



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Paxon - Contracts and Procurement Strategic Internal Audit				
IA: 2022/11 (5.2) Procurement Monitoring				
<p>Finding Monitoring of procurement activity such as overall expenditure and the existence of contracts and invoice received before purchase order is raised is in place to assess compliance. The latter was commenced in July 2018 and since then the levels of purchase order being raised after invoice has decreased from over 200 a month to around 30.</p> <p>5.1.1 Within our sample we identified two invoices that were received before purchase orders were raised for PO 137423 (RFQ 132/18 Corporate Business System) and PO 131661 (approval of procurement).</p> <p>5.1.2 There is no monitoring in place to identify if purchase order splitting is occurring to avoid delegation or tender thresholds.</p> <p>Paxon's testing did not indicate any instances where purchase order splitting had occurred.</p> <p>Lack of monitoring of procurement may result in inappropriate procurement processes being performed.</p> <p>Recommendation 5.2.1 Continued effort should be made to eradicate the practice of purchase order being raised after invoice, including training and reiteration of expected process.</p> <p>5.1.2 The practice of monitoring for purchase orders raised for the same supplier on the same day or within a few days should be introduced.</p> <p>Risk Rating Medium</p>	<p>Management Comment Acknowledge the above and agree with the recommendations concerning PO's. Training already happens. City will review training practices and identify areas of improvement.</p> <p>In relation to splitting PO's, the City will explore with its specialist support consultant the viability of adding limitations within OneCouncil.</p> <p>Responsible Officer Manager ICT/Chief Financial Officer</p>	July 2023	<p>The City provides a report to senior managers each month providing a list of any occurrence of a purchase order being raised after the invoice has been received. This report is monitored, and where necessary investigated. A significant reduction in occurrences has resulted from his process. With the new corporate business system, the ability to update orders will further reduce the incidence of purchase orders being raised after an invoice is received.</p> <p>The Procurement and Contracts team run a report at least once a year, to look for high-expenditure with a single supplier where an ongoing contract is not in place. Where these occurrences are identified, the Procurement and Contracts team speak with the responsible manager and review the purchasing processes used to engage the supplier. Where appropriate in the circumstance, the Procurement and Contracts team may recommend a longer-term contract be established. Forming longer-term contracts may assist with reducing the number of purchase orders raised and/or provide administrative efficiencies.</p> <p>17/02/2023 – Coordinator Procurement and Contracts: Recommendation 1 – Finance have run reports on PO's raised after the invoice and have sent to departments for input on why these instances occur. Following that will be increased training and monitoring.</p> <p>Also, advice to be included in next weeks CEO weekly update advising of</p>	<p>July 2023 Closed</p>

AUDIT LOG



the city's expectation and process relating to PO's after invoices.

Recommendation 2 – remains in progress

31/03/23 – Coordinator Procurement and Contracts:
Complete and now ongoing practice.

Recommendation 1 – Process implemented to work toward eradication. Ongoing practice.

Recommendation 2 – Management comment relating to system limitations is redundant. Monitoring practice implemented and this monitoring will continually be enhanced as we gather data and learnings.

14/08/2023 – Coordinator Procurement and Contracts:
This item can be closed – this monitoring is now part of process. The City audits monthly for PO splitting, PO exemption use and PO amendments.



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Paxon - Contracts and Procurement Strategic Internal Audit				
<p>IA: 2022/11 (5.4) Contract Management Framework</p> <p>Finding Within the 'Procurement Procedure for Procurement of Good & Services 2021' is documented a high level guide to contracting and contract management. However, this is not detailed and does not provide specific expectations or templates that could be used, so is open to interpretation as to how it should be implemented.</p> <p>It was also noted that contract management is paper based and a system could be considered to better enable contract management processes and their monitoring and reporting.</p> <p>High level guidance for contract management leading to inconsistent interpretation and implementation.</p> <p>Recommendation More detailed guidance on contract management should be developed and implemented to provide consistency of expectation and operational contract management processes.</p> <p>This could include a system including templates, monitoring activity, supplier KPI monitoring, audit and quality assurance practice, contract close out and renewal.</p> <p>Risk Rating Medium</p>	<p>Management Comment Agree with the recommendation. Although the current procedures link to various promapps that do contain some templates and guidance, this does not deter from the fact that improvement can be made in areas as identified.</p> <p>The City shall review current high level documentation to formalise processes and develop appropriate framework and templates, exploring the capabilities of the OneCouncil system also.</p> <p>Responsible Officer Coordinator Procurement and Contracts</p>	<p>August 2023</p>	<p>17/02/2023 – Coordinator Procurement and Contracts: Remains in progress</p> <p>31/03/2023 – Coordinator Procurement and Contracts: Drafting of new Contract Management Framework has commenced, and is on schedule to be rolled out by August 2023.</p> <p>14/08/2023 – Coordinator Procurement and Contracts: Due to staff movements, there has not been opportunity to complete the Contract Management Framework. An extension is required until November 2023. The team are considering the training requirements at the same time and need time to ensure the Framework contains the relevant content that will appropriately flow into the applicable training activities.</p>	<p>August 2023</p> <p>November 2023</p>



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Paxon - Contracts and Procurement Strategic Internal Audit				
IA: 2022/11 (5.5) Financial Delegation	Management Comment	30 June 2023	17/4/2023 Manager Information Technology: New workflow has been logged with IT and consultant is currently working with a solution.	Completed
Finding	<p>In the City's old Authority/Civica system, the end dates were entered and automatically reverted back, with the one exception as listed above.</p> <p>City implemented new OneCouncil System in July 2022. In regards to delegations now, the process of delegation means that a persons personal delegations are not increased, they have access to delegation of the position they are covering. Which is set for a specific time period and their access to this position is revoked at the end. This is all automatic so does not have the issue of being forgotten or accidentally missed or changed.</p>		23/08/2023 Manager Information Technology: Implementation of OneCouncil at the City has resolved this concern and the action may be closed.	
<p>Each year a memo is sent from the Chief Financial Officer to the Chief Executive Officer detailing positions and their delegated authority limits for approval and payment.</p> <p>This memo was obtained and compared to the delegations set up within the finance system to compare the designed limit control with the actual limits in place.</p>			A workflow is inbuilt within the OneCouncil system to revert officers to their original role and financial delegation at the conclusion of any acting period.	
<p>It was noted that one officer has an authorisation of \$40,000 as opposed to their usual limit of \$10,000. The officer acts up regularly in a position with a delegation of \$40,000 however, at the end of the acting-up period the delegation had not reverted to its normal level of \$10,000.</p>				
<p>Delegated limits are not system enforced.</p>	Responsible Officer Coordinator Finance/ Information Technology Manager			
Recommendation				
<p>After the acting up period is over the system should immediately revert back to the original delegation limit. If possible this should be done automatically by including a date for the delegation to revert or alternatively through regular comparison of the memo limits to the system.</p>				
Risk Rating				
<p>Low</p>				



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Office of the Auditor General - Financial Statements Audit 2022				
EA: 2022/06 (1) Infrastructure Valuation				
<p>Finding</p> <p>During financial year ending 30 June 2022, management conducted an in-house revaluation of the entire infrastructure class of assets. As with any valuation exercise, the revaluation included a number of inputs that are subject to significant judgement. In our review of the valuation, we noted the following area which significant judgement has been applied:</p> <p>Project management costs: Management has applied a 15% markup to the costs of materials and services (applied to roads, footpaths, carparks, parks, and ovals). This markup is in relation to survey, design and project management costs conducted inhouse. Management used a historical rate of 15% which has been used in the previous years. Management does not have a formal policy to determine and retest the validity of the markup on a regular basis. Management have since provided a calculation to support the markup percentage. Although the methodology appears reasonable, it is difficult to ascertain the accuracy of the number as it has been performed on an adhoc basis just for one year.</p> <p>Given the significant value of Infrastructure assets, even small variations in judgement can lead to a material change to the fair value.</p> <p>Recommendation</p> <p>The City should consider engaging an independent third-party valuer to assess the fair value of assets on a periodic basis to ensure that management's valuation methodology and techniques are current and the valuation can be validated.</p>	<p>Management Comment</p> <p>Agree. The accounting for the allocation of design and project management costs should be clear within the financial statements, with the costs offset against an income account that is funded as a charge to capital projects. This approach will create a clear connection between the costs and the delivered projects.</p> <p>Responsible Officer</p> <p>Director City Infrastructure/Chief Financial Officer</p>	30 June 2023	<p>In progress. Draft is 70% complete and addresses the process of valuations, recovery of project management and design costs, traffic management and the application of asset condition assessments to determine remaining useful life.</p> <p>13/06/2023: Draft is now 98% completed. CEO will sign off upon return from leave.</p> <p>11/08/2023 Director City Infrastructure: Complete and approved by CEO.</p>	<p>30 June 2023</p> <p>Completed</p>
<p>Risk Rating</p> <p>Moderate (Medium)</p>				



AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Office of the Auditor General - Computer Controls Review 2022				
EA: 2022/06 (2) Network Security Management				
<p>Finding Effective monitoring and logging mechanisms provide the ability to track user activities in preventing, detecting, or minimising the impact of a security / data compromise. The presence of logs in all environments allows thorough tracking, alerting, and analysis. The cause of a compromise is very difficult, if not impossible, to determine without system activity logs.</p>	<p>Management Comment Agree. The draft IT Strategy includes using the SIEM system to address this deficit.</p> <p>Responsible Officer Manager Information Technology</p>	30 December 2023	<p>In progress.</p> <p>05/05/2023 Manager Information Technology: There is a timeline of works being followed and this action has been prioritised to be addressed by December 2023.</p>	30 December 2023
<p>We identified that the City's systems have the capability to produce network and system logs. However, logs are only reviewed when incidents are reported and are not actively monitored.</p>			<p>23/08/2023 Manager Information Technology: Implementing system now, with work continuing. Expected completion date remains December 2023.</p>	
<p>Further, there is no technology that supports threat detection, compliance and security incident management through the collection and analysis (both near real time and historical) of security events, as well as a wide variety of other event and contextual data sources.</p>				
<p>Without effective logging and monitoring processes, there is an increased risk that the City will not be able to detect and or respond to unauthorised access or malicious activity. This could lead to potential downtime, unauthorised access, loss or compromise of confidential or critical information and data.</p>				
<p>Recommendation The City should:</p> <ul style="list-style-type: none"> • Develop, document and implement appropriate security logging and monitoring processes and requirements • Conduct appropriate independent routine reviews of the key system / activity logs • Consider appropriate technology that supports threat detection, compliance and security incident management through the collection and analysis of security events to ensure adequate protection in preventing, detecting, or minimising the impact of a security / data compromise. (E.g., Security information and event management (SIEM) technology). 				

AUDIT LOG

Risk Rating

Moderate (Medium)





AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Office of the Auditor General - General Computer Controls Review 2021				
EA: 2021/06 (6) IT governance - policies and procedures	<p>2021 Management Comment A new ICT Strategic Plan will be developed. Formally documented ICT governance policies and standards will be addressed by a Cyber Security Policy and Manual that is currently being developed. Where appropriate, processes and controls will be implemented to address these findings. The network diagram is being updated to reflect the current architecture.</p> <p>2021 Responsible Officer Manager Information Technology (new incumbent)</p> <p>2022 Management Comment Agree. IT Strategy is currently being finalised.</p> <p>2022 Responsible Officer Manager Information Technology</p>	<p>2021 Completion Date 31 December 2021 - Cyber Security Policy and Manual</p> <p>30 June 2022 - ICT Strategic Plan</p> <p>2022 Completion Date 30 March 2023</p>	<p>05/05/2023 Manager Information Technology: The Strategy has been prepared and has been presented to ELT for approval and implementation. They have requested further visionary statements. Currently with external consultant. To be finalised current financial year.</p> <p>23/08/2023 Manager Information Technology: Draft ICT Digital Strategy document has now finalised. This action can now be closed.</p> <p>This action was identified in the 2023 OAG audit, as the document was still in draft at the time.</p>	<p>30 March 2023</p> <p>Completed</p>
<p>2021 Finding When reviewing the City's IT policies and procedures we identified the 'Acceptable Use of IT Systems' policy has not been reviewed since November 2007 and there were no formal policies and procedures for the following key IT functional areas:</p> <ul style="list-style-type: none"> • Information security, objectives, principles, responsibilities and compliance requirements; • Incident management (Handling of security breaches and or inappropriate use); • System and user password requirements and configuration; • Protection from malware and malicious code; • User access / remote access / wireless networks management (Granting / revoking access to systems); • Review and monitoring of user access / System audit logging and monitoring; • Restrictions on software user and installations; • Mobile device management / Data loss prevention management; • Information system back-up and recovery; and • IT asset management and disposal. 				
<p>In addition to this we noted the following:</p> <ul style="list-style-type: none"> • the City's network diagram is not periodically reviewed to ensure the diagram accurately reflect the City's current network architecture; and • the City's IT Strategy (2016 to 2020) has not been reviewed and updated to be aligned to the City's business strategy for the current and future financial years. 				
<p>2022 Status The City has developed a Cyber Security Manual which includes the relevant IT functional areas identified in our previous audits.</p>				
<p>However, we identified that the City does not have a current up to date IT strategy aligned to the City's business strategy for the current and future financial years.</p>				



AUDIT LOG

We acknowledge that the City is in the process of developing an appropriate IT strategy.

Without an appropriately documented and approved IT strategic plan, there is an increased risk that IT resources (e.g. finance, systems and people) will not be aligned to the City's strategy and priorities.

Recommendation

The City should develop, approve, implement and communicate IT Strategies to all key stakeholders to ensure that IT investments support business objectives.

Risk Rating

Minor (Low)

PAXON

CITY OF KWINANA

Building and Planning Internal Audit Review

Version 1.0 | September 2023

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1. INTRODUCTION

1.1 Background & Objective

The City of Kwinana's "Strategic Internal Audit Plan - 2021/2022 to 2023/2024" provides for the conduct of a planning and building internal audit. The overall objective for this internal audit is to provide assurance that effective and efficient processes and controls are in place for planning and building systems and processes.

The registers for pools and other areas of planning and compliance are contained within Authority and information recorded within Content Manager. Most areas of inspection are performed in-house, with Royal Life Saving WA (RLSWA) providing an outsourced pool inspection service in conjunction with the City's inspection team.

1.2 Risks & Scope

Operational Risks 9, 10, 29, 31, 32, 33, 34, 35, 36, 38, 43

The internal audit review included assessment of the following processes and controls for their design and operational effectiveness:

- Pool inspections are not performed in line with regulation:
 - o Processes for performing inspections, including monitoring and exception reporting e.g. time expired since last inspection
 - o Addition and removal of pools from the register
 - o Notification to residents of results of inspections, infringements and legal proceedings
 - o Follow up of pools where inspection cannot be performed or reinspection
 - o Appropriate records are kept of inspections
- The monitoring of timeframes and team performance for processing verge, development and building applications
- Training of staff, and
- The availability of educational process information for the community

The review covered systems and processes in place during the period from February – June 2023 and performed testing of the pools register as at 18 January 2023.



2. EXECUTIVE SUMMARY

Paxon’s work has highlighted that there is non-compliance with the Building Regulations as inspection of pools is not being performed in all cases to meet the required four year timeframe for inspection. It was noted that this is an on-going risk for the City as the Department of Mines, Industry Regulation and Safety (DMIRS) annual report on local government pool inspections has highlighted in 2020/21 and 2021/22.

It was noted that exported information from the Authority Pool Register is being used to allocate inspections to staff, but they are also being updated for the status of pools post inspection. Testing identified that in 4 out of 30 pools tested, the status within Authority did not align with underlying inspection information that was provided to us. This would indicate that Authority is not being used as the sole source of truth for pool inspections, which may contribute to the non-compliance.

It was also noted that the management reporting used to monitor team performance in processing applications focusses on compliance/non-compliance and does not also provide the number of actual days taken to process, which could be used to monitor team workload, identify bottlenecks and potentially improve outcome for community in terms of quicker processing, not just compliance/non-compliance.

The City is in the process of implementing TechOne which is estimated go live for the Planning and Building modules in the 4th Quarter of 2024 with a budget for training staff in place, which should help to improve the management information available.

Our findings are summarised below and documented in detail within section 5 of this report. The management comment and action have not been audited.

We would like to thank all officers that assisted with the performance of this review.

Risk Area	Finding	Risk Rating
Pool Inspections	Pool Register Accuracy and Timely Inspection	High
Reporting	Pool Inspection Information	High
Reporting	Management Information	Low

Given the ratings of the findings above in relation to pool inspection compliance and the enhancements to management information and monitoring of performance to ensure compliance, we would recommend that risks within the Risk Register are reassessed by Management to reflect the results of this review, as they are generally rated as a Low residual risk.

2.1 Good Practice

Based upon the work performed during this review the following areas were noted as having appropriate practice in place:

- Processes by design are compliant, and
- There is good availability of educational process information for the Community.



3. METHODOLOGY

Our methodology for this review comprised of the following steps:

- Conducted an initial meeting with management to obtain an understanding of processes and potential issues;
- Developed overview documentation of the processes including key controls by discussion with staff and review of the processes;
- Evaluated the effectiveness of the design of controls to cover the identified risk and tested the operation of the key controls;
- Followed up and confirmed action taken on any previous business issues identified and recommendations made;
- Researched the issues, weaknesses and potential improvements noted from our discussions and review of the existing processes and identified key controls;
- Developed appropriate recommendations for improvement for discussion with management;
- Drafted a report of findings and recommendations and obtained formal responses from management; and
- Finalised the report and issued it to Management for distribution to the Audit and Risk Committee.

Each finding detailed in section 5 is rated based on the following scale:

Rating	Definition
High	Major contravention of policies, procedures or laws, unacceptable internal controls, high risk for fraud, waste or abuse, major opportunity to improve effectiveness and efficiency, major risk identified. Immediate corrective action is required. A short-term fix may be needed prior to it being resolved properly.
Medium	Moderate contravention of policies, procedures or laws, poor internal controls, significant opportunity to improve effectiveness and efficiency, significant risk identified. Corrective action is required. Need to be resolved as soon as resources can be made available, but within six months.
Low	Minor contravention of policies and procedures, weak internal controls, opportunity to improve effectiveness and efficiency, moderate risk identified. Corrective action is required. Need to be resolved within twelve months.

4. INHERENT LIMITATIONS

Due to the inherent limitations in any internal control structure, it is possible errors or irregularities may occur and not be detected. Further, the internal control structure, within which the control procedures that have been reviewed operate, has not been reviewed in its entirety and therefore no opinion is expressed as to the effectiveness of the greater internal control structure.

It should also be noted our review was not designed to detect all weaknesses in control procedures as it was not performed continuously throughout the period subject to review.

The review conclusion and any opinion expressed in this report have been formed on the above basis.

5. DETAILED AUDIT FINDINGS

5.1 Pool Register Accuracy and Timely Inspection

Audit Finding

Paxon reviewed a report of the register of pools extracted from Authority as at 18 January 2023 and noted there were a total of 1,860 pools, out of which 645 were scheduled for inspection in 2022/2023. There were 19 (1.0%) pools which were last inspected over four years ago which is non-compliant with the Building Regulations 2012 Part 8 Division 2, R.53.

Through review of the last two DMIRS' progress reports on WA wide local government pool inspection status in 2020/21 and 2021/22 we noted that there were also overdue inspections during those periods, though the overdue % has decreased at the time of our review.

Year	Total no. of Pools	Number inspected	Overdue	Overdue %
2020/21	1,779	325	78	4.4%
2021/22	1,834	421	100	5.5%

Paxon also selected a sample of 30 pools with coverage of different status within Authority e.g. compliant; non-compliant; removed; cancelled; completed; and returned to City from RLSWA. We assessed the accuracy of the register and alignment of inspection status with underlying evidence such as inspection records and letters.

Our testing identified in 4 of the sample of 30 pools the following inaccuracies:

- Pool was recorded as completed but had supporting evidence showing it was cancelled.
- Pool was recorded as non-compliant but supporting evidence from 8/6/22 indicated it should be compliant.
- Pool was recorded as compliant, but evidence from 3/2/23 indicated a rusted fence that needed to be changed to meet compliance requirements.
- Pool was recorded as compliant, but evidence showed it was referred back to the City from RLSWA on 22/8/22 so should have been recorded as returned to City or as decommissioned as this appears to be the status of the pool.

Please note these addresses will be removed from final version report.

Risk Rating

Paxon has determined this finding to be of **High Risk**

Implication

- As pools go further past the 4-year regulatory inspection time period they are more likely to be a safety risk to the community.
- The City is non-compliant with regulation due to lack of clear oversight due to inaccuracy or untimely recording of information within the pools register.

Recommendation

- 5.1.1 The overdue pools report should be re-run and all overdue pools scheduled for examination as soon as possible.
- 5.1.2 Implement a process of regular monitoring and spot checks to verify and validate the accuracy of the register and the status of pools. This should include pools of different status to ensure accuracy, time elapsed since last inspection and ensuring that non-compliant pools are followed-up on a timely basis.

The City is implementing the TechOne system which has the potential for greater reporting functionality including live dashboard reporting that could be considered as a longer term solution.

Management Comment & Action

Building Services team in collaboration with the City Assist Compliance team have completed an entire review of the swimming pool inspection program including but not limited to the following actions:

- A full review of the City's live swimming pool register within Authority
- Adding a column within the task list of Authority to include a due date to ensure the reports accurately reflect when the swimming pool is due for an inspection.
- Training of Building Services Administration Officers in relation to updating and reporting of swimming pools within the live swimming pool register.
- A review of the spreadsheet illustrating the inspections required to be completed by RLSSWA for 2021-2025.
- Inspections and review of all swimming pools nominated as being removed/decommissioned to confirm actual status.
- Creation of a separate spreadsheet highlighting all the swimming pools removed/decommissioned with the aim of removing all these pools from the live register and creating an archive register to be saved within CM9 for any required future reference.
- A full review of any swimming pools that may have been missed or not noted on the current RLSSWA inspection list or still under construction.
- The introduction of modified penalties for any owners/occupiers reluctant to comply with the legislated requirements.

These action and others have resulted in the City reporting back to DMIRS that only 4 swimming pools were pending compliance for the four yearly-mandated swimming pool safety barrier inspections, however these have all had an initial inspection completed but were pending items of non-compliance noted at time of inspection to be completed.

The swimming pools noted within the report with differences in reporting of compliance or non-compliance have all been reviewed and the current information recorded within Authority is true and correct.

In Authority, the City maintains a record of the status of the barrier (compliant or non-compliant) and the date/time that record was completed. In addition to this within the same register in Authority the City also has ongoing tracking steps/notes with regards to the booking in and undertaking of ongoing inspections.

I am confident that the City is taking the correct actions to ensure swimming pool legislation is being met and with addition of OneCouncil we will have a more accurate overview and reporting of the City's position regarding swimming pool compliance.

Action Owner

Manager Building Services

Target Completion Date

Completed

5.2 Pool Inspection Information

Audit Finding

As part of our review Paxon examined reports derived from Authority including the Mandatory Pool Inspections 2021-25 and the DMIRS Swimming Pool Report, which is another internal report generated from Authority. The Mandatory Pool Inspections report contains a comprehensive list of pool inspections required for each year until 2025, serving as a useful resource for creating an inspection timeline. The DMIRS Swimming Pool Report has been modified by the Manager Building Services to include compliance status and referrals to specific staff members responsible for certain pools.

Paxon noted differences between the DMIRS Swimming Pool Report and the Mandatory Pool Inspections 2021-25.

Whilst we realise that excel reports from the system may be used for work scheduling, Authority needs to remain the single source of truth for pools, their status, supporting evidence and recording all interaction with the customer.

Risk Rating

Paxon has determined this finding to be of **High Risk**

Implication

The City is non-compliant with regulation due to lack of clear oversight or untimely or inaccurate recording of information within the pools register.

Recommendation

Exports from the system should be used for scheduling, but updates in status of pools should only be performed within Authority so that all officers have access to the most accurate and up to date information available and monitoring of pools status can be performed effectively.

Management Comment

The items of risk illustrated within the report were entirely correct at time of my commencement with the City in April 2022 and possibly up to January 2023 as indicated, however since that time the City's Building Services team in collaboration with the City Assist Compliance team have completed an entire review of the swimming pool inspection program including but not limited to the following actions:

- A full review of the City's live swimming pool register within Authority
- Adding a column within the task list of Authority to include a due date to ensure the reports accurately reflect when the swimming pool is due for an inspection.
- Training of Building Services Administration Officers in relation to updating and reporting of swimming pools within the live swimming pool register.
- A review of the spreadsheet illustrating the inspections required to be completed by RLSSWA for 2021-2025.
- Inspections and review of all swimming pools nominated as being removed/decommissioned to confirm actual status.
- Creation of a separate spreadsheet highlighting all the swimming pools removed/decommissioned with the aim of removing all these pools from the live register and creating an archive register to be saved within CM9 for any required future reference.
- A full review of any swimming pools that may have been missed or not noted on the current RLSSWA inspection list or still under construction.
- The introduction of modified penalties for any owners/occupiers reluctant to comply with the legislated requirements.

These action and others have resulted in the City reporting back to DMIRS that only 4 swimming pools were pending compliance for the four yearly-mandated swimming pool safety barrier inspections, however these have all had an initial inspection completed but were pending items of non-compliance noted at time of inspection to be completed.

The swimming pools noted within the report with differences in reporting of compliance or non-compliance have all been reviewed and the current information recorded within Authority is true and correct.

For example: A Compliant pool might have a ROC against it dated 16/08/2019 – but have additional tracking steps relating to ongoing inspections in 2023 due to potential non-compliance issues post the 2019 inspection.

I am confident that the City is taking the correct actions to ensure swimming pool legislation is being met and with addition of OneCouncil we will have a more accurate overview and reporting of the City's position regarding swimming pool compliance.

Action Owner

Manager Building Services

Target Completion Date

Completed

5.3 Management Information

Audit Finding

Paxon reviewed the monthly and quarterly management information reporting to assess the effectiveness and adequacy of team performance and compliance with timeline requirements at the City for Verge, Planning, Development and Building Applications.

In general there is adequate information in place, but with some limitations:

- The Authority system is not equipped to effectively handle and report against specified deadlines. Because of this information is extracted from the Authority system using crystal reports and then transferred onto spreadsheets.
- The current reporting does not include information on the duration or number of days taken for each application. Instead, it requires interpretation and reworking to determine statutory timeframes (where it has value) but has limited value about timeframes on process steps within the statutory timeframe. This limitation may hinder the ability to analyse workload distribution, identify bottlenecks and implement targeted improvements that may benefit community.

Risk Rating

Paxon has determined this finding to be of **Low Risk**

Implication

Limited oversight of team performance and compliance and manual reporting processes.

Recommendation

Improvements to management information should be considered to include the actual number of days taken in assessment/processing and also their complexity.

Management Comment

It is evident that the current reporting system (authority) has its limitations and would require significant investment and effort from the organisation to review the process workflows and crystal reporting to be able to gain accurate and reliable data without the need for external work arounds. It does make the process of monthly reporting more timely and increases the risk of inaccuracies in reporting.

The City has embarked on a major program of converting to Tech One (One Council) software to replace Authority (Civica). The intent is that the new Tech One modules and systems will be established to provide accurate reporting data for development from day one of its operation. The City's Project Manager, Corporate Business Systems advises that from a Planning & Building perspective, the earliest go live for these modules in TechOne would be Quarter 4 2024. Training sessions have not yet been scheduled because it is too early, but training is a significant component of Kwinana's investment.

Action Owner

Manager Building Services & Manager Planning & Development.

Target Completion Date

TechOne being operational at Quarter 4 2024

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12.4 WORK HEALTH AND SAFETY (WHS) STATISTICAL REPORT - 2 OCTOBER 2023**SUMMARY**

Council has endorsed a Health and Safety Policy to meet its moral and legal obligation to provide a safe and healthy work environment for all employees, contractors, customers, and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness, or property damage. It is usual practice to provide a report detailing statistical data at each Audit and Risk Committee meeting. The data has been migrated to the new MyOSH system, however, the report only has a few graphical representations, as some of the data that has been migrated requires further refinement. Officers are currently working on the development and modification of the data to produce meaningful statistical information. The report is enclosed as Attachment A. There have been no notable incidents reported during this period.

OFFICER RECOMMENDATION

That the Audit and Risk Committee note the City of Kwinana Statistical data report detailed in Attachment A.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note the City of Kwinana Statistical data report detailed in Attachment A.

Audit and Risk Committee Comments:

The Audit and Risk Committee recommended that a potential consequence could be incorporated as part of the investigation process.

VOTING REQUIREMENT

Simple majority

DISCUSSION**Summary of Statistical Data and OSH System Update:**

The full statistical data report is not available for this report as the City is continuing to refine the migrated data to ensure that the data can provide accurate and meaningful statistical information. The report does include several high-level reports that give an overview of the incidents over this reporting period. Accordingly, Officers are progressing the development and refinement of the system to enhance and provide further clarity on the reporting fields contained in the MyOSH software system.

A summary of the incidents recorded over the quarter from 01 June 2023 to 31 August 2023 is as follows. A total of thirteen incidents have been recorded during the three-month period. Five from the City Life directorate, four from the City Infrastructure directorate and two from both the City Development and Sustainability directorate and Office of the CEO. Six incidents were recorded as injuries, three incidents were recorded as a near miss and four incidents were classified as report only - Inappropriate Behaviour/Violence and Abuse involving members of the public. It should be noted that the report only incidents were assessed and the employee interaction with the member of the public did not require further action to be implemented.

Further categorization of the six injuries determined that one was a loss time injury, two were recorded as medical treatments, two injuries required first aid treatment and one was a report only. All six of the recorded injuries have now been closed.

STRATEGIC IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

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

17. *CEO to review certain systems and procedures*

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

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

- A. Attachment A - WHS Statistical Data Report - 1 June 2023 - 31 August 2023**



Work Health and Safety

Audit & Risk Committee Statistical Report

1 June 2023 - 31 August 2023

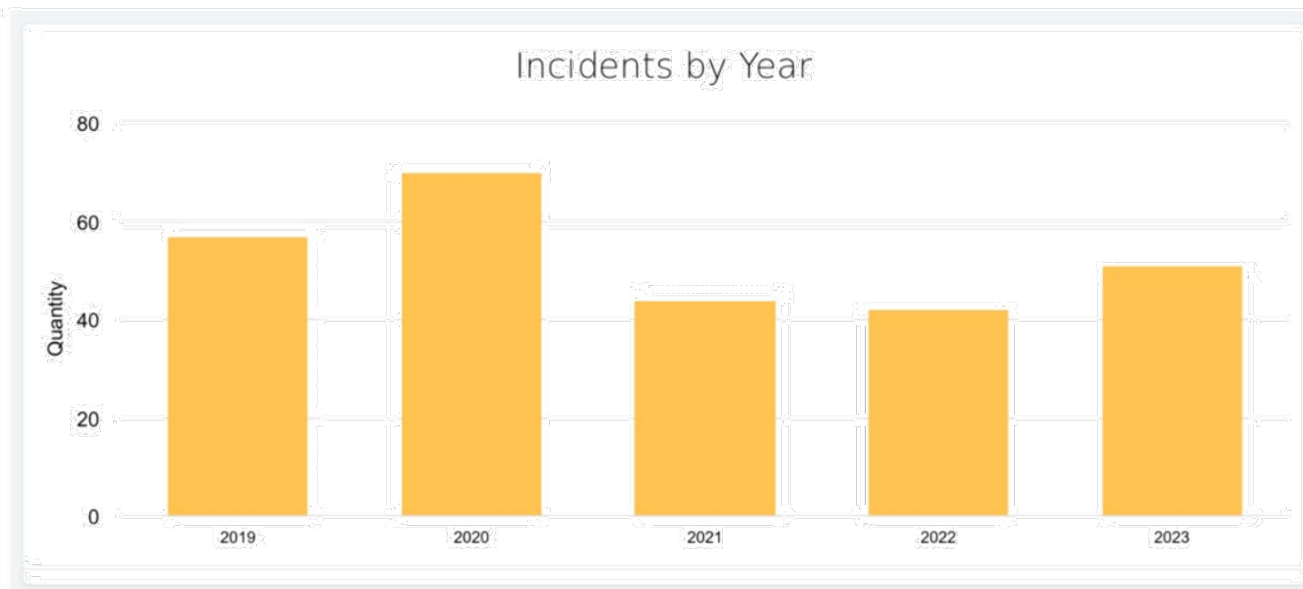
ATTACHMENT A



Incident Data by Year



01/06/2023 - 31/08/2023



Incidents: 1 June 2023 – 31 August 2023

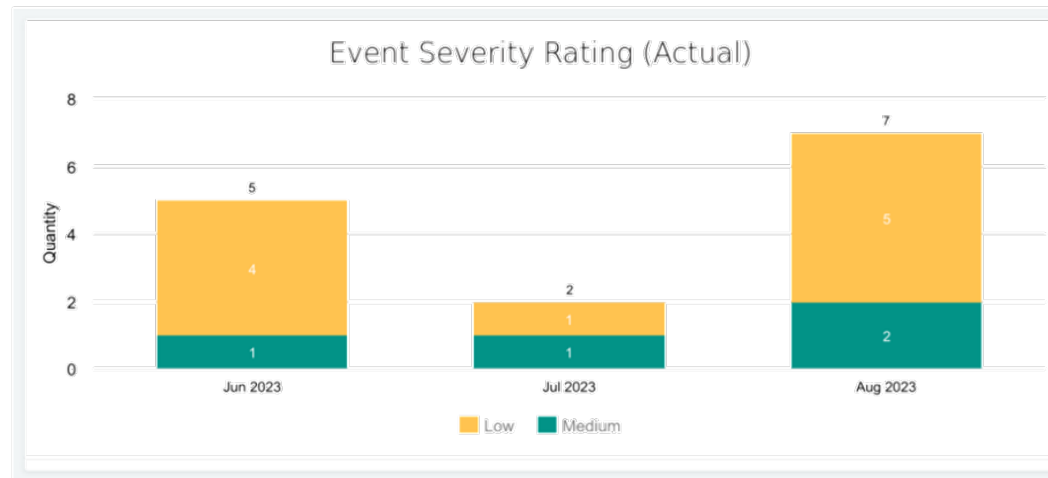


Total incidents = 13

*Note: Total incidents do not include "non-work related" incidents.



01/06/2023 - 31/08/2023



Total incident Count:

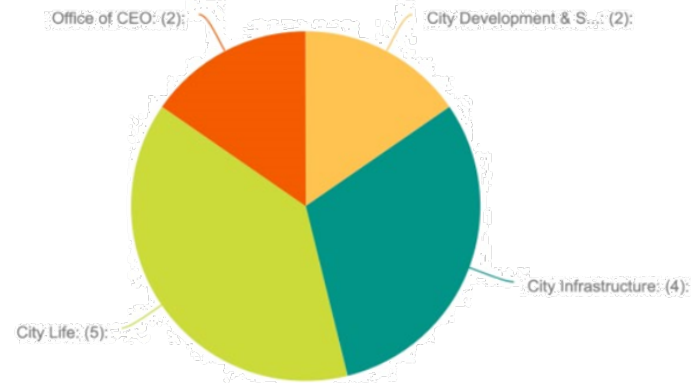
- June 2023 = 5
- July 2023 = 2
- August 2023 = 6

*Note: For the purposes of the above graph event severity rating data is captured from the field " Actual Incident Category – Rating".



Incidents: 1 June 2023 – 31 August 2023

Incidents By Directorate



City Development & Sustainability

2/13



City Life

5/13



City Infrastructure

4/13

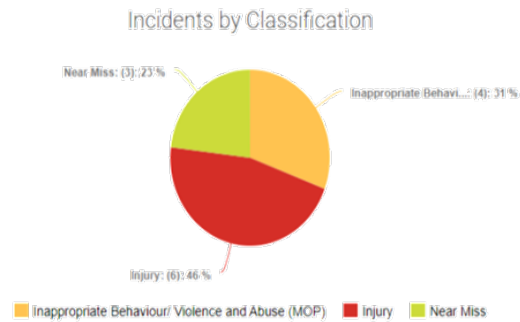


Office of the CEO

2/13



Incidents: 1 June 2023 – 31 Aug 2023



Incidents by classification can include:

- Inappropriate Behavior/ Violence & Abuse (MOP)
- Injury
- Near Miss
- Environment
- Equipment
- Community Complaint
- Vehicle
- Security
- Other

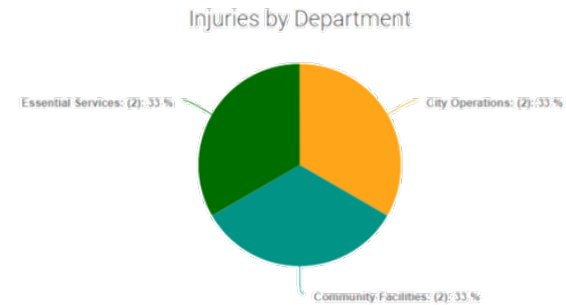
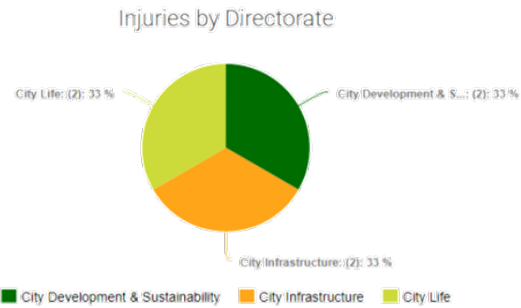
From the 4 incidents listed as “Inappropriate Behavior/ Violence & Abuse (MOP)”:

- 4 are Report Only





Injuries: 1 June 2023 – 31 Aug 2023



Total Injuries = 6

Out of 13 incidents reported in the June-August 2023 6 were reported as Injuries.

Injuries by classification can include:

- Report Only
- First Aid Injury
- Medical Treatment Injury
- Restricted Work Injury
- Lost Time Injury



12.5 UPDATE ON ONECOUNCIL PROJECT

SUMMARY

Phase two of the OneCouncil implementation project is currently underway, with the first of the 'mini go-lives' successfully completed. The second phase implementation project is currently ahead of schedule and under budget. As part of the phase two roll out, the City's website has been updated to allow residents to directly enter requests and feedback into the OneCouncil system. In addition to an enhanced service to the community through the website access to the system, the project will also result in new coding to the website homepage providing an obvious and useful link to the request system and the City's engagement platform, Love My Kwinana.

It is recommended that the Audit and Risk Committee note the OneCouncil update.

OFFICER RECOMMENDATION

That the Audit and Risk Committee:

1. Note the project update; and
2. Make the following comments:

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:

1. Note the project update; and
2. Make the following comments:

Audit and Risk Committee Comments:

- The Audit and Risk Committee had no comments with regards to this report.

VOTING REQUIREMENT

Simple majority

DISCUSSION

The implementation of a new corporate business system is a significant organisational project, that carries a number of risks. In particular, once the new system is turned on, it needs to work, and the users of the new system need to be able to make it work. Due to the complexity of the system, there is also the risks associated with the implementation itself, including estimating the implementation cost, providing the skilled resources to deliver the project, and estimating the delivery timeframe.

Phase two of the project implementation is underway, with the first of the staged roll-out 'mini go lives' successfully occurring. The second phase of the project has had the benefit of a 'copy config' approach, where the base configuration from another local government is used, rather than the vendor base configuration. Utilising this approach allows the project to start from an estimated 95% ready config for most modules, rather than an estimated 20% starting point from the vendor, saving significant time. In addition, the second phase of the project has been able to rely more heavily on internal resources, ensuring the building of internal skill and retention of skilled project champions on completion of the project.

The first of the 'mini go lives' included the following features from the customer request module:

- Waste and Rates;
- Essential Services (Animals); and
- Feedback/Complaints.

The next module to be progressed in phase two is enforcement and infringements. In addition, research into the suitability of config 'donors' for the Compliance (Planning, Health and Building processes) module is underway in anticipation of commencing this module early in the new calendar year.

In summary, the phase two of the implementation is on schedule, and the copy config approach has so far been successful in constraining cost and accelerating the program of works. At this stage, no new risks have been identified. It is worth noting that the Compliance module is the most complex, so, while there is high confidence in the copy config approach, it is likely that there will be more in-house configuration requirements than other modules, which could slow down progress. However, based on the inspection of donor configurations with the key internal subject matter experts, at this stage it is anticipated that additional configuration of this module will be limited.

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	5.3 – Provide a high standard of customer service with the community as priority	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	Provides enhanced oversight of the business and drives continuous improvement. The system can provide increased self-service opportunities and tracking of applications. The system will generate automatic responses to inform customers of progress of requests or applications.

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

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

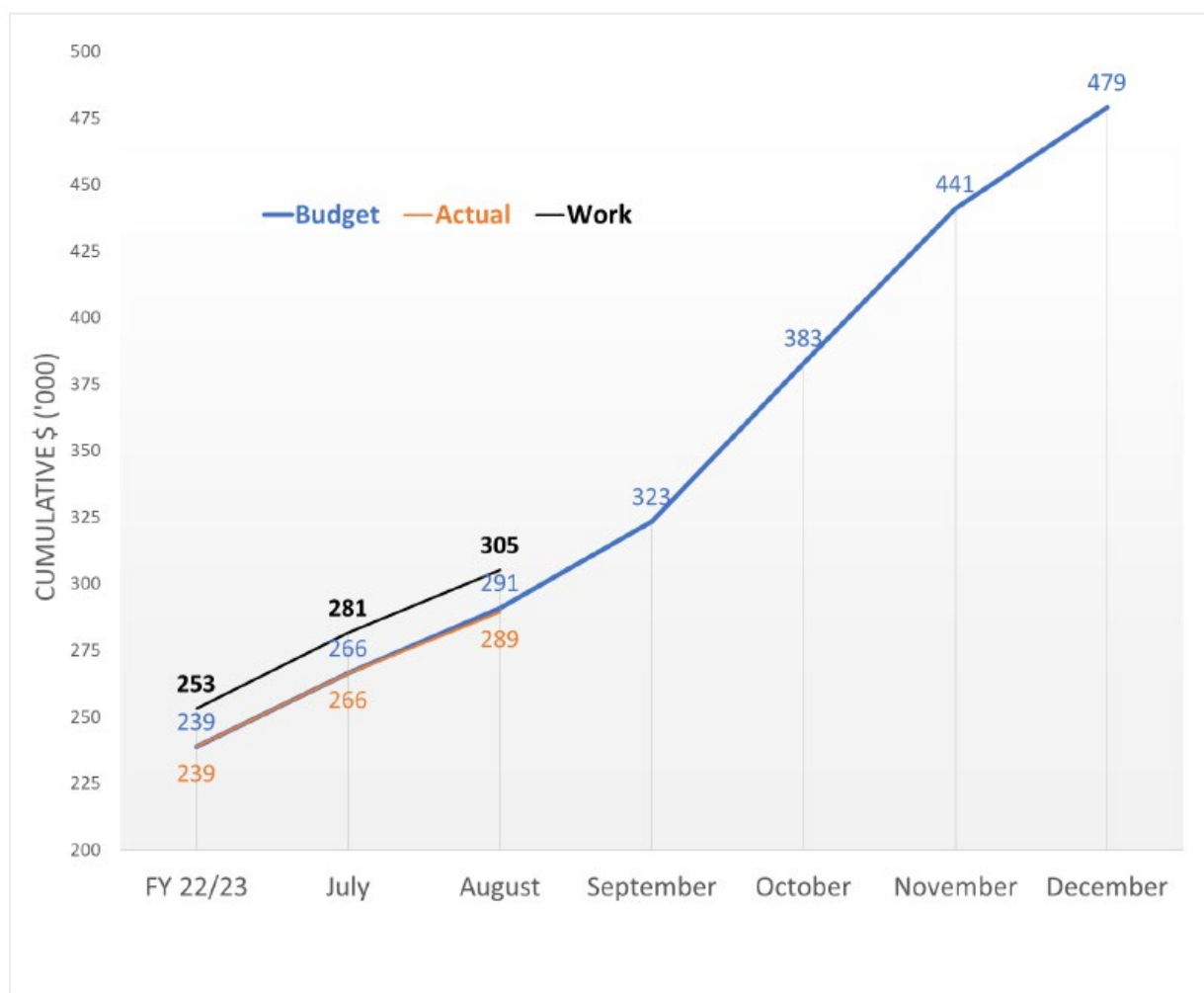
FINANCIAL/BUDGET IMPLICATIONS

The phase two estimated cost of implementation is as follows:

Function	Description	Consult Days	Cost (\$)	Sub Total (\$)
Stage 1	<i>Property, Names, Requests, Rates, Waste</i>			75,200
	Config upload	8	12,800	
	Config & Training	14	22,400	
	Rates Config & Training	20	32,000	
	Waste	5	8,000	
Stage 2	<i>Billing, Debtors, Cash Receipting, Rates</i>			176,000
	Config	15	24,000	
	Training	15	24,000	
	Rates UAT	5	8,000	
	Finance backfill (1 FTE)		120,000	
Stage 3	<i>Animals, Infringements, Enforcement</i>			48,000
	Config	15	24,000	
	Training	15	24,000	
Stage 4	<i>Planning & Development, Licences & Permits</i>			368,000
	Config	40	64,000	
	Training	40	64,000	
	Compliance backfill (2 FTE)		240,000	
Data Migration	<i>All of Release 2</i>			183,200
	Integration Middleware Infrastructure		60,000	
	Professional Services			
	Config copy and updating	5	8,000	
	Property & Names	10	16,000	
	Rates	20	32,000	
	Revenue & Compliance	15	24,000	
	Records	7	11,200	
	Tolerance	20	32,000	
Program	<i>Strategy, Architecture, Reporting</i>			120,000
	Solution Architecture	10	16,000	
	UAT & Go Live Planning	10	16,000	
	GIS	5	8,000	
	Website & online services	10	16,000	
	Reporting, Analytics, & Dashboards	40	64,000	
Program	<i>CiAnywhere Project Environments</i>			71,200
	TechOne Cloud Services (3 environments)		64,800	
	Environment Planning	4	6,400	
Program	<i>Wages</i>			450,000
	Project Manager (2.5 years)		450,000	
	Project Systems Analyst (Proposal accepted)		-	
ECM	<i>Records</i>			104,000
	Stage 1 Consultancy	15	24,000	
	Stages 2 - 4 Consultancy	20	32,000	
	ECM Data Migration Consultancy	30	48,000	
Release 2 Totals		413		\$1,595,600
	Program Tolerance		20%	\$ 319,120
Release 2 Budget				\$1,914,720

Similar to phase one, the second phase of the project has no budget capacity for contingency, with the estimated project cost approximately \$30k under the agreed budget. To mitigate the risk associated with not having sufficient contingency, an internal decision has been made to delay the refilling of two positions within the business so that the savings in salary will create the required contingency, should it be required. Furthermore, a conservative approach has been taken to estimating the number of days of effort required to deliver the project, and careful overview is maintained on the project budget.

For the purpose of reporting project budget performance against work delivered, an Earned Value Performance Management (EVPM) approach is taken, which plots work delivered and amount spent (actual incurred cost, rather than invoiced value) against the original estimate. At the end of August, the project was ahead of schedule, and ahead of budget. The EVPM graph is below.



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

Nil

12.6 DEVELOPER CONTRIBUTION PLANS - QUARTERLY PROGRESS REPORTING

SUMMARY

A recent audit by Crowe Australasia of the City's practices and procedures relating to developer contribution payments recommended an increase of management reporting to monitor Developer Contribution Plans (DCP's) activity.

A report showing developer contribution activity for all current Developer Contribution Plans for the 4th Quarter 2022/23 is presented for noting and comment by the Audit and Risk Committee. A copy is included at Attachment A.

OFFICER RECOMMENDATION

That the Audit and Risk Committee note and provide comment with respect to the Quarterly Progress Report – 4th Quarter 2022/23 - Details on Developer Contribution Activity as shown at Attachment A.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note and provide comment with respect to the Quarterly Progress Report – 4th Quarter 2022/23 - Details on Developer Contribution Activity as shown at Attachment A.

Audit and Risk Committee Comments:

- The Audit and Risk Committee commented that this is a very thorough report.
- The Audit and Risk Committee recommended that once the processes are in place and the CEO has confidence that these are effective for managing the operational risks of the DCP this could be reported to next meeting and a proposed timeframe recommended as to what reporting of this activity is required going forward.

VOTING REQUIREMENT

Simple majority

DISCUSSION

In 2021, Crowe Australasia completed an audit of the City's handling of DCPs. In relation to the management reporting of DCPs, the following was identified:

- Currently, the level of regular management reporting of DCP activity is limited to:
 - A monthly finance report that outlines the DCA reserve balances.
 - Ad hoc council briefings where there has been a change to the delivery of a DCP that has a financial impact that requires Council approval.
 - Cost Apportionment Schedule (CAS) is presented to Council on an annual basis and is published on the website.
 - Annual reviews of development activity
- This level of reporting is:
 - not adequate to support decision making.
 - does not facilitate adequate oversight to identify potential risks that may need to be managed, and
 - does not provide assurance to Council that the DCP function is operating as expected.
- The current reporting does not provide oversight of key activities such as:
 - Status of the development
 - Income collected.
 - Projects delivered.
 - Projects to be completed.
 - Level of developer liability

As a result of the above findings, the following recommendations were made:

1. Management needs to develop management reporting for DCP activity. Reporting should include data pertaining to the status of all DCP activity as identified. Management reporting should be tailored to both the Cross Functional Team, the Working Group and Council.
2. Management reporting should be developed to monitor the level of developer liability.

This reporting should form the basis of a 'statement of liability' that is provided to each developer on a regular basis.

In accordance with such recommendations, the City's DCP Cross-Functional Team have developed the report annexed hereto as Attachment A for review and comment by the Audit and Risk Committee.

The Quarterly Report breaks down contributions into DCP activity and DCP payments and seeks to highlight spatially, where the activity is located. It is also intended to reconcile the progress of active facility development against the facility total costs and its respective DCP contributions for the quarter. The report also includes maps illustrating DCP infrastructure and facilities and provides a DCA financial summary for the Quarter.

Fourth Quarter 2022/23 Highlights

Highlights include: -

- Activity around DCA payments made as part of the subdivision activity at a range of new housing estates within the City. This includes Apsley Estate in Mandogalup and the residential estates in Anketell North.
- The Anketell North area was a 'hot spot' of subdivision activity during the quarter with Albero Estate and Lot 30 Treeby Road both making developer contributions as part of subdivision clearance.
- Group dwelling development in Cassia Glades, Kwinana City Centre contributing to community infrastructure.
- Ongoing improvements were made to Thomas Road by Main Roads.
- Continued fit out works on the Ngook Boorn Mia Mia / Honeywood Pavilion in Wandi. There are some outstanding minor associated costs for the completion of the project.
- The finalisation and now progression of compensation to the landowner for the portion of Lot 9003 Lyon Road (termed the Galati Triangle) which the City had been pursuing for acquisition for several years. The land will now form the final part of the development of the senior oval adjacent the Honeywood Primary School (Reserve 54045). The landowner is seeking compensation for the land acquisition under the Land Administration Act 1997. The City has engaged legal support for the process of determining a suitable compensation amount.

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

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

FINANCIAL/BUDGET IMPLICATIONS

No financial or budget implications have been identified as a result of this report or recommendation. The developer contributions received during the quarter are highlighted in Attachment A.

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. Attachment A - Developer Contribution Quarterly Progress Report - 4th Quarter 2022/23**

Quarterly Progress Report – 4th Quarter 2022/23
Details of Developer Contribution Activity
DCA Activity during Quarter

DCA's	Infrastructure Item	Project Owners	Project Manager	Project Value (inc GST)	Spent to date	Expenditure for Quarter	Comment
DCA8 (Community Infrastructure)	Ngook Boorn Mia Mia / Honeywood Pavilion	City of Kwinana	Builders are Shelford Construction and Architect is Donavon Payne.	\$3.7 million (of which \$3.3 million was from DCA funds and \$400K from the Community Sporting and Recreation Facilities Fund (CSRFF))	\$3,512,998	\$1000?	Expenses for the quarter were related to fit-out costs. There are some outstanding minor associated costs for the completion of the project.
DCA 6	POS B construction	QUBE development	QUBE	Prefunding Agreement was finalized at end of May 2023. Total Prefunding Amount, including 2 years maintenance period is \$536,796.15	\$0	\$0	The prefunding amount creditable for improvement is \$437,280.00. After the 2-year maintenance period, the remaining maintenance funds will be released.
DCA 3 & 4 (Civil Infrastructure)	Thomas Road Construction.	Main Roads	Main Roads commissioned Raubex Construction	Estimated cost \$18 million (Main Roads) but the DCA contribution is currently est. at \$10 million.	\$0	\$0	Main Roads continuing to undertake improvements to Thomas Road with partial funding being received from Developer Contribution Scheme.
DCA3	Peel Sub P drain -Piped 900mm pipe- 640m	Aigle Royal	Constructed by Wormall Civil	Estimated Cost-\$1,379,121 for 815m	\$550,916 for 640m - Actuals	\$0	Crediting was completed for \$550,916 in February 2023.

DCA5	A 2089m ² triangular portion of Lot 9003 Lyon Road (formerly owned by Terra Novis)	City of Kwinana	City of Kwinana	Advertising costs paid in April associated with DPLH acquisition. Costs for legal representation on compensation claim likely in the first quarter 2023/34. Total cost unknown at this stage.	\$4,013.52	\$4,013.52	For several years, the City has been pursuing the acquisition of a portion of Lot 9003 under the Contribution Plan for DCAs (termed the Galati Triangle). The land acquisition and reservation is now finalized and will be part of the oval adjacent the Honeywood Primary School (Reserve 54045). The former landowner is seeking compensation under the Land Administration Act 1997. The City has engaged McLeod’s Lawyers to represent the City as part of the compensation claim.
DCA1	Environmental Approvals associated with the Wellard Road widening Project	City of Kwinana	City of Kwinana	Total cost for referrals to State and Federal Government for environmental assessments is \$56,308. This includes fee payment for Environmental Protection Biodiversity Conservation Act, 1999	\$56,308	\$,8,808	Federal referral now submitted to the Federal Government under the Environmental Protection Biodiversity Conservation Act, 1999.

DCA Payments / Contributions during Quarter

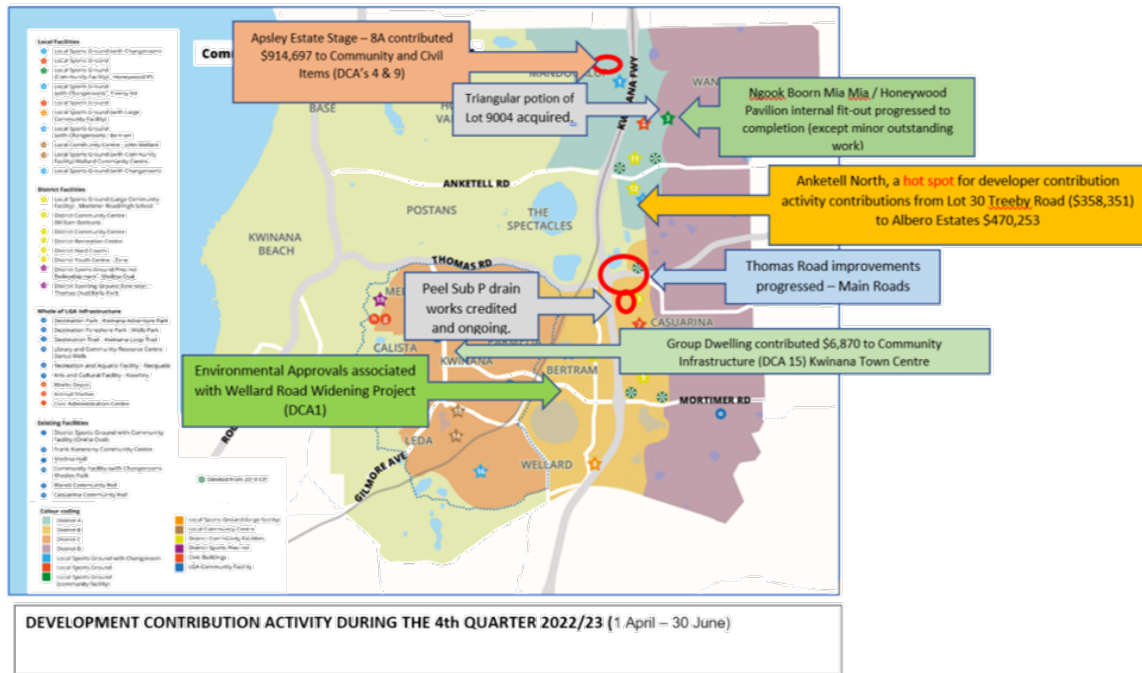
DCA's	Location; Estate and developers	Stages	Clearance Area (ha) or Lots created	Land Use	Amount	Comment
DCA4 (Civil) DCA9 (Community Infrastructure)	Albero Estate, Anketell North	Stage 2	0.9517ha 18 lots	Residential	DCA4 \$342,421 DCA9 \$127,832	Residential subdivision in Anketell North, Ongoing with future stages to come.

DCA4 (Civil) DCA9 (Community Infrastructure)	Lot 30 Treeby Road		0.9129ha 12 Lots	Residential	DCA4 \$285,304 DCA9 \$73,047	Residential subdivision in Anketell North
DCA6 (Civil Infrastructure) DCA8 (Community Infrastructure)	Apsley Estate – Lots 682 and Lot 52 Rowley Road, Mandogalup (Qube)	Stage 8A	1.9536 ha 36 lots	Residential	DCA6 \$661,123 DCA8 \$253,574	Residential Subdivision – Ongoing with future stages to come.
DCA15	108 Hawkeswood Boulevard, Kwinana Town Centre	n/a	4 units	Residential	DCA15 \$6,870	Group Dwellings (Detached)

Location of DCA Items Construction and Subdivision Activity during the 4th Quarter 2022/23.

A map illustrating the location of DCA Activities and payments for Civic and Community Infrastructure items during the 4th Quarter is shown below.

The underlying map is the draft Community Infrastructure Plan adopted in 2021.



Developer Contribution Plans (DCP's) and Contribution Items

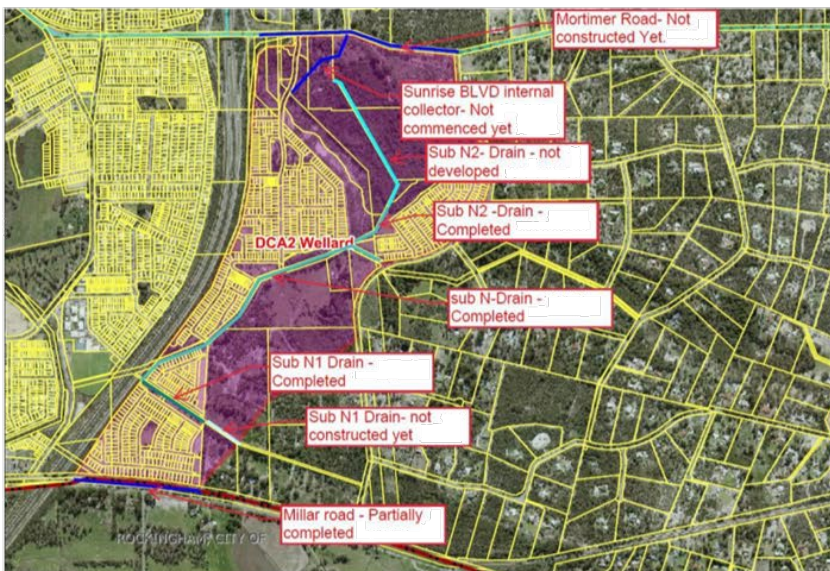
Civil Infrastructure

The location and status of Civil Infrastructure Items as per respective DCP's 1 – 6 is shown below.

DCA 1



DCA2



DCA3



DCA4



DCA5



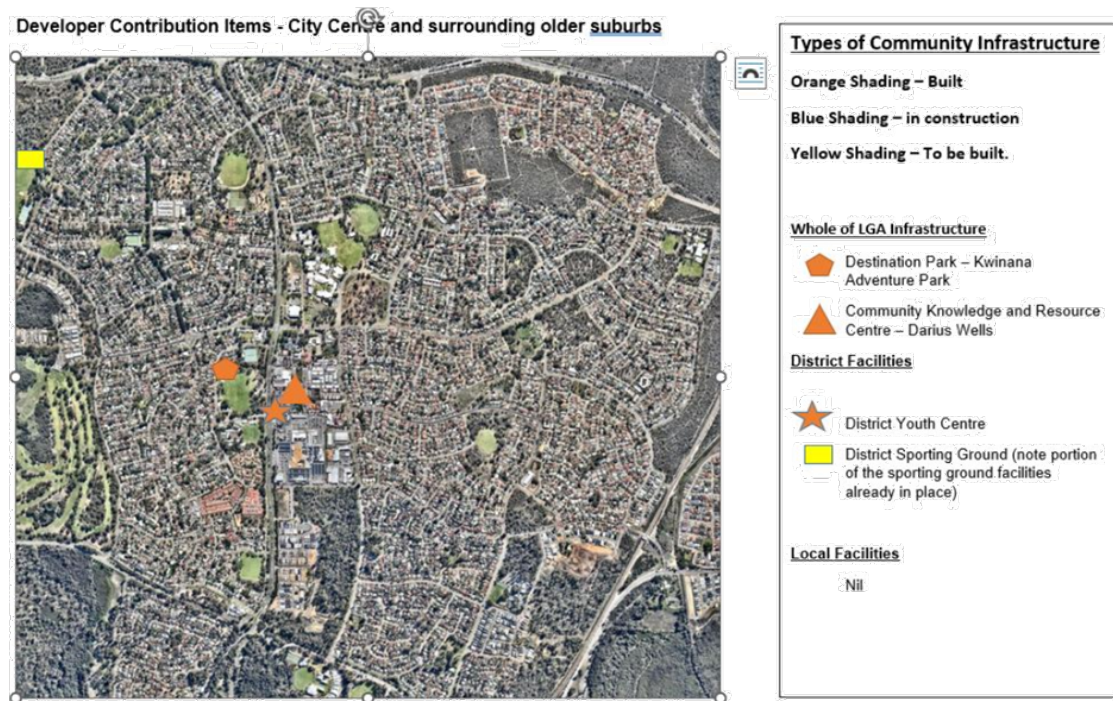
DCA6



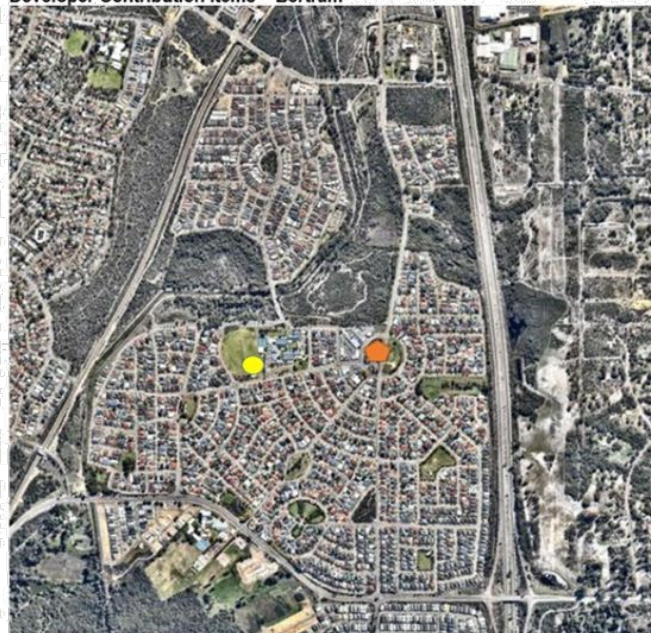
Community Infrastructure



On 14 December 2022, Council resolved to adopt Community Infrastructure Plan 2021-2026 (CIP 2021) and revised Amendment 145 to Local Planning Scheme No. 2 (LPS2). Amendment 145 is now with the Western Australian Planning Commission for its consideration for final adoption and gazettal.

The following maps for areas illustrate the community infrastructure either built, in construction, or to be built across the City under the developer contribution schemes for community infrastructure.

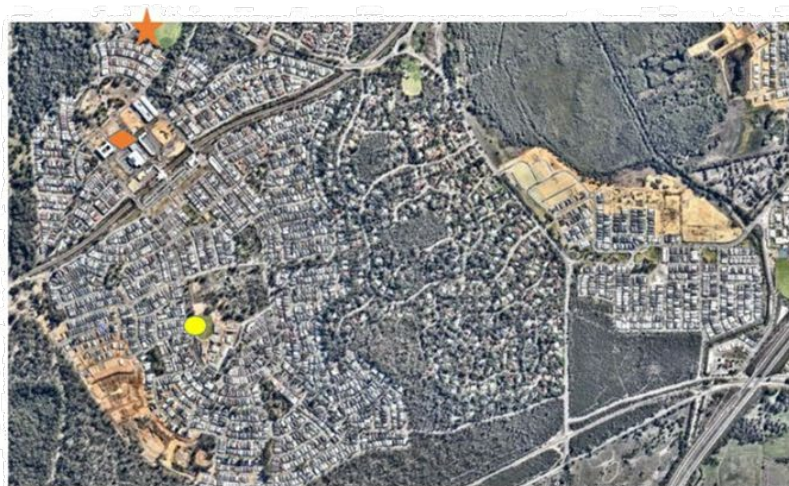


Developer Contribution Items – Bertram



Types of Community Infrastructure	
Orange Shading	– Built
Blue Shading	– in construction
Yellow Shading	– To be built.
Whole of LGA Infrastructure	
Nil	
District Facilities	
	District Community Centre (William Bertram) (District B)
Local Facilities	
	Local Sports Ground (with changeroom) – Bertram

Developer Contribution Items – Wellard



Types of Community Infrastructure	
Orange Shading	– Built
Blue Shading	– in construction
Yellow Shading	– To be built.
Whole of LGA Infrastructure	
Nil	
District Facilities	
Nil	
Local Facilities	
	Local Community Centre (John Wellard)
	Local Sports Ground (with Community Facility) Wellard Community Centre
	Local Sports Ground (with changeroom)

Developer Contribution Items – Casuarina



Types of Community Infrastructure

Orange Shading – Built
 Blue Shading – in construction
 Yellow Shading – To be built.

Whole of LGA Infrastructure
 Nil

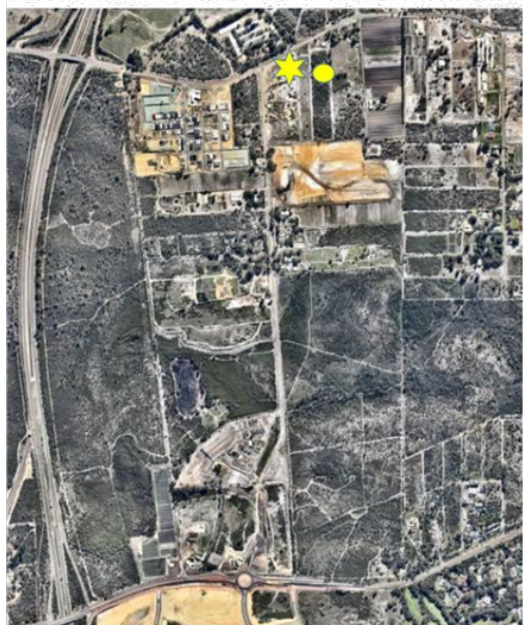
District Facilities

-  District Hard Courts (District A & B)
-  Local Sports Ground (Large Community Facility) – Mortimer Road/High School (District B)

Local Facilities

-  Local Sports Ground

Developer Contribution Items – Anketell North and Anketell South



Types of Community Infrastructure

Orange Shading – Built
 Blue Shading – in construction
 Yellow Shading – To be built.

Whole of LGA Infrastructure
 Nil

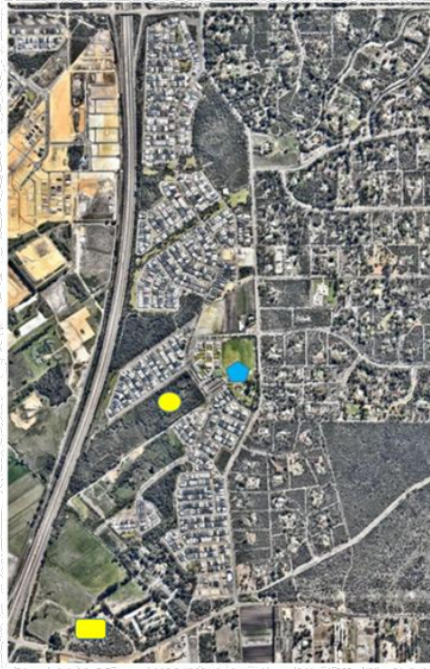
District Facilities

-  District Recreation Centre (Districts A and B)

Local Facilities

-  Local Sports Ground (with Changeroom) – Treeby Road

Developer Contribution Items – Wandri



Types of Community Infrastructure

Orange Shading – Built

Blue Shading – in construction

Yellow Shading – To be built.

Whole of LGA Infrastructure
Nil

District Facilities
 District Community Centre (District A & B)

Local Facilities
 Local Sports Ground (Community Facility) - Honeywood PS
 Local Sports Ground

Developer Contribution Items – Mandogalup



Types of Community Infrastructure

Orange Shading – Built

Blue Shading – in construction

Yellow Shading – To be built.


Whole of LGA Infrastructure
Nil

District Facilities
Nil

Local Facilities
 Local Sports Ground (with Changeroom)

Developer Contribution Items – Item on the City’s coastline.



Types of Community Infrastructure	
Orange Shading – Built	
Blue Shading – in construction	
Yellow Shading – To be built.	
Whole of LGA Infrastructure	
	Sub-Regional (Wells Park) Foreshore Upgrade
District Facilities	
Nil	
Local Facilities	
Nil	

DCA Financial Summary for 4th Quarter 2022/23 Summary for each DCA

DCA 1 Quarterly Report Summary		Current Reconciliation	Quarterly Change
Total CAS		19,992,482	0
Payments made		7,273,749	209,573
Credits given		4,959,997	0
Admin paid		(332,139)	0
Capital Expenditure		(9,944,329)	16,105
Balance held by City		1,957,278	225,678
Remainder to be collected		7,758,736	(209,573)
DCA 2 Quarterly Report Summary		Current Reconciliation	Quarterly Change
Total CAS		6,331,042	0
Payments made		2,804,684	48,460
Credits given		1,054,562	0
Admin paid		(142,200)	0
Capital Expenditure		(1,925,025)	0
Balance held by City		1,792,021	48,460
Remainder to be collected		2,471,796	(48,460)
DCA 3 Quarterly Report Summary		Current Reconciliation	Quarterly Change
Total CAS		51,521,793	0
Payments made		100,466	100,466
Credits given		0	0
Admin paid		(162,804)	0
Capital Expenditure		0	0
Balance held by City		100,466	263,270
Remainder to be collected		51,421,327	(100,466)

DCA 4 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	25,467,489	0
Payments made	2,929,350	704,858
Credits given	759,761	0
Admin paid	(153,406)	0
Capital Expenditure	(759,761)	0
Balance held by City	2,775,944	704,858
Remainder to be collected	21,778,378	(704,858)

DCA 5 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	55,648,294	0
Payments made	2,417,390	378,639
Credits given	45,894,064	0
Admin paid	(180,441)	0
Capital Expenditure	(45,894,064)	0
Balance held by City	2,236,949	378,639
Remainder to be collected	7,336,840	(378,639)

DCA 6 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	25,603,877	0
Payments made	6,040,699	372,718
Credits given	2,648,457	0
Admin paid	(158,817)	0
Capital Expenditure	(2,648,457)	0
Balance held by City	5,881,882	372,718
Remainder to be collected	16,914,721	(372,718)

DCA 7 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	1,785,254	0
Payments made	145,466	15,014
Credits given	0	0
Admin paid	(35,005)	0
Capital Expenditure	0	0
Balance held by City	110,461	15,014
Remainder to be collected	1,639,788	(15,014)

DCA 8 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	4,864,904	0
Payments made	4,232,003	1,237,713
Credits given	0	0
Admin paid	(58,032)	0
Capital Expenditure	0	0
Balance held by City	4,173,970	1,237,713
Remainder to be collected	632,901	(1,237,713)

DCA 9 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	13,339,505	0
Payments made	15,156,526	665,228
Credits given	0	0
Admin paid	(136,630)	0
Capital Expenditure	(3,517,774)	(203,953)
Balance held by City	11,502,122	461,275
Remainder to be collected	(1,817,021)	(1,151,793)

DCA 10 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	12,145,642	0
Payments made	257,997	6,578
Credits given	0	0
Admin paid	(68,994)	0
Capital Expenditure	0	0
Balance held by City	189,003	6,578
Remainder to be collected	11,887,645	(6,578)

DCA 11 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	3,574,211	0
Payments made	6,316,948	161,274
Credits given	0	0
Admin paid	(141,138)	0
Capital Expenditure	(103,046)	0
Balance held by City	6,072,764	161,274
Remainder to be collected	(2,742,737)	(161,274)

DCA 12 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	13,103,060	0
Payments made	11,787,001	877,736
Credits given	0	0
Admin paid	(181,214)	0
Capital Expenditure	(280,647)	0
Balance held by City	11,325,140	877,736
Remainder to be collected	1,316,059	(877,736)

DCA 13 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	4,708,748	0
Payments made	460,082	9,089
Credits given	0	0
Admin paid	(135,201)	0
Capital Expenditure	(61,144)	0
Balance held by City	263,736	9,089
Remainder to be collected	4,248,666	(9,089)

DCA 14 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	4,997,784	0
Payments made	3,252,612	107,746
Credits given	0	0
Admin paid	(160,859)	0
Capital Expenditure	(2,080,612)	0
Balance held by City	1,011,141	107,746
Remainder to be collected	1,745,172	(107,746)

DCA 15 Quarterly Report Summary	Current Reconciliation	Quarterly Change
Total CAS	1,766,926	0
Payments made	1,023,509	20,177
Credits given	0	0
Admin paid	(164,415)	0
Capital Expenditure	(513,345)	0
Balance held by City	345,749	20,177
Remainder to be collected	743,417	(20,177)

13 ENBLOC REPORTS

14 REPORTS – COMMUNITY

Nil

15 REPORTS – ECONOMIC

Nil

16 REPORTS – NATURAL ENVIRONMENT

Nil

17 REPORTS – BUILT INFRASTRUCTURE**17.1 CONSIDERATION OF COMPLAINT - NOISE FROM HAWKESWOOD BOULEVARD BASKETBALL COURT****SUMMARY**

In approximately February 2021, the owners of a single property in Cassia Glades, Kwinana Town Centre, voiced concerns with the developer about noise from a nearby small basketball half-court, citing their lack of awareness about its existence until moving into the property at Marlock Road.

In response to the complaint, Officers have undertaken significant research into mitigation options, and significant Officer time has been dedicated to responding to the owners of the property. The City has not received any other complaints about this facility, nor any other facility within the City, and has made every reasonable effort to address the complaint.

Officers have now exhausted all options, and it is considered appropriate to ask Council to consider the complaint and determine whether or not the facility should be removed. In the context of the Regulations, the significant community benefit, and the likelihood that there is not a non-compliance, it is recommended that Council support the continued community use of the small basketball facility.

OFFICER RECOMMENDATION

That Council:

- 1. Note the complaint about noise from users of the Hawkeswood Boulevard basketball facility; and**
- 2. Confirm continued support for the public use of the current basketball facility in acknowledgment of the significant community benefit, and the general expectation that public parks will be used for recreation, generally resulting in noise.**
- 3. Notify the complainant of the outcome and further complaints will not be investigated.**

VOTING REQUIREMENT

Simple majority

DISCUSSION

In approximately February 2021, owners of a property on Marlock Road, Kwinana Town Centre, (Cassia Glades) complained to the developer of the estate about the provision of a small half-court basketball facility in the nearby public open space. While the plan for the basketball court was advanced enough for the landowners to have been able to be informed at the time of signing a sales contract to purchase the land and the basketball court construction was completed prior to the landowner entering a contract to build the house, the landowners assert that they were not aware of the basketball court until they moved into the house.

The actual original complaint to the developer is not clear, however, subsequent complaints to the City have focused on noise and parking. With regard to noise, the specific complaints have been non-rhythmic impact noise and non-audible noise (i.e., noise that cannot be heard).

Noise Matter

Following receipt of the complaint by the City, Officers undertook noise measurements at the landowners' property. The noise measurements determined that the peak noise of the basketball bouncing, and the basketball hitting the backboard, including with the addition of a penalty for the impulsive nature of the noise, was less than the peak limit allowed under the Regulations for all times of day and all days.

However, the combination of the backboard and the bouncing of the ball did result in exceedance of the lower threshold set for continuing noise, exceeding the limit for 10% of the measurement period (with the penalty applied for impulsiveness). Subsequently, the City has replaced the basketball backboard, which had the highest peak noise, significantly reducing the 10% noise. Due to the high level of background noise (in terms of quantum and volume), determining the reduction in noise with the replacement of the backboard has not been possible, although it is estimated to be at least 3dB. Due to the high level of background noise, it is uncertain if there is a continuing exceedance of the 10% noise limit. In addition, if there is an exceedance, it would not be all users, as it is variable depending on the height, strength and skill of a player, and the pressure of air in the ball.

In addition to replacing the backboard, the City has investigated a number of surface options to reduce the noise created by the bounce of the ball. The investigation included working closely with specialised asphalt laboratories in Melbourne and Perth, to develop a novel surface treatment. Unfortunately, each of the options investigated was determined to not be suitable, and no further options have been identified for consideration. In consideration of the effort made to find a solution to the single complaint about the use of a recreation facility in a public park, and the lack of a viable alternative option, Council is now asked to consider the complaint.

At the time the noise complaints commenced, basketball facility noise complaints were topical in the media in Western Australia, with a number of Councils considering essentially the same complaint at the same time. In response to these complaints, the Department of Water and Environmental Regulation (DWER) developed a draft 'non-mandatory' guideline for the siting of open basketball facilities.

A key recommendation in the draft guidelines was a 100-metre separation between a facility and a residential house. While advice from DWER was that they did not expect the guidelines to be retrospectively applied and the guidelines were non-mandatory, many local authorities disputed the efficacy of the guidelines based on the large number of metropolitan basketball facilities within the recommended separation distance, and in the context of very limited complaints. Local government also noted that these facilities are 'normal' public recreation facilities that have a significant community benefit and are ordinarily located in small public parks close to houses.

In the case of Kwinana, the City has 11 similar small basketball facilities with 10 of the facilities within 100 metres of houses. The City has also received requests from residents for additional facilities in other parks, within the 100m separation distance. In response to local government noting the public benefit of these facilities, the lack of complaints generally, and the resulting loss of recreational opportunities for residents if there was any expectation that there was compliance with the guidelines, the Minister for Environment intervened and 'scrapped' the proposed guidelines.

Community Benefit

The City of Kwinana has a high need for public facilities that encourage community health and wellbeing, especially basketball facilities which have a low barrier to participation.

Within the existing Regulations, there is recognition that the public benefit can outweigh minor nuisances stemming from noise exceedance. Notably, Schedule 2 of the Regulations, Item 1, specifically grants an exemption for noise generated by spectators at sporting activities conducted at sporting venues. However, there is a gap in the Regulations, as they do not account for the possibility that ordinary ball sports could result in noise exceedances rather than noise originating from those watching.

The Regulations also remain silent on matters related to playgrounds, general play activities in public open spaces, or on streets due to the public benefits. Significantly, play-related noise, including laughter and conversations in a public park, can similarly result in noise levels surpassing the limits specified in the Regulations. In line with the acknowledgment of the public benefit of play and recreation in spaces designated for such activities (such as public parks), DWER has provided advice that they would not seek to enforce compliance with noise limits stipulated in the Regulations for the use of the small basketball facility for the playing of basketball.

Parking Matter

The parking complaint is related to vehicle movement and parking associated with the civil construction activities currently occurring in the Hawkeswood Boulevard catchment between Wellard Road and Challenger Avenue. The catchment is currently experiencing urban development with new roads and residential dwellings construction activities.

The civil construction contractors park their construction fleet and plant appropriately in available parking bays and on road verge near their construction activity areas. This occurrence is only temporary and will subside with the completion of construction activities. Parking compliance is managed through local law enforcement and is something that City Rangers manage and will continue to do so. It is to be noted that the Public Open Space (POS) that incorporates the half basketball court is a local area POS with residents able to walk to, however it is also serviced by seven (7) formal car park bays, of which four (4) off Marlock Road and three (3) off Hawkeswood Boulevard, with potential for off-street parking along Marlock Road.

It is recommended that Council resolve to acknowledge the complaint, and the Officer's efforts to address the complaint, and, due to the public benefit, support the continued location and use of the existing small basketball facility at the Hawkeswood Boulevard public open space in Cassia Glades (Kwinana Town Centre).

The following summarises the key supporting arguments for this recommendation:

- Only a single complainant.
- Significant community benefit.
- The use of public parks for play is a community expectation that carries an acceptance that there will be associated noise.
- Recognition of public benefit in the Regulations, and acknowledgment by DWER that they would not seek to enforce reasonable noise within this context.
- Likelihood that there is not an ongoing breach (or a very minor occasional breach) of the Regulations following the update to the backboard.
- The noise complaint is about noise characteristics that are not limited by Regulations (non-rhythmic impact noise and non-audible noise); and
- The effort made by Officers to address the complaint through investigating and even looking to develop alternative surface treatments.

STRATEGIC IMPLICATIONS

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

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
3 – Infrastructure and services that are affordable and contribute to health and wellbeing	3.3 – Maintain infrastructure, playgrounds, parks and reserves to a high standard through sustainable asset maintenance and renewal	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	This is high-quality, free-to-use public recreation facility.
	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	This is high-quality, free-to-use public recreation facility that encourages physical activity.
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	Community recreation facilities are community meeting places. In this case, the facility is place for local youth to meet and participate in a recreation activity that encourages health and wellbeing.

	4.4 – Develop wellbeing programs and implement physical recreation that is culturally appropriate for Kwinana’s community	N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	The facility is place for local youth to meet and participate in a recreation activity that encourages health and wellbeing.
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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?
1 – Healthy and Active	1.0 – A physically and mentally healthy and active community	1.1 – Facilitate a diverse range of active lifestyle opportunities 1.2 – Deliver initiatives that enhance the use of public open space and natural environment reserves 1.3 – Reduce barriers to in active lifestyle activities 1.4 – Promote physical, mental and nutritional health with a focus on prevention and motivation 1.5 – Provide infrastructure that enhances opportunities for recreation, play and relaxation	
2 – Connected and Inclusive	2.0 – Equitable and inclusive social connection and engagement with community life	2.2 – Plan for open and accessible community spaces when developing suitable facilities to facilitate community interaction	

		<p>2.3 – Value and support the importance of social connections and consider how new and existing programs and services can contribute to reducing social isolation</p> <p>2.4 – Facilitate initiatives that encourage social interaction and connection at both a local and community wide level</p>	
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LEGAL/POLICY IMPLICATIONS

The *Environmental Protection (Noise) Regulations 1997* provide noise limits for noise in proximity to ‘sensitive receptors. The Regulations recognise the effect of background noise in masking noise and provides exemptions for noise associated with public benefit. It is noted within the body of the report that the noise from actually playing sport is a gap, as the Regulations provide an exemption for spectators to sport, who would ordinarily mask the noise of the actual game. DWER have confirmed they would not seek to enforce reasonable noise resulting from the use of ordinary recreation infrastructure in local parks, specifically noting they would not seek to take any action in the case of the use of the small basketball facility in the park adjacent to Hawkeswood Boulevard.

Regulation 6.(1)(b) defines the occupier of land, for the purpose of a public space, to be the person actually making the noise, or a person allowing the noise to be made. In the context of the limited power of local government to control the creation of noise by the public, it is questionable whether the provision of a public facility will result in a local government ‘allowing a noise’. Such an interpretation of the regulations would make it difficult for local government to provide recreation spaces, or even footpaths and roads.

Notably, there is little a local government could do to prevent pedestrians talking loudly while walking on a footpath or bouncing a ball on a footpath. Similarly, it seems unreasonable that excessive laughter by a child playing on a swing set would be deemed as the local government ‘allowing’ the noise, with the only alternative being to remove such infrastructure. A more likely interpretation of this Regulation is that the person ‘allowing’ a noise is a club or community organisation with a lease or licence over an area of ‘public place’ for an organised event.

FINANCIAL/BUDGET IMPLICATIONS

Closing and relocating the half basketball court to an alternative location would involve not only finding a suitable location within the same catchment, but also a substantial cost.

It is estimated that between \$20,000 to \$30,000 will be required to relocate the basketball court depending on the suitability of a new location and accessibility by concrete truck to deliver concrete to site. The cost estimate includes the following, but not limited to site management plan and implementation, earthwork (involving cut and fill), formwork, cartage and pouring of concrete, drainage works, line marking and erection of post and net.

ASSET MANAGEMENT IMPLICATIONS

Nil – whole of life cost, along with practicalities, was a consideration when investigating the viability of alternative surface treatment options.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

The City's Public Health Plan established strategic priorities and objectives to empower and enable people to live in a healthy way. In Kwinana where 41.2% of the community completes insufficient physical activity (City of Kwinana Health and Wellbeing Profile 2022), the City will need to prioritise providing infrastructure and public places that make it easier for the community to take part in physical activity.

COMMUNITY ENGAGEMENT

The basketball facility precedes the existence of residents to the area. The plan for the facility is developer initiated and was created at the time of the land (including the future residential lots) being private land in the ownership of the developer. Purchasers of land in the development could have discovered the proposed detail for the public open space through enquiry.

City Officers and Elected Members have spent considerable time responding to or meeting with the landowners making the complaint.

ATTACHMENTS

Nil

18 REPORTS – CIVIC LEADERSHIP**18.1 CHANGING OF TITLE "HONORARY FREEMAN" TO "FREEDOM OF THE CITY"****SUMMARY**

The "Honorary Freeman of the City" title is a prestigious honour bestowed by the City of Kwinana and other cities as a method of recognition for exceptional contributions in areas like public service, philanthropy, and culture. Its origins trace back to medieval England when becoming a "freeman" carried privileges like trading rights within a city's jurisdiction. Over time, the title evolved into a civic honour acknowledging significant contributions. Many cities are transitioning to "Freedom of the City" to modernise and make it more inclusive, but still emphasising its significance.

It is proposed that we introduce a meaningful gesture to acknowledge the outstanding contributions of recipients and offer a complimentary Recquatic membership to those honoured with the 'Freedom of the City.'

Council are recommended to amend the policy at Attachment A, to reflect this change of title and the addition of the complimentary Recquatic membership.

OFFICER RECOMMENDATION

That Council:

- 1. Approve the change of title from Honorary Freeman of the City to Freedom of the City with no changes to current selection criteria.**
- 2. Approve that amended Honorary Freedom of the City and Freedom of the City Policy (formally titled as Honorary Freeman and Freeman Policy), as at Attachment A.**
- 3. Approve the entitlement of a complimentary individual life membership to the Recquatic for Freedom of the City and Honorary Freedom of the City recipients.**

VOTING REQUIREMENT

Simple majority.

DISCUSSION

The title of "Honorary Freeman of the City" is a prestigious honour that has been bestowed by the City of Kwinana and other Cities with a history rooted in British tradition. It is a symbolic recognition of an individual's exceptional contributions to a city, often in the realms of public service, philanthropy, culture, or other fields.

The origins of the honorary freedom can be traced back to medieval times in England. In those days, becoming a "freeman" of a city carried certain privileges, including the right to trade and conduct business within the city's jurisdiction. Individuals who were not born within the city but were granted these rights were often considered "freemen by birth" or "honorary freemen."

Over time, as the legal and economic significance of freemanship evolved, so too did the practice of conferring honorary freedom. It shifted away from primarily economic privileges to becoming a civic honour recognizing significant contributions to the city. This evolution is evident in the United Kingdom, where many cities and towns continue to grant honorary freedom to notable individuals.

In an effort to be more consistent with contemporary sentiments, many cities are making the shift from Honorary Freeman to Freedom of the City, this shift is based on an attempt to:

- **Modernise the Title:** The term freeman can sound antiquated in contemporary language. By shifting to the term Freedom of the City the city might aim to bring the tradition more in line with current times. The term Freedom of the City is straightforward and conveys the essence of the honour directly.
- **Increase Inclusivity:** The term freeman could be seen as gender specific. Updating the language to a more gender-neutral term Freedom of the City, makes it more inclusive for recipients of any gender.
- **Emphasise the Honour's Significance:** While both titles confer a significant honour, the Freedom of the City may emphasise the recognition more vividly, suggesting that the individual is granted a symbolic key or open access to the city.

A change to this title should be approached with sensitivity and given due consideration to both the historical value of the original title and the modernisation of the proposed new title. Regardless of the terminology used, the honour is symbolic. In the modern age, it doesn't confer any tangible privileges or rights, but instead, serves as a means for communities to express their gratitude and recognise exceptional individuals.

In considering the transition from 'Honorary Freeman' to 'Freedom of the City,' it is proposed that we introduce a meaningful gesture to acknowledge the outstanding contributions of recipients. One such gesture could be to offer a complimentary Recquatic membership to those honoured with the 'Freedom of the City.' This modest benefit would serve as a token of our appreciation for their dedicated service and commitment to our community. Importantly, this would be a fitting way to recognize their efforts.

As a result of the proposed name change recommendation the relevant policy has been updated to reflect this and can be referred to at Attachment A.

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

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

FINANCIAL/BUDGET IMPLICATIONS

There will be minimal costs associated with the proposed change of this honorific title being updated honour board, Recquatic membership and name badges.

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

A. Policy - Honorary Freedom of the City and Freedom of the City



Council Policy

Honorary Freedom of the City and Freeman and Freeman Freedom of the City



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

1. Title

Honorary ~~Freeman and Freeman~~ Freedom of the City and Freedom of the City

2. Purpose

To recognise outstanding achievements, dedicated service to the community over an enduring period of time and meritorious service to the City of Kwinana.

3. Scope

Subject to the eligibility and selection criteria of this Policy being met, Council may, by resolution, confer the title of:

- 'Honorary ~~Freeman of the Municipality~~ Freedom of the City', to a former Mayor
- '~~Freeman of the Municipality~~ Freedom of the City', to a person who has rendered exceptional service to the community.

Any nomination must be presented to Council for formal consideration and carried by an absolute majority of Council.

4. Definitions

Posthumous, awarded after death

Honorary ~~Freeman of the Municipality~~, Freedom of the City awarded to a former Mayor

~~Freeman of the Municipality~~, Freedom of the City awarded to a person who has rendered exceptional service to the community.

5. Policy statement

5.1. Eligibility Criteria for '~~Freeman of the Municipality~~ Freedom of the City
Nominees for the conferring of the title '~~Freeman of the Municipality~~ Freedom of the City should have lived within the City of Kwinana for a significant number of years (significant is taken to mean at least 12 years) and who have given extensive and distinguished service to the community (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity.

Council may also consider conferring of the title of 'Posthumous ~~Freeman of the Municipality~~, Freedom of the City'. In this case, the abovementioned eligibility criteria would apply.

5.2. Selection Criteria

Nominees will be assessed on their record of service to the local community.

The selection criteria are to include:

- a. length of service in a field (or fields) of activity
- b. level of commitment to the field (or fields) of activity
- c. personal leadership qualities

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- d. benefits to the community of the City of Kwinana resulting from the nominee's work
- e. specific and special achievements of the nominee

Note: Serving Elected Members and employees of the City of Kwinana are not eligible to be nominated. Nominators must declare any relationship between the nominee, and Elected Member or City Officer.

5.3. Nomination Procedure

- a. Nominations for the Award may be made by Elected Members, individuals or organisations and are to be sponsored by an Elected Member of the City of Kwinana. They are to be submitted to the Mayor on the ~~Freeman of the City~~ **Freedom of the City** Nomination Form.

The ~~Freeman of the City~~ **Freedom of the City** Nomination Form includes:

- i. Summary of nominee's achievements and service to the community
 - Examples of how they have demonstrated outstanding qualities
 - What they have done to make things better for others
 - The role(s) or area(s) in which they have excelled
 - The period of time, or dates of service (if known)
- ii. Referee contact details and their 'Connection to Nominee's (max 1000 characters)
- iii. All supporting documents (certificates etc) and evidence of other awards or recognition received by the nominee are to accompany the ~~Freeman of the City~~ **Freedom of the City** Form.

- b. Nominations are to be made in the strictest confidence without the knowledge of the nominee.
- c. On receipt of a nomination the Mayor is to convene a meeting of the ~~Freeman~~ **Freedom of the City** Working Group.
- d. The ~~Freeman~~ **Freedom of the City** Working Group is to consider the nomination and make a recommendation to the Council whether or not to confer the title '~~Freeman of the Municipality~~' **Freedom of the City** on the nominee.
- e) Council is to consider the item behind closed doors.
- f) Once a nomination has been accepted by Council, the nominee and any person(s) or organisation(s) involved in the nomination are to be informed of the decision and a suitable media release is to be distributed.

5.4. Title of '~~Honorary Freeman of the Municipality~~ **Honorary Freedom of the City**'

A person who has acted as Mayor at the City of Kwinana for a period of 12 consecutive years is to be made an Honorary ~~Freeman~~ **Freedom of the City** automatically in recognition of their service and leadership given to the City. The appointment is to be made at the conclusion of their term of office.

5.5. Awarding the Titles

The formal conferring of these titles is to be carried out at a civic reception held by Council. This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council. The decision on the occasion and format of the ceremony is to rest with the Mayor in consultation with the Chief Executive Officer.

The successful nominee is to receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Elected Member badges) which confirms his or her status.

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- 5.6. Privileges
The successful nominee is to have their name displayed on the City's Freeman honour board.

~~Freeman~~ **Freedom of the City** and Honorary ~~Freeman~~ **Freedom of the City** shall be invited to attend civic functions of the City at the discretion of the Mayor.

Freedom of the City and Honorary Freedom of the City shall be entitled to an individual complimentary life term Recquatic membership.

A City of Kwinana corporate jacket is to be offered to each ~~Freeman~~ **Freedom of the City** or Honorary ~~Freeman~~ **Freedom of the City** upon request. Note: Corporate jackets are to be replaced where they are damaged to an extent to be unserviceable through reasonable wear and usage, approved by the Chief Executive Officer.

- 5.7. Number of ~~Freeman~~ **Freedom of the City** within the City
There is no limit on the number of persons upon which the title of ~~Freeman~~ **Freedom** of the City of Kwinana may be conveyed.
- 5.8. Revocation of Title of ~~Freeman~~ **Freedom of the City** or Honorary ~~Freeman~~ **Freedom of the City Council**, by resolution, shall also have the ability to revoke the title bestowed upon a person, if a criminal matter for which the ~~Freeman~~ **Freedom of the City** or Honorary ~~Freeman~~ **Freedom of the City** in question was found guilty of, or for any other matter, was considered by Council to have caused embarrassment, damage to the reputation of Council and/or the municipality, or that the ongoing recognition of such a title on this person by the City was deemed by Council to be inappropriate.

The removal of the name from Honour Boards and other places and any other such items will be at the discretion of Council and conducted through liaison with the Mayor and the Chief Executive Officer.

6. References

Date of adoption and resolution No.	23/07/2003 #077
Review dates and resolution No.	14/11/2007 #026 28/04/2010 #105 11/07/2012 #163 10/12/2014 #347 14/12/2016 #414 24/04/2018 #150 24/07/2019 #504 28/07/2021 #467
Next review due date	2023
Related documents	Acts/Regulations <i>Local Government Act 1995, Section 2.7</i> Plans/Strategies/Policies/Processes Freeman -dom of the City Nomination Form

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

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18.2 MONTHLY FINANCIAL REPORT AUGUST 2023

SUMMARY

The Monthly Financial Reports has been prepared and includes the monthly financial variance between actual and budget for the period ending 31 August 2023.

OFFICER RECOMMENDATION

That Council:

1. **Accepts the Monthly Statements of Financial Activity for the period ended 31 August 2023, as detailed in Attachment A; and**
2. **Accepts the explanations for material variances for the period ended 31 August 2023, as detailed in Attachment A.**

VOTING REQUIREMENT

Simple majority

DISCUSSION

The purpose of this report is to provide a monthly financial report 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 31 August 2023 and includes the following key reporting data:

- Statement of Financial Activity by Nature or Type
- Statement of Financial Position
- Net Current Funding Position
- Outstanding debtors (Rates and Sundry Debtors)
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Operating and Non-Operating Grants and Contribution

Closing Surplus Position

The current closing municipal surplus for August 2023 is \$51,161,286 compared to a budget position of \$47,283,452. This is considered a satisfactory result for the City as it is maintaining a healthy budget surplus position.

Revenue

Income for August 2023 period year to date is \$57,562,579 compared to the current budget estimated income of \$57,873,365, a variance of \$242,703. This variance is further explained in Note 1 at Attachment A.

Expenditure

Expenditure for August 2023 is \$8,483,147 and is broken up as follows:

- \$7,930,719 in operating expenditure
- \$552,428 in capital expenditure.

The current budget estimated for expenditure is \$14,750,480 and varies to the actual by \$6,267,333. The favourable variance is predominantly due to timing of expenditure will be amended during the November 2023 budget review.

Detail of all significant variances for both revenue and expenditure against the current budget for the August 2023 Monthly Financial Reports is provided in Note 1 and Note 6 to the Monthly Financial Report at Attachment A.

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 at Attachment A.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications associated with this report.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

A. August 2023 Monthly Financial Report

Monthly Financial Report



CITY OF KWINANA
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 August 2023

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

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
Opening funding surplus / (deficit)		1,133,168	1,133,168	1,133,168	1,855,959	722,791	63.8%	▲
Revenue from operating activities								
Rates	5	48,733,255	48,733,255	47,758,255	48,682,777	924,522	1.9%	
Operating grants, subsidies and contributions	9	3,577,697	3,611,497	1,568,402	260,564	(1,307,838)	(83.4%)	▼
Fees and charges		13,482,258	13,822,154	8,121,427	8,181,797	60,371	0.7%	
Interest earnings		3,166,112	3,166,112	330,003	294,217	(35,786)	(10.8%)	
Other revenue		506,909	512,409	84,122	143,224	59,101	70.3%	▲
Profit on disposal of assets		43,537	43,537	11,156	0	(11,156)	(100.0%)	
		69,509,767	69,888,963	57,873,365	57,562,579	(310,785)		
Expenditure from operating activities								
Employee costs		(29,903,156)	(30,346,550)	(4,805,877)	(4,655,105)	150,771	3.1%	
Materials and contracts		(26,444,818)	(26,336,620)	(4,037,416)	(2,645,918)	1,391,498	34.5%	▲
Utility charges		(2,689,795)	(2,716,795)	(452,799)	(289,241)	163,558	36.1%	▲
Depreciation on non-current assets		(18,086,055)	(18,086,055)	(3,014,342)	0	3,014,342	100.0%	▲
Interest expenses		(597,785)	(597,785)	(45)	(36)	8	18.7%	
Insurance expenses		(741,288)	(752,288)	(349,650)	(336,272)	13,378	3.8%	
Other expenditure		(113,600)	(119,600)	(9,556)	(4,146)	5,410	56.6%	
Loss on disposal of assets		(108,836)	(108,836)	0	0	0	0.0%	
		(78,685,332)	(79,064,528)	(12,669,684)	(7,930,719)	4,738,966		
Non-cash amounts excluded from operating activities	2	18,151,354	18,151,354	3,025,498	84,420	(2,941,079)	(97.2%)	▼
Amount attributable to operating activities		8,975,788	8,975,788	48,229,179	49,716,281	1,487,102		
Investing activities								
Grants, Subsidies and Contributions	10	3,890,976	3,890,976	0	68,082	68,082	0.0%	▲
Proceeds from disposal of assets		529,500	529,500	0	152,677	152,677	0.0%	▲
Self-Supporting Loan Principal Received		22,757	22,757	3,793	3,151	(642)	(16.9%)	
Payments for capital acquisitions	6	(13,229,599)	(13,229,599)	(2,080,796)	(552,428)	1,528,367	73.5%	▲
		(8,786,366)	(8,786,366)	(2,077,003)	(328,519)	1,748,484		
Non-cash amounts excluded from investing activities	2	205,618	205,618	0	666	666	0.0%	
Amount attributable to investing activities		(8,580,747)	(8,580,747)	(2,077,003)	(327,853)	1,749,150		
Financing Activities								
Repayment of debentures	7	(2,240,025)	(2,240,025)	0	0	0	0.0%	
Payments for principal portion of lease liabilities	7	(112,839)	(112,839)	(1,892)	(1,119)	773	40.9%	
Transfer from reserves	8	7,405,784	7,405,784	0	0	0	0.0%	
Transfer to reserves	8	(6,581,129)	(6,581,129)	0	(81,982)	(81,982)	0.0%	▼
Amount attributable to financing activities		(1,528,209)	(1,528,209)	(1,892)	(83,101)	(81,209)		
Closing funding surplus / (deficit)		0	0	47,283,452	51,161,286	3,877,835		

KEY INFORMATION

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

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

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

**STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2023**

	NOTE	Closing 30 June 2023 \$	Current Month 31 August 2023 \$	This Time Last Year 31 August 2022 \$
CURRENT ASSETS				
Cash and cash equivalents	3	6,451,840	33,921,602	15,464,544
Other financial assets - Term Deposits	3	69,433,846	66,515,828	56,461,211
Other financial assets - Banksia Park Deferred Mgmt Fees		246,014	246,014	212,269
Other financial assets - Self Supporting Loans		18,444	18,444	17,847
Accounts receivable	4	1,861,815	28,903,046	54,521,433
Other receivables (incl. allowance for impairment)	4	1,455,678	1,694,093	3,340,964
Other assets		384,981	(0)	0
TOTAL CURRENT ASSETS		79,852,619	131,299,027	130,018,268
NON-CURRENT ASSETS				
Trade and other receivables		971,005	949,304	905,450
Other financial assets - Banksia Park Deferred Mgmt Fees		2,907,226	2,907,226	3,576,482
Other financial assets - Local Govt House Trust		136,156	136,156	129,162
Other financial assets - Self Supporting Loans		177,918	174,767	193,962
Investment in associate (SMRC)		0	0	535,835
Property, plant and equipment		139,967,214	140,341,747	142,251,125
Infrastructure		611,446,171	611,541,186	367,808,454
Investment property		570,000	570,000	570,000
Intangible assets		5,381,961	5,464,841	1,941,382
Right of use assets		262,928	262,928	391,339
TOTAL NON-CURRENT ASSETS		761,820,579	762,348,155	518,303,191
TOTAL ASSETS		841,673,199	893,647,182	648,321,459
CURRENT LIABILITIES				
Trade and other payables		7,372,553	9,589,266	10,035,138
Banksia Park Unit Contributions		16,100,000	16,100,000	16,733,635
Contract and other liabilities		5,851,903	5,704,290	7,339,396
Lease liabilities		3,449	2,330	7,890
Borrowings	7	435,600	435,600	2,537,530
Employee related provisions		5,164,926	5,166,303	5,758,153
TOTAL CURRENT LIABILITIES		34,928,431	36,997,789	42,411,742
NON-CURRENT LIABILITIES				
Other liabilities (Developer Contributions)		41,783,565	41,782,899	36,858,748
Lease liabilities		371,179	371,179	371,179
Borrowings	7	13,156,541	13,156,541	15,851,996
Employee related provisions		600,829	600,829	463,378
TOTAL NON-CURRENT LIABILITIES		55,912,114	55,911,448	53,545,301
TOTAL LIABILITIES		90,840,545	92,909,237	95,957,043
TOTAL ASSETS		750,832,654	800,737,945	552,364,416
EQUITY				
Retained surplus		214,400,326	264,223,635	259,936,285
Reserves - cash/financial asset backed	8	70,226,188	70,308,170	64,612,864
Valuation surplus		466,206,141	466,206,141	227,815,267
TOTAL EQUITY		750,832,654	800,737,945	552,364,416

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**NOTE
EXPLANATION OF MATERIAL VARIANCE:**

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 2023-24 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Interest	924,522	2%	Permanent/Timing	\$700K favourable timing variance for back rates and interim rates. \$224K additional rate income due to changes in valuation between budget and actual rate strike. Budget to be adjusted in budget review.
Operating Grants, Subsidies and Contributions	(1,307,838)	(83%)	Permanent/Timing	Refer Note 9.
Fees and Charges	60,371	1%	No Material Variance	
Interest Earnings	(35,786)	(11%)	Timing	Timing variance.
Other Revenue	59,101	70%	Permanent/Timing	\$15.6K Parental leave , \$15.2K Long service leave and \$12K PSWMA reimbursements not budgeted for, offset by expenditure paid.
Profit on Disposal of Assets	(11,156)	(100%)	Timing	
Expenditure from operating activities				
Employee Costs	150,771	3%	Timing	\$81K workers compensation premium lower than anticipated and the remainder due to timing variance.

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 2023-24 year is \$50,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Materials and Contracts	1,391,498	34%	Timing	\$204K Thomas Road artwork project delayed. Project expected to commence in December 2023. Timing variance of invoices as follows: \$82K Callistemon court aged person unit council rates \$92K software, contractor and communication expenses The following budget have not expended as at 31 August 2023 due to timing of budget phasing : \$81K Executive management consultants budget and PSWMA contribution \$520K for city's facilities, infrastructure, fleet, parks and reserves maintenance \$142K community engagement, events, grants and donations \$36K community development program \$50K Zone program and community outreach services program \$52K strategic planning and economic development consultants not yet required \$30K temporary staff not yet required \$286K other operating expenses across various areas.
Utility Charges	163,558	36%	Timing	Timing variance on utility invoices.
Depreciation on Non-Current Assets	3,014,342	100%	Timing	Depreciation to be processed after the finalisation of the 2022/2023 audit.
Interest Expenses	8	19%	No Material Variance	
Insurance Expenses	13,378	4%	Timing	
Other Expenditure	5,410	57%	No Material Variance	
Loss on Disposal of Assets	0	0%	No Material Variance	
Investing activities				
Non-Operating Grants, Subsidies and Contributions	68,082	0%	Permanent/Timing	Refer note 10.
Reimbursement of Developer Contributions	0	0%	No Material Variance	
Proceeds from disposal of assets	152,677	0%	Timing	
Off-Supporting Loan Principal	(642)	(17%)	No Material Variance	
Purchase of Right of Use assets	0	0%	No Material Variance	
Payments for capital acquisitions	1,528,367	73%	Timing	Refer note 6.
Financing activities				
Proceeds from new debentures	0	0%	No Material Variance	
Payment of debentures	0	0%	No Material Variance	
Payments for principal portion of lease liabilities	773	41%	No Material Variance	
Transfer from reserves	0	0%	Timing	
Transfer to reserves	(81,982)	0%	Timing	Due to refuse reserve interest transfer. Detail, refer to note 8.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

NOTE 2
NET CURRENT FUNDING POSITION

	Notes	Last Years Closing 30 June 2023	This Time Last Year 31 August 2022	Current Budget 2023-24	YTD Actual 31 August 2023
		\$	\$		\$
(a) Non-cash items excluded from operating activities					
The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.					
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Profit on asset disposals		-	-	(43,537)	-
Less: Reversal of prior year revaluation loss		-	-	-	-
Less: Share of net profit of associates and joint ventures accounted for using the equity method		-	-	-	-
Less: Movement in pensioner deferred rates (non-current)		(63,507)	-	-	21,701
Movement in employee benefit provisions		17,063	-	-	1,377
Add: Loss on asset disposals		-	-	108,836	-
Mvmt in Local Govt House Trust		(0)	-	-	-
Add: Depreciation on assets		8,857,457	-	18,086,055	-
Mvmt in operating contract liabilities associated with restricted cash		2,389,556	-	-	61,341
Mvmt in Banksia Park deferred management fees receivable		-	-	-	-
Mvmt in Banksia Park valuation of unit contribution		-	-	-	-
Total non-cash items excluded from operating activities		11,200,569	0	18,151,354	84,420
Mvmt in non-operating liabilities (non-current)		0	-	500,000	0
Mvmt in non-operating liabilities associated with restricted cash		6,379,401	-	(294,382)	666
Total non-cash items excluded from investing activities		6,379,401	0	205,618	666
Total Non-cash items		17,579,970	0	18,356,972	85,086

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

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

Adjustments to net current assets					
Less: Reserves - restricted cash		(70,226,188)	(64,612,864)	(65,093,996)	(70,308,170)
Less: Financial assets at amortised cost - self supporting loans		(18,444)	(17,847)	(19,062)	(18,444)
Less: Banksia Park DMF Receivable		(246,014)	(212,269)	(252,000)	(246,014)
Less: Land held for resale		-	(498,000)	-	-
Add: Borrowings		435,600	2,537,530	2,240,025	435,600
Add: Provisions - employee		5,164,926	5,758,153	5,289,045	5,166,303
Add: Current portion of contract and other liability held in reserve		2,439,202	1,516,892	131,041	2,449,202
Add: Current portion of unspent non-operating grants, subsidies and contributions hel		3,279,240	0	1,219,912	3,279,241
Add: Lease liabilities		3,449	7,890	112,840	2,330
Add: Banksia Park Unit Contributions		16,100,000	16,733,635	17,183,145	16,100,000
Total adjustments to net current assets		(43,068,229)	(38,786,880)	(39,189,050)	(43,139,952)

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

Current assets		79,852,619	130,018,268	68,765,089	131,299,027
Less: Current liabilities		(34,928,431)	(42,411,742)	(29,576,039)	(36,997,789)
Less: Total adjustments to net current assets		(43,068,229)	(38,786,880)	(39,189,050)	(43,139,952)
Closing funding surplus / (deficit)		1,855,959	48,819,646	0	51,161,286

CURRENT AND NON-CURRENT CLASSIFICATION

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

ANNEXURES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

OPERATING ACTIVITIES
NOTE 3
CASH AND FINANCIAL ASSETS

Description	Unrestricted	Restricted	Trust	Total Cash	Interest Rate	Institution	S&P Rating	Maturity Date	Days
	\$	\$	\$	\$					
Cash on hand									
• Municipal Bank Account	2,356,224			2,356,224	Variable	CBA	AA		
• Online Saver Bank Account	28,431,357			28,431,357	0.20%	CBA	AA		
• Trust Bank Account			49,865	49,865	N/A	CBA	AA		
• Staff Xmas Saver	130,296			130,296	Variable	CBA	AA		
Cash On Hand - Petty Cash	3,725			3,725	N/A	PC	N/A		
Bank Deposits - Muni Investments	3,000,000			3,000,000	4.10%	BEN	AAA	Oct 2023	33
Investment Funds Investments (Cash Backed Reserves)									
• Management Reserve		4,701,736		4,701,736	4.45%	NAB	AA	Sep 2023	194
• Land and Equipment Replacement Reserve		604,169		604,169	4.45%	NAB	AA	Sep 2023	194
• General Reserve		275,433		275,433	4.59%	CBA	AA	Sep 2023	194
• Workers Compensation Reserve		563,175		563,175	4.59%	CBA	AA	Sep 2023	194
• Investment Agreement Reserve		172,639		172,639	4.59%	CBA	AA	Sep 2023	194
• Public Arts Reserve		306,254		306,254	4.59%	CBA	AA	Sep 2023	194
• Infrastructure Reserve		962,991		962,991	4.59%	CBA	AA	Sep 2023	194
• Information Technology Reserve		105,578		105,578	4.47%	SUN	A	Oct 2023	190
• Fire Reserve		865,764		865,764	4.47%	SUN	A	Oct 2023	190
• Reserve		250,229		250,229	4.47%	SUN	A	Oct 2023	190
• Renewable Energy Efficiency Reserve		52,380		52,380	4.47%	SUN	A	Oct 2023	190
• Employee Leave Reserve		3,027,628		3,027,628	4.76%	CBA	AA	Oct 2023	152
• Public Open Space Reserve		329,420		329,420	4.76%	CBA	AA	Oct 2023	152
• Community Services & Emergency Relief Reserve		343,238		343,238	4.76%	CBA	AA	Oct 2023	152
• Employee Vacancy Reserve		518,748		518,748	4.76%	CBA	AA	Oct 2023	152
• Club Maintenance Reserve		27,809		27,809	4.76%	CBA	AA	Oct 2023	152
• Course Cottage Reserve		30,504		30,504	4.76%	CBA	AA	Oct 2023	152
• Base Reserve		5,566,491		5,566,491	5.26%	SUN	A	Nov 2023	118
Investment Funds Investments (Developer Contributions)									
• 1 - Hard Infrastructure - Bertram		1,563,380		1,563,380	4.50%	NAB	AA	Sep 2023	194
• 2 - Hard Infrastructure - Wellard		1,761,623		1,761,623	4.50%	NAB	AA	Sep 2023	194
• 6 - Hard Infrastructure - Mandogalup		5,568,035		5,568,035	4.59%	CBA	AA	Sep 2023	194
• 11 - Soft Infrastructure - Wellard East		5,970,520		5,970,520	4.35%	BEN	AAA	Sep 2023	194
• 12 - Soft Infrastructure - Wellard West		10,976,852		10,976,852	4.35%	BEN	AAA	Sep 2023	194
• 4 - Hard Infrastructure - Anketell		2,129,568		2,129,568	4.70%	NAB	AA	Sep 2023	124
• 5 - Hard Infrastructure - Wandii		1,914,450		1,914,450	4.50%	BEN	AAA	Sep 2023	124
• 7 - Hard Infrastructure - Mandogalup		109,571		109,571	4.70%	NAB	AA	Sep 2023	124
• 8 - Soft Infrastructure - Mandogalup		3,890,481		3,890,481	4.70%	NAB	AA	Sep 2023	124
• 9 - Soft Infrastructure - Wandii/Anketell		12,217,921		12,217,921	4.70%	NAB	AA	Sep 2023	124
• 10 - Soft Infrastructure - Casuarina/Anketell		187,302		187,302	4.70%	NAB	AA	Sep 2023	124
• 13 - Soft Infrastructure - Bertram		261,384		261,384	4.70%	NAB	AA	Sep 2023	124
• 14 - Soft Infrastructure - Wellard/Leda		926,831		926,831	4.70%	NAB	AA	Sep 2023	124
• 15 - Soft Infrastructure - Townsite		333,724		333,724	4.50%	NAB	AA	Sep 2023	124
Total	33,921,602	66,515,828	49,865	100,487,295	4.61% weighted average interest rate				
	34%	66%	0.0%						
Impairment									
• Cash and cash equivalents (Exclude Trust)	33,921,602	0	0	33,921,602					
• Financial assets at amortised cost	0	66,515,828	0	66,515,828					
• Intangible	0	0	49,865	49,865					
	33,921,602	66,515,828	49,865	100,487,295					

INFORMATION

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

Local government classifies financial assets at amortised cost if both of the following criteria are met:
 • The asset is held within a business model whose objective is to collect the contractual cashflows, and
 • The contractual terms give rise to cash flows that are solely payments of principal and interest.

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

Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
• Bendigo Bank Kwinana Community Branch	21,861,822	22%	100%	✓
	71,781,306	71%	100%	✓
	6,840,442	7%	60%	✓
	-	0%	20%	✓
Total	3,725	0%	20%	✓

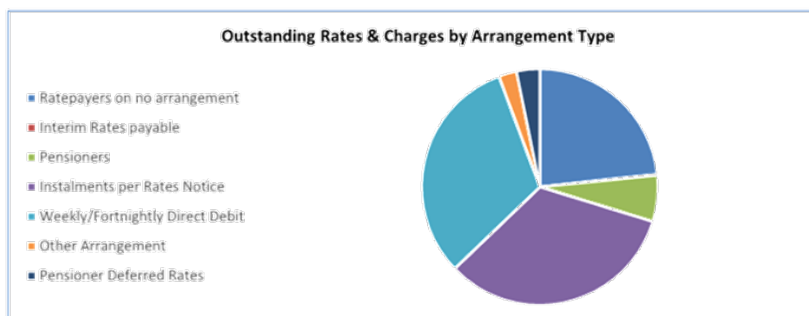
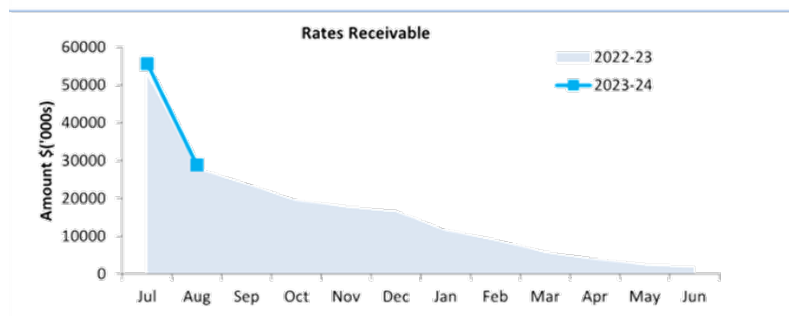
Interparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
• (AAA)	21,861,822	22%	45%	✓
• (AA)	28,687,690	29%	45%	✓
• (A)	43,093,616	43%	45%	✓
• (A)	6,840,442	7%	45%	✓
• (AA)	-	0%	45%	✓

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**OPERATING ACTIVITIES
NOTE
RECEIVABLE**

	30 Jun 2023	31 Aug 2022	31 Aug 2023
Rates receivable	\$		\$
Opening arrears previous years	2,357,892	2,357,892	1,603,590
Received this year	58,249,145	57,223,270	62,139,955
Rates & Charges to be collected	60,607,037	59,581,162	63,743,545
Less Collections to date	(57,845,606)	(30,886,302)	(33,891,196)
Less Pensioner Deferred Rates	(971,005)	(904,175)	(949,304)
Outstanding Rates & Charges Collectable	1,790,426	27,790,685	28,903,046
Outstanding	2.95%	46.64%	45.34%
Unpaid Rates received (not included above)	(1,228,667)	(398,235)	(540,553)
	0.93%	45.98%	44.49%

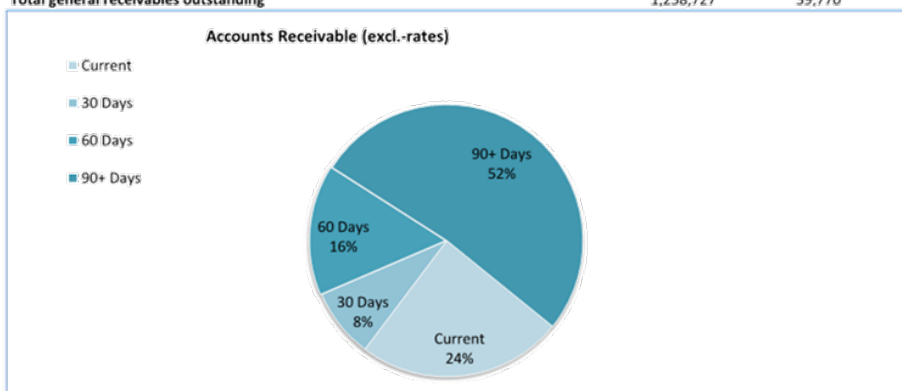
Outstanding Rates & Charges by Payment Arrangement Type	31 Aug 2023		
	No. of Assessments	\$	%
Ratepayers on no arrangement	2,150	6,953,895	23%
Interim Rates payable	2	38,533	0%
Pensioners	1,559	1,885,371	6%
Instalments per Rates Notice	4,552	9,881,360	33%
Weekly/Fortnightly Direct Debit	4,930	9,408,867	32%
Other Arrangement	157	735,021	2%
	13,350	28,903,046	97%
Pensioner Deferred Rates	261	949,304	3%
	13,611	29,852,350	100%



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Receivables - general	Current	30 Days	60 Days	90+ Days	Total
<i>Amounts shown below include GST (where applicable)</i>	\$	\$	\$	\$	\$
Sundry receivable	174,223	58,791	112,185	185,870	531,068
Infringements Register	3,005	979	221	189,445	193,651
GST	0	0	0	0	0
Total sundry receivables outstanding	177,228	59,770	112,406	375,315	724,720
<i>Exclude rebates receivable</i>	24%	8%	16%	52%	
Allowance for impairment					(112,125)
Rates and ESL rebate					
Rates rebate	869,205	0	0	0	869,205
ESL rebate	212,294	0	0	0	212,294
Total rates and ESL rebate	1,081,499	0	0	0	969,374
Total general receivables outstanding	1,258,727	59,770	112,406	375,315	1,694,093



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

Description	Debtor #	Status	\$
Sundry Debts with Fines Enforcement Registry (FER)			
Prosecution Dog Act 1976	2442.07	Registered with FER. Payments being received.	2,106
Prosecution Planning & Development Act	3859.07	Registered with FER- payments being received.	5,646
Prosecution Local Government Act 1995	3909.07	Registered with FER.	5,703
Prosecution Local Law Fencing	4233.07	Registered with FER. Finalised by work development.	2,500
Prosecution Local Law Urban Environment Nuisance - Disrepair Vehicle	4275.07	Registered with FER. Payments being received.	11,400
Prosecution Dog Act 1976	4387.07	Registered with FER.	10,200
Prosecution Dog Act 1976	4465.07	Registered with FER- payments being received.	1,286
Prosecution Dog Act 1976	4610.07	Registered with FER.	25,019
Prosecution Planning & Development Act	4885.07	Registered with FER- work and development permit with FER.	15,856
Prosecution Parking Act	5152.07	Registered with FER.	5,250
Prosecution Planning & Development Act	5325.07	Registered with FER.	38,463
Prosecution Building Act 2011	5474.07	Registered with FER- payments being received.	18,184
Prosecution Dog Act 1976	5534.07	Registered with FER- payments being received.	5,062
Prosecution Pool Act	7120.07	Registered with FER-payments being received.	6,670
Prosecution Pool Act	6059.07	Registered with FER-payments being received.	2,180
Prosecution Pool Act	6104.07	Registered with FER- payments being received.	1,225
Prosecution Dog Act 1976	6260.07	Registered with FER - payments being received.	4,219
			160,970
Other Sundry Debtors			
Fire Hazard Reduction	919.03	Third reminder notice to be sent.	1,732
Fire Hazard Reduction	1059.03	Third reminder notice to be sent.	1,286
Illegal Dumping	6253.03	Direct debit payment arrangement - defaulted.	1,062
Illegal Dumping	3922.03	Disputed by owner - City Assist waiving charges - credit due.	1,529
Local Government Act 1995 abandoned vehicle	3884.03	Defaulted Payment arrangement. Potential minor case claim.	1,155
Sports Club Hire Ovals 2022/2023	322.04	Club Development in discussion with club regarding payment.	4,019
Total Debtors 90+ days > \$1,000			171,753

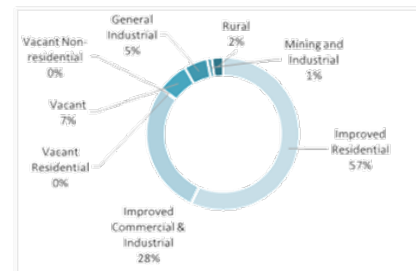
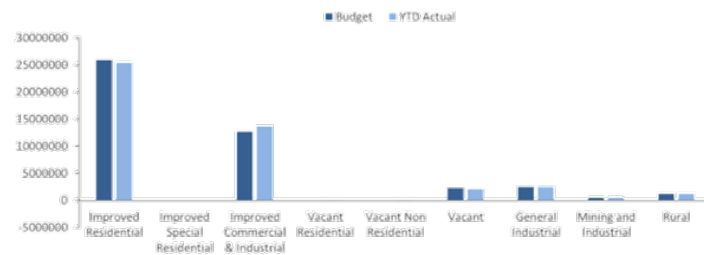
KEY INFORMATION

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 2023

OPERATING ACTIVITIES
NOTE 5
RATE REVENUE

General rate revenue	Budget						YTD Actual					
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Interim Rate \$	Total Revenue \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$		
RATE TYPE												
Gross rental value												
Improved Residential	0.08489	15,471	295,427,860	25,078,871	800,006	25,878,877	25,076,973	218,154	54,162	25,349,289		
Improved Commercial & Industrial	0.10237	518	123,339,446	12,626,259	0	12,626,259	12,951,152	501,981	200,810	13,653,942		
Vacant Residential						0	0	0	(18,313)	(18,313)		
Vacant Non-residential						0	0	0	(25,161)	(25,161)		
Vacant	0.18630	517	11,886,550	2,214,464	0	2,214,464	2,219,514	(177,659)	0	2,041,855		
Unimproved value												
General Industrial	0.01947	3	124,000,000	2,414,280	0	2,414,280	2,414,280	0	0	2,414,280		
Mining and Industrial	0.00902	32	52,626,000	474,687	0	474,687	474,687	(5,232)	0	469,455		
Rural	0.00507	131	234,155,000	1,187,166	0	1,187,166	1,085,360	19,520	39,956	1,144,836		
Sub-Total		16,672	841,434,856	43,995,727	800,006	44,795,733	44,221,966	556,763	251,453	45,030,183		
Minimum payment												
Minimum \$												
Gross rental value												
Improved Residential	1,173	2,054	25,625,562	2,409,342	0	2,409,342	2,409,342	0	0	2,409,342		
Improved Commercial & Industrial	1,528	64	619,879	97,792	0	97,792	96,264	0	0	96,264		
Vacant Residential						0	0	0	(22,792)	(22,792)		
Vacant	1,173	1,040	5,030,620	1,219,920	0	1,219,920	1,218,747	(84,456)	0	1,134,291		
Unimproved value												
General Industrial	1,528	0	0	0	0	0	0	0	0	0		
Mining and Industrial	1,528	14	111,727	21,392	0	21,392	21,392	(1,528)	0	19,864		
Rural	1,173	12	1,069,300	14,076	0	14,076	14,076	1,173	376	15,625		
Sub-total		3,184	32,457,088	3,762,522	0	3,762,522	3,759,821	(84,811)	(22,415)	3,652,594		
Total general rates						48,558,255				48,682,777		
Ex Gratia Rates												
Dampier to Bunbury Natural Gas Pipeline Corridor						175,000				0		
Total Ex Gratia Rates						175,000				0		
Total Rates						47,758,249	800,006	48,733,255	47,981,787	471,952	229,038	48,682,777



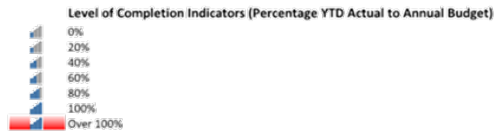
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	\$	\$	\$	\$	\$
Land and Buildings	2,485,973	2,485,973	235,341	275,480	40,140
Plant, Furniture and Equipment	1,441,982	1,441,982	448,482	99,053	(349,429)
Intangible Assets	789,680	789,680	159,480	82,880	(76,600)
Infrastructure - Roads	4,797,769	4,797,769	594,068	9,173	(584,895)
Infrastructure - Parks & Reserves	2,128,794	2,128,794	443,970	64,864	(379,106)
Infrastructure - Footpaths	791,500	791,500	94,000	0	(94,000)
Infrastructure - Car Parks	505,671	505,671	25,000	0	(25,000)
Infrastructure - Drainage	67,055	67,055	25,455	0	(25,455)
Infrastructure - Bus Shelters	0	0	0	0	0
Infrastructure - Street Lights	31,175	31,175	5,000	0	(5,000)
Infrastructure - Other	190,000	190,000	50,000	20,978	(29,022)
Payments for Capital Acquisitions	13,229,599	13,229,599	2,080,796	552,428	(1,528,367)
Total Capital Acquisitions	13,229,599	13,229,599	2,080,796	552,428	(1,528,367)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	3,890,976	2,902,619	0	68,082	68,082
Disposal of Assets	529,500	529,500	0	152,677	152,677
Cash Backed Reserves	7,254,558	10,016,139	0	0	0
Municipal Funds	1,554,565	(218,659)	2,080,796	331,669	(1,749,126)
Capital funding total	13,229,599	13,229,599	2,080,796	552,428	(1,528,367)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

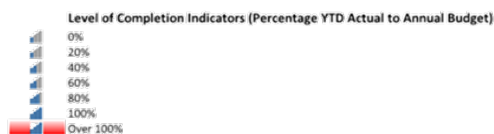
INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)



Capital Expenditure		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
Buildings							
	210001	Building Contingency	105,000	90,000	21,667	2,178	(19,489) Project works in progress.
	210040	Admin Building Renewals	99,765	99,765	30,632	17,931	(12,701) Project works in progress.
	210041	Administration Building- Upgrade/New	134,211	134,211	7,000	0	(7,000) *
	210156	Administration Building - External storerooms re-roof, insulate and waterproof	84,000	84,000	4,000	0	(4,000) *
	210157	Darius Wells Library and Resource Centre - Creche Play area renewal	31,500	31,500	1,500	0	(1,500) *
	210158	Darius Wells Library and Resource Centre - Ken Jackman operable wall	21,000	21,000	1,000	0	(1,000) *
	210005	Sloan Cottage - Annual conservation works 2023/24	3,150	3,150	150	0	(150) *
	210004	Smirk Complex - Annual conservation works 2023/24	5,250	5,250	250	0	(250) *
	210159	Leda Hall - External walls Cleaning and repoint mortar	7,350	7,350	350	0	(350) *
	210160	William Bertram Community Centre - Replacement of fencing panels	15,750	15,750	750	0	(750) *
	210161	John Wellard Community Centre - Replacement of fencing panels	15,750	15,750	750	0	(750) *
	210162	John Wellard Community Centre - Replace eaves sheets	26,250	26,250	1,250	0	(1,250) *
	210163	Recquatic Centre - Pool hall north and south translucent sheet replacement	69,300	69,300	3,300	0	(3,300) *
	210164	Thomas Oval Netball Clubrooms - External walls repaint	7,350	7,350	7,350	0	(7,350) *
	210165	Thomas Kelly Pavilion - External walls repaint	12,600	12,600	600	0	(600) *
	210166	Business Incubator - Internal paint excluding tenants	18,900	18,900	900	0	(900) *
	210167	Senior Citizens Centre & Games Room - Internal walls paint requested by	23,100	23,100	1,100	0	(1,100) *
	210168	William Bertram Community Centre - annual internal painting program	7,350	7,350	350	0	(350) *
	210169	Recquatic Centre - annual internal painting program	10,500	10,500	500	0	(500) *
	210170	Recquatic Centre - External wall structure review and paint	21,000	21,000	1,000	0	(1,000) *
	210171	Darius Wells Library and Resource Centre - annual internal painting program	10,500	10,500	500	0	(500) *
	210172	Thomas Kelly Pavilion - annual internal painting program	8,400	8,400	400	0	(400) *
	210173	John Wellard Community Centre - annual internal painting program	8,400	8,400	400	0	(400) *
	210174	Recquatic Centre - Replace hydro pool liner & fix water leak in balance tank	315,000	315,000	15,000	0	(15,000) *
	210175	Kwinana Business Incubator - FCU-2 Suite 2 Open Plan & A/C6 HR Office Right	26,250	26,250	1,250	0	(1,250) *
	210176	Smirk Cottage - Rear Patio Evaporative Cooler Replacement	6,300	6,300	300	0	(300) *
	210177	Darius Dome - Coolroom/freezer CR-010 & FR-01 - FAIR CONDITION	16,800	16,800	800	0	(800) *
	210178	Darius Dome - kitchen Evap Cooler EVC-R-01 - FAIR (24/25)	15,750	15,750	750	0	(750) *
	210179	Darius Wells Library and Resource Centre - C-Bus Lighting Control screens behind the reception desk	5,250	5,250	5,250	0	(5,250) *
	210180	Fiona Harris Pavilion - Replace upstairs stove with domestic style	5,775	5,775	275	0	(275) *
	210181	John Wellard Community Centre - Replace blinds	12,600	12,600	600	0	(600) *
	210182	William Bertram Community Centre - Replace blinds	12,600	12,600	600	0	(600) *
	210183	William Bertram Community Centre - Security renewals	26,250	26,250	1,250	0	(1,250) *
	210184	Fiona Harris Pavilion - Security renewals & Upgrade	36,750	36,750	1,750	0	(1,750) *
	210185	William Bertram Community Centre - Carpet/vinyl replacement /audio loop	47,250	47,250	2,250	0	(2,250) *

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)



Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
210186 Recquatic Centre - Stadium annual floor maintenance program	\$ 10,500	\$ 10,500	\$ 500	\$ 0	\$ (500)	Project at planning stage and works estimated to commence in December 2023.
210187 John Wellard - Foyer carpet replacement	18,900	18,900	900	0	(900)	*
210188 Fiona Harris Pavilion - Sand and seal first floor wooden floor	4,725	4,725	4,725	0	(4,725)	*
210189 Wellard Pavilion Changerooms - 2 pack paint	10,500	10,500	500	0	(500)	*
210190 Recquatic Creche Outdoor Area Soft Fall	45,000	45,000	0	0	0	Project at planning stage and works estimated to commence in November 2023.
210191 Kwinana Recquatic studio flooring	45,000	45,000	45,000	0	(45,000)	Project at planning stage and works estimated to commence in December 2023.
210192 Recquatic - Minor Upgrades - Changeroom Cubical	14,720	14,720	0	0	0	
210193 Kwinana Senior Citizen Centre - painting/lighting and removal of wall between front entrance and office	25,000	25,000	0	0	0	
210194 Sub-Regional Sporting Ground (Thomas Oval/Kelly Park Extension/Upgrade)	157,938	157,938	7,942	0	(7,942)	
210042 C/F Rhodes Park Accessible Public Toilet	60,000	60,000	0	36,100	36,100	Project works in progress. Estimated completion end of September 2023.
210043 C/F DCA12 Wellard West Community Centre/Clubroom design	210,000	210,000	35,000	56,913	21,913	Project works in progress.
210045 C/F Kwinana South VBFB Station Ext	2,079	2,079	0	0	0	
210046 C/F Kwinana South VBFB	25,000	25,000	25,000	0	(25,000)	Project at planning stage.
210047 C/F DCA9 Honeywood Pavilion	9,750	9,750	0	752	752	Defects liability period ends 30 November 2023.
210053 C/F Animal Care Facility Refurbishment	60,350	60,350	0	0	0	
210056 C/F Mini Golf Course Kiosk and Toilets	270,000	270,000	0	0	0	
210058 C/F Challenger Beach Ablutions	170,000	170,000	0	98,307	98,307	Project works in progress. Estimated completion end of September 2023.
210051 C/F Recquatic Centre - mechanical renewal	73,560	73,560	0	0	0	
210262 Darius Wells plantroom roof pest barrier	0	15,000	0	0	0	
210007 Wells Park Public Toilets - rust treatment	0	0	0	68	68	Carry forward from 22/23. Project completed July 2023. Budget to be adjusted in budget review.
210008 Wells Park Public Toilets - roof	0	0	0	22,360	22,360	Carry forward from 22/23. Project completed July 2023. Budget to be adjusted in budget review.
210017 Darius Wells - painting	0	0	0	14,814	14,814	Carry forward from 22/23. Project completed July 2023. Budget to be adjusted in budget review.
210021 Recquatic Centre - painting	0	0	0	14,225	14,225	Carry forward from 22/23. Project completed July 2023. Budget to be adjusted in budget review.
210052 Sloan Cottage - renewal and accessibility	0	0	0	869	869	Carry forward from 22/23. Project completed July 2023. Waiting for final invoices from suppliers. Budget to be adjusted in budget review.
210261 Senior Centre - Upgrade Lighting to LED	0	0	0	10,963	10,963	Carry forward from 22/23. Project completed August 2023. Budget to be adjusted in budget review.
Buildings Total	2,485,973	2,485,973	235,341	275,480	40,140	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

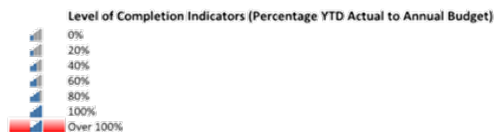
INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)



Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
	\$	\$	\$	\$	\$	
Plant, Furniture and Equipment						
Furniture and Equipment						
210074 Furniture and Fittings Renewal	20,400	20,400	3,400	2,731	(669)	
210196 Community Resource Centres Equipment Renewal	25,500	25,500	2,500	0	(2,500)	
210095 Recquatic Plant renewal	0	0	0	7,580	7,580	Carry forward from 22/23. Project completed July 2023. Budget to be adjusted in budget review.
210075 Recquatic Equipment renewal	0	0	0	348	348	
Computing Equipment						
210197 IT-Server Replacement	100,000	100,000	100,000	0	(100,000)	Server scheduled to be replaced in March 2024. Budget phasing to be adjusted in budget review.
210062 Corporate Business System	689,680	689,680	59,480	82,880	23,400	Project works in progress.
Plant and Equipment						
210096 Plant Replacement Program	846,582	846,582	323,582	48,000	(275,582)	Replacement as per plan.
Motor Vehicles						
210077 Plant Replacement Program - Light Fleet	549,500	549,500	119,000	40,394	(78,606)	Replacement as per plan.
Plant, Furniture and Equipment Total	2,231,662	2,231,662	607,962	181,933	(426,029)	
Park and Reserves						
210094 C/F Kwinana Loop Trail Upgrade	216,215	216,215	0	0	0	
210078 C/F Parks & Reserves Renewal works as per forward works program	252,452	252,452	100,000	1,500	(98,500)	Works in progress
210091 C/F Parks Upgrade Apex Park	136,227	136,227	20,000	0	(20,000)	Work has not commenced yet.
210086 Streetscape Strategy	153,000	153,000	15,300	0	(15,300)	*
210085 Urban Tree Planting	188,700	188,700	18,870	0	(18,870)	*
210199 Parks and Reserves - Wellard Village #2 - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Work has not commenced yet.
210200 Parks and Reserves - Recquatic - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Work has not commenced yet.
210201 Parks and Reserves - Rutherford Park - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Work has not commenced yet.
210202 Parks and Reserves - Centennial Park - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Work has not commenced yet.
210203 Parks and Reserves - Bertram School Oval - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Work has not commenced yet.
210204 Parks and Reserves - Berry Park - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Work has not commenced yet.
210205 Parks and Reserves - Wellard Village 1 - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Work has not commenced yet.
210206 Parks and Reserves - Rutherford Park - Bore Equipment - Bore Hole	32,500	32,500	0	0	0	
210207 Parks and Reserves - Rutherford Park - Bore Equipment - Pump	14,000	14,000	0	0	0	
210208 Parks and Reserves - Orelia Oval - Bore Equipment - Pump	14,000	14,000	0	0	0	
210209 Parks and Reserves - Wellard Oval - WELLARD #1 - Iron Filter	80,000	80,000	80,000	0	(80,000)	Work has not commenced yet.
210210 Parks and Reserves - Abingdon Park - Recirculation System	75,000	75,000	0	0	0	
210211 Parks and Reserves - Chisham Oval - Parson Ave - Fencing	12,000	12,000	12,000	0	(12,000)	Work has not commenced yet.
210212 Parks and Reserves - Challenger Beach - Fencing	35,000	35,000	0	0	0	
210213 Parks and Reserves - Challenger Beach - Gate - Heavy Duty - Fencing	8,500	8,500	0	0	0	
210214 Parks and Reserves - Skottowe Park - Fencing	40,000	40,000	0	0	0	
210215 Fertigation Orelia Oval - LRCl 4	20,000	20,000	20,000	0	(20,000)	Work has not commenced yet.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

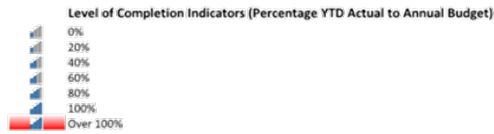
INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)



Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
	\$	\$	\$	\$	\$	
210216 POS Assets - Mandogalup Fire Station Reserve - Playgrounds	8,000	8,000	0	0	0	
210217 POS Assets - Wandi Reserve - Playgrounds	47,100	47,100	0	0	0	
210218 POS Assets - Robbins Retreat / Riley POS - Playgrounds	30,000	30,000	0	0	0	
210219 POS Assets - Sandringham Park - Playgrounds - LRCI 4	200,000	200,000	0	0	0	
210220 POS Assets - Wellard Park Playground 1 - Playgrounds	60,000	60,000	0	0	0	
210221 POS Assets - Wellard Park Playground 2 - Playgrounds	70,000	70,000	0	0	0	
210222 POS Assets - Skate Park - Playground Renewal	10,000	10,000	0	0	0	
210223 POS Assets - Kwinana Adventure Park - Playground Renewal	100,000	100,000	0	0	0	
210224 POS Assets - The Spectacles - Signage	1,900	1,900	0	0	0	
210225 POS Assets - Various - Garden Bed Kerbing	10,000	10,000	0	0	0	
210227 Sandringham Park Upgrade	44,000	44,000	4,400	0	(4,400) *	
210228 Gamblin Way Island Upgrade	15,000	15,000	1,500	0	(1,500) *	
210229 Ince Court Island Upgrade	15,000	15,000	1,500	0	(1,500) *	
210230 Oakfield Park Upgrade	22,000	22,000	2,200	0	(2,200) *	
210231 Honeywood Oval - Pump Track Wandl Youth - LRCI 4	60,000	60,000	10,000	0	(10,000)	Work has not commenced yet.
210083 Wellard Oval Lighting Installation	0	0	0	3,165	3,165	Carry forward from 22/23. Estimated Project completion September 2023.
210089 Parks Upgrade Rhyley POS	0	0	0	1,227	1,227	Carry forward from 22/23. Project completed June 2023 but final invoice received July 2023.
210093 Calista Oval Bike Track	0	0	0	58,600	58,600	Carry forward from 22/23. Project completed in September 2023.
210143 Gilmore Oval Cricket Net Lights	0	0	0	372	372	Carry forward from 22/23. Project completed June 2023 but final invoice received July 2023.
Parks and Reserves Total	2,128,794	2,128,794	443,970	64,864	(379,106)	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

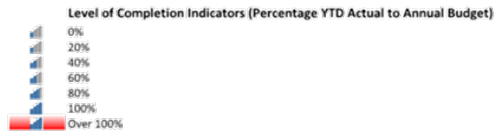
INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)



Capital Expenditure		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		\$	\$	\$	\$	\$	
Roads							
Road Renewals							
210115	C/F Road Renewal Chilcott Place	79,500	79,500	79,500	1,818	(77,682)	Project works in progress.
210110	C/F Road Renewal Chilcott Street	155,000	155,000	155,000	7,355	(147,645)	Partial carry forward from 22/23. Project works in progress.
210234	Matson St, Medina - resurfacing - LRCI 4	290,000	290,000	0	0	0	
210235	Colchester Ave, Orelia - Pavement rehabilitation - LRCI 4	175,000	175,000	0	0	0	
210236	Honeywood Ave, Wandl (NB) - Pavement rehabilitation	125,000	125,000	12,500	0	(12,500)	*
210237	Postans Road, Hope Valley - resurfacing	110,000	110,000	11,000	0	(11,000)	*
210238	Bodeman Road, Wandl - resurfacing	40,000	40,000	4,000	0	(4,000)	*
210239	Leslie Road, Wandl - resurfacing	126,000	126,000	12,600	0	(12,600)	*
210240	Frayne Place, Wandl - Resurfacing	30,000	30,000	3,000	0	(3,000)	*
210241	Reilly Street, Orelia - resurfacing	100,000	100,000	10,000	0	(10,000)	*
210242	Valle Court, Wandl - resurfacing	35,000	35,000	3,500	0	(3,500)	*
210243	Melaleuca Cl, Casuarina resurfacing	45,000	45,000	4,500	0	(4,500)	*
MRRG Road Renewals							
210244	MRRG - Mandurah Rd (A) - Butcher St to Richardson St - NB	275,000	275,000	27,500	0	(27,500)	*
210245	MRRG - Johnson Rd - Heathcote Way & Britannia Way	425,000	425,000	42,500	0	(42,500)	*
210246	MRRG - Gilmore Ave - Whitebread Way & Dalrymple Drive	205,622	205,622	20,562	0	(20,562)	*
210247	MRRG - Mandurah Rd (C) - Beach Rd & Wellard Rd	536,593	536,593	53,659	0	(53,659)	*
Blackspot Program							
210248	Blackspot - Challenger Ave - Challenger Ave & Parmelia Ave	183,000	183,000	18,300	0	(18,300)	*
210249	Blackspot - Challenger Ave - Challenger Ave & Warmer Rd & Amherst St	153,000	153,000	15,300	0	(15,300)	*
210250	Blackspot - Gilmore Avenue - Wellard Rd/Henley Bvd Roundabout	265,000	265,000	26,500	0	(26,500)	*
210101	C/F Blackspot Parmelia Avenue	641,472	641,472	14,843	0	(14,843)	*
Road Reseal Renewals - Roads to Recovery							
210252	R2R - Westbrook St, Medina (From Summerton Road to Wellard Road)	420,000	420,000	42,000	0	(42,000)	*
210253	R2R - Harley Way, Medina	265,000	265,000	26,500	0	(26,500)	*
Traffic Management							
210126	C/F Traffic Mgt Abingdon Crescent	8,636	8,636	0	0	0	
210124	C/F Traffic Mgt Feilman Dr	1,136	1,136	1,136	0	(1,136)	
210125	C/F Traffic Mgt Leda Primary	11,136	11,136	0	0	0	
210254	Traffic Mgt Marri Park Drive-Intersection improvement	50,000	50,000	5,000	0	(5,000)	*
210255	Traffic Mgt Djilba View-Safety improvement	20,000	20,000	2,000	0	(2,000)	*
210256	Minor traffic improvement	26,674	26,674	2,667	0	(2,667)	*
Roads Total		4,797,769	4,797,769	594,068	9,173	(584,895)	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)



Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
	\$	\$	\$	\$	\$	
Street Lighting						
210128 Street Lighting New	31,175	31,175	5,000	0	(5,000)	
Street Lighting Total	31,175	31,175	5,000	0	(5,000)	
Footpath Construction						
210072 C/F Footpaths Chilcott Place	16,500	16,500	16,500	0	(16,500)	
210232 Footpath -Nannup Street-Laneway Between Nannup Street and Medina Carpark	25,000	25,000	2,500	0	(2,500)	
210233 Footpath - Gilmore Ave Shared path Construction - Chisham Ave to Wellard Rd	750,000	750,000	75,000	0	(75,000)	
Footpath Construction Total	791,500	791,500	94,000	0	(94,000)	
Drainage Construction						
210141 C/F DCA 1 Stormwater Management Infrastructure	6,600	6,600	1,000	0	(1,000)	
210066 C/F Drainage Chilcott Street - from Harlow Rd to Gilm	20,455	20,455	20,455	0	(20,455)	Project works in progress.
210257 Pace Road car park drainage upgrade	40,000	40,000	4,000	0	(4,000)	
Drainage Construction Total	67,055	67,055	25,455	0	(25,455)	
Car Park Construction						
210061 C/F Carpark - Pace Road LRCI 4	438,653	438,653	25,000	0	(25,000)	Purchase order has been created.
210260 Smirk Cottage - Extra Parking Bays at Smirk Cottage LRCI 4	67,018	67,018	0	0	0	
Car Park Construction Total	505,671	505,671	25,000	0	(25,000)	
Other Infrastructure						
210059 C/F Revitalising the Strand in Wellard	50,000	50,000	20,000	0	(20,000)	Project works in progress.
210148 C/F Mural Arts Program	20,000	20,000	3,000	0	(3,000)	Project works in progress.
210149 C/F Enhance CCTV network/Purchase a Mobile CCTV Unit	50,000	50,000	0	0	0	
210151 C/F Ascot Park (Bertram) Mural	10,000	10,000	2,000	0	(2,000)	
210152 C/F Mortimer Road Entry Statement	25,000	25,000	25,000	5,590	(19,410)	Carry forward from 22/23. Project completed June 2023 but final invoice received July 2023.
210150 Procurement of EV charging points	25,000	25,000	0	10,910	10,910	Project works in progress.
210259 Wandri Sporting Facility - Baseball diamond and net	10,000	10,000	0	0	0	
210153 Homestead Ridge Water Fountain for dogs and kids	0	0	0	4,478	4,478	Carry forward from 22/23. Estimated project completion November 2023.
Other Infrastructure Total	190,000	190,000	50,000	20,978	(29,022)	
Capital Expenditure Total	13,229,599	13,229,599	2,080,796	552,428	(1,528,367)	

* Timing variance on project management fees.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

FINANCING ACTIVITIES

NOTE 7

BORROWINGS

Repayments - borrowings

Information on borrowings

Particulars	Finalisation of Loan	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Current Budget	Actual	Current Budget	Actual	Current Budget	Actual	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Governance										
Loan 99 - Administration Building Renovations	2024/25	251,990	0	0	0	122,119	251,990	129,871	0	15,914
Education and welfare										
Loan 100 - Youth Specific Space	2027/28	848,054	0	0	0	154,323	848,054	693,731	0	43,763
Recreation and culture										
Loan 97 - Orelia Oval Pavilion Extension	2024/25	557,581	0	0	0	270,214	557,581	287,367	0	35,214
Loan 102 - Library & Resource Centre	2028/29	4,845,195	0	0	0	719,686	4,845,195	4,125,509	0	245,182
Loan 104 - Recquatic Refurbishment	2029/30	2,481,887	0	0	0	313,364	2,481,887	2,168,523	0	114,225
Loan 105 - Bertram Community Centre	2029/30	920,455	0	0	0	124,005	920,455	796,450	0	34,566
Loan 106 - Destination Park - Calista	2030/31	1,004,580	0	0	0	112,313	1,004,580	892,267	0	37,513
Transport										
Loan 98 - Streetscape Beautification	2024/25	340,186	0	0	0	164,861	340,186	175,325	0	21,484
Loan 101B - City Centre Redevelopment	2031/32	2,145,800	0	0	0	240,078	2,145,800	1,905,722	0	41,954
		13,395,727	0	0	0	2,220,963	13,395,727	11,174,764	0	589,815
Self supporting loans										
Recreation and culture										
Loan 103B - Golf Club Refurbishment	2031/32	196,413	0	0	0	19,062	196,413	177,351	0	7,701
		196,413	0	0	0	19,062	196,413	177,351	0	7,701
Total		13,592,140	0	0	0	2,240,025	13,592,140	11,352,115	0	597,516
Current borrowings		2,240,025					2,696,234			
Non-current borrowings		11,352,115					10,895,906			
		13,592,140					13,592,140			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

OPERATING ACTIVITIES
NOTE B
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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Municipal Reserves									
Aged Persons Units Reserve	865,765	27,442	0	195,005	0	(190,000)	0	898,212	865,765
Asset Management Reserve	4,701,736	148,750	0	1,109,275	0	(1,370,052)	0	4,589,709	4,701,736
Banksia Park Reserve	250,229	7,284	0	74,125	0	(90,000)	0	241,638	250,229
City Infrastructure Reserve	966,351	33,118	0	0	0	(957,120)	0	42,349	966,351
Community Services & Emergency Relief Reserve	343,966	11,620	0	0	0	0	0	355,586	343,966
Contiguous Local Authorities Group Reserve	275,961	9,296	0	29,200	0	(77,500)	0	236,957	275,961
Employee Leave Reserve	3,027,626	103,496	0	0	0	0	0	3,131,122	3,027,626
Employee Vacancy Reserve	519,583	17,690	0	0	0	(353,244)	0	184,029	519,583
Family Day Care Reserve	9,889	0	0	0	0	0	0	9,889	9,889
Golf Course Cottage Reserve	30,553	1,040	0	0	0	0	0	31,593	30,553
Golf Club Maintenance Reserve	27,827	602	0	0	0	0	0	28,429	27,827
Information Technology Reserve	105,578	18,802	0	520,000	0	(689,680)	0	(45,300)	105,578
Plant and Equipment Replacement Reserve	604,169	11,190	0	669,500	0	(1,396,082)	0	(111,223)	604,169
Public Art Reserve	306,821	10,516	0	0	0	(250,000)	0	67,337	306,821
Public Open Space	329,945	11,260	0	0	0	(103,500)	0	237,705	329,945
Refuse Reserve	5,494,669	176,228	81,982	0	0	(48,558)	0	5,622,339	5,576,651
Renewable Energy Efficiency Reserve	52,380	1,474	0	0	0	(16,000)	0	37,854	52,380
Restricted Grants & Contributions Reserve	2,182,901	0	0	0	0	(896,525)	0	1,286,376	2,182,901
Settlement Agreement Reserve	172,959	5,938	0	0	0	0	0	178,897	172,959
Strategic Property Reserve	455,369	17,296	0	0	0	(270,000)	0	202,665	455,369
Workers Compensation Reserve	564,219	19,324	0	0	0	(224,286)	0	359,257	564,219
Councillor's Initiative Reserve	0	16,722	0	342,443	0	(20,000)	0	339,165	0
Election Expense Reserve	0	0	0	82,500	0	0	0	82,500	0
Valuation Expense Reserve	0	0	0	110,000	0	0	0	110,000	0
Sub-Total Municipal Reserves	21,288,495	649,088	81,982	3,132,048	0	(6,952,547)	0	18,117,084	21,370,477
Developer Contribution Reserves									
DCA 1 - Hard Infrastructure - Bertram	1,956,005	59,762	0	60,533	0	(21,725)	0	2,054,575	1,956,006
DCA 2 - Hard Infrastructure - Wellard	1,865,305	71,152	0	60,533	0	(15,125)	0	1,981,865	1,865,305
DCA 3 - Hard Infrastructure - Casuarina	0	0	0	60,533	0	(15,125)	0	45,408	0
DCA 4 - Hard Infrastructure - Anketell	2,138,681	83,188	0	60,533	0	(15,125)	0	2,267,277	2,138,681
DCA 5 - Hard Infrastructure - Wandii	2,229,829	76,334	0	60,533	0	(15,125)	0	2,351,571	2,229,829
DCA 6 - Hard Infrastructure - Mandogalup	5,569,432	160,190	0	60,533	0	(15,125)	0	5,775,030	5,569,432
DCA 7 - Hard Infrastructure - Wellard West	109,946	3,216	0	60,533	0	(15,125)	0	158,570	109,946
DCA 8 - Soft Infrastructure - Mandogalup	3,901,605	120,998	0	60,533	0	(15,125)	0	4,068,011	3,901,605
DCA 9 - Soft Infrastructure - Wandii/Anketell	12,274,280	485,152	0	152,533	0	(24,875)	0	12,887,090	12,274,280
DCA 10 - Soft Infrastructure - Casuarina/Anketell	188,184	7,480	0	60,533	0	(15,125)	0	241,072	188,184
DCA 11 - Soft Infrastructure - Wellard East	5,983,604	241,236	0	60,533	0	(15,125)	0	6,270,248	5,983,604
DCA 12 - Soft Infrastructure - Wellard West	11,183,179	430,482	0	60,533	0	(225,137)	0	11,449,057	11,183,179
DCA 13 - Soft Infrastructure - Bertram	262,587	10,440	0	60,533	0	(15,125)	0	318,435	262,587
DCA 14 - Soft Infrastructure - Wellard/Leeda	930,714	37,024	0	60,533	0	(15,125)	0	1,013,146	930,714
DCA 15 - Soft Infrastructure - City Site	344,341	13,344	0	60,533	0	(15,125)	0	403,093	344,341
Sub-Total Developer Contribution Reserves	48,937,693	1,799,998	0	999,995	0	(453,237)	0	51,284,449	48,937,694
Total Reserves	70,226,188	2,449,086	81,982	4,132,043	0	(7,405,784)	0	69,401,533	70,308,170

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

NOTE 9
OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions	Contract Liability	Current Budget Revenue	Budget YTD Revenue	Actual YTD Revenue	Comments
Provider	\$	\$		\$	
General purpose funding					
Local Government General Purpose Grant	0	1,140,000	720,000	13,126	\$1.24mil for 2023/2024 was received in FY2023. Additional first quarter revenue received in August. Budget to be adjusted in October review.
Local Government General Purpose Grant - Roads	0	956,667	670,000	12,295	\$981K for 2023/2024 was received in FY2023. Additional first quarter revenue received in August. Budget to be adjusted in October review.
Law, order, public safety					
Department Fire and Emergency Services - ESL	40,175	75,870	18,968	24	Budget phasing to be adjusted in October review.
Department Fire and Emergency Services - ESL	40,174	75,871	18,968	0	Budget phasing to be adjusted in October review.
DFES Mitigation Activity Fund Grant		200,000	0	0	
Health					
Mosquito Management Contributions (CLAG)	0	25,000	5,000	3,721	
Department of Health - Larvicide		4,200	0	0	
Education and welfare					
Banksia Park Operating Cost Contribution	0	369,720	61,620	61,620	
Aboriginal Resource Worker - Subsidy - Department of Communities	0	30,514	5,086	0	Budget phasing to be adjusted in October review.
NGALA My Time Program	0	10,560	1,760	2,508	
Youth Social Justice Program	0	180,000	30,000	46,869	Grant received earlier than expected.
Youth Leadership and Development LYRIK (Alcoa Grant)	0	10,000	1,667	0	Budget phasing to be adjusted in October review.
Youth Leadership and Development LYRIK (Coogee Chemical Sponsorship)	0	20,000	3,333	0	Budget phasing to be adjusted in October review.
Community amenities					
PTA Bus Shelter Subsidy	0	11,000	0	0	
Depart of Transport - Active Travel Officer	10,000	56,250	0	0	
Recreation and culture					
Shared Use Agreement - Sportsgrounds		0	0	89,638	Grant income was omitted. Budget to be adjusted in October review.
Shared Use Agreement - Wellard Oval		0	0	28,154	Grant income was omitted. Budget to be adjusted in October review.
Koorliny Arts Centre Management - Misc Grants		20,000	3,333	0	Grant not yet received.
Koorliny Arts Centre Management - Sponsorships		12,000	2,000	0	Sponsorship income not yet received.
Koorliny Arts Centre Management - Contributions		1,800	300	0	
Library - Other donations	0	2,000	333	11	
Event Sponsorship	0	40,000	6,667	0	Sponsorship income not yet received.
Event Sponsorship - Lolly Run	0	10,000	0	0	
Community Development Fund - Kwinana Community Chest	0	20,000	0	0	
Main Roads WA - Maximising indigenous Participation as per City's Reconciliation Action Plan	100,000	100,000	16,667	0	Funds being held as contract liability. Revenue to be recognised when performance obligations are met.
Recquatics- Royal Lifesavings Sponsorship		10,000	1,667	2,600	Grant received earlier than expected.
Transport					
Main Roads Annual Direct Grant	0	223,845	0	0	
Main Roads Street Light Subsidy	0	6,200	1,033	0	
TOTALS	235,349	3,611,497	1,568,402	260,564	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

NOTE 10
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non-operating grants, subsidies and contributions Provider	Unspent Funding Liability	Current Budget Revenue	Budget YTD Revenue	Actual YTD Revenue	Comments
	\$	\$		\$	
Recreation and culture					
Local Roads and Community Infrastructure Program (Phase 4)					
POS Assets - Sandringham Park - Playgrounds		139,720	0	0	
Honeywood Oval - Pump Track Wandl Youth		60,000	0	0	
Fertigation Orelia Oval	0	20,000	0	0	
Revitalising the Strand - RAC	0	0	0	0	
Wellard Oval Lighting Installation	136,164			68,082	2022/2023 c/f project, fund received in FY2024. Budget to be adjusted in October budget review.
Cash in lieu of Public Art	325,000	0	0	0	Funds being held as contract liability. Revenue to be recognised when performance obligations are met.
Transport					
Local Roads and Community Infrastructure Program (Phase 4)					
Matson St, Medina - resurfacing	0	200,000	0	0	
Colchester Ave, Orelia - Pavement rehabilitation	0	108,438	0	0	
Pace Road Carpark	0	250,000	0	0	
Smirk Cottage - Extra Parking Bays at Smirk Cottage	0	65,000	0	0	
Department of Transport					
Footpath - Gilmore Ave Shared path Construction - Chisham Ave to Wellard Rd	0	375,000	0	0	
Main Roads MRRG Funding					
MRRG - Mandurah Rd (A) - Butcher St to Richardson St - NB	0	183,333	0	0	
MRRG - Johnson Rd - Heathcote Way & Britannia Way	0	283,333	0	0	
MRRG - Gilmore Ave - Whitebread Way & Dalrymple Drive	0	137,081	0	0	
MRRG - Mandurah Rd (B) - Beach Rd & Wellard Rd	0	296,253	0	0	
Roads to Recovery					
R2R - Westbrook St, Medina (From Summertown Road to Wellard Road)		300,000	0	0	
R2R - Harley Way, Medina		197,902	0	0	
Blackspot					
Blackspot - Challenger Ave - Challenger Ave & Parmelia Ave	0	122,000	0	0	
Blackspot - Challenger Ave - Challenger Ave & Warner Rd & Amherst St		102,000	0	0	
Blackspot - Gilmore Avenue - Wellard Rd/Henley Bvd Roundabout		176,667			Funds being held as contract liability. Revenue to be recognised when performance obligations are met.
	87,156		0	0	
Black Spot Parmelia Ave		427,648			Funds being held as contract liability. Revenue to be recognised when performance obligations are met.
	110,692		0	0	
WA Government Grants for workplace electric vehicle charging infrastructure					
Electric Vehicle charging point at Adventure Park		9,714	0	0	
Community amenities					
DCA 1 - Hard Infrastructure - Bertram	0	15,125	0	0	
DCA 2 - Hard Infrastructure - Wellard	0	15,125	0	0	
DCA 3 - Hard Infrastructure - Casuarina	0	15,125	0	0	
DCA 4 - Hard Infrastructure - Anketell	0	15,125	0	0	
DCA 5 - Hard Infrastructure - Wandl	0	15,125	0	0	
DCA 6 - Hard Infrastructure - Mandogalup	0	15,125	0	0	Revenue is recognised upon meeting performance obligations (in-line with expenditure on DCA infrastructure).
DCA 7 - Hard Infrastructure - Mandogalup (west)	0	15,125	0	0	
DCA 8 - Soft Infrastructure - Mandogalup	0	15,125	0	0	
DCA 9 - Soft Infrastructure - Wandl / Anketell	0	15,125	0	0	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	0	15,125	0	0	
DCA 11 - Soft Infrastructure - Wellard East	0	15,125	0	0	
DCA 12 - Soft Infrastructure - Wellard West	0	225,137	0	0	
DCA 13 - Soft Infrastructure - Bertram	0	15,125	0	0	
DCA 14 - Soft Infrastructure - Wellard / Leda	0	15,125	0	0	
DCA 15 - Soft Infrastructure - Townsite	0	15,125	0	0	
TOTALS	659,012	3,890,976	0	68,082	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**NOTE 11
TRUST FUND**

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

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Aug 2023
	\$	\$	\$	\$
APU Security Bonds	22,854	2,500	(3,960)	21,394
Contiguous Local Authorities Group CLAG	5,707	1,973	0	7,680
Uncollected Vehicles	6,846	13,945	0	20,791
	35,407	18,418	(3,960)	49,865

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**NOTE 1
BUDGET VARIATION**

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

Date	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
28/06/2023	Annual Budget adoption	0	
1/07/2023	Nat Env - Bushcare Program Parks & Streetscapes Waste - Recycling/Dog Bags	(3,000)	
1/07/2023	Nat Env - Bushcare Program Promotion & Education	3,000	
1/07/2023	Nat Env - Environment Education Strategy Parks & Streetscapes Waste - Recycling/Dog Bags	(4,000)	
1/07/2023	Nat Env - Environment Education Strategy Promotion & Education	4,000	
	Correcting Budget Natural Account		
1/07/2023	Community Engagement - Koorliny Arts Centre Management Expenses	(355,498)	
1/07/2023	Koorliny Arts Centre - Other - Sponsorships	(12,000)	
1/07/2023	Koorliny Arts Centre - Other - Other Revenue	(500)	
1/07/2023	Koorliny Arts Centre - Grants - Miscellaneous - Operating Grant	(20,000)	
1/07/2023	Koorliny Arts Centre - Contributions - Operating Other	(1,800)	
1/07/2023	Koorliny Arts Centre - Salary - Salaries & Wages	384,887	
1/07/2023	Koorliny Arts Centre - Salary - Superannuation	41,208	
1/07/2023	Koorliny Arts Centre - Salary - Workers Compensation Premium	6,300	
1/07/2023	Koorliny Arts Centre - Salary - Professional Development (Conferences)	2,000	
1/07/2023	Koorliny Arts Centre - Salary - Other Employee Costs	9,000	
1/07/2023	Koorliny Arts Centre - R&M - Other	16,800	
1/07/2023	Koorliny Arts Centre - Minor Equip/Furniture-Under \$5000	7,200	
1/07/2023	Koorliny Arts Centre - Financial - Audit Services	7,000	
1/07/2023	Koorliny Arts Centre - Financial - Bank Fees & Charges	300	
1/07/2023	Koorliny Arts Centre - Financial - Bank Charges - EFTPOS Trans Fee and Terminal Fee	6,000	
1/07/2023	Koorliny Arts Centre - Property - Electricity Charges	27,000	
1/07/2023	Koorliny Arts Centre - Property - Cleaning - Contract Fee	35,800	
1/07/2023	Koorliny Arts Centre - Property - Cleaning - Materials	3,000	
1/07/2023	Koorliny Arts Centre - Property - Property - Leasing Expenses	100	
1/07/2023	Koorliny Arts Centre - Property - Waste & Recycling Charges	4,000	
1/07/2023	Koorliny Arts Centre - Communication - Telephony	9,000	
1/07/2023	Koorliny Arts Centre - Insurance - Public Liability	3,300	
1/07/2023	Koorliny Arts Centre - Insurance - Other	7,700	
1/07/2023	Koorliny Arts Centre - Marketing - Events, Exhibitions, Receptions & Festivals	16,000	
1/07/2023	Koorliny Arts Centre - Marketing - Advertising Costs	5,000	
1/07/2023	Koorliny Arts Centre - General - Membership to Associations	1,800	
1/07/2023	Koorliny Arts Centre - General - Other Operating Expenses	600	
1/07/2023	Koorliny Arts Centre - General - Postage Costs	1,000	
1/07/2023	Koorliny Arts Centre - General - Stationery & Office Supplies	2,200	
1/07/2023	Koorliny Arts Centre - General - Licence Fees	3,500	
1/07/2023	Koorliny Arts Centre - General - Printing	4,250	
1/07/2023	Koorliny Arts Centre - Catering - Refreshments and Beverage supplies - not food	2,500	
1/07/2023	Koorliny Arts Centre - Hire Fees	500	
1/07/2023	Koorliny Arts Centre - Other - Merchandise Sales Income	(32,000)	
1/07/2023	Koorliny Arts Centre - Materials - Stock	28,650	
1/07/2023	Koorliny Arts Centre - General - Licence Fees	1,500	
1/07/2023	Koorliny Arts Centre - Fees - Staff Hire	(15,000)	
1/07/2023	Koorliny Arts Centre - Fees - Ticket Sales	(206,696)	
1/07/2023	Koorliny Arts Centre - Fees - Administration	(200)	
1/07/2023	Koorliny Arts Centre - Fees - Equipment Hire	(10,000)	
1/07/2023	Koorliny Arts Centre - Commission - Income	(5,000)	
1/07/2023	Koorliny Arts Centre - Art Centre - Workshop - Fees - Other (Fees & Charges)	(8,000)	
1/07/2023	Koorliny Arts Centre - Art Centre - Workshop - Financial - Commissions / Rebates	6,000	
1/07/2023	Koorliny Arts Centre - Art Centre - Workshop Contractor - Miscellaneous	36,000	
1/07/2023	Koorliny Arts Centre - Art Centre - Workshop - Contractor - Professional Services	16,000	
1/07/2023	Koorliny Arts Centre - Art Centre - Workshop - Marketing - Advertising Costs	2,000	
1/07/2023	Koorliny Arts Centre - Art Centre - Workshop - General - Other Operating Expenses	6,600	
1/07/2023	Koorliny Arts Centre - Art Centre - Workshop - General - Licence Fees	20,000	
1/07/2023	Koorliny Arts Centre - Art Centre - Workshop - Hire Fees	10,000	
1/07/2023	Koorliny Arts Centre - Art Centre - Venue - Fees - Facility Hire	(68,000)	
	Bringing in Koorliny Budget		

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**NOTE 1
BUDGET VARIATION**

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

Date	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		\$	\$
19/07/2023	Kwinana South Contributions - Other	5,000	
19/07/2023	Mandogalup Contributions - Other	5,000	
19/07/2023	Events & Engagement - Civic events Catering - External Brigade Catering to Contribution	(10,000)	
19/07/2023	Carpark - Pace Road Grants - Federal Govt - Capital	(50,000)	
19/07/2023	Community Engagement Grants - Federal Govt - Capital Reallocate LRCI Phase 4 Funding	50,000	
25/07/2023	Finance (Others) - Insurance - Public Liability	253,571	
25/07/2023	Finance (Others) - Insurance - Other	95,953	
25/07/2023	Finance (Others) - Insurance - Marine Hull	275	
25/07/2023	Finance (Others) - Insurance - Personal Accident	517	
25/07/2023	Finance (Others) - General - Stationery & Office Supplies	12,000	
25/07/2023	Finance (Others) - General - Postage	17,000	
25/07/2023	Finance (Others) - Financial - Audit Services	110,000	
25/07/2023	Financial Services - Insurance - Public Liability	(253,571)	
25/07/2023	Financial Services - Insurance - Other	(95,953)	
25/07/2023	Financial Services - Insurance - Marine Hull	(275)	
25/07/2023	Financial Services - Insurance - Personal Accident	(517)	
25/07/2023	Financial Services - General - Stationery & Office Supplies	(12,000)	
25/07/2023	Financial Services - General - Postage	(17,000)	
25/07/2023	Financial Services - Financial - Audit Services Office OVHD Budget Allocation	(110,000)	
14/08/2023	Building Contingency - Contractor - Miscellaneous	(15,000)	
14/08/2023	Darius Wells Plantroom Roof Pest Barrier - Contractor - Miscellaneous Pest Barrier from Building Contingency Fund	15,000	
		0	

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

19 NOTICES OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

Nil

26 CLOSE OF MEETING