Ordinary Council Meeting

28 February 2024

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

Deputy Mayor Barry Winmar to present the Welcome to Country:

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

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

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

Deputy Mayor Barry Winmar to read the dedication:

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

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

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

Apologies:

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 31 JANUARY 2024

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 31 January 2024 be confirmed as a true and correct record of the meeting.

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

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

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

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

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

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

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

9 REQUESTS FOR LEAVE OF ABSENCE

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

11 ANY BUSINESS LEFT OVER FROM PREVIOUS MEETING

12 RECOMMENDATIONS OF COMMITTEES

12.1 SYSTEMS AND PROCEDURES REVIEW 2023/24

SUMMARY

Regulation 17 of the *Local Government (Audit) Regulations 1996* (Audit Regulations) mandates that, at least once every three financial years, the Chief Executive Office is to review the appropriateness and effectiveness of the City's systems and procedures in relation to risk management, internal controls and legislative compliance.

Following a request for quotation process, Australian Audit were selected and engaged by the City to perform the City's systems and procedures review for 2023/24. Their report has now been finalised and is provided in Confidential Attachment A for noting by the Audit and Risk Committee (Committee).

Overall the City's controls were deemed to be satisfactory. Three recommendations were made relating to the areas of legislative compliance, procurement and payroll. No high-risk matters were noted.

OFFICER RECOMMENDATION

That the Audit and Risk Committee notes the findings of Australia Auditors contained at Confidential Attachment A and provide comment where appropriate.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council notes the findings of Australia Auditors contained at Confidential Attachment A and provide comment where appropriate.

Audit and Risk Committee Comments:

The Audit and Risk Committee commented that it would be useful as part of the process to frame a scope of an area of the systems and procedures.

The Audit and Risk Committee recommended to Council that moving forward, the attachment to this item should not be confidential.

The Audit and Risk Committee commented on the positive findings from the report.

VOTING REQUIREMENT

Simple majority

DISCUSSION

Every three financial years, the Chief Executive Officer is required to assess the appropriateness and effectiveness of the City's systems and procedures related to:

a) risk management;
b) internal control; and
c) legislative compliance.

Pursuant to regulation 16(c) of the Audit Regulations, the Committee are to a review the result of that review. The findings are also be reported to Council.

The City conducted last undertook a systems and procedures review in 2020/21 and was therefore required to perform a further review in 2023/24.

Australian Audit undertook their review in late 2023, finalising their report on 18 December. A copy of their findings is provided in Confidential Attachment A.

The City's control environment was assessed as being 'satisfactory' with respect to the appropriateness and effectiveness of the City's systems and procedures. However, three minor recommendations were made:

Recommendation	Identified Actions
The City should instruct it's outsourced Internal Audit provider to ensure that legislative compliance forms part of the audit scope for each internal audit assignment that is carried out for the City and that the Internal Audit provider should provide a formal conclusion in each internal audit report as to the level of legislative compliance that was found.	The City accepts the finding. An internal auditor will be engaged in the new year to continue the Strategic Internal Audit Plan. The City will include in the scope of works a requirement to formally assess and report on compliance with relevant legislation in every audit assignment. This will ensure a comprehensive understanding of potential compliance risks and enable us to implement necessary safeguards.
The City should investigate and possibly provide additional controls to ensure that prior to a purchase order being approved that the purchase order approving officer ensure that sufficient number of quotes have been sought and/or obtained in line with the City's procurement policy. Where the required number of quotes have not been sought and/or obtained, the reasons for non-compliance should be documented and should be monitored as part of the purchase order approval internal auditing process.	The City recognises the importance of obtaining sufficient quotes for all purchase orders, as outlined in the Procurement Policy. The City shall investigate options for further mitigating this risk. This may include additional training to highlight the importance of reviewing quotes prior to PO approval, internal audits in relation to purchase orders focusing on invoices and PO approval, and consequences being put in place in the instance of non-compliance with purchasing processes.
The City ensure that formal payroll related policies and procedures are developed as a matter of priority.	The City understands the importance of robust payroll-related policies and procedures. A checklist/guide has been developed that details all parts/steps of the payroll process and this is adhered to when processing the payroll. The City recognises the requirement to develop its processes and measures have been put in place to provide additional resources to permit this to occur.

The above actions will be added to the City's audit log and presented to the Committee until such time as they are completed and 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

Local Government (Audit) Regulations 1996:

16. Functions of audit committee
An audit committee has the following functions —
…
- *(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);*

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. Regulation 17 Review - Report - Confidential

12.2 WORK HEALTH AND SAFETY (WHS) STATISTICAL REPORT - 19 FEBRUARY 2024

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 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 commented that moving forward they look forward to the inclusion of more reporting and contexting in the report.

The Audit and Risk Committee commented that it is positive that people are encouraged to report and that all of these incidents are investigated and remedial action is taken.

VOTING REQUIREMENT

Simple majority

DISCUSSION

Summary of Statistical Data:

A summary of the incidents recorded over the quarter from 18 November 2023 to 25 January 2024 is as follows. A total of eighteen incidents have been recorded during the nearly three-month period. Eight from the City Infrastructure directorate, seven from the City Life directorate, two from City Development and Sustainability and one reported from the Office of the CEO. Six incidents were recorded as injuries, four incidents were recorded as vehicles, three recorded as a near miss, one recorded as equipment and four incidents were classified as Inappropriate Behaviour/Violence and Abuse involving members of the public. It should be noted that three of the incidents involving members of the public were report only incidents and the other incident was classified as physical assault. In this incident, the member of the public firmly hit a City employee on their right shoulder. The support worker of the member of the public explained the person has a disability which impacts their behaviour. The support worker apologised for the behaviour and the employee adjusted their distancing from the member of the public. The employee was not injured and continued with the remainder of their activity.

Further categorization of the eighteen incidents determined that the event severity of the actual incident category, that is prior to any identified mitigating actions were as follows, three being identified as a high rating, three were identified as a medium rating and seven as a low rating. At the time of the collating of statistical data there were five incidents that did not record the event severity category due to the incident's status of pending investigation and will be determined on approval by the manager. The statistical graphs are included in 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

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 sub regulation (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 - WHS Statistical Data Report - 18 November 2023 - 25 January 2024

Work Health and Safety

ATTACHMENT A

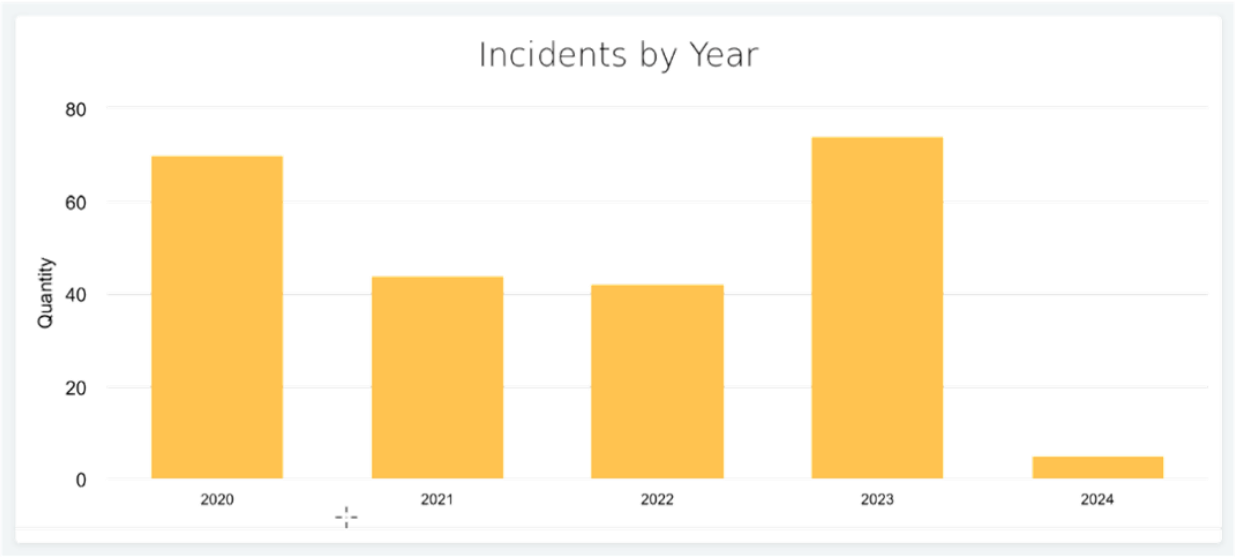
Audit & Risk Committee Statistical Report

18 November 2023 - 25 January 2024



Incident Data by Year

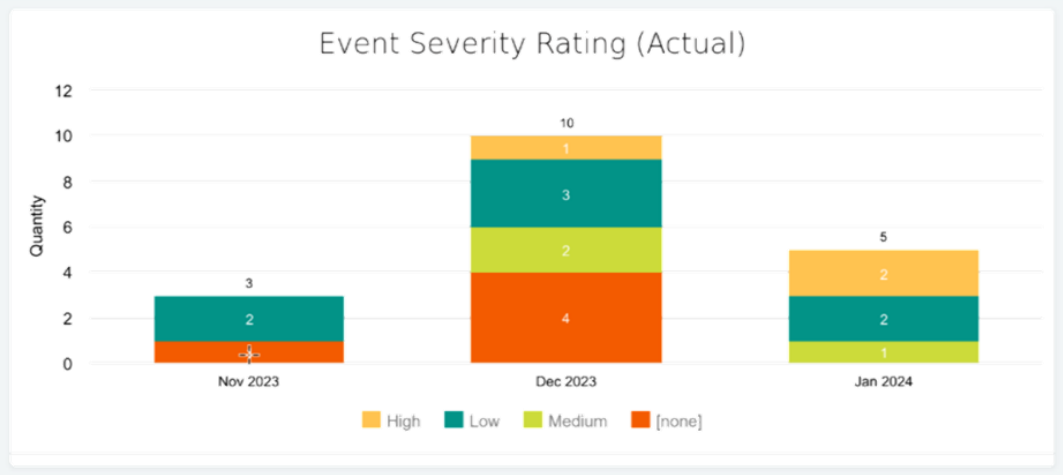
18/11/2023 - 25/01/2024



Incidents: 18 Nov 2023 - 25 Jan 2024

Total incidents = 18

18/11/2023 - 25/01/2024



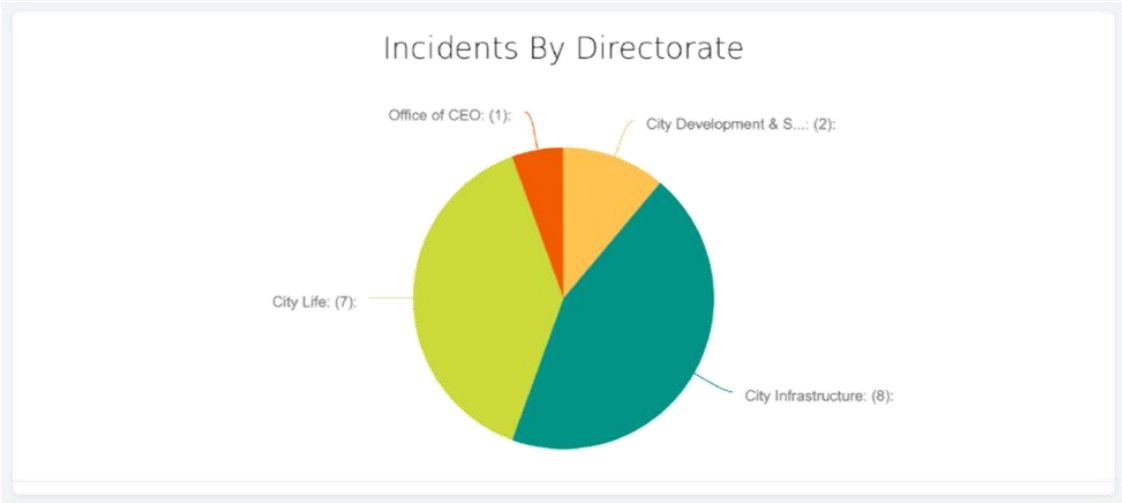
Total incident Count:

- Nov 2023 = 3
- Dec 2023 = 10
- Jan 2024 = 5

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

Incidents: 18 Nov 2023 - 25 Jan 2024

18/11/2023 - 25/01/2024



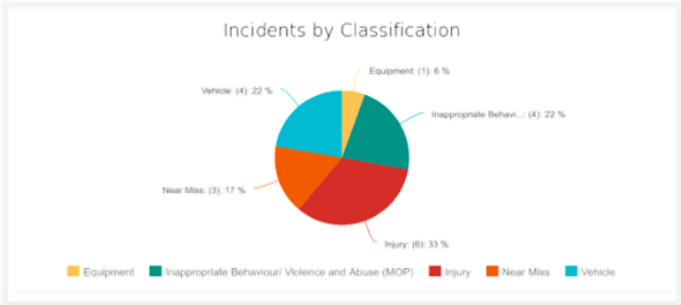
City Development & Sustainability	City Life	City Infrastructure	Office of the CEO
2/18	7/18	8/18	1/18

Safety Statistics Report

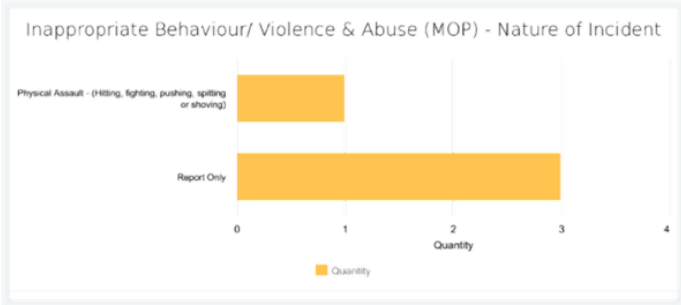
Page **4** of **6**

Incidents: 18 Nov 2023 - 25 Jan 2024

18/11/2023 - 25/01/2024



18/11/2023 - 25/01/2024



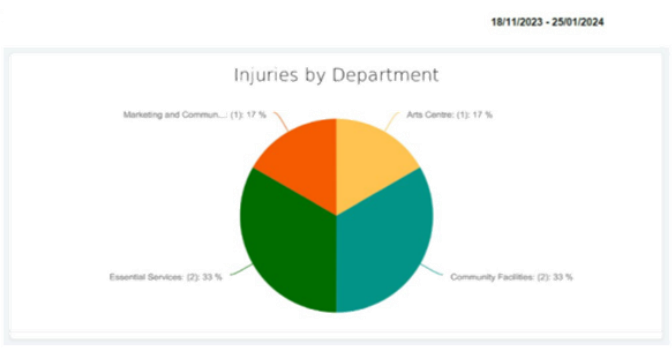
Incidents by clasification can include:

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

The 4 incidents listed as “Inappropriate Behavior/ Violence & Abuse (MOP)”, 3 are Inappropriate Behavior Report Only

Injuries: 18 Nov 2023 - 25 Jan 2024





Total Injuries = 6

Out of 18 incidents reported in the Nov 2023 - Jan 2024 period, 6 were reported as Injuries.

Injuries by clasification can include:

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



12.3 AUDIT ACTION LOG - PROGRESS REPORT

SUMMARY

Pursuant to regulation 16 of the *Local Government (Audit) Regulations 1996* (Audit Regulations), 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 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 City's audit log, including updated comments from responsible officers, is presented as a standard item at each meeting of the Committee.

The audit log is presented at **Attachment A** for noting by the Committee. New officer comments and any changes to completion dates are highlighted in red.

Included within the log are actions arising from the following recently completed audit reports:

1) Regulation 17 - Systems and Procedures Review;
2) Interim Information Technology General Controls Audit; and
3) 2022/23 Final Financial Audit.

OFFICER RECOMMENDATION

That the Audit and Risk Committee note the status of outstanding audit actions as detailed in the City of Kwinana Audit Log at Attachment A.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council note the status of outstanding audit actions as detailed in the City of Kwinana Audit Log at Attachment A.

Audit and Risk Committee Comments:

The Audit and Risk Committee requested to have a refresh of the Audit Plan at the next Audit and Risk Committee Meeting once the new Internal Auditor has been able to review the plan as well and provide recommendations.

The Audit and Risk Committee commented on having a potential shared service with City of Cockburn was a pragmatic approach.

The Audit and Risk Committee added that it would be useful to have a high level table in the internal audit that lists the audit actions with ratings and where these are in regards to completion.

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 auditing 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;
- identifying 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
- increasing 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)	Status
Planning & Building	80			Completed
Asset Management	80			Completed
Community Services – Events (Community Engagement, Resource Centre, Family Day Care, Events)	80			Completed
Recquatic		80		Not started
Environmental & Health Services/Waste		80		Not started
Finance - Financial Management Regulation 5*		80		Not started
Project/Program Management (Building, Operations & Engineering)		80		Not started
Work Health and Safety / Human Resources			80	Not started
City Legal & Governance - Audit Regulation 17 (Legislative compliance,risk and internal control)*			80	Not started
Business Continuity/Disaster Recovery/Pandemic/Emergency Planning			80	Not started
Essential Services (Security, Rangers & Parking)			80	Not started
City Strategy*				Not started
Customer service*				Not started
Information Technology*				Not started
Contracts & Procurement	80			Competed

**Areas having relatively low risk ratings and not presently scheduled for review.*

Paxon Group were engaged by the City to undertake the four reviews which have been completed to date. Internal auditing was subsequently postponed while the City sought to recruit a suitably qualified auditor to undertake such reviews internally.

Due to the City's inability to recruit a suitable candidate, an RFQ process was undertaken and Australian Auditors have been selected to re-commence internal auditing. Following a re-assessment of the internal audit plan, the City proposes that the following three priority areas be audited initially:

1) Recquatic;
2) Essential Services (Security, Rangers & Parking); and
3) Occupational Safety & Health / Human Resources.

The internal audit schedule will be further refined following discussion with the internal auditors.

The audit log at Attachment A lists all outstanding actions arising from previous audits (both internal and external). Further, actions arising from recently completed audits which have been added to the audit log are as follows:

2022 Australian Auditors – Regulation 17 Review

a) EA: 2023/11 (1) Legislative Compliance
b) EA: 2023/11 (2) Procurement
c) EA: 2023/11 (3) Payroll

Interim Information Technology General Controls Audit

a) EA: 2023 (1) Financial Application (TechOne) – User Access Management
b) EA: 2023 (2) Network – User Access Management
c) EA: 2023 (3) Logging and Monitoring
d) EA: 2023 (4) Business Continuity and Cyber Security Incident Response
e) EA: 2023 (5) Data Loss Prevention
f) EA: 2023 (6) IT Governance - Strategy

2022/23 final financial audit

a) EA: 2023 (1) Contributed assets recognition
b) EA: 2023 (2) Long Service Leave and Annual Leave Reconciliation
c) EA: 2023 (3) Formal documentation of review of rates data input into Authority
d) EA: 2023 (4) Long Service Liability Rate

Actions which were marked as finalised at the Committee's meeting in December 2023 and subsequently removed from the audit log are as follows:

Paxon – Community Services Internal Audit Review

a) IA: 2023/11 (5.1) Central Coordination of Events

Macri Partners – Financial Management Review

a) EA: 2023/06 (4.1) Bank Reconciliations
b) EA: 2023/06 (4.2(i)) Investment of Surplus Funds
c) EA: 2023/06 (4.3(i)) Purchase of Goods and Services
d) EA: 2023/06 (4.3(iii)) Purchase of Goods and Services
e) EA: 2023/06 (4.3(v)) Purchase of Goods and Services
f) EA: 2023/06 (4.6(ii)) Payroll
g) EA: 2023/06 (4.8(ii)) Fixed Assets
h) EA: 2023/06 (4.9(ii)) General Compliance and Other Matters

OAG - Interim Financial Audit

a) EA: 2023/08 (1) Formal documentation of review of rates data input into Authority

Paxon - Building and Planning Internal Audit Review

a) IA: 2023/08 (5.3) Pool Inspection Information

Paxon – Regulation 17 Review

a) EA: 2021/05 (7) Disaster Recovery Plan

Office of the Auditor General - Computer Controls Review 2022

a) EA: 2022/06 (2) Network Security Management

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 Audit Regulations 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 Action Log (January 2024)

AUDIT LOG

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AUDIT LOG

AUDITS UNDERTAKEN SINCE PREVIOUS AUDIT AND RISK COMMITTEE MEETING

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Regulation 17 Review				
EA: 2023/12 (1) Legislative Compliance **Finding / Recommendation** The City should instruct it's outsourced Internal Audit provider to ensure that legislative compliance forms part of the audit scope for each internal audit assignment that is carried out for the City and that the Internal Audit provider should provide a formal conclusion in each internal audit report as to the level of legislative compliance that was found. **Risk Rating** **Minor (Low)**	**Management Comment** The City accepts the finding. An internal auditor will be engaged in the new year to continue the Strategic Internal Audit Plan. The City will include in the scope of works a requirement to formally assess and report on compliance with relevant legislation in every audit assignment. This will ensure a comprehensive understanding of potential compliance risks and enable us to implement necessary safeguards. **Responsible Officer** Manager Governance and Legal		Ongoing	March 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Regulation 17 Review EA: 2023/12 (2) Procurement **Finding** Based on my discussions with the City's Procurement Officer, I believe that the City has adequate policies and practices in place over the procurement process. However, I noted that the number of supplier quotes being obtained were, in some instances, not in line with the City's procurement policy. We noted that where the required number of quotes was not obtained there was insufficient explanation as to the reason why the required number of quotes was not obtained. Further, I noted that the system currently detects whether enough quotes have been obtained based on the $ value of the purchase order. However, I understand that this can be overwritten or bypassed without detection. I believe that obtaining the required number of quotes as per the City's procurement policy is an important control feature and responsibility for verifying compliance should rest with the relevant officer, that holds the relevant level of financial delegation to approve a purchase order, at the point of approving a purchase order. Where the required number of quotes were not obtained or could not be obtained then this should be documented as support to not obtaining the required number of quotes and then approved by the officer responsible for approving the purchase order. **Recommendation** The City should investigate and possibly provide additional controls to ensure that prior to a purchase order being approved that the purchase order approving officer ensure that sufficient number of quotes have been obtained in line with the City's procurement policy and where the required number of quotes has not been obtained then the reasons for non-compliance should be documented and should be monitored as part of the purchase order approval process. **Risk Rating** **Minor (Low)**	**Management Comment** The City recognises the importance of obtaining sufficient quotes for all purchase orders, as outlined in the Procurement Policy. The City shall investigate options for further mitigating this risk. This may include additional training to highlight the importance of reviewing quotes prior to PO approval, internal audits in relation to purchase orders focusing on invoices and PO approval, and consequences being put in place in the instance of non-compliance with purchasing processes. **Responsible Officer** Coordinator Procurement and Contracts		23/01/2024 Coordinator Procurement and Contracts: The City's Procurement team already generate monthly reports of all POs. The procurement team will review monthly reports of all POs to identify non-compliances. Instances of non-compliance will be addressed with staff training. Results will be reported to management. I have audited October to December 2023 PO's over 20k (and nothing more due to resource constraints). Moving forward the PO audit will be a monthly audit of PO's above 10k (in addition to other PO audits already performed that check for PO Splitting, compliance with contract rates, appropriate PO exemption selection and PO's raised after invoice date). During October to December 2023, there were just 8 non compliances out of 96 PO's in this date range. The majority of the 96 are Contract PO's where the policy has already been followed to form the Contract. Findings attached in the excel. 7 of the 8 were largely due to administrative errors and are an opportunity for further system and process education, with 1 non-compliance seeming to be a workaround, although for a critical and required service and is a finding that Paige had already picked up in the PO exemption audit in November 2023. I will speak to the officers in question, consolidate their commentary, provide further education to the officers involved and will report the findings to management. Action completed.	Completed

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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Australian Auditors – Regulation 17 Review				
EA: 2023/12 (3) Payroll **Finding** Based on my discussions with the City's payroll officer, I believe that adequate control processes are in place over the City's payroll process. However, there is currently no formal written policies and procedures in place to ensure that the payroll process continues to be followed on a consistent basis. **Recommendation** The City ensure that formal payroll related policies and procedures are developed as a matter of priority. **Risk Rating** **Minor (Low)**	**Management Comment** The City understands the importance of robust payroll-related policies and procedures. A checklist/guide has been developed that details all parts/steps of the payroll process and this is adhered to when processing the payroll. The City recognises the requirement to develop its processes and measures have been put in place to provide additional resources to permit this to occur. **Responsible Officer** Manager Human Resources		23/01/2024 Manager Human Resources: Ongoing On 8 January 2024, an additional resource commenced in the City's Payroll team. The current checklist/guides and processes have been reviewed and assessed for currency and the further development of formal written procedures has commenced.	30 April 2024

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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – Interim ITGC Audit				
EA: 2023 (1) Financial Application (TechOne) – User Access Management **Finding** We identified the following deficiencies with the City's access management process for TechOne: •The Chief Financial Officer (CFO) had privileged administrator access. (e.g., the ability to create, modify, and delete user accounts and user profiles). This user access allocation creates a Segregation of Duty (SoD) conflict as this access can bypass control in place to enforce SoD. A new CFO profile has now been created, and allocated to the current CFO, which does not have administrator access. We have also confirmed that the privileged access was not used by the CFO. •4 accounts belong to employees on extended leave (greater than 6 months). We note that 1 of the employees was removed from the HR employee list. We were informed that this is due to the employee taking extended leave and returning to a new role. These TechOne accounts' linked AD accounts were identified as a part of the Network User Access testing. •The scope of the monthly user access reviews only identifies dormant accounts (accounts that have not been accessed within the past 90 days). There is no review performed to ensure that only current or valid users have access to the TechOne application. **Recommendation** The City should: • Remove system administrator abilities from functional finance staff and only provision this on a needs basis and revoke when no longer needed. We note above this has since been actioned by management. • Disable all accounts which have not been accessed within 6 months (dormant accounts). These accounts should be re-activated as part of normal onboarding process when the employees resume employment. • Expand the scope of the monthly user access review to identify accounts that belong to invalid or no-longer current users (e.g., Users who are no longer employees of the City). **Risk Rating** **Moderate (Medium)**	**Management Comment** •The provision of administrator rights to the CFO was a conscious decision related to the finalisation of the configuration of the new system. The need for these rights was monitored, and a decision had been made to remove this access, as it was no longer required. This decision was reached prior to the audit and was in process at the time. Other controls were not removed, including dual signatories to banking processes, and audit trails. Management is of the view that the administrator rights were provided as needed and removed when no longer needed. •The City has a process in place to disable all accounts where an employee has left the organisation, or casuals that have not been active for three months. Evidence of this was provided to the auditor. The City does not deactivate accounts for staff on leave, including annual leave, sick leave, long service leave and maternity leave. In these cases, there is a continuing employment relationship, and the employees often continue to maintain communication with the City, including the ongoing requirement to enter timesheets for most leave types, apply for additional leave, or a change of leave type. Employees on extended leave will often continue to monitor email to maintain a connection with the City or to assist in areas of technical expertise or to provide history. Staff on maternity leave have the right to continue to be connected to their employer, including having access to their emails, and also have the right to limited return to work	30 April 2024	Ongoing	30 April 2024

AUDIT LOG

during their leave period. The expectation that accounts for staff on leave will be disabled is not accepted, and is inconsistent with the City's obligations as an employer.

•The City has an offboarding process and there is no evidence that this process is not robust. The current process to identify dormant accounts after three months is the additional control to ensure that if the offboarding process was to fail for the higher risk casual accounts, there is a way for these to be identified. In addition, all key applications have an audit trail built in, and all authorisations and other financial controls continue to be in place.

•However, The City sees the need for continual improvement and is working through a process with the HR department to use active staff reports directly from the HR system to correlate with staff access in the centralised access management system (Active Directory). This will mean that all staff accounts whether current, invalid or no-longer current will be assessed monthly to make sure their access is correct.

Responsible Officer
Manager Information Technology

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – Interim ITGC Audit				
EA: 2023 (2) Network – User Access Management **2022 Finding** We noted the following deficiencies with the City's network access management process: • Evidence of periodic user access reviews was not retained. We could not confirm if reviews were performed in the audit period. • 5 out of 390 active user accounts have not logged into the network in the last 6 months: ○ 2 accounts were disabled after audit's identification ○ 2 accounts belong to employees currently on maternity leave ○ 1 account belongs to an employee who requires the account when acting in a temporary role. • 2 out of the 13 identified privileged accounts were deemed as inappropriate or not required by management. These accounts were disabled after audit's identification. • 1 out of 390 active network accounts belonged to a terminated user. This user logged on the network post the termination date. This account was disabled after audit's identification. • 2 out of 390 active network accounts could not be matched with HR's current employee list. These accounts were disabled after audit's identification. **2023 Status** We have noted an overall improvement in the User Access Management at the network level since our previous year's review. However, we identified the following deficiencies with the City's network access management process: • 4 network accounts were inactive for greater than 6 months. Audit acknowledge that these accounts belong to employees on extended leave (greater than 6 months). We note that 1 of the employees was removed from the HR employee list. We were informed that this is due to the employee taking extended leave and returning to a new role. • The scope of the monthly user access reviews of the	**Management Comment** •The City has a process in place to disable all accounts where an employee has left the organisation, or casuals that have not been active for three months. Evidence of this was provided to the auditor. The City does not deactivate accounts for staff on leave, including annual leave, sick leave, long service leave and maternity leave. In these cases, there is a continuing employment relationship, and the employees often continue to maintain communication with the City, including the ongoing requirement to enter timesheets for most leave types, apply for additional leave, or a change of leave type. Employees on extended leave will often continue to monitor email to maintain a connection with the City or to assist in areas of technical expertise or to provide history. Staff on maternity leave have the right to continue to be connected to their employer, including having access to their emails, and also have the right to limited return to work during their leave period. The expectation that accounts for staff on leave will be disabled is not accepted, and is inconsistent with the City's obligations as an employer. •The City has an offboarding process and there is no evidence that this process is not robust. The current process to identify dormant casual accounts after three months is the additional control around moderate risk, high turnover accounts to ensure that if the offboarding process was to fail, there is a way to identify non-active accounts. In addition, all key applications have an audit trail built in,	30 April 2024	Ongoing	30 April 2024

AUDIT LOG

Network Active Directory account list only identifies dormant accounts (accounts which have not been accessed within the past 90 days). There is no review performed to ensure that only current or valid users have access to the City's network.

Recommendation
The City should:
• Disable all accounts which have not been accessed within 6 months (dormant accounts). For accounts which are required to remain active past 6 months of inactivity; Investigate and implement an appropriate solution to document and obtain approval for these accounts to be exempt (e.g., Maternity or other forms of extended leave)
• Expand the scope of the monthly user access review to identity accounts which belong to invalid or no-longer current users (e.g., Users who are no longer employees of the City).

Risk Rating
Moderate (Medium)

and all authorisations and other financial controls continue to be in place.
•However, The City sees the need for continual improvement and is working through a process with the HR department to use active staff reports directly from the HR system to correlate with staff access in the centralised access management system (Active Directory). This will mean that all staff accounts whether current, invalid or no-longer current will be assessed monthly to make sure their access is correct.

Responsible Officer
Manager Information Technology

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – Interim ITGC Audit				
EA: 2023 (3) Logging and Monitoring **2022 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. 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. 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. **2023 Status** Currently, there is no mechanism or process in place to review network and system logs. However, it has been noted that the City is in the process of implementing a Security Information and Event Management (SIEM) solution. **Recommendation** The City should: •Investigate and implement a process to periodically review key system/activity logs until the development and implementation of the SIEM solution is complete. •Update governance documentation to state requirements to perform system/activity log reviews. **Risk Rating** **Moderate (Medium)**	**Management Comment** **FY 2022** Agree. The draft IT Strategy includes using the SIEM system to address this deficit. **FY2023** Agree. The City's planned implementation of a SIEM system is still in accordance with the IT Plan. Completed as of 10/2023 **Responsible Officer** Manager Information Technology	31 October 2024	Ongoing	31 October 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – Interim ITGC Audit				
EA: 2023 (4) Business Continuity and Cyber Security Incident Response **Finding** The City maintains an IT Disaster Recovery Plan which details the operational plan to execute in the event of an IT service disaster. Additionally, the City maintains an Incident Management Business Continuity Response Plan which describes the actions to be performed if an incident affects the ability for business units to operate (Including the IT department). During our audit, we identified: •The City's Business Continuity Plan does not contain a requirement to perform regular testing and has not been finalised and published following a review that took place in February 2022. •The City does not have a documented IT/Cyber Security Incident Response Plan. Audit acknowledge that the City's Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP) define the steps for escalating incidents that require the DRP or BCP. **Recommendation** The City should: •Review, update and publish the finalised Incident Management Business Continuity Plan ensuring that the requirement to perform periodic testing of the plan is defined. •Develop an IT/Cyber Security Incident Response Plan that defines the operational plan for identifying and addressing IT incidents. **Risk Rating** **Moderate (Medium)**	**Management Comment** Conditionally accept recommendation one, do not accept recommendation two, which is factually incorrect. •The City is developing a new Business Continuity Plan that will document the business continuity approach for the City's IT function. Repeating this plan in the IT Disaster Recovery Plan creates the risk of the two documents being inconsistent. •The City already has an IT Incident Response Plan, which is within the IT Disaster Recovery Plan. This was provided to the auditor. This recommendation is factually incorrect. •The cyber security manual also contains a dedicated section for Cyber Security Incident Response(section 13, page 61). **Responsible Officer** Manager Information Technology	29 February 2024	Ongoing	29 February 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – Interim ITGC Audit				
EA: 2023 (5) Data Loss Prevention **Finding** Effective data loss prevention mechanisms ensure an organisation has visibility of data being exfiltrated from the network through portable or internet-based storage, and the ability to prevent sensitive data from leaving the network without appropriate approval. We identified that the City does not have technical controls to restrict/manage the use of portable storage devices and cloud storage and sharing platforms. We noted that the City's Cyber Security Manual states that unidentified/untrusted portable storage devices are not to be connected to the corporate ICT network. Audit acknowledge that the city has technical controls in place that restrict access to private/confidential information, however these do not mitigate the risk of users, who have access, exfiltrating data. **Recommendation** The City should: •Define, document, and implement data loss prevention policies, procedures and processes that include cloud storage and transfer services. •Investigate and implement appropriate technical controls to restrict access to cloud storage websites, file-sharing platforms, the use of portable storage devices and other avenues of data loss from the City's environment. **Risk Rating** **Minor (Low)**	**Management Comment** Agree The City will create, or append to the cyber security manual, Data loss prevention policies. As noted in further comments these policies will be balancing both efficiency and risk and will be assessed by the audit and risk committee. These policies will them be implemented using current systems. Any shortfalls with current systems will be assessed against the budget in 24/25. The City will investigate and implement appropriate controls but would like to bring to attention that these recommendations overlook the City controls access to information within the individual systems. In particular, the City's record system has individual user accounts that limits access to records to specific officers. As an example, a tendered contract can only be accessed by employees responsible for the contract, with any additional access requiring formal approval. It is also noted that most information managed by the City is public information, and is either freely provided (e.g. financial payments are reported publicly each month) or available through Freedom of Information. In a security context, controls should be placed as close to the sensitive material as possible, and the City does this by having robust authentication systems and security profiles built into the systems that house the data, including our financial and records	30 November 2024	Ongoing	30 November 2024

AUDIT LOG

systems also having audit trails. Waiting until the data has already left the secure systems to implement controls, such as blocking USB sticks, would not only be too late but also unnecessarily reduce staff efficiency. Furthermore, a continued approach of restricting data movement through all conduits will ultimately result in the City being unable to function. In this context, the City does not agree that it is necessary to add additional technical controls for USB devices and cloud drives over the technical controls that already exist at the application level and the policy control in the City's approved cybersecurity manual.

In addition to existing technical controls to manage data, the City has virus scanning at the machine level to protect the network and individual workstations from viruses that might be transferred through email, USB or cloud.

In the context of application-level controls, audit trails and virus management, in addition to the generally public nature of public sector records, the City does not agree that further technical controls are required and consider any risk that the auditor may consider to exist is addressed through the existing controls.

In addition to assessing current controls and reporting this to Audit and Risk, IT will enhance the reviewing of logs by using its new XDR solution to automatically block suspicious activity allowing for a proactive response.

Responsible Officer
Manger Information Technology

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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – Interim ITGC Audit				
EA: 2023 (6) IT Governance – Strategy **2022 Finding** The City has developed a Cyber Security Manual which includes the relevant IT functional areas identified in our previous audits. 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. We acknowledge that the City is in the process of developing an appropriate IT strategy. **2023 Status** We identified that the City have developed a draft IT Strategy which was reviewed by the Executive Leadership Team. The draft plan requires additional consultation and alterations before being approved. **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)**	**Management Comment** **FY 2022** Agree. IT Strategy is currently being finalised. **FY2023** Strategy approved in July of 2023, currently available online. **Responsible Officer** Manager Information Technology	31 July 2023	Completed	

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – 2022/23 Final Financial Audit				
EA: 2023 (1) Contributed assets recognition **Finding** The City has recognised revenue of $13.6 million relating to the fair value of contributed infrastructure assets in the current financial year, 2022-23. Based on our testing, we noted that some of these contributed assets had practical completion dates prior to 1 July 2022 and had already been transferred to the City in previous years. The value of the associated assets amounted to approximately $6 million and represents a prior period error. The error has been corrected by restating the prior comparative year figures in the 2022-23 financial statements. Inquiries with management noted the error was due to the following: •A decision was made for the Engineering team to stop processing assets transactions around March 2022 to assist with the data migration process to the newly implemented Technology One system. This resulted in the capitalisation of these assets being omitted. •There is no standard operating procedure around the recognition of contributed assets, including lack of regular review process for contributed assets recognition •We further noted practical completion certificates were not retained for some of the assets. Our audit procedures did not identify any other assets not capitalised. **Recommendation** The City should develop a standard operating procedure for contributed assets. This should include (but not limited to): •formal review of contributed assets capitalisation to confirm accuracy and completeness thereof; and •maintaining a documented capitalisation retention policy. **Risk Rating** **Significant (High)**	**Management Comment** Agree. The City made a management decision in 2022 to stop processing contributed asset transactions due the migration to Technology One, this resulted in a delay of approximately $5m of contributed asset transactions being processed in 2021-2022. The City agrees the current process for the recognition of contributed assets needs be documented and reviewed to ensure these assets are accurately and timeously recognised. The City however disagrees that this finding should be rated as significant as the contributed asset was not understated but incorrectly recognised in 2023 instead of being split between the current financial year and prior years. **Responsible Officer** Manager Asset Management Services	30 June 2024	Ongoing	30 June 2024

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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – 2022/23 Final Financial Audit				
EA: 2023 (2) Long Service Leave and Annual Leave Reconciliation	**Management Comment** The. **Responsible Officer** Chief Financial Officer Manager Human Resources	30 June 2024	Ongoing	30 June 2024

Finding

During our audit of the employee leave provision balances, we noted differences between the Tech One system leave balances and the Annual and Long Service Leave schedule which is used in the determination of the leave provision balances recognised in the financial statements. The identified differences in both hours and resultant impact on the leave provisions were as follows as at 30 June 2023:

Category	Tech One balance (Hours)	AL and LSL Schedule (Hours)	Difference (Hours)	Resultant Difference ($)
Annual Leave	29,216	29,043	(173)	(3,567)
Long Service	54,367	59,827	5,460	265,649

We understand from management that the differences are mainly due (but not limited) to the following factors:

•At the time of migration from Authority to Techone, the Long Service Leave entitlement for some of the employees had not been updated and reconciled in TechOne, however had been correctly provided for in the manual Annual and Long Service Leave schedule;

•Casual Long Service Leave has to be validated in TechOne regarding their eligibility. This was accrued for in TechOne but not allowed for in the manual schedule; and

•Long Service Leave owing by other Councils in relation to some of the new employees (who joined the City from other Councils) have not been captured in TechOne however been captured in the manual Annual and Long Service Leave schedule.

The resulting difference has been included in the schedule of uncorrected misstatements included in the management representation letter.

Recommendation

We recommend that the City investigate the reasons for the difference between TechOne and the leave schedules and ensure a full reconciliation is performed on a regular basis. Any arising reconciling items should be validated an adjusted as required.

Risk Rating

AUDIT LOG

Moderate (Medium)

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – 2022/23 Final Financial Audit				
EA: 2023 (3) Formal documentation of review of rates data input into Authority **Finding** As part of the annual rates levy process, (1) rates and minimum payments and (2) valuations received from Landgate are entered into the Authority system. It was noted that there is no evidence of an independent review to ensure this data has been entered correctly and without omission. Additionally, we noted that no review is currently performed that compares the recorded revenue from rates levied to budgeted revenue. **Recommendation** The City should implement a formal review process for the Landgate valuation reports and establish a system to reconcile the Landgate property valuation reports to the accounting systems. The review should be evidenced by a formal sign-off by the preparer and reviewer. **Risk Rating** **Minor (Low)**	**Management Comment** A detailed report has been requested from Landgate and a detailed reconciliation of land valuation in Authority to Landgate records have been completed in June 2023. This process has been documented and will be conducted twice in the year to ensure completeness and accuracy of valuation data in Authority. **Responsible Officer** Chief Financial Officer	30 November 2024	Ongoing	30 November 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
RSM – 2022/23 Final Financial Audit				
EA: 2023 (4) Long Service Liability Rate **Finding** The City has recognised $2.95 million of long-service leave liabilities as at 30 June 2023. Based on the testing performed, we noted the City has discounted long-service leave liabilities for employees who have more than 10 years of service. This discounting should not have been applied, given the employees are entitled to take the leave at any time. Our recalculation indicated that the long service leave provision is overstated by $10k due to this error. The City has reviewed and concluded that the long-service liability should not be discounted for employees who have worked for more than 10 years. As the amount is below materiality, the City has advised that management will update the calculations going forward. **Recommendation** The City is recommended to review the current schedule in full to ensure that appropriate discount rates are used in the calculation of long-service leave liabilities. **Risk Rating** **Minor (Low)**	**Management Comment** Agreed. The leave calculation sheet will be updated to exclude the discounting for those employees that have greater than 10 years of service. **Responsible Officer** Chief Financial Officer	31 December 2023	Ongoing	31 December 2023

AUDIT LOG

ITEMS OUTSTANDING FROM PRIOR AUDITS

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Paxons – Community Services Internal Audit Review				
IA: 2023/11 (5.2) Documenting and Recording Decisions **Finding** As part of the Youth & Community Mental Health Initiative Program (YCMHIP) the City received two separate applications from two different applicants. During the assessment period. It was determined that these projects were very similar in nature and the applicants already had a strong collaborative history. As a result, the City facilitated discussions between the two applicants and they agreed to merge their projects into a single joint project, with one applicant removing their application. However, within Smarty Grants the system used for administering grant processes they were both documented as approved for payment, but only one payment was actually made and used for a joint event. It was also noted that there were no acquittals performed for this program, although they were documented as required within the 2022 Guidelines. We were informed that there was a change made in the acquittal requirements for this program which allowed businesses to apply for the grants and which led to the majority of the successful applicants not having receipts to submit as part of the grant acquittal process as they had incurred internal costs. Hence, the removal of the acquittal requirement. However, there was no documented record to support this change or its approval. **Recommendation** For all decisions made or where policy or guidelines are deviated from the change should be documented, approved appropriately and formally recorded. **Risk Rating** **Medium**	**Management Comment** In relation to the merged applications both being approved for payment, they were both listed as approved applications however one application (MH010) was recorded as being approved for $0 while the other application (MH008) was approved for the full $20,000. Acquittals were completed for these grants, though the requirement for receipts to evidence how the grants were spent was removed from the acquittal process. The Guidelines will be reviewed updated accordingly. **Responsible Officer** Coordinator Engagement and Place	31 March 2024	23/01/2024 Coordinator Engagement and Place: Completed. Updated Community Grants and Funding Guidelines are now in place which include clearer language and a clear guide as to required timeframes. The team has been made aware of their requirements for making changes to programs and documenting how those decisions were approved.	~~31 March 2024~~ Completed.

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Paxons – Community Services Internal Audit Review				
IA: 2023/11 (5.3) Documenting and Recording Decisions **Finding** Through assessment of the guidelines for YCMHIP grants and community event funding, we were able to determine the following set timeframes for application processing: • WAPHA Grants – All applicants will be notified of the outcome of their application within one month of the closing date. • Community Grants - Applications will take six weeks for assessment and notification of outcomes from the date of submission or round closing, unless otherwise specified in the individual grants criteria Paxon assessed the decision timeframe for YCMHIP grant applications and community event funding applications. Through assessment of community event funding, it was noted that five out of sixteen tested funding exceeded the six-week timeframe and through assessment of the YCMHIP grants, it was noted that six out of eight tested grants did not meet the expected timeframe. This finding suggests that there may be some systemic issues with the way that the City is processing YCMHIP grant applications and community event funding applications. It is possible that the City is not adequately resourced to process applications within the set timeframe, or that there are inefficiencies in the process. Ensuring the timeframes are met is important as it can lead to complications for the applicant resulting in delays or even cancellations of events. **Recommendation** The City should review the timelines for the grant application processes to identify and address any systemic issue and to assess if they are realistic. **Risk Rating** **Medium**	**Management Comment** The recommendation is accepted. Grant application timelines will be reviewed to determine they are appropriate. **Responsible Officer** Coordinator Engagement and Place	31 March 2024	23/01/2024 Coordinator Engagement and Place: Completed. Grants team are aware of timeframes and Community Grants and Funding Guidelines have been updated to have clearer language and timeframes. Timeframes will be reviewed annually and adjusted if required.	~~31 March 2024~~ Completed.

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Paxons – Community Services Internal Audit Review				
IA: 2023/11 (5.4) Conflicts of Interest **Finding** The City currently lacks a comprehensive process for managing conflicts of interest. While reports can be generated from Smarty Grants to track declarations made during individual assessments, there is no established procedure for recording decisions regarding whether a member with a conflict of interest can vote or must be excluded from decision-making or how they should be managed. There is also no mention of conflict of interest management processes within policy. The City acknowledges this gap and has implemented a conflict of interest register to help rectify the situation. We reviewed the new conflict-of-interest register introduced at the City, and we are able to ascertain the adequacy of the new register. It is also planned to incorporate this process into their "Admin Close Out Form" and ensure that minutes are taken at panel meetings, including information on conflict-of-interest decisions. **Recommendation** The City should establish clear and comprehensive conflict of interest processes for identifying, disclosing, managing and resolving conflicts of interest. These policies should be easily accessible to all employees, officials, and stakeholders. The City should also continue to maintain and regularly update the conflict-of-interest register. **Risk Rating** **Medium**	**Management Comment** Conflict of interest is addressed within the City's Employee Code of Conduct. There is a process map detailing the process for making such a declaration which links to the City's template disclosure form. As suggested, the City will incorporate conflict of interests within the "Admin Close Out Form" and ensure conflicts of interests are appropriately recorded in the minutes of panel meetings. The City will also increase education of staff regarding disclosing conflicts. **Responsible Officer** Coordinator Engagement and Place	31 March 2024	23/01/2024 Coordinator Engagement and Place: Ongoing. Conflict of Interest Register has been completed and is saved in CM9 (see D23/48238). The team will use this during Q3/4 of 2023/24 year and adjust if required. Action can be closed.	~~31 March 2024~~ Completed

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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.2(ii)) Investment of Surplus Funds **Finding** The City's Investment Procedural Guideline (Work Instruction) - FIN77 has not been reviewed by the City since 29 October 2018. **Recommendation** The Work Instruction should be reviewed by the senior management periodically and updated if required based on the investment objectives of the City specified in the Investment Policy. **Risk Rating** **Minor (Low)**	**Management Comment** The work instruction referred to is currently not utilised in the daily management of investments. The City's policy delegation register are the key operational documents utilised and was updated in 2022. The process map for the investment process will be created and will replace the work instruction. **Responsible Officer** Chief Financial Officer and Coordinator Finance	31 December 2023	01/11/2023 Coordinator Finance: The process maps for investments is still to be created. 01/02/2024 Coordinator Finance: The creation of a process map for investments has commenced and expected to be completed by the end of the month.	~~31 December 2023~~ 29 February 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review EA: 2023/06 (4.2(iii)) Investment of Surplus Funds **Finding** The City's investment policy (D12/63257/v5) requires that investments be spread within a credit rating to ensure that single entity exposure is limited as detailed below. S&P Long Term Rating / S&P Short Term Rating / Direct Investment Maximum for Category AAA and Bendigo Bank Kwinana Community Branch / A-1+ and Bendigo Bank Kwinana Community Branch / 45% AA / A-1+ / 45% A / A-1 / 23% BBB / A-2 / 10% Our examination of the investment portfolio as at 30 June 2023 revealed that the investment in Bendigo Bank is 100% of the total investment in the AAA and Bendigo Bank credit rating category and the investment in National Australia Bank in the AA credit rating category is 69% and the investment in the Suncorp Bank in the A credit rating category is 100%. We understand that the intent of the City is to monitor single entity investment in comparison to the total portfolio of investments. **Recommendation** The City should review the investment policy and update it in order to fall in line with the expectations of the City. **Risk Rating** **Minor (Low)**	**Management Comment** The intent of the policy is to monitor single entity investment in comparison to the total portfolio of investments. This however, is not very clearly articulated in the current policy and will need to be updated accordingly. **Responsible Officer** Chief Financial Officer	31 December 2023	01/11/2023 Coordinator Finance: The review of the investment policy has commenced. 01/02/2024 Coordinator Finance: The review of the investment policy is expected to be completed by the end of the month.	~~31 January 2024~~ 29 February 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.3(iv)) Purchase of Goods and Services **Finding** During our testing of credit card transactions during the year, we noted that IT Manager had used his personal credit card to pay for business expenses until he was issued with a corporate credit card. **Recommendation** We recommend that the City amends its purchasing policy to include a paragraph prohibiting the use of personal credit cards to meet business expenses. Requests made by employees who are in need of corporate credit cards should be dealt with by the City in a timely manner. **Risk Rating** **Minor (Low)**	**Management Comment** Personal credit card usage is not encouraged at the City but at the same time if an individual uses his/her personal credit card and the amounts are immaterial, the City reimburses the relevant expenditure as soon as possible. This risk is managed as all reimbursements of credit card expenditure must be authorised and validated prior to reimbursement. The identified risk is under control and therefore no further action required. **Responsible Officer** N/A	N/A	24/01/2024 Chief Financial Officer: No Action required – this finding can be closed.	Completed

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.4) Rates **Finding** The City's policy documents on "Rates Collection" and "Financial Hardship Policy for Rate Payers" do not indicate the date of adoption and when the next review is due. **Recommendation** The City should indicate the date of adoption and the date of next review on all its policy documents. Reviews of all council polices should be carried out periodically and updated where necessary. **Risk Rating** **Moderate (Medium)**	**Management Comment** The Rate Collection Policy and Financial Hardship Policy will be updated to include the date of adoption and review date. **Responsible Officer** Chief Financial Officer and Manager Governance and Legal	30 September 2023	18/10/2023 Governance and Risk Officer: The City's Policy template includes, the first initial adoption date, review date and the next review date. Currently working through all policies to ensure last review and next review dates are included. D23/14714 – Policy Register and Review Plan D23/29407 – Guide – Policy Review and Development D16/65703[v7] – Template – CLT – Council Policy 30/01/2024 Manager Governance and Legal: The policy adoption date and next review date are now indicated on both policies. Amendments to the references section of a policies may be made without the need to take such policy back to Council. Note however that both policies are undergoing review and are to be presented to Council at an upcoming meeting. The City will continue to ensure previous and next due review date information is added to all policies as they are reviewed. Action completed.	Completed

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.5) Sundry Debtors **Finding** The City's work instruction on private works (FIN59) has not been reviewed since 21 October 2015. **Recommendation** The City should review, the work instruction (FIN 59) at the earliest and update it where necessary. **Risk Rating** **Minor (Low)**	**Management Comment** The work instruction is still applicable but needs to be updated with reference to One Council. **Responsible Officer** Chief Financial Officer and Coordinator Finance	31 December 2023	01/11/2023 Coordinator Finance: Works on the works instruction for Private works is still to commence. 01/02/2024 Coordinator Finance: Review of the work instruction for Private works has commenced and expected to be completed by the end of the month.	~~31 December 2023~~ 29 February 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.6(i)) Payroll **Finding** We noted that amendments to payroll Masterfile (other than changes to banking details) are not reviewed by an officer independent of the officer/s who have access to payroll Masterfile. **Recommendation** Management should review all amendments to payroll Masterfile on a periodic basis and ensure all amendments are genuine and correct. Evidence of review should be documented and retained. **Risk Rating** **Moderate (Medium)**	**Management Comment** A Masterfile report is being sourced for the HR manager to sign off Noting, the current "shipped" report in OneCouncil is not adequate/workable and a custom report is being sourced through the City's systems administration provider "Attura". This work has been scheduled to be completed within the next 3 months. **Responsible Officer** Payroll and System Coordinator	31 December 2023	01/11/2023 Payroll and Systems Coordinator: The City's administration provider "Attura" is currently looking at the development of a report. The work is on-going. 23/01/2024 Payroll and Systems Coordinator: The City is yet to receive a draft report as per the requested scope of works. Follow-up with the administration provider "Attura" has been instigated.	~~31 December 2023~~ 29 February 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.6(iii)) Payroll **Finding** The City's Human Resources - Internal Policy states in paragraph 3.1 that all employees shall endeavor to take annual leave in the year in which it is accrued. During our testing of the annual leave report at year end we noted 25 staff out of a total of 296 staff with outstanding annual leave entitlements in excess of 8 weeks ie 8 weeks to a maximum of 24 weeks. **Recommendation** Management should implement processes to identify and monitor staff that have accrued excess annual leave balances and take appropriate action. **Risk Rating** **Moderate (Medium)**	**Management Comment** The HR Internal Policy details leave management strategies to assist with clearing accrued leave. These strategies are being implemented across the organisation and balances are reviewed regularly. To assist management to track and monitor leave balances, dashboards will be created in OneCouncil. **Responsible Officer** Manager Human Resources	31 March 2024	01/11/2023 Manager Human Resources: The City has contacted the systems Owner/Developer/Provider "TechnologyOne" regarding the training of staff in the development of dashboards and applicable reports to be created in OneCouncil. The Payroll and Systems Coordinator will be trained in the development of dashboards/applicable reports at the next available opportunity. As per Appendix 1 of the HR Internal Leave Management policy, Managers/supervisors are actively addressing accrued leave balances. 23/01/2024 Manager Human Resources: Whilst the dashboard is being developed, the Managers and Supervisor are able to access the leave balances of their direct reports in the system – payroll is undertaking training for these Managers and Supervisors on how to determine the leave balances with the view to monitoring and managing these. Dashboard development timeframe is 30 June 2024. Payroll is commencing information/training sessions as of February 2024. Leave information to be manually distributed to Managers in the meantime. Action to be closed.	~~31 January 2024~~ Completed

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AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.6(iv)) Payroll **Finding** There was no documentary evidence that the City's Human Resources - Internal Policy has been reviewed since September 2018. **Recommendation** The City should review the Policy periodically and update it where necessary. **Risk Rating** **Minor (Low)**	**Management Comment** This policy has been reviewed in light of the changes of legislation for Local Governments transitioning from the Federal to State system. The review took place in August 2021. All HR policies have been reviewed aligning to the applicable (new) legislation with the policies being progressively submitted to the Executive team for approval. **Responsible Officer** Manager Human Resources	31 December 2023	01/11/2023 Manager Human Resources: As part of the transition to the State Industrial Relations system from the Federal system, it has been a legislative requirement to update all the HR Internal policies to reflect the new appropriate legislation. All HR Internal policies have been reviewed, with over 50% being presented to the Executive for final approval. These policies are being submitted for final approval on a progressive basis. On track to be completed by 31 December 2023. 23/01/2024 Manager Human Resources: HR policies have been reviewed with 75% now approved by Executive. Progression of approval continuing.	~~31 December 2023~~ 31 March 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.6(v)) Payroll **Finding** During our testing of the long services records it was noted that when transitioning from the Authority system to the OneCouncil system, prorated long service leave balances at the end of the last financial year have not been brought forward to the 2022/23 financial year. **Recommendation** The management should carry out a detailed investigation of the brought forward long service balances from the Authority system to the OneCouncil system and rectify the errors in order to ensure the year end long service liability is accurate. **Risk Rating** **Moderate (Medium)**	**Management Comment** The Authority System does not have the capability to provide the pro rata balances between the anniversary date of the employee and the date of migration 26/06/2023. We have identified this issue and a manual calculation is required. This will be rectified in the coming months. **Responsible Officer** Payroll and Systems Coordinator	31 December 2023	01/11/2023 Payroll and Systems Coordinator: Manual Calculation for part-time/casual employees has commenced. The process/calculation will continue to be progressed over the next couple of months. 23/01/2024 Payroll and Systems Coordinator: This action is on-going and is progressing. Additional resourcing in the Payroll team has provided extra capacity and capability to achieve this task.	29 February 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.7) Information Technology **Finding** During our testing of IT controls, we noted that the City does not have a formal process to review user access rights and privileges in the system to ensure they are in line with the responsibilities of individual staff member's roles/responsibilities. **Recommendation** The management should ensure user access rights are periodically reviewed to ensure they are in line with individual staff roles and responsibilities. **Risk Rating** **Moderate (Medium)**	**Management Comment** IT has a robust onboarding and offboarding procedure that is used for all staff, including fulltime, casuals and contractors, during this process the manager and HR define the access required for individuals. A formal permissions structure review has taken place and permissions are aligned with requirements of the business and financial delegations are entirely defined by the finance department. However, the IT Department understands that this requirement is for the **regular** review of permission structures and is currently working through a process to cross reference with HR and departmental managers on a 6 monthly basis to make certain there have been no changes to requirements or the officers position/role in the company. **Responsible Officer** Manager Information Technology	31 December 2023	16/11/2023 Manager Information Technology: We are currently working through this with HR. Unfortunately due to staffing constraints we have had to push out the deadline to the end of February. We have however discussed how to implement and have test data that proves that we have a viable process, we just need time to implement. 16/11/2023 Manager Information Technology: Ongoing. This action is a priority for the team and is anticipated to be completed in the revised timeframe.	29 February 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.8(i)) Fixed Assets **Finding** We noted that currently there is no process of formally documenting the disposal of assets i.e. *Asset Disposal Form*, and obtaining managements approval prior to disposal of individual assets. We however, acknowledge that potential disposals are included in the City's approved budget. **Recommendation** We recommend that management introduce an Asset Disposal/Deletion form to formalize the asset disposals/deletions process, which should also be subject to appropriate authorisation. **Risk Rating** **Minor (Low)**	**Management Comment** All disposal of assets would require the necessary Asset Disposal Forms to be completed and authorised. Communication regarding this requirement will be sent to all asset owners. **Responsible Officer** Coordinator Finance	31 October 2023	01/11/2023 Coordinator Finance: Works on the Asset disposal forms have commenced and will be completed by end of the month. 01/02/2024 Coordinator Finance: Works on the Asset disposal forms is being finalised and will be completed by end of the month.	~~30 November 2023~~ 29 February 2024

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.8(iii)) Fixed Assets **Finding** Section 17B of the Local Government *(Financial Management)* Regulations 1996, requires the CEO to take all reasonable steps to prevent the theft or loss of portable and attractive assets with a fair value of less than $5,000 at the date of acquisition which are excluded from the fixed asset register. Although the City maintains registers in respect of these assets, we noted that important information such as the date of purchase and the cost are not indicated in respect of certain assets. **Recommendation** We recommend that the registers be updated with all the required information that enables easy identification of portable and attractive assets with a fair value of less than $5,000. **Risk Rating** **Minor (Low)**	**Management Comment** The portable asset register will be reviewed and updated to include cost and date of purchase of asset. **Responsible Officer** Chief Financial Officer and Coordinator Finance	31 December 2023	01/11/2023 Coordinator Finance: The portable asset register have been updated to include the date of purchase and the cost. 24/01/2024 Chief Financial Officer: This audit query has been actioned and can be closed.	~~31 December 2023~~ Completed

AUDIT LOG

Audit Details	Action	Approved Completion Date	Status	Proposed Completion Date
Macri Partners – Financial Management Review				
EA: 2023/06 (4.9(i)) General Compliance and Other Matters **Finding** We noted the Statement of Financial Activity for the month of November 2022 was not presented to the Council within 2 months of month end as required by the Local Government *(Financial Management)* Regulations 1996, 34 (4) **Recommendation** Monthly financial activity statements should be presented at the ordinary council meeting as prescribed in the Local Government *(Financial Management)* Regulations 1996. **Risk Rating** **Minor (Low)**	**Management Comment** The delay resulted due to early closure of council meetings in December 2022 and the next earliest meeting held in February 2023. We will ensure the November 2023 Statement of Financial Activity is presented to the council meeting in December 2023. **Responsible Officer** Chief Financial Officer	31 December 2023	01/11/2023 Coordinator Finance: Finance will ensure the monthly financial statements are presented within 2 months of the month end. 24/01/2024 Chief Financial Officer: This has been actioned and can be closed.	Completed

12.4 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 risks and 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 or extreme rated (residual) operational risks for reporting to the Committee.

The register of strategic risks for the City is provided at **Attachment A** for noting and comment by the Committee.

The following changes to strategic risks are noted since the December 2023 Committee meeting:

1) Changes to risk ratings

SR18 - Community Engagement Practices

- Re-assessed and reduced from medium to low residual risk due to adequate controls.

2) Risks marked inactive

SR3 – Strategic performance not being reported back to Council

- The City has sufficient safeguards, including a corporate calendar, Corporate Business Action Plan, quarterly reporting to Elected Members as well as the tracking of performance through the City's software program.

SR16 – Integrated planning requirements in accordance with the relevant legislation

- The City has an Integrated Planning and Special Projects Officer who is focussed on ensuring the City's integrated planning requirements are appropriate and in accordance with legislation. Timeframes are managed through the corporate calendar.

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

- For each department across the City, cross check current asset list against assets insured. The City also completes an annual LGIS questionnaire which includes checking for each department that all assets are adequately insured.

SR23 – Financial loss arising from inaccurate assessment of DCP infrastructure cost estimates resulting in inability to deliver required infrastructure

- The City undertakes annual valuations of its assets, with insurance policies reviewed to ensure sufficient coverage. This is monitored by the City's cross-functional DCP team.

3) Risks added to register

SR29 – Cyber security

- New risk item has been included within the Strategic Risk Register and appropriate controls have been allocated. The Manager Information Technology will continue to monitor the risk and the associated action.

OFFICER RECOMMENDATION

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

Audit and Risk Committee Comments:

The Audit and Risk Committee commented that it is positive that cyber security has been added into this risk register.

The Audit and Risk Committee commented that the inactive risks should be included in the register noting that these risks have been treated but are still monitored.

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 8 active strategic risks recorded for the City. Of the 110 operational risks recorded for the City, those that that are recorded with a residual rating of 'high' or 'extreme' are presented (presently nil).

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	48
		Low	53
		No Rating (draft)	9
Strategic	8	**Extreme**	0
		High	0
		Moderate	5
		Low	3
		No rating (draft)	0

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 sub regulation (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 - February 2024

Heatmap Report

City of Kwinana

Camms.

Print Date: 05-Feb-2024

City of Kwinana Heatmap Report

HEATMAP



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RISK SUMMARY

Strategic Risk

No.	Risk Title	Residual	Target	Trend
1	SR2 - Monitoring of financial ratios to ensure they fall within DLGSC standards	Low	Low	↓
	Risk Review Comments: Financial ratios are no longer required to be included in the AFS, however they will be monitored via the LTFP processes. This risk item has undergone a review, during which the associated review dates were reassessed and updated to align with our internal financial processes.			
2	SR6 - Maintain level of service of City assets	Medium	Low	↔
	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.			
3	SR12 - Ensuring compliance with Work Health and Safety (WHS) legislation and associated regulations	Low	Low	↓
	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."			
4	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	Medium	Low	↓
	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.			
5	SR18 - Community Engagement Practices	Low	Low	↔
	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 form the community in decisions that impact their lives.			
6	SR25 - Impact of impending reform to the Retirement Villages Act 1992 on the City's ability to operate Banksia Park Retirement Estate	Medium	Low	↓
	Risk Review Comments: A review of the service model and asset management to determine the direction the City takes in the future in managing the Retirement Villages will commence in February 2024. The City is continuing to monitor the impending changes as well as advice received and the City has requested the Department of Mines, Industry Regulation and Safety include the City as part of their consultation process. . A bill containing the proposed amendments to the RV Act has yet to be prepared for introduction into Parliament. The City has been progressing a consolidation process for Callistemon Court Aged Persons Units to streamline all current agreements into one agreement. Included in the new agreement is intended to be a clause acknowledging that the City is presently considering the long-term future of the site given impending legislative changes in this area proposed by State Government. An agreement has now been reached and the City is awaiting execution by the Department of Communities and the Department of Communities will relinquish agreements in 2025 and 2030.			

City of Kwinana Heatmap Report

No.	Risk Title	Residual	Target	Trend
7	SR28 - Impact of mandated transition from Federal to State industrial relations (IR) system on 1 January 2023	Medium	Medium	↔
	Risk Review Comments: The City's HR team continue to montor the information being presented and attend information sessions held. The City is currently on schedule to transistion to the new requirement by the 31 December 2024.			
8	SR29 - Cyber security	Medium		
	Risk Review Comments: -			

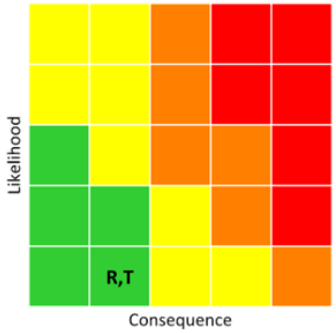
City of Kwinana Heatmap Report

RISK OVERVIEW

Strategic Risk

SR2	Monitoring of financial ratios to ensure they fall within DLGSC standards		
Risk Categories: Financial, ICT, Assets/Infrastructure	**Responsible Person:** Chief Financial Officer	**Last Reviewed Date:** 12 Feb, 2024	**Next Review Date:** 30 Jun, 2024

Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Substantially Effective

Risk Appetite



WITHIN APPETITE

The appetite benchmark score is 9.00 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.
This risk item has undergone a review, during which the associated review dates were reassessed and updated to align with our internal financial processes.

Risk Treatment: Treat

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
2022-2041 Long Term Financial Plan	Chief Financial Officer	Substantially Effective	30 Jun, 2024

Residual Solutions

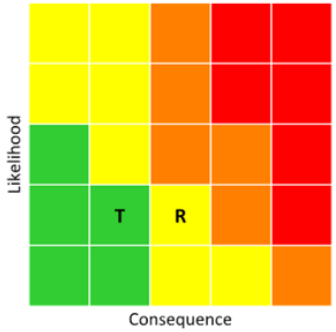
Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Ensure that future budgets and LTFPs continue to increase asset renewal expenditure to bring the asset sustainability ratio to an acceptable level.	Chief Financial Officer	In Progress	30	30 Jun, 2024
Investigate options to create a report in OneCouncil to provide current ratio status at quarterly intervals.	Chief Financial Officer	Not Started	0	30 Jun, 2024

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City of Kwinana Heatmap Report

SR6	Maintain level of service of City assets		
Risk Categories: ICT, Assets/Infrastructure, Financial, Service Delivery	**Responsible Person:** Director City Infrastructure	**Last Reviewed Date:** 12 Feb, 2024	**Next Review Date:** 16 Nov, 2024

Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Partially Effective

Risk Appetite



WITHIN APPETITE

The appetite benchmark score is 16.00 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.

Risk Treatment: Avoid

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Prioritisation of asset management and accurate planning of works.	Manager Asset Management Services	Substantially Effective	30 Nov, 2024

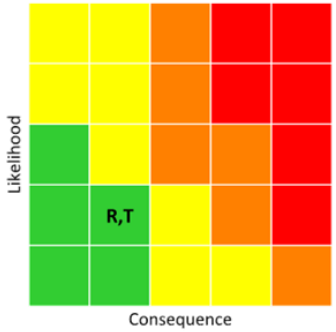
Residual Solutions

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

City of Kwinana Heatmap Report

SR12	Ensuring compliance with Work Health and Safety (WHS) legislation and associated regulations		
Risk Categories: Legislative Compliance	**Responsible Person:** Manager Human Resources	**Last Reviewed Date:** 12 Feb, 2024	**Next Review Date:** 30 Nov, 2024

Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Substantially Effective

Risk Appetite



WITHIN APPETITE

The appetite benchmark score is 9.00 for this category

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."

Risk Treatment: Treat

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Work Health and Safety (WHS) Regulations and advice from WALGA/LGIS and other associated governing bodies.	Manager Human Resources	Substantially Effective	31 Mar, 2024
LGIS/WorkSafe Audit	Manager Human Resources	Substantially Effective	31 Mar, 2024
WHS Framework	Manager Human Resources	Substantially Effective	01 Mar, 2024
WHS Committee	Manager Human Resources	Substantially Effective	01 Jul, 2025
Hazards Guidelines	Manager Human Resources	Partially Effective	01 Apr, 2024
City of Kwinana Safety and Wellbeing Strategy 2022-2024	Manager Human Resources	Substantially Effective	31 Mar, 2023

Residual Solutions

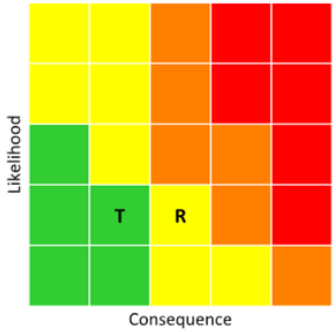
Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Continue to deliver training for key staff (including induction, where appropriate)	Manager Human Resources	Ongoing	80	31 Mar, 2024
Implement actions identified in GAP analysis.	Manager Human Resources	Completed	100	31 Mar, 2023

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Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Implement actions out of the City of Kwinana Safety and Wellbeing Strategy 2022-2024.	Manager Human Resources	In Progress	60	31 Mar, 2024
Implement new Strategic Work Health and Safety Committee	Manager Human Resources	Completed	100	19 Apr, 2023
Monitor implementation of Regulations and WALGA advice	Manager Human Resources	Completed	100	03 Nov, 2022
Undertake the roll out of new WHS documentation to all teams within the City, advising them of the changes and their requirements	Manager Human Resources	In Progress	50	31 Mar, 2024

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	**Responsible Person:** Manager Environment and Health Services	**Last Reviewed Date:** 12 Feb, 2024	**Next Review Date:** 20 Nov, 2024

Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Partially Effective

Risk Appetite



OUT OF APPETITE

The appetite benchmark score is 9.00 for this category

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.

Risk Treatment: Accept

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Feasibility assessment of implementing a 3-bin system.	Manager Environment and Health Services	Partially Effective	30 Jun, 2024
City of Kwinana Waste Plan 2021-25	Manager Environment and Health Services	Substantially Effective	01 Jan, 2025

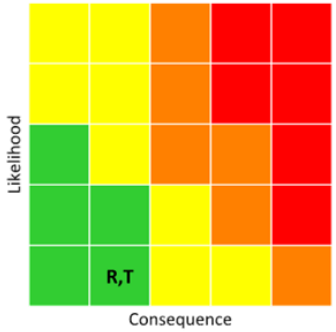
Residual Solutions

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

City of Kwinana Heatmap Report

SR18	Community Engagement Practices		
Risk Categories: Reputation/Image, Financial, Legislative Compliance, Service Delivery	**Responsible Person:** Coordinator Engagement and Place	**Last Reviewed Date:** 12 Feb, 2024	**Next Review Date:** 31 Aug, 2024

Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Substantially Effective

Risk Appetite



WITHIN APPETITE

The appetite benchmark score is 9.00 for this category

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 form the community in decisions that impact their lives.

Risk Treatment: Treat

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Love My Kwinana (Online Engagement Platform)	Coordinator Engagement and Place	N/A	01 Aug, 2024
Engagement Framework	Manager Community Engagement	Substantially Effective	31 Jul, 2024
Training and Certification	Manager Community Engagement	Substantially Effective	31 Aug, 2024
Engagement Policy	Manager Community Engagement	Partially Effective	31 Aug, 2023
Council Reports and Project Planning Process	Manager Community Engagement	Substantially Effective	04 May, 2024
Cross-functional championing team	Manager Community Engagement	Substantially Effective	01 Jul, 2024
City Advisory Groups	Manager Community Engagement	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.	Manager Community Engagement	Completed	100	01 Jun, 2024
Establish staff awareness campaign in relation to the new Engagement Policy.	Coordinator Engagement and Place	Completed	100	31 Oct, 2023

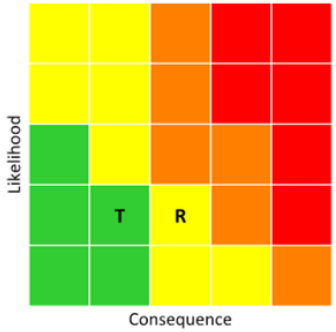
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Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Implement the City's Engagement Policy, establishing the principles for engagement between the City, stakeholders and the wider community.	Coordinator Engagement and Place	Completed	100	30 Nov, 2023

City of Kwinana Heatmap Report

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	**Responsible Person:** Manager Community Facilities	**Last Reviewed Date:** 12 Feb, 2024	**Next Review Date:** 30 Jul, 2024

Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Substantially Effective

Risk Appetite



OUT OF APPETITE

The appetite benchmark score is 9.00 for this category

Causes
- Changes to legislation

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

Risk Review Comments: A review of the service model and asset management to determine the direction the City takes in the future in managing the Retirement Villages will commence in February 2024. The City is continuing to monitor the impending changes as well as advice received and the City has requested the Department of Mines, Industry Regulation and Safety include the City as part of their consultation process. . A bill containing the proposed amendments to the RV Act has yet to be prepared for introduction into Parliament.
The City has been progressing a consolidation process for Callistemon Court Aged Persons Units to streamline all current agreements into one agreement. Included in the new agreement is intended to be a clause acknowledging that the City is presently considering the long-term future of the site given impending legislative changes in this area proposed by State Government. An agreement has now been reached and the City is awaiting execution by the Department of Communities and the Department of Communities will relinquish agreements in 2025 and 2030.

Risk Treatment: Avoid

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.	Manager Community Facilities	Substantially Effective	30 Mar, 2024

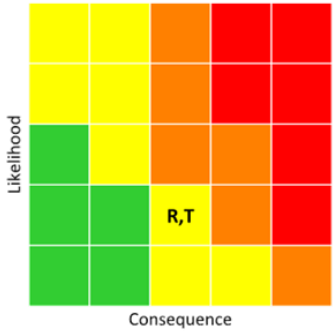
Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Monitor and progress to review of the 'Decision Regulatory Impact Statement' (DRIS) recommending amendments to the Retirement Villages Act 1997 to determine appropriate City response.	Manager Community Facilities	In Progress	10	30 Apr, 2024
Review impact of the new DRIS amendments to determine the appropriate City response.	Manager Community Facilities	Completed	100	31 Aug, 2023

City of Kwinana Heatmap Report

SR28	Impact of mandated transition from Federal to State industrial relations (IR) system on 1 January 2023		
Risk Categories: Financial, Legislative Compliance, Reputation/Image	**Responsible Person:** Manager Human Resources	**Last Reviewed Date:** 31 Jan, 2024	**Next Review Date:** 31 Dec, 2024

Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Partially Effective

Risk Appetite



OUT OF APPETITE

The appetite benchmark score is 9.00 for this category

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 montor the information being presented and attend information sessions held. The City is currently on schedule to transistion to the new requirement by the 31 December 2024.

Risk Treatment: Treat

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
HR Strategic Project Officer	Manager Human Resources	Fully Effective	31 Dec, 2024
Ensuring the City's compliance with amendments to Industrial Relations Act 1979 and Minimum Conditions of Employment Act 1993.	Manager Human Resources	Partially Effective	30 Jun, 2024

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
Consultation to take place with workforce regarding transition	Manager Human Resources	Completed	100	06 May, 2023
HR Strategic Project Officer	Manager Human Resources	Completed	100	07 Feb, 2023
HR Strategic Project Officer to undertake review of all relevant City policies and procedures.	Manager Human Resources	In Progress	90	31 Dec, 2024
Submit an application for the HR Strategic Project Officer to sit on WALGA State industrial relations working group	Manager Human Resources	Completed	100	31 Dec, 2024

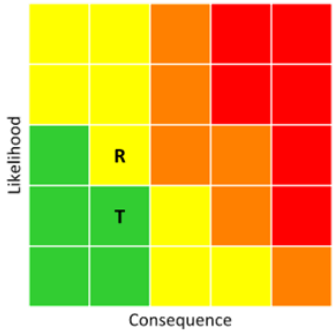
City of Kwinana Heatmap Report

RISK OVERVIEW

Strategic Risk

SR29	Cyber security		
Risk Categories: ICT, Assets/Infrastructure, Financial, Reputation/Image, Service Delivery	**Responsible Person:** Manager Information Technology	**Last Reviewed Date:**	**Next Review Date:** 01 Feb, 2025

Individual Heatmap



R Residual Risk Assessment
T Target Risk Assessment

	Effectiveness of control
R	Substantially Effective

Risk Appetite



WITHIN APPETITE

The appetite benchmark score is 16.00 for this category

Causes
- Improper use of City assets (photocopier etc)
- Failure to follow practices and procedures
- Inadequate processes and procedures from the City
- Lack of officer training
- Malicious actors blocking access or taking down city systems
- Malicious actors gaining access to City Data

Consequences
- Compromised IT systems and reduced ability to provide services for staff
- Exposure to negative publicity and legal liability
- Financial loss

Residual Controls

Control Title	Control Owner	Control Effectiveness	Next Review Date
Network controls, including firewall, virus scan and SEIM monitoring system	Manager Information Technology	N/A	13 Feb, 2025
Staff cyber security training	Manager Information Technology	N/A	01 May, 2024
Implementation of cyber security manual	Manager Information Technology	N/A	01 Dec, 2024

Residual Solutions

Risk Action Title	Responsible Officer	Action Status	% Completed	End Date
2024 review of the City's Cyber Security Manual	Manager Information Technology	Ongoing	0	01 Dec, 2024
Implement penetration testing	Manager Information Technology	Ongoing	25	31 Jul, 2024
Undertaking Extended Detection and Response training with IT staff	Manager Information Technology	Ongoing	25	31 Mar, 2024

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12.5 COMPLIANCE AUDIT RETURN

SUMMARY

Regulation 14 of the *Local Government (Audit) Regulations 1996* (Audit Regulations) requires each Local Government to carry out an audit of their compliance with the provisions of the *Local Government Act 1995* (Act) for the period 1 January to 31 December each year. Following such audit, a compliance audit return (CAR) is required to be prepared (in a form approved by the Minister) for review by the Local Government's Audit Committee before being presented to Council.

The City has prepared a CAR for the period 1 January 2023 to 31 December 2023 at **Attachment A** for noting by the Audit and Risk Committee (Committee) prior to presenting to Council for adoption.

A copy of the City's adopted CAR is required to be certified by the Mayor and Chief Executive Officer before being submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March 2024.

OFFICER RECOMMENDATION

That the Audit and Risk Committee:

1. Review the City of Kwinana Compliance Audit Return for the period 1 January 2023 to 31 December 2023 as provided at Attachment A; and

2. Recommend that Council adopt the Compliance Audit Return at Attachment A for submitting to Department of Local Government, Sport and Cultural Industries by the Chief Executive Officer.

AUDIT AND RISK COMMITTEE RECOMMENDATION

That Council:

1. Review the City of Kwinana Compliance Audit Return for the period 1 January 2023 to 31 December 2023 as provided at Attachment A; and

2. Recommend that Council adopt the Compliance Audit Return at Attachment A for submitting to Department of Local Government, Sport and Cultural Industries by the Chief Executive Officer.

Audit and Risk Committee Comments:

The Audit and Risk Committee commented that adding the action as an outcome of no response to the report, would be useful to track completion.

VOTING REQUIREMENT

Simple majority

DISCUSSION

In accordance with the Audit Regulations, the City is required to carry out an annual audit of statutory compliance in the form determined by the Department.

The 2023 Compliance Audit Return relates to the period 1 January 2023 to 31 December 2023 and focuses on those areas considered high risk under the Act and associated regulations.

The Regulations require that the CAR be presented to Council for adoption following a review by the Committee. Once adopted, the CAR is to be certified and submitted to the Department by 31 March 2023. As with previous years, this occurs online through the Department's 'SmartHub' portal.

The CAR requires the City to respond either 'Yes', 'No' or 'N/A' to each of the audit questions. The City is required to provide comments for any instances of non-compliance in order to assist the Department in better understanding any problems or issues that have resulted in its inability to achieve full compliance in a particular area.

The following table summarises the City's performance for each of the audit categories:

Compliance Area	Number of Questions	Compliance
Commercial Enterprises	5	100%
Delegation	13	100%
Disclosure of Interest	21	100%
Disposal of Property	2	100%
Elections	3	100%
Finance	7	100%
Integrated Planning and Reporting	3	100%
Employees	5	100%
Conduct	4	100%
Optional Questions	9	89% (8/9)
Tenders	22	95% (21/22)

The areas which the City did not achieve full compliance are as follows:

Optional Questions

3. Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by s5.87C of the Act?

City Comment:

The City acknowledges that a gift declaration was submitted outside the stipulated timeframe. Initially, it was understood that the gift wouldn't necessitate a declaration due to its purchase being facilitated through the City budget. However, upon seeking guidance from the department, we were informed that a declaration was indeed required.
Upon receiving this clarification, the necessary declaration was entered.

Action to be taken as an outcome of the 'no' response:

The City will continue to seek the guidance of the Department of Local Government, Sport and Cultural Industries.

Tenders for Providing Goods and Services

1. ***Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulation 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250.00 or less or worth $250,00 or less?***

The City Procurement Policy states that the threshold values are based on the estimated (or known) total expenditure over the life of the contract or a 3 year minimum period. This means that a formal RFQ should be undertaken for 3 year spends over 100k for the same or similar goods/services - and subsequently, a formal contract be formed and captured in the City's Contract Register.

Several instances of accumulative goods/services spend exceeding 100k without a formal contract in place have been identified. Examples include:

- -Supply and fitting of tyres
- -Alarm and facility access services
- -Trailer Servicing
- -Marketing and promotional materials (Signage, banners etc)
- -Sweeping waste product collection and recycling services

Action to be taken as an outcome of the 'no' response:

Although the listed spends are above the $100k threshold, this does not necessarily mean that the spends are for the same repeated goods/services and that a single contract will provide the best value outcome. The above identified spends will be investigated further to determine the most appropriate form of contract or contracts required that will provide value for money outcomes. Following investigation, procurement planning meetings will be held, and procurement processes undertaken as required.

The City's OneCouncil system also now allows for consistent and appropriate reporting and monitoring, which will ensure the City works towards 100% compliance.

In reviewing the CAR, the particulars of any matters of concern raised by Committee in relation to the CAR must be recorded in the minutes of this meeting.

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	While this report may not have a direct association with the City's Strategic Corporate Plan (SCP), the City remains dedicated to Model accountability and ethical governance, and continuous improvement. This report plays a crucial role in advancing this commitment by highlighting areas for enhancement, thereby contributing to the ongoing improvement of the City's processes and procedures.
	5.4 – Establish a culture of continuous improvement achieving high levels of business excellence	5.4.4 – N/A – There is no specific action in the CBP, yet this report will help achieve the indicated outcomes and strategic objectives	

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

Local Government (Audit) Regulations 1996:

14. Compliance audits by local governments

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation —

***certified** in relation to a compliance audit return means signed by —*

(a) the mayor or president; and

(b) the CEO.

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. Compliance Audit Return 2023 (unsigned)

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Commercial Enterprises by Local Governments					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A		Chief Executive Officer
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A		Chief Executive Officer
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A		Chief Executive Officer
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A		Chief Executive Officer
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Chief Executive Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Delegation of Power/Duty					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	The City of Kwinana dose not currently have any delegations to its Committees	Governance and Risk Officer
2	s5.16	Were all delegations to committees in writing?	N/A	The City of Kwinana dose not currently have any delegations to its Committees	Governance and Risk Officer
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	N/A	The City of Kwinana dose not currently have any delegations to its Committees	Governance and Risk Officer
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A	The City of Kwinana dose not currently have any delegations to its Committees	Governance and Risk Officer
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	N/A	The City of Kwinana dose not currently have any delegations to its Committees	Governance and Risk Officer
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes		Governance and Risk Officer
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	Council adopted the CEO Delegations at its meeting of Council held 28 June 2023 by absolute majority.	Governance and Risk Officer
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	The City has a register of Delegated Authority that details all of the CEO's Delegations, the City also utilises a software that attaches delegations to the users profile/account (this includes the CEO).	Governance and Risk Officer
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	The City has a register of Delegated Authority that details all Officers Delegations, the City also utilises a software that attaches delegations to the users profile/account.	Governance and Risk Officer
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	All decisions for the amendment of delegation have been made by absolute majority, 28 June 2023.	Governance and Risk Officer
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	A delegation register can be located in the City's record keeping system and the City's software it utilises for its delegation register and the reporting exercise of exercise of delegations.	Governance and Risk Officer
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	The delegation review process commenced January 2023 and the amended delegation register adopted in June 2023.	Governance and Risk Officer
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) 1996, regulation 19?	Yes	Although not all officers are entering their exercise of delegation into the City's software program, reports are also kept and can be tracked via the City's record keeping system, authority and OneCouncil.	Governance and Risk Officer

Department of
Local Government, Sport and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Disclosure of Interest					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	N/A	No such interest was declared	Council Governance Officer
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Local Government (Administration) 1996, regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	No such interest was declared	Council Governance Officer
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995, recorded in the minutes of the meeting at which the disclosures were made?	Yes	Any Declaration of Interest declared by an Elected Member is maintained in the appropriate register within the City's Record Keeping System	Council Governance Officer
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	All required primary returns have been completed and submitted on time.	Governance and Risk Officer
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	All Designated Officers completed their annual returns within the legislated timeframe.	Governance and Risk Officer
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	The all acknowledgements are submitted and emailed via the City's Compliance Software.	Governance and Risk Officer
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 Local Government Act 1995?	Yes	Returns are maintained in the appropriate within the City's Record Keeping System.	Governance and Risk Officer
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in *Local Government (Administration) Regulations 1996*, regulation 28?	Yes	This register is maintained within the City's Record Keeping System	Council Governance Officer
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the *Local Government Act 1995*, did the CEO remove from the register all returns relating to that person?	Yes	The returns are removed from the register and transferred to a destruction folder within the City's Record Keeping System.	Governance and Risk Officer
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the *Local Government Act 1995* been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	The folder these documents are move to have a destruction timeframe allocated at 7 years.	Governance and Risk Officer
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the *Local Government Act 1995*, in the form prescribed in *Local Government (Administration) Regulations*, regulation 28A?	Yes	The utilises its compliance software system for the declaration and register of gifts.	Governance and Risk Officer
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	A report is pulled in the correct form from the City's compliance software, this report is advertised on the City's website.	Governance and Risk Officer
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B of the *Local Government Act 1995*, did the CEO remove from the register all records relating to that person?	Yes		Governance and Risk Officer
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the *Local Government Act 1995* been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Governance and Risk Officer
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	N/A	No such interest was declared	Council Governance Officer
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the *Local Government Act 1995* relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Council Governance Officer
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the *Local Government Act 1995* recorded in the minutes of the council meeting at which the decision was considered?	N/A		Council Governance Officer
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	The Elected Members, Committee Members and Candidates Code of Conduct was reviewed and adopted by absolute majority on 9 August 2023.	Council Governance Officer
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	No	The Council Policy, Code of Conduct Behaviour Complaints Management was adopted on 21 July 2021 and is being reviewed on 14 February 2024.	Council Governance Officer

20	s5.104(7)	Has the CEO published an up-to-date version of the Code of Conduct for employees on the local government's website?	Yes	The Code of Conduct can be found under the publication section of the City's website.	Governance and Risk Officer
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	The Code of Conduct can be found under the publication section of the City's website.	Governance and Risk Officer
21a		Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes		Governance and Risk Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Disposal of Property					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the *Local Government Act 1995* (unless section 3.58(5) applies)?	Yes	The City gave local public notice of it intention to dispose of its properties within the Sound Telegraph 6 September 2023 and 27 September 2023.	Property Management Officer
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the *Local Government Act 1995* , did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?	Yes	The City gave local public notice of it intention to dispose of its properties within the Sound Telegraph 6 September 2023 and 27 September 2023.	Property Management Officer

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Department of
Local Government, Sport and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Elections					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	No declarations were made by candidates	Council Governance Officer
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	Yes	All have been removed. The completed form has been retained in accordance with the City's record keeping obligations.	Council Governance Officer
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	The register was published on the City's website and removed in the required timeframe following the election.	Council Governance Officer

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GOVERNMENT OF WESTERN AUSTRALIA

Department of
Local Government, Sport and Cultural Industries

Finance					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	The City established its Audit and Risk Committee at its Ordinary Council Meeting held 8 November 2023.	Council Governance Officer
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	Audit and Risk Committee do not have any delegations.	Governance and Risk Officer
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	yes	Was received on the 5th Dec	Chief Financial Officer
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	All Management responses have been reported against the findings	Chief Financial Officer
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	Matters of significance Under section 24(1) of the Auditor General Act 2006, the Auditor General is required to report on matters arising out of the performance of the Auditor General's functions that are, in the opinion of the Auditor General, of such significance as to require reporting. We confirm that no such matters came to our attention during our audit work.	Chief Financial Officer
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	Yes	This has been reported as part of the audit committee minutes which are available on our website.	Chief Financial Officer
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	Was received on the 5th Dec.	Chief Financial Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Integrated Planning and Reporting					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 28 June 2023	Integrated Planning and Special Projects Officer
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 28 June 2023	Integrated Planning and Special Projects Officer
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes		Integrated Planning and Special Projects Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport and Cultural Industries

GOVERNMENT OF WESTERN AUSTRALIA

Local Government Employees					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	No recruitment activity for CEO or other designated senior employees	Manager Human Resources
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	No recruitment activity in this audit period	Manager Human Resources
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	No recruitment activity in this audit period	Manager Human Resources
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Manager Human Resources
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Manager Human Resources

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

Department of
Local Government, Sport and Cultural Industries
GOVERNMENT OF WESTERN AUSTRALIA

Official Conduct					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes		Governance and Risk Officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	Maintaining a register of complaints is part of the City's internal processes, however there have been no complaints received in accordance with the *Local Government Act 1995*.	Governance and Risk Officer
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	N/A		Governance and Risk Officer
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	Although the City has not received any complaints in accordance with the *Local Government Act 1995*, the City has developed a complaints register and is made available on the City's website.	Governance and Risk Officer

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

GOVERNMENT OF WESTERN AUSTRALIA

Department of
Local Government, Sport and Cultural Industries

Optional Questions					
No	**Reference**	**Question**	**Response yes, no or N/A**	**Comments**	**Respondent**
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	This review was completed by Macri and Partners on the 21 Sept 2023	Chief Financial Officer
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with *Local Government (Audit) Regulations 1996* regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	N/A	The City has commenced its systems and procedures review, however, the review is required to be completed within the 2023/24 financial year. The report is expected to be presented at an OCM to be held in March 2024. This resolution will be included within the City's 2024 Compliance Audit Return.	Governacne and Risk Officer and Council Governane Officer
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the *Local Government Act 1995*, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	No	The City acknowledges that a gift declaration was submitted outside the stipulated timeframe. Initially, it was understood that the gift wouldn't necessitate a declaration due to its purchase being facilitated through the City budget. However, upon seeking guidance from the department, we were informed that a declaration was indeed required. Upon receiving this clarification, the necessary declaration was entered.	Governance and Risk Office
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	The City adopted its Elected Members and Chief Executive Officer Attendance at Events at it's OCM held 9 August 2023	Governacne and Risk Officer and Council Governane Officer
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the *Local Government Act 1995*?	Yes	The City is compliant with section 5.96A.	Governance and Risk Office
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	The City adopted its Elected Members policy in relation to the continuing professional development of Council members at its OCM held 9 August 2023. The policy is currently under review again due to the requirements of s5.125(5)(a).	Governacne and Risk Officer and Council Governane Officer
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes	The City presented its Elected Members Mandatory Training Report at its OCM held 26 July 2023 - resolution #355	Governacne and Risk Officer and Council Governane Officer
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	Report was submitted on the 30th Sept 2023	Chief Financial Officer
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Chief Financial Officer

GOVERNMENT OF WESTERN AUSTRALIA

Department of
Local Government, Sport and Cultural Industries

Kwinana - Compliance Audit Return 2023

Tenders for Providing Goods and Services

No	Reference	Question	Response yes, no or N/A	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the *Local Government (Functions and General) Regulations 1996*, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, $250,000 or less or worth $250,000 or less?	No	The City Procurement Policy states that the threshold values are based on the estimated (or known) total expenditure over the life of the contract or a 3 year minimum period. This means that a formal RFQ should be undertaken for 3 year spends over 100k for goods/services - and subsequently, a formal contract be formed and captured in the City's Contract Register. Several instances of accumulative goods/services spend exceeding 100k without a formal contract in place have been identified. Examples include: -Supply and fitting of tyres -Alarm and facility access services -Trailer Servicing -Marketing and promotional materials (Signage, banners etc) -Sweeping waste product collection and recycling services	Coordinator Procurement and Contracts
2	s3.57 F&G Reg 11	Subject to *Local Government (Functions and General) Regulations 1996*, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	All known instances were tendered. One instance was identified where the expenditure for a service exceeded the tender threshold and a tender was advertised accordingly.	Coordinator Procurement and Contracts
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the *Local Government (Functions and General) Regulations 1996*, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes		Coordinator Procurement and Contracts
4	F&G Reg 12	Did the local government comply with *Local Government (Functions and General) Regulations 1996*, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Coordinator Procurement and Contracts
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Coordinator Procurement and Contracts
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	Even with electronic tendering, the public are still welcome to attend.	Coordinator Procurement and Contracts
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Coordinator Procurement and Contracts
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Coordinator Procurement and Contracts
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Coordinator Procurement and Contracts
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Coordinator Procurement and Contracts
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes		Coordinator Procurement and Contracts
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes		Coordinator Procurement and Contracts
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the *Local Government (Functions and General) Regulations 1996*, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes		Coordinator Procurement and Contracts
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes		Coordinator Procurement and Contracts
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	Yes		Coordinator Procurement and Contracts
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes		Coordinator Procurement and Contracts
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes		Coordinator Procurement and Contracts
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes		Coordinator Procurement and Contracts
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes		Coordinator Procurement and Contracts
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		Coordinator Procurement and Contracts
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		Coordinator Procurement and Contracts
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	n/a	Kwinana is not regional and do not provide regional price preference	Coordinator Procurement and Contracts

13 ENBLOC REPORTS

14 REPORTS – COMMUNITY

Nil

15 REPORTS – ECONOMIC

Nil

16 REPORTS – NATURAL ENVIRONMENT

Nil

17 REPORTS – BUILT INFRASTRUCTURE

17.1 ADOPTION OF DEVELOPMENT CONTRIBUTION PLAN REPORTS AND COST APPORTIONMENT SCHEDULE - DEVELOPMENT CONTRIBUTION AREAS 8-15 (COMMUNITY INFRASTRUCTURE ITEMS)

SUMMARY

The purpose of this report is for Council to affirm and endorse the Cost Apportionment Schedule (CAS) and Development Contribution Plan Reports (DCP Reports) for Development Contribution Areas 8-15 (DCAs 8-15) following gazettal of Amendment 145 to the City's Local Planning Scheme No. 2 (LPS2) on 3 November 2023.

DCAs 8-15 comprise the areas of Mandogalup, Wandi, Anketell, Casuarina, Wellard East, Wellard West, Bertram, Wellard/Leda, and Kwinana Townsite, under Schedule V of the City of Kwinana Local Planning Scheme No. 2 (LPS2).

The DCP Reports and CAS are required to be adopted by Council within 90 days of gazettal of the DCP coming into effect (or in this instance, the DCP being modified via Scheme Amendment), in accordance with clause 5.15.5.10.1 of LPS2. Subsequently, the CAS and DCP Reports shall be reviewed annually in accordance with clause 5.15.5.11.2 of LPS2, to ensure costings, lot data and other information is updated.

It is recommended that Council affirms and endorses the 2024 CAS and DCP Reports for DCAs 8-15, as per the Officer Recommendation.

OFFICER RECOMMENDATION

That Council:

1. **Affirms and adopts the Cost Apportionment Schedule (CAS) as detailed in Attachment A and Development Contribution Plan Reports (DCP Reports) as detailed in Attachments B - I for Development Contribution Areas 8-15, under Schedule V of the City of Kwinana Local Planning Scheme No. 2;**

2. **Affirms and adopts, for the purposes of the proposed CAS as per this report, interest payable on the calculated overpayment of applicable provisional contributions as at 15/02/2024, as the Monthly RBA Cash Rate + 1%, calculated monthly from the date of deemed overpayment;**

3. **Authorises the City's CEO to undertake a financial reconciliation of all Deeds of Agreement entered into between the City and relevant landowners/developers in the context of DCAs 8-15, within 60 days of the adoption of the CAS and DCP Reports for DCAs 8-15, in accordance with the City's LPS2 and Local Planning Policy 4; and**

4. **Endorses the City's additional contribution of $1,430,000 to William Bertram Community Centre, as reflected in the CAS, the funding of which is to be determined in the next review of the City's Long Term Financial Plan (LTFP).**

VOTING REQUIREMENT

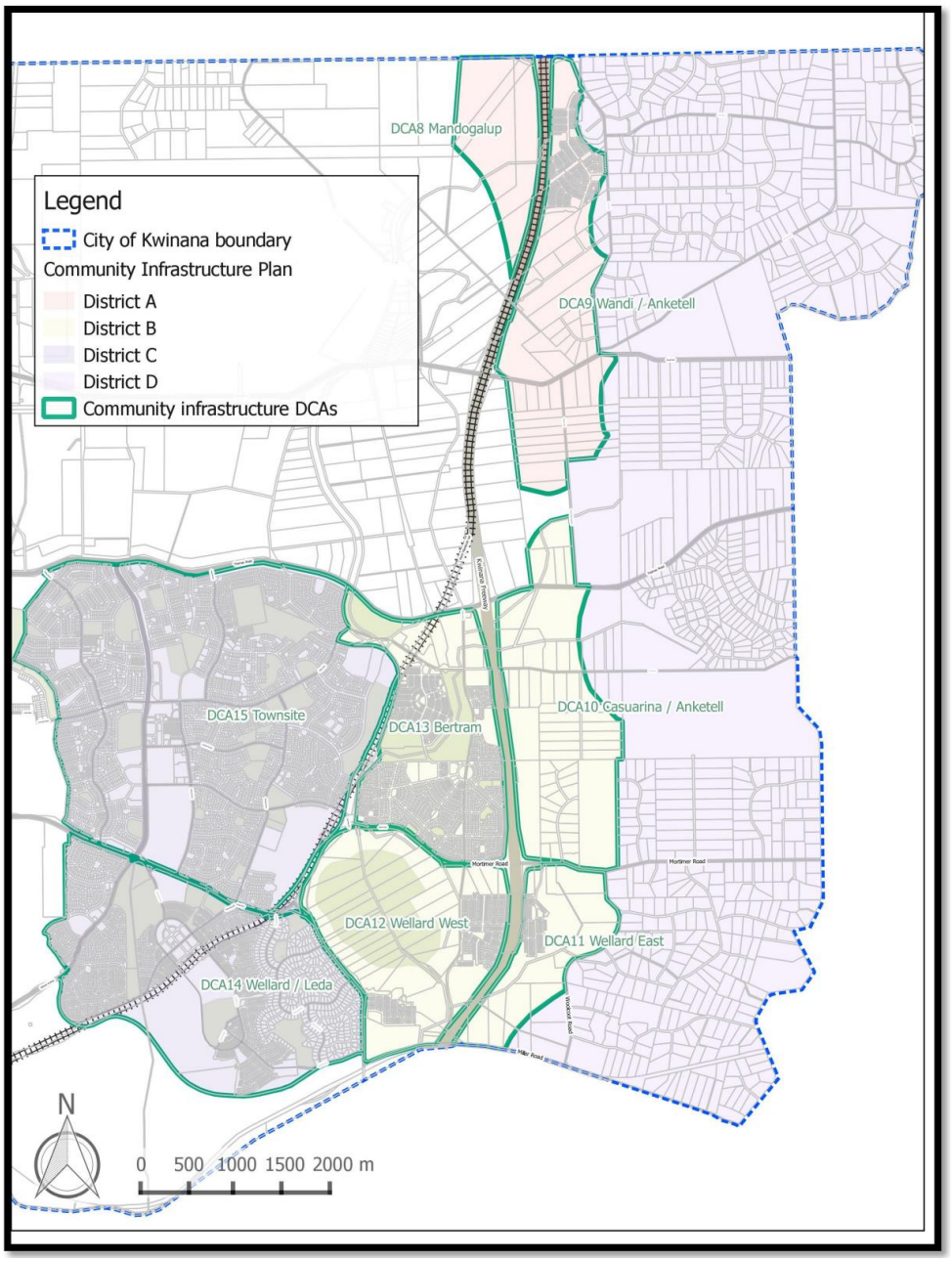
Simple majority

DISCUSSION

Background

The City of Kwinana currently operates 15 Development Contribution Plans (DCPs) over 15 separate Development Contribution Areas (DCAs).

These contribution areas and plans have been in place for a number of years, with DCAs 8-15 (refer Figure 1 below) having first been approved by the WAPC and gazetted on 19 June 2012, as part of Scheme Amendment 115 to LPS2. Amendment 145 was subsequently initiated by Council on 25 June 2015 to account for development constraints (land use buffers) within existing DCAs and the associated threshold implications for community infrastructure items.



On 8 June 2022, Council resolved to adopt a revised Community Infrastructure Plan 2021-2036 (CIP 2021) and Amendment 145 to Local Planning Scheme No. 2 (LPS2) for the purposes of advertising.

The CIP 2021 represents a revision of the Community Infrastructure Plan prepared in 2018 (CIP 2018) and was subject to a thorough review following receipt of the Minister's Direction by the City in consideration of Amendment 145 in June 2021, in order to better align with the principles of revised State Planning Policy 3.6 - Infrastructure Contributions (SPP 3.6). This review resulted in a reduced provision of community infrastructure facilities, both at the local and district level, for Districts A and B (DCAs 8-13), and consequently revisions to the proposed Scheme text, draft DCP Reports and draft Cost Apportionment Schedule, as components of Amendment 145.

Council resolved to adopt Amendment 145 for final approval on 14 December 2022.

Amendment 145 was subsequently approved by the Minister and gazetted on 3 November 2023.

SPP 3.6 – capping on cost per lot

Since initiation of Amendment 145 in June 2015, there has been a provisional cost contribution rate per new lot/dwelling applied for each DCA, as per the summary of CAS rates in Figure 2 below:

CITY OF KWINANA DCA 8-15 SUMMARY CAS RATES

Amendment # Adopted Rate History	DCA8	DCA9	DCA10	DCA11	DCA12	DCA13	DCA14	DCA15
Prior Ungazetted/Adopted Rate utilised at the time of invoicing	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Amendment 115 - From 24 Dec 2012 to 26 August 2013*	$ 5,982.38	$ 6,709.24	$ 6,182.58	$ 9,414.98	$ 7,079.22	$ 6,038.18	$ 1,590.26	$ 1,336.34
Amendment 115 - From 26 August 2013 to 10 February 2015*	$ 7,681.84	$ 7,703.57	$ 6,622.29	$ 9,354.69	$ 6,904.58	$ 5,686.95	$ 1,962.71	$ 1,708.79
Amendment 115 - 11 February 2015 to 24 June 2015*	$ 10,717.44	$ 7,316.29	$ 5,105.10	$ 7,392.05	$ 4,107.71	$ 4,765.73	$ 1,366.31	$ 1,149.52
Amendment 145 - Initiated From 25 June 2015	$ 7,043.73	$ 6,087.26	$ 5,550.47	$ 6,573.93	$ 5,759.78	$ 5,150.64	$ 2,448.19	$ 1,991.38
Amendment 145 - 2023 Finalisation to be reconciled	**$ 3,309.17**	**$ 1,636.39**	**$ 4,388.58**	**$ 2,486.00**	**$ 2,931.70**	**$ 4,999.10**	**$ 1,219.54**	**$ 646.88**

Figure 2 – DCAs 8-15 Summary of Rates

These provisional cost contributions have been applied for Deeds of Agreement entered into between the City and the respective landowner/developer in the context of new lots/dwellings within DCAs 8-15.

On 30 April 2021, a revised SPP 3.6 came into effect. One of the key changes this introduced was a 'cap' on per lot contributions for community infrastructure, to a maximum of $5,000.
The proposed CAS, for which adoption is sought, is reflective of this 'cap', which was also the catalyst for an additional review of the Community Infrastructure Plan, that rationalised community need with capital cost of infrastructure items and associated financial equity and responsibility.

As per Figure 2 above, cost contributions per lot across the board have reduced between what is proposed in this current draft CAS (proposed CAS) and what were the provisional per lot costings, in some instances significantly. For example, DCAs 9,11 and 15 have reduced by over 73%, 62% and 67%, respectively. The table below summarises the cost changes between the provisional costings and the proposed CAS:

DCA	Provisional Cost per Lot	Proposed CAS Cost per Lot	Cost Difference per Lot
8	$7,043.73	$3,309.17	-$3,734.56
9	$6,087.26	$1,636.39	-$4,450.87
10	$5,550.47	$4,388.58	-$1,161.89
11	$6,573.93	$2,486.00	-$4,087.93
12	$5,759.78	$2,931.70	-$2,828.08
13	$5,150.64	$4,999.10	-$151.54
14	$2,448.19	$1,219.54	-$1,228.65
15	$1,991.38	$646.88	-$1,344.50

Table 1 – Summary of Cost Changes per Lot

Infrastructure costs
Costings for infrastructure items includes estimates for those not yet constructed, and actuals for those already constructed.

The City had the individual infrastructure items, for those as-yet-to-be constructed items, independently reviewed by Altus in December 2019 and January 2020. The City further reviewed and refined the specific elements of these costings to ensure the infrastructure components were necessary and cost-effective. These costings are based on concept plans and will be subject to a subsequent review as part of the first annual review for DCAs 8-15, to be undertaken later this year.
Items that have been constructed, and are thus based on actuals, are included within the 'Actual Costs' tabs within the CAS at Attachment A of this report. These include the following infrastructure items:

1. Darius Wells Community Knowledge and Resource Centre
2. Multipurpose Sub-Regional Park (Kwinana Adventure Playground)
3. Local Sporting Ground with Community Facility (DCA9 - Honeywood)
4. Local Sporting Ground with Large Community Facility (DCA12 - McWhirter)
5. William Bertram Community Centre (DCA13)
6. Bertram Oval
7. Zone Youth Centre
8. Wellard Community Centre
9. Wellard Pavilion Extension

William Bertram Community Centre

The William Bertram Community Centre (WBCC) was constructed by the City on the basis of a 'prefunding arrangement' whereby the City utilised its own funds and loan borrowings to fund the initial construction, to which the DCA was to repay the City as funds were collected with development. The actual costs of the Building are detailed as follows:

The actual costs incurred for the Building are as follows:	
Building/Construction Costs	$3,652,461
Loan 105 Interest incurred to 30/06/2023	$466,935
Loan Interest Costs remaining to 2028/29	$134,404
Total Cost	**$4,253,800**
Less Grant	- $850,000
Net Cost	**$3,403,801**

Assuming the Council would be refunded for the WBCC, the CAS rate for DCA13 would be $6,414*, significantly more than other DCAs rates, due to:

- The small number of DCA lots (comparative to other DCA areas), 1,062
- Two infrastructure items (William Bertram & Bertram Oval Changerooms) wholly funded by DCA13; and
- The total cost attributable to DCA13 is $6,825,518 to be funded by 1,062 lots

**This exceeds the $5000 rate cap required by the Minister and assumes that the developer contributions would fund most of the William Bertram Community Centre*.

In determining how to achieve the Minister's direction regarding the rate cap, Officers explored the LTFP and confirmed that no provision for the contributions back to the City from the DCA was made. Furthermore, Officers at the time of construction indicated that the City was to contribute approximately $2 million ($850k grant plus $1.15 million in municipal funds, largely to cover the cost escalations) but this is not documented.

In order for the DCA rate to remain under the $5,000 cap set by the State Government policy, it is recommended that Council endorse the City cover the shortfall of $1,430,000, which reduces the rate for DCA 13 to $4,999.10 per lot. In other words, there will be no payback from the DCA to the City for this additional contribution towards the infrastructure costs. The funds from the DCA would be retained in the Reserve to reduce the rate. The City's funding of this is proposed to be determined through the next review of the LTFP.

Lot Master Data

The proposed CAS contains lot master data, which breaks down each lot within each DCA into each of the following categories:

- Existing lot count (prior to initiation of Amendment 145)
- Potential additional lot yield
- Total lots (potential and existing)
- Actual lots developed
- Remaining additional lots to be developed

This allows the City to keep track of lots as they are developed in the context of the original lot, serves as the basis for apportioning of infrastructure items across DCAs (particularly where multiple DCAs contribute to District and Sub-Regional items) and is able to be reviewed and updated accordingly as part of the annual review process for community infrastructure item costings. The reconciliation of lot development and lots forecast has been completed for each DCA, however the final reconciliation of the actual DCA14 cost contribution liability is in the process of being finalised as outlined below.

Interest Payable for Applicable Deed of Agreements

When contributions are received, the City holds these in the applicable Reserve account until such time as they are required by the DCP. When held in the Reserve, the City invests the surplus funds in accordance with Council's Investment Policy, earning additional income which is then credited to the Reserve account.

Outlined in LPP4 and applicable agreements, developers under a deed of agreement are reconciled and deemed as requiring a partial refund, interest calculated on the over payment is payable by the DCP.

Clause 4.1.2(e) of Local Planning Policy 4 (Administration of Development Contributions) states that:

"*The provisional contribution and contingency amount will be held as security by the City as restricted funds where interest will be earned based on the cash interest rates of the Municipal Fund. Interest earned, in excess of the actual contribution liable, will be credited to the developer for the period up to the time of approval of the first DCP Report following the gazettal of the Scheme amendment."*

Additionally, applicable deeds of agreement state:

"The Parties acknowledge and agree that any interest earned on any DCA X Provisional Contribution and Contingency Amount provided by the Subdivider to the City pursuant to the provisions of this Deed, will be determined and applied by the City in accordance with LPP4."

The interest calculation applicable is not detailed in LPP4 or the deeds of agreement. Officers have reviewed the City's historical investment performance and determined that the most equitable interest calculation is determined as:

Monthly RBA Cash Rate + 1%, calculated monthly from the date of deemed over payment.

When considering the above methodology against a weighted average interest rate approach based on the City's annual historical investment performance, officers determined that the above methodology is preferable as:

- It is a simple and transparent methodology;
- when tested against the weighted average interest rate on investments for FY2022 the results were very similar;
- the City does not have sufficient records to complete weighted average calculations for every applicable year
- if the weighted average interest rate was used it is the average interest rate at a point in time (ie. June) whereas using the monthly RBA rate takes into account the timing of overpayments and is a fairer, more equitable calculation of interest.

As the interest payable forms part of the DCP cost apportionment schedule calculations, and in effect is a policy / budgetary decision, a resolution by Council to adopt the interest rate is required,

On this basis, the total interest payable to developers across DCAs 8-15 is $2,657,070.70.

Reconciliation of Deeds of Agreement and Final Cost Contributions

As noted earlier in this report, once the proposed CAS and associated DCP Reports are adopted by Council as recommended by this report, LPS2 sets out that within 90 days of gazettal of the DCP or, in this case Amendment 145, Council shall adopt the CAS and associated DCP Reports.

Subsequent to this, the City shall reconcile all relevant Deeds of Agreement in the context of the finalised cost contribution per lot/dwelling created during the period of initiation of Amendment 145 until the CAS and DCP Reports are adopted by Council following gazettal of Amendment 145, as per the recommendation of this report and in accordance with clause 4.1.2(f)(ii) of the City's Local Planning Policy 4: Administration of Development Contribution Plans. This 'reconciliation' essentially means the landowner/developer or the City is required to pay or refund (depending on the circumstance) the difference between the provisional cost contribution paid under the respective Deed, and the 'actual' cost contribution liable as per the proposed CAS as at Attachment A of this report.

Annual Cost Contribution Review process

LPS2 sets out that the estimated infrastructure costs contained in the CAS will be reviewed at least annually to reflect changes in funding and revenue sources, and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

In order to satisfy the review requirement, the City will:

- Check lot creation and development data that has occurred over the preceding year, including estimated development areas and estimated lots proposed via approved Local Structure Plans;
- Seek updated costings for DCP community infrastructure items from appropriately qualified independent persons;
- Update the CAS and include costing updates and lot/land area information; and
- Review the list of Priority Works in the DCP Reports for currency and timeframe revision, if necessary.

The annual review will also set out in detail a comparison between the community infrastructure costings as per the proposed CAS (as at Attachment A) and the subsequent reviewed/updated costings in the ensuing CAS.

Local Planning Strategy

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

- To deliver an equitable distribution of accessible and integrated multi-functional public open spaces, community infrastructure and recreation facilities that supports healthy and socially connected communities.

- This outcomes from this report also fulfil specific Strategic Actions 19 and 20, which require the City to:

    - Pursue development contributions for community, public open space, social, road and other infrastructure items for improvement or provision as appropriate, in accordance with the City of Kwinana's Community Infrastructure Plan and approved local structure plans.

    - Implement, and regularly review, the City of Kwinana's development contribution plans in accordance with State Planning Policy 3.6 - Infrastructure Contributions.

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	3.1 – Develop quality, affordable infrastructure and services designed to improve the health and wellbeing of the community	3.1.1 – Implement the Community Infrastructure Plan	The CAS, once adopted, will establish the correct rates per lot for development within each DCA to deliver the community infrastructure items as set out in the CIP.

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	1.5 – Provide infrastructure that enhances opportunities for recreation, play and relaxation	The proposed CAS once approved will ensure that infrastructure funding continues to be collected for the facilities identified to maximise the opportunities for healthy and active play and programs.

LEGAL/POLICY IMPLICATIONS

For the purpose of Councillors considering a financial or impartiality interest only, there are multiple owners and developers affected by this report, located within DCAs 8 – 15 as set out in Figure 1: DCAs 8-15.

Acts and Regulations

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Schemes

Metropolitan Region Scheme

City of Kwinana Local Planning Scheme No. 2

State Planning Policies

State Planning Policy 3.6 - Development Contributions for Infrastructure

Local Planning Policies

Local Planning Policy 4 - Administration of Development Contributions

The City's LPS2 requires an annual review of the Cost Apportionment Schedule. Should this review not be undertaken, the City would not be fulfilling its obligations under the Scheme.

Clauses 5.15.5.11.6 and 5.15.5.12.3 of LPS2 afford landowners the right to object to a cost contribution or associated land valuation through a process of arbitration, within 28 days after being informed of the cost contribution or land valuation.

FINANCIAL/BUDGET IMPLICATIONS

It is important that the revised CAS be affirmed and adopted. This will ensure that the Development Contributions continue to be costed and distributed in an equitable, timely and appropriate basis, and gives surety to the City, landowners and developers.

Processing of Amendment 145 and the CIP 2022 were financed within the existing operational budget, though recouped through administration costs payable through the DCPs. Implementation of the community infrastructure of Amendment 145 will be undertaken in accordance with the City's Long Term Financial Plan (LTFP) and Cost Apportionment Schedule and will be reviewed annually.

The process associated with reconciliation of the Deeds of Agreement will require some Officer and external consultant time in relation to meetings and document preparation, however the reconciliation of funds within each of the DCAs will not constitute a financial burden on the City or DCP, as these funds have been held in the City's applicable DCP Reserve accounts.

As outlined in this report, the William Bertram Community Centre has been constructed at a net cost of $3,403,800. Whilst the Development Contribution Plan for DCA13 contributes to this cost, an additional allocation of $1,430,000 is required by the City to address the overspend and ensure that the per lot rate of contribution through the DCA is under $5,000 per lot as required by SPP3.6. Whilst it was always the intent of the City to contribute further to the Centre, allocation had not been formally made in any Council budgets or LTFP to date. This paper seeks to formalise this intent and ensure that the additional contribution is considered in the City's next review of the LTFP.

ASSET MANAGEMENT IMPLICATIONS

The City will be financially responsible for the community infrastructure items within DCAs 8-15 once these have been developed and maintained for the required period, as applicable.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

The recommendation has the potential to help improve the following determinants of health - Built Environment – Sanitation; Environmental Quality; Neighbourhood Amenity; Disease Prevention.

COMMUNITY ENGAGEMENT

While extensive community consultation has been undertaken as part of the Amendment 145 process, once the Cost Apportionment Schedule is adopted by Council, affected land owners, that is, those who have entered into Deeds of Agreement with the City for the payment of provisional cost contributions across DCAs 8-15, will individually be advised of Council's decision in the context of reconciliation of the Deeds of Agreement.

ATTACHMENTS

A. Attachemnt A - DCA 8 - 15 Cost Apportionment Schedule (CAS) February 2024
B. Attachment B - DCP Report for DCA8 - Mandogalup - Jan 2024
C. Attachment C - Development Contribution Plan Report 9 - Wandi-Anketell North - January 2024
D. Attachment D - DCP Report for DCA10 - Anketell South-Casuarina - January 2024 - Copy
E. Attachment E - DCP Report for DCA11 - Wellard East - January 2024
F. Attachment F - DCP Report for DCA12 - Wellard West - January 2024
G. Attachment G - DCP Report for DCA13 - Bertram - January 2024
H. Attachment H - DCP Report for DCA14 - Wellard/Leda - January 2024
I. Attachment I - DCP Report for DCA15 - Townsite - Jan 2024

CITY OF KWINANA DCA 8-15 COST APPORTIONMENT SCHEDULE (CAS)

Infrastructure Item	Actual Cost of Infrastructure Item to 30 June 2023	Actual Cost Loan Interest on Prefunding Infrastructure Item (20.)	Estimated Remaining Cost of Infrastructure Item	Estimated Remaining Loan Interest on Prefunding Infrastructure Item (20.)	Total Costs Infrastructure Item	Less Actual Grant Funding Applied to Infrastructure Item	Net Total Costs of Infrastructure Item	Total Cost of Infrastructure Item as Part of DCA	Total Lots Contributing to Item	Existing Lot Yield (City Cost)	Potential Additional Lot Yield	Cost attributable to Additional/ New Lot Yield (DCA Costs)	Total Cost Attributable to DCA8	Total Cost Attributable to DCA9	Total Cost Attributable to DCA10	Total Cost Attributable to DCA11	Total Cost Attributable to DCA12	Total Cost Attributable to DCA13	Total Cost Attributable to DCA14	Total Cost Attributable to DCA15	City Contribution based on Existing Lot
Community Knowledge & Resource Centre (**Darius Wells**) (Excluding Leasable Office Space and Café Component = 47.90% of Building)	18,848,611	3,700,834	-	873,872	23,423,317	- 9,427,043	13,996,274	**7,292,059**	27,978	9,045	18,933	**4,934,611**	391,735	1,056,095	705,540	338,044	822,565	276,795	807,709	536,127	**2,357,448**
Multi-Purpose Subregional Park - Calista (**Kwinana Adventure Park**)	5,217,208	381,889	-	170,233	5,769,330	- 2,007,500	3,761,830	**3,761,830**	27,978	9,045	18,933	**2,545,669**	202,088	544,819	363,974	174,390	424,345	142,793	416,681	276,577	**1,216,161**
Wells Beach Foreshore Upgrade	-	-	2,902,250	-	2,902,250	-	2,902,250	**2,902,250**	27,978	9,045	18,933	**1,963,982**	155,911	420,327	280,806	134,542	327,382	110,165	321,469	213,379	**938,268**
District Sporting Ground (**Thomas Oval/Kelly Park Extension/Upgrade**)	-	-	1,843,460	-	1,843,460	-	1,843,460	**1,843,460**	14,014	8,858	5,156	**678,242**	-	-	-	-	-	-	407,655	270,586	**1,165,218**
District Sporting Ground (serves District A&B) - to be located within District B (**Hard Courts**)	-	-	7,675,266	-	7,675,266	-	7,675,266	**7,675,266**	13,964	187	13,777	**7,572,482**	826,119	2,227,168	1,487,894	712,892	1,734,685	583,725	-	-	**102,784**
District Dry Recreation Centre (serves District A&B) - to be located within District A	-	-	11,428,715	-	11,428,715	-	11,428,715	**11,428,715**	13,964	187	13,777	**11,275,666**	1,230,117	3,316,324	2,215,521	1,061,518	2,583,001	869,185	-	-	**153,049**
District Multi purpose community facility (serves District A&B) – to be located within District A	-	-	8,234,585	-	8,234,585	-	8,234,585	**8,234,585**	13,964	187	13,777	**8,124,311**	886,321	2,389,469	1,596,321	764,842	1,861,096	626,262	-	-	**110,274**
Local Sporting Ground with Changeroom (DCA8) (**Mandogalup Shared Use with Planned Primary School**)	-	-	737,976	-	737,976	-	737,976	**737,976**	1,513	10	1,503	**733,098**	733,098	-	-	-	-	-	-	-	**4,878**
Local Sporting Ground with Community Facility (DCA9) (**Honeywood Primary School**)	3,508,815	-	-	-	3,508,815	- 400,000	3,108,815	**3,108,815**	4,100	48	4,052	**3,072,419**	-	3,072,419	-	-	-	-	-	-	**36,396**
Local Sporting Ground with Large Community Facility (DCA10) (**Casuarina Highschool**)	-	-	4,895,392	-	4,895,392	-	4,895,392	**4,895,392**	2,767	60	2,707	**4,789,240**	-	-	4,789,240	-	-	-	-	-	**106,152**
Local Sporting Ground with Large Community Facility (DCA12) (**Wellard - McWhirter Oval Co-located Community Centre & Clubroom**)	66,475	-	4,895,391	-	4,961,866	-	4,961,866	**4,961,866**	3,191	35	3,156	**4,907,443**	-	-	-	-	4,907,443	-	-	-	**54,423**
Local Community Centre (**William Bertram Community Centre**) existing	3,652,461	466,935	-	134,404	4,253,800	- 850,000	3,403,800	**1,973,800**	1,082	20	1,062	**1,937,316**	-	-	-	-	-	1,937,316	-	-	**36,484**
Local Sporting Ground with Changeroom (**Bertram Oval**) existing	428,834	-	-	-	428,834	-	428,834	**428,834**	1,082	20	1,062	**420,908**	-	-	-	-	-	420,908	-	-	**7,927**
District Youth Centre (District C) (**The Zone Youth Centre**) existing	5,855,614	951,018	-	132,486	6,939,118	- 4,069,352	2,869,767	**2,869,767**	14,014	8,858	5,156	**1,055,838**	-	-	-	-	-	-	634,609	421,230	**1,813,929**
Local Community Centre (DCA14) (**John Wellard Community Centre**) existing	3,232,297	-	-	-	3,232,297	- 2,242,169	990,128	**990,128**	5,486	2,387	3,099	**559,316**	-	-	-	-	-	-	559,316	-	**430,812**
Local Sporting Ground with Pavilion Extension (DCA14) (**Wellard Pavilion Extension**)	153,510	-	-	-	153,510	-	153,510	**153,510**	5,486	2,387	3,099	**86,717**	-	-	-	-	-	-	86,717	-	**66,793**
Local Sporting Ground with Changeroom (DCA14) (**Wellard Village Primary School**)	-	-	955,142	-	955,142	-	955,142	**955,142**	5,486	2,387	3,099	**539,553**	-	-	-	-	-	-	539,553	-	**415,589**
Administration Costs (Actual + Estimated) (Borrowing Costs included in Infrastructure Item)	1,302,367	-	2,510,634	-	3,813,001	-	3,813,001	**3,813,001**				**3,195,649**	465,406	459,355	454,907	464,630	503,793	454,803	276,134	116,621	**617,353**
	42,266,193	**5,500,676**	**46,078,811**	**1,310,995**	**95,156,675**	**- 18,996,063**	**76,160,611**	**68,026,396**				**$ 58,392,459**	**$ 4,890,796**	**$ 13,485,976**	**$ 11,894,202**	**$ 3,650,859**	**$ 13,164,311**	**$ 5,421,951**	**$ 4,049,843**	**$ 1,834,521**	**$ 9,633,937**
		-		-																	0.00
FOR PURPOSES OF RECONCILIATION OF LEGAL AGREEMENTS RATE:																					
Less Contributions Received to Date Not Under Legal Agreement & Reconcilable:													$0.00	($6,414,251.79)	$0.00	($561,795.80)	($5,822,541.01)	($354,990.07)	($270,718.04)	($886,545.21)	
Less Interest Income Received to Date (21.)													($171,018.17)	($2,592,004.91)	($20,035.41)	($1,047,150.45)	($1,735,841.34)	($107,851.40)	($208,309.14)	($555,227.73)	
Add Interest owed to Developers upon Reconciliation (22.)													$194,339.65	$1,268,922.97	$5,725.40	$936,313.90	$236,943.01	$0.00	$0.00	$14,825.77	
Net Cost to be Collected Attributable to DCAs													**$4,914,117.69**	**$5,748,642.16**	**$11,879,891.53**	**$2,978,226.31**	**$5,842,871.76**	**$4,959,109.53**	**$3,570,815.78**	**$907,574.06**	
Total Additional Lots Remaining (Lots Remaining + Lots Applicable to Reconcilable Developer Agreements)													1,485	3,513	2,707	1,198	1,993	992	2,928	1,403	
Per Additional Lot Cost as part of finalisation of CAS													**$ 3,309.17**	**$ 1,636.39**	**$ 4,388.58**	**$ 2,486.00**	**$ 2,931.70**	**$ 4,999.10**	**$ 1,219.54**	**$ 646.88**	

DISCLAIMER

This Cost Apportionment Schedule (CAS) and any associated workings was prepared by Viaje Strategic for the City of Kwinana only.

The CAS is based on the information supplied by officers of the City of Kwinana. Our procedures do not include verification or validation of the information provided. We do not accept any liability of any kind whatsoever, including liability by reason of negligence, to the City of Kwinana or any other person for losses incurred as a result of placing reliance on this CAS.
This is an advisory engagement. No audit or review engagement has been performed and accordingly no assurance is expressed.

Liability limited by a scheme approved under Professional Standards Legislation

1.0 Development Contribution Plan 8 – Mandogalup

The development contribution area is shown on the Local Planning Scheme No. 2 (LPS2) scheme map as Development Contribution Area 8 (DCA8). The area is replicated in Appendix A, however, should there be any discrepancies between Appendix A and the area of DCA8 shown on the scheme map, the scheme map shall prevail.

2.0 Purpose

The purpose of this development contribution plan report is to:

a) Enable the application of infrastructure contributions for the development of new, and the upgrade of existing, infrastructure which is required as a result of increased demand generated in the development contribution area;
b) Provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
c) Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
d) Coordinate the timely provision of infrastructure.

Development within DCA8 and the identification of infrastructure items within the corresponding Development Contribution Plan (DCP) are guided by the following plans and documents:

- State Planning Policy 3.6: Infrastructure Contributions, WAPC (2021)
- Mandogalup West Local Structure Plan (November 2017) – prepared by Roberts Day for Qube Property Group on behalf of Mandogalup Development Joint Venture
- Mandogalup East Local Structure Plan (December 2017) – prepared by Rowe Group for Satterley Property Group
- Liveable Neighbourhoods 2009 and draft Liveable Neighbourhoods 2015, WAPC
- Development Control Policy 1.7: General Road Planning, WAPC
- Development Control Policy 2.3: Public Open Space in Residential Areas, WAPC

3.0 Period of the Plan

This plan will operate for 15 years from 2021 to 2036, in accordance with the City of Kwinana Local Planning Scheme No. 2.

4.0 Operation of Development Contribution Plan

This plan has been prepared in accordance with State Planning Policy 3.6: Infrastructure Contributions and operates in accordance with the provisions of section 5.15.5 Development Contribution Areas and Schedule V Development Contribution Plans of LPS2.

5.0 Application Requirements

Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.

6.0 Items included in the plan

This section of the DCP report identifies each of the administrative and infrastructure items to be funded by development contributions collected from landowners within DCA8.

The City's adopted Community Infrastructure Plan 2022 map, the broader document of which provides demographic data and subsequent population thresholds to demonstrate community infrastructure need, is contained at Appendix B.

CAS Ref No.	Item
Local Community Infrastructure Items	
8	Local Sporting Ground with Changeroom
District Community Infrastructure Items	
5	District Sporting Ground – Hardcourts (Districts A & B)
7	District Multipurpose Community Facility (Districts A & B)
6	District Dry Recreation Centre (Districts A & B)
Sub-Regional Community Infrastructure Items	
1	Community Knowledge and Resource Centre (Darius Wells)
2	Multipurpose Sub-Regional Park - Calista
3	Sub-Regional (Wells Park) Foreshore Upgrade
Administration Costs	
19	QS costings and advice Administrative expenses General legal expenses Preparation of management tools

While a breakdown of each community infrastructure item within DCA8 is provided below (with further detail provided in the accompanying Cost Apportionment Schedule), as at January 2024, the total per lot cost for all community infrastructure items within DCA8 is **$3,309.17**

6.1 Local Community Infrastructure Items

6.1.1 Local Sporting Ground with Changeroom – CAS Ref No. 8

The Local Sporting Ground with Changeroom is proposed to be a shared use facility with the planned Mandogalup Primary School and associated school oval, as identified on the approved Local Structure Plan, and comprises the following:

- 180m^2 in size
- Change area (x2)
- Kiosk/kitchenette
- Storage space
- Public toilets
- Verandah/spectator shaded area

The total cost of this item, as at January 2024, is **$737,976**. The City however will cover the proportional share of existing lots (10 lots of a total of 1,513 lots within DCA8) and thus the remaining 1,503 lots will proportionately contribute towards this item, being a total of **$733,098**. This equates to a **per lot contribution** for this item of **$487.8**.

6.2 District Community Infrastructure Items

The City's adopted CIP 2022 identifies the need for three District Community Infrastructure items to service Districts A and B. DCA8 is located within District A.

6.2.1 District Sporting Ground – Hardcourts (Districts A & B) – CAS Ref No. 5

The District Sporting Ground – Hardcourts is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- 650m^2 in area
- Changerooms/showers (x4)
- Large multipurpose/function space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at January 2024, is **$7,675,266.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$7,572,482**. This equates to a **per lot contribution** for this item in the context of DCA8 of **$549.6**.

6.2.2 District Multipurpose Community Facility (Districts A & B) – CAS Ref No. 7

The District Multipurpose Community Facility is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Building size required of 1,200m^2 – 2,000m^2
- Main hall/function area (min 250 persons)
- Stage, change/dressing rooms
- Activity rooms (wet and dry)
- Meeting rooms
- Office spaces for services
- Training rooms
- Digital hub
- Crèche
- Café and lounge area
- Commercial level kitchen
- Storage spaces
- Child Health Centre
- Courtyard and BBQ area

The total cost of this item, as at January 2024, is **$8,234,585.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$8,124,311**. This equates to a **per lot contribution** for this item in the context of DCA8 of **$589.7**.

6.2.3 District Dry Recreation Centre (Districts A & B) – CAS Ref No. 6

The District Dry Recreation Centre is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Minimum building size of 5,000m2
- 4 multi marked indoor courts
- Fully Equipped Gymnasium
- Group Fitness and Training Room
- Changerooms
- Function/meeting rooms
- Crèche
- Café, lounge area
- Office accommodation

The total cost of this item, as at October 2022, is **$11,428,715.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$11,275,666**. This equates to a **per lot contribution** for this item in the context of DCA8 of **$818.4**.

6.3 Sub-Regional Community Infrastructure Items

The City's adopted CIP 2022 identifies the three Sub-Regional Community Infrastructure items to service the entire Kwinana LGA.

6.3.1 Community Knowledge and Resource Centre (Darius Wells) – CAS Ref No. 1

The Community Knowledge and Resource Centre (referred to as Darius Wells) comprises the main Kwinana LGA library, meeting rooms, a café, community offices and toilet facilities.

The café and leasable office space components comprise 47.9% of the Darius Wells building and do not form part of the cost contributions from DCAs. Instead, these costs are covered wholly by the City. This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$23,423,317.** However, taking into account grant funding of $9,427,043, the net total cost is reduced to $13,996,274. Further, with only 52.1% of the net total cost attributable to DCA cost contributions and bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$5,110,804**. This equates to a **per lot contribution** for this item in the context of DCA8 of **$253.49**.

6.3.2 Multipurpose Sub-Regional Park – Calista – CAS Ref No. 2

The Multipurpose Sub-Regional Park in Calista (also referred to as the Kwinana Adventure Park or Destination Park) comprises an adventure playground, skatepark, high energy active and passive play spaces, and water, sensory and nature elements. There is also a flat turfed area for kick and play, casual sports and fitness classes. The Sub-Regional Park also has the capacity in scale and features to serve all Districts and also provides a venue for major community and cultural events.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$5,769,330.** However, taking into account grant funding of $2,007,500, the net total cost is reduced to $3,761,830. Bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,636,563**. This equates to a **per lot contribution** for this item in the context of DCA8 of **$130.8**.

6.3.3 Sub-Regional (Wells Park) Foreshore Upgrade – CAS Ref No. 3

The Sub-Regional Foreshore Park (more commonly referred to as Wells Park, Kwinana Beach) upgrade comprises additional shade areas, modification to and expansion of the existing car parking area, additional pathways, enhancement of the existing play area, dune revegetation, a boardwalk and upgraded beach access. These components are outlined in the Development Feasibility Study (2018) for Kwinana Beach, with further costings for the concept provided by MK (2019).

The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$2,902,250**. However, bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,034,107**. This equates to a per lot contribution for this item in the context of DCA8 of **$100.89**.

6.4 Administrative Costs – CAS Ref No. 19

Administrative costs included in the DCP area are comprised of those inclusions as per SPP 3.6, and in this regard consist of:

- Annual QS costing reviews, preparation and advice for each community facility
- Administrative expenses directly related to the operation and administration of the DCP
- Legal expenses directly related to advice sought and received for the DCP
- Preparation of management tools

Administrative costs include both actual and estimated costs of administering the DCP, with the total administration costs for DCAs 8-15 amounting to $3,256,668. As a proportion of this, DCA8 contributes **$465,406**.

In the event that development within DCA 8 is completed before the forecast period to 2036, a reconciliation of costs for the DCA will take into account additional administration costs that are not required to be paid.

7.0 Method of calculating contribution

Development contributions will be apportioned on a per lot basis. This allows for a simple, predictable method of apportioning costs which reduces the administrative burden on the DCP and enables the City to accurately advise prospective developers of the DCP costs.

The Cost Apportionment Schedule determines the cost of each infrastructure item as follows:

Total estimate/actual cost of infrastructure item **less** any payments made from developers in the DCA area **less** any interest earned for the DCA area where there are surplus funds and interest has been earned **=** total liability of undeveloped lots payable.

The **total liability of undeveloped lots payable for each infrastructure item** will then be divided by the total number of lots within the DCA, District or Sub-Region to calculate a per lot rate for the infrastructure item.

The landowner's liability for cost contributions is calculated based on the total remaining cost of the infrastructure item multiplied by the per lot rate for the total liability of undeveloped lots payable for each infrastructure item.

A copy of the adopted Cost Apportionment Schedule is contained at Appendix C.

8.0 Priority and timing of infrastructure delivery

Due to the fragmented land ownership of DCA8 it is difficult to accurately predict the delivery of infrastructure within the cell. Nonetheless, Table 1: Estimated timing of infrastructure delivery below estimates the timing of development and the order of priority.

Priority	Infrastructure item	Anticipated timing
1	Sub-Regional Foreshore Park (Wells Park)	2023/2025
2	Local Sporting Ground with Changeroom	2029/2030
3	District Dry Recreation Centre	2031
4	District Sporting Ground - Hardcourts	2033
5	Multipurpose Community Facility	2036

Table 1: Estimated timing of infrastructure delivery

Details of the priority and timing can be seen in the Capital Expenditure Schedule contained at Appendix D.

9.0 Payment of contributions

9.1 Payment of contributions

The landowners' liability for cost contributions will arise in accordance with clause 5.15.5.13 of LPS2 and Local Planning Policy 4: Administration of Development Contributions.

9.2 Pre-funded infrastructure works

LPS2 allows for development contributions to be paid for in the form of works-in-kind provided that the contribution is provided in accordance with the Priority of Works, at the standard and costs, pre-approved by the City of Kwinana. This provision allows the dedication of land, construction of capital works or other service in lieu of a monetary contribution for future urban development. Refer to the City's Local Planning Policy 4: Administration of Development Contributions for the procedures and required information.

It must be noted that all "works-in-kind" to be undertaken by the landowner/developer that relate to an infrastructure item within the DCP will only be accepted on the proviso that the City has approved the scope, cost estimate and detail of the works in accordance with Clause 5.15.5.14.1(c) of the LPS2 prior to the works occurring and has entered into a Letter of Agreement with the relevant landowner/developer. Any reimbursement of DCP funds will occur in line with section 9.3.4 Reimbursement of DCP funds.

9.3 Other Matters

9.3.1 Grant Funding

Generally, DCP infrastructure items do not attract grant funding. All other liability falls with the City and the City is responsible for this share of the infrastructure works. Therefore, in the event that the grant funds received relate to works carried out over and above the developer contribution requirements, the developer will not benefit from this. The developer will not receive a reduction in liability. The City's contribution for constructing the community infrastructure item over and above the community infrastructure standard will be reduced based on any grants received.

Where the City receives a grant for DCP infrastructure where the developer is liable to contribute to the works, the developer will receive a reduced liability for that DCP infrastructure item when the grant has been formally approved and the CAS has been adjusted accordingly as undertaken on an annual basis.

9.3.2 CPI for Infrastructure Constructed within DCA

As a result of the CAS being reviewed annually, there is no requirement to include CPI in any infrastructure items that have not been constructed. The cost of the infrastructure works is reviewed annually which would factor in any price increases or decreases of all future works and the amount required to be collected will be applied across the remaining lots to be developed.

For works already constructed, no CPI will be applied to any infrastructure works that a developer has carried out as an in-kind contribution, as the development company generally ceases to operate once development has occurred.

9.3.3 Interest

a) *Interest applied across the DCA infrastructure items*

   Interest earned as part of funds in the DCA area is to be applied across all of the infrastructure items based on a pro rata amount paid towards each infrastructure item. The interest applied will be the actual interest earned for that period for the DCA area.

b) *Interest applied to an infrastructure item where there are insufficient funds in the DCA to refund the developer who has carried out the works in kind*

   If there are insufficient funds in the DCA to refund the developer as a result of being approved credits for any works carried out, interest will only commence being calculated once the next Cost Apportionment Schedule review has been undertaken and approved by Council. A Cost Apportionment Schedule is reviewed annually and therefore once both the City of Kwinana and the Developer agree on the credit provided and determine whether there are sufficient funds to refund the developer, will interest commence calculating.

Interest will be calculated and credited to the developer using the Reserve Bank of Australia Cash Rate Target monthly average rate, which is the volume-weighted average interbank overnight interest rate on a per annum basis, and commence after Council has reviewed the Cost Apportionment Schedule for credits claimed after the previous Cost Apportionment Schedule approved by Council and the latest Cost Apportionment Schedule approved by Council. Interest will be calculated monthly using the previous month's released monthly average rate divided by 12 months and multiplied by the amount outstanding to the developer (the amount due to be refunded to the developer). The interest calculated will be included in the cost of the relevant infrastructure item and updated in the CAS annually for the remaining developers in the DCA area to contribute to. The developer that is due the refund will not receive the interest calculated until such time as there is sufficient funds in the DCA account.

9.3.4 Reimbursement of DCP funds

Any reimbursement of DCP funds to the relevant landowner – in respect of agreements entered into between the City and the landowner for payment of cost contributions and the adjustment of final cost contributions thereof, or reimbursement to the landowner for approved DCP works undertaken – will only occur if sufficient funds are available within the relevant DCP account.

Once a DCP has been gazetted, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled, then no further reimbursement(s) of DCP funds shall occur until all stages of the development are completed in instances where a particular development comprises several stages.

In addition, no interest earned on funds to be reimbursed shall apply to individual claims for reimbursement once the DCP has been finalised, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled. Instead, all interest earned within the individual DCP account will serve to reduce the total cost contribution liability for the respective DCA as a whole.

9.3.5 Claims on Actuals

The costing attributable to a particular DCP item is comprised of either an estimate (where works for the item have not commenced or claims on actuals have not been received, and are reviewed and updated annually by independent, professional technical experts) and/or an actual amount for the approved works that have been undertaken.

Prior to works proposed to be undertaken on any approved infrastructure item as per this DCP, all plans and cost estimates are firstly to be approved by the relevant City Officer(s). A Deed of Agreement or Exchange Letter may first be required to be entered into between the City and the landowner(s) for this purpose.

To assist in the timely preparation of the annual cost apportionment schedule review by the City, all claims on actuals for approved works undertaken for DCP items must be received by the City by the end of December in any calendar year for inclusion as actuals against costings of the relevant DCP item.

Claims on actuals are required to be presented with the following information:

- A coversheet summary of the approved works undertaken for the relevant item;

- An itemised spreadsheet of claims relevant to the works undertaken detailing specific costs (GST exclusive) vis a vis works undertaken and the dates on which the works were undertaken; and
- Copies of the invoices relevant to the works undertaken.

It must be noted that the costing of actuals, if greater than the City's estimate for the particular item of infrastructure, will only be credited or reimbursed to the extent of the City's estimate as included in the CAS.

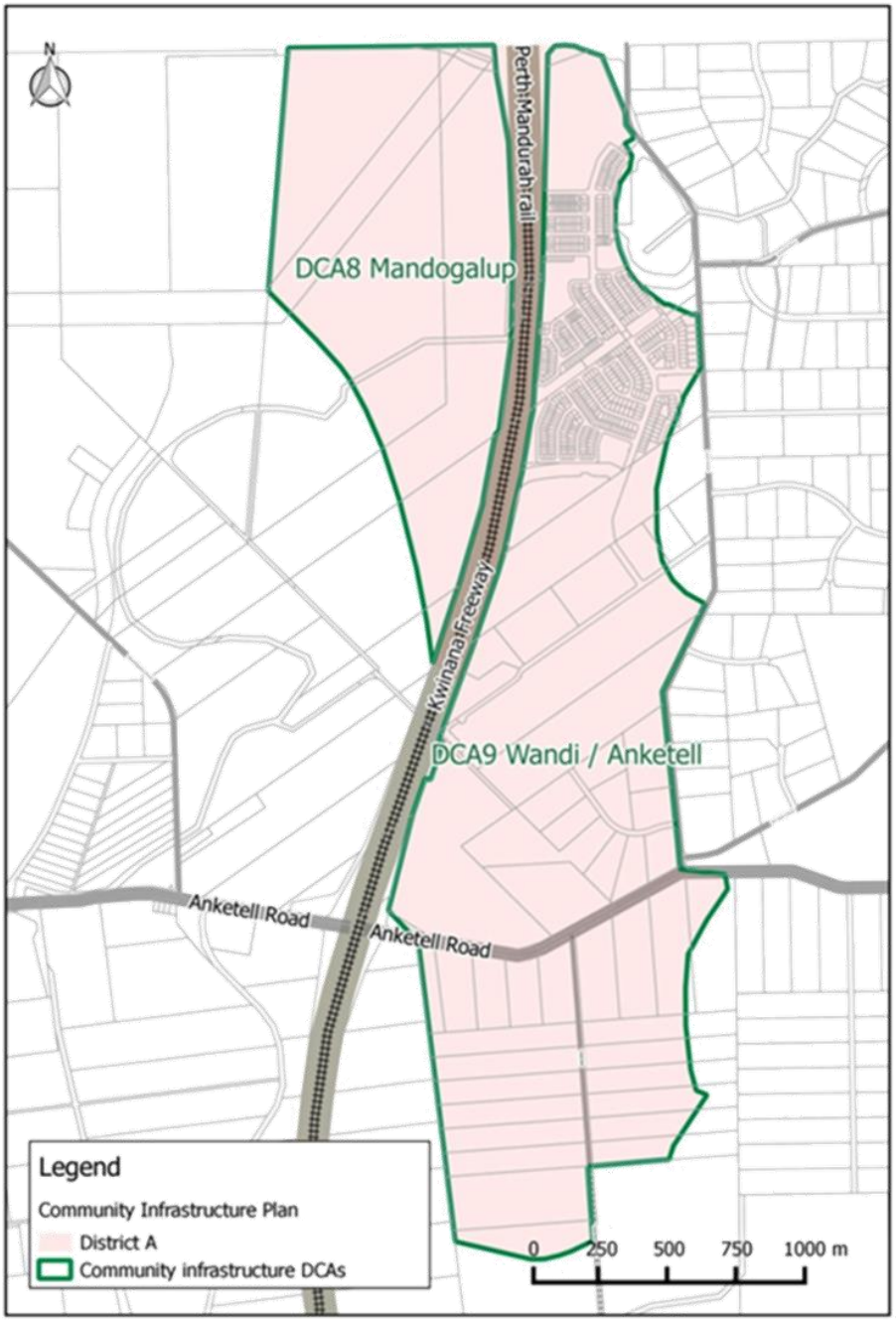
10.0 Review

The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

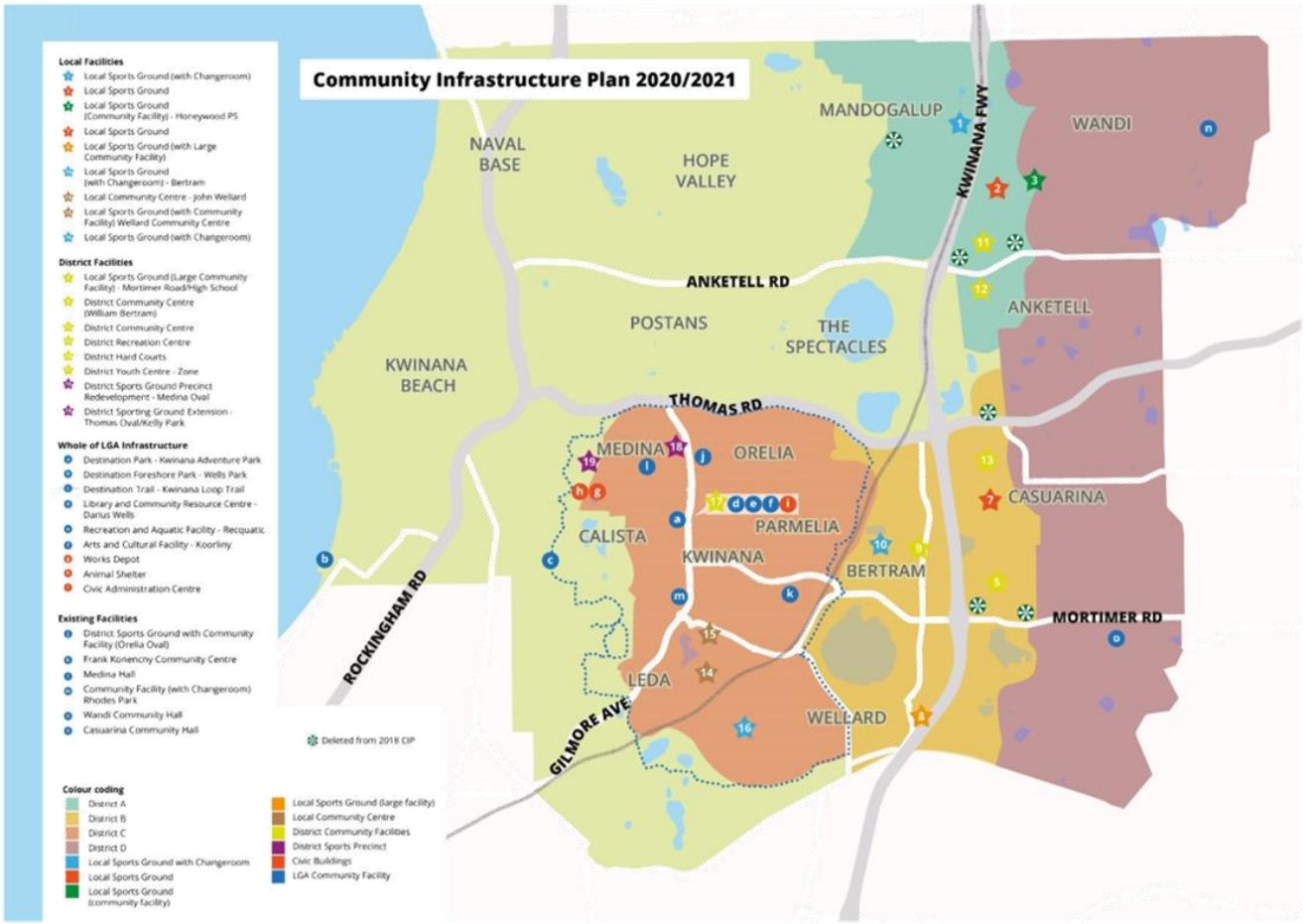
The estimated infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources, and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Appendices

Appendix A – Development Contribution Area 8 – Mandogalup



Appendix B – Community infrastructure Plan



Appendix C – Adopted Cost Apportionment Schedule

<INSERT CAS ONCE ADOPTED>

Appendix D – Capital Expenditure Schedule

CAPITAL EXPENDITURE PLAN (Appendix 3 : CIP revised Dec 2022)

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A	8 Mandogalup	Local Sporting Ground with Changeroom												$737,976					
A	9 Wandi-Anketell	Local Sporting Ground with Community Facility			$3,618,075														
A	9 Wandi-Anketell North	Local Sporting Ground with Changeroom																$737,976	
A	9 Anketell North	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with Large Community Facility											$4,895,392						
B	12 Wellard West	Local Sporting Ground with Large Community Facility							$4,895,391										

City of Kwinana Development Contribution Plan Report 8 – Mandogalup - January 2024

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A & B	9 Wandi/Anketell North	District Dry Recreation Centre												$11,428,715					
A & B	9 Wandi/Anketell North	District Multi-purpose Community Facility																	$8,234,585
A & B	10 Casuarina-Anketell South	District Hard Courts														$7,675,266			
C	14 Wellard - Leda	Local Sporting Ground with Changeroom								$955,142.									
C	14-Wellard - Leda	Local Sporting Ground with Pavilion Extension									$153,510								
Other	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Ground – Medina Oval Extension/Upgrade																	$9,165,905
C	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Facility – Thomas Oval Extension/Upgrade									$1,843,460								

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Other	Whole of LGA	Wells Park Kwinana Beach Foreshore Upgrade – TBA								$2,902,250									
Other	Whole of LGA	Kwinana Loop Trail				$350,000													
Other	Whole of LGA	Arts and Cultural Centre Upgrade															$1,000,000		
Other	Whole of LGA	Recquatic Centre Upgrade												$176,000	$4,183,000	$4,267,000			
Other	Whole of LGA	Animal Shelter							$500,000										
Other	Whole of LGA	Operations Depot			$550,000														
Other	Whole of LGA	Civic Administration Building			50,000	$51,000	$51,000												
		Total			$4218075	$401,000	$51,000	$0	$4,395,391	$3,857,392	$1,996,970	$0	$4,895,392	$12,342,691	$4,183,000	$11,942,266	$1,000,000	$737,976	$17,400,490

Appendix E – Development Contribution Plan 8 - Mandogalup

AMD 115 GG 19/06/12 *AMD 145 GG 3/11/23*	**DEVELOPMENT CONTRIBUTION PLAN 8**
Area Name:	Mandogalup-Community Infrastructure
Map reference on scheme map	DCA8
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 8 shall make contributions towards the following infrastructure items – 1. Sub-Regional Facilities – • Community Knowledge and Resource Centre (excluding leasable office space and café component) • Multipurpose Sub-regional Park (Calista) • Wells Beach Foreshore Upgrade 2. District A Facilities – • District Sporting Ground – Hardcourts (serves Districts A and B) – to be located within District B • District Multipurpose Community Facility (serves Districts A and B) – to be located within District A • District Dry Recreation Centre (serves Districts A and B) – to be located within District A 3. Local Facilities – • Local Sporting Ground with Changeroom 4. Administrative Costs All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: • Legal and accounting fees; • Community infrastructure design costs allocated to specific items under the DCP; • Other directly related technical and professional costs; • Borrowing costs on all outstanding contribution credits; and • DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology	The contributions outlined in this plan have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the — • demand for a facility that is generated by the current population; • demand created by external usage—the proportion of use drawn from outside of the main catchment area; and • future usage—the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 8 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The plan will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person

1.0 Development Contribution Plan 9 – Wandi – Anketell North

The development contribution area is shown on the Local Planning Scheme No. 2 (LPS2) scheme map as Development Contribution Area 9 (DCA9). The area is replicated in Appendix A, however, should there be any discrepancies between Appendix A and the area of DCA9 shown on the scheme map, the scheme map shall prevail.

2.0 Purpose

The purpose of this development contribution plan report is to:

a) Enable the application of infrastructure contributions for the development of new, and the upgrade of existing, infrastructure which is required as a result of increased demand generated in the development contribution area;
b) Provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
c) Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
d) Coordinate the timely provision of infrastructure.

Development within DCA9 and the identification of infrastructure items within the corresponding Development Contribution Plan (DCP) are guided by the following plans and documents:

- State Planning Policy 3.6: Infrastructure Contributions, WAPC (2021)
- Wandi North Local Structure Plan – prepared by Rowe Group on behalf of Satterley Property Group (revised 2015)
- Wandi South Local Structure Plan – prepared by Rowe Group on behalf of Satterley property group (revised 2018)
- Whistling Grove Estate Local Structure Plan – prepared by RPS and Terranovis on behalf of Wandi Developments Pty Ltd (2014)
- Anketell North Local Structure Plan (Amendment Nos. 1, 2 and 3) – prepared by Creative Design and Planning on behalf of the Anketell Trust (2019)
- Anketell North Local Structure Plan (Amendment No.4) – prepared by Taylor Burrell Barnett on behalf of Acumen Development Solutions for Sanpoint Pty Ltd and RPoint Land Pty Ltd (2020)
- Liveable Neighbourhoods 2009 and draft Liveable Neighbourhoods 2015, WAPC
- Development Control Policy 1.7: General Road Planning, WAPC
- Development Control Policy 2.3: Public Open Space in Residential Areas, WAPC

3.0 Period of the Plan

This plan will operate for 15 years from 2021 to 2036, in accordance with the City of Kwinana Local Planning Scheme No. 2.

4.0 Operation of Development Contribution Plan

This plan has been prepared in accordance with State Planning Policy 3.6: Infrastructure Contributions and operates in accordance with the provisions of section 5.15.5 Development Contribution Areas and Schedule V Development Contribution Plans of LPS2.

5.0 Application Requirements

Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.

6.0 Items included in the plan

This section of the DCP report identifies each of the administrative and infrastructure items to be funded by development contributions collected from landowners within DCA9.

The City's Community Infrastructure Plan 2022 map, the broader document of which provides demographic data and subsequent population thresholds to demonstrate community infrastructure need, is contained at Appendix B.

CAS Ref No.	Item
Local Community Infrastructure Items	
-	Local Sporting Ground with no Facility Building
9	Local Sporting Ground with Community Facility
District Community Infrastructure Items	
5	District Sporting Ground – Hardcourts (Districts A & B)
7	District Multipurpose Community Facility (District A & B)
6	District Dry Recreation Centre (Districts A & B)
Sub-Regional Community Infrastructure Items	
1	Community Knowledge and Resource Centre (Darius Wells)
2	Multipurpose Sub-Regional Park - Calista
3	Sub-Regional (Wells Park) Foreshore Upgrade
Administration Costs	
19	QS costings and advice Administrative expenses General legal expenses Preparation of management tools

While a breakdown of each community infrastructure item within DCA9 is provided below (with further detail provided in the accompanying Cost Apportionment Schedule), as at January 2024, the total per lot cost for all community infrastructure items within DCA9 is **$1,636.39**.

6.1 Local Community Infrastructure Items

6.1.1 Local Sporting Ground with no Facility Building

This item is shown in the Community Infrastructure Plan 2022, albeit with no cost contributions in the context of DCA9 applicable, to signify the existence of a local sporting ground with no community infrastructure proposed to be provided.

6.1.2 Local Sporting Ground with Community Facility – CAS Ref No. 9

This Local Sporting Ground with Community Facility is proposed to be a shared use facility with Honeywood Primary School and associated school oval, as identified on the approved Local Structure Plan, and comprises the following:

- 650m^2 in size
- Changerooms/showers (x2)
- Large multipurpose space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at October 2022, is **$3,618,075**. With expected grant funding of $400,000, the net total cost is reduced to $3,218,075. The City however will cover the proportional share of existing lots (48 lots of a total of 4,045 lots within DCA9) and thus the remaining 3,997 lots will proportionately contribute towards this item, being a total of **$3,179,888**. This equates to a **per lot contribution** for this item of **$795.57**.

6.2 District Community Infrastructure Items

The City's proposed CIP 2021 identifies the need for three District Community Infrastructure items to service Districts A and B. DCA9 is located within District A.

6.2.1 District Sporting Ground – Hardcourts (Districts A & B) – CAS Ref No. 5

The District Sporting Ground – Hardcourts is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- 650m^2 in area
- Changerooms/showers (x4)
- Large multipurpose/function space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at January 2024, is **$7,675,266.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$7,572,482**. This equates to a **per lot contribution** for this item in the context of DCA9 of **$549.6**.

6.2.2 District Multipurpose Community Facility (Districts A & B) – CAS Ref No. 7

The District Multipurpose Community Facility is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Building size required of 1,200m^2 – 2,000m^2
- Main hall/function area (min 250 persons)
- Stage, change/dressing rooms
- Activity rooms (wet and dry)
- Meeting rooms
- Office spaces for services
- Training rooms
- Digital hub
- Crèche
- Café and lounge area
- Commercial level kitchen
- Storage spaces
- Child Health Centre
- Courtyard and BBQ area

The total cost of this item, as at January 2024, is **$8,234,585.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$8,124,311**. This equates to a **per lot contribution** for this item in the context of DCA9 of **$589.7**.

6.2.3 District Dry Recreation Centre (Districts A & B) – CAS Ref No. 6

The District Dry Recreation Centre is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Minimum building size of 5,000m2
- 4 multi marked indoor courts
- Fully Equipped Gymnasium
- Group Fitness and Training Room
- Changerooms
- Function/meeting rooms
- Crèche
- Café, lounge area
- Office accommodation

The total cost of this item, as at January 2024, is **$11,428,715.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$11,275,666**. This equates to a **per lot contribution** for this item in the context of DCA9 of **$818.4**.

6.3 Sub-Regional Community Infrastructure Items

The City's adopted CIP 2022 identifies the three Sub-Regional Community Infrastructure items to service the entire Kwinana LGA.

6.3.1 Community Knowledge and Resource Centre (Darius Wells) – CAS Ref No. 1

The Community Knowledge and Resource Centre (referred to as Darius Wells) comprises the main Kwinana LGA library, meeting rooms, a café, community offices and toilet facilities.

The café and leasable office space components comprise 47.9% of the Darius Wells building and do not form part of the cost contributions from DCAs. Instead, these costs are covered wholly by the City. This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$23,423,317.** However, taking into account grant funding of $9,427,043, the net total cost is reduced to $13,996,274. Further, with only 52.1% of the net total cost attributable to DCA cost contributions and bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$5,110,804**. This equates to a **per lot contribution** for this item in the context of DCA9 of **$253.5**.

6.3.2 Multipurpose Sub-Regional Park – Calista – CAS Ref No. 2

The Multipurpose Sub-Regional Park in Calista (also referred to as the Kwinana Adventure Park or Destination Park) comprises an adventure playground, skatepark, high energy active and passive play spaces, and water, sensory and nature elements. There is also a flat turfed area for kick and play, casual sports and fitness classes. The Sub-Regional Park also has the capacity in scale and features to serve all Districts and also provides a venue for major community and cultural events.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$5,769,330.** However, taking into account grant funding of $2,007,500, the net total cost is reduced to $3,761,830. Bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,636,563**. This equates to a **per lot contribution** for this item in the context of DCA9 of **$130.77**.

6.3.3 Sub-Regional (Wells Park) Foreshore Upgrade – CAS Ref No. 3

The Sub-Regional Foreshore Park (more commonly referred to as Wells Park, Kwinana Beach) upgrade comprises additional shade areas, modification to and expansion of the existing car parking area, additional pathways, enhancement of the existing play area, dune revegetation, a boardwalk and upgraded beach access. These components are outlined in the Development Feasibility Study (2018) for Kwinana Beach, with further costings for the concept provided by MK (2019).

The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$2,902,250**. However, bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,034,107**. This equates to a per lot contribution for this item in the context of DCA9 of **$100.88**.

6.4 Administrative costs – CAS Ref No. 19

Administrative costs included in the DCP area are comprised of those inclusions as per SPP 3.6, and in this regard consist of:

- Annual QS costing review, preparation and advice for each community facility
- Administrative expenses directly related to the operation and administration of the DCP
- Legal expenses directly related to advice sought and received for the DCP
- Preparation of management tools

Administrative costs include both actual and estimated costs of administering the DCP, with the total administration costs for DCAs 8-15 amounting to $3,256,668. As a proportion of this, DCA9 contributes **$459,355**.

In the event that development within DCA 9 is completed before the forecast period to 2036, a reconciliation of costs for the DCA will take into account additional administration costs that are not required to be paid.

7.0 Method of calculating contribution

Development contributions will be apportioned on a per lot basis. This allows for a simple, predictable method of apportioning costs which reduces the administrative burden on the DCP and enables the City to accurately advise prospective developers of the DCP costs.

The Cost Apportionment Schedule determines the cost of each infrastructure item as follows:

Total estimate/actual cost of infrastructure item **less** any payments made from developers in the DCA area **less** any interest earned for the DCA area where there are surplus funds and interest has been earned **=** total liability of undeveloped lots payable.

The **total liability of undeveloped lots payable for each infrastructure item** will then be divided by the total number of lots within the DCA, District or Sub-Region to calculate a per lot rate for the infrastructure item.

The landowner's liability for cost contributions is calculated based on the total remaining cost of the infrastructure item multiplied by the per lot rate for the total liability of undeveloped lots payable for each infrastructure item.

A copy of the adopted Cost Apportionment Schedule is contained at Appendix C.

8.0 Priority and timing of infrastructure delivery

Due to the fragmented land ownership of DCA9 it is difficult to accurately predict the delivery of infrastructure within the cell. Nonetheless, Table 1: Estimated timing of infrastructure delivery below estimates the timing of development and the order of priority.

Priority	Infrastructure item	Anticipated timing
1	Local Sporting Ground with Community Facility	2022
2	Sub-Regional (Wells Park) Foreshore Upgrade	2023/2025
3	Dry Recreation Centre	2031
4	District Sporting Ground - Hardcourts	2033
5	Multipurpose Community Facility	2036

Table 1: Estimated timing of infrastructure delivery

Details of the priority and timing can be seen in the Capital Expenditure Schedule contained at Appendix D.

9.0 Payment of contributions

9.1 Payment of contributions

The landowners' liability for cost contributions will arise in accordance with clause 5.15.5.13 of LPS2 and Local Planning Policy 4: Administration of Development Contributions.

9.2 Pre-funded infrastructure works

LPS2 allows for development contributions to be paid for in the form of works-in-kind provided that the contribution is provided in accordance with the Priority of Works, at the standard and costs, pre-approved by the City of Kwinana. This provision allows the dedication of land, construction of capital works or other service in lieu of a monetary contribution for future urban development. Refer to the City's Local Planning Policy 4: Administration of Development Contributions for the procedures and required information.

It must be noted that all "works-in-kind" to be undertaken by the landowner/developer that relate to an infrastructure item within the DCP will only be accepted on the proviso that the City has approved the scope, cost estimate and detail of the works in accordance with Clause 5.15.5.14.1(c) of the LPS2 prior to the works occurring and has entered into a Letter of Agreement with the relevant landowner/developer. Any reimbursement of DCP funds will occur in line with section 9.3.4 Reimbursement of DCP funds.

9.3 Other Matters

9.3.1 Grant Funding

Generally, DCP infrastructure items do not attract grant funding. All other liability falls with the City and the City is responsible for this share of the infrastructure works. Therefore, in the event that the grant funds received relate to works carried out over and above the developer contribution requirements, the developer will not benefit from this. The developer will not receive a reduction in liability. The City's contribution for constructing the community infrastructure item over and above the community infrastructure standard will be reduced based on any grants received.

Where the City receives a grant for DCP infrastructure where the developer is liable to contribute to the works, the developer will receive a reduced liability for that DCP infrastructure item when the grant has been formally approved and the CAS has been adjusted accordingly as undertaken on an annual basis.

9.3.2 CPI for Infrastructure Constructed within DCA

As a result of the CAS being reviewed annually, there is no requirement to include CPI in any infrastructure items that have not been constructed. The cost of the infrastructure works is reviewed annually which would factor in any price increases or decreases of all future works and the amount required to be collected will be applied across the remaining lots to be developed.

For works already constructed, no CPI will be applied to any infrastructure works that a developer has carried out as an in-kind contribution, as the development company generally ceases to operate once development has occurred.

9.3.3 Interest

a) *Interest applied across the DCA infrastructure items*

Interest earned as part of funds in the DCA area is to be applied across all of the infrastructure items based on a pro rata amount paid towards each infrastructure item. The interest applied will be the actual interest earned for that period for the DCA area.

b) *Interest applied to an infrastructure item where there are insufficient funds in the DCA to refund the developer who has carried out the works in kind*

If there are insufficient funds in the DCA to refund the developer as a result of being approved credits for any works carried out, interest will only commence being calculated once the next Cost Apportionment Schedule review has been undertaken and approved by Council. A Cost Apportionment Schedule is reviewed annually and therefore once both the City of Kwinana and the Developer agree on the credit provided and determine whether there are sufficient funds to refund the developer, will interest commence calculating. Interest will be calculated and credited to the developer using the Reserve Bank of Australia Cash Rate Target monthly average rate, which is the volume-weighted average interbank overnight interest rate on a per annum basis, and commence after Council has reviewed the Cost Apportionment Schedule for credits claimed after the previous Cost Apportionment Schedule approved by Council and the latest Cost Apportionment Schedule approved by Council. Interest will be calculated monthly using the previous month's released monthly average rate divided by 12 months and multiplied by the amount outstanding to the developer (the amount due to be refunded to the developer). The interest calculated will be included in the cost of the relevant infrastructure item and updated in the CAS annually for the remaining developers in the DCA area to contribute to. The developer that is due the refund will not receive the interest calculated until such time as there is sufficient funds in the DCA account.

9.3.4 Reimbursement of DCP funds

Any reimbursement of DCP funds to the relevant landowner – in respect of agreements entered into between the City and the landowner for payment of cost contributions and the adjustment of final cost contributions thereof, or reimbursement to the landowner for approved DCP works undertaken – will only occur if sufficient funds are available within the relevant DCP account.

Once a DCP has been gazetted, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled, then no further reimbursement(s) of DCP funds shall occur until all stages of the development are completed in instances where a particular development comprises several stages.

In addition, no interest earned on funds to be reimbursed shall apply to individual claims for reimbursement once the DCP has been finalised, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled. Instead, all interest earned within the individual DCP account will serve to reduce the total cost contribution liability for the respective DCA as a whole.

9.3.5 Claims on Actuals

The costing attributable to a particular DCP item is comprised of either an estimate (where works for the item have not commenced or claims on actuals have not been received, and are reviewed and updated annually by independent, professional technical experts) and/or an actual amount for the approved works that have been undertaken.

Prior to works proposed to be undertaken on any approved infrastructure item as per this DCP, all plans and cost estimates are firstly to be approved by the relevant City Officer(s). A Deed of Agreement or Exchange Letter may first be required to be entered into between the City and the landowner(s) for this purpose.

To assist in the timely preparation of the annual cost apportionment schedule review by the City, all claims on actuals for approved works undertaken for DCP items must be received by the City by the end of December in any calendar year for inclusion as actuals against costings of the relevant DCP item.

Claims on actuals are required to be presented with the following information:

- A coversheet summary of the approved works undertaken for the relevant item;
- An itemised spreadsheet of claims relevant to the works undertaken detailing specific costs (GST exclusive) vis a vis works undertaken and the dates on which the works were undertaken; and
- Copies of the invoices relevant to the works undertaken.

It must be noted that the costing of actuals, if greater than the City's estimate for the particular item of infrastructure, will only be credited or reimbursed to the extent of the City's estimate as included in the CAS.

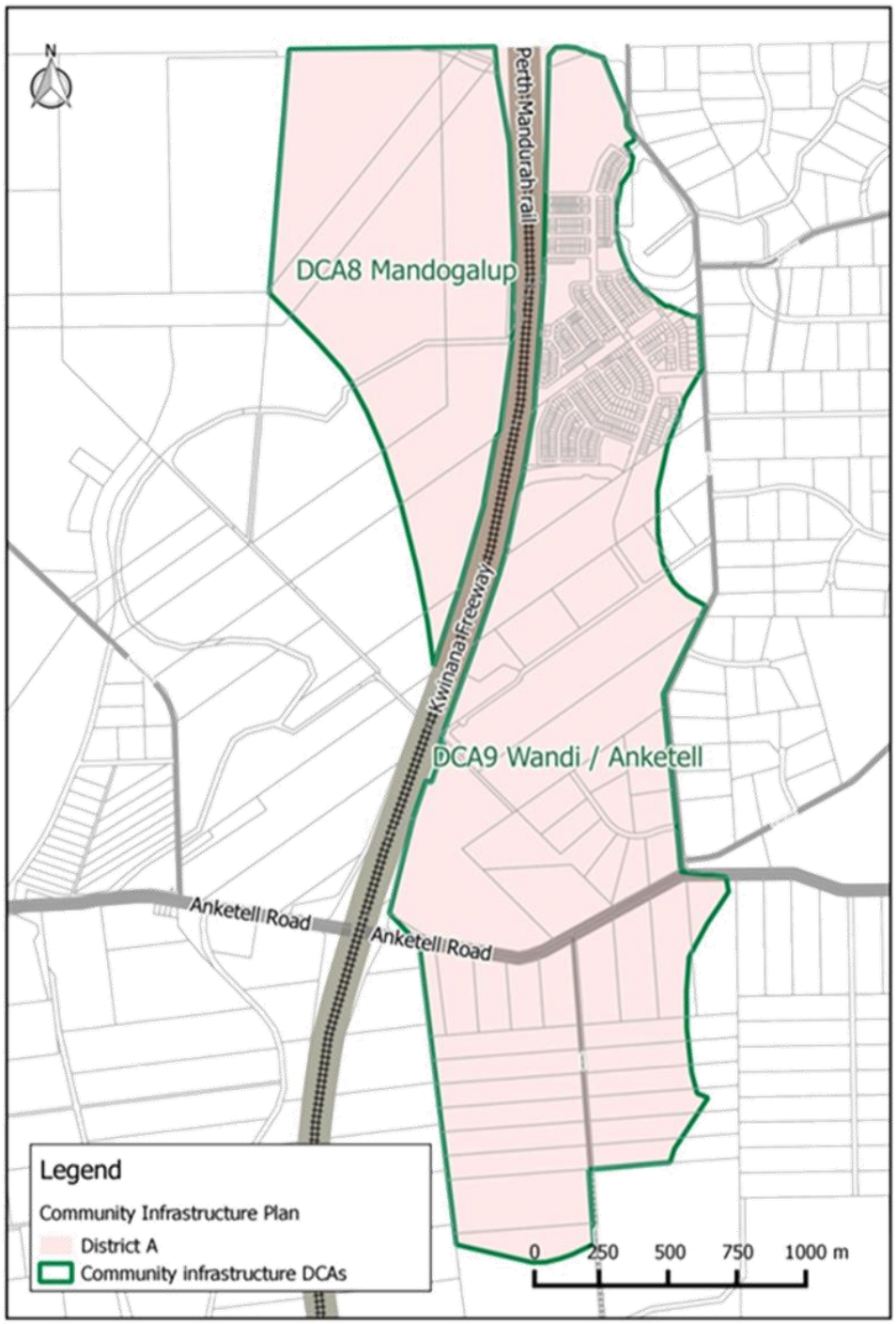
10.0 Review

The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

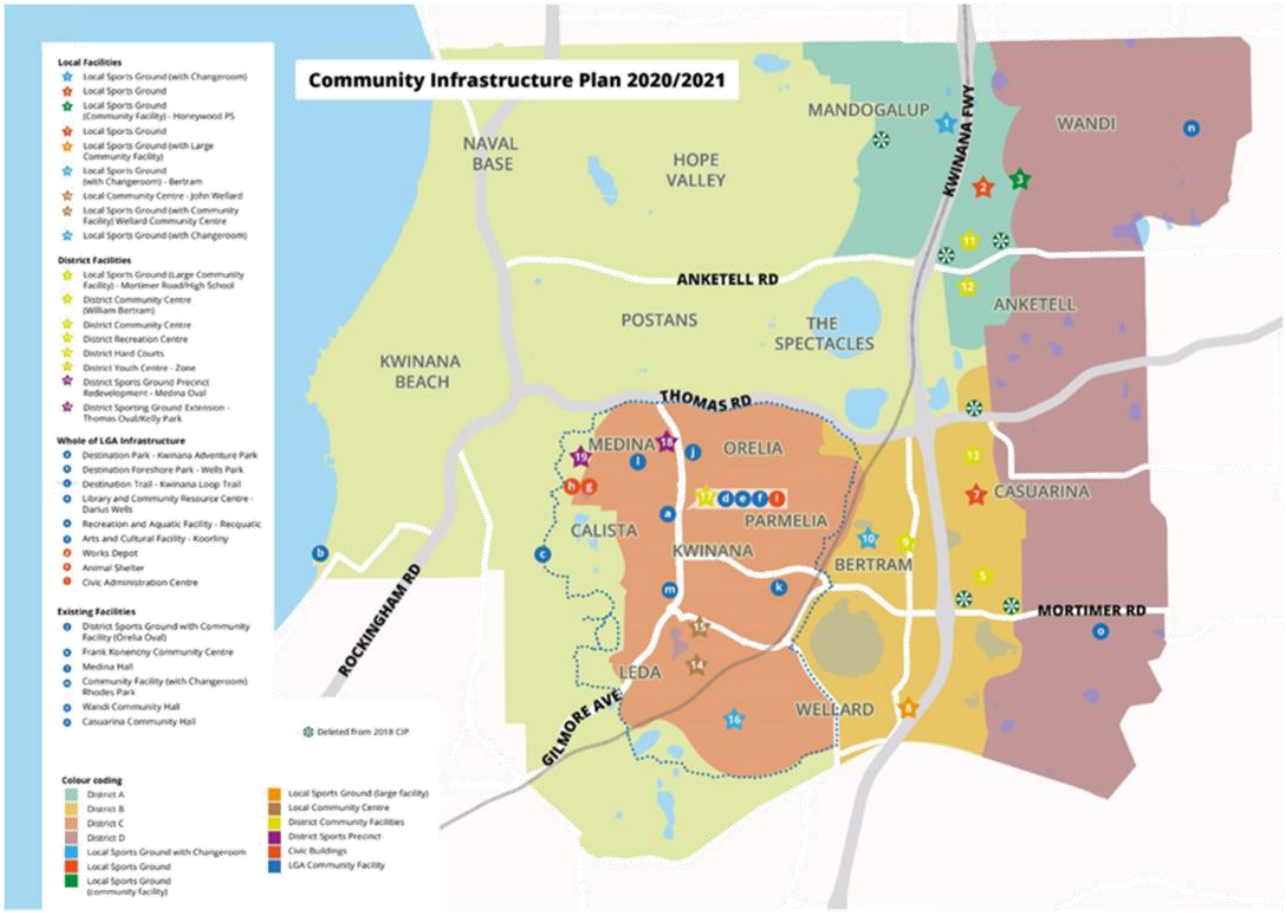
The estimated infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources, and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Appendices

Appendix A – Development Contribution Area 9 – Wandi/Anketell North



Appendix B – Community infrastructure Plan



Appendix C – Cost Apportionment Schedule

<INSERT CAS ONCE ADOPTED>

Appendix D – Capital Expenditure Schedule

CAPITAL EXPENDITURE PLAN (Appendix 3 : CIP revised Dec 2022)

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A	8 Mandogalup	Local Sporting Ground with Changeroom												$737,976					
A	9 Wandi-Anketell	Local Sporting Ground with Community Facility			$3,618,075														
A	9 Wandi-Anketell North	Local Sporting Ground with Changeroom																$737,976	
A	9 Anketell North	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with Large Community Facility											$4,895,392						
B	12 Wellard West	Local Sporting Ground with Large Community Facility							$4,895,391										

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A & B	9 Wandi/Anketell North	District Dry Recreation Centre												$11,428,715					
A & B	9 Wandi/Anketell North	District Multi-purpose Community Facility																	$8,234,585
A & B	10 Casuarina-Anketell South	District Hard Courts														$7,675,266			
C	14 Wellard - Leda	Local Sporting Ground with Changeroom								$955,142.									
C	14-Wellard - Leda	Local Sporting Ground with Pavilion Extension									$153,510								
Other	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Ground – Medina Oval Extension/Upgrade																	$9,165,905
C	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Facility – Thomas Oval Extension/Upgrade									$1,843,460								

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Other	Whole of LGA	Wells Park Kwinana Beach Foreshore Upgrade – TBA								$2,902,250									
Other	Whole of LGA	Kwinana Loop Trail				$350,000													
Other	Whole of LGA	Arts and Cultural Centre Upgrade															$1,000,000		
Other	Whole of LGA	Recquatic Centre Upgrade												$176,000	$4,183,000	$4,267,000			
Other	Whole of LGA	Animal Shelter							$500,000										
Other	Whole of LGA	Operations Depot			$550,000														
Other	Whole of LGA	Civic Administration Building			50,000	$51,000	$51,000												
		Total			$4218075	$401,000	$51,000	$0	$4,395,391	$3,857,392	$1,996,970	$0	$4,895,392	$12,342,691	$4,183,000	$11,942,266	$1,000,000	$737,976	$17,400,490

Appendix E – Development Contribution Plan 9 – Wandi/Anketell North

AMD 115 GG 19/06/12 *AMD 145 GG 3/11/23*	**DEVELOPMENT CONTRIBUTION PLAN 9**
Area Name:	**Wandi / Anketell – Community Infrastructure**
Map reference on scheme map	DCA 9
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 9 shall make contributions towards the following infrastructure items— 1. Sub-Regional Facilities — - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District A Facilities— - District Sporting Ground – Hardcourts (serves Districts A and B) - to be located within District B - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A - District Dry Recreation Centre (serves Districts A and B) – to be located within District A 3. Local Facilities — - Local Sporting Ground with Community Facility 4. Administrative costs All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: • Legal and accounting fees; • Community infrastructure design costs allocated to specific items under the DCP; • Other directly related technical and professional costs; • Borrowing costs on all outstanding contribution credits; and • DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Method for calculating contributions:	The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the — - demand for a facility that is generated by the current population; - demand created by external usage—the proportion of use drawn from outside of the main catchment area; and - future usage—the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 9 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

1.0 Development Contribution Plan 10 – Casuarina/Anketell South

The development contribution area is shown on the Local Planning Scheme No. 2 (LPS2) scheme map as Development Contribution Area 10 (DCA10). The area is replicated in Appendix A, however, should there be any discrepancies between Appendix A and the area of DCA10 shown on the scheme map, the scheme map shall prevail.

2.0 Purpose

The purpose of this development contribution plan report is to:

a) Enable the application of infrastructure contributions for the development of new, and the upgrade of existing, infrastructure which is required as a result of increased demand generated in the development contribution area;
b) Provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
c) Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
d) Coordinate the timely provision of infrastructure.

Development within DCA10 and the identification of infrastructure items within the corresponding Development Contribution Plan (DCP) are guided by the following plans and documents:

- State Planning Policy 3.6: Infrastructure Contributions, WAPC (2021)
- Anketell South Local Structure Plan (May 2014) – prepared by Harley Dykstra on behalf of Saracen Properties
    - Amendment 1 – Reconfiguration of Neighbourhood Centre – Approved Sept 2014
    - Amendment 2 – Amended road layout, residential densities & commercial designations – Approved 5 May 2021
- Casuarina Central Precinct Structure Plan (2021) – prepared by Taylor Burrell Barnett on behalf of the Department of Communities and CDN No.1 Pty Ltd managed by LWP Property Group
- Liveable Neighbourhoods 2009 and draft Liveable Neighbourhoods 2015, WAPC
- Development Control Policy 1.7: General Road Planning, WAPC
- Development Control Policy 2.3: Public Open Space in Residential Areas, WAPC

3.0 Period of the Plan

This plan will operate for 15 years from 2021 to 2036, in accordance with the City of Kwinana Local Planning Scheme No. 2.

4.0 Operation of Development Contribution Plan

This plan has been prepared in accordance with State Planning Policy 3.6: Infrastructure Contributions and operates in accordance with the provisions of section 5.15.5 Development Contribution Areas and Schedule V Development Contribution Plans of LPS2.

5.0 Application Requirements

Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.

6.0 Items included in the plan

This section of the DCP report identifies each of the administrative and infrastructure items to be funded by development contributions collected from landowners within DCA10.

The City's adopted Community Infrastructure Plan 2022 map, the broader document of which provides demographic data and subsequent population thresholds to demonstrate community infrastructure need, is contained at Appendix B.

CAS Ref No.	Item
Local Community Infrastructure Items	
N/A	Local Sporting Ground with no Facility Building
10	Local Sporting Ground with Large Community Facility
District Community Infrastructure Items	
5	District Sporting Ground – Hardcourts (Districts A & B)
7	District Multipurpose Community Facility (District A & B)
6	District Dry Recreation Centre (Districts A & B)
Sub-Regional Community Infrastructure Items	
1	Community Knowledge and Resource Centre (Darius Wells)
2	Multipurpose Sub-Regional Park - Calista
3	Sub-Regional (Wells Park) Foreshore Upgrade
Administration Costs	
19	QS costings and advice Administrative expenses General legal expenses Preparation of management tools

While a breakdown of each community infrastructure item within DCA10 is provided below (with further detail provided in the accompanying Cost Apportionment Schedule), as at October 2022, the total per lot cost for all community infrastructure items within DCA10 is **$4,388.58**.

6.1 Local Community Infrastructure Items

6.1.1 Local Sporting Ground with no Facility Building

This item is shown on the Community Infrastructure Plan 2022, albeit with no cost contributions in the context of DCA10 applicable, to signify the existence of a local sporting ground with no community infrastructure proposed to be provided.

6.1.2 Local Sporting Ground with Large Community Facility – CAS Ref No. 10

This Local Sporting Ground with Large Community Facility is proposed to be a shared use facility with the future Casuarina High School and associated school oval, as identified on the approved Local Structure Plan, and comprises the following:

- 1,300m² in size
- Changerooms/showers (x2)
- Large multipurpose space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at January 2024, is **$4,895,392**. The City however will cover the proportional share of existing lots (60 lots of a total of 2,767 lots within DCA10) and thus the remaining 2,707 lots will proportionately contribute towards this item, being a total of **$4,789,240**. This equates to a **per lot contribution** for this item of **$1,769.2**.

6.2 District Community Infrastructure Items

The City's adopted CIP 2022 identifies the need for three District Community Infrastructure items to service Districts A and B. DCA10 is located within District B.

6.2.1 District Sporting Ground – Hardcourts (Districts A & B) – CAS Ref No. 5

The District Sporting Ground – Hardcourts is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- 650m² in area
- Changerooms/showers (x4)
- Large multipurpose/function space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at January 2024, is **$7,675,266.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$7,572,482**. This equates to a **per lot contribution** for this item in the context of DCA9 of **$549.6**.

6.2.2 District Multipurpose Community Facility (Districts A & B) – CAS Ref No. 7

The District Multipurpose Community Facility is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Building size required of 1,200m² – 2,000m²
- Main hall/function area (min 250 persons)
- Stage, change/dressing rooms
- Activity rooms (wet and dry)

- Meeting rooms
- Office spaces for services
- Training rooms
- Digital hub
- Crèche
- Café and lounge area
- Commercial level kitchen
- Storage spaces
- Child Health Centre
- Courtyard and BBQ area

The total cost of this item, as at January 2024, is **$8,234,585.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$8,124,311**. This equates to a **per lot contribution** for this item in the context of DCA10 of **$589.7**.

6.2.3 District Dry Recreation Centre (Districts A & B) – CAS Ref No. 6

The District Dry Recreation Centre is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Minimum building size of 5,000m2
- 4 multi marked indoor courts
- Fully Equipped Gymnasium
- Group Fitness and Training Room
- Changerooms
- Function/meeting rooms
- Crèche
- Café, lounge area
- Office accommodation

The total cost of this item, as at January 2024, is **$11,428,715.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$11,275,666**. This equates to a **per lot contribution** for this item in the context of DCA10 of **$818.4**.

6.3 Sub-Regional Community Infrastructure Items

The City's CIP 2022 identifies the three Sub-Regional Community Infrastructure items to service the entire Kwinana LGA.

6.3.1 Community Knowledge and Resource Centre (Darius Wells) – CAS Ref No. 1

The Community Knowledge and Resource Centre (referred to as Darius Wells) comprises the main Kwinana LGA library, meeting rooms, a café, community offices and toilet facilities.

The café and leasable office space components comprise 47.9% of the Darius Wells building and do not form part of the cost contributions from DCAs. Instead, these costs are covered wholly by the City. This infrastructure item has been constructed and as such DCP contributions represent an

exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$23,423,317.** However, taking into account grant funding of $9,427,043, the net total cost is reduced to $13,996,274. Further, with only 52.1% of the net total cost attributable to DCA cost contributions and bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$5,110,804**. This equates to a **per lot contribution** for this item in the context of DCA10 of **$253.5**.

6.3.2 Multipurpose Sub-Regional Park – Calista – CAS Ref No. 2

The Multipurpose Sub-Regional Park in Calista (also referred to as the Kwinana Adventure Park or Destination Park) comprises an adventure playground, skatepark, high energy active and passive play spaces, and water, sensory and nature elements. There is also a flat turfed area for kick and play, casual sports and fitness classes. The Sub-Regional Park also has the capacity in scale and features to serve all Districts and also provides a venue for major community and cultural events.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the adopted Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$5,769,330.** However, taking into account grant funding of $2,007,500, the net total cost is reduced to $3,761,830. Bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,636,563**. This equates to a **per lot contribution** for this item in the context of DCA10 of **$130.8**.

6.3.3 Sub-Regional (Wells Park) Foreshore Upgrade – CAS Ref No. 3

The Sub-Regional Foreshore Park (more commonly referred to as Wells Park, Kwinana Beach) upgrade comprises additional shade areas, modification to and expansion of the existing car parking area, additional pathways, enhancement of the existing play area, dune revegetation, a boardwalk and upgraded beach access. These components are outlined in the Development Feasibility Study (2018) for Kwinana Beach, with further costings for the concept provided by MK (2019).

The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$2,902,250**. However, bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,034,107**. This equates to a per lot contribution for this item in the context of DCA10 of **$100.88**.

6.4 Administrative costs – CAS Ref No. 19

Administrative costs included in the DCP area are comprised of those inclusions as per SPP 3.6, and in this regard consist of:

- Annual QS costing reviews, preparation and advice for each community facility
- Administrative expenses directly related to the operation and administration of the DCP

- Legal expenses directly related to advice sought and received for the DCP
- Preparation of management tools

Administrative costs include both actual and estimated costs of administering the DCP, with the total administration costs for DCAs 8-15 amounting to $3,256,668. As a proportion of this, DCA10 contributes **$454,907**.

In the event that development within DCA 10 is completed before the forecast period to 2036, a reconciliation of costs for the DCA will take into account additional administration costs that are not required to be paid.

7.0 Method of calculating contribution

Development contributions will be apportioned on a per lot basis. This allows for a simple, predictable method of apportioning costs which reduces the administrative burden on the DCP and enables the City to accurately advise prospective developers of the DCP costs.

The Cost Apportionment Schedule determines the cost of each infrastructure item as follows:

Total estimate/actual cost of infrastructure item **less** any payments made from developers in the DCA area **less** any interest earned for the DCA area where there are surplus funds and interest has been earned = total liability of undeveloped lots payable.

The **total liability of undeveloped lots payable for each infrastructure item** will then be divided by the total number of lots within the DCA, District or Sub-Region to calculate a per lot rate for the infrastructure item.

The landowner's liability for cost contributions is calculated based on the total remaining cost of the infrastructure item multiplied by the per lot rate for the total liability of undeveloped lots payable for each infrastructure item.

A copy of the adopted Cost Apportionment Schedule is contained at Appendix C.

8.0 Priority and timing of infrastructure delivery

Due to the fragmented land ownership of DCA10 it is difficult to accurately predict the delivery of infrastructure within the cell. Nonetheless,

Priority	Infrastructure item	Anticipated timing
1	Local Sporting Ground with Large Community Facility	2030
2	Dry Recreation Centre	2031
3	District Sporting Ground - Hardcourts	2033
4	Multipurpose Community Facility	2036

Table 1: Estimated timing of infrastructure delivery below estimates the timing of development and the order of priority.

Priority	Infrastructure item	Anticipated timing
1	Local Sporting Ground with Large Community Facility	2030
2	Dry Recreation Centre	2031

3	District Sporting Ground - Hardcourts	2033
4	Multipurpose Community Facility	2036

Table 1: Estimated timing of infrastructure delivery

Details of the priority and timing can be seen in the Capital Expenditure schedule contained at Appendix D.

9.0 Payment of contributions

9.1 Payment of contributions

The landowners' liability for cost contributions will arise in accordance with clause 5.15.5.13 of LPS2 and Local Planning Policy 4: Administration of Development Contributions.

9.2 Pre-funded infrastructure works

LPS2 allows for development contributions to be paid for in the form of works-in-kind provided that the contribution is provided in accordance with the Priority of Works, at the standard and costs, pre-approved by the City of Kwinana. This provision allows the dedication of land, construction of capital works or other service in lieu of a monetary contribution for future urban development. Refer to the City's Local Planning Policy 4: Administration of Development Contributions for the procedures and required information.

It must be noted that all "works-in-kind" to be undertaken by the landowner/developer that relate to an infrastructure item within the DCP will only be accepted on the proviso that the City has approved the scope, cost estimate and detail of the works in accordance with Clause 5.15.5.14.1(c) of the LPS2 prior to the works occurring and has entered into a Letter of Agreement with the relevant landowner/developer. Any reimbursement of DCP funds will occur in line with section 9.3.4 Reimbursement of DCP funds.

9.3 Other Matters

9.3.1 Grant Funding

Generally, DCP infrastructure items do not attract grant funding. All other liability falls with the City and the City is responsible for this share of the infrastructure works. Therefore, in the event that the grant funds received relate to works carried out over and above the developer contribution requirements, the developer will not benefit from this. The developer will not receive a reduction in liability. The City's contribution for constructing the community infrastructure item over and above the community infrastructure standard will be reduced based on any grants received.

Where the City receives a grant for DCP infrastructure where the developer is liable to contribute to the works, the developer will receive a reduced liability for that DCP infrastructure item when the grant has been formally approved and the CAS has been adjusted accordingly as undertaken on an annual basis.

9.3.2 CPI for Infrastructure Constructed within DCA

As a result of the CAS being reviewed annually, there is no requirement to include CPI in any infrastructure items that have not been constructed. The cost of the infrastructure works is reviewed

annually which would factor in any price increases or decreases of all future works and the amount required to be collected will be applied across the remaining lots to be developed.

For works already constructed, no CPI will be applied to any infrastructure works that a developer has carried out as an in-kind contribution, as the development company generally ceases to operate once development has occurred.

9.3.3 Interest

a) *Interest applied across the DCA infrastructure items*

Interest earned as part of funds in the DCA area is to be applied across all of the infrastructure items based on a pro rata amount paid towards each infrastructure item. The interest applied will be the actual interest earned for that period for the DCA area.

b) *Interest applied to an infrastructure item where there are insufficient funds in the DCA to refund the developer who has carried out the works in kind*

If there are insufficient funds in the DCA to refund the developer as a result of being approved credits for any works carried out, interest will only commence being calculated once the next Cost Apportionment Schedule review has been undertaken and approved by Council. A Cost Apportionment Schedule is reviewed annually and therefore once both the City of Kwinana and the Developer agree on the credit provided and determine whether there are sufficient funds to refund the developer, will interest commence calculating. Interest will be calculated and credited to the developer using the Reserve Bank of Australia Cash Rate Target monthly average rate, which is the volume-weighted average interbank overnight interest rate on a per annum basis, and commence after Council has reviewed the Cost Apportionment Schedule for credits claimed after the previous Cost Apportionment Schedule approved by Council and the latest Cost Apportionment Schedule approved by Council. Interest will be calculated monthly using the previous month's released monthly average rate divided by 12 months and multiplied by the amount outstanding to the developer (the amount due to be refunded to the developer). The interest calculated will be included in the cost of the relevant infrastructure item and updated in the CAS annually for the remaining developers in the DCA area to contribute to. The developer that is due the refund will not receive the interest calculated until such time as there is sufficient funds in the DCA account.

9.3.4 Reimbursement of DCP funds

Any reimbursement of DCP funds to the relevant landowner – in respect of agreements entered into between the City and the landowner for payment of cost contributions and the adjustment of final cost contributions thereof, or reimbursement to the landowner for approved DCP works undertaken – will only occur if sufficient funds are available within the relevant DCP account.

Once a DCP has been gazetted, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled, then no further reimbursement(s) of DCP funds shall occur until all stages of the development are completed in instances where a particular development comprises several stages.

In addition, no interest earned on funds to be reimbursed shall apply to individual claims for reimbursement once the DCP has been finalised, the accompanying cost apportionment schedule

adopted and all legal agreements for the particular DCP reconciled. Instead, all interest earned within the individual DCP account will serve to reduce the total cost contribution liability for the respective DCA as a whole.

9.3.5 Claims on Actuals

The costing attributable to a particular DCP item is comprised of either an estimate (where works for the item have not commenced or claims on actuals have not been received, and are reviewed and updated annually by independent, professional technical experts) and/or an actual amount for the approved works that have been undertaken.

Prior to works proposed to be undertaken on any approved infrastructure item as per this DCP, all plans and cost estimates are firstly to be approved by the relevant City Officer(s). A Deed of Agreement or Exchange Letter may first be required to be entered into between the City and the landowner(s) for this purpose.

To assist in the timely preparation of the annual cost apportionment schedule review by the City, all claims on actuals for approved works undertaken for DCP items must be received by the City by the end of December in any calendar year for inclusion as actuals against costings of the relevant DCP item.

Claims on actuals are required to be presented with the following information:

- A coversheet summary of the approved works undertaken for the relevant item;
- An itemised spreadsheet of claims relevant to the works undertaken detailing specific costs (GST exclusive) vis a vis works undertaken and the dates on which the works were undertaken; and
- Copies of the invoices relevant to the works undertaken.

It must be noted that the costing of actuals, if greater than the City's estimate for the particular item of infrastructure, will only be credited or reimbursed to the extent of the City's estimate as included in the CAS.

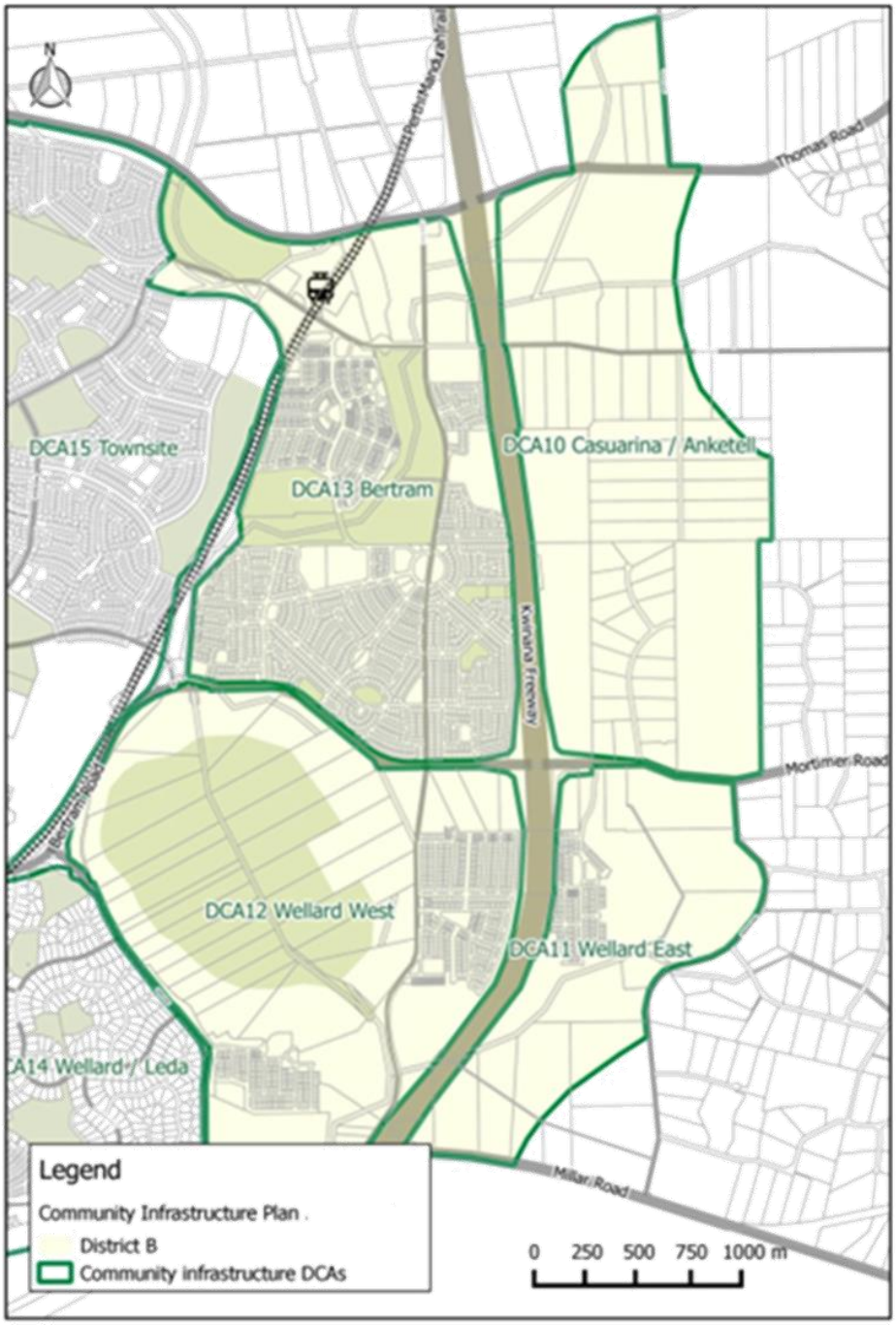
10.0 Review

The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

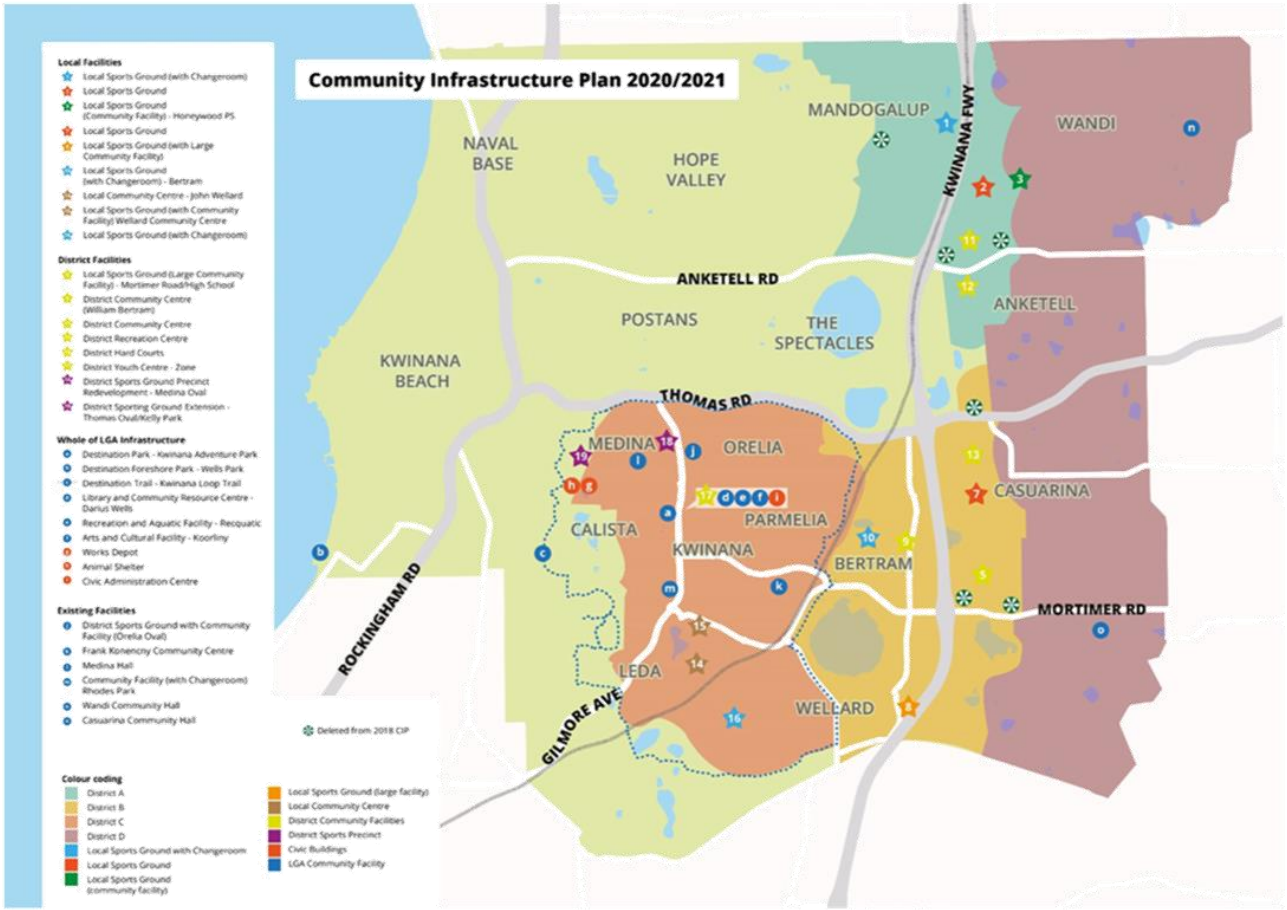
The estimated infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources, and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Appendices

Appendix A – Development Contribution Area 10 – Casuarina/Anketell South



Appendix B – Community infrastructure Plan



Appendix C – Cost Apportionment Schedule

<INSERT CAS ONCE ADOPTED>

Appendix D – Capital Expenditure Schedule

CAPITAL EXPENDITURE PLAN (Appendix 3 : CIP revised Dec 2022)

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A	8 Mandogalup	Local Sporting Ground with Changeroom												$737,976					
A	9 Wandi-Anketell	Local Sporting Ground with Community Facility			$3,618,075														
A	9 Wandi-Anketell North	Local Sporting Ground with Changeroom																$737,976	
A	9 Anketell North	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with Large Community Facility											$4,895,392						
B	12 Wellard West	Local Sporting Ground with Large Community Facility							$4,895,391										

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A & B	9 Wandi/Anketell North	District Dry Recreation Centre												$11,428,715					
A & B	9 Wandi/Anketell North	District Multi-purpose Community Facility																	$8,234,585
A & B	10 Casuarina-Anketell South	District Hard Courts														$7,675,266			
C	14 Wellard - Leda	Local Sporting Ground with Changeroom								$955,142.									
C	14-Wellard - Leda	Local Sporting Ground with Pavilion Extension									$153,510								
Other	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Ground – Medina Oval Extension/Upgrade																	$9,165,905
C	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Facility – Thomas Oval Extension/Upgrade									$1,843,460								

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Other	Whole of LGA	Wells Park Kwinana Beach Foreshore Upgrade – TBA								$2,902,250									
Other	Whole of LGA	Kwinana Loop Trail				$350,000													
Other	Whole of LGA	Arts and Cultural Centre Upgrade															$1,000,000		
Other	Whole of LGA	Recquatic Centre Upgrade												$176,000	$4,183,000	$4,267,000			
Other	Whole of LGA	Animal Shelter							$500,000										
Other	Whole of LGA	Operations Depot			$550,000														
Other	Whole of LGA	Civic Administration Building			50,000	$51,000	$51,000												
		Total			$4218075	$401,000	$51,000	$0	$4,395,391	$3,857,392	$1,996,970	$0	$4,895,392	$12,342,691	$4,183,000	$11,942,266	$1,000,000	$737,976	$17,400,490

Appendix E – Development Contribution Plan 10 – Casuarina/Anketell South

AMD 115 GG 19/06/12 *AMD 145 GG 3/11/23*	**DEVELOPMENT CONTRIBUTION PLAN 10**
Area Name:	**Casuarina / Anketell Community Infrastructure**
Map reference on scheme map	DCA 10
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 10 shall make contributions towards the following infrastructure items— 1. Sub-Regional Facilities — - Community Knowledge and Resource Centre (excluding leasable office space and cafe component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District B Facilities — - District Sporting Ground - Hardcourts (serves Districts A and B) – to be located within District B - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A - Dry Recreation Centre (serves Districts A and B) – to be located within District A 3. Local Facilities— - Local Sporting Ground with Large Community Facility 4. Administrative costs All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: • Legal and accounting fees; • Community infrastructure design costs allocated to specific items under the DCP; • Other directly related technical and professional costs; • Borrowing costs on all outstanding contribution credits; and • DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology	The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the — - demand for a facility that is generated by the current population; - demand created by external usage—the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 10 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

1.0 Development Contribution Plan 11 – Wellard East

The development contribution area is shown on the Local Planning Scheme No. 2 (LPS2) scheme map as Development Contribution Area 11 (DCA11). The area is replicated in Appendix A, however, should there be any discrepancies between Appendix A and the area of DCA11 shown on the scheme map, the scheme map shall prevail.

2.0 Purpose

The purpose of this development contribution plan report is to:

a) Enable the application of infrastructure contributions for the development of new, and the upgrade of existing, infrastructure which is required as a result of increased demand generated in the development contribution area;
b) Provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
c) Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
d) Coordinate the timely provision of infrastructure.

Development within DCA11 and the identification of infrastructure items within the corresponding Development Contribution Plan (DCP) are guided by the following plans and documents:

- State Planning Policy 3.6: Infrastructure Contributions, WAPC (2021)
- Wellard East (Sunrise Estate) Structure Plan (2014) – prepared by Cardno for Okeland Communities on behalf of Armana Holdings Pty Ltd
- Lot 64 Woolcoot Road (Living Edge Estate) Local Structure Plan (2015) – prepared by Rowe Group for ABN Group
- Lot 59 Mortimer Road Local Structure Plan (2016) – prepared by Peter D Webb and Associates on behalf of Geographe Development Pty Ltd
- Wellard East (Lot 90 and part Lot 378 Millar Road) Local Structure Plan (2014) – prepared by Cardno for Wellard Glen Development (DJ MacCormack Property Group)
- Amended Wellard East Local Structure Plan to include Lot 601 Millar Road (2015) - prepared by Michael Swift and Associates
- Part Lot 9001 and Lot 379 Millar Road – Sunrise Estate southern extension (2015) prepared by Lorraine Elliott Planning Services on behalf of Armana Pty L
- Liveable Neighbourhoods 2009 and draft Liveable Neighbourhoods 2015, WAPC
- Development Control Policy 1.7: General Road Planning, WAPC
- Development Control Policy 2.3: Public Open Space in Residential Areas, WAPC

3.0 Period of the Plan

This plan will operate for 15 years from 2021 to 2036, in accordance with the City of Kwinana Local Planning Scheme No. 2.

4.0 Operation of Development Contribution Plan

This plan has been prepared in accordance with State Planning Policy 3.6: Infrastructure Contributions and operates in accordance with the provisions of section 5.15.5 Development Contribution Areas and Schedule V Development Contribution Plans of LPS2.

5.0 Application Requirements

Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.

6.0 Items included in the plan

This section of the DCP report identifies each of the administrative and infrastructure items to be funded by development contributions collected from landowners within DCA11.

The City's Community Infrastructure Plan 2022 map, the broader document of which provides demographic data and subsequent population thresholds to demonstrate community infrastructure need, is contained at Appendix B.

CAS Ref No.	Item
Local Community Infrastructure Items	
Nil	Nil
District Community Infrastructure Items	
5	District Sporting Ground – Hardcourts (Districts A & B)
7	District Multipurpose Community Facility (District A & B)
6	District Dry Recreation Centre (Districts A & B)
Sub-Regional Community Infrastructure Items	
1	Community Knowledge and Resource Centre (Darius Wells)
2	Multipurpose Sub-Regional Park - Calista
3	Sub-Regional (Wells Park) Foreshore Upgrade
Administration Costs	
19	QS costings and advice Administrative expenses General legal expenses Preparation of management tools

While a breakdown of each community infrastructure item within DCA11 is provided below (with further detail provided in the accompanying Cost Apportionment Schedule), as at January 2024, the total per lot cost for all community infrastructure items within DCA11 is **$2,486.00.**

6.1 District Community Infrastructure Items

The City's CIP 2022 identifies the need for three District Community Infrastructure items to service Districts A and B. DCA11 is located within District B.

6.1.1 District Sporting Ground – Hardcourts (Districts A & B) – CAS Ref No. 5

The District Sporting Ground – Hardcourts is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- 650m^2 in area
- Changerooms/showers (x4)
- Large multipurpose/function space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at January 2024, is **$7,675,266.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$7,572,482**. This equates to a **per lot contribution** for this item in the context of DCA11 of **$595.1**.

6.1.2 District Multipurpose Community Facility (Districts A & B) – CAS Ref No. 7

The District Multipurpose Community Facility is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Building size required of 1,200m^2 – 2,000m^2
- Main hall/function area (min 250 persons)
- Stage, change/dressing rooms
- Activity rooms (wet and dry)
- Meeting rooms
- Office spaces for services
- Training rooms
- Digital hub
- Crèche
- Café and lounge area
- Commercial level kitchen
- Storage spaces
- Child Health Centre
- Courtyard and BBQ area

The total cost of this item, as at January 2024, is **$8,234,585.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$8,124,311**. This equates to a **per lot contribution** for this item in the context of DCA11 of **$638.4**.

6.1.3 District Dry Recreation Centre (Districts A & B) – CAS Ref No. 6

The District Dry Recreation Centre is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Minimum building size of 5,000m2
- 4 multi marked indoor courts

- Fully Equipped Gymnasium
- Group Fitness and Training Room
- Changerooms
- Function/meeting rooms
- Crèche
- Café, lounge area
- Office accommodation

The total cost of this item, as at January 2024, is **$11,428,715.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$11,275,666**. This equates to a **per lot contribution** for this item in the context of DCA11 of **$886.1**.

6.2 Sub-Regional Community Infrastructure Items

The City's CIP 2022 identifies the three Sub-Regional Community Infrastructure items to service the entire Kwinana LGA.

6.2.1 Community Knowledge and Resource Centre (Darius Wells) – CAS Ref No. 1

The Community Knowledge and Resource Centre (referred to as Darius Wells) comprises the main Kwinana LGA library, meeting rooms, a café, community offices and toilet facilities.

The café and leasable office space components comprise 47.9% of the Darius Wells building and do not form part of the cost contributions from DCAs. Instead, these costs are covered wholly by the City. This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the proposed Community Infrastructure Plan 2021.

The total cost of this item, as at January 2024, is **$23,423,317.** However, taking into account grant funding of $9,427,043, the net total cost is reduced to $13,996,274. Further, with only 52,1% of the net total cost attributable to DCA cost contributions and bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$5,110,804**. This equates to a **per lot contribution** for this item in the context of DCA11 of **$274.4**

6.2.2 Multipurpose Sub-Regional Park – Calista – CAS Ref No. 2

The Multipurpose Sub-Regional Park in Calista (also referred to as the Kwinana Adventure Park or Destination Park) comprises an adventure playground, skatepark, high energy active and passive play spaces, and water, sensory and nature elements. There is also a flat turfed area for kick and play, casual sports and fitness classes. The Sub-Regional Park also has the capacity in scale and features to serve all Districts and also provides a venue for major community and cultural events.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the proposed Community Infrastructure Plan 2021.

The total cost of this item, as at October 2022, is **$5,769,330.** However, taking into account grant funding of $2,007,500, the net total cost is reduced to $3,761,830. Bearing in mind the City's

proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,636,563**. This equates to a **per lot contribution** for this item in the context of DCA11 of **$141.6**.

6.2.3 Sub-Regional (Wells Park) Foreshore Upgrade – CAS Ref No. 3

The Sub-Regional Foreshore Park (more commonly referred to as Wells Park, Kwinana Beach) upgrade comprises additional shade areas, modification to and expansion of the existing car parking area, additional pathways, enhancement of the existing play area, dune revegetation, a boardwalk and upgraded beach access. These components are outlined in the Development Feasibility Study (2018) for Kwinana Beach, with further costings for the concept provided by MK (2019).

The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$2,902,250**. However, bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,034,107**. This equates to a per lot contribution for this item in the context of DCA11 of **$109.2**.

6.3 Administrative costs – CAS Ref No. 19

Administrative costs included in the DCP area are comprised of those inclusions as per SPP 3.6, and in this regard consist of:

- Annual QS costing review, preparation and advice for each community facility
- Administrative expenses directly related to the operation and administration of the DCP
- Legal expenses directly related to advice sought and received for the DCP
- Preparation of management tools

Administrative costs include both actual and estimated costs of administering the DCP, with the total administration costs for DCAs 8-15 amounting to $3,256,668. As a proportion of this, DCA11 contributes **$464,630**.

In the event that development within DCA 11 is completed before the forecast period to 2036, a reconciliation of costs for the DCA will take into account additional administration costs that are not required to be paid.

7.0 Method of calculating contribution

Development contributions will be apportioned on a per lot basis. This allows for a simple, predictable method of apportioning costs which reduces the administrative burden on the DCP and enables the City to accurately advise prospective developers of the DCP costs.

The Cost Apportionment Schedule determines the cost of each infrastructure item as follows:

Total estimate/actual cost of infrastructure item **less** any payments made from developers in the DCA area **less** any interest earned for the DCA area where there are surplus funds and interest has been earned **=** total liability of undeveloped lots payable.

The **total liability of undeveloped lots payable for each infrastructure item** will then be divided by the total number of lots within the DCA, District or Sub-Region to calculate a per lot rate for the infrastructure item.

The landowner's liability for cost contributions is calculated based on the total remaining cost of the infrastructure item multiplied by the per lot rate for the total liability of undeveloped lots payable for each infrastructure item.

A copy of the adopted Cost Apportionment Schedule is contained at Appendix C.

8.0 Priority and timing of infrastructure delivery

Due to the fragmented land ownership of DCA10 it is difficult to accurately predict the delivery of infrastructure within the cell. Nonetheless, **Error! Reference source not found.** below estimates the timing of development and the order of priority.

Priority	Infrastructure item	Anticipated timing
1	Sub-Regional (Wells Park) Foreshore Upgrade	2023/2025
2	District Dry Recreation Centre	2031
3	District Sporting Ground - Hardcourts	2033
4	District Multipurpose Community Facility	2036

Table 1: Estimated timing of infrastructure delivery

Details of the priority and timing can be seen in the Capital Expenditure schedule contained at Appendix D.

9.0 Payment of contributions

9.1 Payment of contributions

The landowners' liability for cost contributions will arise in accordance with clause 5.15.5.13 of LPS2 and Local Planning Policy 4: Administration of Development Contributions.

9.2 Pre-funded infrastructure works

LPS2 allows for development contributions to be paid for in the form of works-in-kind provided that the contribution is provided in accordance with the Priority of Works, at the standard and costs, pre-approved by the City of Kwinana. This provision allows the dedication of land, construction of capital works or other service in lieu of a monetary contribution for future urban development. Refer to the City's Local Planning Policy 4: Administration of Development Contributions for the procedures and required information.

It must be noted that all "works-in-kind" to be undertaken by the landowner/developer that relate to an infrastructure item within the DCP will only be accepted on the proviso that the City has approved the scope, cost estimate and detail of the works in accordance with Clause 5.15.5.14.1(c) of the LPS2 prior to the works occurring and has entered into a Letter of Agreement with the relevant landowner/developer. Any reimbursement of DCP funds will occur in line with section 9.3.4 **Error! Reference source not found.**.

9.3 Other Matters

9.3.1 Grant Funding

Generally, DCP infrastructure items do not attract grant funding. All other liability falls with the City and the City is responsible for this share of the infrastructure works. Therefore, in the event that the grant funds received relate to works carried out over and above the developer contribution requirements, the developer will not benefit from this. The developer will not receive a reduction in liability. The City's contribution for constructing the community infrastructure item over and above the community infrastructure standard will be reduced based on any grants received.

Where the City receives a grant for DCP infrastructure where the developer is liable to contribute to the works, the developer will receive a reduced liability for that DCP infrastructure item when the grant has been formally approved and the CAS has been adjusted accordingly as undertaken on an annual basis.

9.3.2 CPI for Infrastructure Constructed within DCA

As a result of the CAS being reviewed annually, there is no requirement to include CPI in any infrastructure items that have not been constructed. The cost of the infrastructure works is reviewed annually which would factor in any price increases or decreases of all future works and the amount required to be collected will be applied across the remaining lots to be developed.

For works already constructed, no CPI will be applied to any infrastructure works that a developer has carried out as an in-kind contribution, as the development company generally ceases to operate once development has occurred.

9.3.3 Interest

a) *Interest applied across the DCA infrastructure items*

Interest earned as part of funds in the DCA area is to be applied across all of the infrastructure items based on a pro rata amount paid towards each infrastructure item. The interest applied will be the actual interest earned for that period for the DCA area.

b) *Interest applied to an infrastructure item where there are insufficient funds in the DCA to refund the developer who has carried out the works in kind*

If there are insufficient funds in the DCA to refund the developer as a result of being approved credits for any works carried out, interest will only commence being calculated once the next Cost Apportionment Schedule review has been undertaken and approved by Council. A Cost Apportionment Schedule is reviewed annually and therefore once both the City of Kwinana and the Developer agree on the credit provided and determine whether there are sufficient funds to refund the developer, will interest commence calculating. Interest will be calculated and credited to the developer using the Reserve Bank of Australia Cash Rate Target monthly average rate, which is the volume-weighted average interbank overnight interest rate on a per annum basis, and commence after Council has reviewed the Cost Apportionment Schedule for credits claimed after the previous Cost Apportionment Schedule approved by Council and the latest Cost Apportionment Schedule approved by Council. Interest will be calculated monthly using the previous month's released monthly average rate divided by 12 months and multiplied by the amount outstanding to the

developer (the amount due to be refunded to the developer). The interest calculated will be included in the cost of the relevant infrastructure item and updated in the CAS annually for the remaining developers in the DCA area to contribute to. The developer that is due the refund will not receive the interest calculated until such time as there is sufficient funds in the DCA account.

9.3.4 Reimbursement of DCP funds

Any reimbursement of DCP funds to the relevant landowner – in respect of agreements entered into between the City and the landowner for payment of cost contributions and the adjustment of final cost contributions thereof, or reimbursement to the landowner for approved DCP works undertaken – will only occur if sufficient funds are available within the relevant DCP account.

Once a DCP has been gazetted, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled, then no further reimbursement(s) of DCP funds shall occur until all stages of the development are completed in instances where a particular development comprises several stages.

In addition, no interest earned on funds to be reimbursed shall apply to individual claims for reimbursement once the DCP has been finalised, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled. Instead, all interest earned within the individual DCP account will serve to reduce the total cost contribution liability for the respective DCA as a whole.

9.3.5 Claims on Actuals

The costing attributable to a particular DCP item is comprised of either an estimate (where works for the item have not commenced or claims on actuals have not been received, and are reviewed and updated annually by independent, professional technical experts) and/or an actual amount for the approved works that have been undertaken.

Prior to works proposed to be undertaken on any approved infrastructure item as per this DCP, all plans and cost estimates are firstly to be approved by the relevant City Officer(s). A Deed of Agreement or Exchange Letter may first be required to be entered into between the City and the landowner(s) for this purpose.

To assist in the timely preparation of the annual cost apportionment schedule review by the City, all claims on actuals for approved works undertaken for DCP items must be received by the City by the end of December in any calendar year for inclusion as actuals against costings of the relevant DCP item.

Claims on actuals are required to be presented with the following information:

- A coversheet summary of the approved works undertaken for the relevant item;
- An itemised spreadsheet of claims relevant to the works undertaken detailing specific costs (GST exclusive) vis a vis works undertaken and the dates on which the works were undertaken; and
- Copies of the invoices relevant to the works undertaken.

It must be noted that the costing of actuals, if greater than the City's estimate for the particular item of infrastructure, will only be credited or reimbursed to the extent of the City's estimate as included in the CAS.

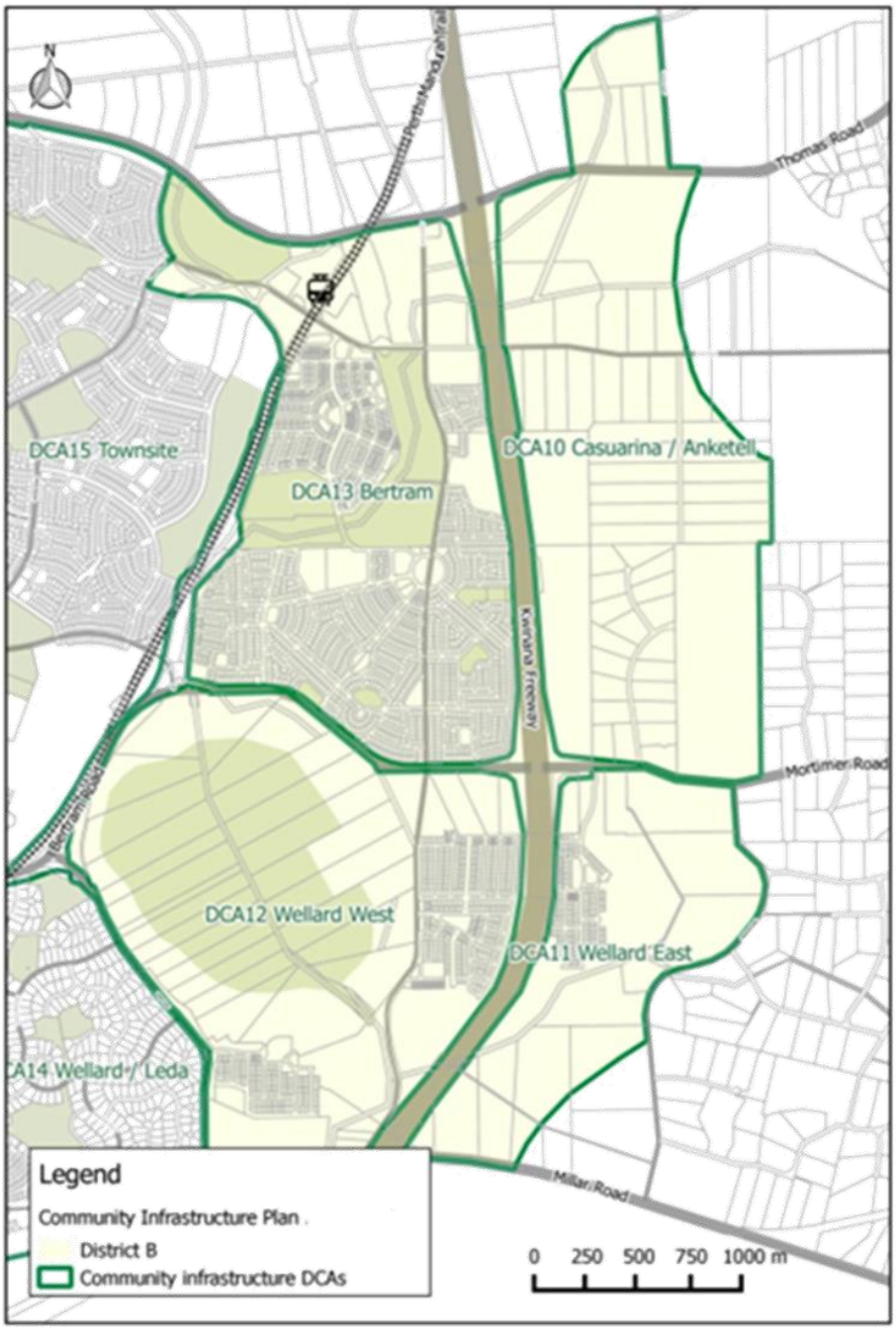
10.0 Review

The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

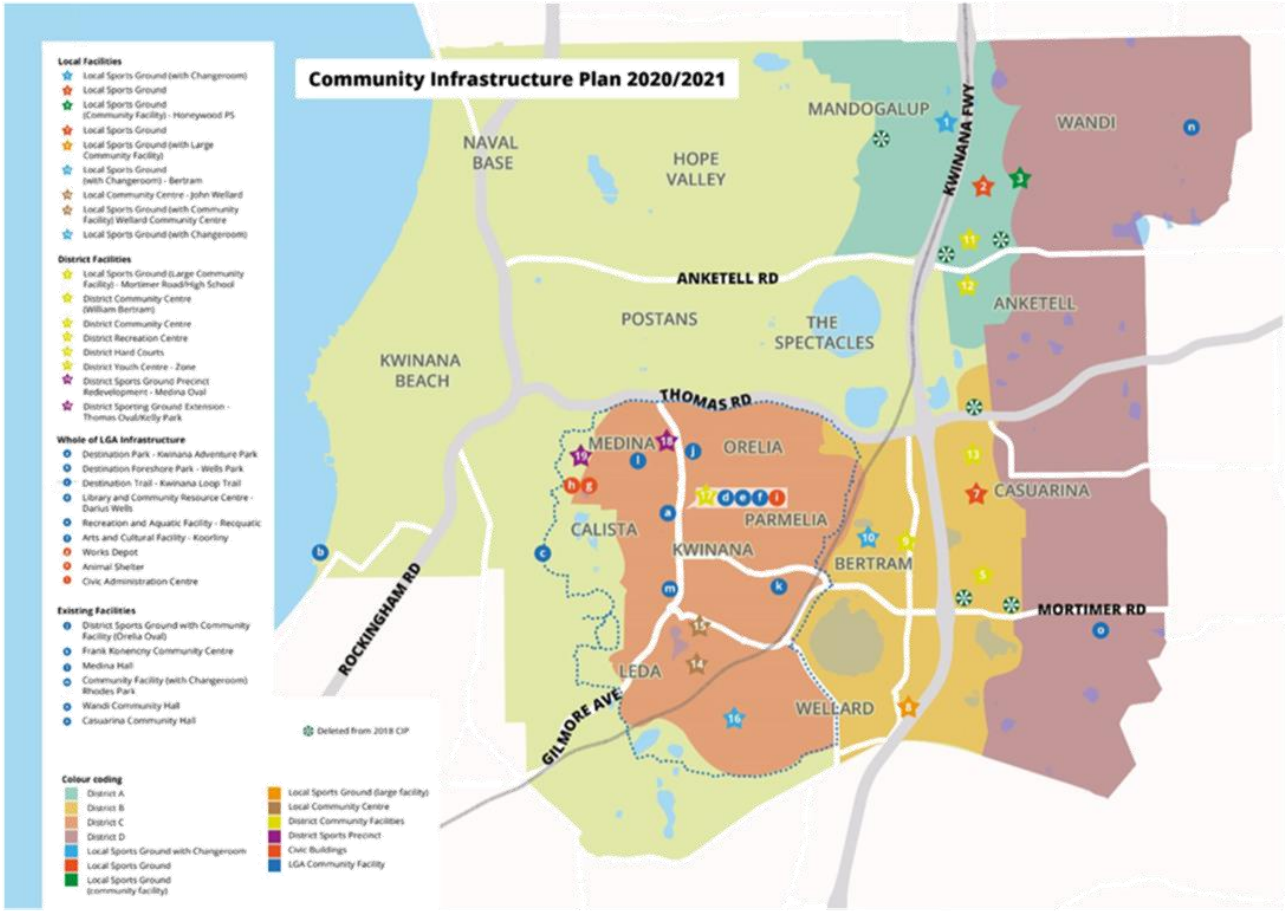
The estimated infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources, and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Appendices

Appendix A – Development Contribution Area 11 – Wellard East



Appendix B – Community infrastructure Plan



Appendix C – Cost Apportionment Schedule

<INSERT CAS ONCE ADOPTED>

Appendix D – Capital Expenditure Schedule

CAPITAL EXPENDITURE PLAN (Appendix 3 : CIP revised Dec 2022)

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A	8 Mandogalup	Local Sporting Ground with Changeroom												$737,976					
A	9 Wandi-Anketell	Local Sporting Ground with Community Facility			$3,618,075														
A	9 Wandi-Anketell North	Local Sporting Ground with Changeroom																$737,976	
A	9 Anketell North	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with Large Community Facility											$4,895,392						
B	12 Wellard West	Local Sporting Ground with Large Community Facility							$4,895,391										

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A & B	9 Wandi/Anketell North	District Dry Recreation Centre												$11,428,715					
A & B	9 Wandi/Anketell North	District Multi-purpose Community Facility																	$8,234,585
A & B	10 Casuarina-Anketell South	District Hard Courts														$7,675,266			
C	14 Wellard - Leda	Local Sporting Ground with Changeroom								$955,142.									
C	14-Wellard - Leda	Local Sporting Ground with Pavilion Extension									$153,510								
Other	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Ground – Medina Oval Extension/Upgrade																	$9,165,905
C	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Facility – Thomas Oval Extension/Upgrade									$1,843,460								

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Other	Whole of LGA	Wells Park Kwinana Beach Foreshore Upgrade – TBA								$2,902,250									
Other	Whole of LGA	Kwinana Loop Trail				$350,000													
Other	Whole of LGA	Arts and Cultural Centre Upgrade															$1,000,000		
Other	Whole of LGA	Recquatic Centre Upgrade												$176,000	$4,183,000	$4,267,000			
Other	Whole of LGA	Animal Shelter							$500,000										
Other	Whole of LGA	Operations Depot			$550,000														
Other	Whole of LGA	Civic Administration Building			50,000	$51,000	$51,000												
		Total			$4218075	$401,000	$51,000	$0	$4,395,391	$3,857,392	$1,996,970	$0	$4,895,392	$12,342,691	$4,183,000	$11,942,266	$1,000,000	$737,976	$17,400,490

Appendix E – Development Contribution Plan 11 – Wellard East

AMD 115 GG 19/06/12 *AMD 145 GG 3/11/23*	**DEVELOPMENT CONTRIBUTION PLAN 11**
Area Name:	**Wellard (East) Community Infrastructure**
Map reference on scheme	DCA 11
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 11 shall make contributions towards the following infrastructure items — 1. Sub-Regional Facilities — - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District B Facilities — - District Sporting Ground - Hardcourts (serves Districts A and B) – to be located within District B - Dry Recreation Centre (serves Districts A and B) – to be located within District A - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A 3. Administrative costs All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: • Legal and accounting fees; • Community infrastructure design costs allocated to specific items under the DCP; • Other directly related technical and professional costs; • Borrowing costs on all outstanding contribution credits; and • DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the — - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 11 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

1.0 Development Contribution Plan 12 – Wellard West

The development contribution area is shown on the Local Planning Scheme No. 2 (LPS2) scheme map as Development Contribution Area 12 (DCA12). The area is replicated in Appendix A, however, should there be any discrepancies between Appendix A and the area of DCA12 shown on the scheme map, the scheme map shall prevail.

2.0 Purpose

The purpose of this development contribution plan report is to:

a) Enable the application of infrastructure contributions for the development of new, and the upgrade of existing, infrastructure which is required as a result of increased demand generated in the development contribution area;
b) Provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
c) Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
d) Coordinate the timely provision of infrastructure.

Development within DCA12 and the identification of infrastructure items within the corresponding Development Contribution Plan (DCP) are guided by the following plans and documents:

- State Planning Policy 3.6: Infrastructure Contributions, WAPC (2021)
- Lots 500 and 501 Bertram Road Local Structure Plan (2017) – prepared by Altus Planning on behalf of Bollard (WA) Pty Ltd ATF Bollard Unit Trust and M and J Van Asselt
- Lot 502 Tamblyn Place Local Structure Plan (2016) – prepared by Development Works on behalf of Ascari Developments Pty Ltd
- Lot 661 Bertram Road Local Structure Plan (2015) – prepared by Rowe Group on behalf of Bestall Super Pty Ltd ATF for the JB Superannuation Fund and The Royale Australian Gold Club Pty Ltd
- Lots 670 and 1338 Bertram Road Local Structure Plan (2017) – prepared by Rowe Group on behalf of Byblos Holdings Pty Ltd and Springzone Nominees Pty Ltd
- Lots 503 and 504 Tamblyn Place and Lots 505, 507 and 900 Johnson Road (Oakebella Estate) (2016) – prepared by Taylor Burrell Barnett on behalf of LWP Wellard Pty Ltd
- Providence Estate Local Structure Plan (2012) – prepared by CLE on behalf of Eastcourt Property Group
- Emerald Park Estate Local Structure Plan (2014) – prepared by Cardno BSD on behalf of Cedar Woods Wellard Ltd
- Liveable Neighbourhoods 2009 and draft Liveable Neighbourhoods 2015, WAPC
- Development Control Policy 1.7: General Road Planning, WAPC
- Development Control Policy 2.3: Public Open Space in Residential Areas, WAPC

3.0 Period of the Plan

This plan will operate for 15 years from 2021 to 2036, in accordance with the City of Kwinana Local Planning Scheme No. 2.

4.0 Operation of Development Contribution Plan

This plan has been prepared in accordance with State Planning Policy 3.6: Infrastructure Contributions and operates in accordance with the provisions of section 5.15.5 Development Contribution Areas and Schedule V Development Contribution Plans of LPS2.

5.0 Application Requirements

Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.

6.0 Items included in the plan

This section of the DCP report identifies each of the administrative and infrastructure items to be funded by development contributions collected from landowners within DCA12.

The City's Community Infrastructure Plan 2022 map, the broader document of which provides demographic data and subsequent population thresholds to demonstrate community infrastructure need, is contained at Appendix B.

CAS Ref No.	Item
Local Community Infrastructure Items	
11	Local Sporting Ground with Large Community Facility
District Community Infrastructure Items	
5	District Sporting Ground – Hardcourts (Districts A & B)
7	District Multipurpose Community Facility (District A & B)
6	District Dry Recreation Centre (Districts A & B)
Sub-Regional Community Infrastructure Items	
1	Community Knowledge and Resource Centre (Darius Wells)
2	Multipurpose Sub-Regional Park - Calista
3	Sub-Regional (Wells Park) Foreshore Upgrade
Administration Costs	
19	QS costings and advice Administrative expenses General legal expenses Preparation of management tools

While a breakdown of each community infrastructure item within DCA12 is provided below (with further detail provided in the accompanying Cost Apportionment Schedule), as at January 2024, the total per lot cost for all community infrastructure items within DCA12 is **$2,999.10**

6.1 Local Community Infrastructure Items

6.1.1 Local Sporting Ground with Large Community Facility – CAS Ref No. 11

This Large Community Facility is proposed to be a shared use facility with Wellard Primary School and associated school oval (McWhirter Oval), as identified on the approved Local Structure Plan, and comprises the following:

- 650m^2 in size
- Changerooms/showers (x2)
- Large multipurpose space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at January 2024, is **$4,961,866**. The City however will cover the proportional share of existing lots (35 lots of a total of 3,191 lots within DCA12) and thus the remaining 3,156 lots will proportionately contribute towards this item, being a total of **$4,907,443**. This equates to a **per lot contribution** for this item of **$1,554.9**.

6.2 District Community Infrastructure Items

The City's CIP 2022 identifies the need for three District Community Infrastructure items to service Districts A and B. DCA12 is located within District B.

6.2.1 District Sporting Ground – Hardcourts (Districts A & B) – CAS Ref No. 5

The District Sporting Ground – Hardcourts is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- 650m^2 in area
- Changerooms/showers (x4)
- Large multipurpose/function space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at January 2024, is **$7,675,266.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$7,572,482**. This equates to a **per lot contribution** for this item in the context of DCA12 of **$549.6**.

6.2.2 District Multipurpose Community Facility (Districts A & B) – CAS Ref No. 7

The District Multipurpose Community Facility is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Building size required of 1,200m^2 – 2,000m^2
- Main hall/function area (min 250 persons)
- Stage, change/dressing rooms
- Activity rooms (wet and dry)

- Meeting rooms
- Office spaces for services
- Training rooms
- Digital hub
- Crèche
- Café and lounge area
- Commercial level kitchen
- Storage spaces
- Child Health Centre
- Courtyard and BBQ area

The total cost of this item, as at January 2024, is **$8,234,585.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$8,124,311**. This equates to a **per lot contribution** for this item in the context of DCA12 of **$589.7**.

6.2.3 District Dry Recreation Centre (Districts A & B) – CAS Ref No. 6

The District Dry Recreation Centre is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Minimum building size of 5,000m2
- 4 multi marked indoor courts
- Fully Equipped Gymnasium
- Group Fitness and Training Room
- Changerooms
- Function/meeting rooms
- Crèche
- Café, lounge area
- Office accommodation

The total cost of this item, as at January 2024, is **$11,428,715.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$11,275,666**. This equates to a **per lot contribution** for this item in the context of DCA12 of **$818.4**.

6.3 Sub-Regional Community Infrastructure Items

The City's CIP 2022 identifies the three Sub-Regional Community Infrastructure items to service the entire Kwinana LGA.

6.3.1 Community Knowledge and Resource Centre (Darius Wells) – CAS Ref No. 1

The Community Knowledge and Resource Centre (referred to as Darius Wells) comprises the main Kwinana LGA library, meeting rooms, a café, community offices and toilet facilities.

The café and leasable office space components comprise 47.9% of the Darius Wells building and do not form part of the cost contributions from DCAs. Instead, these costs are covered wholly by the City. This infrastructure item has been constructed and as such DCP contributions represent an

exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$23,423,317.** However, taking into account grant funding of $9,427,043, the net total cost is reduced to $13,996,274. Further, with only 52.1% of the net total cost attributable to DCA cost contributions and bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$5,110,804**. This equates to a **per lot contribution** for this item in the context of DCA12 of **$253.49**.

6.3.2 Multipurpose Sub-Regional Park – Calista – CAS Ref No. 2

The Multipurpose Sub-Regional Park in Calista (also referred to as the Kwinana Adventure Park or Destination Park) comprises an adventure playground, skatepark, high energy active and passive play spaces, and water, sensory and nature elements. There is also a flat turfed area for kick and play, casual sports and fitness classes. The Sub-Regional Park also has the capacity in scale and features to serve all Districts and also provides a venue for major community and cultural events.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$5,769,330.** However, taking into account grant funding of $2,007,500, the net total cost is reduced to $3,761,830. Bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,636,563**. This equates to a **per lot contribution** for this item in the context of DCA12 of **$130.77**.

6.3.3 Sub-Regional (Wells Park) Foreshore Upgrade – CAS Ref No. 3

The Sub-Regional Foreshore Park (more commonly referred to as Wells Park, Kwinana Beach) upgrade comprises additional shade areas, modification to and expansion of the existing car parking area, additional pathways, enhancement of the existing play area, dune revegetation, a boardwalk and upgraded beach access. These components are outlined in the Development Feasibility Study (2018) for Kwinana Beach, with further costings for the concept provided by MK (2019).

The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$2,902,250**. However, bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,034,107**. This equates to a per lot contribution for this item in the context of DCA12 of **$100.88**.

6.4 Administrative costs – CAS Ref No. 28

Administrative costs included in the DCP area are comprised of those inclusions as per SPP 3.6, and in this regard consist of:

- Annual QS costing review, preparation and advice for each community facility
- Administrative expenses directly related to the operation and administration

- Legal expenses directly related to advice sought and received for the DCP
- Preparation of management tools

Administrative costs include both actual and estimated costs of administering the DCP, with the total administration costs for DCAs 8-15 amounting to $3,256,668. As a proportion of this, DCA12 contributes **$503,793**.

In the event that development within DCA 12 is completed before the forecast period to 2036, a reconciliation of costs for the DCA will take into account additional administration costs that are not required to be paid.

7.0 Method of calculating contribution

Development contributions will be apportioned on a per lot basis. This allows for a simple, predictable method of apportioning costs which reduces the administrative burden on the DCP and enables the City to accurately advise prospective developers of the DCP costs.

The Cost Apportionment Schedule determines the cost of each infrastructure item as follows:

Total estimate/actual cost of infrastructure item **less** any payments made from developers in the DCA area **less** any interest earned for the DCA area where there are surplus funds and interest has been earned = total liability of undeveloped lots payable.

The **total liability of undeveloped lots payable for each infrastructure item** will then be divided by the total number of lots within the DCA, District or Sub-Region to calculate a per lot rate for the infrastructure item.

The landowner's liability for cost contributions is calculated based on the total remaining cost of the infrastructure item multiplied by the per lot rate for the total liability of undeveloped lots payable for each infrastructure item.

A copy of the adopted Cost Apportionment Schedule is contained at Appendix C.

8.0 Priority and timing of infrastructure delivery

Due to the fragmented land ownership of DCA12 it is difficult to accurately predict the delivery of infrastructure within the cell. Nonetheless, Table 1: Estimated timing of infrastructure delivery below estimates the timing of development and the order of priority.

Priority	Infrastructure item	Anticipated timing
1	Sub-Regional (Wells Park) Foreshore Upgrade	2023/2025
2	Local Sporting Ground with Large Community Facility	2026
3	District Dry Recreation Centre	2031
4	District Sporting Ground - Hardcourts	2033
5	District Multipurpose Community Facility	2036

Table 1: Estimated timing of infrastructure delivery

Details of the priority and timing can be seen in the Capital Expenditure Schedule contained at Appendix D.

9.0 Payment of contributions

9.1 Payment of contributions

The landowners' liability for cost contributions will arise in accordance with clause 5.15.5.13 of LPS2 and Local Planning Policy 4: Administration of Development Contributions.

9.2 Pre-funded infrastructure works

LPS2 allows for development contributions to be paid for in the form of works-in-kind provided that the contribution is provided in accordance with the Priority of Works, at the standard and costs, pre-approved by the City of Kwinana. This provision allows the dedication of land, construction of capital works or other service in lieu of a monetary contribution for future urban development. Refer to the City's Local Planning Policy 4: Administration of Development Contributions for the procedures and required information.

It must be noted that all "works-in-kind" to be undertaken by the landowner/developer that relate to an infrastructure item within the DCP will only be accepted on the proviso that the City has approved the scope, cost estimate and detail of the works in accordance with Clause 5.15.5.14.1(c) of the LPS2 prior to the works occurring and has entered into a Letter of Agreement with the relevant landowner/developer. Any reimbursement of DCP funds will occur in line with section 9.3.4 Reimbursement of DCP funds.

9.3 Other Matters

9.3.1 Grant Funding

Generally, DCP infrastructure items do not attract grant funding. All other liability falls with the City and the City is responsible for this share of the infrastructure works. Therefore, in the event that the grant funds received relate to works carried out over and above the developer contribution requirements, the developer will not benefit from this. The developer will not receive a reduction in liability. The City's contribution for constructing the community infrastructure item over and above the community infrastructure standard will be reduced based on any grants received.

Where the City receives a grant for DCP infrastructure where the developer is liable to contribute to the works, the developer will receive a reduced liability for that DCP infrastructure item when the grant has been formally approved and the CAS has been adjusted accordingly as undertaken on an annual basis.

9.3.2 CPI for Infrastructure Constructed within DCA

As a result of the CAS being reviewed annually, there is no requirement to include CPI in any infrastructure items that have not been constructed. The cost of the infrastructure works is reviewed annually which would factor in any price increases or decreases of all future works and the amount required to be collected will be applied across the remaining lots to be developed.

For works already constructed, no CPI will be applied to any infrastructure works that a developer has carried out as an in-kind contribution, as the development company generally ceases to operate once development has occurred.

9.3.3 Interest

a) *Interest applied across the DCA infrastructure items*

Interest earned as part of funds in the DCA area is to be applied across all of the infrastructure items based on a pro rata amount paid towards each infrastructure item. The interest applied will be the actual interest earned for that period for the DCA area.

b) *Interest applied to an infrastructure item where there are insufficient funds in the DCA to refund the developer who has carried out the works in kind*

If there are insufficient funds in the DCA to refund the developer as a result of being approved credits for any works carried out, interest will only commence being calculated once the next Cost Apportionment Schedule review has been undertaken and approved by Council. A Cost Apportionment Schedule is reviewed annually and therefore once both the City of Kwinana and the Developer agree on the credit provided and determine whether there are sufficient funds to refund the developer, will interest commence calculating. Interest will be calculated and credited to the developer using the Reserve Bank of Australia Cash Rate Target monthly average rate, which is the volume-weighted average interbank overnight interest rate on a per annum basis, and commence after Council has reviewed the Cost Apportionment Schedule for credits claimed after the previous Cost Apportionment Schedule approved by Council and the latest Cost Apportionment Schedule approved by Council. Interest will be calculated monthly using the previous month's released monthly average rate divided by 12 months and multiplied by the amount outstanding to the developer (the amount due to be refunded to the developer). The interest calculated will be included in the cost of the relevant infrastructure item and updated in the CAS annually for the remaining developers in the DCA area to contribute to. The developer that is due the refund will not receive the interest calculated until such time as there is sufficient funds in the DCA account.

9.3.4 Reimbursement of DCP funds

Any reimbursement of DCP funds to the relevant landowner – in respect of agreements entered into between the City and the landowner for payment of cost contributions and the adjustment of final cost contributions thereof, or reimbursement to the landowner for approved DCP works undertaken – will only occur if sufficient funds are available within the relevant DCP account.

Once a DCP has been gazetted, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled, then no further reimbursement(s) of DCP funds shall occur until all stages of the development are completed in instances where a particular development comprises several stages.

In addition, no interest earned on funds to be reimbursed shall apply to individual claims for reimbursement once the DCP has been finalised, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled. Instead, all interest earned within the individual DCP account will serve to reduce the total cost contribution liability for the respective DCA as a whole.

9.3.5 Claims on Actuals

The costing attributable to a particular DCP item is comprised of either an estimate (where works for the item have not commenced or claims on actuals have not been received, and are reviewed and updated annually by independent, professional technical experts) and/or an actual amount for the approved works that have been undertaken.

Prior to works proposed to be undertaken on any approved infrastructure item as per this DCP, all plans and cost estimates are firstly to be approved by the relevant City Officer(s). A Deed of Agreement or Exchange Letter may first be required to be entered into between the City and the landowner(s) for this purpose.

To assist in the timely preparation of the annual cost apportionment schedule review by the City, all claims on actuals for approved works undertaken for DCP items must be received by the City by the end of December in any calendar year for inclusion as actuals against costings of the relevant DCP item.

Claims on actuals are required to be presented with the following information:

- A coversheet summary of the approved works undertaken for the relevant item;
- An itemised spreadsheet of claims relevant to the works undertaken detailing specific costs (GST exclusive) vis a vis works undertaken and the dates on which the works were undertaken; and
- Copies of the invoices relevant to the works undertaken.

It must be noted that the costing of actuals, if greater than the City's estimate for the particular item of infrastructure, will only be credited or reimbursed to the extent of the City's estimate as included in the CAS.

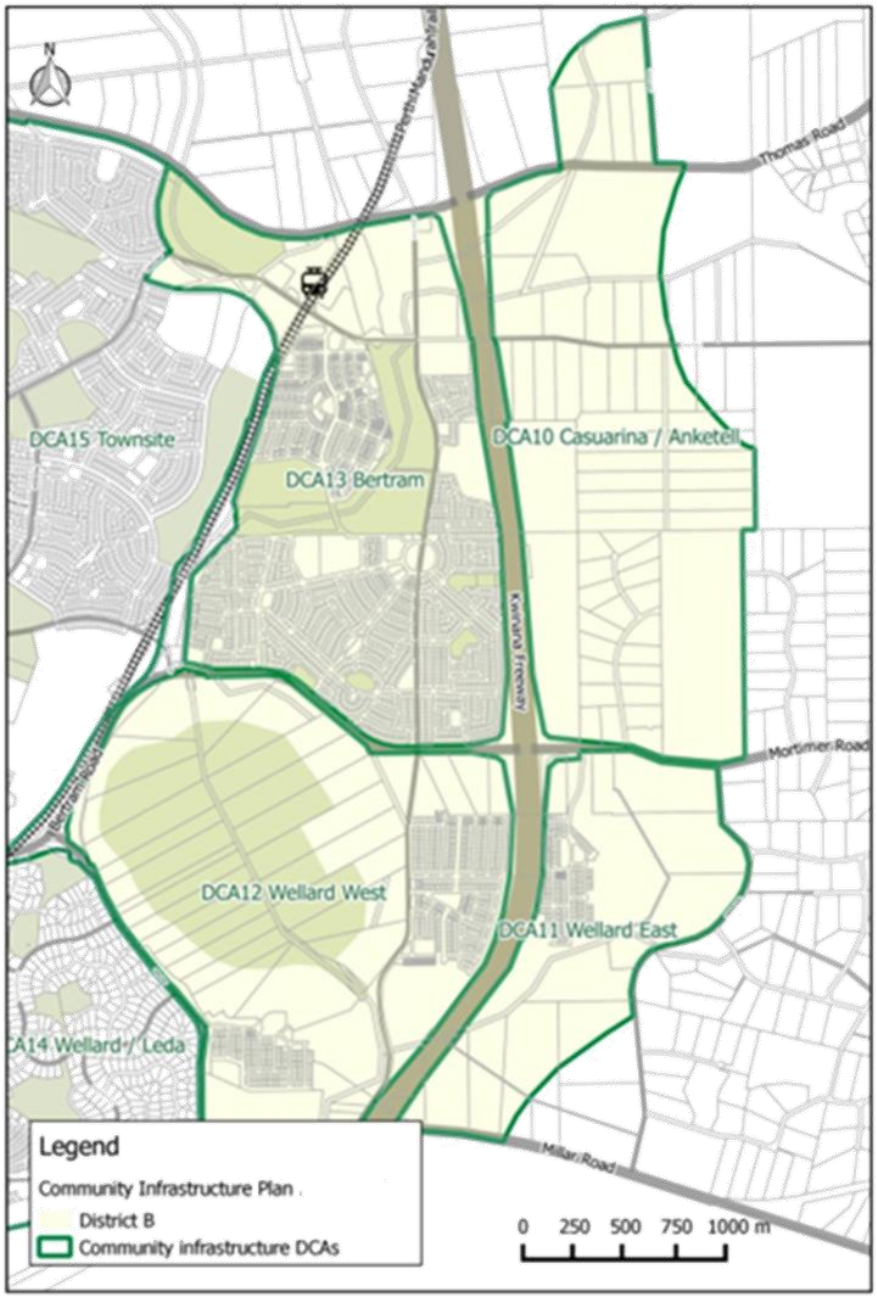
10.0 Review

The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

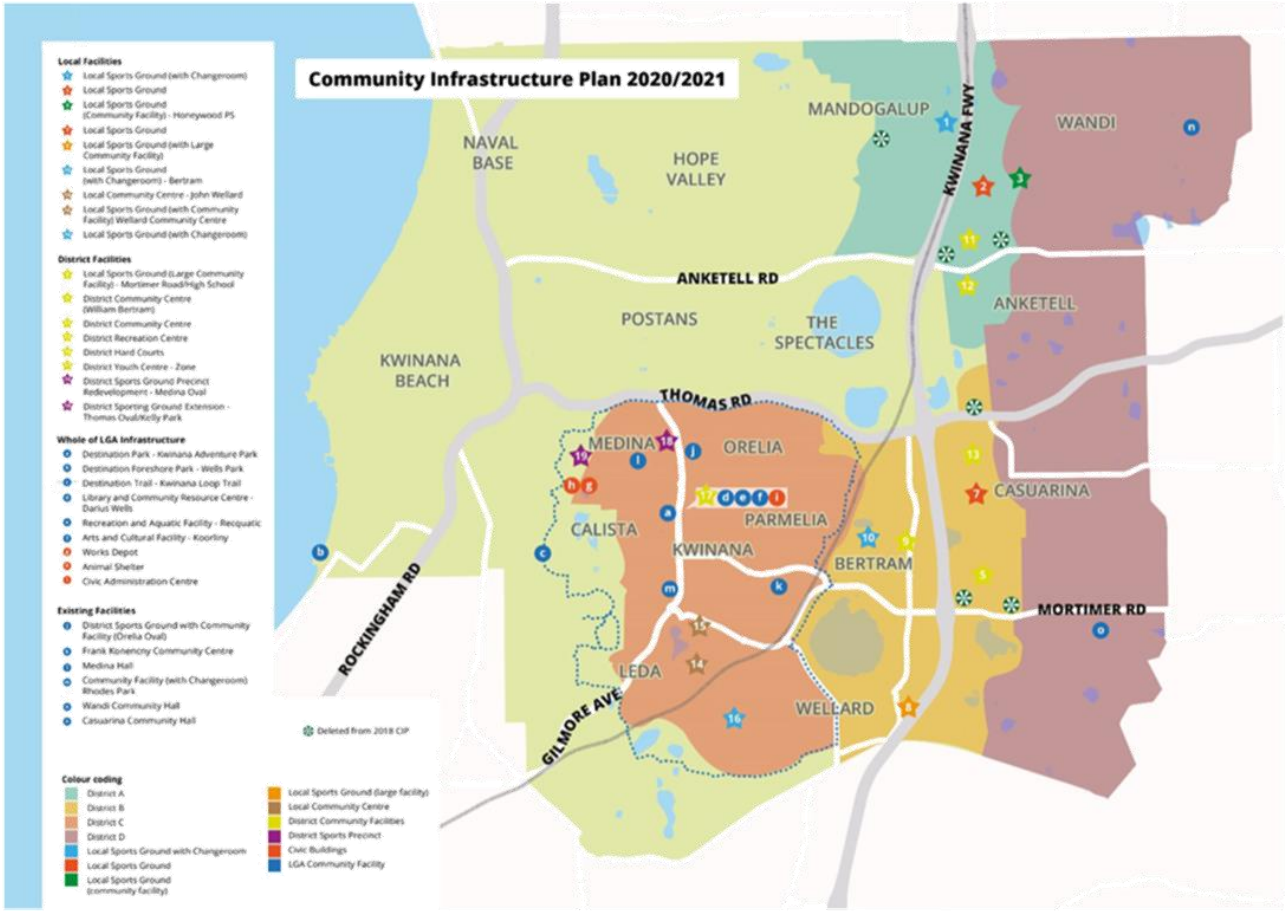
The estimated infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources, and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Appendices

Appendix A – Development Contribution Area 12 – Wellard West



Appendix B – Community infrastructure Plan



Appendix C – Cost Apportionment Schedule

<INSERT CAS ONCE ADOPTED>

Appendix D – Capital Expenditure Schedule

CAPITAL EXPENDITURE PLAN (Appendix 3 : CIP revised Dec 2022)

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A	8 Mandogalup	Local Sporting Ground with Changeroom												$737,976					
A	9 Wandi-Anketell	Local Sporting Ground with Community Facility			$3,618,075														
A	9 Wandi-Anketell North	Local Sporting Ground with Changeroom																$737,976	
A	9 Anketell North	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with Large Community Facility											$4,895,392						
B	12 Wellard West	Local Sporting Ground with Large Community Facility							$4,895,391										

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A & B	9 Wandi/Anketell North	District Dry Recreation Centre												$11,428,715					
A & B	9 Wandi/Anketell North	District Multi-purpose Community Facility																	$8,234,585
A & B	10 Casuarina-Anketell South	District Hard Courts														$ 7,675 ,266			
C	14 Wellard - Leda	Local Sporting Ground with Changeroom								$955, 142.									
C	14-Wellard - Leda	Local Sporting Ground with Pavilion Extension									$153, 510								
Other	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Ground – Medina Oval Extension/Upgrade																	$9,165,905
C	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Facility – Thomas Oval Extension/Upgrade									$1,843,460								

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Other	Whole of LGA	Wells Park Kwinana Beach Foreshore Upgrade – TBA								$2,902,250									
Other	Whole of LGA	Kwinana Loop Trail				$350,000													
Other	Whole of LGA	Arts and Cultural Centre Upgrade															$1,000,000		
Other	Whole of LGA	Recquatic Centre Upgrade												$176,000	$4,183,000	$4,267,000			
Other	Whole of LGA	Animal Shelter							$500,000										
Other	Whole of LGA	Operations Depot			$550,000														
Other	Whole of LGA	Civic Administration Building			50,000	$51,000	$51,000												
		Total			$4218075	$401,000	$51,000	$0	$4,395,391	$3,857,392	$1,996,970	$0	$4,895,392	$12,342,691	$4,183,000	$11,942,266	$1,000,000	$737,976	$17,400,490

Appendix E – Development Contribution Plan 12 – Wellard West

AMD 115 GG 19/06/12 *AMD 145 GG 3/11/23*	**DEVELOPMENT CONTRIBUTION PLAN 12**
Area Name:	**Wellard (West) Community Infrastructure**
Map reference on scheme map:	**DCA 12**
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administration Items to be funded:	Land developers within DCA 12 shall make contributions towards the following infrastructure items — 1. Sub-Regional Facilities — - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District B Facilities — - District Sporting Ground - Hardcourts (serves Districts A and B) – to be located within District B - District Dry Recreation Centre (serves Districts A and B) – to be located within District A - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A 3. Local Facilities – - Local Sporting Ground with Large Community Facility. 4. Administrative costs All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: • Legal and accounting fees; • Community infrastructure design costs allocated to specific items under the DCP; • Other directly related technical and professional costs; • Borrowing costs on all outstanding contribution credits; and • DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the — - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 12 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

1.0 Development Contribution Plan 13 – Bertram

The development contribution area is shown on the Local Planning Scheme No. 2 (LPS2) scheme map as Development Contribution Area 13 (DCA13). The area is replicated in Appendix A, however, should there be any discrepancies between Appendix A and the area of DCA13 shown on the scheme map, the scheme map shall prevail.

2.0 Purpose

The purpose of this development contribution plan report is to:

a) Enable the application of infrastructure contributions for the development of new, and the upgrade of existing, infrastructure which is required as a result of increased demand generated in the development contribution area;
b) Provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
c) Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
d) Coordinate the timely provision of infrastructure.

Development within DCA13 and the identification of infrastructure items within the corresponding Development Contribution Plan (DCP) are guided by the following plans and documents:

- State Planning Policy 3.6: Infrastructure Contributions, WAPC (2021)
- Bertram (Belgravia Central) Structure Plan (2008) – prepared by CLE for Department of Housing and Works
- Liveable Neighbourhoods 2009 and draft Liveable Neighbourhoods 2015, WAPC
- Development Control Policy 1.7: General Road Planning, WAPC
- Development Control Policy 2.3: Public Open Space in Residential Areas, WAPC

3.0 Period of the Plan

This plan will operate for 15 years from 2021 to 2036, in accordance with the City of Kwinana Local Planning Scheme No. 2.

4.0 Operation of Development Contribution Plan

This plan has been prepared in accordance with State Planning Policy 3.6: Infrastructure Contributions and operates in accordance with the provisions of section 5.15.5 Development Contribution Areas and Schedule V Development Contribution Plans of LPS2.

5.0 Application Requirements

Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.

6.0 Items included in the plan

This section of the DCP report identifies each of the administrative and infrastructure items to be funded by development contributions collected from landowners within DCA13.

The City's Community Infrastructure Plan 2022, which provides demographic data and subsequent population thresholds to demonstrate community infrastructure need, is contained at Appendix B.

CAS Ref No.	Item
Local Community Infrastructure Items	
13	Local Sporting Ground with Changeroom
12	Local Community Centre
District Community Infrastructure Items	
5	District Sporting Ground – Hardcourts (Districts A & B)
7	District Multipurpose Community Facility (District A & B)
6	District Dry Recreation Centre (Districts A & B)
Sub-Regional Community Infrastructure Items	
1	Community Knowledge and Resource Centre (Darius Wells)
2	Multipurpose Sub-Regional Park - Calista
3	Sub-Regional (Wells Park) Foreshore Upgrade
Administration Costs	
19	QS costings and advice Administrative expenses General legal expenses Preparation of management tools

While a breakdown of each community infrastructure item within DCA13 is provided below (with further detail provided in the accompanying Cost Apportionment Schedule), as at January 2024, the total per lot cost for all community infrastructure items within DCA13 is **$4,994.51**.

6.1 Local Community Infrastructure Items

6.1.1 Local Sporting Ground with Changeroom – CAS Ref No. 13

This Changeroom (situated adjacent to Bertram Oval and Bertram Primary School) comprises change areas, kiosk, storage space, public toilets and verandah/spectator shaded area.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$428,834**. The City's proportional share of existing lots created (20 lots of a total of 1,082), the remaining 1,062 lots will proportionately contribute towards this item, being a total of **$420,893**. This equates to a **per lot contribution** for this item in the context of DCA13 of **$396.3**.

6.1.2 Local Community Centre – CAS Ref No. 12

This Local Community Centre (more formally referred to as the William Bertram Community Centre) comprises a commercial kitchen, meeting rooms, toilets, foyer with lounge seating and a shared courtyard.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$4,253,800**. In addition to grant funding of $850,000, City funding and the City's proportional share of existing lots created (20 lots of a total of 1,082), the remaining 1,062 lots will proportionately contribute towards this item, being a total of **$1,947,288**. This equates to a **per lot contribution** for this item in the context of DCA13 of **$1,833.6**.

6.2 District Community Infrastructure Items

The City's CIP 2022 identifies the need for three District Community Infrastructure items to service Districts A and B. DCA13 is located within District B.

6.2.1 District Sporting Ground – Hardcourts (Districts A & B) – CAS Ref No. 5

The District Sporting Ground – Hardcourts is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- 650m^2 in area
- Changerooms/showers (x4)
- Large multipurpose/function space, bar and meeting room
- Commercial level kitchen with kiosk
- Umpires changeroom
- First aid room
- General storage space and sports equipment storage
- Internal toilets and public toilets
- Verandah/spectator shaded space

The total cost of this item, as at January 2024, is **$7,675,266.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$7,572,482**. This equates to a **per lot contribution** for this item in the context of DCA13 of **$549.6**.

6.2.2 District Multipurpose Community Facility (Districts A & B) – CAS Ref No. 7

The District Multipurpose Community Facility is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Building size required of 1,200m^2 – 2,000m^2
- Main hall/function area (min 250 persons)
- Stage, change/dressing rooms
- Activity rooms (wet and dry)
- Meeting rooms

- Office spaces for services
- Training rooms
- Digital hub
- Crèche
- Café and lounge area
- Commercial level kitchen
- Storage spaces
- Child Health Centre
- Courtyard and BBQ area

The total cost of this item, as at January 2024, is **$8,234,585.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$8,124,311**. This equates to a **per lot contribution** for this item in the context of DCA13 of **$589.7**.

6.2.3 District Dry Recreation Centre (Districts A & B) – CAS Ref No. 6

The District Dry Recreation Centre is proposed to be a shared use facility servicing Districts A and B, as identified on the approved Local Structure Plan, and comprises the following:

- Minimum building size of 5,000m2
- 4 multi marked indoor courts
- Fully Equipped Gymnasium
- Group Fitness and Training Room
- Changerooms
- Function/meeting rooms
- Crèche
- Café, lounge area
- Office accommodation

The total cost of this item, as at January 2024, is **$11,428,715.** The City however will cover the proportional share of existing lots (187 lots of a total of 13,964 lots within Districts A and B) and thus the remaining 13,777 lots will proportionately contribute towards this item, being a total of **$11,275,666**. This equates to a **per lot contribution** for this item in the context of DCA13 of **$818.4**.

6.3 Sub-Regional Community Infrastructure Items

The City's CIP 2022 identifies the three Sub-Regional Community Infrastructure items to service the entire Kwinana LGA.

6.3.1 Community Knowledge and Resource Centre (Darius Wells) – CAS Ref No. 1

The Community Knowledge and Resource Centre (referred to as Darius Wells) comprises the main Kwinana LGA library, meeting rooms, a café, community offices and toilet facilities.

The café and leasable office space components comprise 47.9% of the Darius Wells building and do not form part of the cost contributions from DCAs. Instead, these costs are covered wholly by the City. This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$23,423,317.** However, taking into account grant funding of $9,427,043, the net total cost is reduced to $13,996,274. Further, with only 52.1% of the net total cost attributable to DCA cost contributions and bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$5,110,804**. This equates to a **per lot contribution** for this item in the context of DCA13 of **$253.49**.

6.3.2 Multipurpose Sub-Regional Park – Calista – CAS Ref No. 2

The Multipurpose Sub-Regional Park in Calista (also referred to as the Kwinana Adventure Park or Destination Park) comprises an adventure playground, skatepark, high energy active and passive play spaces, and water, sensory and nature elements. There is also a flat turfed area for kick and play, casual sports and fitness classes. The Sub-Regional Park also has the capacity in scale and features to serve all Districts and also provides a venue for major community and cultural events.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$5,769,330.** However, taking into account grant funding of $2,007,500, the net total cost is reduced to $3,761,830. Bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,636,563**. This equates to a **per lot contribution** for this item in the context of DCA13 of **$130.77**.

6.3.3 Sub-Regional (Wells Park) Foreshore Upgrade – CAS Ref No. 3

The Sub-Regional Foreshore Park (more commonly referred to as Wells Park, Kwinana Beach) upgrade comprises additional shade areas, modification to and expansion of the existing car parking area, additional pathways, enhancement of the existing play area, dune revegetation, a boardwalk and upgraded beach access. These components are outlined in the Development Feasibility Study (2018) for Kwinana Beach, with further costings for the concept provided by MK (2019).

The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$2,902,250**. However, bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,034,107**. This equates to a per lot contribution for this item in the context of DCA13 of **$100.88**.

6.4 Administrative costs – CAS Ref No. 19

Administrative costs included in the DCP area are comprised of those inclusions as per SPP 3.6, and in this regard consist of:

- Annual QS costing reviews, preparation and advice for each community facility
- Administrative expenses directly related to the operation and administration of the DCP
- Legal expenses directly related to advice sought and received for the DCP
- Preparation of management tools

Administrative costs include both actual and estimated costs of administering the DCP, with the total administration costs for DCAs 8-15 amounting to $3,256,668. As a proportion of this, DCA13 contributes **$454,803**.

In the event that development within DCA 13 is completed before the forecast period to 2036, a reconciliation of costs for the DCA will take into account additional administration costs that are not required to be paid.

7.0 Method of calculating contribution

Development contributions will be apportioned on a per lot basis. This allows for a simple, predictable method of apportioning costs which reduces the administrative burden on the DCP and enables the City to accurately advise prospective developers of the DCP costs.

The Cost Apportionment Schedule determines the cost of each infrastructure item as follows:

Total estimate/actual cost of infrastructure item **less** any payments made from developers in the DCA area **less** any interest earned for the DCA area where there are surplus funds and interest has been earned **=** total liability of undeveloped lots payable.

The **total liability of undeveloped lots payable for each infrastructure item** will then be divided by the total number of lots within the DCA, District or Sub-Region to calculate a per lot rate for the infrastructure item.

The landowner's liability for cost contributions is calculated based on the total remaining cost of the infrastructure item multiplied by the per lot rate for the total liability of undeveloped lots payable for each infrastructure item.

A copy of the adopted Cost Apportionment Schedule is contained at Appendix C.

8.0 Priority and timing of infrastructure delivery

Due to the fragmented land ownership of DCAs 9 and 10, it is difficult to accurately predict the delivery of district infrastructure within the cells. Nonetheless, Table 1: Estimated timing of infrastructure delivery below estimates the timing of development and the order of priority.

Priority	Infrastructure item	Anticipated timing
1	Sub-Regional (Wells Park) Foreshore Upgrade	2023/2025
2	District Dry Recreation Centre	2031
3	District Sporting Ground - Hardcourts	2033
4	Multipurpose Community Facility	2036

Table 1: Estimated timing of infrastructure delivery

Details of the priority and timing can be seen in the Capital Expenditure Schedule contained at Appendix D.

9.0 Payment of contributions

9.1 Payment of contributions

The landowners' liability for cost contributions will arise in accordance with clause 5.15.5.13 of LPS2 and Local Planning Policy 4: Administration of Development Contributions.

9.2 Pre-funded infrastructure works

LPS2 allows for development contributions to be paid for in the form of works-in-kind provided that the contribution is provided in accordance with the Priority of Works, at the standard and costs, pre-approved by the City of Kwinana. This provision allows the dedication of land, construction of capital works or other service in lieu of a monetary contribution for future urban development. Refer to the City's Local Planning Policy 4: Administration of Development Contributions for the procedures and required information.

It must be noted that all "works-in-kind" to be undertaken by the landowner/developer that relate to an infrastructure item within the DCP will only be accepted on the proviso that the City has approved the scope, cost estimate and detail of the works in accordance with Clause 5.15.5.14.1(c) of the LPS2 prior to the works occurring and has entered into a Letter of Agreement with the relevant landowner/developer. Any reimbursement of DCP funds will occur in line with section 9.3.4 Reimbursement of DCP funds.

9.3 Other Matters

9.3.1 Grant Funding

Generally, DCP infrastructure items do not attract grant funding. All other liability falls with the City and the City is responsible for this share of the infrastructure works. Therefore, in the event that the grant funds received relate to works carried out over and above the developer contribution requirements, the developer will not benefit from this. The developer will not receive a reduction in liability. The City's contribution for constructing the community infrastructure item over and above the community infrastructure standard will be reduced based on any grants received.

Where the City receives a grant for DCP infrastructure where the developer is liable to contribute to the works, the developer will receive a reduced liability for that DCP infrastructure item when the grant has been formally approved and the CAS has been adjusted accordingly as undertaken on an annual basis.

9.3.2 CPI for Infrastructure Constructed within DCA

As a result of the CAS being reviewed annually, there is no requirement to include CPI in any infrastructure items that have not been constructed. The cost of the infrastructure works is reviewed annually which would factor in any price increases or decreases of all future works and the amount required to be collected will be applied across the remaining lots to be developed.

For works already constructed, no CPI will be applied to any infrastructure works that a developer has carried out as an in-kind contribution, as the development company generally ceases to operate once development has occurred.

9.3.3 Interest

a) *Interest applied across the DCA infrastructure items*

Interest earned as part of funds in the DCA area is to be applied across all of the infrastructure items based on a pro rata amount paid towards each infrastructure item. The interest applied will be the actual interest earned for that period for the DCA area.

b) *Interest applied to an infrastructure item where there are insufficient funds in the DCA to refund the developer who has carried out the works in kind*

If there are insufficient funds in the DCA to refund the developer as a result of being approved credits for any works carried out, interest will only commence being calculated once the next Cost Apportionment Schedule review has been undertaken and approved by Council. A Cost Apportionment Schedule is reviewed annually and therefore once both the City of Kwinana and the Developer agree on the credit provided and determine whether there are sufficient funds to refund the developer, will interest commence calculating. Interest will be calculated and credited to the developer using the Reserve Bank of Australia Cash Rate Target monthly average rate, which is the volume-weighted average interbank overnight interest rate on a per annum basis, and commence after Council has reviewed the Cost Apportionment Schedule for credits claimed after the previous Cost Apportionment Schedule approved by Council and the latest Cost Apportionment Schedule approved by Council. Interest will be calculated monthly using the previous month's released monthly average rate divided by 12 months and multiplied by the amount outstanding to the developer (the amount due to be refunded to the developer). The interest calculated will be included in the cost of the relevant infrastructure item and updated in the CAS annually for the remaining developers in the DCA area to contribute to. The developer that is due the refund will not receive the interest calculated until such time as there is sufficient funds in the DCA account.

9.3.4 Reimbursement of DCP funds

Any reimbursement of DCP funds to the relevant landowner – in respect of agreements entered into between the City and the landowner for payment of cost contributions and the adjustment of final cost contributions thereof, or reimbursement to the landowner for approved DCP works undertaken – will only occur if sufficient funds are available within the relevant DCP account.

Once a DCP has been gazetted, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled, then no further reimbursement(s) of DCP funds shall occur until all stages of the development are completed in instances where a particular development comprises several stages.

In addition, no interest earned on funds to be reimbursed shall apply to individual claims for reimbursement once the DCP has been finalised, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled. Instead, all interest earned within the individual DCP account will serve to reduce the total cost contribution liability for the respective DCA as a whole.

9.3.5 Claims on Actuals

The costing attributable to a particular DCP item is comprised of either an estimate (where works for the item have not commenced or claims on actuals have not been received, and are reviewed and updated annually by independent, professional technical experts) and/or an actual amount for the approved works that have been undertaken.

Prior to works proposed to be undertaken on any approved infrastructure item as per this DCP, all plans and cost estimates are firstly to be approved by the relevant City Officer(s). A Deed of Agreement or Exchange Letter may first be required to be entered into between the City and the landowner(s) for this purpose.

To assist in the timely preparation of the annual cost apportionment schedule review by the City, all claims on actuals for approved works undertaken for DCP items must be received by the City by the end of December in any calendar year for inclusion as actuals against costings of the relevant DCP item.

Claims on actuals are required to be presented with the following information:

- A coversheet summary of the approved works undertaken for the relevant item;
- An itemised spreadsheet of claims relevant to the works undertaken detailing specific costs (GST exclusive) vis a vis works undertaken and the dates on which the works were undertaken; and
- Copies of the invoices relevant to the works undertaken.

It must be noted that the costing of actuals, if greater than the City's estimate for the particular item of infrastructure, will only be credited or reimbursed to the extent of the City's estimate as included in the CAS.

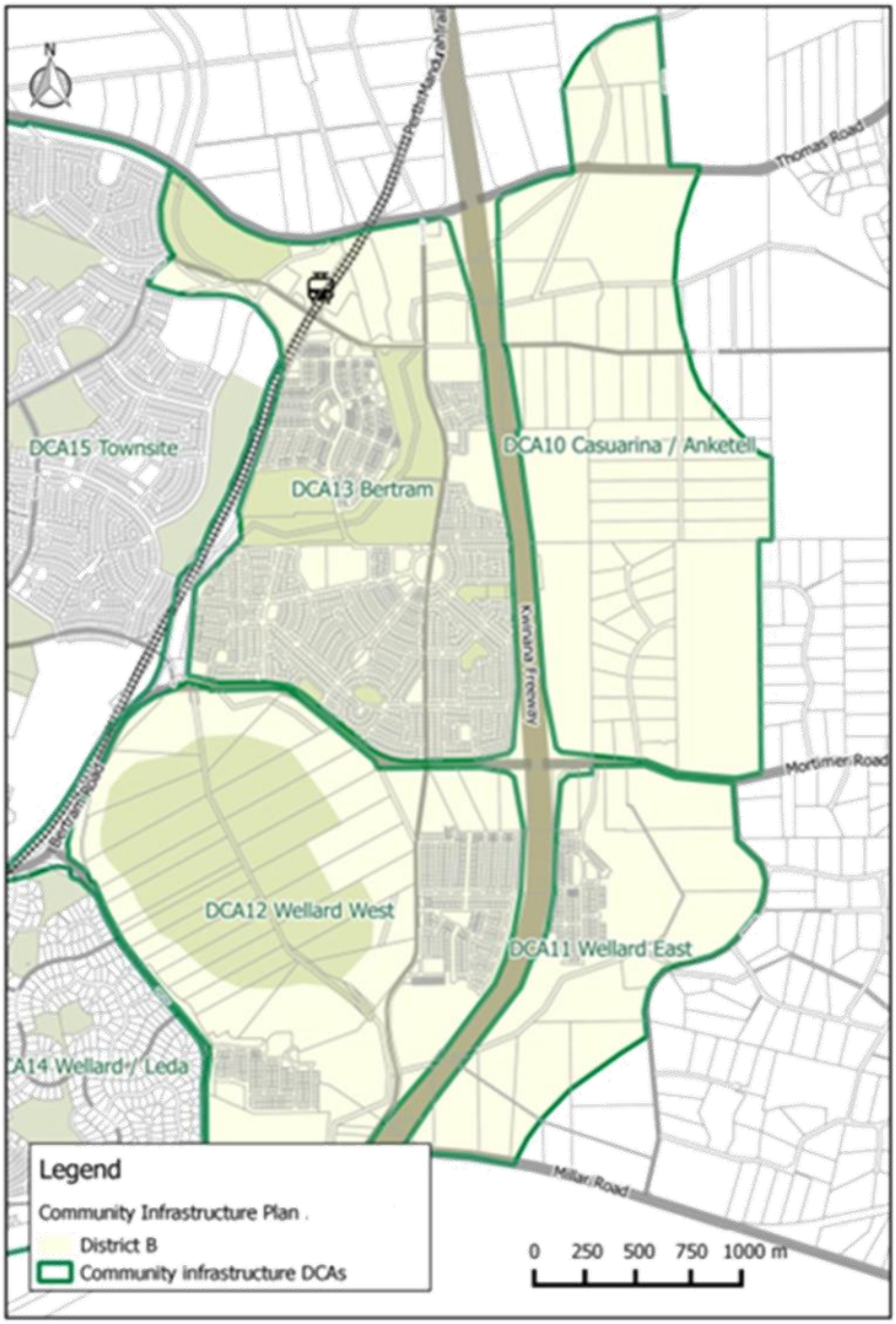
10.0 Review

The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

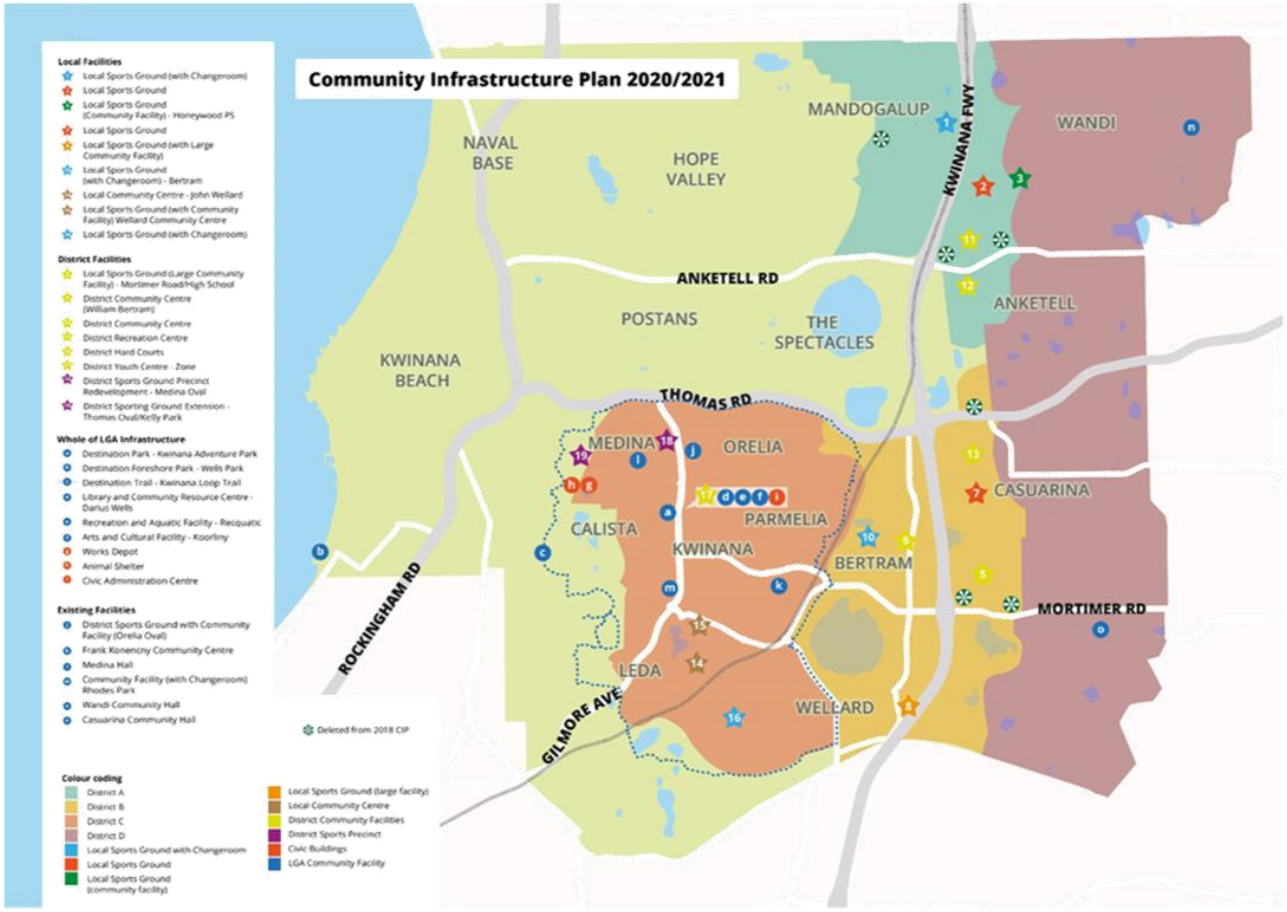
The estimated infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources, and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Appendices

Appendix A – Development Contribution Area 13 – Bertram



Appendix B – Community infrastructure Plan



Appendix C – Cost Apportionment Schedule

<INSERT CAS ONCE ADOPTED>

Appendix D – Capital Expenditure Schedule

CAPITAL EXPENDITURE PLAN (Appendix 3 : CIP revised Dec 2022)

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A	8 Mandogalup	Local Sporting Ground with Changeroom												$737,976					
A	9 Wandi-Anketell	Local Sporting Ground with Community Facility			$3,618,075														
A	9 Wandi-Anketell North	Local Sporting Ground with Changeroom																$737,976	
A	9 Anketell North	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with Large Community Facility											$4,895,392						
B	12 Wellard West	Local Sporting Ground with Large Community Facility							$4,895,391										

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A & B	9 Wandi/Anketell North	District Dry Recreation Centre												$11,428,715					
A & B	9 Wandi/Anketell North	District Multi-purpose Community Facility																	$8,234,585
A & B	10 Casuarina-Anketell South	District Hard Courts														$7,675,266			
C	14 Wellard - Leda	Local Sporting Ground with Changeroom								$955,142.									
C	14-Wellard - Leda	Local Sporting Ground with Pavilion Extension									$153,510								
Other	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Ground – Medina Oval Extension/Upgrade																	$9,165,905
C	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Facility – Thomas Oval Extension/Upgrade									$1,843,460								

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Other	Whole of LGA	Wells Park Kwinana Beach Foreshore Upgrade – TBA								$2,902,250									
Other	Whole of LGA	Kwinana Loop Trail				$350,000													
Other	Whole of LGA	Arts and Cultural Centre Upgrade															$1,000,000		
Other	Whole of LGA	Recquatic Centre Upgrade												$176,000	$4,183,000	$4,267,000			
Other	Whole of LGA	Animal Shelter							$500,000										
Other	Whole of LGA	Operations Depot			$550,000														
Other	Whole of LGA	Civic Administration Building			50,000	$51,000	$51,000												
		Total			$4218075	$401,000	$51,000	$0	$4,395,391	$3,857,392	$1,996,970	$0	$4,895,392	$12,342,691	$4,183,000	$11,942,266	$1,000,000	$737,976	$17,400,490

Appendix E – Development Contribution Plan 13 – Bertram

AMD 115 GG 19/06/12 *AMD 145 GG 3/11/23*	**DEVELOPMENT CONTRIBUTION PLAN 13**
Area Name:	**Bertram – Community Infrastructure**
Map reference on scheme map:	DCA 13
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 13 shall make contributions towards the following infrastructure items — 1. Sub-Regional Facilities — - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Destination Park - Calista - Wells Beach Foreshore Upgrade (Park and Boating facility) 2. District B Facilities — - District Sporting Ground - Hardcourts (serves Districts A and B) – to be located within District B - District Dry Recreation Centre (serves Districts A and B) – to be located within District A - District Multipurpose Community Facility (serves Districts A and B) – to be located within District A 3. Local Facilities – - Local Community Centre - Local Sporting Ground with Changeroom 4. Administrative costs All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: • Legal and accounting fees; • Community infrastructure design costs allocated to specific items under the DCP; • Other directly related technical and professional costs; • Borrowing costs on all outstanding contribution credits; and • DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the — - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

1.0 Development Contribution Plan 14 – Wellard-Leda

The development contribution area is shown on the Local Planning Scheme No. 2 (LPS2) scheme map as Development Contribution Area 14 (DCA14). The area is replicated in Appendix A, however, should there be any discrepancies between Appendix A and the area of DCA14 shown on the scheme map, the scheme map shall prevail.

2.0 Purpose

The purpose of this development contribution plan report is to:

a) Enable the application of infrastructure contributions for the development of new, and the upgrade of existing, infrastructure which is required as a result of increased demand generated in the development contribution area;
b) Provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
c) Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
d) Coordinate the timely provision of infrastructure.

Development within DCA14 and the identification of infrastructure items within the corresponding Development Contribution Plan (DCP) are guided by the following plans and documents:

- State Planning Policy 3.6: Infrastructure Contributions, WAPC (2021)
- Wellard Village Local Structure Plan (original; 2006) – prepared by Taylor Burrell Barnett on behalf of Wellard JV (Peet Ltd and Department of Housing and Works)
- Liveable Neighbourhoods 2009 and draft Liveable Neighbourhoods 2015, WAPC
- Development Control Policy 1.7: General Road Planning, WAPC
- Development Control Policy 2.3: Public Open Space in Residential Areas, WAPC

3.0 Period of the Plan

This plan will operate for 15 years from 2021 to 2036, in accordance with the City of Kwinana Local Planning Scheme No. 2.

4.0 Operation of Development Contribution Plan

This plan has been prepared in accordance with State Planning Policy 3.6: Infrastructure Contributions and operates in accordance with the provisions of section 5.15.5 Development Contribution Areas and Schedule V Development Contribution Plans of LPS2.

5.0 Application Requirements

Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.

6.0 Items included in the plan

This section of the DCP report identifies each of the administrative and infrastructure items to be funded by development contributions collected from landowners within DCA14.

The City's adopted Community Infrastructure Plan, which provides demographic data and subsequent population thresholds to demonstrate community infrastructure need, is contained at Appendix B.

CAS Ref No.	Item
Local Community Infrastructure Items	
17	Local Sporting Ground with Changeroom
16	Local Sporting Ground with Pavilion Extension
15	Local Community Centre
District Community Infrastructure Items	
4	District Sporting Ground (District C)
14	District Youth Centre (District C)
Sub-Regional Community Infrastructure Items	
1	Community Knowledge and Resource Centre (Darius Wells)
2	Multipurpose Sub-Regional Park - Calista
3	Sub-Regional (Wells Park) Foreshore Upgrade
Administration Costs	
19	QS costings and advice Administrative expenses General legal expenses Preparation of management tools

While a breakdown of each community infrastructure item within DCA14 is provided below (with further detail provided in the accompanying Cost Apportionment Schedule), as at January 2024, the total per lot cost for all community infrastructure items within DCA14 is **$1,219.54.**

6.1 Local Community Infrastructure Items

6.1.1 Local Sporting Ground with Changeroom – CAS Ref No. 17

This Changeroom is proposed to be a shared use facility with the planned Wellard Village Primary School and associated school oval, as identified on the approved Local Structure Plan, and comprises the following:

- 180m^2 in size
- Change area (x2)
- Kiosk/kitchenette
- Storage space
- Small meeting space
- Public toilets
- Verandah/spectator shaded area

The total cost of this item, as at January 2024, is **$955,142**. The City however will cover the proportional share of existing lots (1,947 lots of a total of 6,275 lots within DCA14) and thus the

remaining 4,328 lots will proportionately contribute towards this item, being a total of **$658,782**. This equates to a **per lot contribution** for this item of **$152.21**.

6.1.2 Local Sporting Ground with Pavilion Extension – CAS Ref No. 16

This Pavilion Extension to the existing Wellard Pavilion at the Village Green in Wellard comprised an increase in storage capacity to the existing clubroom.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$153,510**. Taking account of the City's proportional share of existing lots created (1,947 lots of a total of 6,275), the remaining 4,328 lots will proportionately contribute towards this item, being a total of **$105,879**. This equates to a **per lot contribution** for this item of **$24.46**.

6.1.3 Local Community Centre – CAS Ref No. 15

This Local Community Centre (more formally referred to as the John Wellard Community Centre) comprises a commercial kitchen, meeting rooms, toilets, foyer with lounge seating and a shared courtyard.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$3,232,297**. In addition to grant funding (totalling $2,242,169) and the City's proportional share of existing lots created (1,947 lots of a total of 6,275), the remaining 4,328 lots will proportionately contribute towards this item, being a total of **$682,912**. This equates to a **per lot contribution** for this item in the context of DCA14 of **$157.79**.

6.2 District Community Infrastructure Items

The City's CIP 2022 identifies the need for two District Community Infrastructure items to service District C.

6.2.1 District Sporting Ground (District C) – CAS Ref No. 4

This District Sporting Ground item comprises an extension/upgrade to the existing Thomas Oval/Kelly Park sporting precinct. A multi-purpose shared clubroom has been constructed and ground redevelopment has occurred - including upgrading the hard court area, and installation of some additional ground lighting - however, additional work is still required to create a fully functional multi-sports recreation hub. This work includes installation of whole of ground lighting infrastructure, construction of a set of change rooms on the eastern side of the ground, renovation of the original pavilion, and installation of individual exercise equipment, linking pathways and the like.

The total cost of this item, as at January 2024, is **$1,843,460.** The City however will cover the proportional share of existing lots (8,418 lots of a total of 14,803 lots within District C) and thus the

remaining 6,385 lots will proportionately contribute towards this item, being a total of **$795,142**. This equates to a **per lot contribution** for this item in the context of DCA14 of **$124.53**.

6.2.2 District Youth Centre (District C) – CAS Ref No. 14

This District Youth Centre (more formally referred to as The Zone) comprises educational, sporting and recreational/leisure spaces for this cohort, together with meeting rooms, front desk and toilets. The Zone provides a range of services, programs and areas dedicated to youth activities.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$6,939,118**. Together with grant funding (totalling $4,069,352) and the City's proportional share of existing lots (8,418 lots of a total of 14,803 lots within District C) and thus the remaining 6,385 lots will proportionately contribute towards this item, being a total of **$1,237,821**. This equates to a **per lot contribution** for this item in the context of DCA14 of **$193.86**.

6.3 Sub-Regional Community Infrastructure Items

The City's CIP 2022 identifies the three Sub-Regional Community Infrastructure items to service the entire Kwinana LGA.

6.3.1 Community Knowledge and Resource Centre (Darius Wells) – CAS Ref No. 1

The Community Knowledge and Resource Centre (referred to as Darius Wells) comprises the main Kwinana LGA library, meeting rooms, a café, community offices and toilet facilities.

The café and leasable office space components comprise 47.9% of the Darius Wells building and do not form part of the cost contributions from DCAs. Instead, these costs are covered wholly by the City. This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$23,423,317.** However, taking into account grant funding of $9,427,043, the net total cost is reduced to $13,996,274. Further, with only 52.1% of the net total cost attributable to DCA cost contributions and bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$5,110,804**. This equates to a **per lot contribution** for this item in the context of DCA14 of **$253.48**.

6.3.2 Multipurpose Sub-Regional Park – Calista – CAS Ref No. 2

The Multipurpose Sub-Regional Park in Calista (also referred to as the Kwinana Adventure Park or Destination Park) comprises an adventure playground, skatepark, high energy active and passive play spaces, and water, sensory and nature elements. There is also a flat turfed area for kick and play, casual sports and fitness classes. The Sub-Regional Park also has the capacity in scale and features to serve all Districts and also provides a venue for major community and cultural events.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$5,769,330.** However, taking into account grant funding of $2,007,500, the net total cost is reduced to $3,761,830. Bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,636,563**. This equates to a **per lot contribution** for this item in the context of DCA14 of **$130.77**.

6.3.3 Sub-Regional Foreshore Park Upgrade – CAS Ref No. 3

The Sub-Regional Foreshore Park (more commonly referred to as Wells Park, Kwinana Beach) upgrade comprises additional shade areas, modification to and expansion of the existing car parking area, additional pathways, enhancement of the existing play area, dune revegetation, a boardwalk and upgraded beach access. These components are outlined in the Development Feasibility Study (2018) for Kwinana Beach, with further costings for the concept provided by MK (2019).

The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$2,902,250**. However, bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,034,107**. This equates to a per lot contribution for this item in the context of DCA14 of **$100.89**.

6.4 Administrative costs – CAS Ref No. 19

Administrative costs included in the DCP area are comprised of those inclusions as per SPP 3.6, and in this regard consist of:

- Annual QS costing reviews, preparation and advice for each community facility
- Administrative expenses directly related to the operation and administration of the DCP
- Legal expenses directly related to advice sought and received for the DCP
- Preparation of management tools

Administrative costs include both actual and estimated costs of administering the DCP, with the total administration costs for DCAs 8-15 amounting to $3,256,668. As a proportion of this, DCA14 contributes **$337,153**.

In the event that development within DCA 14 is completed before the forecast period to 2036, a reconciliation of costs for the DCA will take into account additional administration costs that are not required to be paid.

7.0 Method of calculating contribution

Development contributions will be apportioned on a per lot basis. This allows for a simple, predictable method of apportioning costs which reduces the administrative burden on the DCP and enables the City to accurately advise prospective developers of the DCP costs.

The Cost Apportionment Schedule determines the cost of each infrastructure item as follows:

Total estimate/actual cost of infrastructure item **less** any payments made from developers in the DCA area **less** any interest earned for the DCA area where there are surplus funds and interest has been earned **=** total liability of undeveloped lots payable.

The **total liability of undeveloped lots payable for each infrastructure item** will then be divided by the total number of lots within the DCA, District or Sub-Region to calculate a per lot rate for the infrastructure item.

The landowner's liability for cost contributions is calculated based on the total remaining cost of the infrastructure item multiplied by the per lot rate for the total liability of undeveloped lots payable for each infrastructure item.

A copy of the adopted Cost Apportionment Schedule is contained at Appendix C.

8.0 Priority and timing of infrastructure delivery

Due to the fragmented land ownership of DCA14 it is difficult to accurately predict the delivery of infrastructure within the cell. Nonetheless, **Error! Reference source not found.** below estimates the timing of development and the order of priority.

Priority	Infrastructure item	Anticipated timing
1	Sub-Regional (Wells Park) Foreshore Upgrade	2023/2025
2	Local Sporting Ground with Changeroom	2027
3	District Sporting Facility Extension/Upgrade	2028

Table 1: Estimated timing of infrastructure delivery

Details of the priority and timing can be seen in the Capital Expenditure Schedule contained at Appendix D.

9.0 Payment of contributions

9.1 Payment of contributions

The landowners' liability for cost contributions will arise in accordance with clause 5.15.5.13 of LPS2 and Local Planning Policy 4: Administration of Development Contributions.

9.2 Pre-funded infrastructure works

LPS2 allows for development contributions to be paid for in the form of works-in-kind provided that the contribution is provided in accordance with the Priority of Works, at the standard and costs, pre-approved by the City of Kwinana. This provision allows the dedication of land, construction of capital works or other service in lieu of a monetary contribution for future urban development. Refer to the City's Local Planning Policy 4: Administration of Development Contributions for the procedures and required information.

It must be noted that all "works-in-kind" to be undertaken by the landowner/developer that relate to an infrastructure item within the DCP will only be accepted on the proviso that the City has approved the scope, cost estimate and detail of the works in accordance with Clause 5.15.5.14.1(c) of the LPS2 prior to the works occurring and has entered into a Letter of Agreement with the

relevant landowner/developer. Any reimbursement of DCP funds will occur in line with section 9.3.4 **Error! Reference source not found.**.

9.3 Other Matters

9.3.1 Grant Funding

Generally, DCP infrastructure items do not attract grant funding. All other liability falls with the City and the City is responsible for this share of the infrastructure works. Therefore, in the event that the grant funds received relate to works carried out over and above the developer contribution requirements, the developer will not benefit from this. The developer will not receive a reduction in liability. The City's contribution for constructing the community infrastructure item over and above the community infrastructure standard will be reduced based on any grants received.

Where the City receives a grant for DCP infrastructure where the developer is liable to contribute to the works, the developer will receive a reduced liability for that DCP infrastructure item when the grant has been formally approved and the CAS has been adjusted accordingly as undertaken on an annual basis.

9.3.2 CPI for Infrastructure Constructed within DCA

As a result of the CAS being reviewed annually, there is no requirement to include CPI in any infrastructure items that have not been constructed. The cost of the infrastructure works is reviewed annually which would factor in any price increases or decreases of all future works and the amount required to be collected will be applied across the remaining lots to be developed.

For works already constructed, no CPI will be applied to any infrastructure works that a developer has carried out as an in-kind contribution, as the development company generally ceases to operate once development has occurred.

9.3.3 Interest

a) *Interest applied across the DCA infrastructure items*

Interest earned as part of funds in the DCA area is to be applied across all of the infrastructure items based on a pro rata amount paid towards each infrastructure item. The interest applied will be the actual interest earned for that period for the DCA area.

b) *Interest applied to an infrastructure item where there are insufficient funds in the DCA to refund the developer who has carried out the works in kind*

If there are insufficient funds in the DCA to refund the developer as a result of being approved credits for any works carried out, interest will only commence being calculated once the next Cost Apportionment Schedule review has been undertaken and approved by Council. A Cost Apportionment Schedule is reviewed annually and therefore once both the City of Kwinana and the Developer agree on the credit provided and determine whether there are sufficient funds to refund the developer, will interest commence calculating. Interest will be calculated and credited to the developer using the Reserve Bank of Australia Cash Rate Target monthly average rate, which is the volume-weighted average interbank overnight interest rate on a per annum basis, and commence after Council has reviewed the Cost Apportionment Schedule for credits claimed after the previous Cost Apportionment

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9.3.4 Reimbursement of DCP funds

Any reimbursement of DCP funds to the relevant landowner – in respect of agreements entered into between the City and the landowner for payment of cost contributions and the adjustment of final cost contributions thereof, or reimbursement to the landowner for approved DCP works undertaken – will only occur if sufficient funds are available within the relevant DCP account.

Once a DCP has been gazetted, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled, then no further reimbursement(s) of DCP funds shall occur until all stages of the development are completed in instances where a particular development comprises several stages.

In addition, no interest earned on funds to be reimbursed shall apply to individual claims for reimbursement once the DCP has been finalised, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled. Instead, all interest earned within the individual DCP account will serve to reduce the total cost contribution liability for the respective DCA as a whole.

9.3.5 Claims on Actuals

The costing attributable to a particular DCP item is comprised of either an estimate (where works for the item have not commenced or claims on actuals have not been received, and are reviewed and updated annually by independent, professional technical experts) and/or an actual amount for the approved works that have been undertaken.

Prior to works proposed to be undertaken on any approved infrastructure item as per this DCP, all plans and cost estimates are firstly to be approved by the relevant City Officer(s). A Deed of Agreement or Exchange Letter may first be required to be entered into between the City and the landowner(s) for this purpose.

To assist in the timely preparation of the annual cost apportionment schedule review by the City, all claims on actuals for approved works undertaken for DCP items must be received by the City by the end of December in any calendar year for inclusion as actuals against costings of the relevant DCP item.

Claims on actuals are required to be presented with the following information:

- A coversheet summary of the approved works undertaken for the relevant item;
- An itemised spreadsheet of claims relevant to the works undertaken detailing specific costs (GST exclusive) vis a vis works undertaken and the dates on which the works were undertaken; and
- Copies of the invoices relevant to the works undertaken.

It must be noted that the costing of actuals, if greater than the City's estimate for the particular item of infrastructure, will only be credited or reimbursed to the extent of the City's estimate as included in the CAS.

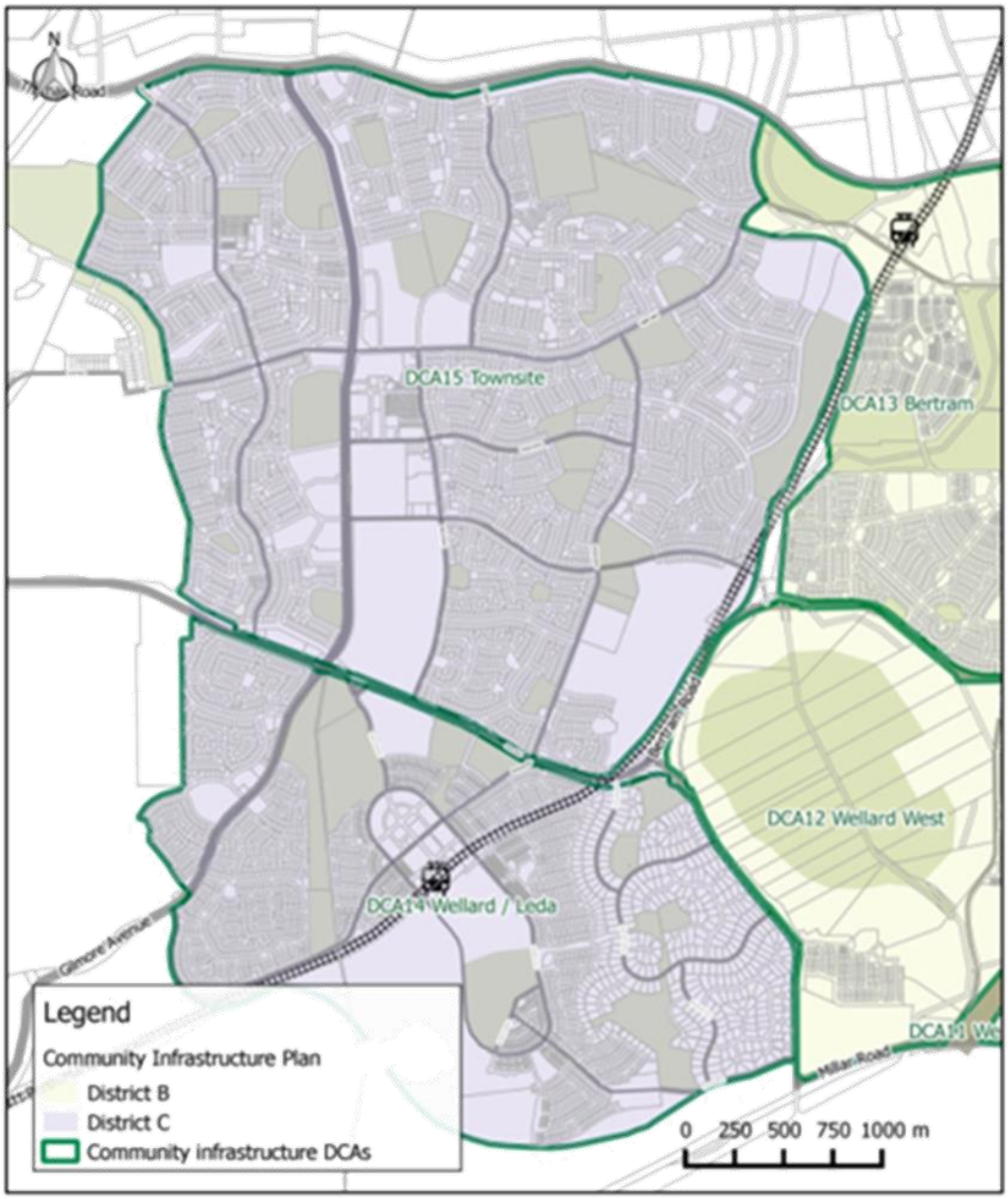
10.0 Review

The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

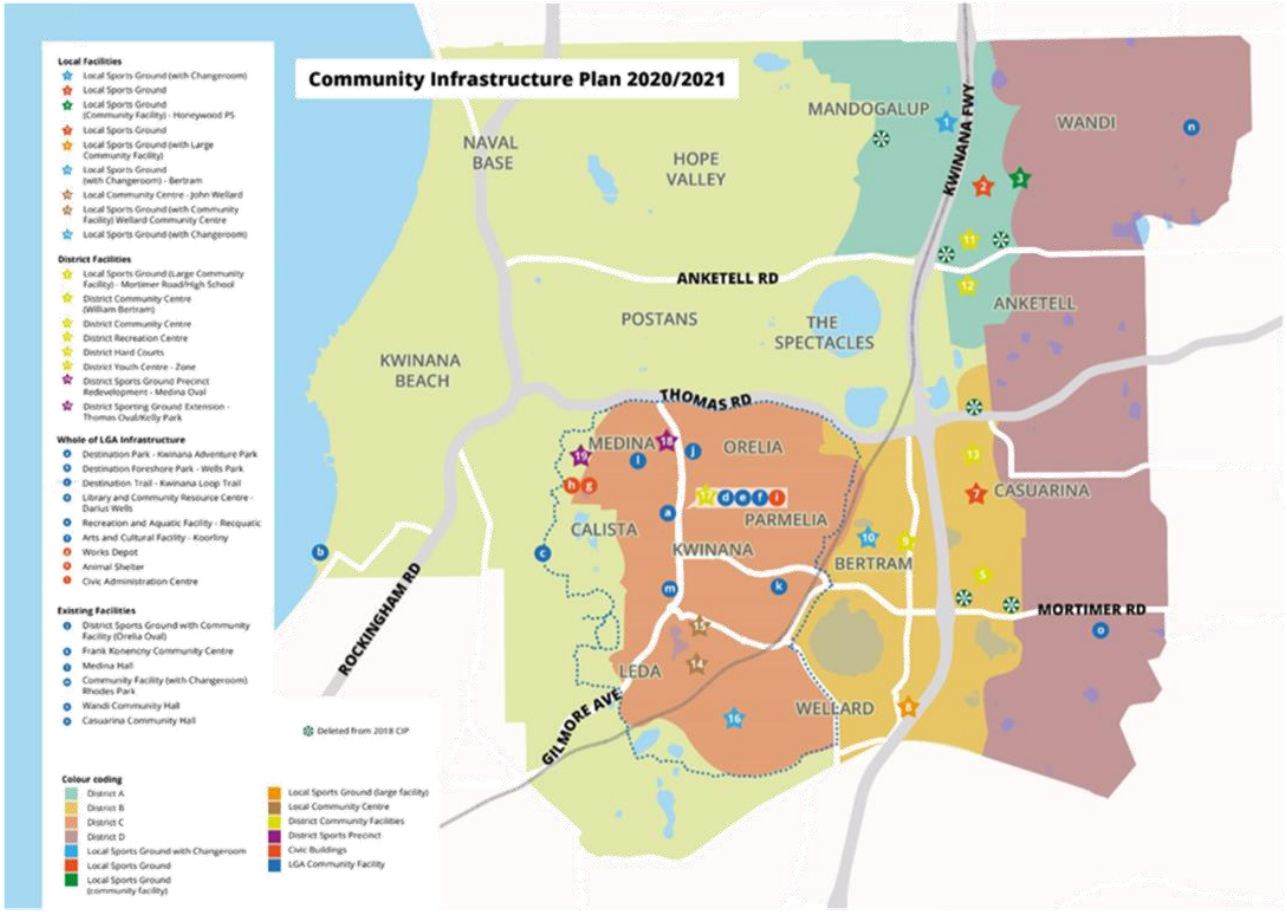
The estimated infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources, and indexed based on the Building Cost Index or other appropriate index as approved by the qualified person undertaking the certification of costs.

Appendices

Appendix A – Development Contribution Area 14 – Wellard/Leda



Appendix B – Community infrastructure Plan



Appendix C – Cost Apportionment Schedule

<INSERT CAS ONCE ADOPTED>

Appendix D – Capital Expenditure Schedule

CAPITAL EXPENDITURE PLAN (Appendix 3 : CIP revised Dec 2022)

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A	8 Mandogalup	Local Sporting Ground with Changeroom												$737,976					
A	9 Wandi-Anketell	Local Sporting Ground with Community Facility			$3,618,075														
A	9 Wandi-Anketell North	Local Sporting Ground with Changeroom																$737,976	
A	9 Anketell North	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with No Facility Building																	
B	10 Casuarina-Anketell South	Local Sporting Ground with Large Community Facility											$4,895,392						
B	12 Wellard West	Local Sporting Ground with Large Community Facility							$4,895,391										

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A & B	9 Wandi/Anketell North	District Dry Recreation Centre												$11,428,715					
A & B	9 Wandi/Anketell North	District Multi-purpose Community Facility																	$8,234,585
A & B	10 Casuarina-Anketell South	District Hard Courts														$7,675,266			
C	14 Wellard - Leda	Local Sporting Ground with Changeroom								$955,142.									
C	14-Wellard - Leda	Local Sporting Ground with Pavilion Extension									$153,510								
Other	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Ground – Medina Oval Extension/Upgrade																	$9,165,905
C	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Facility – Thomas Oval Extension/Upgrade									$1,843,460								

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Other	Whole of LGA	Wells Park Kwinana Beach Foreshore Upgrade – TBA								$2,902,250									
Other	Whole of LGA	Kwinana Loop Trail				$350,000													
Other	Whole of LGA	Arts and Cultural Centre Upgrade															$1,000,000		
Other	Whole of LGA	Recquatic Centre Upgrade												$176,000	$4,183,000	$4,267,000			
Other	Whole of LGA	Animal Shelter							$500,000										
Other	Whole of LGA	Operations Depot			$550,000														
Other	Whole of LGA	Civic Administration Building			50,000	$51,000	$51,000												
		Total			$4218075	$401,000	$51,000	$0	$4,395,391	$3,857,392	$1,996,970	$0	$4,895,392	$12,342,691	$4,183,000	$11,942,266	$1,000,000	$737,976	$17,400,490

Appendix E – Development Contribution Plan 14 – Wellard/Leda

AMD 115 GG 19/06/12 *AMD 145 GG 3/11/23*	**DEVELOPMENT CONTRIBUTION PLAN 14**
Area Name:	**Wellard / Leda Community Infrastructure**
Map reference to scheme map:	**DCA 14**
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 14 shall make contributions towards the following infrastructure items — 1. Sub-Regional Facilities — - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District C Facilities — - District Youth Centre - District C Sporting Ground (Thomas Oval/Kelly Park extension/Upgrade) 3. Local Facilities – - Local Community Centre - Local Sporting Ground with Pavilion extension - Local Sporting Ground with Changeroom 4. Administrative costs All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: • Legal and accounting fees; • Community infrastructure design costs allocated to specific items under the DCP; • Other directly related technical and professional costs; • Borrowing costs on all outstanding contribution credits; and • DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the — - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 14 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing. The estimated capital infrastructure costs contained in the Cost Apportionment Schedule will be reviewed at least annually to reflect changes in funding and revenue sources and indexed based on the Building Cost Index or other appropriate index as approved by an appropriately qualified independent person.

1.0 Development Contribution Plan 15 – Townsite

The development contribution area is shown on the Local Planning Scheme No. 2 (LPS2) scheme map as Development Contribution Area 15 (DCA15). The area is replicated in Appendix A, however, should there be any discrepancies between Appendix A and the area of DCA15 shown on the scheme map, the scheme map shall prevail.

2.0 Purpose

The purpose of this development contribution plan report is to:

a) Enable the application of infrastructure contributions for the development of new, and the upgrade of existing, infrastructure which is required as a result of increased demand generated in the development contribution area;
b) Provide for the equitable sharing of the costs of infrastructure and administrative items between owners;
c) Ensure that cost contributions are reasonably required as a result of the subdivision and development of land in the development contribution area; and
d) Coordinate the timely provision of infrastructure.

Development within DCA15 and the identification of infrastructure items within the corresponding Development Contribution Plan (DCP) are guided by the following plans and documents:

- State Planning Policy 3.6: Infrastructure Contributions, WAPC (2021)
- Cassia Glades Local Structure Plan (2013) – prepared by Burgess Design Group on behalf of Satterley Property Group and Department of Housing and Works
- Lot D Kwinana Education Precinct Structure Plan (2014) – prepared by RobertsDay on behalf of LandCorp
- Lot M555 Gilmore Avenue Local Structure Plan (2008) – prepared by Masterplan on behalf of Preter Investments Pty Ltd
- Orelia Local Centre Local Structure Plan (date unknown) – prepared by Urbanism on behalf of the City of Kwinana
- Medina Neighbourhood Centre North Local Structure Plan (2012) – prepared by Urbanism on behalf of the City of Kwinana
- Lot 257 Wellard Road Calista Structure Plan (2011) – prepared by Rowe Group on behalf of Department of Housing and Works
- Liveable Neighbourhoods 2009 and draft Liveable Neighbourhoods 2015, WAPC
- Development Control Policy 1.7: General Road Planning, WAPC
- Development Control Policy 2.3: Public Open Space in Residential Areas, WAPC

3.0 Period of the Plan

This plan will operate for 15 years from 2021 to 2036, in accordance with the City of Kwinana Local Planning Scheme No. 2.

4.0 Operation of Development Contribution Plan

This plan has been prepared in accordance with State Planning Policy 3.6: Infrastructure Contributions and operates in accordance with the provisions of section 5.15.5 Development Contribution Areas and Schedule V Development Contribution Plans of LPS2.

5.0 Application Requirements

Where an application for subdivision, strata subdivision, development or an extension of land use is lodged which relates to land to which this plan applies, the local government shall take the provisions of the plan into account in making a recommendation on or determining that application.

6.0 Items included in the plan

This section of the DCP report identifies each of the administrative and infrastructure items to be funded by development contributions collected from landowners within DCA15.

The City's adopted Community Infrastructure Plan, which provides demographic data and subsequent population thresholds to demonstrate community infrastructure need, is contained at Appendix B.

CAS Ref No.	Item
Local Community Infrastructure Items	
Nil	Nil
District Community Infrastructure Items	
4	District Sporting Ground (District C)
14	District Youth Centre (District C)
Sub-Regional Community Infrastructure Items	
1	Community Knowledge and Resource Centre (Darius Wells)
2	Multipurpose Sub-Regional Park - Calista
3	Sub-Regional (Wells Park) Foreshore Upgrade
Administration Costs	
19	QS costings and advice Administrative expenses General legal expenses Preparation of management tools

While a breakdown of each community infrastructure item within DCA15 is provided below (with further detail provided in the accompanying Cost Apportionment Schedule), as at January 2024, the total per lot cost for all community infrastructure items within DCA15 is **$646.88.**

6.1 District Community Infrastructure Items

The City's CIP 2022 identifies the need for two District Community Infrastructure items to service District C.

6.1.1 District Sporting Ground (District C) – CAS Ref No. 4

This District Sporting Ground item comprises an extension/upgrade to the existing Thomas Oval/Kelly Park sporting precinct. A multi-purpose shared clubroom has been constructed and ground redevelopment has occurred - including upgrading the hard court area, and installation of some additional ground lighting - however, additional work is still required to create a fully functional multi-sports recreation hub. This work includes installation of whole of ground lighting infrastructure, construction of a set of change rooms on the eastern side of the ground, renovation of the original pavilion, and installation of individual exercise equipment, linking pathways and the like.

The total cost of this item, as at October 2022, is **$1,843,460.** The City however will cover the proportional share of existing lots (8,418 lots of a total of 14,803 lots within District C) and thus the remaining 6,385 lots will proportionately contribute towards this item, being a total of **$795,142**. This equates to a **per lot contribution** for this item in the context of DCA15 of **$124.53**.

6.2.2 District Youth Centre (District C) – CAS Ref No. 14

This District Youth Centre (more formally referred to as The Zone) comprises educational, sporting and recreational/leisure spaces for this cohort, together with meeting rooms, front desk and toilets. The Zone provides a range of services, programs and areas dedicated to youth activities.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$6,939,118**. Together with grant funding (totalling $4,069,352) and the City's proportional share of existing lots (8,418 lots of a total of 14,803 lots within District C) and thus the remaining 6,385 lots will proportionately contribute towards this item, being a total of **$1,237,821**. This equates to a **per lot contribution** for this item in the context of DCA15 of **$193.86**.

6.2 Sub-Regional Community Infrastructure Items

The City's CIP 2022 identifies the three Sub-Regional Community Infrastructure items to service the entire Kwinana LGA.

6.2.1 Community Knowledge and Resource Centre (Darius Wells) – CAS Ref No. 1

The Community Knowledge and Resource Centre (referred to as Darius Wells) comprises the main Kwinana LGA library, meeting rooms, a café, community offices and toilet facilities.

The café and leasable office space components comprise 47.9% of the Darius Wells building and do not form part of the cost contributions from DCAs. Instead, these costs are covered wholly by the City. This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$23,423,317.** However, taking into account grant funding of $9,427,043, the net total cost is reduced to $13,996,274. Further, with only 52.1% of the net total cost attributable to DCA cost contributions and bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will

proportionately contribute towards this item, being a total of **$5,110,804**. This equates to a **per lot contribution** for this item in the context of DCA15 of **$243.48**.

6.3.2 Multipurpose Sub-Regional Park – Calista – CAS Ref No. 2

The Multipurpose Sub-Regional Park in Calista (also referred to as the Kwinana Adventure Park or Destination Park) comprises an adventure playground, skatepark, high energy active and passive play spaces, and water, sensory and nature elements. There is also a flat turfed area for kick and play, casual sports and fitness classes. The Sub-Regional Park also has the capacity in scale and features to serve all Districts and also provides a venue for major community and cultural events.

This infrastructure item has been constructed and as such DCP contributions represent an exercise in cost recoupment. The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$5,769,339.** However, taking into account grant funding of $2,007,500, the net total cost is reduced to $3,761,830. Bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,636,563**. This equates to a **per lot contribution** for this item in the context of DCA15 of **$130.77**.

6.3.3 Sub-Regional (Wells Park) Foreshore Upgrade – CAS Ref No. 2

The Sub-Regional Foreshore Park (more commonly referred to as Wells Park, Kwinana Beach) upgrade comprises additional shade areas, modification to and expansion of the existing car parking area, additional pathways, enhancement of the existing play area, dune revegetation, a boardwalk and upgraded beach access. These components are outlined in the Development Feasibility Study (2018) for Kwinana Beach, with further costings for the concept provided by MK (2019).

The need and nexus for this item is further elaborated on in the Community Infrastructure Plan 2022.

The total cost of this item, as at January 2024, is **$2,902,250**. However, bearing in mind the City's proportional share of existing lots created (8,605 lots of a total of 28,767), the remaining 20,162 lots will proportionately contribute towards this item, being a total of **$2,034,107**. This equates to a per lot contribution for this item in the context of DCA15 of **$100.88**.

6.3 Administrative costs – CAS Ref No. 19

Administrative costs included in the DCP area are comprised of those inclusions as per SPP 3.6, and in this regard consist of:

- Annual QS costing reviews, preparation and advice for each community facility
- Administrative expenses directly related to the operation and administration of the DCP
- Legal expenses directly related to advice sought and received for the DCP
- Preparation of management tools

Administrative costs include both actual and estimated costs of administering the DCP, with the total administration costs for DCAs 8-15 amounting to $3,256,668. As a proportion of this, DCA15 contributes **$116,621**.

In the event that development within DCA 15 is completed before the forecast period to 2036, a reconciliation of costs for the DCA will take into account additional administration costs that are not required to be paid.

7.0 Method of calculating contribution

Development contributions will be apportioned on a per lot basis. This allows for a simple, predictable method of apportioning costs which reduces the administrative burden on the DCP and enables the City to accurately advise prospective developers of the DCP costs.

The Cost Apportionment Schedule determines the cost of each infrastructure item as follows:

Total estimate/actual cost of infrastructure item **less** any payments made from developers in the DCA area **less** any interest earned for the DCA area where there are surplus funds and interest has been earned = total liability of undeveloped lots payable.

The **total liability of undeveloped lots payable for each infrastructure item** will then be divided by the total number of lots within the DCA, District or Sub-Region to calculate a per lot rate for the infrastructure item.

The landowner's liability for cost contributions is calculated based on the total remaining cost of the infrastructure item multiplied by the per lot rate for the total liability of undeveloped lots payable for each infrastructure item.

A copy of the adopted Cost Apportionment Schedule is contained at Appendix C.

8.0 Priority and timing of infrastructure delivery

Due to the fragmented land ownership of DCA15 it is difficult to accurately predict the delivery of infrastructure within the cell. Nonetheless, **Error! Reference source not found.** below estimates the timing of development and the order of priority.

Priority	Infrastructure item	Anticipated timing
1	Sub-Regional (Wells Park) Foreshore Upgrade	2023/2025
2	District Sporting Facility Extension/Upgrade	2028

Table 1: Estimated timing of infrastructure delivery

Details of the priority and timing can be seen in the Capital Expenditure Schedule contained at Appendix D.

9.0 Payment of contributions

9.1 Payment of contributions

The landowners' liability for cost contributions will arise in accordance with clause 5.15.5.13 of LPS2 and Local Planning Policy 4: Administration of Development Contributions.

9.2 Pre-funded infrastructure works

LPS2 allows for development contributions to be paid for in the form of works-in-kind provided that the contribution is provided in accordance with the Priority of Works, at the standard and costs, pre-approved by the City of Kwinana. This provision allows the dedication of land, construction of capital works or other service in lieu of a monetary contribution for future urban development. Refer to the City's Local Planning Policy 4: Administration of Development Contributions for the procedures and required information.

It must be noted that all "works-in-kind" to be undertaken by the landowner/developer that relate to an infrastructure item within the DCP will only be accepted on the proviso that the City has approved the scope, cost estimate and detail of the works in accordance with Clause 5.15.5.14.1(c) of the LPS2 prior to the works occurring and has entered into a Letter of Agreement with the relevant landowner/developer. Any reimbursement of DCP funds will occur in line with section 9.3.4 **Error! Reference source not found.**.

9.3 Other Matters

9.3.1 Grant Funding

Generally, DCP infrastructure items do not attract grant funding. All other liability falls with the City and the City is responsible for this share of the infrastructure works. Therefore, in the event that the grant funds received relate to works carried out over and above the developer contribution requirements, the developer will not benefit from this. The developer will not receive a reduction in liability. The City's contribution for constructing the community infrastructure item over and above the community infrastructure standard will be reduced based on any grants received.

Where the City receives a grant for DCP infrastructure where the developer is liable to contribute to the works, the developer will receive a reduced liability for that DCP infrastructure item when the grant has been formally approved and the CAS has been adjusted accordingly as undertaken on an annual basis.

9.3.2 CPI for Infrastructure Constructed within DCA

As a result of the CAS being reviewed annually, there is no requirement to include CPI in any infrastructure items that have not been constructed. The cost of the infrastructure works is reviewed annually which would factor in any price increases or decreases of all future works and the amount required to be collected will be applied across the remaining lots to be developed.

For works already constructed, no CPI will be applied to any infrastructure works that a developer has carried out as an in-kind contribution, as the development company generally ceases to operate once development has occurred.

9.3.3 Interest

a) *Interest applied across the DCA infrastructure items*

Interest earned as part of funds in the DCA area is to be applied across all of the infrastructure items based on a pro rata amount paid towards each infrastructure item. The interest applied will be the actual interest earned for that period for the DCA area.

b) *Interest applied to an infrastructure item where there are insufficient funds in the DCA to refund the developer who has carried out the works in kind*

If there are insufficient funds in the DCA to refund the developer as a result of being approved credits for any works carried out, interest will only commence being calculated once the next Cost Apportionment Schedule review has been undertaken and approved by Council. A Cost Apportionment Schedule is reviewed annually and therefore once both the City of Kwinana and the Developer agree on the credit provided and determine whether there are sufficient funds to refund the developer, will interest commence calculating. Interest will be calculated and credited to the developer using the Reserve Bank of Australia Cash Rate Target monthly average rate, which is the volume-weighted average interbank overnight interest rate on a per annum basis, and commence after Council has reviewed the Cost Apportionment Schedule for credits claimed after the previous Cost Apportionment Schedule approved by Council and the latest Cost Apportionment Schedule approved by Council. Interest will be calculated monthly using the previous month's released monthly average rate divided by 12 months and multiplied by the amount outstanding to the developer (the amount due to be refunded to the developer). The interest calculated will be included in the cost of the relevant infrastructure item and updated in the CAS annually for the remaining developers in the DCA area to contribute to. The developer that is due the refund will not receive the interest calculated until such time as there is sufficient funds in the DCA account.

9.3.4 Reimbursement of DCP funds

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Once a DCP has been gazetted, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled, then no further reimbursement(s) of DCP funds shall occur until all stages of the development are completed in instances where a particular development comprises several stages.

In addition, no interest earned on funds to be reimbursed shall apply to individual claims for reimbursement once the DCP has been finalised, the accompanying cost apportionment schedule adopted and all legal agreements for the particular DCP reconciled. Instead, all interest earned within the individual DCP account will serve to reduce the total cost contribution liability for the respective DCA as a whole.

9.3.5 Claims on Actuals

The costing attributable to a particular DCP item is comprised of either an estimate (where works for the item have not commenced or claims on actuals have not been received, and are reviewed and updated annually by independent, professional technical experts) and/or an actual amount for the approved works that have been undertaken.

Prior to works proposed to be undertaken on any approved infrastructure item as per this DCP, all plans and cost estimates are firstly to be approved by the relevant City Officer(s). A Deed of Agreement or Exchange Letter may first be required to be entered into between the City and the landowner(s) for this purpose.

To assist in the timely preparation of the annual cost apportionment schedule review by the City, all claims on actuals for approved works undertaken for DCP items must be received by the City by the end of December in any calendar year for inclusion as actuals against costings of the relevant DCP item.

Claims on actuals are required to be presented with the following information:

- A coversheet summary of the approved works undertaken for the relevant item;
- An itemised spreadsheet of claims relevant to the works undertaken detailing specific costs (GST exclusive) vis a vis works undertaken and the dates on which the works were undertaken; and
- Copies of the invoices relevant to the works undertaken.

It must be noted that the costing of actuals, if greater than the City's estimate for the particular item of infrastructure, will only be credited or reimbursed to the extent of the City's estimate as included in the CAS.

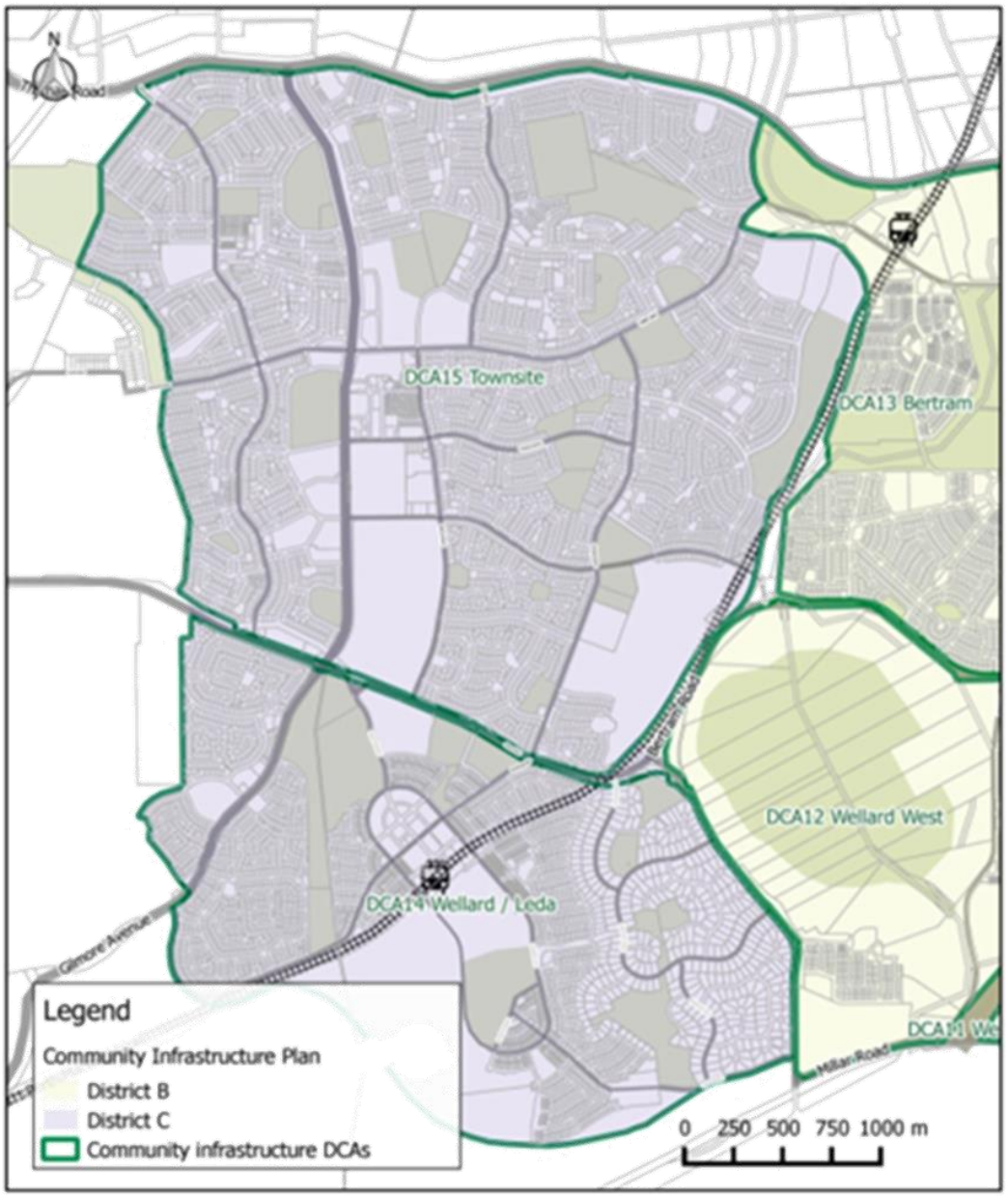
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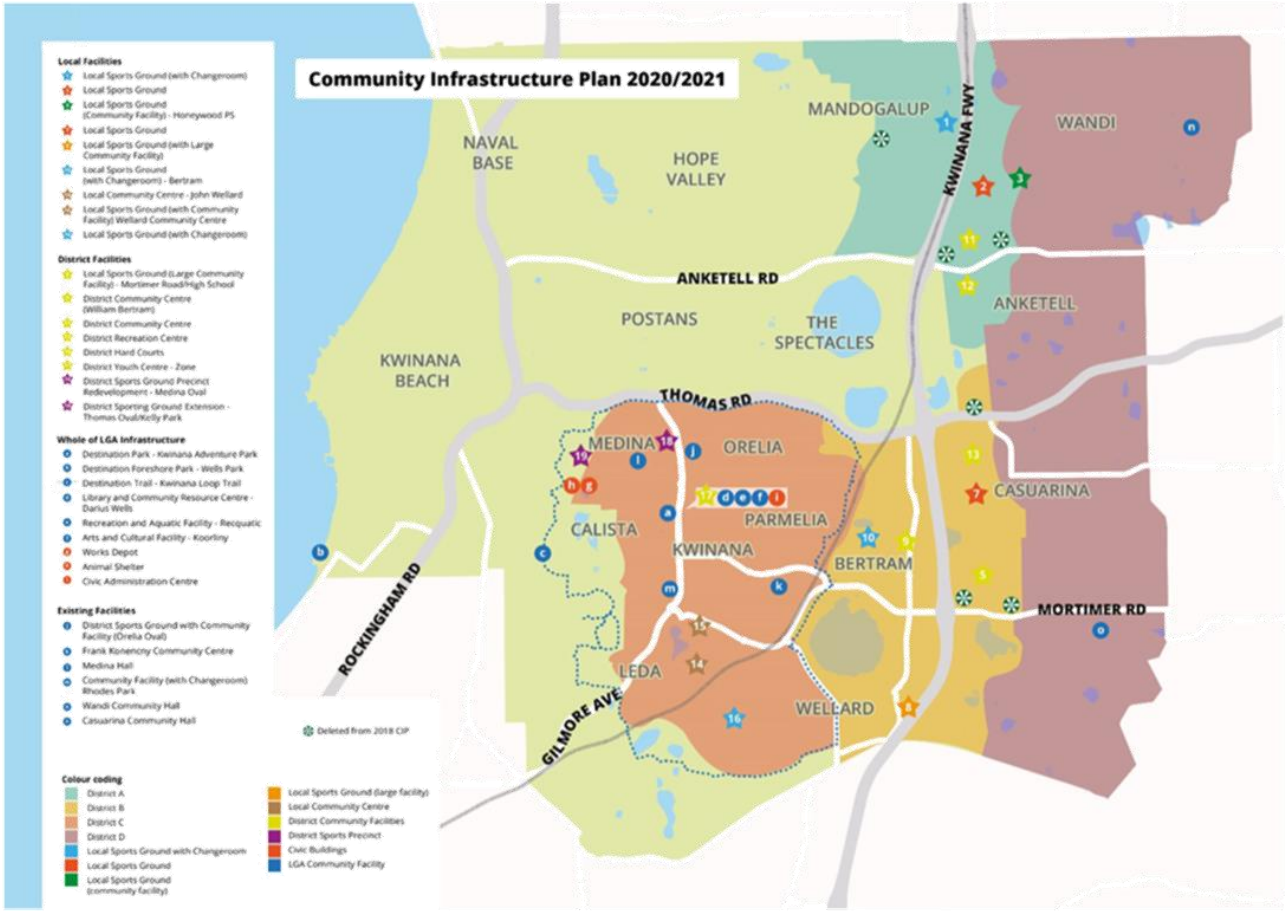
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Appendices

Appendix A – Development Contribution Area 15 - Townsite



Appendix B – Community infrastructure Plan



Appendix C – Cost Apportionment Schedule

<INSERT CAS ONCE ADOPTED>

Appendix D – Capital Expenditure Schedule

CAPITAL EXPENDITURE PLAN (Appendix 3 : CIP revised Dec 2022)

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B	10 Casuarina-Anketell South	Local Sporting Ground with Large Community Facility											$4,895,392						
B	12 Wellard West	Local Sporting Ground with Large Community Facility							$4,895,391										

City of Kwinana Development Contribution Plan Report 15 – Townsite - January 2024

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
A & B	9 Wandi/Anketell North	District Dry Recreation Centre												$11,428,715					
A & B	9 Wandi/Anketell North	District Multi-purpose Community Facility																	$8,234,585
A & B	10 Casuarina-Anketell South	District Hard Courts														$7,675,266			
C	14 Wellard - Leda	Local Sporting Ground with Changeroom								$955,142.									
C	14-Wellard - Leda	Local Sporting Ground with Pavilion Extension									$153,510								
Other	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Ground – Medina Oval Extension/Upgrade																	$9,165,905
C	15 Medina/Parmelia/Calista/ Kwinana TC	District Sporting Facility – Thomas Oval Extension/Upgrade									$1,843,460								

District	DCA	Infrastructure Item	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Other	Whole of LGA	Wells Park Kwinana Beach Foreshore Upgrade – TBA								$2,902,250									
Other	Whole of LGA	Kwinana Loop Trail				$350,000													
Other	Whole of LGA	Arts and Cultural Centre Upgrade															$1,000,000		
Other	Whole of LGA	Recquatic Centre Upgrade												$176,000	$4,183,000	$4,267,000			
Other	Whole of LGA	Animal Shelter							$500,000										
Other	Whole of LGA	Operations Depot			$550,000														
Other	Whole of LGA	Civic Administration Building			50,000	$51,000	$51,000												
		Total			$4218075	$401,000	$51,000	$0	$4,395,391	$3,857,392	$1,996,970	$0	$4,895,392	$12,342,691	$4,183,000	$11,942,266	$1,000,000	$737,976	$17,400,490

Appendix E – Development Contribution Plan 15 - Townsite

AMD 115 GG 19/06/12 *AMD 145 GG 3/11/23*	**DEVELOPMENT CONTRIBUTION PLAN 15**
Area Name:	**Town Centre (Medina, Calista, Orelia, Parmelia) – Community Infrastructure**
Map reference in scheme map:	**DCA 15**
Relationship to other planning instruments:	The DCP generally conforms to the City of Kwinana's Strategic Community Plan, Long Term Financial Plan and Community Infrastructure Plan.
Infrastructure and Administrative Items to be funded:	Land developers within DCA 15 shall make contributions towards the following infrastructure items — 1. Sub-Regional Facilities — - Community Knowledge and Resource Centre (excluding leasable office space and cafe' component) - Multipurpose Sub-regional Park (Calista) - Wells Beach Foreshore Upgrade 2. District C Facilities — - District Youth Centre - District C Sporting Ground (Thomas Oval/Kelly Park extension/Upgrade) 3. Administrative costs including – All expended and estimated future costs associated with administration, planning and development of the DCP and any technical documents necessary for the implementation of the above, including: • Legal and accounting fees; • Community infrastructure design costs allocated to specific items under the DCP; • Other directly related technical and professional costs; • Borrowing costs on all outstanding contribution credits; and • DCP management costs (including Report preparation and review, ongoing administration and management of the DCP by City staff in accordance with SPP 3.6).
Cost Contribution Methodology:	The contributions outlined in this DCP have been derived based on the need for facilities generated by additional development in the DCA. Costs have been calculated on the 'per dwelling' demand identified for each infrastructure item within the DCA. This calculation includes any residential component of a commercial or mixed use development and excludes the — - demand for a facility that is generated by the current population; - demand created by external usage — the proportion of use drawn from outside of the main catchment area; and - future usage — the proportion of usage that will be generated by future development outside of the DCP timeframe.
Period of Operation:	The DCP shall operate for a period of 15 years from the date of gazettal of Amendment 145.
Priority and timing:	In accordance with the City of Kwinana Community Infrastructure Plan and Long Term Financial Plan (as amended from time to time). The Development Contribution Plan 15 report, to be prepared as per clause 6.16.5.10.1, will outline the priority and timing of the infrastructure items nominated in the DCP.
Review Process:	The DCP will be reviewed when considered appropriate, though not exceeding a period of five years duration, having regard to the rate of subsequent development in the catchment areas since the last review and the degree of development potential still existing.

18 REPORTS – CIVIC LEADERSHIP

18.1 COUNCIL POLICY REVIEW

SUMMARY

Council policies are high-level statements articulating the intent of the City's strategic objectives and providing high level guidance for the City's operations. Appropriate policies help strengthen the City's governance as well as support consistency in decision-making and outcomes.

All City policies are to be reviewed every four years, or more frequently where appropriate or otherwise required by legislation.

The following policies have been reviewed with amendments made where required:

1. Elected Members Training and Development;
2. Code of Conduct Behaviour Complaints Management;
3. Legal Representation for Elected Members and Officers – Cost Indemnification and Liability;

The policies as amended are presented for endorsing by Council.

OFFICER RECOMMENDATION

That Council adopt the following reviewed Council policies:

1. **Elected Members Training and Development (Attachment A);**
2. **Code of Conduct Behaviour Complaints Management (Attachment B);**
3. **Legal Representation for Elected Members and Officers – Cost Indemnification and Liability (Attachment D);**

VOTING REQUIREMENT

Simple majority

DISCUSSION

In accordance with the Act, the following policies have been reviewed and are presented for adoption by Council:

Policy Name	Comment
Electoral Members Training and Development Policy	Section 5.128(5) of the *Local Government Act 1995* (Act) requires each local government to review their policy for continuing professional development after each ordinary election. The Electoral Members Training and Development Policy provides a framework within which Elected Members will be provided with ongoing training and professional development opportunities that will assist them to undertake their role in a professional manner. A review of this policy has been undertaken and minor amendments made for the purpose of ensuring the City's compliance with section 5.128 of the Act. Only minor amendments to the policy have been made. Changes have been made to reflect the requirement under section 5.129 of the Act for Elected Members to be reimbursed for fees or expenses incurred by them in relation to participation in training or professional development that they are required to complete as part of their role. It has also been amended to comply with recent changes to the Act whereby requests for attendance will not be approved in the final three months of an Elected Members term, when they have resigned or if they are suspended. A copy of the Policy showing tracked changes is provided at **Attachment A**.
Code of Conduct Behaviour Complaints Management	The Code of Conduct Behaviour Complaints Management Policy has been reviewed and undergone formatting changes. No other amendments have been made. A copy of the Policy showing tracked changes is provided at **Attachment B**.
Legal Representation for Elected Members and Officers – Cost Indemnification and Liability	The Policy is recommended to be re-named and amended to align with the Department of Local Government, Sport and Cultural Industries model policy, upon which it is based. A copy of the Policy showing tracked changes is provided at **Attachment C**. A clean copy is provided at **Attachment D**.

STRATEGIC IMPLICATIONS

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

SOCIAL IMPLICATIONS

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

LEGAL/POLICY IMPLICATIONS

Local Government Act 1995 –

2.7. Role of council

(1) The council —

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to —

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies.

2.8. Role of mayor or president

(1) The mayor or president —

(a) presides at meetings in accordance with this Act; and

(b) provides leadership and guidance to the community in the district; and

(c) carries out civic and ceremonial duties on behalf of the local government; and

(d) speaks on behalf of the local government; and

(e) performs such other functions as are given to the mayor or president by this Act or any other written law; and

(f) liaises with the CEO on the local government's affairs and the performance of its functions.

(2) Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.

2.10. Role of councillors

A councillor —

(a) *represents the interests of electors, ratepayers and residents of the district; and*

(b) *provides leadership and guidance to the community in the district; and*

(c) *facilitates communication between the community and the council; and*

(d) *participates in the local government's decision-making processes at council and committee meetings; and*

(e) *performs such other functions as are given to a councillor by this Act or any other written law.*

5.90A. Policy for attendance at events

(1) In this section — event includes the following —

(a) a concert;

(b) a conference;

(c) a function;

(d) a sporting event;

(e) an occasion of a kind prescribed for the purposes of this definition.

(2) A local government must prepare and adopt a policy that deals with matters relating to the attendance of council members and the CEO at events, including —*

(a) the provision of tickets to events; and

(b) payments in respect of attendance; and

(c) approval of attendance by the local government and criteria for approval; and

(d) any prescribed matter.

** Absolute majority required.*

(3) A local government may amend the policy.*

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website.

Division 10 — Training and development

5.126. Training for council members

(1) Each council member must complete training in accordance with regulations.

(2) Regulations may —

(a) prescribe a course of training; and

(b) prescribe the period within which training must be completed; and

(c) prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and

(d) provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding $5 000 for the offence.

5.127. Report on training

(1) A local government must prepare a report for each financial year on the training completed by council members in the financial year.

(2) The CEO must publish the report on the local government's official website within 1 month after the end of the financial year to which the report relates.

5.128. Policy for continuing professional development

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

** Absolute majority required.*

(2) A local government may amend the policy.*

** Absolute majority required.*

(3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(4) The CEO must publish an up-to-date version of the policy on the local government's official website.

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

5.129. Fees and expenses

(1) A local government may prepare and adopt a policy under which the local government undertakes to do 1 or more of the following—*
(a) pay a fee to a council member in relation to their participation in a course of training that they are required to complete under section 5.126;
(b) reimburse a council member for a fee or other expense incurred by the council member in relation to their participation in a course of training that they are required to complete under section 5.126;
(c) pay a fee to a council member in relation to their participation in continuing professional development under the local government's policy under section 5.128;
(d) reimburse a council member for a fee or other expense incurred by the council member in relation to their participation in continuing professional development under the local government's policy under section 5.128.
** Absolute majority required.*

(2) The local government may do the following—
(a) amend the policy at any time;*
(b) revoke the policy at any time (with or without replacing it)*
** Absolute majority required.*

(3) The CEO must publish an up-to-date version of the policy on the local government's official website.

(4) Regulations may do any of the following —
(a) prescribe monetary limits or ranges in respect of amounts that may be paid or reimbursed under a policy;
(b) provide that a policy can apply only in respect of prescribed courses of training or prescribed types of continuing professional development;
(c) otherwise provide for restrictions on the amounts that may be paid or reimbursed under a policy;
(d) make other provision in relation to the content of a policy;
(e) make provision in relation to the form of a policy;
(f) otherwise make provision in relation to policies.

(5) Despite any regulations made for the purposes of subsection (4), the Departmental CEO may authorise a local government to apply its policy to a course of training, or to any continuing professional development, to which the local government would not otherwise be authorised to apply the policy because of those regulations.

FINANCIAL/BUDGET IMPLICATIONS

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

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

A. Policy - Elected Members Training and Development
B. Code of Conduct - Behaviour Complaints Management Policy - Elected Members, Committee Members and Candidates
C. Policy - Legal Representation for Elected Members and Employees (tracked changes version)
D. Policy - Legal Representation for Elected Members and Employees (clean version)
E. Policy - Local Commercial Support Grants (tracked changes version)

Council Policy

Elected Members Training and Development



Council Policy

Legislation/local law requirements	**Acts/Regulations** *Local Government Act 1995* Section 2.7 – Role of Council Part 5 Division 10 – Training and Development *Local Government (Administration) Regulations 1996* Part 10 - Training *State Public Service Award 1992*
Related policy procedures and documents	D12/48178[v7] – Elected Members Training and Development Application D14/87288[v4] – Elected Members Training and Development Report Promapp – Process an Elected Members Expense Claim Elected Member and Chief Executive Officer Attendance at Events Policy

1. **Introduction**
   To provide a framework within which Elected Members will be provided with ongoing training and professional development opportunities that will assist them to undertake their role in a professional manner.

2. **Purpose**
   The purpose of this policy is to –

   (a) provide access to training and development by Elected Members in order to enhance their knowledge, representation, decision making ability and ongoing professional development; and
   (b) encourage Elected Members to attend training and development in order to enhance their knowledge, develop their skills, decision making ability and ongoing professional development.

3. **Objective**
   The development of relevant skills and competencies for the Elected Members which will enhance their knowledge, develop their skills, decision making ability and ongoing professional development.

4. Scope

4.1 Eligible Events

4.1.1 Events to which this policy applies are generally limited to those coordinated and/or run by either:

(a) The Australian or Western Australian Local Government Associations (ALGA / WALGA).
(b) The major professional bodies associated with local government.
(c) Accredited organisations offering training relevant to the role and responsibilities of Elected Members.
(d) Other local government specific events where the Chief Executive Officer or Council is of the opinion attendance would benefit the Elected Members, Chief Executive Officer and the City.
(e) Study tours, arranged by the City or by a third party, where there is a benefit to Council for Elected Members to attend.

4.1.2 Any Elected Member Training that is imposed by the State Government is not included in the scope of this council policy. As this training is compulsory and it is a mandatory requirement for Elected Members, any actual costs (including registration, accommodation, meals and travel) which has been incurred will be funded outside of the Elected Member training allocation identified in this council policy. Note: All expenses will be paid for in accordance with clause 6.5 of this council policy and will not be included in the Elected Members training allowance allocation.

4.2 Professional Membership

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

Policy Provisions

5. Definitions

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

6. Policy statement

6.1 Request for Attendance

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

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

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

Requests for attendance will not be approved in the final three months of an Elected Members term, when they have resigned or if they are suspended.

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6.2 Attendance Approval

6.2.1 Conditions for granting approval include:

(a) Generally, no more than two Elected Members may attend a particular event outside Western Australia at the same time, unless Council has resolved for additional Elected Members to attend. If the Mayor requests the Chief Executive Officer to attend, this will be in addition to the maximum number of Elected Members attending. The maximum number of two Elected Members attending an event outside of Western Australia does not apply to study tours. All Elected Members are entitled to attend a study tour if they meet the conditions set out at clause 6.2.2 of this policy.

(b) That approval of attendance at events does not impede a quorum at any scheduled Council or Committee meetings.

This section forms the core of your policy and should contain high-level principles, values and rules that guide the organisation. Statements should link to the policy purpose and provide how the objectives are to be achieved.

6.2.2 Approval for Elected Members attendance may be granted by:

(a) The Chief Executive Officer where the:
  (i) Application complies with this policy.
  (ii) Event is to be held within Australia or New Zealand; and
  (iii) Estimated expenses incurred by the City for each event are less than $4000 per Elected Member.

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

6.3 Professional Membership and Attendance – Interstate and Intrastate Restrictions

6.3.1 An Elected Member or the Chief Executive Officer who has failed to fulfil the obligations of this policy in attending a prior event, namely by failing to provide a report arising from attendance at an event, in accordance with Clause 6.8, is ineligible to attend any future event unless authorisation is granted by Council.

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

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

6.4 Event Registration and Bookings

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

6.5 Expenses

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

6.5.1 Travel

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

(a) All air travel is to be by Economy Class (unless otherwise provided for by council policy) at a time that is convenient to the Elected Member. As far as is practicable, advantage should be taken of any available discount fares including advance purchased fares. Upgraded seats can be secured at the Elected Member cost (noting that the cost difference is to be determined as the amount between the lowest discounted economy fare available and the upgraded cost).
(b) Where in particular circumstances an Elected Member desire to travel interstate or intrastate by private motor vehicle, they are to be reimbursed for vehicle costs in accordance with the *State Public*

Service Award 1992, but only up to an equivalent amount that would have been expended had arrangements been made to travel by air.

(c) Elected Members must not receive any personal frequent flyer or accommodation loyalty points for air travel or accommodation booked and paid for by the City.

6.5.2 Registration

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

6.5.3 Accommodation

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

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

6.5.4 Meals and Incidental Expenses

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

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

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

(b) Incidental expenses are to be interpreted as reasonable expenses incurred by the delegate for telephone calls, newspapers, laundry, public transport and sundry food and beverages. The Elected Member is not required to acquit the allowance paid.

(c) In accordance with the *State Public Service Award 1992*, the current cash advance of $128 per day for interstate or international travel, and $93 for intrastate travel, will be made to cover meals, incidental expenses and intra-City transport as mentioned in 7.4(a) and (b). The advance can be sought by the delegate prior to departure for the event. The cash advance is broken down accordingly:

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

6.5.5 Transport

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

6.5.6 Travel Insurance – Intrastate, Interstate and International

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

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

6.6 Accompanying persons/entertainment costs

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

6.7 Acquittal of Expenses

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

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

6.8 Sharing of Knowledge

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

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

6.9 Elected Member Mandatory Training

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

6.9.1 Training to be completed

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

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

6.9.2 Training timeframe

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

6.9.3 Training Reimbursement

In accordance with the reform of the Local Government Act 1995 at Section 5.129, Elected Members are to be reimbursed for fees or expenses incurred by them in relation to participation in training or professional development they are required to complete as part of their role as an Elected Member as per the regulations.

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6.10 Report on Training

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

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

6.11 Elected Member Induction

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

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

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OFFICER USE ONLY

Officers may amend this section without council approval

Responsible Team	Governance and Legal	
Initial Council adoption	Date: 21/07/2012	Ref#: 163
Reviewed/amended	Date: 26/02/2014 Date: 12/11/2014 Date: 24/04/2018 Date: 13/06/2018	Ref#: 104 Ref#: 304 Ref#: 150 Ref#: 192

	Date: 26/06/2019 Date: 11/08/2021 Date: 23/02/2022 Date: 09/08/2023	Ref#: 482 Ref#: 482 Ref#: 066 Ref#: 366
Next Review Date	Date: 2025	
Policy Document Number	D14/82821(10)	

Council Policy

Code of Conduct Behaviour Complaints Management



~~Council Policy~~	
~~Legal Authority~~	~~*Local Government (Model Code of Conduct) Regulations 2021*~~
~~Department~~	~~Governance and Legal~~

Council Policy

Legislation/local law requirements	**Acts/Regulations** *Local Government (Model Code of Conduct) Regulations 2021*
Related policy procedures and documents	City of Kwinana Elected Members, Committee Members and Candidates – Code of Conduct

~~1. Title~~

~~Code of Conduct Behaviour Complaints Management Policy~~

1. Introduction

The Code of Conduct Behaviour Complaints Management Policy is to give effect to the City's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Elected Members, Committee Members and Candidates.

2. Purpose

To establish the procedure for dealing with complaints about alleged breaches of behaviour requirements under the City of Kwinana Elected Members, Committee Members and Candidates – Code of Conduct, in accordance with clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021*.

~~To give effect to the City's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Elected Members, Committee Members and Candidates.~~

~~3. Scope~~

~~This Policy applies where a complaint is made in accordance with the City of Kwinana Elected Members, Committee Members and Candidates – Code of Conduct.~~

3. Objective

To provide a high-level process that gives the City of Kwinana the ability to make a

(D21/21430)

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finding on complaints regarding the alleged behaviour of council members, committee members and candidates that have been elected.

4. Scope

This Policy applies where a complaint is made in accordance with the City of Kwinana Elected Members, Committee Members and Candidates – Code of Conduct.

Policy Provisions

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54. Definitions

Act means the *Local Government Act 1995*.

Behaviour Complaints Officer means the Chief Executive Officer, or such person authorised by the CEO to undertake the duties of a Behaviour Complaints Officer.

Breach means a breach of the Code of Conduct.

Candidate an individual is considered a Candidate when their nomination for election is accepted by a returning officer under section 4.49 of the Act. The Code of Conduct applies to the Candidate from that point in time. Any alleged behaviour breach may only be dealt with if the Candidate becomes an Elected Member.

Code of Conduct means the City of Kwinana Elected Members, Committee Members and Candidates – Code of Conduct.

Committee means a committee of Council, established in accordance with section 5.8 of the Act.

Committee Member includes any Elected Member, local government employee or unelected member of the community appointed by the Council to be a member of a Council committee.

Complainant means a person who has submitted a cComplaint in accordance with this Policy.

Complaint means a complaint submitted under the Code of Conduct.

Complaint Documents means the cComplaint fForm and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under the Code of Conduct.

Council means the Council of the City of Kwinana.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, workshops or briefings.

Elected Member means a person currently serving a term of office as an Elected Member of the Council in accordance with the Act.

Finding means a finding made in accordance with Code of Conduct as to whether a Breach has or has not occurred.

Independent Complaints Assessor means an independent party appointed in accordance with section 5.8 of the Act for the purpose of dealing with a cComplaint.

Plan means a Plan prepared and implemented under the Code of Conduct to address the behaviour of the person to whom the cComplaint relates, if a fFinding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

(D21/21430)

65. Policy statement

56.1 PRINCIPLESPrinciples

65.1.1 Procedural Fairness

The principles of procedural fairness will apply when dealing with a cComplaint:

- the Respondent will be afforded a reasonable opportunity to be heard prior to any findings being made;
- decisions are to be made in an objective and impartial manner with an absence of bias (or the perception of bias); and
- any findings made are to be based on proper and genuine consideration of the evidence.

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65.1.2 Consistency

Each Complainant and Respondent will be dealt with according to their circumstances and each cComplaint considered and determined on its merits. However, the City shall ensure consistent decision making in relation to a cComplaint, with similar circumstances resulting in similar decisions where appropriate.

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65.1.3 Confidentiality

To protect both the Complainant and Respondent, the City will take all reasonable steps to maintain confidentiality when dealing with a cComplaint. Information gained in the course of managing a cComplaint is to be managed in a secure manner and must not disclosed or used inappropriately.

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65.1.4 Accessibility

Information on how to make a cComplaint is available on the City's website, or alternatively from the City's Administration Building upon request.

Where required, the City shall provide assistance to complete a cComplaint fForm or otherwise to navigate the complaints process.

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65.2 ROLESRoles

65.2.1 Behaviour Complaints Officer

A cComplaint may be dealt with by the Behavioural Complaints Officer in instances where:

- in the view of the Behaviour Complaints Officer, the nature of the cComplaint is not serious or complex in nature;
- Alternative Dispute Resolution is either not appropriate given the nature of the complaint, it not agreed to by both parties, is terminated or does not achieve an agreed outcome; and
- the Behaviour Complaints Officer does not have a conflict of interest in relation to the cComplaint (or a perceived conflict of interest).

In undertaking their functions, the Behaviour Complaints Officer will apply the Principles of this Policy.

The authority of the Behaviour Complaints Officer includes the power to:

- Accept complaints and withdrawal of complaints;
- Dismiss a cComplaint in accordance with the Code of Conduct, providing reasons for such dismissal;
- Make a Finding as to whether an alleged cComplaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur;
- Where a Finding is made that a breach has occurred, determine:
  - To take no further action where appropriate; or
  - Prepare and implement a plan to address the behaviour of the person to whom the cComplaint relates.

65.2.2 Independent Complaints Assessor

The Independent Complaints Assessor is an impartial third party, appointed by the Behaviour Complaints Officer where:

- the cComplaint is sufficiently serious or complex in nature such that it warrants the appointment of an independent party to undertake assessment and/or make a Finding; or
- the cComplaint is not serious or complex in nature, however a conflict of interest (of the perception of a conflict of interest) preclude a Behaviour Complaints Officer from making a determination in relation to the complaint; and
- Alternative Dispute Resolution is either not appropriate given the nature of the complaint, is not agreed to by both parties, is terminated or does not achieve an agreed outcome.

Where a cComplaint is referred to an Independent Complaints Assessor, the Behaviour Complaints Officer is to provide the cComplaint dDocuments, the rResponse dDocuments and any relevant Local Government Records as attachments.

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In undertaking their functions, the Independent Complaints Assessor will apply the Principles of this Policy.

The Independent Complaints Assessor has authority to:

- Accept a withdrawal of complaint;
- Dismiss a cComplaint in accordance with the Code of Conduct, providing reasons for any such dismissal;
- Make a Finding as to whether an alleged cComplaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur;
- Where a fFinding is made that a breach has occurred, determine:
  - To take no further action, where appropriate; or
  - Prepare and implement a plan to address the behaviour of the person to whom the cComplaint relates.

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65.3 PROCEDUREProcedure

65.3.1 Making a Complaint

Any person may make a cComplaint alleging that an Elected Member, Committee Member or Candidate has behaved in a way that constitutes a breach of the Code of Conduct.

A cComplaint must be made within one month after the alleged Breach.

A cComplaint must be made by completing the Complaint Form in full and providing the completed forms to the Behaviour Complaints Officer.

A cComplaint must be made in accordance with the Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached. It must also include the name and contact details of the Complainant.

Where a Complaint Form omits required details, the Behaviour Complaints Officer will invite the Complainant to provide this information in order for the cComplaint to be progressed.

Where a cComplaint is made more than one month after the alleged breach, the Behaviour Complaints Officer will give the Complainant written notice that the cComplaint cannot be made.

65.3.2 Candidate Complaints

A cComplaint in relation to a Candidate must be made in accordance with the above ~~process, but~~process but cannot be dealt with unless the Candidate is subsequently elected as an Elected Member.

Within seven days after receiving a Candidate Complaint, the Behaviour Complaints Officer will provide written notice:

- To the Complainant confirming receipt and advising of the procedure for candidate complaints; and
- To the Respondent, including a summary of the complaint and advising of the procedure for candidate complaints.

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No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the cComplaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a cComplaint will be taken to commence on the election date.

If the Respondent is not elected, the Behaviour Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the cComplaint cannot be dealt with.

65.3.3 Withdrawing a Complaint

A Complainant may withdraw their cComplaint at any time before a Finding has been made in relation to the cComplaint.

A Complainant may withdraw a cComplaint by advising the Behaviour Complaints Officer or Independent Complaints Assessor (as appropriate) in writing that they wish to do so.

After receiving a written withdrawal of the cComplaint, the Behaviour Complaints Officer or Independent Complaints Assessor will take all necessary steps to terminate the process commenced under this Policy.

65.3.4 Notice to Complainant

Within seven days of receiving a cComplaint, the Behaviour Complaints Officer will provide written notice to the Complainant:

- confirming receipt of the cComplaint;
- outlining the process that will be followed and possible outcomes;
- explaining the application of confidentiality to the complaint;
- including a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

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If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will advise the Complainant of the process in accordance with Part 5.3.6 of this Policy.

65.3.5 Notice to Respondent

Within 14 days of receiving a cComplaint, the Behaviour Complaints Officer will provide written notice to the Respondent:

- advising that a cComplaint has been made and include a copy of the Complaint Documents as well as copy of this Policy;
- outlining the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- if applicable, advise that further information has been requested from the Complainant and will be provided in due course; or
- If applicable, advise that the matter has been referred to an Independent Complaints Assessor to be managed.

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If the Complainant has agreed to participate in Alternative Dispute Resolution, the Behaviour Complaints Officer will ask the Respondent if they are also agreeable to participating.

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65.3.6 Alternative Dispute Resolution

Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the cComplaint. Alternative Dispute Resolution requires the consent of both parties to the cComplaint and may not be appropriate in all circumstances.

To commence the process, the Behaviour Complaints Officer or Independent Complaints Assessor (as appropriate) will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the formal process will be paused.

The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the cComplaint, in accordance with Part 5.3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a cComplaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of the Facilitator or Mediator.

If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the cComplaint, the Behaviour Complaints Officer or Independent Complaints Assessor (as appropriate) will resume the formal process required under this Policy.

65.3.7 Order of Complaints

Complaints will normally be dealt with in the order in which they are received.

If more than one cComplaint is received that relates to the same alleged behaviour, the cComplaints may be progressed concurrently where appropriate.

65.3.8 Appointment of Independent Complaints Assessor

Where the Behaviour Complaints Officer it to appoint a suitably qualified and experience Independent Complaints Assessor, they will endeavour to do so within a reasonable period.

The Behaviour Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

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65.3.9 Search of Local Government Records

The Independent Complaints Assessor may request the Behaviour Complaints Officer to search for any relevant records in the City's Record Management System or Councillor emails.

In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting;
- the behaviour was dealt with by the person presiding at the meeting; and/or
- the Respondent has taken remedial action in accordance with the *Standing Orders Local Law 2019*.

The Independent Complaints Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant, copies must also be provided to the Respondent.

6.3.10 Assessment of the Complaint

~~5.3.10~~

The Respondent is to be provided with a reasonable opportunity to be heard before forming any opinions or recommendations.

If the behaviour that is the subject of the cComplaint is alleged to have occurred at a Council or Committee Meeting, the Behaviour Complaints Officer or Independent Complaints Assessor (as appropriate) will determine whether or not to dismiss the cComplaint.

If a cComplaint is dismissed, the Complainant and the Respondent must be given written notice of the decision and the reasons for the decision in accordance with the Code of Conduct. This concludes the process in relation to the cComplaint.

If the cComplaint is not dismissed, the Behaviour Complaints Officer or Independent Complaints Assessor (as appropriate) will consider the cComplaint and make a fFinding as to whether the alleged Breach that is the subject of the Ccomplaint has or has not occurred.

If it is determined that the alleged Breach **did not** occur, the Complainant and the Respondent are to be given written notice of the fFinding and the reasons for the fFinding ~~in~~. This concludes the process for the cComplaint.

If it is determined that the alleged breach **did** occur, the the Behaviour Complaints Officer or Independent Complaints Assessor (as appropriate) will decide whether to take no further action or prepare a plan to address the behaviour.

If the Behaviour Complaints Officer or Independent Complaints Assessor (as appropriate) decides to take no further action, the Complainant and the Respondent are to be given written notice of this decision and the reasons for the fFinding. This concludes the process for the cComplaint.

If the Behaviour Complaints Officer or Independent Complaints Assessor (as appropriate) decides to prepare a Plan, the Respondent is to be consulted prior. Any submissions made by the Respondent are to be considered before preparing and implementing such Plan.

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~~5.3.11~~ 6.3.11 Compliance with plan requirements

The Behaviour Complaints Officer will monitor the actions in timeframes set out in a Plan.

Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and the Code of Conduct.

The Behaviour Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

65.4 DECISION MAKINGDecision Making

65.4.1 Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 5.1 of this Policy.

~~5.4.2~~6.4.2 Dismissal

A cComplaint is to be dismissed where, in accordance with the Code of Conduct:

(a) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
(b) either —
  (i) the behaviour was dealt with by the person presiding at the meeting; or
  (ii) the Respondent has taken remedial action in accordance with the *Standing Orders Local Law 2019*.

~~5.4.3~~6.4.3 Finding

A fFinding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of the Code of Conduct.

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6.4.4 Action
~~5.4.4~~

In deciding whether to take no further action, or prepare and implement a Plan, the following is to be considered:

- the nature and seriousness of the breach(es);
- the Respondent's submission in relation to the contravention;
- whether the Respondent has breached the Code of Conduct knowingly or carelessly;
- whether the Respondent has breached the Code of Conduct on previous occasions;
- likelihood or not of the Respondent committing further breaches of the Code of Conduct;
- personal circumstances at the time of conduct;
- need to protect the public through general deterrence and maintain public confidence in Local Government; and
- any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

6.4.5 Plan Requirements
~~5.4.5~~

The Proposed Plan may include requirements for the Respondent to do one or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training; and/or
- take other action considered appropriate (e.g. an apology).

The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and/or
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

~~6. References~~

~~Date of adoption and resolution No.~~	~~28/07/2021 #470~~
~~Review dates and resolution No.~~	
~~Next review due date~~	~~2023~~
~~Related documents~~	~~City of Kwinana Elected Members, Committee Members and Candidates – Code of Conduct~~

OFFICER USE ONLY
Officers may amend this section without council approval

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Responsible Team	Governance and Legal
Initial Council adoption	Date: 28/07/2021 Ref#: 470
Reviewed/amended	Date: Ref#:
Next Review Date	Date: 2028
Policy Document Number	D21/21430(2)

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(D21/21430)

Council Policy

Legal Representation for Elected Members and ~~Officers~~Employees ~~– Costs Indemnification and Liability~~

Legal Representation for Elected Members and Officers – Costs Indemnification and Liability

Adopted:	24/04/1985 #348
Last reviewed:	27/09/2006 #519 28/04/2010 #105 11/07/2012 #163 08/04/2015 #427 27/06/2018 #215
Next review date due:	27/06/2020
Legal Authority:	Local Government Act Section 2.7 – The Role of Council
Directorate:	City Legal
Department:	Governance and Civic Services
Related documents:	Acts/Regulations Local Government Act 1995 Plans/Strategies Corporate Business Plan 2017 – 2022 Policies Nil Work Instructions Nil Other documents Nil

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

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Policy:

Title

Legal Representation for Elected Members and Officers – Costs Indemnification and Liability.

Legislation/local law requirements	Local Government Act 1995 s2.7 – The Role of Council
Relevant Delegation	N/A
Related policy procedures and documents	

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Introduction

In today's society there is an increased risk of legal action being taken or threatened against individual Elected Members and employees.
For example, Elected Members or employees may be threatened with legal action when an aggrieved party believes that they will not, or have not, carried out their legislative functions or responsibilities in the correct and appropriate manner. Legal action may also be threatened where it is anticipated that such action will influence a vote or a recommendation.

Elected Members and employees may feel inhibited in undertaking their roles in a full, frank and frank, and impartial manner if they do not have an assurance that they are protected from threats and will be given proper legal representation if any legal action is taken against them. Local Governments have a legislative duty of care to their employees to provide a safe working environment and morally have the same duty to Elected Members. Accordingly, it is appropriate and prudent for the City to assist Elected Members and employees by adopting a policy to fund or partly fund the cost of providing legal representation in appropriate circumstances.

Purpose

The purpose of this policy is to provide Elected Member and staff with the confidence to undertake their role in an impartial manner with the assurance they have appropriate legal representation if any legal action is taken against them.

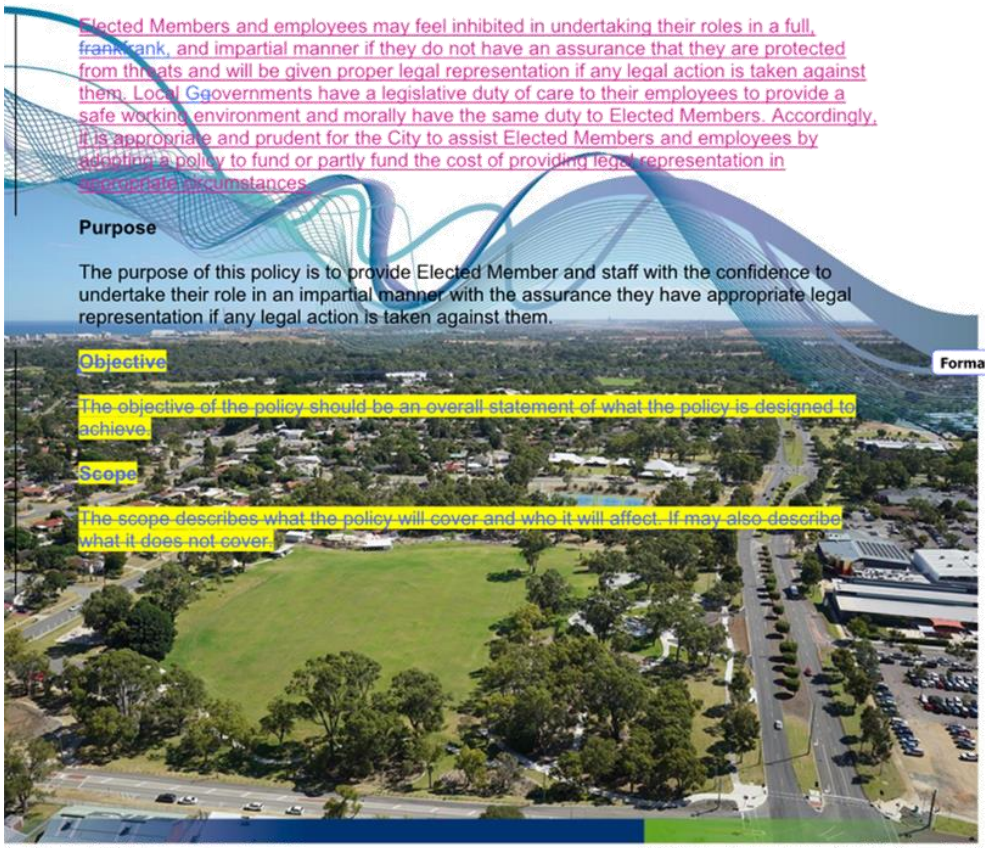
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Objective

The objective of the policy should be an overall statement of what the policy is designed to achieve.

Scope

The scope describes what the policy will cover and who it will affect. It may also describe what it does not cover.



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Policy Provisions

Definitions

~~***Legal practitioner*** means;~~

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~~(a) an Australian legal practitioner is an Australian lawyer who holds a current local practising certificate or a current interstate practising certificate; and~~

~~(b) a local legal practitioner is an Australian lawyer who holds a current local practising certificate; and~~

~~(c) an interstate legal practitioner is an Australian lawyer who holds a current interstate practising certificate, but not a local practising certificate.~~

Approved lawyer is to be –

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(a) a 'certified practitioner' under the Legal Profession Uniform Law;

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~~(a)~~(b) from a law firm listed as a WALGA preferred supplier, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and; ~~and~~

~~(b)~~(c) approved in writing by the Council or the Chief Executive Officer under delegated authority;

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~~***committee member*** means a non-elected member or former non-elected member of a committee of Council;~~

Elected Member means a current or former ~~Commissioner,~~ Elected Member or a committee member of the City ~~of Kwinana~~.

employee means a current or former employee of the City ~~of Kwinana~~;

~~**OFFICER USE ONLY**~~

~~Officers may amend this section without council approval.~~

~~Responsible Team~~	
~~Initial Council adoption~~	~~Date: <initial adoption date> Ref#: <CM Ref>~~
~~Reviewed/amended~~	~~Date: <approval date> Ref#: <CM Ref>~~
~~Next Review Date~~	~~Date: <next review date>~~
~~Policy Document Number~~	~~D**/***~~

legal proceedings may be civil, criminal or investigative;

legal representation is the provision of legal services, to or on behalf of an Elected Member or employee, by an approved lawyer ~~/ legal practitioner~~ in respect of:~~—~~

(a) a matter arising from the performance of the functions of the Elected Member or employee; and

(b) legal proceedings involving the Elected Member or employee that have been, or may be, commenced.

legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

legal services includes advice, representation or documentation that is provided by an approved lawyer ~~/ legal practitioner~~.

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Policy

1.1. Payment Criteria

1.1.1 There are four major criteria for determining whether the city/town/shire will pay the legal representation costs of a council member or employee.

These are:

1. the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
2. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
3. in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
4. the legal representation costs do not relate to a matter that is of a personal or private nature.

~~1.1.~~1.2. **Examples of Legal Representation Costs that may be Approved**Approved

~~1.1.1~~1.2.1 If the criteria in clause ~~1.13~~ of this policy are satisfied, the City may approve the payment of legal representation costs –

1. where proceedings are brought against an Elected Member or employee in connection with his or her functions – for example, an action for negligence arising out of a decision made or action taken by the Elected Member or employee; or

2. to enable proceedings to be commenced and/or maintained by an Elected Member or employee to permit him or her to carry out his or her functions – for example where an Elected Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Elected Member or employee; or

2.

3. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community by publicly making adverse personal comments about an Elected Member or employees.

~~1.1.2~~1.2.2 The City will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a

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negligence action, instituted by an Elected Member or employee.

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~~1.2.~~1.3. **Application for Payment**

~~1.2.1~~1.3.1 An Elected Member or employee who seeks assistance under this policy is to make an application(s), in writing, to the Council or the Chief Executive Officer.

~~1.2.2~~1.3.2 The written application for payment of legal representation costs is to provide details of~~:—~~

~~1.~~ the matter for which legal representation is sought;

~~2.~~ how that matter relates to the functions of the Elected Member or employee making the application;

1.

~~3.~~ the ~~legal practitioner /~~ lawyer (or law firm) who is to be asked to provide the legal representation;

2.

~~4.~~3. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document ~~etc~~etc.);

~~5.~~4. an estimated cost of the legal representation; and

~~6.~~5. why it is in the interests of the City for payment to be made.

~~1.2.3~~1.3.3 The application is to contain a declaration by the applicant that he or she has acted in good ~~faith, and~~faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

~~1.2.4~~1.3.4 As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

~~1.2.5~~1.3.5 The application is to be accompanied by a signed written statement ~~signed~~ by the applicant confirming that he or she~~:—~~

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~~1.~~ has read, and understands, the terms of this policy;

1.

2. acknowledges that any approval of the legal representation costs is conditional on the repayment provisions of clause 1.7 and any other conditions to which the ~~there may be conditions to which the~~ approval is subject to; and

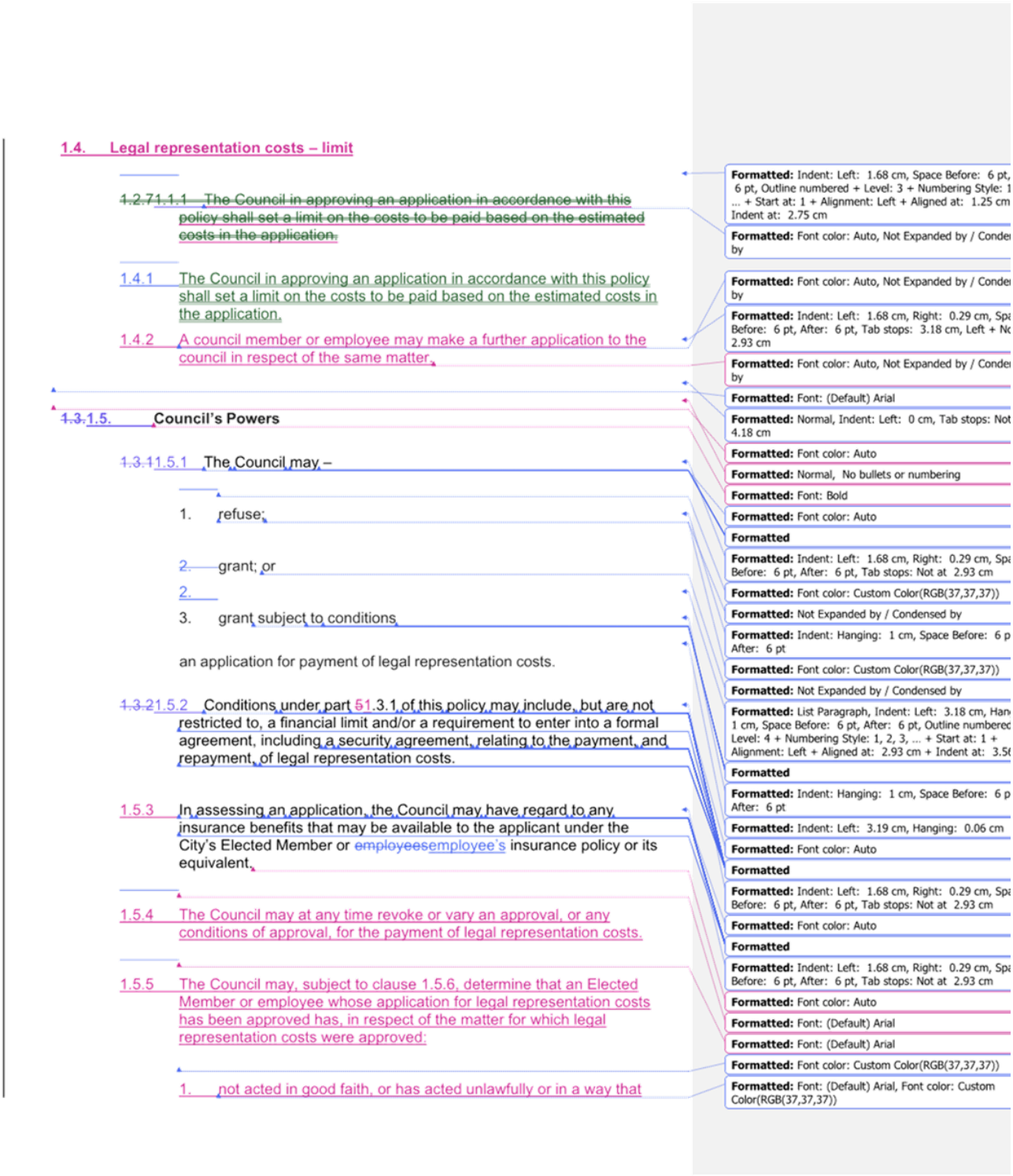
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3. undertakes to repay the City any legal representation costs in accordance with the provisions of clause ~~5.7~~1.7 ~~of this policy~~.

1.3.6 In relation to clause 1.3.5(3), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.

~~1.2.6~~1.3.7 An application is also to be accompanied by a report prepared by the Chief Executive Officer or, where the Chief Executive Officer is the applicant, by an appropriate employee~~the City's Lawyer~~.

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1.4. Legal representation costs – limit

~~1.2.71.1.1~~ ~~The Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.~~

1.4.1 The Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

1.4.2 A council member or employee may make a further application to the council in respect of the same matter.

~~1.3.~~1.5. **Council's Powers**

~~1.3.1~~1.5.1 The Council may –

1. refuse;

2. ~~2.~~ grant; or

3. grant subject to conditions

an application for payment of legal representation costs.

~~1.3.2~~1.5.2 Conditions under part ~~5~~1.3.1 of this policy may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

1.5.3 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the City's Elected Member or ~~employees~~employee's insurance policy or its equivalent.

1.5.4 The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

1.5.5 The Council may, subject to clause 1.5.6, determine that an Elected Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

1. not acted in good faith, or has acted unlawfully or in a way that

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constitutes improper conduct; or

2. given false or misleading information in respect of the application.

1.5.6 A determination under clause 1.5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

~~1.3.3~~1.5.7 Where the Council makes a determination under clause 1.5.5, the legal representation costs paid by the City are to be repaid by the Elected Member or employee in accordance with clause 1.7.

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~~1.4.~~1.6. **Delegation to Chief Executive Officer**

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In cases where a delay in the approval of an application would be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of the Council, any of the powers of the Council under clauses 1.35.1 and ~~5.~~1.5.2 of this policy, to a maximum of $10,000 in respect of each application.

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1.6.1

~~1.4.1 , unless the applicant is the Chief Executive Officer, in which case approval must be by Council (refer to Delegation 1.3).~~

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1.6.2 An application approved by the Chief Executive Officer under clause ~~part 5~~1.46.1 ~~of this policy,~~ is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this policy, including its powers under clause 1.5.4 ~~for noting~~.

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~~1.4.2~~

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~~1.5.~~ **Repayment of Legal Representation Costs**
1.7.

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1.7.1 An Elected Member or employee whose legal representation costs have been paid by the City is to repay the City:

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all or part of those costs – in accordance with a determination by the council under clause 1.5.7;

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~~1.5.12.~~ as much of those costs as are available to be paid by way of set-off – where ~~an~~ the Elected Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City has paid the legal representation costs.

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~~1.5.2~~1.7.2 The City may take action in a court of competent jurisdiction to recover any monies due to it under ~~clause 5.5 of~~ this policy.

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OFFICER USE ONLY
Officers may amend this section without council approval.

Responsible Team	Governance and Legal
Initial Council adoption	Date: ~~<initial adoption date>~~September 2006 Ref#: #519~~<CM Ref>~~
Reviewed/amended	Date: ~~<approval date>~~February 2024 Ref#: ~~<CM Ref>~~
Next Review Date	Date: February 2028~~<next review date>~~
Policy Document Number	D13/64390[v3]~~**/***~~

~~**2. Financial/Budget Implications**~~

~~**2.1. Legal Representation Costs - Limit**~~

~~2.1.1 The Council in approving an application in accordance with this policy is to set a limit on the costs to be paid based on the estimated costs in the application.~~

~~2.1.2 An Elected Member or employee may make a further application to Council in respect of the same matter.~~

~~6.2 Payment of legal representation~~

~~Payment by the City of Kwinana of legal representation costs may be either by –~~

~~(a) a direct payment to the approved lawyer / legal practitioner (or the relevant firm); or~~

~~(b) a reimbursement to the Elected Member or employee.~~

~~**3. Asset Management Implications**~~
~~There are no specific asset management implications associated with this policy.~~

~~**4. Environmental Implications**~~
~~There are no specific environmental implications associated with this policy.~~

~~**5. Strategic/Social Implications**~~
~~Corporate Business Plan 2016 - 2021~~
~~5.1 An active and engaged Local Government, focused on achieving the community's vision~~
~~5.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision~~

~~**6. Occupational Safety and Health (OSH) Implications**~~
~~There are no specific OSH implications associated with this policy.~~

~~**7. Risk Assessment**~~
~~A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not providing an adequate policy to address the circumstances for which legal representation costs will be paid would result in a risk rating of moderate.~~
~~It is assessed that the risk rating following the implementation of this policy would result in a risk rating of low.~~

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City of Kwinana

Council Policy

Legal Representation for Elected Members and Employees



Legislation/local law requirements	Local Government Act 1995 s2.7 – The Role of Council
Relevant Delegation	N/A
Related policy procedures and documents	

Introduction

In today's society there is an increased risk of legal action being taken or threatened against individual Elected Members and employees. For example, Elected Members or employees may be threatened with legal action when an aggrieved party believes that they will not, or have not, carried out their legislative functions or responsibilities in the correct and appropriate manner. Legal action may also be threatened where it is anticipated that such action will influence a vote or a recommendation.

Elected Members and employees may feel inhibited in undertaking their roles in a full, frank, and impartial manner if they do not have an assurance that they are protected from threats and will be given proper legal representation if any legal action is taken against them. Local Governments have a legislative duty of care to their employees to provide a safe working environment and morally have the same duty to Elected Members. Accordingly, it is appropriate and prudent for the City to assist Elected Members and employees by adopting a policy to fund or partly fund the cost of providing legal representation in appropriate circumstances.

Purpose

The purpose of this policy is to provide Elected Member and staff with the confidence to undertake their role in an impartial manner with the assurance they have appropriate legal representation if any legal action is taken against them.

Policy Provisions

Definitions

Approved lawyer is to be –

(a) a 'certified practitioner' under the Legal Profession Uniform Law;

(b) from a law firm listed as a WALGA preferred supplier, unless the council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and

(c) approved in writing by the Council or the Chief Executive Officer under delegated authority;

Elected Member means a current or former Elected Member or a committee member of the City.

employee means a current or former employee of the City;

legal proceedings may be civil, criminal or investigative;

legal representation is the provision of legal services, to or on behalf of an Elected Member or employee, by an approved lawyer in respect of:

(a) a matter arising from the performance of the functions of the Elected Member or employee; and

(b) legal proceedings involving the Elected Member or employee that have been, or may be, commenced.

legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

legal services includes advice, representation or documentation that is provided by an approved lawyer.

Policy

1.1. Payment Criteria

1.1.1 There are four major criteria for determining whether the city/town/shire will pay the legal representation costs of a council member or employee.

These are:

1. the legal representation costs must relate to a matter that arises from the performance, by the council member or employee, of his or her functions;
2. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
3. in performing his or her functions, to which the legal representation relates, the council member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
4. the legal representation costs do not relate to a matter that is of a personal or private nature.

1.2. Examples of Legal Representation Costs that may be Approved.

1.2.1 If the criteria in clause 1.1 of this policy are satisfied, the City may approve the payment of legal representation costs –

1. where proceedings are brought against an Elected Member or employee in connection with his or her functions – for example, an action for negligence arising out of a decision made or action taken by the Elected Member or employee; or
2. to enable proceedings to be commenced and/or maintained by an Elected Member or employee to permit him or her to carry out his or her functions – for example where an Elected Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Elected Member or employee; or
3. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community by publicly making adverse personal comments about an Elected Member or employees.

1.2.2 The City will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by an Elected Member or employee.

1.3. Application for Payment

1.3.1 An Elected Member or employee who seeks assistance under this policy is to make an application(s), in writing, to the Council or the Chief Executive Officer.

1.3.2 The written application for payment of legal representation costs is to provide details of:

1. the matter for which legal representation is sought; how that matter relates to the functions of the Elected Member or employee making the application;
2. the lawyer (or law firm) who is to be asked to provide the legal representation;
3. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.);
4. an estimated cost of the legal representation; and
5. why it is in the interests of the City for payment to be made.

1.3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

1.3.4 As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

1.3.5 The application is to be accompanied by a signed written statement by the applicant confirming that he or she:

1. has read, and understands, the terms of this policy;
2. acknowledges that any approval of the legal representation costs is conditional on the repayment provisions of clause 1.7 and any other conditions to which the approval is subject to; and
3. undertakes to repay the City any legal representation costs in accordance with the provisions of clause 1.7.

1.3.6 In relation to clause 1.3.5(3), when a person is to be in receipt of such monies the person should sign a document which requires repayment of those monies to the local government as may be required by the local government and the terms of the policy.

1.3.7 An application is also to be accompanied by a report prepared by the Chief Executive Officer or, where the Chief Executive Officer is the applicant, by an appropriate employee.

1.4. Legal representation costs – limit

1.4.1 The Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

1.4.2 A council member or employee may make a further application to the council in respect of the same matter.

1.5. Council's Powers

1.5.1 The Council may –

1. refuse;
2. grant; or
3. grant subject to conditions

an application for payment of legal representation costs.

1.5.2 Conditions under part 1.3.1 of this policy may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

1.5.3 In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the City's Elected Member or employee's insurance policy or its equivalent.

1.5.4 The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

1.5.5 The Council may, subject to clause 1.5.6, determine that an Elected Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

1. not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
2. given false or misleading information in respect of the application.

1.5.6 A determination under clause 1.5.5 may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

1.5.7 Where the Council makes a determination under clause 1.5.5, the legal representation costs paid by the City are to be repaid by the Elected Member or employee in accordance with clause 1.7.

1.6. Delegation to Chief Executive Officer

1.6.1 In cases where a delay in the approval of an application would be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of the Council, any of the powers of the Council under clauses 1.5.1 and 1.5.2 of this policy, to a maximum of $10,000 in respect of each application.

1.6.2 An application approved by the Chief Executive Officer under clause 1.6.1 is to be submitted to the next ordinary meeting of the Council. Council may exercise any of its powers under this policy, including its powers under clause 1.5.4.

1.7. Repayment of Legal Representation Costs

1.7.1 An Elected Member or employee whose legal representation costs have been paid by the City is to repay the City:

1. all or part of those costs – in accordance with a determination by the council under clause 1.5.7;
2. as much of those costs as are available to be paid by way of set-off – where the Elected Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City has paid the legal representation costs.

1.7.2 The City may take action in a court of competent jurisdiction to recover any monies due to it under this policy.

OFFICER USE ONLY
Officers may amend this section without council approval.

Responsible Team	Governance and Legal	
Initial Council adoption	Date: September 2006	Ref#: #519
Reviewed/amended	Date: February 2024	Ref#: <CM Ref>
Next Review Date	Date: February 2028	
Policy Document Number	D13/64390[v3]	

Council Policy

Local Commercial Support Grants



Council Policy	
Legal Authority	Insert the Act/Regulation and section/clause for which this Policy may be made.
Department	~~Insert name of relevant department~~Economic Development & Advocacy

1. Title
Local Commercial Support Grants

2. Purpose
The City of Kwinana recognises that the businesses in Kwinana play an important role in the quality of life of the community. The continued role of our shopping precincts support the vitality of our City and are an important source of employment for local residents, acknowledge that Kwinana is home to a large number of home based businesses. The purpose of these grants ~~are~~is to encourage investment in local business that will support their sustained growth. The grant funds will be allocated on a competitive basis via ~~and~~an Expression of Interest (EOI) process.

3. Scope

The policy applies to retail and home based businesses within the City of Kwinana that meet the eligibility criteria of the Policy.

The Policy shall be reviewed following a period of three years. Funding for the program is subject to annual budget allocations as determined by Council.

4. Definitions
Retail Business means – an approved shop, local shop, liquor store, health studio, eating house, fish shop, tavern, showroom or trade display as defined in the City of Kwinana Local Planning Scheme No.2.
Home Based Business – a business that is operated from the dwelling/private residence of the business owner.

5. ~~Policy statement~~ Funding and assessment

A selection panel comprised of two City Officers from the Economic Development Department will assess applications against the eligibility criteria for the Local Support Grants program. The Chief Executive Officer or their delegate will approve the applications. ~~The Policy also requires the formation of a selection panel comprised of three elected members, and two City Officers to be appointed by the CEO, who will assess the applications against the eligibility assessment criteria for the Local Commercial Support Grants program.~~

5.1 The following expenses will be considered for grant funding for Retail Businesses under this Policy:

Commented [LS1]: This change to assessment refle the existing Community Funding Policy for Placemak Grants (Community Projects) D20/45003 where fundi is available up to $1000 per project.

5.1.1 The removal and replacement of obtrusive security features to make the property more inviting, while providing the necessary security;

5.1.2 External improvements permanently affixed to the property (permanent outdoor signage is an eligible expense) or works directly upon the external premises (must have building owner's written consent);

5.1.3 Enhanced public realm (for which a broad definition shall apply) and will include, but not be limited to, improvements or creation of alfresco areas or enhanced landscaping, such as a flower bed;

5.1.4 The development of websites with e-commerce functions such as sales or booking features.

5.1.5 Installation of security features such as lighting, CCTV or alarm systems.

5.1.6 Any other project, that in the opinion of the selection panel, is consistent with the intent of the policy (for example, professional or business development).

5.2 The following expenses will be considered for grant funding for Home Based Businesses under this Policy:

5.2.1 The development of websites or smart phone applications with e-commerce functions such as sales or booking features.

5.2.2 Any other project, that in the opinion of the selection panel, is consistent with the intent of the policy (for example, professional development, business or social media training).

5.3 In order to be eligible for a grant, a business must meet the following criteria:

5.3.1 Applications are to a maximum contribution of $1000 (plus GST) from the City of Kwinana.

5.3.2 Have ownership of the premise or a lease for at least 12 months from the time of approval, or demonstrate an ongoing rental arrangement confirmed in writing by the owner of the property, that is acceptable to the panel;

5.3.3 Have all current, or be able to obtain, insurances, permits and licences for business operation, including being registered by the City of Kwinana and holding an ABN. These approvals must be obtained prior to any application being approved;

5.3.4 Have all current, or be able to obtain, insurances, permits and licences for the works proposed. These approvals must be obtained prior to any funds being dispersed;

5.3.5 All grant applications must have a written quote for the work. Grants will not be given for works already undertaken. (Disbursement of grant funding will only occur on receipt of final paid invoice);

5.3.6 The grant will not fund operational expenses such as wages, stock or marketing;

5.3.7 The applicant must be the owner-operator of that business location (franchises are eligible);

5.3.8 The project must be complete three months from project approval unless otherwise approved by the City;

5.3.9 Goods or services should be procured from businesses within the City of Kwinana (unless exceptional circumstances preclude this);

5.3.10 The applicant or owner not be a member of Council or an employee of the City, or a closely associated person of a Councillor or employee of the City, as defined in Section 5.62 of the Local Government Act 1995; and

5.3.11 Successful applicants must enter into an agreement with the City. The agreement must include the following information:

- agreement to allow the City to promote the program, the City's support and the outcomes through the City's media;
- agreed scope of benefits to the business and the community;
- acquittal of funding; and
- provision to the City, on a date determined within the agreement, of the achieved benefit as a result of the grant funding.

5.4 The Local Commercial Support Grant funds will be distributed based upon merit with evaluation based upon:

5.4.1 The leveraging of private funds as a result of the grant;

5.4.2 The goods or services being procured from businesses within the City of Kwinana;

5.4.3 The extent to which the proposal brings new products or services to the community;

5.4.4 The extent to which the proposal demonstrates financial viability or sound management;

5.4.5 The extent to which the project is ready to be implemented (investment ready);

5.4.6 The equal distribution of the funds based upon geographic location (to the degree that this is practical based upon quality of submissions);

5.4.7 The maximum grant allocated to an individual project will be $1,000;

5.4.8 Preference will be given to applicants who have not received funding from previous grants from the City;

5.4.9 Preference will be given to applications that focus on the external aesthetics of the premises and the amenity of the area.

5.4.10 An evaluation matrix is included in Appendix One.

5.5 Where a proposal indicates procurement of products from outside the boundaries of the City of Kwinana, the City may approve the application conditional on procuring the goods and services, in part or in full, from businesses within the City of Kwinana, where goods or services of a similar price and quality are available.

6. References

Date of adoption and resolution No.	~~25 March 2020 #118~~
Review dates and resolution No.	~~23 March 2022 #088~~
Next review due date	~~2024~~ January 2026
Related documents	**Acts/Regulations** *Local Government Act 1995* **Plans/Strategies/Policies/Processes** Strategic Community Plan 2019 – 2029 Corporate Business Plan 2019 – 2024

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

D21/13561[~~v2~~v3]

Appendix One

Evaluation Matrix

Each application will be scored by the *Commercial Support Grant Panel* by the following evaluation matrix. All scores will then be added to create a final score to rank applications.

Criteria	Maximum Score
The leveraging of private funds as a result of the grant	20
Goods or services procured from businesses within City of Kwinana	30
The extent to which the proposal brings new products or services to the community;	10
The extent to which the proposal demonstrates financial viability or sound management;	10
The extent to which the project is ready to be implemented (investment ready);	10
The extent to which the project improves the amenity of an area;	10
The equal distribution of the funds based upon geographic location (to the degree that this is practical based upon quality of submissions);	10
SUBTOTAL	
If no previous grant secured in previous round	+20% OF SUBTOTAL
If outcome is focused on external aesthetics	+20% OF SUBTOTAL
TOTAL	

18.2 MONTHLY FINANCIAL REPORT JANUARY 2024

SUMMARY

The Monthly Financial Reports has been prepared and includes the monthly financial variance between actual and budget for the period ending 31 January 2024.

OFFICER RECOMMENDATION

That Council:

1. **Accepts the Monthly Statements of Financial Activity for the period ended 31 January 2024, as detailed at Attachment A; and**

2. **Accepts the explanations for material variances for the period ended 31 January 2024, as detailed at 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 January 2024 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 January 2023 is $32,785,259 compared to a budget position of $26,211,407. This is considered a satisfactory result for the City as it is maintaining a robust budget surplus position.

Revenue
Income for January 2024 period year to date is $64,477,879 compared to the current budget estimated income of $64,915,615, a variance of $437,737. Included in income is revenue from capital grants, subsidies, and contributions. Further details clarifying this variance is explained in Note 1 at Attachment A.

Expenditure
The total spending for January 2024 amounted to $46,880,377, resulting in a variance of $7,524,029 compared to the current budget of $54,504,406. This actual expenditure comprises both operating expenses and capital expenses as listed below:

- Expenditure from operating activities was $42,223,023.
- Payment for capital acquisitions was $4,657,354.

Detail of all significant variances for both revenue and expenditure against the current budget for the January 2024 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. Monthly Financial Report January 2024

City of Kwinana

Monthly Financial Report



CITY OF KWINANA

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 January 2024

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

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STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

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	4,315,277	4,315,277	**4,315,277**	0	0.0%	
Revenue from operating activities								
Rates	5	48,733,255	49,554,716	49,379,716	**49,326,015**	(53,701)	(0.1%)	
Operating grants, subsidies and contributions	9	3,577,697	1,937,511	1,144,223	**1,143,487**	(737)	(0.1%)	
Fees and charges		13,482,258	14,024,868	11,094,984	**11,431,723**	336,740	3.0%	
Interest earnings		3,166,112	3,437,826	1,978,792	**1,453,635**	(525,157)	(26.5%)	▼
Other revenue		506,909	1,086,713	594,091	**523,585**	(70,506)	(11.9%)	▼
Profit on disposal of assets		43,537	74,505	48,258	**0**	(48,258)	(100.0%)	
		69,509,767	**70,116,139**	**64,240,064**	**63,878,445**	(361,619)		
Expenditure from operating activities								
Employee costs		(29,903,156)	(30,002,779)	(17,400,703)	**(16,676,743)**	723,960	4.2%	
Materials and contracts		(26,444,818)	(27,537,200)	(15,305,131)	**(14,270,787)**	1,034,344	6.8%	
Utility charges		(2,689,795)	(2,716,795)	(1,519,438)	**(1,280,131)**	239,307	15.7%	▲
Depreciation on non-current assets		(18,086,055)	(18,086,055)	(10,550,199)	**(8,911,538)**	1,638,660	15.5%	▲
Interest expenses		(597,785)	(597,785)	(313,132)	**(313,095)**	37	0.0%	
Insurance expenses		(741,288)	(728,922)	(714,687)	**(709,771)**	4,916	0.7%	
Other expenditure		(113,600)	(77,600)	(43,153)	**(60,959)**	(17,806)	(41.3%)	
Loss on disposal of assets		(108,836)	(109,791)	(58,000)	**0**	58,000	100.0%	▲
		(78,685,332)	**(79,856,928)**	**(45,904,442)**	**(42,223,023)**	3,681,420		
Non-cash amounts excluded from operating activities	2	18,151,354	17,864,222	10,540,457	**8,976,125**	(1,564,332)	(14.8%)	▼
Amount attributable to operating activities		**8,975,789**	**8,123,433**	**28,876,078**	**30,631,547**	1,755,468		
Investing activities								
Grants, Subsidies and Contributions	10	3,890,976	3,972,281	675,551	**599,433**	(76,118)	(11.3%)	
Proceeds from disposal of assets		529,500	1,056,500	835,237	**794,263**	(40,974)	(4.9%)	
Self-Supporting Loan Principal Received		22,757	19,062	11,120	**11,080**	(40)	(0.4%)	
Payments for capital acquisitions	6	(13,229,599)	(13,848,052)	(8,499,964)	**(4,657,354)**	3,842,610	45.2%	▲
		(8,786,366)	**(8,800,209)**	**(6,978,057)**	**(3,252,577)**	3,725,479		
Non-cash amounts excluded from investing activities	2	205,618	446,060	0	**2,842,116**	2,842,116	0.0%	
Amount attributable to investing activities		**(8,580,747)**	**(8,354,148)**	**(6,978,057)**	**(410,461)**	6,567,595		
Financing Activities								
Repayment of debentures	7	(2,240,025)	(2,240,025)	0	**(1,107,812)**	(1,107,812)	0.0%	▼
Payments for principal portion of lease liabilities		(112,839)	(112,839)	(1,892)	**(3,926)**	(2,034)	(107.5%)	
Transfer from reserves	8	7,405,784	7,428,878	0	**49,646**	49,646	0.0%	
Transfer to reserves	8	(6,581,129)	(9,116,928)	0	**(689,012)**	(689,012)	0.0%	▼
Amount attributable to financing activities		**(1,528,209)**	**(4,040,914)**	**(1,892)**	**(1,751,104)**	(1,749,212)		
Closing funding surplus / (deficit)		**0**	**43,647**	**26,211,407**	**32,785,259**	6,573,852		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Budget data as per the adopted materiality threshold.
Refer to Note 1 for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2024

	NOTE	Closing 30 June 2023	Current Month 31 January 2024	This Time Last Year 31 January 2023
		$	$	$
CURRENT ASSETS				
Cash and cash equivalents	3	6,451,840	18,516,825	22,501,761
Other financial assets - Term Deposits	3	69,433,846	77,304,205	64,955,412
Other financial assets - Banksia Park Deferred Mgmt Fees		276,305	276,305	246,014
Other financial assets - Self Supporting Loans		19,062	19,062	18,444
Rates receivable	4	1,861,815	12,413,032	12,650,570
Other receivables *(incl. allowance for impairment)*	4	1,999,384	2,034,082	320,948
Other assets		1,827,786	(188,894)	274,451
TOTAL CURRENT ASSETS		81,870,038	110,374,616	100,967,599
NON-CURRENT ASSETS				
Trade and other receivables		971,005	895,081	892,918
Other financial assets - Banksia Park Deferred Mgmt Fees		3,280,749	3,280,749	2,907,226
Other financial assets - Local Govt House Trust		142,607	142,607	136,156
Other financial assets - Self Supporting Loans		177,351	166,271	185,692
Property, plant and equipment		177,464,654	178,247,631	142,236,547
Infrastructure		613,099,346	608,030,621	610,401,491
Investment property		1,012,000	1,012,000	570,000
Intangible assets		276,532	431,541	5,107,087
Right of use assets		267,889	183,225	391,339
TOTAL NON-CURRENT ASSETS		796,692,133	792,389,726	762,828,457
TOTAL ASSETS		878,562,172	902,764,342	863,796,057
CURRENT LIABILITIES				
Trade and other payables		7,697,275	7,349,876	6,298,376
Banksia Park Unit Contributions		18,279,975	18,279,975	16,100,000
Contract and other liabilities		1,475,543	2,456,240	2,871,698
Lease liabilities		146,163	142,237	6,235
Borrowings	7	2,208,899	1,101,088	1,578,617
Employee related provisions		4,813,269	4,824,553	5,167,339
TOTAL CURRENT LIABILITIES		34,621,124	34,153,968	32,022,265
NON-CURRENT LIABILITIES				
Other liabilities (Developer Contributions)		41,010,766	42,628,862	39,805,539
Lease liabilities		105,667	105,667	371,179
Borrowings	7	11,383,241	11,383,241	13,156,541
Employee related provisions		618,902	618,902	600,829
TOTAL NON-CURRENT LIABILITIES		53,118,577	54,736,672	53,934,088
TOTAL LIABILITIES		87,739,701	88,890,641	85,956,353
NET ASSETS		790,822,471	813,873,701	777,839,704
EQUITY				
Retained surplus		216,771,564	239,183,428	246,222,070
Reserves - cash/financial asset backed	8	69,260,960	69,900,326	65,411,494
Revaluation surplus		504,789,947	504,789,947	466,206,141
TOTAL EQUITY		790,822,471	813,873,701	777,839,704

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 1
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 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				
Rates	(53,701)	(0%)	Timing	Timing variance on interim rates.
Operating Grants, Subsidies and Contributions	(737)	(0%)	Permanent/Timing	Refer Note 9.
Fees and Charges	336,740	3%	Permanent/Timing	Fees and charges income higher than anticipated; budget to be adjusted in March budget review: $76K Community facilities planning other hire fees. $96K Recquatic swimming lesson fees. $45K Building services permit fees. The following budget variances are due to timing: $49K Planning & Development zoning, development approval, reports/structure fees. $160K Banksia Park Operational Work. ($92K) Koorliny Arts Centre Management ticket sales.
Interest Earnings	(525,157)	(27%)	Permanent/Timing	Interest income less than budget. Budget to be adjusted in March budget review.
Other Revenue	(70,506)	(12%)	Permanent/Timing	Variances to be adjusted in March budget review: $57K PSWMA reimbursements (timing). $49K Rates legal fees recovery (timing). $28K Container deposit scheme (permanent). ($15K) Private works to be offset with expenditure. ($27K) Long services leave reimbursement to offset with expenditure.
Profit on Disposal of Assets	(48,258)	(100%)	Timing	
Expenditure from operating activities				
Employee Costs	723,960	4%	Permanent/Timing	$18K workers compensation premium savings. $56K timing variance on FBT. $115k other employee costs not yet expended. $247K staff vacancies offset by use of temporary staff. $352K savings due to vacant positions across the organisation. $342K timing variance on depot outside staff oncost. ($387K) long service leave expenses was not budgeted. Budget to be reviewed in March budget review.

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	1,034,344	7%	Permanent/Timing	The following budgets have not been expended as at 31 January 2024: $247K asset management, economic development, engineering services, community facilities planning and strategic planning consultants not yet required. $120K for essential services contractor mitigation works, to be expended in Q4. $53K Rates legal fees not yet required. $37K for Environment & Health mosquito management (CLAG) budget not required. Budget to be transferred to reserve for future use. The following budget variances are due to timing: $130K Executive management consultants budget and PSWMA contribution. $23K for financial audit and valuation fees. $168K for community engagement events, grants and donations. $214K Thomas Road artwork commence in February 2024. ($34K) IT software and hardware expenses incurred earlier than budgeted. ($282K) City Operations contractor expenses incurred earlier than budgeted.
Utility Charges	239,307	16%	Permanent/Timing	Budget to be reviewed in March budget review.
Depreciation on Non-Current Assets	1,638,660	16%	Permanent/Timing	Variance due to monthly depreciation process still in progress. Budget to be reviewed in March budget review.
Interest Expenses	37	0%	No Material Variance	
Insurance Expenses	4,916	1%	No Material Variance	
Other Expenditure	(17,806)	(41%)	Timing	Koorliny Arts Centre performance show commissions to be reviewed in March budget review.
Loss on Disposal of Assets	58,000	100%	Timing	
Investing activities				
Non-Operating Grants, Subsidies and Contributions	(76,118)	(11%)	Permanent/Timing	Refer note 10.
Reimbursement of Developer Contributions	0	0%	No Material Variance	
Proceeds from disposal of assets	(40,974)	(5%)	No Material Variance	
Self-Supporting Loan Principal	(40)	(0%)	No Material Variance	
Purchase of Right of Use assets	0	0%	No Material Variance	
Payments for capital acquisitions	3,842,610	45%	Permanent/Timing	Refer note 6.
Financing activities				
Proceeds from new debentures	0	0%	No Material Variance	
Repayment of debentures	(1,107,812)	0%	Timing	Timing variance.
Payments for principal portion of lease liabilities	(2,034)	(108%)	No Material Variance	
Transfer from reserves	49,646	0%	Timing	
Transfer to reserves	(689,012)	0%	Timing	Timing variance on interest earnings. Detail, refer to note 8.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 2
NET CURRENT FUNDING POSITION

	Notes	Last Years Closing 30 June 2023	This Time Last Year 31 January 2023	Current Budget 2023-24	YTD Actual 31 January 2024
		$	$		$
(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		(132,518)	-	(74,505)	-
Less: Movement in pensioner deferred rates (non-current)		(63,507)	14,580	-	68,181
Movement in inventory (non-current)			-		
Movement in employee benefit provisions		(316,521)	19,476	-	11,284
Movement in lease liabilities					
Movement in other provisions (non-current)					
Movement in Investment Property		(442,000)			
Add: Loss on asset disposals		2,923,420	-	109,791	-
Mvmt in Local Govt House Trust		(0)	-	-	-
Add: Loss on revaluation of non current assets					
Add: Depreciation on assets		18,504,993	-	18,086,055	8,911,538
Mvmt in operating contract liabilities associated with restricted cash		175,704	170,766	(257,119)	(14,878)
Mvmt in Banksia Park deferred management fees receivable		(410,264)	-	-	-
Mvmt in Banksia Park valuation of unit contribution		2,179,975	-	-	-
Total non-cash items excluded from operating activities		**22,419,282**	**204,822**	**17,864,222**	**8,976,125**
Mvmt in non-operating liabilities (non-current)		4,682,845	(233,025)	500,000	1,618,096
Mvmt in non-operating liabilities associated with restricted cash		(1,406,501)	4,028,810	(53,940)	1,224,020
Total non-cash items excluded from investing activities		**3,276,344**	**3,795,785**	**446,060**	**2,842,116**
Total Non-cash items		**25,695,626**	**4,000,607**	**18,310,282**	**11,818,241**
(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		(69,260,960)	(65,411,494)	(59,040,800)	(69,900,326)
Less: Financial assets at amortised cost - self supporting loans		(19,062)	(18,444)	(19,062)	(19,062)
Less: Banksia Park DMF Recievable		(276,305)	(246,014)	(212,269)	(276,305)
Less: Land held for resale		-	0	-	-
Add: Borrowings		2,208,899	1,578,617	2,241,044	1,101,088
Add: Provisions - employee		4,813,269	5,167,339	5,189,046	4,824,553
Add: Current portion of contract and other liability held in reserve		225,350	220,412	52,067	210,471
Add: Current portion of unspent non-operating grants, subsidies and contributions hel		949,034	2,651,286	1,000,000	2,201,980
Add: Lease liabilities		146,163	6,235	138,194	142,237
Add: Banksia Park Unit Contributions		18,279,975	16,100,000	16,733,635	18,279,975
Total adjustments to net current assets		**(42,933,637)**	**(39,952,063)**	**(33,918,145)**	**(43,435,389)**
(c) Net current assets used in the Statement of Financial Activity					
Current assets		81,870,038	100,967,599	63,868,420	110,374,616
Less: Current liabilities		(34,621,124)	(32,022,265)	(29,906,628)	(34,153,968)
Less: Total adjustments to net current assets		**(42,933,637)**	**(39,952,063)**	**(33,918,145)**	**(43,435,389)**
Closing funding surplus / (deficit)		**4,315,277**	**28,993,272**	**43,647**	**32,785,259**

CURRENT AND NON-CURRENT CLASSIFICATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 3
CASH AND FINANCIAL ASSETS

Description	Unrestricted	Restricted	Total Cash	Interest Rate	Institution	S&P Rating	Maturity Date	Days
	$	$	$					
Cash on hand								
CBA Municipal Bank Account	4,302,757		4,302,757	Variable	CBA	AA		
CBA Online Saver Bank Account	5,177,448		5,177,448	0.20%	CBA	AA		
CBA Trust Bank Account			0	N/A	CBA	AA		
CBA Staff Xmas Saver	33,015		33,015	Variable	CBA	AA		
Cash On Hand - Petty Cash	3,605		3,605	N/A	PC	N/A		
Term Deposits - Muni Investments	3,000,000		3,000,000	5.00%	NAB	AA	Feb 2024	154
	3,000,000		3,000,000	4.85%	SUN	A	Feb 2024	126
	3,000,000		3,000,000	5.09%	CBA	AA	Mar 2024	182
	3,000,000		3,000,000	5.12%	CBA	AA	Apr 2024	210
	3,000,000		3,000,000	5.15%	CBA	AA	May 2024	245
	3,000,000		3,000,000	5.45%	SUN	A	Jun 2024	210
Reserve Funds Investments (Cash Backed Reserves)								
CLAG Reserve		282,211	282,211	4.99%	CBA	AA	Feb 2024	154
Workers Compensation Reserve		577,034	577,034	4.99%	CBA	AA	Feb 2024	154
Settlement Agreement Reserve		176,887	176,887	4.99%	CBA	AA	Feb 2024	154
Public Arts Reserve		313,791	313,791	4.99%	CBA	AA	Feb 2024	154
City Infrastructure Reserve		986,689	986,689	4.99%	CBA	AA	Feb 2024	154
Strategic Property Reserve		474,039	474,039	5.13%	CBA	AA	Feb 2024	180
Asset Management Reserve		3,014,942	3,014,942	5.10%	CBA	AA	May 2024	217
Plant and Equipment Replacement Reserve		995,020	995,020	5.10%	CBA	AA	May 2024	217
Employee Leave Reserve		3,015,380	3,015,380	5.31%	CBA	AA	May 2024	217
Public Open Space Reserve		338,877	338,877	5.31%	CBA	AA	May 2024	217
Community Services & Emergency Relief Reserve		350,822	350,822	5.31%	CBA	AA	May 2024	217
Employee Vacancy Reserve		886,966	886,966	5.31%	CBA	AA	May 2024	217
Golf Club Maintenance Reserve		31,749	31,749	5.31%	CBA	AA	May 2024	217
Golf Course Cottage Reserve		31,404	31,404	5.31%	CBA	AA	May 2024	217
Information Technology Reserve		412,115	412,115	5.10%	SUN	A	Oct 2024	366
APU Reserve		841,626	841,626	5.10%	SUN	A	Oct 2024	366
BP Reserve		337,119	337,119	5.10%	SUN	A	Oct 2024	366
Renewable Energy Efficiency Reserve		88,699	88,699	5.10%	SUN	A	Oct 2024	366
Refuse Reserve		5,417,776	5,417,776	5.26%	SUN	A	Oct 2024	336
Reserve Funds Investments (Developer Contributions)								
DCA 1 - Hard Infrastructure - Bertram		1,600,772	1,600,772	5.05%	NAB	AA	Mar 2024	182
DCA 2 - Hard Infrastructure - Wellard		1,803,758	1,803,758	5.05%	NAB	AA	Mar 2024	182
DCA 6 - Hard Infrastructure - Mandogalup		5,705,058	5,705,058	5.09%	CBA	AA	Mar 2024	182
DCA 11 - Soft Infrastructure - Wellard East		6,108,561	6,108,561	4.95%	BEN	AAA	Mar 2024	182
DCA 12 - Soft Infrastructure - Wellard West		11,230,643	11,230,643	4.95%	BEN	AAA	Mar 2024	182
DCA 7 - Hard Infrastructure Mandogalup		100,869	100,869	5.10%	NAB	AA	Mar 2024	179
DCA 8 - Soft Infrastructure - Mandogalup		4,286,036	4,286,036	5.10%	NAB	AA	Mar 2024	179
DCA 9 - Soft Infrastructure - Wandi/Anketell		11,880,119	11,880,119	5.10%	NAB	AA	Mar 2024	179
DCA 13 - Soft Infrastructure - Bertram		259,978	259,978	5.10%	NAB	AA	Mar 2024	179
DCA 3 - Hard Infrastructure - Casuarina		87,376	87,376	5.13%	CBA	AA	Mar 2024	180
DCA - 4 Hard Infrastructure - Anketell		2,831,410	2,831,410	5.13%	CBA	AA	Mar 2024	180
DCA 10 - Soft Infrastructure - Casuarina/Anketell		182,859	182,859	5.13%	CBA	AA	Mar 2024	180
DCA 14 - Soft Infrastructure - Wellard/Leda		1,028,804	1,028,804	5.13%	CBA	AA	Mar 2024	180
DCA 5 - Hard Infrastructure - Wandi		2,278,746	2,278,746	4.79%	BEN	AAA	Mar 2024	180
DCA 15 - Soft Infrastructure - Townsite		346,070	346,070	4.79%	BEN	AAA	Mar 2024	180
Total	**27,516,825**	**68,304,205**	**0**	**95,821,030**	**5.07% weighted average interest rate**			
	29%	71%	0.0%					
Comprising								
Cash and cash equivalents (Exclude Trust)	9,516,825	0	0	9,516,825				
Financial assets at amortised cost	18,000,000	68,304,205	0	86,304,205				
	27,516,825	**68,304,205**	**0**	**95,821,030**				

KEY INFORMATION

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

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

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

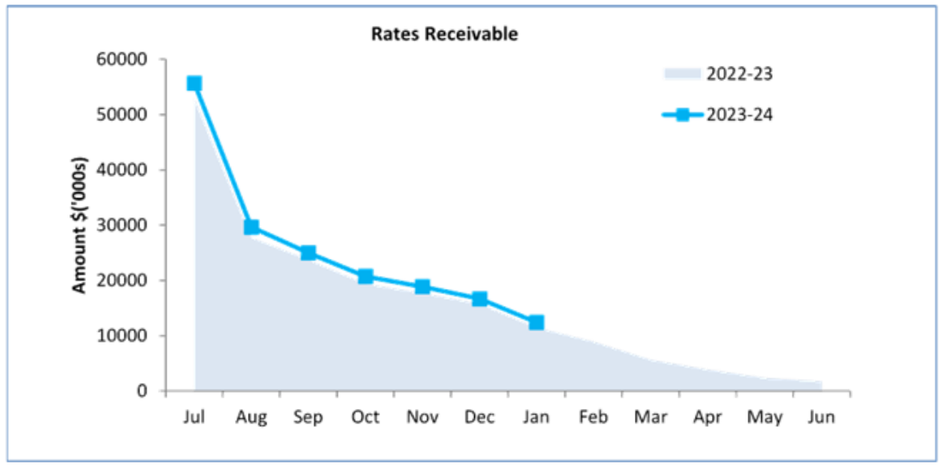
Portfolio Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
AAA & Bendigo Bank Kwinana Community Branch	19,964,020	21%	100%	✔
AA	62,756,070	65%	100%	✔
A	13,097,335	14%	60%	✔
BBB	-	0%	20%	✔
Unrated	3,605	0%	20%	✔

Counterparty Credit Risk	Funds Held	Actual at Period End	Limit per Policy	
BEN (AAA)	19,964,020	21%	45%	✔
NAB (AA)	22,931,531	24%	45%	✔
CBA (AA)	39,824,539	42%	45%	✔
SUN (A)	13,097,335	14%	45%	✔
WBC (AA)	-	0%	45%	✔

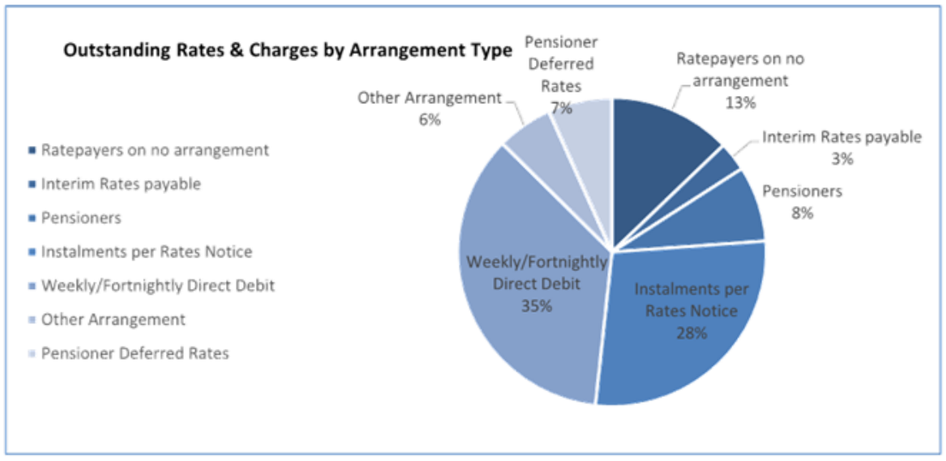
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Rates receivable	30 June 2023	31 Jan 2023	31 Jan 2024
	$		$
Opening arrears previous years	2,357,892	2,357,892	1,603,590
Levied this year	58,249,145	57,728,890	63,054,948
Rates & Charges to be collected	**60,607,037**	**60,086,783**	**64,658,538**
Less Collections to date	(57,845,606)	(47,676,569)	(51,350,425)
Less Pensioner Deferred Rates	(971,005)	(892,918)	(895,081)
Net Rates & Charges Collectable	**1,790,426**	**11,517,296**	**12,413,032**
% Outstanding	2.95%	19.17%	19.20%
Prepaid Rates received (not included above)	(1,228,667)	(908,427)	(758,925)
	0.93%	17.66%	18.02%



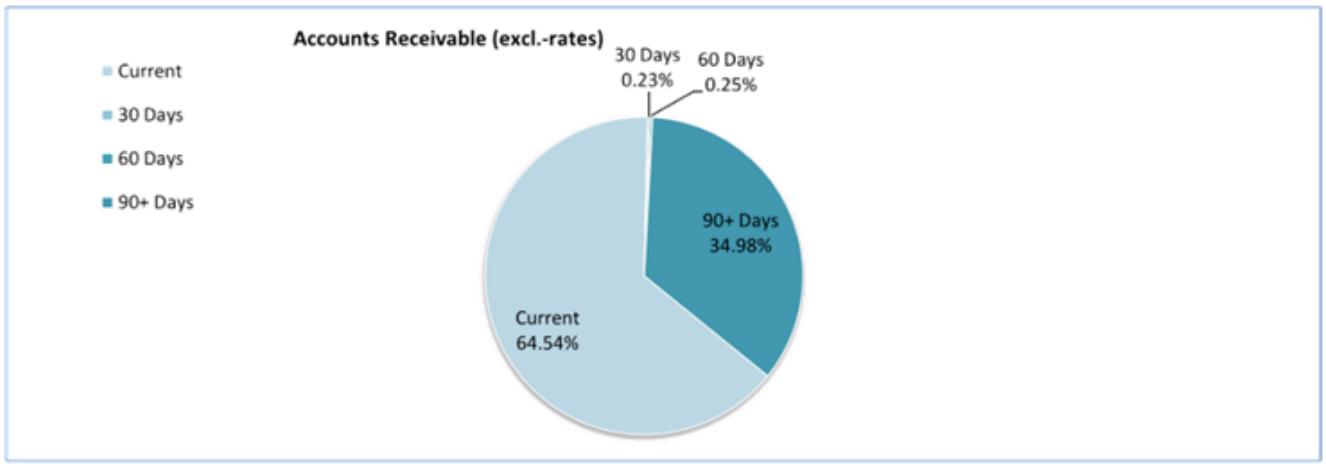
Outstanding Rates & Charges by Payment Arrangement Type	31 Jan 2024		
	No. of Assessments	$	%
Ratepayers on no arrangement	861	1,709,367	13%
Interim Rates payable	201	409,163	3%
Pensioners	1,339	1,057,900	8%
Instalments per Rates Notice	3,853	3,707,467	28%
Weekly/Fortnightly Direct Debit	4,830	4,748,577	36%
Other Arrangement	138	780,559	6%
	11,222	**12,413,032**	**93%**
Pensioner Deferred Rates	250	895,081	7%
	11,472	**13,308,113**	**100%**



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 4
RECEIVABLES

Receivables - general	Current	30 Days	60 Days	90+ Days	Total
Amounts shown below include GST (where applicable)	$	$	$	$	$
Sundry receivable	117,335	0	0	267,881	385,216
Infringements Register	6,995	3,006	3,329	191,283	204,613
GST	722,887	0	0	0	722,887
Total sundry receivables outstanding	847,217	3,006	3,329	459,164	**1,312,716**
Exclude rebates receivable	65%	0%	0%	35%	
Allowance for impairment					(89,710)
Rates and ESL rebate					
Rates rebate	789,499	0	0	0	789,499
ESL rebate	21,578	0	0	0	21,578
Total rates and ESL rebate	811,076	0	0	0	**721,366**
Total general receivables outstanding	1,658,294	3,006	3,329	459,164	**2,034,082**



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.	1,649
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 Health Act	4209.07	Registered with FER - payments being received.	7,970
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.	9,600
Prosecution Dog Act 1976	4387.07	Registered with FER.	10,200
Prosecution Dog Act 1976	4610.07	Registered with FER.	24,699
Prosecution Planning & Development Act	4885.07	Registered with FER- work and development permit with FER.	13,936
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.	12,904
Prosecution Dog Act 1976	5534.07	Registered with FER- payments being received.	4,612
Prosecution Pool Act	5762.07	Registered with FER-payments being received.	5,300
Prosecution Pool Act	6059.07	Registered with FER-payments being received.	1,520
Prosecution Dog Act 1976	6260.07	Registered with FER - payments being received.	3,119
			153,072
Other Sundry Debtors			
Illegal Dumping	6253.03	Defaulted Payment arrangement. Potential minor case claim.	1,062
Local Government Act 1995 abandoned vehicle	3884.03	Defaulted Payment arrangement. Potential minor case claim.	1,155
Developer Contributions	6796.06	Credit note to be processed. To be re-invoiced once subdivision is approved	91,309
Total Debtors 90+ days > $1,000			**246,597**
Total Debtors 90+ days < $1,000			**21,283**
Total Infringements 90+ days			**191,283**
Total sundry receivables outstanding 90+ days			**459,164**

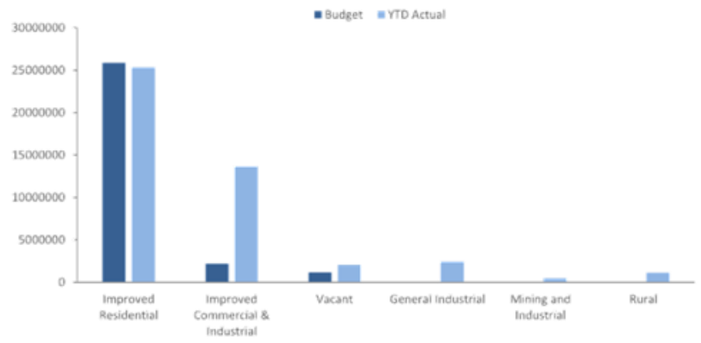
KEY INFORMATION

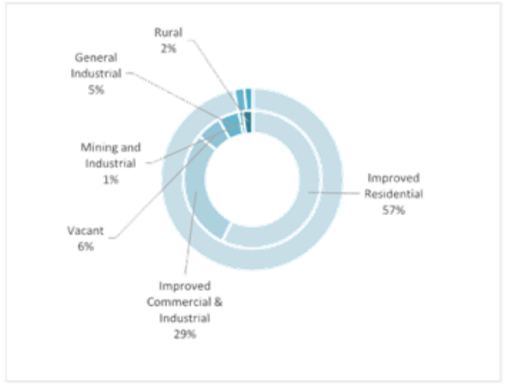
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

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	25,576,967	800,006	26,376,973	25,076,973	684,083	72,761	25,833,817
Improved Commercial & Industrial	0.10237	518	123,339,446	12,949,624	0	12,949,624	12,951,152	902,956	203,405	14,057,512
Vacant	0.18630	517	11,886,550	2,214,464	0	2,214,464	2,219,514	(196,488)	(45,023)	1,978,003
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	(15,938)	(3,841)	454,908
Rural	0.00507	131	234,155,000	1,187,166	0	1,187,166	1,085,360	(48,486)	39,458	1,076,333
Sub-Total		**16,672**	**841,434,856**	**44,817,188**	**800,006**	**45,617,194**	**44,221,966**	**1,326,127**	**266,760**	**45,814,853**
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	(2,631)	93	2,406,803
Improved Commercial & Industrial	1,528	64	619,879	97,792	0	97,792	96,264	(1,269)	0	94,995
Vacant	1,173	1,040	5,030,620	1,219,920	0	1,219,920	1,218,747	(207,855)	(33,404)	977,488
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	(664)	0	20,728
Rural	1,173	12	1,069,300	14,076	0	14,076	14,076	(2,737)	(191)	11,148
Sub-total		**3,184**	**32,457,088**	**3,762,522**	**0**	**3,762,522**	**3,759,821**	**(215,156)**	**(33,502)**	**3,511,162**
Total general rates						**49,379,716**				**49,326,015**
Ex Gratia Rates										
Dampier to Bunbury Natural Gas Pipeline Corridor						175,000				0
Total Ex Gratia Rates						**175,000**				**0**
Total Rates				**48,579,710**	**800,006**	**49,554,716**	**47,981,787**	**1,110,971**	**233,257**	**49,326,015**





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$	$
Land and Buildings	2,485,973	2,500,350	1,694,576	**843,098**	(851,478)
Plant, Furniture and Equipment	1,441,982	1,643,762	1,001,962	**520,382**	(481,580)
Intangible Assets	789,680	789,680	278,980	**340,541**	61,561
Infrastructure - Roads	4,797,769	5,020,140	3,178,371	**1,955,570**	(1,222,801)
Infrastructure - Parks & Reserves	2,128,794	2,217,386	1,138,237	**578,999**	(559,238)
Infrastructure - Footpaths	791,500	830,250	691,500	**243,842**	(447,658)
Infrastructure - Car Parks	505,671	490,724	213,653	**33,293**	(180,361)
Infrastructure - Drainage	67,055	69,055	59,955	**2,200**	(57,755)
Infrastructure - Bus Shelters	0	12,300	2,000	**10,230**	8,230
Infrastructure - Street Lights	31,175	31,175	17,500	**6,798**	(10,702)
Infrastructure - Other	190,000	243,230	223,230	**122,402**	(100,828)
Payments for Capital Acquisitions	**13,229,599**	**13,848,052**	**8,499,964**	**4,657,354**	**(3,842,610)**
Total Capital Acquisitions	**13,229,599**	**13,848,052**	**8,499,964**	**4,657,354**	**(3,842,610)**
Capital Acquisitions Funded By:					
	$	$	$	$	$
Capital grants and contributions	**3,890,976**	**3,451,002**	**675,551**	**599,433**	(76,118)
Disposal of Assets	**529,500**	**1,056,500**	**835,237**	**794,263**	(40,974)
Cash Backed Reserves	**7,254,558**	**4,100,678**	**0**	**0**	0
Municipal Funds	**1,554,565**	**5,239,872**	**6,989,176**	**3,263,657**	(3,725,519)
Capital funding total	**13,229,599**	**13,848,052**	**8,499,964**	**4,657,354**	**(3,842,610)**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)

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

0%
20%
40%
60%
80%
100%
Over 100%

		Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			$	$	$	$	$	
	Buildings							
	210001	Building Contingency	105,000	59,115	12,240	23,342	11,102	Project works in progress.
	210040	Admin Building Renewals	99,765	97,265	54,000	105,019	51,019	Project works in progress.
	210041	Administration Building- Upgrade/New	134,211	131,711	59,711	0	(59,711)	Project on hold, subject to feasibility study.
	210156	Administration Building - External storerooms re-roof, insulate and waterproof	84,000	0	0	0	0	
	210157	Darius Wells Library and Resource Centre - Creche Play area renewal	31,500	30,000	30,000	52	(29,948)	Works completed. Waiting on invoices from suppliers.
	210158	Darius Wells Library and Resource Centre - Ken Jackman operable wall	21,000	20,000	20,000	0	(20,000)	Works to commence in March/April 2024.
	210005	Sloan Cottage - Annual conservation works 2023/24	3,150	3,000	0	0	0	
	210004	Smirk Complex - Annual conservation works 2023/24	5,250	5,000	0	0	0	
	210159	Leda Hall - External walls Cleaning and repoint mortar	7,350	7,000	7,000	0	(7,000)	Works to commence in April 2024.
	210160	William Bertram Community Centre - Replacement of fencing panels	15,750	15,000	0	0	0	
	210161	John Wellard Community Centre - Replacement of fencing panels	15,750	15,000	0	0	0	
	210162	John Wellard Community Centre - Replace eaves sheets	26,250	25,000	25,000	11,700	(13,300)	Project completed. Budget to be reviewed at March budget review.
	210163	Recquatic Centre - Pool hall north and south translucent sheet replacement	69,300	66,000	0	0	0	
	210164	Thomas Oval Netball Clubrooms - External walls repaint	7,350	1,000	1,000	0	(1,000)	Project not required. Budget to be adjusted at March budget review.
	210165	Thomas Kelly Pavilion - External walls repaint	12,600	18,000	18,000	18,584	584	Project completed.
	210166	Business Incubator - Internal paint excluding tenants	18,900	18,000	18,000	7,523	(10,477)	Project works in progress.
	210167	Senior Citizens Centre & Games Room - Internal walls paint requested by Tenants	23,100	22,000	22,000	11,609	(10,391)	Works completed. Waiting on invoices from suppliers.
	210168	William Bertram Community Centre - annual internal painting program	7,350	7,000	7,000	7,337	337	Project completed.
	210169	Recquatic Centre - annual internal painting program	10,500	10,000	0	0	0	
	210170	Recquatic Centre - External wall structure review and paint	21,000	20,000	0	0	0	
	210171	Darius Wells Library and Resource Centre - annual internal painting program	10,500	10,000	10,000	0	(10,000)	Works to commence in February 2024.
	210172	Thomas Kelly Pavilion - annual internal painting program	8,400	8,000	8,000	8,397	397	Project completed.
	210173	John Wellard Community Centre - annual internal painting program	8,400	8,000	8,000	0	(8,000)	Works to commence in February 2024.
	210174	Recquatic Centre - Replace hydro pool liner & fix water leak in balance tank	315,000	300,000	300,000	0	(300,000)	Project works in progress.
	210175	Kwinana Business Incubator - FCU-2 Suite 2 Open Plan & A/C6 HR Office Right	26,250	25,000	25,000	0	(25,000)	Works to commence March 2024.
	210176	Smirk Cottage - Rear Patio Evaporative Cooler Replacement	6,300	6,000	6,000	8,630	2,630	Project completed.
	210177	Darius Dome - Coolroom/freezer CR-010 & FR-01 - FAIR CONDITION	16,800	16,000	0	0	0	
	210178	Darius Dome - kitchen Evap Cooler EVC-R-01 - FAIR (24/25)	15,750	15,000	0	0	0	
	210179	Darius Wells Library and Resource Centre - C-Bus Lighting Control screens behind the reception desk	5,250	5,000	5,000	0	(5,000)	Works completed. Waiting on invoices from suppliers.
	210180	Fiona Harris Pavilion - Replace upstairs stove with domestic style	5,775	5,500	5,500	0	(5,500)	Works to commence in February 2024.
	210181	John Wellard Community Centre - Replace blinds	12,600	12,000	0	0	0	
	210182	William Bertram Community Centre - Replace blinds	12,600	12,000	0	0	0	
	210183	William Bertram Community Centre - Security renewals	26,250	25,000	0	0	0	
	210184	Fiona Harris Pavilion - Security renewals & Upgrade	36,750	35,000	0	0	0	
	210185	William Bertram Community Centre - Carpet//vinyl replacement /audio loop	47,250	45,000	45,000	0	(45,000)	Works to commence in April 2024.
	210186	Recquatic Centre - Stadium annual floor maintenance program	10,500	10,000	10,000	9,520	(480)	Works completed. Waiting on invoices from suppliers.
	210187	John Wellard - Foyer carpet replacement	18,900	18,000	18,000	0	(18,000)	Works to commence in February 2024.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)

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

0%
20%
40%
60%
80%
100%
Over 100%

	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		$	$	$	$	$	
210188	Fiona Harris Pavilion - Sand and seal first floor wooden floor	4,725	4,500	4,500	2,924	(1,576)	Project complete.
210189	Wellard Pavilion Changerooms - 2 pack paint	10,500	10,000	10,000	5,332	(4,668)	Project completed. Budget to be adjusted at March budget review.
210190	Recquatic Creche Outdoor Area Soft Fall	45,000	45,000	45,000	27,075	(17,925)	Works commenced earlier than anticipated.
210191	Kwinana Recquatic studio flooring	45,000	45,000	45,000	0	(45,000)	Project at planning stage. Works estimated to commence in February 2024.
210192	Recquatic - Minor Upgrades - Changeroom Cubical	14,720	14,720	14,720	0	(14,720)	Works to commence in May 2024.
210193	Kwinana Senior Citizen Centre - painting/lighting and removal of wall between front entrance and office	25,000	25,000	25,000	123	(24,877)	Project works in progress.
210194	Sub-Regional Sporting Ground (Thomas Oval/Kelly Park Extension/Upgrade)	157,938	159,746	95,462	25,150	(70,312)	Project works in progress. Estimated completion end of June 2024.
210042	C/F Rhodes Park Accessible Public Toilet	60,000	60,000	60,000	61,642	1,642	Project complete.
210043	C/F DCA12 Wellard West Community Centre/Clubroom design	210,000	210,000	210,000	164,242	(45,758)	Project works in progress.
210045	C/F Kwinana South VBFB Station Ext	2,079	18,311	18,311	16,232	(2,079)	Project complete. Waiting for final invoice from supplier.
210046	C/F Kwinana South VBFB	25,000	25,000	25,000	0	(25,000)	Project on hold. Budget to be reviewed at March budget review.
210047	C/F DCA9 Honeywood Pavilion	9,750	9,750	9,750	42,974	33,224	Project complete. Artist costs omitted from original budget. Waiting for final invoice from supplier.
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	170,000	162,264	(7,736)	Project completed. External surround works to be undertaken.
210051	C/F Recquatic Centre - mechanical renewal	73,560	73,560	73,560	0	(73,560)	Works completed. Waiting on invoices from suppliers.
210262	Darius Wells plantroom roof pest barrier	0	15,000	15,000	12,875	(2,125)	Project works in progress.
210007	Wells Park Public Toilets - rust treatment	0	12,329	12,329	12,329	0	Project complete.
210008	Wells Park Public Toilets - roof	0	22,360	22,360	22,360	0	Project complete.
210017	Darius Wells - painting	0	14,814	14,814	14,814	0	Project complete.
210021	Recquatic Centre - painting	0	17,487	17,487	17,487	0	Project complete.
210052	Sloan Cottage - renewal and accessibility	0	869	869	0	(869)	Works completed June 2023. Budget to be adjusted in March budget review.
210261	Senior Centre - Upgrade Lighting to LED	0	10,963	10,963	10,963	(0)	Project complete.
210195	Recquatic Ctr-Roof Replacement (Reception to Group Fitness)	0	80,000	80,000	32,598	(47,402)	Project works in progress.
Buildings Total		**2,485,973**	**2,500,350**	**1,694,576**	**843,098**	**(851,478)**	
	Plant, Furniture and Equipment						
	Furniture and Equipment						
210074	Furniture and Fittings Renewal	20,400	20,400	11,900	16,709	4,809	Project works in progress.
210196	Community Resource Centres Equipment Renewal	25,500	25,500	8,000	0	(8,000)	Renewal not required yet.
210095	Recquatic Plant renewal	0	7,580	7,580	7,580	0	Project complete.
210075	Recquatic Equipment renewal	0	26,200	26,200	25,846	(354)	Project works in progress.
	Computing Equipment						
210197	IT-Server Replacement	100,000	100,000	0	0	0	
210062	Corporate Business System	689,680	689,680	278,980	340,541	61,561	Project works in progress.
	Plant and Equipment						
210096	Plant Replacement Program	846,582	891,582	444,282	105,300	(338,982)	Plant items have been ordered. Awaiting delivery.
	Motor Vehicles						
210077	Plant Replacement Program - Light Fleet	549,500	672,500	504,000	364,947	(139,053)	Plant items have been ordered. Awaiting delivery.
Plant , Furniture and Equipment Total		**2,231,662**	**2,433,442**	**1,280,942**	**860,923**	**(420,019)**	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)

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

0%
20%
40%
60%
80%
100%
Over 100%

		Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			$	$	$	$	$	
	Park and Reserves				0	0		
	210094	C/F Kwinana Loop Trail Upgrade	216,215	237,319	142,500	45,408	(97,092)	Project works in progress.
	210078	C/F Parks & Reserves Renewal works as per forward works program	252,452	45,465	45,465	147,596	102,131	Project works in progress. Actual includes for other POS assets projects. Journal to be processed in February.
	210091	C/F Parks Upgrade Apex Park	136,227	136,227	96,227	0	(96,227)	Work has not commenced yet.
	210263	C/F Brandon Mews Playground renewal	0	30,500	30,500	0	(30,500)	Work has not commenced yet.
	210264	C/F Oakfield Park Playground renewal	0	35,452	35,452	0	(35,452)	Work has not commenced yet.
	210086	Streetscape Strategy	153,000	137,700	0	107,400	107,400	Works commenced earlier than anticipated.
	210085	Urban Tree Planting	188,700	169,830	0	2,400	2,400	Works commenced earlier than anticipated.
	210199	Parks and Reserves - Wellard Village #2 - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Works to commence in May 2024.
	210200	Parks and Reserves - Recquatic - Bore Works - Electrical	22,600	17,936	17,936	17,936	0	Project completed.
	210201	Parks and Reserves - Rutherford Park - Bore Works - Electrical	22,600	16,137	16,137	16,138	1	Project completed.
	210202	Parks and Reserves - Centennial Park - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Works not yet commenced.
	210203	Parks and Reserves - Bertram School Oval - Bore Works - Electrical	22,600	22,600	22,600	0	(22,600)	Works not yet commenced.
	210204	Parks and Reserves - Berry Park - Bore Works - Electrical	22,600	17,106	17,106	17,106	0	Project completed.
	210205	Parks and Reserves - Wellard Village 1 - Bore Works - Electrical	22,600	10,256	10,256	10,257	1	Project completed.
	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	78,850	(1,150)	Project completed.
	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)	Project completed. Budget expended in February 2024.
	210212	Parks and Reserves - Challenger Beach - Fencing	35,000	35,000	35,000	0	(35,000)	Works to commence in February 2024.
	210213	Parks and Reserves - Challenger Beach - Gate - Heavy Duty - Fencing	8,500	8,500	8,500	0	(8,500)	Project on hold due to change of scope.
	210214	Parks and Reserves - Skottowe Park - Fencing	40,000	40,000	0	0	0	
	210215	Fertigation Orelia Oval - LRCI 4	20,000	20,000	20,000	15,275	(4,725)	Project completed.
	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	47,100	0	(47,100)	Works estimated to commence in February 2024.
	210218	POS Assets - Robbins Retreat / Riley POS - Playgrounds	30,000	30,000	30,000	0	(30,000)	Works estimated to commence in March 2024.
	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	10,000	0	(10,000)	Project on hold. Budget to be transferred to Kwinana Adventure Park Playground renewal project.
	210223	POS Assets - Kwinana Adventure Park - Playground Renewal	100,000	100,000	100,000	32,000	(68,000)	Project works in progress.
	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	
	210266	Ince Court Playground Edging Renewal	0	10,000	10,000	0	(10,000)	
	210267	Millbrook Playground Renewal	0	50,000	50,000	0	(50,000)	Project works in progress.
	210268	Litchfield Playground Renewal	0	50,000	50,000	0	(50,000)	Project works in progress.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)

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

0%
20%
40%
60%
80%
100%
Over 100%

		Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			$	$	$	$	$	
	210227	Sandringham Park Upgrade	44,000	39,600	0	0	0	
	210228	Gamblin Way Island Upgrade	15,000	13,500	0	0	0	
	210229	Ince Court Island Upgrade	15,000	13,500	0	0	0	Project cancelled due to changes of scope and the budget will be transferred to Gamblin Way Island Upgrade project.
	210230	Oakfield Park Upgrade	22,000	19,800	0	0	0	
	210231	Honeywood Oval - Pump Track Wandi Youth - LRCI 4	60,000	60,000	35,000	0	(35,000)	Project in planning stage. Works to commence by March 2024.
	210083	Wellard Oval Lighting Installation	0	12,150	12,150	11,383	(767)	Project complete.
	210093	Calista Oval Bike Track	0	98,736	98,736	77,250	(21,486)	Project complete. Waiting on final invoice from supplier.
	210143	Gilmore Oval Cricket Net Lights	0	372	372	0	(372)	Project complete. Budget to be adjusted in March budget review.
	210265	Wellard 4 Iron Filtration Unit Reallocation	0	60,000	60,000	0	(60,000)	Works estimated to commence in March 2024.
	Parks and Reserves Total		**2,128,794**	**2,217,386**	**1,138,237**	**578,999**	**(499,238)**	
	Roads							
		Road Renewals						
	210115	C/F Road Renewal Chilcott Place	79,500	79,500	79,500	47,504	(31,996)	Project complete.
	210110	C/F Road Renewal Chilcott Street	155,000	155,000	155,000	140,352	(14,648)	Project complete.
	210234	Matson St, Medina - resurfacing - **LRCI 4**	290,000	333,500	290,000	0	(290,000)	Works estimated to commence in March 2024.
	210235	Colchester Ave, Orelia - Pavement rehabilitation - **LRCI 4**	175,000	201,250	175,000	101,152	(73,848)	Works completed. Waiting on invoices from suppliers.
	210236	Honeywood Ave, Wandi (NB) - Pavement rehabilitation	125,000	131,250	87,500	79,474	(8,026)	Works completed. Waiting on invoices from suppliers.
	210237	Postans Road, Hope Valley - resurfacing	110,000	115,500	12,500	0	(12,500)	Works estimated to commence in February 2024.
	210238	Bodeman Road, Wandi - resurfacing	40,000	42,000	0	0	0	
	210239	Leslie Road, Wandi - resurfacing	126,000	132,300	13,400	0	(13,400)	Works estimated to commence in February 2024.
	210240	Frayne Place, Wandi - Resurfacing	30,000	31,500	0	0	0	
	210241	Reilly Street, Orelia - resurfacing	100,000	105,000	0	0	0	
	210242	Valle Court, Wandi - resurfacing	35,000	36,750	0	0	0	
	210243	Melaleuca Cl, Casuarina resurfacing	45,000	47,250	0	0	0	
		MRRG Road Renewals						
	210244	MRRG - Mandurah Rd (A) - Butcher St to Richardson St - NB	275,000	288,750	247,500	254,644	7,144	Works completed. Waiting on invoices from suppliers.
	210245	MRRG - Johnson Rd - Heathcote Way & Britannia Way	425,000	446,250	382,500	72,531	(309,969)	Project works in progress.
	210246	MRRG - Gilmore Ave - Whitebread Way & Dalrymple Drive	205,622	215,903	185,060	22,823	(162,237)	Project works in progress.
	210247	MRRG - Mandurah Rd (C) - Beach Rd & Wellard Rd	536,593	563,423	482,934	274,582	(208,352)	Works completed. Waiting on invoices from suppliers.
		Blackspot Program						
	210248	Blackspot - Challenger Ave - Challenger Ave & Parmelia Ave	183,000	192,150	81,700	0	(81,700)	Project works in progress.
	210249	Blackspot - Challenger Ave - Challenger Ave & Warmer Rd & Amherst St	153,000	160,650	137,700	0	(137,700)	Project works in progress.
	210250	Blackspot - Gilmore Avenue - Wellard Rd/Henley Bvd Roundabout	265,000	278,250	238,500	179,396	(59,104)	Works completed. Waiting on invoices from suppliers.
	210101	C/F Blackspot Parmelia Avenue	641,472	622,299	522,299	156,650	(365,649)	Project works in progress.
		Road Reseal Renewals - Roads to Recovery						
	210252	R2R - Westbrook St, Medina (From Summerton Road to Wellard Road)	420,000	441,000	0	300,973	300,973	Works completed. Waiting on invoices from suppliers.
	210253	R2R - Harley Way, Medina	265,000	278,250	0	325,489	325,489	Works completed. Waiting on invoices from suppliers.
		Traffic Management						
	210126	C/F Traffic Mgt Abingdon Crescent	8,636	8,636	0	0	0	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)

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

- 0%
- 20%
- 40%
- 60%
- 80%
- 100%
- Over 100%

	Capital Expenditure	Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
		$	$	$	$	$	
210124	C/F Traffic Mgt Feilman Dr	1,136	1,136	1,136	0	(1,136)	Project complete.
210125	C/F Traffic Mgt Leda Primary	11,136	11,136	11,136	0	(11,136)	Works not required. Budget to be reviewed at March budget review.
210254	Traffic Mgt Marri Park Drive-Intersection improvement	50,000	52,500	45,000	0	(45,000)	Project at planning stage.
210255	Traffic Mgt Djilba View-Safety improvement	20,000	21,000	18,000	0	(18,000)	Works estimated to commence in March 2024.
210256	Minor traffic improvement	26,674	28,008	12,007	0	(12,007)	Project delayed. Will be completed by June 2024.
Roads Total		**4,797,769**	**5,020,140**	**3,178,371**	**1,955,570**	**(1,222,801)**	
Street Lighting							
210128	Street Lighting New	31,175	31,175	17,500	6,798	(10,702)	Project works in progress.
Street Lighting Total		**31,175**	**31,175**	**17,500**	**6,798**	**(10,702)**	
Bus Shelter Construction							
210060	Bus Shelters - Renewal	0	12,300	2,000	10,230	8,230	
Bus Shelter Construction Total		**0**	**12,300**	**2,000**	**10,230**	**8,230**	
Footpath Construction							
210072	C/F Footpaths Chilcott Place	16,500	16,500	16,500	13,173	(3,327)	Project complete.
210232	Footpath -Nannup Street-Laneway Between Nannup Street and Medina Carpark	25,000	26,250	0	0	0	
210233	Footpath - Gilmore Ave Shared path Construction - Chisham Ave to Wellard Rd	750,000	787,500	675,000	230,669	(444,331)	Project works in progress.
Footpath Construction Total		**791,500**	**830,250**	**691,500**	**243,842**	**(447,658)**	
Drainage Construction							
210141	C/F DCA 1 Stormwater Management Infrastructure	6,600	6,600	3,500	2,200	(1,300)	Project works in progress.
210066	C/F Drainage Chilcott Street - from Harlow Rd to Gilm	20,455	20,455	20,455	0	(20,455)	Project completed.
210257	Pace Road car park drainage upgrade	40,000	42,000	36,000	0	(36,000)	Project delayed. Works estimated to commence March 2024.
Drainage Construction Total		**67,055**	**69,055**	**59,955**	**2,200**	**(57,755)**	
Car Park Construction							
210061	C/F Carpark - Pace Road **LRCI 4**	438,653	413,653	213,653	4,493	(209,161)	Project works in progress.
210260	Smirk Cottage - Extra Parking Bays at Smirk Cottage **LRCI 4**	67,018	77,071	0	28,800	28,800	Project completed.
Car Park Construction Total		**505,671**	**490,724**	**213,653**	**33,293**	**(180,361)**	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 6
CAPITAL ACQUISITIONS (CONTINUED)

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

0%
20%
40%
60%
80%
100%
Over 100%

	Capital Expenditure		Adopted Budget	Current Budget	YTD Budget	YTD Actual	YTD Variance	Comments
			$	$	$	$	$	
	Other Infrastructure							
	210059	C/F Revitalising the Strand in Wellard	50,000	50,000	30,000	0	(30,000)	Project works in progress.
	210148	C/F Mural Arts Program	20,000	20,000	20,000	14,409	(5,591)	Project works in progress.
	210149	C/F Enhance CCTV network/Purchase a Mobile CCTV Unit	50,000	50,000	50,000	44,926	(5,074)	Project works in progress.
	210151	C/F Ascot Park (Bertram) Mural	10,000	10,000	10,000	10,000	0	Works estimated to commence in March 2024.
	210152	C/F Mortimer Road Entry Statement	25,000	8,230	8,230	5,590	(2,640)	Project complete.
	210150	Procurement of EV charging points	25,000	25,000	25,000	21,459	(3,541)	Project completed.
	210259	Wandi Sporting Facility - Baseball diamond and net	10,000	60,000	60,000	990	(59,010)	Works completed. Waiting on invoices from suppliers.
	210153	Homestead Ridge Water Fountain for dogs and kids	0	20,000	20,000	25,028	5,028	Project complete.
	Other Infrastructure Total		**190,000**	**243,230**	**223,230**	**122,402**	**(100,828)**	
	Capital Expenditure Total		**13,229,599**	**13,848,052**	**8,499,964**	**4,657,354**	**(3,812,610)**	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

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	60,120	122,119	191,869	129,871	8,993	15,914
Education and welfare										
Loan 100 - Youth Specific Space	2027/28	848,054	0	0	76,271	154,323	771,782	693,731	22,904	43,763
Recreation and culture										
Loan 97 - Orelia Oval Pavilion Extension	2024/25	557,581	0	0	133,029	270,214	424,552	287,367	19,899	35,214
Loan 102 - Library & Resource Centre	2028/29	4,845,195	0	0	355,805	719,686	4,489,390	4,125,509	127,259	245,182
Loan 104 - Recquatic Refurbishment	2029/30	2,481,887	0	0	155,111	313,364	2,326,775	2,168,523	59,001	114,225
Loan 105 - Bertram Community Centre	2029/30	920,455	0	0	61,501	124,005	858,954	796,450	17,895	34,566
Loan 106 - Destination Park - Calista	2030/31	1,004,580	0	0	55,719	112,313	948,861	892,267	19,311	37,513
Transport										
Loan 98 - Streetscape Beautification	2024/25	340,186	0	0	81,162	164,861	259,024	175,325	12,141	21,484
Loan 101B - City Centre Redevelopment	2031/32	2,145,800	0	0	119,641	240,078	2,026,159	1,905,722	21,626	41,954
		13,395,727	0	0	1,098,359	2,220,963	12,297,368	11,174,764	309,030	589,815
Self supporting loans										
Recreation and culture										
Loan 103B - Golf Club Refurbishment	2031/32	196,413	0	0	9,452	19,062	186,961	177,351	3,949	7,701
		196,413	0	0	9,452	19,062	186,961	177,351	3,949	7,701
Total		13,592,140	0	0	1,107,812	2,240,025	12,484,328	11,352,115	312,979	597,516
Current borrowings		2,240,025					1,101,088			
Non-current borrowings		11,352,115					11,383,241			
		13,592,140					12,484,328			

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

OPERATING ACTIVITIES
NOTE 8
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual Closing Balance
Municipal Reserves	$	$	$	$	$	$	$	$	$
Aged Persons Units Reserve	821,481	27,442	10,073	193,563	0	(190,000)	0	852,486	831,553
Asset Management Reserve	2,966,020	148,750	53,316	2,609,275	0	(1,431,411)	0	4,292,634	3,019,336
Banksia Park Reserve	331,297	7,282	2,911	72,755	0	(90,000)	0	321,334	334,208
City Infrastructure Reserve	981,731	33,118	8,318	0	0	(917,720)	0	97,129	990,049
Community Services & Emergency Relief Reserve	344,018	11,620	4,252	0	0	0	0	355,638	348,270
Contiguous Local Authorities Group Reserve	266,110	9,296	2,379	33,801	0	(77,500)	0	231,707	268,489
Employee Leave Reserve	2,955,674	103,496	37,625	0	0	0	0	3,059,170	2,993,299
Employee Vacancy Reserve	876,683	17,690	6,427	0	0	(353,244)	0	541,129	883,110
Family Day Care Reserve	0	0	0	0	0	0	0	0	0
Golf Course Cottage Reserve	30,779	1,040	378	0	0	0	0	31,819	31,157
Golf Club Maintenance Reserve	31,198	602	345	5,082	0	(5,082)	0	31,800	31,543
Information Technology Reserve	409,658	18,802	1,228	520,000	0	(689,680)	0	258,780	410,886
Plant and Equipment Replacement Reserve	992,589	11,190	6,851	1,014,500	0	(1,571,662)	0	446,617	999,440
Public Art Reserve	366,712	10,516	2,645	0	0	(250,000)	0	127,228	369,357
Public Open Space	332,381	11,260	4,094	0	0	(103,500)	0	240,141	336,475
Refuse Reserve	5,241,137	176,228	101,702	0	0	(48,558)	0	5,368,807	5,342,839
Renewable Energy Efficiency Reserve	87,480	1,474	609	0	0	(16,000)	0	72,954	88,089
Restricted Grants & Contributions Reserve	1,386,297	0	0	0	0	(937,700)	(49,646)	448,597	1,336,650
Settlement Agreement Reserve	307,428	5,938	1,491	0	0	0	0	313,366	308,919
Strategic Property Reserve	474,039	17,296	0	471,375	0	(270,000)	0	692,710	474,039
Workers Compensation Reserve	473,288	19,324	4,865	168,183	0	0	0	660,795	478,153
Councillor's Initiative Reserve	0	16,722	0	416,815	0	(20,000)	0	413,537	0
Election Expense Reserve	0	0	0	82,500	0	0	0	82,500	0
Valuation Expense Reserve	0	0	0	80,000	0	0	0	80,000	0
Sub-Total Municipal Reserves	**19,676,000**	**649,086**	**249,509**	**5,667,849**	**0**	**(6,972,057)**	**(49,646)**	**19,020,878**	**19,875,862**
Developer Contribution Reserves									
DCA 1 - Hard Infrastructure - Bertram	1,957,278	59,762	12,914	60,533	0	(21,964)	0	2,055,609	1,970,193
DCA 2 - Hard Infrastructure - Wellard	1,792,021	71,152	14,551	60,533	0	(15,365)	0	1,908,341	1,806,572
DCA 3 - Hard Infrastructure - Casuarina	93,041	0	0	60,533	0	(15,365)	0	138,209	93,041
DCA 4 - Hard Infrastructure - Anketell	2,762,855	83,188	22,486	60,533	0	(15,365)	0	2,891,211	2,785,341
DCA 5 - Hard Infrastructure - Wandi	2,220,211	76,334	19,118	60,533	0	(15,365)	0	2,341,713	2,239,329
DCA 6 - Hard Infrastructure - Mandogalup	5,868,791	160,190	48,097	60,533	0	(15,365)	0	6,074,149	5,916,888
DCA 7 - Hard Infrastructure - Wellard West	105,059	3,216	1,143	60,533	0	(15,365)	0	153,443	106,202
DCA 8 - Soft Infrastructure - Mandogalup	4,161,796	120,998	40,578	60,533	0	(15,365)	0	4,327,962	4,202,374
DCA 9 - Soft Infrastructure - Wandi/Anketell	11,489,949	485,152	127,435	152,533	0	(25,112)	0	12,102,522	11,617,384
DCA 10 - Soft Infrastructure - Casuarina/Anketell	176,830	7,480	1,978	60,533	0	(15,365)	0	229,478	178,808
DCA 11 - Soft Infrastructure - Wellard East	6,060,056	241,236	47,674	60,533	0	(15,365)	0	6,346,460	6,107,730
DCA 12 - Soft Infrastructure - Wellard West	11,312,966	430,482	87,649	60,533	0	(225,365)	0	11,578,616	11,400,615
DCA 13 - Soft Infrastructure - Bertram	251,563	10,440	2,760	60,533	0	(15,365)	0	307,171	254,323
DCA 14 - Soft Infrastructure - Wellard/Leda	998,968	37,024	9,786	60,533	0	(15,365)	0	1,081,160	1,008,754
DCA 15 - Soft Infrastructure - City Site	333,576	13,344	3,333	60,533	0	(15,365)	0	392,088	336,909
Sub-Total Developer Contribution Reserves	**49,584,960**	**1,799,998**	**439,503**	**999,995**	**0**	**(456,821)**	**0**	**51,928,132**	**50,024,464**
Total Reserves	**69,260,960**	**2,449,084**	**689,012**	**6,667,844**	**0**	**(7,428,878)**	**(49,646)**	**70,949,010**	**69,900,326**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 9
OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions Provider	Contract Liability	Current Budget Revenue	Budget YTD Revenue	Actual YTD Revenue	Comments
	$	$		$	
General purpose funding					
Local Government General Purpose Grant	0	52,503	26,252	26,252	
Local Government General Purpose Grant - Roads	0	49,178	24,590	24,589	
Law, order, public safety					
Department Fire and Emergency Services - ESL - Kwinana South Brigade	0	75,858	50,572	75,408	$24,823 carried forward funds. Budget to be adjusted in March review.
Department Fire and Emergency Services - ESL - Mandogalup Brigade	0	75,858	50,572	75,407	$24,823 carried forward funds. Budget to be adjusted in March review.
Department Fire and Emergency Services - ESL - 22/23 Underspend	30,703	0	0	0	Funds held as Contract Liability to be utilised in 2024/2025.
DFES Mitigation Activity Fund Grant	34,768	200,000	0	0	Funds held as Contract Liability to be utilised in 2024/2025.
DFES - All WA's Reducing Emergencies Grant - Open Day Event				14,154	Retrospective grant. Budget will be added in March review.
Health					
Mosquito Management Contributions (CLAG)	0	29,601	19,001	23,069	
Department of Health - Larvicide		4,200	4,200	0	Funding for 2022/2023 no longer required. Budget will be removed in March budget review.
Education and welfare					
Aboriginal Resource Worker - Subsidy - Department of Communities	0	30,514	15,257	15,257	
NGALA My Time Program	0	10,560	8,052	9,196	
Youth Social Justice Program	0	187,476	140,607	146,949	Quarterly payment received earlier than expected.
Youth Leadership and Development LYRIK (Alcoa Grant)	0	10,000	10,000	10,000	
Youth Leadership and Development LYRIK (Coogee Chemical Sponsorship)	0	15,897	15,897	20,000	Budget should be $20k; amount and phasing to be adjusted in March review.
ArcLight Initiative - Federal Grant via Curtin University	0	0	0	75,000	Budget to be added in March review.
Community amenities					
PTA Bus Shelter Subsidy	0	11,000	0	0	
RAC WA-Calista Oval Bike Program	10,000	10,000	0	0	
Depart of Transport - Active Travel Officer	0	56,250	0	10,000	Budget to be added in March review.
Recreation and culture					
Shared Use Agreement - Sportsgrounds	0	90,514	65,514	40,514	Budget phasing to be adjusted in March review.
Shared Use Agreement - Wellard Oval	0	28,154	28,154	28,154	
Koorliny Arts Centre Management - Misc Grants	0	20,000	3,333	0	
Koorliny Arts Centre Management - Sponsorships	0	12,000	2,000	0	Budget phasing to be adjusted in March review.
Koorliny Arts Centre Management - Contributions	0	1,800	300	0	
Koorliny Arts Centre Management - Other donations	0	210	210	481	
Community Centre sundry grants	0	0	0	0	
Event Sponsorship	0	40,000	0	0	
Event Sponsorship - Lolly Run	0	10,000	10,000	10,000	
Community Development Fund - Kwinana Community Chest	0	20,000	10,000	6,500	First round expenditure less than expected. Budget phasing will be adjusted in March review.
Main Roads WA - Maximising indigenous Participation as per City's Reconciliation Action Plan	100,000	100,000	100,000	0	Revenue is recognised upon meeting performance obligations. Community grant payments to occur by May. Budget phasing to be adjusted in March review.
Kwinana Trails Network Master Plan - Dept of Local Government	25,000	25,000	25,000	0	Consultancy likely to occur in March. Budget phasing to be adjusted in March review.
Kwinana Club Network Scheme - Dept of Local Government	10,000	0	0	0	
Recquatic- Royal Lifesavings Sponsorship	0	10,000	5,890	5,200	
Heritage Strategy Consultancy Grant - Dept of Lands & Heritage	0	0	0	0	
Dept Communities - Thank a Volunteer Day - Voices of Volunteering	0	0	0	1,000	Grant income was omitted. Budget to be adjusted in March budget review.
Transport					
Main Roads Annual Direct Grant	0	241,487	241,487	241,487	
Main Roads Street Light Subsidy	0	6,200	0	0	
Main Roads Verge Maintenance Contribution	0	141,532	70,766	69,119	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

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					
Calista Oval Jnr Bike Rd Safety Track - Dept. Local Government	0	64,258	64,258	64,258	
Local Roads and Community Infrastructure Program (Phase 4)	505,895	0	0	0	
POS Assets - Sandringham Park - Playgrounds		139,720	69,860	0	Revenue is recognised upon meeting
Honeywood Oval - Pump Track Wandi Youth		60,000	30,000	0	performance obligations; on project
Fertigation Orelia Oval	0	20,000	10,000	0	completion.
Cash in lieu of Public Art	370,000	0	0	0	
Transport					
Local Roads and Community Infrastructure Program (Phase 4)					
Matson St, Medina - resurfacing	0	200,000	100,000	0	Revenue is recognised upon meeting
Colchester Ave, Orelia - Pavement rehabilitation	0	108,438	54,219	0	performance obligations; on project completion.
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	225,000	375,000	187,500	0	Revenue is recognised upon meeting performance obligations; on project completion.
Main Roads MRRG Funding					
MRRG - Mandurah Rd (A) - Butcher St to Richardson St - NB	0	183,333	0	133,326	2nd 40% claimed. Budget phasing will be adjusted in March budget review.
MRRG - Johnson Rd - Heathcote Way & Britannia Way	0	283,333	0	81,033	1st 40% claimed. Budget phasing will be adjusted in March budget review.
MRRG - Gilmore Ave - Whitebread Way & Dalrymple Drive	0	137,081	0	53,904	1st 40% claimed. Budget phasing will be adjusted in March budget review.
MRRG - Mandurah Rd (C) - Beach Rd & Wellard Rd	0	296,253	0	167,920	2nd 40% claimed. Budget phasing will be adjusted in March budget review.
Roads to Recovery					
R2R - Westbrook St, Medina (From Summerton Road to Wellard Road)	300,000	300,000	150,000	0	Revenue is recognised upon meeting performance obligations; on project completion.
R2R - Harley Way, Medina	150,000	197,902	0	0	
Blackspot					
Blackspot - Challenger Ave - Challenger Ave & Parmelia Ave	0	122,000	0	48,800	1st 40% claimed. Budget phasing will be adjusted in March budget review.
Blackspot - Challenger Ave - Challenger Ave & Warner Rd & Amherst St		102,000	0	40,800	1st 40% claimed. Budget phasing will be adjusted in March budget review.
Blackspot - Gilmore Avenue - Wellard Rd/Henley Bvd Roundabout	87,156	176,667	0	0	
Black Spot Parmelia Ave	110,692	424,761	0	0	
WA Government Grants for workplace electric vehicle charging infrastructure					
Electric Vehicle charging point at Adventure Park		9,714	9,714	9,393	Project complete.
Community amenities					
DCA 1 - Hard Infrastructure - Bertram	446,985	21,964	0	0	
DCA 2 - Hard Infrastructure - Wellard	1,427,235	15,365	0	0	
DCA 3 - Hard Infrastructure - Casuarina	92,035	15,365	0	0	
DCA 4 - Hard Infrastructure - Anketell	2,401,236	15,365	0	0	
DCA 5 - Hard Infrastructure - Wandi	1,763,304	15,365	0	0	
DCA 6 - Hard Infrastructure - Mandogalup	6,745,752	15,365	0	0	Revenue is recognised upon meeting performance obligations (in-line with expenditure on DCA infrastructure).
DCA 7 - Hard Infrastructure - Mandogalup (west)	106,609	15,365	0	0	
DCA 8 - Soft Infrastructure - Mandogalup	4,503,287	15,365	0	0	
DCA 9 - Soft Infrastructure - Wandi / Anketell	9,147,124	25,112	0	0	
DCA 10 - Soft Infrastructure - Casuarina/Anketell	158,772	15,365	0	0	
DCA 11 - Soft Infrastructure - Wellard East	5,060,583	15,365	0	0	
DCA 12 - Soft Infrastructure - Wellard West	9,784,576	225,365	0	0	
DCA 13 - Soft Infrastructure - Bertram	146,471	15,365	0	0	
DCA 14 - Soft Infrastructure - Wellard / Leda	864,229	15,365	0	0	
DCA 15 - Soft Infrastructure - Townsite	433,901	15,365	0	0	
TOTALS	**44,830,842**	**3,972,281**	**675,551**	**599,433**	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

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 Jan 2024
	$	$	$	$
APU Security Bonds	21,394	0	(580)	**20,814**
Contiguous Local Authorities Group CLAG	7,680	0	0	**7,680**
Uncollected Vehicles	20,790	147	0	**20,937**
	49,864	**147**	**(580)**	**49,431**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 12
BUDGET VARIATIONS

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**	**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	**0**
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	**0**
	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)	**0**
	Bringing in Koorliny Budget		

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 12
BUDGET VARIATIONS

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	(10,000)	0
	Brigade Catering to Contribution		
19/07/2023	Carpark - Pace Road Grants - Federal Govt - Capital	(50,000)	
19/07/2023	Community Engagement Grants - Federal Govt - Capital	50,000	0
	Reallocate LRCI Phase 4 Funding		
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	(110,000)	0
	Office OVHD Budget Allocation		
14/08/2023	Building Contingency - Contractor - Miscellaneous	(15,000)	
14/08/2023	Darius Wells Plantroom Roof Pest Barrier - Contractor - Miscellaneous	15,000	0
	Pest Barrier from Building Contingency Fund		
5/10/2023	Thomas Oval Netball Clubrooms - External Walls Repaint	(6,000)	
5/10/2023	Thomas Kelly Pavilion - External Walls Repaint	6,000	0
	Thomas Kelly External Painting		
6/10/2023	Recquatic Centre - Roof Replacement Reception	(80,000)	
6/10/2023	Admin Building - External Storerooms Re-roof	80,000	0
	Recqautic Re-roof		
9/10/2023	Exec Management Consultants - Other	(10,000)	
9/10/2023	Library Services - Expendable Equipment	10,000	0
	Additional funds for Toy Library equipment		
19/10/2023	Community Facilities Materials - Consumables	1,510	
19/10/2023	Community Facilities General - Courier/Freight	(500)	
19/10/2023	Darius Wells Exhibitions - General Expenditure	(1,010)	0
	Moving budget for the Evacuation Diagrams for the Community Facilities Buildings		
8/11/2023	Wellard 4 Iron Filtration Unit Reallocation	60,000	
8/11/2023	Parks & Reserves Renewal	(31,035)	
8/11/2023	Parks and Reserves - Recquatic - Bore Works - Electrical	(4,664)	
8/11/2023	Parks - Rutherford Park - Bore Works - Electrical	(6,463)	
8/11/2023	Parks - Centennial Park - Bore Works - Electrical	0	
8/11/2023	Parks - Bertram School Oval - Bore Works - Electrical	0	
8/11/2023	Parks and Reserves - Berry Park - Bore Works - Electrical	(5,494)	
8/11/2023	Parks - Wellard Village 1 - Bore Works - Electrical	(12,344)	0
	Moving unused project budgets to a new project for the Wellard 4 Iron Filtration Unit reallocation		

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 12
BUDGET VARIATIONS

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

Date	Description	Increase / (Decrease) to Net Surplus	Amended Budget Running Balance
		$	$
29/11/2023	Asset Management Consultants	25,885	
29/11/2023	23/24 Building Contingency	(25,885)	0
	Conservation Management Strategies		
19/12/2023	Banksia Park - Sundry Sales Other	(140,000)	
19/12/2023	Banksia Park DMF - Sundry Sales Other	140,000	0
4/01/2024	Parks & Reserves Renewal	(110,000)	
4/01/2024	Ince Court Playground Edging Renewal	10,000	
4/01/2024	Millbrook Playground Renewal	50,000	
4/01/2024	Litchfield Playground Renewal	50,000	0
	Capital Renewal Program		
		0	0

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2024

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.

18.3 ACCOUNTS FOR PAYMENT FOR THE MONTH ENDED 31 JANUARY 2024

SUMMARY

The purpose of this report is to present to Council a list of accounts paid under delegated authority for the month ended 31 January 2024, as required by the *Local Government (Financial Management) Regulations 1996.*

OFFICER RECOMMENDATION

That Council:

1. **Accepts the list of accounts, totalling $8,237,924.26 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the period ended 31 January 2024, as detailed at Attachment A.**

2. **Accepts the detailed transaction listing of credit card expenditure paid for the period ended 31 January 2024, as detailed at Attachment B.**

DISCUSSION

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

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

Payment Type	**Amount ($)**
Automatic Payment Deductions *	$ 38,726.81
Cheque	$ 298.63
EFT Payments	$ 6,134,092.04
Payroll Payments	$ 2,064,806.78
Total Attachment A	**$ 8,237,924.26**

*Automatic Payment deductions includes a payment of **$36,788.32** for credit card payments. A detailed transaction listing of credit card expenditure paid for the period ended 31 January 2024 is included at Attachment B.

A detailed listing of January 2024 payments made per payment run and includes a short description of the payment is included 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

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

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and
(b) the amount of the payment; and
(c) the date of the payment; and
(d) sufficient information to identify the transaction.

(2) A list of accounts for approval to be paid is to be prepared each month showing

(a) for each account which requires council authorisation in that month —
(i) the payee's name; and
(ii) the amount of the payment; and
(iii) sufficient information to identify the transaction.
and
(b) the date of the meeting of the council to which the list is to be presented.

(3) A list prepared under sub-regulation (1) or (2) is to be —

(a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
(b) recorded in the minutes of that meeting.

FINANCIAL/BUDGET IMPLICATIONS

All expenditure included in the list of payments is in accordance with City's annual budget.

ASSET MANAGEMENT IMPLICATIONS

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

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

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

COMMUNITY ENGAGEMENT

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

ATTACHMENTS

A. AP Payment Listing Summary - January 2024
B. Credit Card Transactions Report - January 2024

Payment Listing

Payments made between 01-Jan-2024 and 31-Jan-2024

Creditor No	Payee	Description	Amount
Cheques			
Cheques 04-Jan-2024			
10537	City Of Kwinana - Pay Cash	Petty Cash Reimbursement	155.00
Cheques 11-Jan-2024			
10098	Commissioner of State Revenue WA	Rates refund	81.63
Cheques 18-Jan-2024			
10537	City Of Kwinana - Pay Cash	Petty Cash Reimbursement	62.00
		Total Cheques	**298.63**
EFT			
EFT 02-Jan-2024			
10008	SuperChoice	Superannuation contribution	133,188.47
EFT 03-Jan-2024			
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	219,210.00
10005	Child Support Agency	Child Support Agency Payments	586.60
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	6,560.00
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	378.85
10003	LGRCEU	Union Membership	514.80
10367	Maxxia Pty Ltd	Novated Leases	1,684.73
EFT 04-Jan-2024			
11965	Felicity Jayne Townsend	Reimbursement	14.00
11927	Fiona Jayne Grieves	Reimbursement	171.81
12310	Trustee for The Cumine Family Trust	Performers/Entertainment	1,085.00
10680	AAA Blinds Port Kennedy	Facility Maintenance	200.00
10735	AC Cooling Services	Airconditioning/Refrigeration Maintenance	165.00
10334	Accord Security Services (Perth Security)	Security Services	2,433.18
11797	Allways Property Maintenance	Facility Maintenance	132.00
10848	ALSCO Pty Ltd	Linen hire	67.02
10800	Animal Pest Management Services	Pest Control	2,750.00
10049	Anna Kelly	Performers/Entertainment	240.00
11066	Australasian Events Pty Ltd (Ace Security)	Security Services	467.54
10385	Australia Post Agency Commission	Postage	307.89
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance	9,305.36
11278	Back Beach Co Pty Ltd	Recquatic Expenses	1,377.20
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	11,136.00
11268	Biffa Mini Bins	Waste removal/services/fees	290.00
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	500.01
10655	Bolinda Publishing Pty Ltd	Books/CDs/DVDs	107.48
10418	BullAnt Security Pty	Locksmith Services	1,102.90
10400	Bunnings Building Supplies	Hardware	2,737.25
10485	Canon Production Printing Australia	Photocopy Expenses	351.59
11640	Carpet Court Rockingham	Flooring	490.00
10204	CFW Australia (Earthside Eco Bums)	Community Workshops/Facilitation	126.50
10932	Challenger Veterinary Hospital	Animal Services	65.00
11922	ChoiceOne Pty Ltd	Labour/Personnel Hire	7,324.93
10410	City of Canning	Long Service Leave recoup	18,853.45
11077	Coastal Vegetation Management	Maintenance of Streetscapes/Landscapes	63,043.20
10704	Commercial Aquatics Australia	Recquatic Expenses	6,245.92
12309	Crescendo Music (Aust) P/L	Performers/Entertainment	62.11
11610	D&M Waste Management	Waste removal/services/fees	80,482.87
11414	Darren Hutchens Artist	Performers/Entertainment	11,000.00
12268	Diplomatik Pty Ltd	Medical Examinations	2,693.23
11206	Discovery Educational	Stationery	59.80
10430	Domino's Pizza - Kwinana Market Place	Catering	153.00
10649	Downer EDI Works Pty Ltd	Upgrade of Honeywood Ave, Harley Way, Colchester Rd	384,406.81
10168	Easifleet	Novated Leases	28,558.73
10793	Eco Resources Pty Ltd	Waste removal/services/fees	1,276.27
11769	Edigold Pty Ltd (Absolute Office Comforts)	Office Furniture	6,564.40
10870	Elexacom	Electrical Services	10,723.93
10912	Exit Waste	Facility Maintenance	1,738.00
11394	Express Card Service	Stationery	1,353.00
11754	Fairtime Holdings Pty Ltd	Community Workshops/Facilitation	550.00
10929	Flying Canape	Catering	1,160.00
10940	Frontline Fire and Rescue Equipment	Safety Clothing/Equipment/Uniforms	1,681.54
11680	Galaxy 42 Pty Ltd (Attura)	Provision of Consulting Services	10,230.00
10434	Goodchild Enterprises	Hardware	2,059.20
10441	Green Skills Inc / Ecojobs Environmental Personnel	Labour/Personnel Hire	14,374.31
10945	GreenLite Electrical Contractors Pty Ltd	Bore Drilling/Maintenance	19,553.38
12228	Gresley Abas Pty Ltd	Project Management Services - Feasability study	26,924.70
10695	Hays Specialist Recruitment Pty Ltd	Labour/Personnel Hire	16,036.97
10446	Heatley Sales Pty Ltd	Safety Clothing/Equipment/Uniforms	148.39
10691	HECS Fire	Fire Equipment/Service	397.97
10850	HiTech Sports Pty Ltd	Recquatic Expenses	1,127.50
11582	Hydraulink Australia Pty Ltd	Fire Equipment/Service	4,259.34
12142	Hydroquip Pumps & Pumps Irrigation P/L	Bore Drilling/Maintenance	14,212.70
11244	i2C Design & Management	Engineering Design Works	14,740.00
10305	Iconic Property Services Pty Ltd	Cleaning Services	70,248.27
12218	Jamieson, Peter Noel	Facility Maintenance	4,622.70
10451	Jason Signmakers	Signage	396.00
10310	Julian Corliss	Environmental and Health	210.00
11477	Kadeklerk Photography (Wildfolie)	Photography/Videography	640.00

Payment Listing

Payments made between 01-Jan-2024 and 31-Jan-2024

Creditor No	Payee	Description	Amount
10731	LD Total	Maintenance of Streetscapes/Landscapes	2,254.05
10782	LGISWA	Insurance	3,465.00
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	2,332.73
10813	Master Lock Service	Locksmith Services	2,937.20
11013	McLeods Barrister & Solicitors	Legal Expenses	12,006.34
10238	Michael A Indich	Welcome to Country	500.00
11955	Music Theatre International Aust	Performers/Entertainment	3,277.83
12099	Oracle Customer Management Solutions	Phone/Internet expenses	2,338.67
12146	Perth Energy P/L	Utility Service Locations	5,302.87
12233	Portwine, Andrew Louis	Performers/Entertainment	3,630.00
10858	ProFlo	Cleaning Services	1,565.00
10824	Programmed Property Services Pty Ltd	Mowing and Pruning	14,998.87
11175	QTM Pty Ltd	Traffic Management	14,524.12
10241	Quake Property Services Pty Ltd	Cleaning Services	1,067.00
10499	Ridleys Towing & Transport	Incursions/Excursions	165.00
11902	Samuel Benjamin Chan	Photography/Videography	800.00
11135	Shred-X Pty Ltd	Records Storage/Retrieval	1,266.52
12180	Sullivan Family Trust	Plant/Equipment Hire	1,342.00
99999	Sundry EFT	Rates refund, grant payments, misc. refunds	1,105.69
11377	Sweets on The Run	Catering	400.00
10600	Synergy	Utilities	40,461.22
10572	Taylor Tyres Pty Ltd	Plant Repairs and Maintenance	765.60
10526	Telstra Limited	Phone/Internet expenses	10,569.08
12307	The Trustee for Calder Family Trust	Catering	175.00
12289	The Trustee for Paul Parin family	Advertising/Marketing Expenses	250.00
11947	Thorn Creative	Performers/Entertainment	77.00
12269	TicketSearch Pty Ltd	Event expenses	5,489.00
10815	Totally Workwear Rockingham	Safety Clothing/Equipment/Uniforms	1,148.40
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	203,698.71
12219	Voice Moves WA Inc.	Performers/Entertainment	500.00
10551	Water Corporation of Western Australia	Utilities	10,638.72
12241	West Coast Spring Water Pty Ltd	Water/delivery	117.48
11932	West Sure Group P/L	Security Services	559.41
10554	Westbooks	Books/CDs/DVDs	473.60
10559	WH Locations Services Pty Ltd	Utility Service Locations	7,691.21
11718	Whereabouts Skateboarding	Community Workshops/Facilitation	650.00
10640	Wilson Security Pty Ltd	Security Services	1,032.46
10422	Winc Australia Pty Ltd	Stationery	290.73
10806	Woodlands Distributors & Agencies	Animal Services	15,712.40
11605	Woolworths Group Open Pay	Groceries	912.10
EFT 11-Jan-2024			
10383	AAA Asphalt Surfaces	Roadworks/upgrades/asphalt	2,475.00
10368	AAA Windscreens & Tinting	Plant Repairs and Maintenance	633.00
10613	ABCO Products	Cleaning Products	1,008.54
10735	AC Cooling Services	Airconditioning/Refrigeration Maintenance	2,748.90
11017	Air Liquide Australia	Recquatic Expenses	50.56
12290	Alpha Vital P/L	First Aid Service/Supplies	693.00
10889	Alyka Pty Ltd	Printing/Graphic Design Expenses	8,910.00
11595	Asbestos Masters WA	Waste removal/services/fees	1,760.00
12163	Asha Victoria Perry	Performers/Entertainment	217.50
11258	Austraffic WA	Traffic Management	7,744.00
10891	Australia Post General	Postage	7,524.79
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance	2,270.21
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	215,135.00
11150	Bay Concrete Grinding	Roadworks/upgrades/asphalt	17,180.62
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	42,168.14
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	75.24
10400	Bunnings Building Supplies	Hardware	928.65
10114	Cabcharge Payments Pty Ltd	Taxi Fares	412.74
10005	Child Support Agency	Child Support Agency Payments	586.60
11922	ChoiceOne Pty Ltd	Labour/Personnel Hire	13,047.03
10411	City of Cockburn	CLAG funding	269.62
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	6,560.00
10414	City of Rockingham	Waste removal/services/fees	144,674.15
10055	Classic Hire	Plant/Equipment Hire	2,069.32
10704	Commercial Aquatics Australia	Recquatic Expenses	3,783.52
11619	Common Ground Trails Pty Ltd	Incursions/Excursions	42,310.07
10761	Complete Office Supplies Pty Ltd	Stationery	869.32
12097	CSPWA PTY LTD (Camtec)	Facility Maintenance	750.00
11251	Cyclus Australia	Labour/Personnel Hire	4,967.60
11610	D&M Waste Management	Waste removal/services/fees	45,850.38
11921	Definet Pty Ltd	GIS Consultancy services	9,523.80
80066	Denver D'Cruz	Reimbursement	153.18
11014	Department of Mines, Industry Regulation and Safety (DMIRS)	Building and Energy - Building Services Levy	17,814.11
10426	Department of Transport	Vehicle Ownership Searches	88.00
12268	Diplomatik Pty Ltd	Medical Examinations	11,923.52
10649	Downer EDI Works Pty Ltd	Upgrade of Mandurah Rd, Harley Way, Gilmore Ave	478,302.25
11246	Dowsing Group Pty Ltd	Roadworks/upgrades/asphalt	7,594.67
10867	Drainflow Services Pty Ltd	Drainage Maintenance	889.35
10698	Eclipse Soils Pty Ltd	Sand/soil	1,531.20
10870	Elexacom	Electrical Services	9,053.34
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	1,751.75

Payment Listing

Payments made between 01-Jan-2024 and 31-Jan-2024

Creditor No	Payee	Description	Amount
11267	Flex Fitness Equipment	Recquatic Expenses	449.78
11063	Freedom Fairies	Community Workshops/Facilitation	660.00
11680	Galaxy 42 Pty Ltd (Attura)	Provision of Consulting Services	1,870.00
80084	Gordon Cheok	Reimbursement	24.00
10441	Green Skills Inc / Ecojobs Environmental Personnel	Labour/Personnel Hire	2,715.84
10945	GreenLite Electrical Contractors Pty Ltd	Bore Drilling/Maintenance	1,703.52
10582	Hames Sharley Pty Ltd	Professional Fees	6,189.98
12206	Hayley Iris Smith	Performers/Entertainment	1,260.00
10695	Hays Specialist Recruitment Pty Ltd	Labour/Personnel Hire	2,145.09
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	378.85
10850	HiTech Sports Pty Ltd	Recquatic Expenses	1,694.00
10077	Home Group WA	Refund for double payment of fees	930.53
10305	Iconic Property Services Pty Ltd	Cleaning Services	1,847.04
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	2,894.10
10053	Integrated ICT	Computer Hardware	2,148.30
12272	International Quadratics P/L	Plant/Equipment Hire	217.25
10621	Ixom Operations Pty Ltd	Cleaning Products	1,375.33
11547	Jax Tyres Kwinana	Plant Repairs and Maintenance	1,054.00
12159	Jonathan Hoey	Performers/Entertainment	975.00
10453	K Mart	Event expenses	150.00
11477	Kadeklerk Photography (Wildfolie)	Photography/Videography	425.00
80104	Kate Djundiet	Reimbursement	45.70
11015	Kearns Garden Supplies	Hardware	452.07
10464	Kwinana South Bush Fire Brigade	Hazard Reduction burning	1,943.94
10571	Kyocera Document Solutions Australia Pty Ltd	Photocopy Expenses	2,062.46
11006	Landscape and Maintenance Solutions	Mowing and Pruning	19,142.97
10731	LD Total	Maintenance of Streetscapes/Landscapes	179,213.07
12302	Leonie Helen Thompson	Advertising/Marketing Expenses	265.10
10003	LGRCEU	Union Membership	528.00
11976	Lifespan Dance	Performers/Entertainment	1,050.00
11445	Lit Letters Pty Ltd	Community Engagement	760.00
11242	Lobel Events	Event expenses	1,509.64
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	176.55
12244	Marion Vanhaecke	Community Engagement	720.00
10813	Master Lock Service	Locksmith Services	125.00
10367	Maxxia Pty Ltd	Novated Leases	1,684.73
11013	McLeods Barrister & Solicitors	Legal Expenses	2,227.28
12294	MGAC (Australia) Pty Ltd	Professional Fees	1,650.00
11941	Movat Pty Ltd	Computer Software Maintenance/equipment	400.00
10717	MRP General Pest/Termite Division 43 07	Pest Control	202.00
11409	NORDA Architects Pty Ltd	Building construction	1,270.50
11172	Office of the Auditor General	Annual audit fees	97,999.00
12002	Omnicom Media Group Aust P/L	Advertising/Marketing Expenses	3,374.14
11896	Otium Planning Group	Performers/Entertainment	14,954.50
11209	Outback Handyman	Facility Maintenance	1,347.50
10486	Paint Industries	Facility Maintenance	1,128.60
11589	Parkin Print	Printing/Graphic Design Expenses	2,359.50
10253	Parties Kids Remember	Community Workshops/Facilitation	445.00
10792	PAV Sales & Installations	Performers/Entertainment	396.00
10490	Port Printing Works	Printing/Graphic Design Expenses	348.15
12271	Prompt Engineering Pty Ltd	Building construction	2,035.00
11175	QTM Pty Ltd	Traffic Management	4,550.58
10904	Quantum Building Services	Facility Maintenance	41,241.37
10497	Red Sand Supplies Pty Ltd	Sand/soil	1,900.80
11293	Repco (GPC Asia Pacific)	Plant Repairs and Maintenance	234.01
11869	Robinsons Welding Group P/L	Welding Equipment/Supplies	11,692.63
12334	Rochelle's School of Performing Arts	Performers/Entertainment	56.00
11154	Rockingham Toyota	Plant Repairs and Maintenance	70,333.15
10503	Royal Life Saving Society	Recquatic Expenses	792.00
11135	Shred-X Pty Ltd	Records Storage/Retrieval	77.46
11924	Sigma Chemicals	Cleaning Products	63.14
11956	Signarama Rockingham	Facility Maintenance	470.59
12304	Skoolsport Equipment P/L	Recquatic Expenses	741.00
11230	SoCo Studios (Travis Hayto)	Photography/Videography	3,294.50
10491	Sonic Health Plus	Medical Examinations	446.60
11148	Southern Quickscapes	Maintenance of Streetscapes/Landscapes	16,466.67
10519	Sportsworld Of WA	Recquatic Expenses	2,475.00
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	16.10
11407	State Wide Turf Services	Turf Maintenance	81,571.15
10590	Subway Kwinana	Catering	372.00
99999	Sundry EFT	Rates refund, grant payments, misc. refunds	40,707.81
10525	Sunny Sign Company Pty Ltd	Signage	74.25
10008	SuperChoice	Superannuation contribution	132,679.68
11198	Surveytech Traffic Surveys P/L	Traffic Management	7,095.00
12193	Swell Fine Food Catering	Catering	2,320.00
11981	Sydney Tools Pty Ltd	Tools/Tool Repairs	494.75
10600	Synergy	Utilities	22,362.68
10572	Taylor Tyres Pty Ltd	Plant Repairs and Maintenance	187.00
10532	Team Global Express	Courier Service/transportation/removalist	116.49
10623	Technology One Limited	TechnologyOne SaaS Platform Fee/Consulting	2,197.80
10526	Telstra Limited	Phone/Internet expenses	2,181.62
10019	The Local Farmers Market	Community Engagement	250.00
10959	The Smart Security Company P/L	Security Services	7,161.38

Payment Listing

Payments made between 01-Jan-2024 and 31-Jan-2024

Creditor No	Payee	Description	Amount
12291	The trustee for Chester Family trust	Planning and Building Fees	1,320.00
10534	Total Eden Pty Ltd (Nutrien Water)	Reticulation Parts & Repairs	13,300.51
10815	Totally Workwear Rockingham	Safety Clothing/Equipment/Uniforms	1,546.50
10535	T-Quip	Plant Repairs and Maintenance	63,085.40
10816	Tyrecycle Pty Ltd	Waste removal/services/fees	967.58
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	7,574.67
10551	Water Corporation of Western Australia	Utilities	1,638.81
10554	Westbooks	Books/CDs/DVDs	773.42
10548	Western Australian Local Government Association	Employee Training/professional development	1,089.00
10051	Western Australian Treasury Corporation	Loan repayments/fees	48,989.85
12315	Western Theatrics	Performers/Entertainment	7,964.40
10559	WH Locations Services Pty Ltd	Utility Service Locations	1,534.50
11149	Wheelie Clean	Cleaning Services	267.52
10422	Winc Australia Pty Ltd	Stationery	1,465.16
10072	Woolworths Group Online	Groceries	670.60
11605	Woolworths Group Open Pay	Groceries	717.65
EFT 18-Jan-2024			
11925	Stephen Wayne Moffatt	Reimbursement	486.00
10680	AAA Blinds Port Kennedy	Facility Maintenance	1,072.00
12007	Aaron Thomas	Performers/Entertainment	700.00
10735	AC Cooling Services	Airconditioning/Refrigeration Maintenance	2,517.90
11520	AE Hoskins Building Services	Cleaning Services	26,429.24
10272	Agrimate Fencing	Fencing maintenance	12,317.25
80070	Alfred Owen	Reimbursement	54.50
11355	Australian HVAC Services Pty Ltd	Airconditioning/Refrigeration Maintenance	10,866.83
10784	Baileys Fertilisers	Maintenance of Streetscapes/Landscapes	1,622.50
10617	Battery World	Hardware	429.85
10877	Beacon Equipment	Plant Repairs and Maintenance	889.00
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	5,362.50
10392	Benara Nurseries	Maintenance of Streetscapes/Landscapes	1,254.00
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	2,082.40
10655	Bolinda Publishing Pty Ltd	Books/CDs/DVDs	3,181.10
11224	Bricks 4 Kidz Applecross	Community Workshops/Facilitation	462.00
10418	BullAnt Security Pty	Locksmith Services	8,332.20
10400	Bunnings Building Supplies	Hardware	2,340.76
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	688.89
12224	C.L Martin & J.R Martin	Community Engagement	605.00
10485	Canon Production Printing Australia	Photocopy Expenses	327.45
10407	Challenge Chemicals Australia	Recquatic Expenses	111.88
11922	ChoiceOne Pty Ltd	Labour/Personnel Hire	11,375.90
10968	City of Kalgoorlie Boulder	Long Service Leave recoup	15,662.96
10084	City of Mandurah	Long Service Leave recoup	13,538.10
10414	City of Rockingham	Waste removal/services/fees	173,575.12
10416	CJD Equipment Pty Ltd	Plant Repairs and Maintenance	3,781.31
10419	Coastline Mowers	Mower Parts & Repairs	4,710.35
10704	Commercial Aquatics Australia	Recquatic Expenses	1,661.00
11338	Community Resources Limited T/As Soft Landing	Waste removal/services/fees	5,743.32
10761	Complete Office Supplies Pty Ltd	Stationery	571.94
12232	CSE Crosscom Pty Ltd	Facility Maintenance	1,338.70
11082	Department of Planning, Lands and Heritage	Planning and Building Fees	26,507.00
12268	Diplomatik Pty Ltd	Medical Examinations	5,070.66
10649	Downer EDI Works Pty Ltd	Roadworks/upgrades/asphalt - various locations	327,186.80
11246	Dowsing Group Pty Ltd	Roadworks/upgrades/asphalt - various locations	41,272.00
10867	Drainflow Services Pty Ltd	Drainage Maintenance	10,753.06
10168	Easifleet	Novated Leases	394.98
10870	Elexacom	Electrical Services	21,954.06
10760	Elliotts Irrigation Pty Ltd	Reticulation Parts & Repairs	3,701.50
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	28,578.70
10433	Enzed Fremantle	Plant Repairs and Maintenance	996.89
12279	Expo Signage & Digital P/L	Advertising/Marketing Expenses	891.04
11137	FE Technologies Pty Ltd	Software Maintenance and Professional Fees	3,368.20
10437	Fire & Emergency Services, Dept of	Emergency Services Levy	92,763.35
11177	Fire & Safety WA Pty Ltd	Safety Clothing/Equipment/Uniforms	946.54
12336	Fractel Athletic Pty Ltd	Advertising/Marketing Expenses	1,347.51
10662	Freestyle Now	Community Workshops/Facilitation	495.00
11680	Galaxy 42 Pty Ltd (Attura)	Provision of Consulting Services	4,620.00
10222	Gasian Tembo (Sypha Photography)	Photography/Videography	1,600.00
10923	GPS Linemarking	Line marking	324.50
12243	Gravity Discovery Centre Foundation Inc.	Event expenses	250.00
10945	GreenLite Electrical Contractors Pty Ltd	Bore Drilling/Maintenance	450.42
10126	Guardian Tactile Systems Pty Ltd	Paving contractor	7,757.26
10446	Heatley Sales Pty Ltd	Safety Clothing/Equipment/Uniforms	88.33
10691	HECS Fire	Fire Equipment/Service	2,541.00
11582	Hydraulink Australia Pty Ltd	Fire Equipment/Service	690.35
11244	i2C Design & Management	Engineering Design Works	9,217.21
10305	Iconic Property Services Pty Ltd	Cleaning Services	5,275.49
10855	Imagesource Digital Solutions	Printing/Graphic Design Expenses	2,642.20
10879	Isentia Pty Limited	Advertising/Marketing Expenses	1,729.76
11284	Ive Distribution Pty Ltd	Advertising/Marketing Expenses	1,077.70
11547	Jax Tyres Kwinana	Plant Repairs and Maintenance	1,265.00
10756	Jaybro	Security Services	924.00
11015	Kearns Garden Supplies	Hardware	317.61
11828	Kwinana VFRS Brigade	Hazard Reduction burning	1,805.93

Payment Listing

Payments made between 01-Jan-2024 and 31-Jan-2024

Creditor No	Payee	Description	Amount
10427	Landgate	Title Searches/Valuations	45.56
11006	Landscape and Maintenance Solutions	Mowing and Pruning	13,520.96
11168	Living Turf	Turf Maintenance	374.00
10472	Local Government Professionals Australia WA	Subscriptions	5,885.00
10219	M & B Sales Pty Ltd	Roadworks/upgrades/asphalt	355.74
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	6,318.45
10265	Maisey Event Hire	Event expenses	121.00
10475	Major Motors	Plant Repairs and Maintenance	291.79
10476	Mandogalup Volunteer Fire Brigade	Fire Equipment/Service	6,355.16
10813	Master Lock Service	Locksmith Services	185.00
11013	McLeods Barrister & Solicitors	Legal Expenses	1,037.94
10635	Modern Teaching Aids Pty Ltd	Books/CDs/DVDs	1,204.34
10717	MRP General Pest/Termite Division 43 07	Pest Control	289.87
11024	Natsales Advertising Pty Ltd	Advertising/Marketing Expenses	1,732.50
10639	Natural Area Consulting Management	Drainage Maintenance	3,960.00
11817	Netsight Consulting Pty Ltd ATF	Subscriptions	1,157.20
10634	Neverfail Springwater	Water/delivery	246.87
10573	Officeworks BusinessDirect	Stationery	92.70
11245	One 20 Productions and Phase 1 Audio	Photography/Videography	46,770.24
11209	Outback Handyman	Facility Maintenance	962.50
10284	Outdoor Cameras Australia	Environmental and Health	3,296.00
11522	Palm Lakes Garden and Landscape Services	Maintenance of Streetscapes/Landscapes	250.00
10487	Parks And Leisure Australia	Employee Training/professional development	1,760.00
10792	PAV Sales & Installations	Performers/Entertainment	801.13
12150	Poolshop Online P/L	Recquatic Expenses	1,118.70
10490	Port Printing Works	Printing/Graphic Design Expenses	711.70
11315	Premier & Cabinet Department of	Legal Expenses	93.60
10569	Public Transport Authority of Western Australia	Building construction	11,253.00
10995	Purearth	Maintenance of Streetscapes/Landscapes	16,415.15
11175	QTM Pty Ltd	Traffic Management	4,543.00
10493	RAC Motoring Pty Ltd t/a RAC Business Wise	Fleet management	8,615.00
11846	Reads West Coast Maintenance Pty Ltd	Facility Maintenance	851.89
11290	Red Oxygen Pty Ltd	Software Maintenance and Professional Fees	45.32
11869	Robinsons Welding Group P/L	Welding Equipment/Supplies	1,350.00
11060	Rosie O Entertainment Pty Ltd	Performers/Entertainment	2,600.00
11902	Samuel Benjamin Chan	Photography/Videography	900.00
10505	Satellite Security Services	Security Services	12,507.45
10245	Scoutta Pty Ltd (Viaje Strategic)	Professional Fees	1,466.66
10198	Setonix Digital Pty Ltd	Computer Hardware	3,925.63
11533	Sifting Sands	Playground and Parks Equipment/Inspections/Repairs	10,248.28
11924	Sigma Chemicals	Cleaning Products	982.10
11960	Soundgardens	Performers/Entertainment	3,600.00
10520	St John Ambulance Australia (WA) Inc	Employee Training/professional development	1,330.73
10524	Stewart & Heaton Clothing Co Pty Ltd	Safety Clothing/Equipment/Uniforms	264.62
12332	Sth Coogee VBFB	Fire Equipment/Service	1,044.82
11201	Strategic DCP Consulting	Professional Fees	5,042.40
99999	Sundry EFT	Rates refund, grant payments, bond refunds	43,942.56
10008	SuperChoice	Superannuation contribution	11,674.36
10600	Synergy	Utilities	71,610.61
10745	T J Depiazzi & Sons	Gardening - Plants/Supplies	4,469.30
10826	Talis Consultants Pty Ltd	Provision of Consulting Services	1,155.00
10572	Taylor Tyres Pty Ltd	Plant Repairs and Maintenance	1,469.60
10532	Team Global Express	Courier Service/transportation/removalist	99.13
11050	Telethon Kids Institute	Donations	1,441.89
10019	The Local Farmers Market	Community Engagement	200.00
11492	The Play Room O'Connor	Community Engagement	4,114.54
10959	The Smart Security Company P/L	Security Services	548.75
12177	The Trustee Tan Family Trust	Computer Software Maintenance/equipment	80.00
10619	The Workwear Group Pty Ltd	Safety Clothing/Equipment/Uniforms	238.12
11081	The Worm Shed	Community Workshops/Facilitation	2,725.00
10534	Total Eden Pty Ltd (Nutrien Water)	Reticulation Parts & Repairs	9,583.40
10873	Total Green Recycling	Waste removal/services/fees	264.88
10815	Totally Workwear Rockingham	Safety Clothing/Equipment/Uniforms	813.88
10535	T-Quip	Plant Repairs and Maintenance	444.60
12152	Trustee For the Tanks For Hire Trust	Plant/Equipment Hire	704.00
10599	Veolia - Recycling and Recovery P/L	Waste removal/services/fees	213,398.30
11490	Veraison Training and Development	Employee Training/professional development	1,023.00
11009	Vocus Communications	Phone/Internet expenses	2,271.50
11000	Waste Management & Resource Recovery Association	Membership Fee	1,866.00
10551	Water Corporation of Western Australia	Utilities	28,005.78
10554	Westbooks	Books/CDs/DVDs	51.92
10548	Western Australian Local Government Association	Employee Training/professional development	368.50
10556	Western Irrigation Pty Ltd	Reticulation Parts & Repairs	2,703.29
11149	Wheelie Clean	Cleaning Services	373.78
10723	Wildflower Society of WA (Murdoch Branch)	Software Maintenance and Professional Fees	550.00
10422	Winc Australia Pty Ltd	Stationery	1,320.99
10806	Woodlands Distributors & Agencies	Animal Services	3,790.60
11605	Woolworths Group Open Pay	Groceries	566.12
11167	Workpower Incorporated	Maintenance of Streetscapes/Landscapes	3,718.00
10561	Wurth Australia Pty Ltd	Tools/Tool Repairs	51.98
10610	ZircoData Pty Ltd	Records Storage/Retrieval	1,152.73
EFT 24-Jan-2024			
10008	SuperChoice	Superannuation contribution	138,530.40

Payment Listing

Payments made between 01-Jan-2024 and 31-Jan-2024

Creditor No	Payee	Description	Amount
EFT 25-Jan-2024			
11861	Daniel Wakeford Turrell	Reimbursement	52.73
11965	Felicity Jayne Townsend	Reimbursement	14.00
10613	ABCO Products	Cleaning Products	462.99
10369	Absolute Painting Services	Painting Contractor	2,849.00
10735	AC Cooling Services	Airconditioning/Refrigeration Maintenance	275.00
11520	AE Hoskins Building Services	Cleaning Services	480.00
11189	AHA Consulting Pty Ltd	Employee Training/professional development	654.50
10382	Apace Aid (Inc)	Gardening - Plants/Supplies	540.79
10290	Arbor Carbon Pty Ltd	Maintenance of Streetscapes/Landscapes	12,532.30
10577	Arteil	Office Furniture	397.10
10004	Australian Services Union	Union Membership	178.91
10001	Australian Taxation Office	Taxation	227,261.00
11676	Barry Charles Winmar	Elected Member Sitting Fees/reimbursements	4,983.76
10597	Beaver Tree Services Aust Pty Ltd	Tree Pruning/Removal/Clearance/Watering	40,349.76
10450	Blackwoods Pty Ltd	Safety Clothing/Equipment/Uniforms	23.69
11722	Bubble Bakes Perth	Community Workshops/Facilitation	460.00
10400	Bunnings Building Supplies	Hardware	529.41
12350	Burns Robert Mark Owen	Performers/Entertainment	1,600.00
11312	Burson Automotive Pty Ltd	Plant Repairs and Maintenance	756.21
10805	Centrecare	Human Resources/Payroll	2,656.50
10264	Cheapa Skips	Waste removal/services/fees	615.00
10005	Child Support Agency	Child Support Agency Payments	460.90
80081	Chloe George	Reimbursement	87.00
11922	ChoiceOne Pty Ltd	Labour/Personnel Hire	8,362.49
10006	City of Kwinana - Xmas fund	City of Kwinana Christmas Saver	6,590.00
10414	City of Rockingham	Waste removal/services/fees	87,572.02
10419	Coastline Mowers	Mower Parts & Repairs	608.20
10704	Commercial Aquatics Australia	Recquatic Expenses	1,573.00
10761	Complete Office Supplies Pty Ltd	Stationery	860.36
12097	CSPWA PTY LTD (Camtec)	Facility Maintenance	74.00
10675	Daniels Printing Craftsmen	Printing/Graphic Design Expenses	2,090.00
12220	David Acker	Elected Member Sitting Fees/reimbursements	3,038.34
10375	Dept of Primary Industries & Regional Development	Weed treatments	324.75
12268	Diplomatik Pty Ltd	Medical Examinations	3,996.51
11252	DNR Contracting Pty Ltd	Roadworks/upgrades/asphalt	28,554.90
10867	Drainflow Services Pty Ltd	Drainage Maintenance	41,807.32
10168	Easifleet	Novated Leases	394.98
10870	Elexacom	Electrical Services	34,345.28
10760	Elliotts Irrigation Pty Ltd	Reticulation Parts & Repairs	71,940.00
10771	Environmental Health Australia (QLD)	Environmental and Health	212.00
10978	Envirosweep	Maintenance of Streetscapes/Landscapes	2,860.00
12239	Erin Sergeant	Elected Member Sitting Fees/reimbursements	3,038.34
11754	Fairtime Holdings Pty Ltd	Community Workshops/Facilitation	500.00
11842	Fatal FX Panel and Paint	Plant Repairs and Maintenance	500.00
10972	Fire And Safety Australia Pty Ltd	Safety Clothing/Equipment/Uniforms	1,300.00
12336	Fractel Athletic Pty Ltd	Advertising/Marketing Expenses	664.13
80023	Gemma McDonald	Reimbursement	87.00
12157	Go2Cup Pty Ltd	Waste removal/services/fees	534.60
10945	GreenLite Electrical Contractors Pty Ltd	Bore Drilling/Maintenance	898.35
10695	Hays Specialist Recruitment Pty Ltd	Labour/Personnel Hire	1,139.58
10007	Health Insurance Fund of WA (HIF)	Health Insurance Fund of WA (HIF)	378.85
10691	HECS Fire	Fire Equipment/Service	363.00
11641	illion Australia Pty Ltd	Advertising/Marketing Expenses	222.20
12238	Ivy Penny	Elected Member Sitting Fees/reimbursements	3,038.34
12311	Katharina Brieden	Computer Repairs	510.00
10464	Kwinana South Bush Fire Brigade	Hazard Reduction burning	5,500.00
11006	Landscape and Maintenance Solutions	Mowing and Pruning	2,176.07
10731	LD Total	Maintenance of Streetscapes/Landscapes	17,338.78
10003	LGRCEU	Union Membership	514.80
11313	Mackie Plumbing and Gas Pty Ltd	Plumbing Services	896.91
10813	Master Lock Service	Locksmith Services	3,788.00
11046	Matthew James Rowse	Elected Member Sitting Fees/reimbursements	3,038.34
10367	Maxxia Pty Ltd	Novated Leases	1,934.25
11677	Michael Brown	Elected Member Sitting Fees/reimbursements	3,038.34
10717	MRP General Pest/Termite Division 43 07	Pest Control	414.24
10261	Mums with Prams Fitness	Community Workshops/Facilitation	4,000.00
11390	Online Social Butterfly	Community Workshops/Facilitation	220.00
11209	Outback Handyman	Facility Maintenance	1,556.50
11522	Palm Lakes Garden and Landscape Services	Maintenance of Streetscapes/Landscapes	485.00
10660	Peter Edward Feasey	Elected Member Sitting Fees/reimbursements	12,192.92
11175	QTM Pty Ltd	Traffic Management	2,767.19
11293	Repco (GPC Asia Pacific)	Plant Repairs and Maintenance	99.01
11869	Robinsons Welding Group P/L	Welding Equipment/Supplies	8,104.81
11867	Samuel Bloor	Mural project stage two	3,500.00
10090	Sapio Pty Ltd	Security Services	1,485.00
10505	Satellite Security Services	Security Services	1,103.85
11959	Seven Network	Advertising/Marketing Expenses	1,815.00
10568	Sherilyn Wood	Elected Member Sitting Fees/reimbursements	3,038.34
10491	Sonic Health Plus	Medical Examinations	1,149.50
11148	Southern Quickscapes	Maintenance of Streetscapes/Landscapes	5,445.00
11407	State Wide Turf Services	Turf Maintenance	315.48
11146	Summers Consulting	Pest Control	11,506.00

Payment Listing

Payments made between 01-Jan-2024 and 31-Jan-2024

Creditor No	Payee	Description	Amount
99999	Sundry EFT	Rates refund, grant payments, bond refunds	11,651.27
11675	Susan Edith Kearney	Elected Member Sitting Fees/reimbursements	3,038.34
10600	Synergy	Utilities	15,004.41
10572	Taylor Tyres Pty Ltd	Plant Repairs and Maintenance	187.00
10532	Team Global Express	Courier Service/transportation/removalist	122.55
10526	Telstra Limited	Phone/Internet expenses	1,901.77
12342	The Trustee for McGann Family Trust	Staff recognition gifts	494.50
12269	TicketSearch Pty Ltd	Event expenses	9.79
10534	Total Eden Pty Ltd (Nutrien Water)	Reticulation Parts & Repairs	124.59
10815	Totally Workwear Rockingham	Safety Clothing/Equipment/Uniforms	390.00
10535	T-Quip	Plant Repairs and Maintenance	766.80
12341	Warnbro Bowling Club	Team event cost	68.80
10774	Website Weed & Pest (WA) Pty Ltd	Weed Control	22,181.38
10422	Winc Australia Pty Ltd	Stationery	1,739.08
11605	Woolworths Group Open Pay	Groceries	1,609.05
11167	Workpower Incorporated	Maintenance of Streetscapes/Landscapes	8,954.00
10561	Wurth Australia Pty Ltd	Tools/Tool Repairs	224.69
		Total EFT	**6,134,092.04**
Automatic Deductions			
Automatic Deductions 01-Jan-2024			
10795	Go Go On-Hold Pty Ltd	Phone/Internet expenses	151.80
Automatic Deductions 04-Jan-2024			
10448	iinet Technologies Pty Ltd	Phone/Internet expenses	79.99
Automatic Deductions 05-Jan-2024			
10438	Fines Enforcement Registry	Fines Enforcement Registry lodgment fees	751.50
Automatic Deductions 06-Jan-2024			
10448	iinet Technologies Pty Ltd	Phone/Internet expenses	319.96
Automatic Deductions 08-Jan-2024			
10969	Commonwealth Bank	Credit cards	36,788.32
10645	Toyota Fleet Management	Fleet management	635.24
		Total Automatic Deductions	**38,726.81**
Payroll			
Payroll		KWINANA 24/12/2023	684,591.96
Payroll		KWINANA 05/01/2024	9,098.49
Payroll		KWINANA 07/01/2024	667,585.60
Payroll		KWINANA 16/01/2024	13.14
Payroll		KWINANA 19/01/2024	6,707.25
Payroll		KWINANA 21/01/2024	696,810.34
		Total Payroll	**2,064,806.78**
		Grand Total	**8,237,924.26**

Credit Card Transactions

Payments made between 01-Jan-2024 and 31-Jan-2024

Reference	Trans Date	Supplier	Amount	Transaction Description
Credit Card Coordinator Library Services			**954.05**	
105584	13/12/2023	Story Dogs	550.00	Sponsorship of Story dog, Cayde
105584	13/12/2023	National Library of Australia	312.00	Electronic images of Kwinana for Local History Collection
105584	06/12/2023	AIATSIS	46.23	Maps of indienous Australia
105584	05/12/2023	Clothing the Gaps	9.09	Downloadable first nations colouring in sheets
105584			36.73	GST
Credit Card Manager Econcomic Development and Advocacy			**30.00**	
105585	19/12/2023	Economic Development	27.27	Webinar attendance
105585			2.73	GST
Credit Card Director City Development and Sustainability			**226.06**	
105586	19/12/2023	City Place parking	15.15	Department of Planning Lands and Heritage
105586	07/12/2023	Zone Bowling Rockingham	190.36	Team Building Event
105586			20.55	GST
Credit Card Manager Community Engagement, Services and Partnership			**4,806.65**	
105587	22/12/2023	River Gods	1,319.22	Excursion for the Arclight Youth Program
105587	22/12/2023	Zone Bowling Rockingham	202.91	Excursion for the Arclight Youth Program
105587	22/12/2023	PowerPlay	479.09	Excursion for the Arclight Youth Program
105587	22/12/2023	Adventure World	466.81	Excursion for the Arclight Youth Program
105587	22/12/2023	Flip Out Port Kennedy	173.09	Excursion for the Arclight Youth Program
105587	22/12/2023	Perth Aqua Park	181.82	Excursion for the Arclight Youth Program
105587	20/12/2023	City of Fremantle	11.36	Parking - Team event Freo
105587	18/12/2023	Suburban Bar and Grill	245.91	Boola Maara - Christmas Lunch
105587	18/12/2023	Suburban Bar and Grill	2.41	Boola Maara - Christmas Lunch
105587	11/12/2023	Coles	15.30	Drinks for KYAC presentation to Council
105587	10/12/2023	Asana	899.40	Asana Project Management tool subscription
105587	07/12/2023	Coles	25.90	Drop in consumables
105587	07/12/2023	Coles	0.23	Drop in consumables

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105587	06/12/2023	Netflix	15.45	Netflix Monthly subscription
105587	05/12/2023	SP Kingd Square Freo	9.30	Parking - South Metropolitan Regional Hospital
105587	04/12/2023	Oh Hey	400.00	Team milestone event as approved by Director
105587	04/12/2023	Oh Hey	7.00	Team milestone event as approved by Director
105587			351.45	GST
Credit Card Manager Customer and Communications			**10,041.30**	
105588	31/12/2023	Facebook Ads	18.18	Spirit Newsletter
105588	31/12/2023	Facebook Ads	22.73	On the 10th day of Christmas…
105588	31/12/2023	Facebook Ads	35.00	Orelia Primary Bike Library
105588	31/12/2023	Facebook Ads	25.00	Gilmore College
105588	31/12/2023	Facebook Ads	90.86	International Day of People with Disability
105588	31/12/2023	Facebook Ads	50.00	Safe and Found
105588	31/12/2023	Facebook Ads	310.51	Lolly Run 2023
105588	31/12/2023	Facebook Ads	100.00	Umpire Jobs Positions
105588	31/12/2023	Facebook Ads	50.00	Never Bin a Battery
105588	31/12/2023	Facebook Ads	148.02	Christmas Bin Collections
105588	31/12/2023	Facebook Ads	199.78	Great Sorts 2023
105588	21/12/2023	WA News	25.45	West Australian Newspaper Subscription
105588	20/12/2023	Silktide	6,415.80	Annual Subscriptions - Website Accessibility
105588	19/12/2023	Transmit SMS	181.82	Christmas Opening Hours
105588	19/12/2023	Transmit SMS	3.45	Christmas Opening Hours - fee
105588	18/12/2023	Fiverr.com	338.15	Animation Voiceover Talent
105588	15/12/2023	Trasmit SMS	181.82	Lolly Run
105588	15/12/2023	Trasmit SMS	3.45	Lolly Run
105588	14/12/2023	Snap Chat Ads	39.63	Lolly Run Snapchat Filter
105588	14/12/2023	Google Cloud	0.41	Website API
105588	13/12/2024	Rustico Tapas	385.86	Annual team building and development event
105588	13/12/2024	Rustico Tapas	-63.64	Annual team building and development event
105588	08/12/2023	Mailchimp	385.52	Email marketing software
105588	08/12/2023	Aust Reporting Award	627.27	Annual Report Award Submission
105588	06/12/2023	Artlist. IO	166.59	Royalty-free video asset Subscription
105588	06/12/2023	Commonwelth Bank	4.16	International Transaction Fee
105588	05/12/2023	Typeform	52.97	Subscription - advance form module
105588	05/12/2023	Commonwelth Bank	1.20	International Transaction Fee
105588			241.31	GST
Credit Card Director City Infrastructure			**8,460.48**	
105589	15/12/2023	Woolworths	160.79	Directorate BBQ

105589	15/12/2023	Woolworths	43.00	Directorate BBQ
105589	15/12/2023	Kwinana Butchers	448.27	Directorate BBQ
105589	13/12/2023	Costco	165.19	Directorate BBQ
105589	13/12/2023	Costco	30.48	Directorate BBQ
105589	12/12/2023	Western Power	1,200.00	Street Lighting Design
105589	12/12/2023	Western Power	8.64	Street Lighting Design - card fee
105589	1112/2023	Woolworths	52.20	Directorate BBQ
105589	11/12/2023	Woolworths	168.96	Directorate BBQ
105589	11/12/2023	Geodetic Supply's	534.00	Measuring Wheels
105589	07/12/2023	S & E Automotive	1,862.50	Insurance Claim
105589	07/12/2023	Western Power	1,200.00	Street Lighting Design
105589	07/12/2023	Western Power	8.64	Street Lighting Design - card fee
105589	07/12/2023	Town of Cambridge	5.82	Parking - Public Works Portfolio Meeting
105589	05/12/2023	Smartsheet Inc	2,064.00	Business Plan Licences
105589			507.99	GST
Credit Card MANAGER GOVERNANCE AND LEGAL			**550.00**	
105590	18/12/2023	Legal Aid Commission	550.00	Workshop attendance
Credit Card Manager Information Technology			**3,478.65**	
105591	19/12/2023	Optus Billing Services Pty Ltd	80.91	Honeywood temporary Internet
105591	14/12/2023	WESTERN POWER	3,000.00	Request for Street Light Design - MP2097
105591	14/12/2023	WESTERN POWER	21.60	Request for Street Light Design - MP2097
105591	05/12/2023	Microsoft Pty Ltd	59.90	Boardroom teams room
105591			316.24	GST
Credit Card Chief Executive Officer			**41.40**	
105613	09.12.2023	ChatGPT Subscription	30.51	Monthly Subscription for Open AI Chat GP
105613	09.12.2023	International Transaction Fee	0.76	Transaction Fee for Chat GPT
105613	05.12.2023	Wilson Parking	9.21	Parkingfor CEO to attend PSWMA Board Meeting
105613			0.92	GST
Credit Card Human Resources Manager			**2,022.32**	
105620	27/12/2023	INTNL TRANS FEE REFUND	-24.80	Refund of dispute transaction
105620	27/12/2023	INTNL TRANS FEE REFUND	-24.80	Refund of dispute transaction
105620	27/12/2023	Dispute Refund	-991.91	Refund of dispute transaction
105620	27/12/2023	Dispute Refund	-991.91	Refund of dispute transaction
105620	21/12/2023	INTNL TRANS FEE REFUND	-1.95	Refund of dispute transaction

105620	21/12/2023	INTNL TRANS FEE REFUND	-2.02	Refund of dispute transaction
105620	21/12/2023	INTNL TRANS FEE REFUND	-6.49	Refund of dispute transaction
105620	21/12/2023	INTNL TRANS FEE REFUND	-10.20	Refund of dispute transaction
105620	21/12/2023	INTNL TRANS FEE REFUND	-11.73	Refund of dispute transaction
105620	21/12/2023	INTNL TRANS FEE REFUND	-12.89	Refund of dispute transaction
105620	20/12/2023	Dispute Adjustment	-78.02	Refund of dispute transaction
105620	20/12/2023	Dispute Adjustment	-80.81	Refund of dispute transaction
105620	20/12/2023	Dispute Adjustment	-259.46	Refund of dispute transaction
105620	20/12/2023	Dispute Adjustment	-407.94	Refund of dispute transaction
105620	20/12/2023	Dispute Adjustment	-469.11	Refund of dispute transaction
105620	20/12/2023	Dispute Adjustment	-515.48	Refund of dispute transaction
105620	20/12/2023	Australian Library and Information Association	559.00	Online training course for Library staff
105620	18/12/2023	Kwinana Hub Lottery and Newsagency	21.27	Envelopes for Award vouchers
105620	18/12/2023	Bloomex	57.88	Get Well Soon flowers
105620	18/12/2023	Bloomex	70.21	New Baby flowers
105620	18/12/2023	Big W	631.80	Gift vouchers for Staff Christmas Decoration
105620	18/12/2023	Big W	1,015.90	Gift vouchers for End of Service
105620	18/12/2023	Big W	465.90	Gift vouchers for Staff Christmas Decoration
105620	15/12/2023	Officeworks	416.32	A4 Certificate Frame Gold x 50
105620	15/12/2023	WA Museum	120.00	Introducing Aboriginal History event
105620	05/12/2023	SHEIN.COM Dublin IRL 47.19E	78.02	Dispute transaction
105620	05/12/2023	INTNL Transactopn Fee IRL	1.95	Dispute transaction
105620	05/12/2023	SHEIN.COM Dublin IRL 48.88	80.81	Dispute transaction
105620	05/12/2023	INTNL Transactopn Fee IRL	2.02	Dispute transaction
105620	05/12/2023	eFarma by Atida Bacoli ITA	259.46	Dispute transaction
105620	05/12/2023	INTNL Transaction Fee ITA	6.49	Dispute transaction
105620	05/12/2023	eFarma by Atida Bacoli ITA	407.94	Dispute transaction
105620	05/12/2023	INTNL Transaction Fee ITA	10.20	Dispute transaction
105620	05/12/2023	eFarma by Atida Bacoli ITA	469.11	Dispute transaction
105620	05/12/2023	INTNL Transaction Fee ITA	11.73	Dispute transaction
105620	05/12/2023	eFarma by Atida Bacoli ITA	515.48	Dispute transaction
105620	05/12/2023	INTNL Transaction Fee ITA	12.89	Dispute transaction
105620	05/12/2023	FacebkPrtl * Meta Stor Dubl	991.91	Dispute transaction
105620	05/12/2023	INTNL Transaction Fee ITA	24.80	Dispute transaction
105620	05/12/2023	FacebkPrtl * Meta Stor Dubl	991.91	Dispute transaction
105620	05/12/2023	INTNL Transaction Fee ITA	24.80	Dispute transaction
105620	05/12/2023	eFarma by Atida Bacoli ITA	-515.48	Refund of dispute transaction
105620	05/12/2023	eFarma by Atida Bacoli ITA	-407.94	Refund of dispute transaction
105620	05/12/2023	eFarma by Atida Bacoli ITA	-469.11	Refund of dispute transaction
105620			56.57	GST

Credit Card Director of PSWMA			**1,274.51**	
105652	11/12/2023	SP Kings Square Parking	14.87	PSWMA Bank Meeting
105652	07/12/2023	City of Perth Parking	17.90	AUKUS Function
105652	07/12/2023	Universal Bar	1,107.27	Berverage catering for PSW Major Project
105652	05/12/2023	SP Kings Square Parking	9.30	Board Meeting Parking
105652	05/12/2023	SP Kings Square Parking	9.30	Board Meeting Parking
105652			115.87	GST
Credit Card Admin & Special Projects Officer			**1,666.47**	
105669	20/12/2023	Woolworths	98.40	Purchase of refreshments for Xmas
105669	15/12/2023	Eventbrite	39.00	Monthly subscription for the Library
105669	13/12/2023	Coles Kwinana	145.45	COG Workshop Refreshments
105669	13/12/2023	Coles Kwinana	140.91	COG Workshop Refreshments
105669	12/12/2023	Coles Kwinana	15.30	COG Workshop Refreshments
105669	12/12/2023	Coles Kwinana	88.09	COG Workshop Refreshments
105669	07/12/2023	Reject Shop	14.32	Purchase of supplies for seniors Xmas
105669	07/12/2023	Rockingham Pool & Spa Solutions	258.16	Purchase of x2 pump lids for solar heating systems
105669	07/12/2023	Rockingham Pool & Spa Solutions	109.06	Purchase pf x3 pressure gauges for pool pumps
105669	05/12/2023	Coles Kwinana	181.40	COG Workshop Refreshments
105669	05/12/2023	Coles Kwinana	5.96	COG Workshop Refreshments
105669	05/12/2023	Coles Kwinana	177.27	COG Workshop Refreshments
105669	05/12/2023	Coles Kwinana	153.14	COG Workshop Refreshments
105669	05/12/2023	Coles Kwinana	120.50	COG Workshop Refreshments
105669			119.51	GST
Credit Card Director City Life			**254.86**	
105689	31/12/2023	eBay	28.78	Subscription
105689	18/12/2023	Inuit Mailchimp	165.95	Mail Chimp Subscription
105689	08/12/2023	Local Government Profession	45.45	Annual State Conference
105689	05/12/2023	Wilson Parking	9.21	Parking Fremantle - Dept of Communities
105689			5.47	GST
Credit Card Coordinator Engagement and Place			**2,981.57**	
105692	23/12/2023	Pizza Hut	87.64	Refreshments for staff - Christmas
105692	22/12/2023	Coles Kwinana	24.09	Purchase of supplies for Lolly Run
105692	18/12/2023	BCF	245.45	Purchase of Ice box for general events
105692	18/12/2023	Kwinana Butcher	576.00	Burgers for the family BBQ
105692	18/12/2023	Woolworths	15.00	Bread for the family BBQ

105692	18/12/2023	BP Kwinana	77.27	Purchase of Gas Bottle for Events
105692	16/12/2023	IGA Tucker Fresh	59.20	Snacks for back of truck for volunteers
105692	16/12/2023	IGA Tucker Fresh	43.47	Snacks for back of truck for volunteers
105692	16/12/2023	Morris Compounding Pharmacy	21.73	Ear Plugs - for back of truck for volunteers
105692	14/12/2024	RSEA	101.75	Purchase of Air Horns for Lolly Run 2023
105692	14/12/2024	Spotlight	-19.32	Refund
105692	13/12/2023	Slash Idea	89.22	The tracking app for the Lolly Run 2023
105692	13/12/2023	Spotlight	384.09	Decorations for Kwinana Lolly Run 2023
105692	12/12/2023	Woolworths	35.91	Christmas Nibbles for Council Dinner
105692	12/12/2023	Spotlight	193.18	Supplies for Christmas Lolly Run
105692	11/12/2023	BP Kwinana	32.73	Seniors Christmas Lunch - Ice
105692	07/12/2023	Prezzee	144.00	Annual events spotify membership
105692	07/12/2023	Woolworths	63.60	Seniors Christmas Supplies
105692	07/12/2023	Woolworths	5.64	Seniors Christmas Supplies
105692	07/12/2023	Dan Murphy's	181.59	Seniors Christmas Lunch - Supplies
105692	05/12/2023	Subway	110.00	Councillors Dinner
105692	05/12/2023	Bunnings	273.13	Staff Christmas Party
105692	05/12/2023	Kmart	54.55	Staff Christmas Party
105692			181.65	GST
		Grand Total:	**$ 36,788.32**	

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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

24 MAYORAL ANNOUNCEMENTS

25 CONFIDENTIAL ITEMS

Nil

26 CLOSE OF MEETING